

Graduate Assistant Appointment Letter Template

See accompanying annotated checklist

Date

Name

Mailing Address

Hometown, YY XXXXX

Dear Mr./Ms. _____:

I am pleased to offer you a position as a (1) Graduate [Teaching, Research, Service, or Residence Hall] Assistant in the (2) Department of XXXX, in the (3) XXXX College of XXXX, at West Virginia University (4) Your initial/continued term of appointment, assuming satisfactory performance in the position, is from August 16, 20XX to May 15, 20XX at a (5) salary of \$XX,XXX per academic year, (6) payable in 18 bimonthly installments. (7) Your first check during this time period will be issued on or about September 15, 20XX. This appointment is (8) part-time, non-tenure track, and is not benefits eligible. (9) The award of an assistantship also carries with it a full/5-credit waiver of University tuition for the academic year. You may only accept this assistantship if your degree program allows you to waive University tuition. You will be responsible for paying College tuition as well as University and other required fees. Information about tuition and fee charges is available at financialservices.wvu.edu. (10) OPTIONAL: If you hold an assistantship during both the fall and spring terms, you will be provided with a waiver of University tuition for the summer term.

(11) Please note that WVU is required to maintain Federal I-9 Forms that verify each graduate assistant's identity and eligibility to work in the USA. To comply with federal requirements, new graduate assistants must bring appointment eligibility and identity documentation to Employee Processing Services (EPS) on or before their first day of **paid** appointment. Please see payroll.wvu.edu for the list of acceptable documents as well as graduate assistant processing locations and hours. You will need to complete I-9 paperwork prior to or on August 16 in order to be appointed effective August 16. Processing this paperwork after that date will result in a prorated salary.

(12) WVU requires that all students carry adequate health insurance. You will be automatically enrolled in the WVU student health insurance plan. If you are covered by another plan that meets certain standards, you may opt out of the WVU plan by completing the student health insurance waiver. All/half of the premium for the WVU health insurance will be paid for you as part of your assistantship. Information is available at sio.hr.wvu.edu.

(13) This appointment is offered in accordance with the provisions of WVU Board of Governors Policy 2 and the West Virginia University *Faculty Handbook*, which are available online at provost.wvu.edu. (14) As with all positions in higher education, it is subject to the availability of funds and approval of the appropriate expenditure schedule. (15) Your position at West Virginia University is governed by the rules and policies contained in the above documents, as they are and (16) as they may from time to time be changed. (17) It is also governed by other policies adopted by the university and the faculty and administration of the Department of XXXX and the XXXX College of XXXX. It is your responsibility to be aware of terms and conditions of the university policies that govern your work. Further information regarding policies that may be applicable to you, in addition to information concerning your privileges and responsibilities as a Graduate Assistant, are posted at graduate.wvu.edu and may be provided upon your arrival. General questions about graduate assistant rights, responsibilities, policies, and procedures should be directed to the Office of Graduate Education and Life (GradEd@mail.wvu.edu, 304-293-7173).

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(18) You must be admitted to a degree program and registered as a full-time graduate student (at least 9 credit hours per semester) in order to receive the assistantship. (19) Graduate students must be in good academic standing within their degree program in order to be eligible to hold graduate assistantships. (20) The continuation of a graduate assistantship beyond the initial/renewal semester of appointment is not guaranteed. (21) All graduate teaching assistants whose native language is not English must pass the SPEAK test

(iep.wvu.edu/testing_resources/speak) before they can assume teaching responsibilities.

(22) It is university policy that a graduate student may hold no more than one graduate assistantship or fellowship. If you are a candidate for another WVU assistantship or fellowship, you will be permitted to accept only one. You may not accept additional employment through WVU that exceeds 100 hours per semester without approval from your supervisor and the Office of Graduate Education and Life (see graduate.wvu.edu/ga-100-hour-rule). If you are being offered a partial assistantship (10 hours per week) you are allowed to be simultaneously employed in one WVU hourly student worker position for up to 10 hours per week.

(23) Graduate Assistants at West Virginia University are reviewed at the end of each semester, (24) including the first. Such a review is required prior to consideration of your continued appointment, which is dependent upon your satisfactory fulfillment of the responsibilities of this position, and of continued funding of and need for the position. (25) It is also contingent upon your maintaining full-time student status and adequate progress toward completion of your degree program as determined by the faculty of your program.

(26) At this time, your assignment will be to serve as a Graduate [type] Assistant under the supervision of Dr. XXXX [or whoever]. (27) Your time commitment is expected to be up to 10/20 clock hours per week, on average, as scheduled by your supervisor in consultation with you.

(28) In general, these responsibilities are to be carried out throughout the semester of appointment, including times when classes are not in session [including/not including University breaks (specify as appropriate)], but not including days when the University is closed.

(29) Typical assigned duties for a Graduate [type] Assistant in the Department of XXXX are as follows:

- X
- X
- X

In addition, you will be expected to [Include specifics related to times, for example]:

- X;
- X.

(30) You may be expected to attend orientation sessions designed for all WVU Graduate Assistants and to participate in Graduate Assistant training and development opportunities in your department. Information concerning mandatory and optional orientation and training sessions will be sent to you through your University e-mail account.

(31) As an acknowledgment of these general conditions and the more specific aspects of your appointment, please sign and return to me one copy of this letter (32) as soon as possible, but no later than April 15 to secure this appointment (see www.cgsnet.org/april-15-resolution for information about the deadline for accepting an offer of financial support). (33) A copy of the letter is enclosed for your files. If you are unable to accept the offer, please contact me immediately.

Should you have any questions about this appointment letter, please contact me at [telephone number] or [e-mail address]. I am looking forward to working with you.

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Sincerely,

[Printed Chair or Supervisor Name]
Department of XXXX

I acknowledge and accept the terms and conditions of this appointment:

(34) Student Signature: _____

(35) Date: _____