

Appendix C - Research Assistant Form



Instructions for Use:

This form is intended to record research duties or tasks assigned to a graduate student, by a faculty member ("Employment Supervisor") in a research project. In accordance with Article 2.02 of the Collective Agreement*

"For clarity, a graduate student is performing bargaining unit work when they are assigned research duties and/or research tasks that are not directly related to the completion of their degree or program requirements."

This form should be completed in a meeting between the Employment Supervisor and the Research Assistant (RA) prior to the Employment Start Date. See "Guidelines for Discussion" (p.1) for illustrative examples of research duties or tasks.

Guidelines for Discussion

Research and research-related duties and tasks may include, but are not limited to:

Research

- Collect, analyze and/or provide summaries of project result
- Prepare articles, reviews, reports, summaries, protocols and presentations
- Prepare, recruit, conduct, transcribe and/or summarize interviews
- Organizing and/or curating archives, cultural objects, artworks and documentation
- Organizing and/or conducting regular maintenance and repair of laboratory equipment and laboratory machinery
- Technical tasks related to maintenance of laboratories, galleries, and research facilities
- Prepare for and attend relevant meetings, including developing an agenda and circulating minutes
- Preparing submission for granting agencies
- Data entry

Administration

- Inventory, request or acquire equipment or supplies
- Obtaining quotes from suppliers or contractors
- Planning and coordination of conferences, committees, workshops, social media, marketing, public relations events and programs, exhibitions, performances or screenings
- Organizing proper handling, storage and/or disposal of research materials/waste
- Tasks related to research finances

Supervision

- Supervising or guiding others contributing to the research project
- Serving as the research project coordinator

SECTION A

| | |
|--|--|
| Name of Research Assistant | |
| **Employee Email Address of Research Assistant | |
| Employment Supervisor | |
| Employment Supervisor's Department ("Unit") | |
| Employment Supervisor's Research Project | |
| Employment Start Date | |
| Employment End Date | |

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SECTION B

| Research Duty/Research Task | Approx. Hours | Details, including expectations |
|-----------------------------|---------------|---------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

| | | |
|--|--|--|
| Job/Unit Specific Training as per Article 16.09: | | |
| Total number of approximate RA hours: | | |

| | | |
|--|--|--|
| Employer-required training (as per Article 16.15) | | |
|--|--|--|

The RA agrees that the research duties/research tasks listed on this form are subject to change by the Employment Supervisor. The RA and Employment Supervisor agree that any change to the total number of RA hours should be made in accordance with Article 16, "Hours of Work".

| | |
|------------------------------------|-------|
| Employment Supervisor (Signature): | Date: |
| RA (Signature): | Date: |

Notes:

*As a graduate student employed as a Research Assistant, you are represented by the Public Service Alliance of Canada, Local 901. Your terms and conditions of employment and bargaining rights are set out in the Collective Agreement which can be found at the following links:

<https://www.queensu.ca/facultyrelations/psac-local-901-unit-1/collective-agreements>
<http://psac901.org/>

**As a Queen's University graduate student who is also a Queen's employee, you need an Employee NetID that is separate from your student NetID. The Employee NetID and employee email account must be used for your Queen's employment. It can be activated by following the instructions found here:

<https://netid.queensu.ca/selfservice/accountClaim/find>

Return to Work and Accommodation: <https://www.queensu.ca/humanresources/workplace-policies>

Copy: RA, Employment Supervisor, Personnel File, PSAC Local 901