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## Civil & Environmental Engineering Graduate Research Assistant (GRA) Duties and Evaluation (DEV) Plan

<b>Graduate Assistant Name:</b>	
<b>Supervisor/ Principal Investigator (PI):</b>	
<b>Appointment Term Dates:</b>	
<b>Degree (MS or PhD)</b>	
<b>FTE (0.25 or 0.5):</b>	

### I. Description of Duties

A GRA appointment represents compensated work, typically 10 or 20 hours per week. These hours reflect the portion of effort dedicated to the research or scholarly project supporting the assistantship, and do not include all the time a student devotes to degree-related research. While the assistantship may overlap with the student's own thesis or dissertation work, additional effort beyond the compensated GRA duties is normally required to fulfill graduate degree requirements.

The duties for this Graduate Research Assistantship are as follows. **The GRA will not be expected to exceed an average of**  10  20  other \_\_\_\_ **hours per week.**

Expectations of assistantship: **[FACULTY - Select from list below]**

- Conduct literature reviews and summarize findings.
- Develop experimental protocols and procedures.
- Collect and analyze data using appropriate methods.
- Maintain research records and notebooks.
- Draft sections of reports, manuscripts, or grant proposals.
- Create data visualizations, tables, or figures for presentations or publications.
- Assist with maintaining lab equipment and ordering supplies.
- Participate in regular research group meetings.
- Attend and present at research seminars, poster sessions, or conferences.



- Support compliance with IRB, IACUC, or other regulatory bodies.
- Write and test code, or develop software relevant to the research project.
- Build or maintain computational models or simulations.
- Assist with qualitative data collection and coding.
- Transcribe or analyze interview or focus group recordings.
- Conduct field work and associated data entry and processing.
- Develop standard operating procedures (SOPs) for project tasks.
- Mentor, train, or supervise junior researchers or undergraduate assistants.
- Collaborate and communicate effectively with lab members.
- Participate in workshops or technical training activities.
- Complete required Responsible Conduct of Research training, if required by funder.
- Maintain rigorous, reproducible research practices.
- Uphold ethical conduct, research integrity, and laboratory safety standards.
- Maintain a clean and organized research environment.

**Additional/Custom Duties (if applicable):**

## II. Evaluation Criteria

**The GRA's performance will be evaluated based on the following:**

- Accuracy, completeness, and timeliness of assigned research tasks.
- Accuracy, rigor, and reproducibility in data collection and analysis.
- Ethical conduct, safety, and responsible research practices.
- Initiative, judgement, and follow-through on independent responsibilities appropriate to experience level.
- Communication and collaboration with PI and team members.
- Contribution to research or scholarly outputs (e.g., data sets, reports, presentations).
- Responsiveness to feedback and research mentorship.

**Performance feedback will be provided at the end-of-semester via a written form completed by the advisor and discussed in a meeting between the student and advisor.**

*NOTE: Additionally, all PhD students will have annual progress reviews with their faculty advisor starting in Spring 2026.*

Non-renewal of a GRA appointment may occur due to funding limitations, project completion, or programmatic rotations, and does not necessarily indicate unsatisfactory performance.

### III. Work Schedule and Availability Expectations

GRA must be available starting (Start date)	
Final date of appointment (End date)	
Anticipated weeks of heavy workload (ex: indicate weeks or months when the GRA will be particularly busy)	
Weekly lab/group meetings: Day/Time	
Fieldwork or off-campus expectations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Personal protective equipment (PPE) or other gear required. Indicate N/A if not applicable.	
Are any costs incurred by GRA?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list:
Use of AI tools permitted for SOPs or data processing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> With approval

Remote work options	<input type="checkbox"/> Yes, with approval <input type="checkbox"/> No
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**Note:** GRAs should be aware of CSU resources that support mental health, accessibility, and remote-work accommodations. Work-related accommodations are requested through the [Office of Equal Opportunity](#), and guidance on flexible or remote work arrangements is available from [CSU's HR](#). As graduate students, GRAs have access to a wide range of academic, social, and mental health resources, which are described in the [Graduate School Orientation](#). GAs should be aware of these resources as well as employee-related resources provided through the [Employee Assistance Program](#).