

Some specific things Graduate Faculty Members should do:

- ✓ Know & follow departmental, Graduate Division, and UH policies and procedures.
- ✓ Ensure that responsibilities and expectations are made clear regarding: goals, work plans, meetings, progress reports, drafts, publishing and presenting/authorship, intellectual property rights, training, etc.
- ✓ Be responsive and provide appropriate feedback to students in a timely manner. This includes for GAs you supervise, appropriate feedback related to performance of their duties and conduct.
- ✓ Regularly participate in assigned graduate program duties, including attendance at graduate faculty meetings, department meetings, and other related program functions.
- ✓ Exemplify high professional integrity and behavior.
- ✓ Adjust your mentoring style to best help individual mentees and how they learn/work.
- ✓ Collaborate with individual mentees to set and advance their desired professional goals.
- ✓ Provide guidance to mentees regarding academic matters (e.g., course selection, degree requirements, forms, committee members, academic practices, policies, timeline towards degree completion).
- ✓ Ensure students are aware of ethical and safety standards and best practices in pursuing scholarly activities.
- ✓ Create opportunities for collaborative research and creative projects with faculty including conference papers and publications.

Some specific things Graduate Faculty Members should NOT do:

- ✗ Cause delay or inaction that adversely affects student degree progress.
- ✗ Fail to provide the research or educational experiences students were led to believe they would receive when they enrolled.
- ✗ Make tacit or explicit threats of retaliation (e.g. providing a poor reference).
- ✗ Make denigrating comments.
- ✗ Engage in action or inaction that adversely affects the learning and research environment.
- ✗ Expect students to work beyond stated hours.
- ✗ Expect students to work in uncomfortable or potentially dangerous environments with and without supervision.
- ✗ Expect students to run personal errands or do work unrelated to their degree requirements.
- ✗ Use one's position or power to justify negative or inappropriate behaviors.
- ✗ Engage in any exploitative, harassing, or discriminatory treatment.