

**University of Pittsburgh  
Department of History of Art and Architecture**

**GSA Contract for Research Assistants**

**Term/Year** \_\_\_\_\_

**Faculty Mentor** \_\_\_\_\_

**Position Description**

GSA's work with the faculty mentor to advance research, pedagogical initiatives, publication, and exhibition projects, and assist with the organization of conferences, symposia, and scholar visits. GSA's may also help with the design and implementation of special projects for the undergraduate program such as core course revision, curricular initiatives, or collaborative research or community-based projects. This experience expands understanding of the intellectual architecture of the discipline in terms of professional and pedagogical networks. It advances the student's ability to conceptualize relevant research, contribute to publication and exhibition projects, and to advance pedagogical innovations in the field.

**Policies and Contract Terms**

University regulations stipulate 300 hours (20 hours per week) total per term as the maximum number of work hours required of TAs/TFs/GSA's. TA/TF/GSA responsibilities for any digitizing or computer work should be related to the primary research assignment agreed upon by the faculty mentor and graduate student. Training for such duties should be calculated in the maximum number of work hours stated above.

**The faculty mentor is to supply the GSA with a schedule at the beginning of the term with dates clearly indicated for special assignments or tasks in which the GSA will be involved.**

If computer work of any sort is to be done, hours necessary for proper training must be included in the overall calculation of contract hours.

Please be as explicit as possible in describing the work assignment and calculated hours for each task expected of the research GSA for this term:

<b>Training/Task</b>	<b>Hours</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL HOURS:** \_\_\_\_\_  
(Not to exceed 20 hours a week/300 hours for the term; all additional assignments are the responsibility of the faculty mentor.)

**Midterm check-in:** Please specify a date after classes are underway when you will meet to revisit this contract and confer on any adjustments that may need to be made regarding assignments, allotment of hours, or any other relevant aspects of your work together this term. Date: \_\_\_\_\_.

**Signatures**

Faculty Mentor \_\_\_\_\_ Date \_\_\_\_\_

GSA \_\_\_\_\_ Date \_\_\_\_\_

**Contracts are to be completed, signed, and returned to the Graduate Administrator by the end of the first week of class each term. Originals will be filed in the department office and copies made and returned to faculty mentors and GSAs for their files.**

**Any contract questions are to be taken up with the Director of Graduate Studies and, if necessary, the Department Chair.**