



University of Pittsburgh

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MEMO TO: All Graduate Students
Department of Physics and Astronomy

FROM: Adam Leibovich, Director of Graduate Studies

DATE: ***Distributed Annually Every August***

SUBJECT: **Your Contractual Obligations as a GSR and TA/TF**

In the School of Arts and Sciences at the University of Pittsburgh a full-time appointment as a GSR or TA/TF requires you to devote an average of 20 hours per week to the assigned tasks for the full duration of the appointment.

The period of a **GSR appointment** extends from the start date to the end date specified in your appointment letter. The person whose grant provides the funds for the stipend is your supervisor. You are responsible for keeping in touch with your supervisor regularly concerning your research work. Except for official holidays when the University is closed you are expected to be in residence in the place where your research work is conducted. If you need to be absent from work during your appointment period, all such absences must be discussed with and approved by your supervisor in advance.

The period of a **TA/TF appointment** for a given term starts on the first day of classes and ends on the date when the final grades for that term are due. (Some faculty members require their TA/TFs to be available for orientation a few days prior to the first day of classes.) The primary instructor for the course to which you are assigned is your supervisor. You should contact this instructor as soon as you receive your assignment and coordinate your teaching activities with this person throughout the term. Except for official holidays when the University is closed you are expected to be in Pittsburgh on workdays. If you need to be absent from work during your appointment period, all such absences must be discussed with and approved by your supervisor and the Director of Graduate Studies in advance. (If you are assigned to more than one course you may have more than one supervisor. In that event you need to talk with all of them.)

cc: Physics & Astronomy Faculty