

## Memorandum of Agreement

### UNM Graduate Students Holding Assistantships

Remote Work Arrangement for <<semester -- e.g. Spring semester 2024>>

Date: <<date of issuance>>

#### 1. Purpose of the Agreement

In accordance with the [Remote Work Guidelines for UNM Graduate Students Holding Assistantships](#), this Memorandum of Agreement (MOA) <<establishes >> the terms and conditions of the remote work agreement for <<name>> <<title (Graduate Assistant/Teaching Assistant, Research Assistant, Project Assistant)>> in the <<department name>>. This MOA is between the <<name>>, <<department name>> and <<School/College>> is entered into effective <<date>>, ending <<date – end of semester / end of current GA contract>>. The MOA is subject to final approval of the Provost/Executive Vice President for Academic Affairs.

#### 2. Departmental Supervisory Responsibilities

The department acknowledges that graduate assistantship holders are first and foremost learners who require active, frequent, and engaged supervision, mentorship, and instruction to learn from and perform effectively in their employment assignments. The department accepts responsibility to provide <<name of graduate assistant>> with supervision, mentorship, and job task-related instruction at a frequency and quality equivalent to what would take place for a graduate assistantship holder working on campus.

The <<department name>> has appointed <<name(s) of supervisor(s)>> to supervise <<name of graduate assistant>>. Supervisory meetings will take place <<by what means>> <<on what days and times>>. <<Name(s) of supervisor(s)>> will observe the teaching or other work of <<name of assistant>> on <<number of planned teaching or other work observations planned for contract period.>>

The department attests that <<name of graduate assistant>> has completed all training required to perform remote work before (not simultaneously with) beginning any remote teaching. For remote teaching assignments, the department attests that <<name of assistant>> has completed Regular and Substantive Interaction (RASI) training on <<date training completed>> or Evidence Based Practices for Teaching Online (EBPTO) completed on <<date training completed>>.

In addition to training required prior to beginning remote work, the department will allow <<name of graduate assistant>> to devote work time to the following training programs <<name and dates of additional training programs>>.

The department acknowledges that graduate assistants or teaching assistants may not be assigned to serve as instructor of record of a graduate course or a course cross listed with a graduate course.

### **3. Performance Expectations**

While the MOA remains in effect, the holder of a Graduate Assistantship will fulfill the following teaching or research assignments:

<<Summarize work responsibilities including meeting times, expected times and modality of availability to students, graduate colleagues, faculty, and other participation in the work and academic mission of the unit.>>

During this assignment, the Graduate Assistant must meet the obligations for their teaching or research assignment(s), specifically:

#### **3.1 Student Engagement**

<<Describe how the holder of the assistantship will assist undergraduate and graduate students achieve success, including expectations regarding availability in synchronous or asynchronous course setting, office (drop-in) hours, and for other student consultations and queries.>>

#### **3.2 Teaching**

<<Describe expectations regarding assigned teaching duties.>>

The Graduate Assistant will follow UNM's Online teaching policies, including securing course approval by the Graduate Assistant's respective department, and will have completed the required trainings (e.g., EBPTO, RASI) in advance of the start of the remote work assignment. Assigned courses must have been published as online prior to student registration.

#### **3.3 Research**

<<Describe expectations regarding work tasks, work product and deliverables including schedule and quantity and quality of work required, meeting and consultation times and modalities.>>

### **4. Location and Work Environment**

Effective <<date>>, the Graduate Assistant's work location will be <<address>>. The Graduate Assistant is responsible for verifying that their worksite address is accurately reflected in UNM's Banner system via UNM Demographic Self Service (<https://dss.unm.edu>).

Any change in an approved work location requires a new MOA prior to commencing work at the new work location. The Department acknowledges its responsibility to determine to the best of its ability the location at which work is being performed, and to verify that information shown in Banner regarding address of work location is accurate.

## **5. UNM Equipment and Management of Institutional Data**

The graduate assistant working remotely agrees to use only UNM owned and approved data storage systems such as UNM Canvas and UNM-hosted Sharepoint and OneDrive to store student or other institutional data. Any hard copy material must be stored <<describe secure storage procedures.>> Storage of any human subjects research data or other sensitive material will be in accordance with the pertinent human subjects protocol and export control procedures for the project.

[Optional:] The <<department name>> will provide the Graduate Assistant with <<list equipment>> in order to perform assigned duties and meet job expectations during the term of the MOA. During the term of the MOA, the Graduate Assistant must follow <<directions>> to report any technical issues with UNM issued equipment. At the end of the current MOA, all UNM equipment must be returned by <<describe return procedures and date>>.

## **6. Communications**

The Graduate Assistant is responsible for maintaining accurate mailing address, worksite address, and other personal information in Banner. Any misrepresentation of worksite location is grounds for immediate termination of this agreement.

The Graduate Assistant is expected to be available to students and colleagues on a consistent and timely basis. The Graduate Assistant should respond promptly to email inquiries made through their UNM email account.

## **7. Review, modification, or discontinuation**

The Chair, Dean, and Provost will review remote work arrangements each semester. There is no presumption of renewal or issuance of a future remote work agreement after the end of this agreement. In preparation for review, and to facilitate improvement of remote work performance, the Graduate Assistant must actively reach out to colleagues, their supervisor(s), and the department graduate program director to determine whether department needs are being met and to demonstrate that they are working effectively.

<< Report here the date and specific findings of the review of the most recent previous semester during which remote work took place, identifying any issues and corrective actions on the part of either the Department or the Graduate Assistant.>>

The Chair, Dean, and Provost (or designee) retain the authority to modify or discontinue a remote work arrangement at any time.

## **8. Graduate Assistant Acknowledgement**

By signing the MOA, the Graduate Assistant acknowledges and agrees to the following terms and conditions:

A remote work arrangement is an exception to UNM's expectation that graduate assistants will be regularly available on campus.

Remote work is not a right of an assistantship appointment, and the University retains the authority to modify or terminate any remote work arrangement at any time.

Assignment of a graduate assistant to a remote work arrangement does not set a precedent that the assistantship holder will be working under a remote work arrangement in the future.

The Graduate Assistant agrees to follow UNM's Online teaching policies and only teach online courses that have been approved by the Graduate Assistant's employing department and published as online prior to student registration.

If teaching online, the Graduate Assistant agrees to complete the required trainings (e.g., EBPTO, RASI) in advance of the start of the remote work assignment.

UNM will not reimburse or provide a subsidy for the Graduate Assistant's utilities, broadband service, or parking.

Upon termination of the MOA, the Graduate Student has no assurance of future appointment to remote work.

## **9. Department Acknowledgement**

By signing this MOA, the Department Chair acknowledges that:

The primary consideration in determining instructional modality must be student learning and student success.

The Department will fulfill its supervisor and mentorship responsibilities as outlined in Part 2 above.

The department will not assign the graduate assistant as instructor of record in a graduate course or undergraduate course cross-listed with a graduate course.

The Department has reviewed all previous remote work arrangements for the Graduate Assistant and addressed any shortcomings with respect to performance, supervision, availability to students, or participation in the mission and academic life of the department.

The MOA and associated graduate assistantship contract will be implemented in compliance with the applicable tax, labor laws, and other policies.

Noncompliance with the Remote Work Guidelines for UNM Graduate Students Holding Assistantships or any aspect of this MOA may result in modification or discontinuation of the remote work arrangement, may be reflected in performance evaluations, and may result in disciplinary action up to and including termination in accord with applicable procedures.

\_\_\_\_\_  
Graduate Assistant, Title

\_\_\_\_\_  
Date

By signing the MOA, the academic unit (department/center and school/college) agrees to ensure the out-of-state remote work arrangement will be implemented in compliance with the applicable tax, labor laws, and other policies.

\_\_\_\_\_  
Name, Chairperson/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Chancellor (Branch Campus Only)

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
James Paul Holloway  
Provost/Executive Vice President for Academic Affairs

\_\_\_\_\_  
Date