

2017-18 Graduate Assistant Offer Letter Template

(Date)

(Name)

(Address)

Dear (Name):

I am pleased to offer you a (CUL) (Title) position in the department of (Dept). The dates of your appointment are (Date) through (Date). This position is, of course, contingent upon your meeting all the admission requirements of the department/program and Graduate School. In order to continue the position in the second semester, you must maintain satisfactory academic performance. Your duties will consist of (departmental expectations regarding duties (% of teaching, research, etc), lines of reporting, hours, and any other information relevant to employment).

The (Title) position provides a salary of (\$) for the academic year, along with a remission of tuition and fees. Students will pay \$808.00 per regular semester (half during summer) plus \$35.35 per credit hour. The stated salary, tuition and fees are estimates based upon current year rates. The rates may change once the 2017-18 operating budget has been finalized and approved. You are required to attend the Graduate Assistant Workshop on Monday, August 14, 2017 from 8 a.m. to 3:30 pm in the Walb Union Classic Ballroom. More information about this workshop will be forthcoming from the Office of Graduate Studies. If you wish to accept this appointment, please sign this letter and return to me by (Date). Under a resolution of the Council of Graduate Schools, acceptance of an offer of financial support for the next academic year completes an agreement that both you and Indiana University-Purdue University Fort Wayne expect to honor.

ADD THIS SENTENCE FOR: Offer after April 15

An acceptance of this offer commits you to not accept another offer without first obtaining a written release from Indiana University-Purdue University Fort Wayne.

ADD THIS PARAGRAPH FOR: Offer before April 15 with a respond by date of April 15

If you accept our offer before April 15 and subsequently desire to withdraw your acceptance, you may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits you not to accept another offer without first obtaining a written release from Indiana University-Purdue University Fort Wayne.

Employment with the University is subject to the requirements of the Immigration Reform and Control Act (IRCA) which requires employers to verify an employee's right to work in the United States. Prior to your first day of work, you must complete Section 1 of the U.S. Citizenship and Immigration Services' Form I-9, Employment Eligibility Verification. To access the electronic form, visit the IPFW Human Resources site at www.ipfw.edu/hr. Click the link titled, "Electronic I-9 for new hires/rehires," login and complete Section 1 of the Form I-9. You will then be provided a list of acceptable documents. The required documents must be presented to your school's business manager or Human Resources on or before your first day of employment

ADD THIS PARAGRAPH FOR: International Students entering from foreign countries

You should not apply for your visa or make travel plans until you receive a formal notification of admission from the IPFW Office of Graduate Studies and your Certificate of Eligibility (I-20) from the Office of International Education at Indiana University-Purdue University Fort Wayne. These papers will be sent to you as soon as all admission procedures are completed and you have shown proof of sufficient financial resources to attend Indiana University-Purdue University Fort Wayne.

ADD THIS PARAGRAPH FOR: International Students entering from within the U.S.

If you are transferring to Indiana University-Purdue University Fort Wayne from another educational institution in the U.S., certain transfer procedures must be completed before you come to Indiana University-Purdue University Fort Wayne. After all admission and SEVIS transfer procedures are completed, you will receive a Certificate of Eligibility (I-20), issued by the Office of International Education at Indiana University-Purdue University Fort Wayne. If you are on an F-1 visa, as soon as you arrive, bring your I-20 forms, passport, and I-94 card to the Office of International Education.

Sincerely,

(Department Chair)

Attachment: Terms and Conditions of Employment of All Graduate Students at Indiana University-Purdue University Fort Wayne

Accepted:

Signature_____
Date

Copy: Dr. Carol Sternberger, IPFW Director of Graduate Studies

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**TERMS AND CONDITIONS OF EMPLOYMENT OF ALL GRADUATE STUDENTS AT
INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE**

1. To be eligible to hold any graduate staff appointment, during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least 6 credit hours of course and/or research work per semester during the academic year (International students must be registered for 9 credit hours) and 3 credit hours during each summer session.
2. The payment of compensation is subject to the availability of funds. The employment of graduate students may be terminated prior to the expiration of the stated employment period or the compensation reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to but not beyond the date of such termination.
3. The staff privileges available to graduate student employees are set forth in the *Graduate Student Employment Manual*. Copies of applicable pages are available from your department head or departmental business office. All staff members, including graduate student employees, are required to become familiar with and abide by the administrative procedures of the University as well as its rules and regulations in effect, from time to time, as set forth in the University Code, Executive Memoranda, and actions of the president, faculty, and Board of Trustees. Employees engaged in teaching are expected to become familiar with the regulations relating to students.
4. Compensation for your employment is conditional upon performance of the work assigned. The employment of any graduate student may be terminated at any time prior to the expiration of the stated employment period by the University for cause, which shall include any violation of University rules, regulations, or policies. No extension or renewal of the employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to such student.