University of Pittsburgh
Department of History of Art and Architecture

GSA Contract for <u>Visual Media Workshop Assistant</u>

Term/Year _____

Faculty Mentor _____

Position Description

GSAs in the Visual Media Workshop collaborate with the faculty mentor to advance the VMW's research projects and workshops. In this post, the graduate student gains valuable experience both participating in and learning to manage medium- to large-scale digital humanities projects. They are also given the opportunity to experience different modes of collaboration with an interdisciplinary group of faculty, peers, and undergraduate mentees. The projects they participate in are geared, as much as is possible, towards their direct research interests. These GSAs often publish on their work in the VMW, in digital and print formats.

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/GSAs.

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 Visual Media Workshop GSA for this term:

Training/Task	**Hours**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.