

Faculty and Graduate Student Expectations

GRADUATE STUDENTS

- Understand faculty advisors' central role, as well as their constraints
- Interact with faculty, staff and other students in a mature, professional, and civil manner in accordance with University policies
- Recognize that faculty provide education and instruction for the student to conduct research, and, through access to teaching and research funds, may also be able to provide the student with financial support
- Recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of a student's research, realizing the quality of that research reflects back on the student, faculty advisor and the University
- Be aware of time constraints (work hours/holidays/vacation time) and other demands imposed on faculty members and program staff
- Take the initiative to arrange meetings with the faculty advisor as often as needed or necessary to ensure progress in research and time to degree (minimum: twice a semester)
- Address problems as early as possible starting with your advisor and then dept/prog director and Assistant; Inform faculty of conflicts and working towards a clear resolution
- Take responsibility for informing yourself of the regulations, policies, and practices governing financial aid, degree and course requirements, research activities, and conflict resolution (see [Graduate Catalog](#) & Student Handbook) and seek clarification from Dean's Office staff if needed
- Exercise high professional standards in all aspects your research and studies (observe the University's policy on academic Misconduct)
- Maintaining absolute integrity in taking examinations and in collecting, analyzing, and presenting research data
- Take special care to preserve the data collected during experiments or noted during research (with precise identification of sources) in order to avoid future confusion or disputes about access or ownership
- Acknowledging the contributions of the faculty advisor and other members of the research team to your work in all publications; It is also appropriate to acknowledge the sources of financial support
- Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline
- Understand the requirements of your degree program, utilizing the [Plan of Study System](#) to ensure timelines and milestones are met
- Realize that funding as a GRA or GTA comes with additional responsibilities (on top of your course and research enrollment requirements); Failure to fulfill these requirements can lead to reduced funding or a lower grade
- Seek additional resources through the university if needed

KU Policies & Resources

[KU Code of Student Rights and Responsibilities](#)

[Office of the Vice Provost for Student Affairs](#)

[The Office of Graduate Studies](#)

[Student Conduct Review Team](#)

[Student Involvement & Leadership Center](#)

FACULTY ADVISORS

- Serve as a role model and professional mentor to graduate and undergraduate students, staff and junior faculty
- Help students develop academic, research, writing, oral, quantitative, or other relevant professional skills required by the discipline or field
- Design programs that take advantage of individual interests and strengths and that can be completed in a timely manner
- Encouraging, by example, with dedication to high quality teaching (using available resources, such as [Human Resources](#), [Office of Institutional Opportunity & Access](#) and [Center for Online & Distance Learning](#))
- Encourage faculty-graduate student collaborations which entail the sharing of authorship or rights to intellectual property developed in research or other creative activity
- Encouraging students to be open about problems in their working relationships (including the relationship with an advisor, committee member, student or staff), and being open to addressing such problems
- Provide students with an evaluation of their progress and performance in regular and informative ways (suggested frequency is two meetings per semester minimum) and address lack of progress with academic or financial consequences.
- Help students understand the rules of the institution, including Graduate Studies Policies & Procedures (available in the [Policy Library](#) and [Graduate Catalog](#)), or direct them to the staff member who is responsible for this information
- Help students understand the requirements of the degree program, utilizing the [Plan of Study System](#) to ensure timelines and milestones are met and students are meeting their research responsibilities
- Define research goals verbally and in writing, including research tools, access, security and evaluation, to ensure understanding across cultures and experience levels
- Discuss laboratory or research authorship policies with students in advance of entering into collaborative projects (utilize resources within the [Office of Innovation & Collaboration](#))
- Prepare students to be competitive for employment or future graduate programs by acknowledging student contributions, encouraging participation in academic and research-related conferences, professional publications, and patent applications
- Encourage students to participate in professional organizations and build on their personal skills and interests that might benefit the student, university or society
- Maintain professionalism: be respectful and honest in your communication, avoid conflicts of interest, interact with students, staff and faculty colleagues in a professional and civil manner

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