

Lab Member – Professor Contract

3D Innovation research group, Physics Department, Stellenbosch University

What is expected of lab members...

Initiative and responsibility for project – it is expected that students take responsibility for their project, take initiative, and manage their own time. Regular feedback and update to the supervisor is critical, ideally on a weekly basis.

Ethics – Lab members will adhere to the highest level of standards related to ethical practices of data collection, analysis and reporting

Environment – Lab members will respect the environment and be model citizens related to our collective impact on the environment (e.g., don't litter, attempt to minimize our carbon footprint, clean up after ourselves and others)

Safety – Lab members will all participate in ensuring that our work environment is safe and will identify, report and remedy hazards and adhere to necessary safety protocols.

Respect – Respect of others in lab and beyond – Lab members will respect the diversity in our lab and recognize that they are ambassadors for our lab and our institution when interacting with stakeholders. Racism, sexism, and any other form of discrimination based on a person's beliefs, sexual preference, or heritage will not be tolerated and is strictly against university policy.

Respectful of equipment – Lab members will respect equipment and will ensure that it is maintained and ready for use by others. Any problems with equipment must be reported immediately. If you are unfamiliar with how to properly care for a piece of equipment, it is your responsibility to ask for help.

Team environment – Lab members must recognize that we often work in a team environment and be prepared to support others with their work as time permits (e.g., teaching techniques, providing input on presentations)

Be a good professional citizen – Lab members are expected to contribute to our "profession" to the extent possible (e.g., serving on committees). If you would like to get involved, please ask!

Data saving and sharing – Lab members are expected to routinely backup their data and will share it with other lab members, allied agencies and collaborators as needed/appropriate. All data should be given to Prof du Plessis upon graduation, or finishing with the lab.

Timely dissemination – Lab members are expected (when data are suitable for publication) to disseminate their work to the scientific community through a variety of outlets including peer reviewed publications. If lab members fail to make progress in writing up papers in a timely manner (depends on grant vs contracts and teaching assistantships), Prof du Plessis reserves the right to assist with moving the publication forward on your behalf in a collaborative manner. Once you have graduated from the lab, please arrange with Prof du Plessis a timeline for paper completion.

Communication – Lab members are expected to communicate freely and often with each other, colleagues and supervisors. If you have problems/issues, sharing them as soon as possible is the best approach for moving forward. Email communications among all lab members should be respectful and professional (i.e., some times it is best not to hit "reply-all").

Illegal activities – Lab members are expected to adhere to all relevant laws while engaged in work activities.

What you can expect of Prof du Plessis...

Opportunities – I will endeavour to provide you with a broad range of opportunities – none of which are required/mandatory – but are intended to provide you with opportunities to enhance your experience (e.g., learn new skills, disseminate work at conferences)

Learning environment – I will endeavour to provide a supportive learning environment that is tailored to your learning style and academic goals

Timely – I will endeavour to respond to your queries and provide feedback (e.g., on papers) in a timely manner

Fairness – I will endeavour to be fair in my allocation of opportunities, equipment, assistance, etc.

Access – I will endeavour to be accessible to the greatest extent possible recognizing that at times I travel or am busy with other tasks so communication will need to occur via email or phone

Working environment – I will endeavour to provide you with a safe and respectful work environment

Communication – I will endeavour to be a good communicator

➔ *Modified from the contract of Dr Stephen Cooke, with thanks*