**25% GA Offer Letter**

I am pleased to offer you an appointment as a graduate assistant in \_\_\_\_\_\_\_\_\_\_ at the University of Arkansas. You will be a [9 month or 12 month] [graduate assistant or senior graduate assistant] with a 25 percent appointment, with base pay of \_\_\_\_\_ per month. (If your start date is not the first day of the month, or your end date is not the last day of the month, your pay for that month will be prorated accordingly). This offer assumes that you can provide proof of legal authority to work in the United States on your first day of your appointment.

[add this statement if applicable: This offer is contingent upon the satisfactory completion of a [add only the checks that apply (criminal background, sex offender registry, drug screening, financial history, Motor Vehicle Record] check. Determination of satisfactory is at the sole discretion of the University. The request to complete required background checks will come from HireRight (the university's third-party background check vendor) and will be sent to the email address that you used to apply. Please follow the instructions in the email and submit the requested information as soon as possible to ensure timely processing. An adverse background check may result in withdrawal of the assistantship and you may be required to reimburse the University for tuition (see below).

***Tuition and Fees*:** As a 25% appointed graduate assistant, you will be classified as an in-state resident student for tuition purposes for a minimum of 9 hours each Fall and Spring semester and a maximum of 15 hours. If appointed during the summer, you will be classified as an in-state resident student for tuition purposes for a minimum of 3 hours and a maximum of 12 hours, depending on the length of summer appointment. Additional hours or a reduction in hours require the approval of the Graduate School for any semester while appointed as a graduate assistant. All resident tuition and fees are the responsibility of the student.

***Dates of Appointment; Work Schedule***: The appointment will begin [begin date] and is expected to run through [end date], subject to all provisions of this letter and all applicable policies of the University, and dependent on your satisfactory performance of appointment duties and academic progress. Graduate assistants are expected to be available for work each week, 10 hours per week, during the entirety of their appointment, including University breaks during the semester, except when the University is closed for specific holidays*.* *[if the graduate assistant will be expected to work on weekends, that should be clearly indicated here]*. Hours may not be averaged from week to week.

***Evaluation; Termination of Appointment***: Evaluation of your work will be conducted by your supervisor. Criteria for your evaluation will be set by your supervisor, but failure to perform duties in a satisfactory manner may result in the termination of your assistantship. In the event of unsatisfactory work performance, you will be notified in writing of the possibility of termination, with a statement of actions pertaining to the duties of the assistantship to be taken within a specific time period to achieve satisfactory performance.

Further, graduate assistants may be terminated immediately for cause or for job abandonment, among other conditions contained in Board of Trustees Policy 500.1. In the event of termination for convenience, Board of Trustees Policy 500.1 requires that you will be notified in writing of the possibility of termination at least 60 days in advance. Finally, graduate assistants may be terminated from their positions at the end of any semester because of being placed on academic warning, failure to earn a minimum number of graduate credits, or failure to maintain an appropriate grade point average as per program and/or Graduate School rules. Graduate assistants are also required to remain in good disciplinary standing.

***International Students:*** Students should be sure to set up a time to meet with Miranda Gibson (mirandag@uark.edu) in Human Resources. This offer assumes the student’s authorization to work in the United States.

**Assignment:**  *[Optional statement]* As [Job Posting Title], you will be responsible for [add specifics about the job duties and responsibilities]. Your supervisor will be [Manager, CF - REC - Offer - LRV - Manager Title].

In all instances, this offer and the terms and conditions of your appointment are subject to all applicable policies of the Board of Trustees of the University of Arkansas and of the institution. Such policies are subject to change at the discretion of the Board and the institution. This letter and all applicable policies of the University, including but not limited to policies contained in the Graduate Catalog, the Graduate Student Handbook, the Code of Student Life, and departmental/program handbooks, contain the entire understanding between us, and there are no agreements, whether written or oral, regarding your employment other than those contained in this letter.

I am very happy to extend this offer. If you have any questions concerning this offer, please feel free to call or write [Manager or Primary Recruiter].

Your early acceptance of this offer will be appreciated but you may consider this offer open until [add offer expiration date].

Please indicate your acceptance of this offer by submitting the signed and dated offer

letter. We look forward to working with you.

Sincerely,

[Manager]

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Addendum to Assistantship Letter of Offer**

***Employment Verification***

Failure to provide documentation of your eligibility to work in the U.S. by the end of the third business day as required by federal law may lead to termination of your appointment.

***Graduate School Requirements***

All graduate assistants are required to earn a minimum number of graduate credits and are limited to a maximum number of graduate level credits each semester and/or summer sessions on appointment. Any enrollment over fifteen (15) hours must be approved by the Graduate Dean.

For Fall/Spring Semesters, if the appointment is 25 percent, the graduate assistant must enroll in a minimum of nine (9) credits per semester.

For Summer Semester, all graduate assistants on a 25% appointment will be classified as an in-state resident student for tuition purposes for a minimum of 3 hours and a maximum of 12 hours if the appointment extends over the entire summer session (10-12 weeks) and a maximum of six (6) hours if the appointment extends for less than 10 weeks; graduate assistants on a 25% appointment must be enrolled in a minimum of three (3) hours during the summer.

International graduate assistants cannot have greater than a 50 percent appointment without prior written authorization from the Office of International Students and Scholars.

All graduate assistants must earn at least a 2.85 grade point average on all courses taken for graduate credit each semester of appointment, though departments and programs may have higher grade point average requirements.

***Important Notice from the Graduate School***

If a graduate assistant in any way violates the terms of this appointment by withdrawing from the University, by dropping below the minimum required registration credits, or in other ways not satisfactorily meeting requirements of the appointment, that person will be required to reimburse a portion of the tuition waiver based on Board of Trustees Policy 520.9.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_