

Checklist for Graduate Assistant Offer Letter or Contract

- ___ (1) Position title specified?
- ___ (2) Department specified?
- ___ (3) College specified?
- ___ (4) Initial/continued appointment term identified?
- ___ (5) Salary and term of salary stated? Note that the minimum 9-month stipend is \$12,400 for a regular (20 hours per week) assistantship and \$6,200 for a partial (10 hours per week) assistantship.
- ___ (6) Number of salary installments stated?
- ___ (7) First check issue date noted?
- ___ (8) Part-time, non-tenure track, not benefits eligible noted?
- ___ (9) University tuition waiver (full-time for regular GA, 5 credits for partial GA) and college tuition and University fee payment requirements noted?
- ___ (10) Availability of summer University tuition waiver noted, if applicable?
- ___ (11) I-9 language included?
- ___ (12) Health Insurance specified (premium paid for regular GA, half of premium paid for partial GA) with request to waive if student has other insurance.
- ___ (13) Policy 2 and *Faculty Handbook* identified?
- ___ (14) Funding contingencies mentioned?
- ___ (15) Rules and policies governing assistantships noted?
- ___ (16) Change in policies contingency stated?
- ___ (17) Sources of other relevant policies noted?
- ___ (18) Full-time student status requirement for position noted?
- ___ (19) Eligibility conditions of appointment specified—good academic standing?
- ___ (20) Continuation of appointment not guaranteed stated?
- ___ (21) If teaching, SPEAK test qualifications met?
- ___ (22) Cannot accept more than one assistantship noted?
- ___ (23) Review of work performance noted?
- ___ (24) Time of first review noted?
- ___ (25) Contingencies of continued employment specified?
(Full time status, program progress)
- ___ (26) Type of assignment and supervisor name provided?
- ___ (27) Twenty (regular GA) or ten (partial GA) clock hours specified?
- ___ (28) Work expectations, including during class breaks, specified?
- ___ (29) Assignments/scope of work specified, including specific times/days/activities?
- ___ (30) Required orientation programs noted?
- ___ (31) Sign letter to acknowledge acceptance of position specified?
- ___ (32) Return date specified noted (including reference to the Council of Graduate Schools deadline policy)?

- (33) Copy of letter enclosed for records?
- (34) Signature blank for signing included?
- (35) Date of signature included?