

Requirements for Assistantship Letters

At a minimum, graduate student assistantship letters must include the following:

- type of appointment (GRA, GTA, etc.) if known at time letter is prepared
- month and year that appointment will start, length of appointment and whether it is 9 or 12 months
- hours of work expected each week and name of supervisor (if known)
- amount of annual salary, amount paid monthly, and whether or not this will vary from year to year if known
- number of credit hours the student is expected to take per semester: at least 6 credit hours for 50% assistantship, at least 9 for 25% assistantship
- work assignment which should be as specific as possible
- statement from sample offer letter referencing April 15 deadline
- statement that assistantship comes with a tuition and maintenance fee waiver and health insurance
- statement that student is responsible for fees not covered by appointment
- statement that performance in assistantship position must adhere to Student Code of Conduct in Hilltopics (or reference department graduate handbook), and that assistantship may be terminated for violations of the code of conduct or for poor performance
- statement that student must make adequate progress toward degree
- statement from sample offer letter referencing responsibility for tuition costs
- if applicable, statement that offer is contingent on continued funding (e.g., funding is from an external source and is not guaranteed beyond a certain point)
- for students who are GTAs or GTAassoc, statement that the OPIc test is required for students whose native language is not English
- signature from student (or separate contract as some departments require) accepting conditions

Other things to keep in mind:

- Graduate Teaching Associates must complete the Graduate Student Transcript Authorization form and submit to the Office of the Provost.
- A new letter should be prepared whenever there is a change to FTE or salary for the student.