

Undergraduate Research Opportunity Program (UROP) Leader Contract 2026-2027

A. Placement

It is understood that as a UROP Leader you have reviewed your assigned UROP class time and co-leader(s) and will contact Kris Ryan immediately if there are any issues. You will contact your UROP co-leader(s) over the summer to work on required summer tasks and start preparing for class this fall. You also agree to teach the class **in-person** every other week for the entire class time. If you cannot be present in your UROP class, before your absence, you must contact Kris Ryan to discuss options.

B. UROP Co-leader Expectations

Working with your co-leader(s), you will take on the responsibility of dividing the work of running the class, grading assignments, communicating with students, and all other UROP Leader administrative tasks evenly and commit to adhering to your communication plan.

C. Length of Commitment

UROP Leaders commit to teaching the UROP colloquium course and serving on a UROP Leader Committee for the full 2026-2027 academic year. It is critical that you check with your advisor to ensure you will not be graduating early and can commit to teaching the full academic year.

D. FSU Employment

UROP Leaders will be paid a stipend of \$1,500 for the 2026-2027 academic year. You should have no more than 28 hours weekly of paid work at FSU per semester (which includes 3 hours weekly for being a UROP Leader). Please contact Kris Ryan immediately if you think you will have more than 28 hours weekly of paid work at FSU per semester.

E. Orientation

It is understood that you must attend the mandatory, in-person, Undergraduate Research Opportunity Program Leader Orientation. This orientation is on Friday, August 21, 2026, from 9:00 AM – 4:00 PM in the Nancy H. Marcus Great Hall in HSF. This is required for both new and returning UROP Leaders. If you have a conflicting event, please contact Kris Ryan, and she will provide an excuse note for that event so that you can attend the UROP Leader Orientation on Friday, August 21.

F. Support Class

It is understood that you must attend and participate in the required weekly in-person support class for the full 2026-2027 academic year, and you have reviewed your assigned UROP Leader support class time. If there is any issue, please contact Kris Ryan immediately to discuss options. The class is zero-credit, pass/fail, and you must receive a

passing grade in the class to continue as a UROP Leader. If you acquire more than three absences in a single semester of the support class, your position of UROP Leader will be in jeopardy.

G. Code of Conduct

It is understood that any UROP Leader displaying any behavior that might potentially be in violation of the FSU Student Code of Conduct and/or Academic Honor Policy will face appropriate consequences and potentially be removed as a UROP Leader.

H. Employment

I will ensure any outside employment will not interfere with my serving as a UROP Leader and is consistent with the laws and regulations of the State of Florida, the Board of Governors, Florida State University, and the student code of conduct and will not involve a conflict of interest or reflect negatively upon UROP as determined by the Center for Undergraduate Research and Academic Engagement (CRE) and/or the Office of the Dean of Undergraduate Studies.

I. Communication

UROP Leaders are expected to convey important UROP information to their students from emails and other correspondence sent by CRE staff throughout the academic year. Therefore, UROP Leaders must comprehensively read all correspondence and stay up to date on checking email and other correspondence by CRE staff. They must contact Kris Ryan and Team UROP immediately should any issues arise with their students. When receiving communication from CRE staff that necessitates a response, UROP Leaders are expected to respond within 24-48 hours.

J. Canvas Assignments

UROP Leaders are expected to maintain their class Canvas site, which will be periodically reviewed by CRE staff and Support Class Assistants. UROP Leaders will need to import required UROP assignments from the UROP Materials Repository into their class Canvas site as soon as they are available and publish them in a timely manner on their class Canvas site. UROP Leaders are also expected to stay up to date on grading assignments and provide timely feedback to their students on their work.

K. Recording UROP Attendance & Addressing Student Absences

UROP Leaders must keep an accurate record of their UROP class attendance, and it must be recorded in SharePoint within 24 hours after the completion of each class. UROP Leaders must also reach out to their absent students about make-up work within 24 hours of the students' missed class.

L. End of Semester Grades

UROP Leaders are expected to submit their end of semester grades by the deadline every semester.

M. Poster Submission

UROP Leaders are expected to work with their students to review and provide feedback on poster formatting before the UROP poster submission deadline in early March. If there are any issues with the students submitting their poster by the deadline, the UROP Leaders should contact Team UROP right away.

N. Other Expectations

UROP Leaders are expected to adhere to any other deadlines and expectations that will be communicated to them throughout the year. If you take on any additional responsibilities outside of UROP, you are expected to let Kris Ryan know in a timely manner.

By signing the UROP Leader contract, I understand that if I do not meet the requirements of being a UROP Leader (as stated above), I may be removed from the program.

UROP Leader Signature _____