Ph.D. Program in Environmental Design and Planning
Graduate Research / Teaching Associateships

INTRODUCTION

The following guidelines apply to Graduate Research / Teaching Associateships in the Ph.D. Program in Environmental Design and Planning. Research Associateships (RAs) and Teaching Associateships (TAs) are regarded as a form of apprenticeship and professional development activity and its primary purpose is to assist students in strengthening and successfully completing their academic program. It includes activities that are relevant to each student's own program of study, and contributes to the College's and University's teaching, research and service efforts.

RAs and TAs are usually awarded within the student's academic unit. However, Ph.D. students may accept positions outside the Ph.D. Program if the unit offering the appointment establishes a direct link between the academic expertise of the associate and the assigned duties of the position. Ph.D. students who accept positions in other units should notify the Ph.D. program by e-mail, so that we know to be expecting the hiring unit to contact us. The other hiring unit will request that the Ph.D. program input the financial aid information into the gPortal system for tuition waivers and health insurance, if appropriate.

GENERAL APPOINTMENT AND ENROLLMENT POLICIES

Orientation
Because each RA / TA will be working with a different faculty mentor, the Ph.D. Program in Environmental Design and Planning has no formal department orientation. However, new TAs must be on campus by August 15, 2005, in order to participate in mandatory campus orientations.   Associates should meet with mentors no later than August 22, 2005, to start discussing your associateship duties.

Duties and Responsibilities
Duties and responsibilities for each associate are generally proposed by the Program Director and Directors of the three Schools. During the first two weeks of appointment (August 16-31), each associate will be asked to prepare and submit the Statement of Agreement for review and approval by the Executive Committee. General guidelines include:

- The work should be of direct benefit to the associate and College of Design.

- The funding is not generally in support of the associate's own research agenda, unless that agenda is an outgrowth of the work originally approved by the Executive Committee.

- The progress on the work and outcomes should be reported through the responsible faculty member to the Executive Committee prior to the end of each academic semester. Reporting format shall be the Graduate Associate Evaluation form.

- The Executive Committee may re-align the scope of work assigned to an associate when necessary.

Work Hours Per Week
Half-time appointments average 20 hours per week during the period of appointment for the fall and spring semesters; third-time appointments average 13 hours per week; and quarter-time appointments average 10 hours per week. Academic year appointments normally begin August 16 and end May 15; semester appointments, August 16 to December 31 or January 1 to May 15. Appointment periods are not generally available for the summer. The appointment period is noted in the announcement of vacancy advertisement for all positions and in the letter offering the associateship appointment.

Enrollment Requirements
Associates must enroll for a minimum of 6 credit hours each semester of their associateship appointment. These minimum credits cannot include audit enrollment. The College of Design expects that these courses be in the student's approved Ph.D. program of study.

Maximum enrollment guidelines are as follows:

    Semester: half-time, 12 credits each semester
                 third-time, 13 credits each semester
                 quarter-time and eighth-time, 15 credits each semester

Retention and GPA Standards
Associates are required to be admitted with regular status and be in good standing in the Ph.D. program. It is expected that a grade point average of 3.0 or higher be maintained.

Periodic reviews
Associates are encouraged to meet with the faculty supervisor at least once a week or more depending on the supervisor's expectations. These meetings will give both the associate and the faculty supervisor the opportunity to discuss the student's progress on a regular basis. Prior to the end of each semester, the faculty supervisor will complete a short evaluation on the associate's progress and submit it to the Executive Committee for review. If performance is unsatisfactory, continuation may be in question.

Reappointment Procedures
Associateship appointments are on a semester or academic year basis, awarded **for no more than 3 consecutive years**. Associates will be considered for reappointment provided they continue to make satisfactory progress on program of study requirements and that they successfully complete project assignments. Associates must reapply, following the application requirements of the ASU Division of Graduate Studies. Should an associate decline a position at any time, the position will not be renewed at a later date and the three-year commitment from the Ph.D. Program is cancelled. Contact the Ph.D. Program Office for deadline dates and application packets. Executive Committee approval, based on the program by-laws, guides the selection and reappointment process.

Termination Before End of Appointment Period
It is the prerogative of the Executive Committee to make assignments and to reassign associates whenever warranted. Once the semester begins, it is expected that associates will fulfill their responsibilities until the end of the semester. In those cases where the associate's performance is not meeting the expectations, an attempt will be made to help the associate improve his/her performance before terminating the appointment. However, in cases where the associate violates University policies, engages in academic misconduct or breaches the ASU code of conduct, is incapacitated for an excessive amount of time, or changes academic disciplines, the Executive Committee may terminate the appointment. A request for review of a termination must begin at the lowest level within ten calendar days and upon receipt of the termination notice.

Office Space
Since associates share office space with other Ph.D. students, it is **not** appropriate to hold "office hours" in the Ph.D. student office. Should there be need for a permanent meeting space, the associate should make special arrangements through the faculty supervisor. Additionally, the Ph.D. program office should **not** be used for students as a drop-off location for class papers/projects.

Use of Equipment
Associates can use computers and printers that are usually available to all graduate students in the college. If any additional equipment is needed, associates may check out equipment from the Media Center, which is located in the basement of the south building. In order to check out equipment, associates must present their student ID card and their white Graduate Associate ID card. Use of any faculty/staff equipment must be approved by the associate's mentor.

E-mail Accounts
Associates are expected to obtain an e-mail account as soon as feasibly possible. Your ASURITE account allows you access to Mac and PC workstations in any Information Technology site, file service, general purpose server access, e-mail service, and print capability. To initiate your ASURITE account, visit the Information Technology web site at **https://author1.asu.edu/cgi-bin/WebObjects/APSelfSub** and follow the directions.

Where to go for help
Questions and/or concerns regarding the assigned job responsibilities should first be directed to the individual faculty supervisor. If a satisfactory solution/answer is not attained from the supervisor, the associate should schedule an appointment with the Program Director. If the questions/concerns directly relate to the individual's supervisor, the associate should visit with the Program Director first. Meetings can be scheduled through the Administrative Associate at 965-4620.