## COLLEGE OF LIBERAL ARTS AND SCIENCES

**MODEL LETTER APPOINTMENT FALL 2018 and FALL/SPRING (AY18-19)**

**=============================================================**

**RESEARCH ASSISTANT**

Date of offer

Dear :

On behalf of the Department of , I am pleased to offer you a [quarter/third/half-time] appointment as a Research Assistant. For the Academic Year (AY) 2018–19, this appointment carries a minimum stipend of [$9,618 for quarter-time/$12,824 for one-third-time/$19,236 for half-time]. The term of the appointment is for Academic Year 2018-19, and begins on Wednesday, August 15, 2018, which is three full, working days prior to the start of fall semester classes. You will receive all payments by direct deposit and you will need to sign up for direct deposit on the University of Iowa self-service web site: <https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>.

Your appointment carries a 100% tuition scholarship each semester based upon the Iowa Board of Regents resident graduate student tuition rate for the College of Liberal Arts and Sciences which can be found at [https://www.maui.uiowa.edu/maui/pub/tuition/rates.page.](https://www.maui.uiowa.edu/maui/pub/tuition/rates.page) You will also receive a fee scholarship for 50% (half) of the mandatory student fees assessed for fall and spring semesters.

On the following pages, you will find the specific terms of this offer, including more detailed information about the tuition and mandatory fee scholarships and benefits. The University will contribute toward your health insurance as a benefit of this appointment with specific deadlines for enrollment. In addition, you will be expected to follow the other policies of the University, as related to your status as a graduate student in good standing and an employee.

Please let me know as soon as possible, but no later than **April 15, 2018,** whether you accept this offer. If you do accept, I ask that you sign and return one copy of all the pages of this letter and the attachment to (person) at (email) as a pdf file or by regular mail.

You are required by federal law to complete an I-9 form to verify your eligibility for employment. The University expects this form to be completed prior to the start of your employment, whenever possible, or on the day you begin work. Please be prepared to present the documents necessary to complete this form and confirm your eligibility (see <http://hr.uiowa.edu/immigration/i-9-information>). In the meantime, if you have questions regarding this appointment and/or included benefits, please contact me at j-doe@uiowa.edu, 319-335-xxxx or Professor {insert DGS} at j-doe@uiowa.edu, 319-335-xxxx. For a copy of the Graduate Assistant Employment Agreement see [https://www.grad.uiowa.edu/graduate-assistant-employment.](https://www.grad.uiowa.edu/graduate-assistant-employment)

Sincerely,

Professor and Chair

TERMS OF OFFER FOR NEW RESEARCH ASSISTANT APPOINTMENT

## (it is indicated below which language is required and which language is optional)

**General Terms of Employment**

**(Required)** The initial term of this [quarter/third/half-time] appointment is for [fall/spring ……….. *beginning [choose one: August 15, 2018 three work days before the first day of classes for the fall 2018 semester or January 14, 2019 for the spring 2019 semester* of the 2018–19 academic year. For the academic year 2018–19, this appointment carries a full time tuition scholarship at the resident graduate student rate for the College of Liberal Arts and Sciences and a 50% mandatory fees scholarship. Tuition for full time resident graduate students in the Graduate College enrolled for 9 hours or more will be $4,716.50 per semester or $9,427 per academic year. This amount shall be prorated for enrollment in a lesser number of credit hours. Your 50% of mandatory fees scholarship will cover one- half of the mandatory fees assessed to you per semester. You are responsible for the other half of the mandatory fees assessed and for 100% of all other non-mandated fees.

**(Optional)** You will be required to participate in the College/Department orientation for new Research Assistants on [insert date or TBD]

**(Required)** By my signature accepting this appointment, I hereby assign any future Intellectual Property to the University as a condition of my employment and consistent with all of the provisions of the University of Iowa *Intellectual Property Policy* or related policies. Please refer to [https://opsmanual.uiowa.edu/administrative-financial-](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy) [and-facilities-policies/university-iowa-intellectual-property-policy.](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy)

**(Optional)** This appointment is contingent upon ( contingencies ).

Examples of contingencies include:

* maintaining a designated GPA (if already departmental practice)
* meeting English proficiency standards (if relevant)
* attendance at orientation and training
* receiving satisfactory evaluations from your current appointment

(See below for options/examples for additional language for appointments contingent upon specific performance.)

**(Required) [Where applicable—choose one]**: Duration:

1. Specific degree requirements, employment tenure, and assistantship duties vary for each specialty area, with a maximum renewability of (number of semesters/academic years/fiscal years), or the equivalent. Approval of renewal applicants will be based upon factors including the quality of work during the previous appointment, satisfactory progress toward the degree, and satisfactory completion of all duties relating to the appointment.
2. The department of (department) limits assistantship support to (number) years for those pursuing a Master’s degree and to (number) years for those pursuing a Ph.D. Each year, approval of renewal will be based upon factors including the quality of work during the previous appointment, satisfactory progress toward the degree, and satisfactory completion of all duties related to the appointment.

**(Required)** Graduate teaching and research assistant appointments or employment terms and conditions are governed by the University Operations Manual, Graduate College and Department policies, (see <https://opsmanual.uiowa.edu/> and <https://www.grad.uiowa.edu/graduate-assistant-employment>) and, regarding base wages, a collective bargaining agreement between the Board of Regents, State of Iowa and UE local 896/COGS.

**(Required)** The Department/College recommends that you register for fall classes earlier than required to facilitate the scheduling of your courses. Research Assistants reappointed for the spring semester are required to register for spring classes by the end of the fall semester, and in no case later than December 31.

**(Required)** The University will classify you as a resident for tuition purposes during the semesters you hold an appointment of 25% time or greater. However, your classification with the University as a whole will remain unchanged if you are a nonresident; you will only be considered a resident for tuition purposes. Your tuition scholarship will be applied as a credit toward your tuition bill. For enrollments of fewer than 9 semester hours, the tuition scholarship will be prorated accordingly (<http://www.registrar.uiowa.edu/default.aspx>). If you hold TA/RA

appointments in more than one department, your tuition bill will be credited only once. For AY 2018-19, full time resident fees are $517.75 per academic session or $1035.50 per academic year. The tuition and fee scholarships are contingent upon maintaining your appointment for the entire semester, academic year, or fiscal year.

# **(Required)** If you were awarded financial aid, please contact the Office of Student Financial Aid to discuss the impact this tuition/fee assistance and assessment at the resident rate will have on your aid award. You may contact the office at financial-aid@uiowa.edu or 319-335-1450 or 208 Calvin Hall.

**(Optional)** The tuition scholarship total noted above (does/does not) include specific scholarships made available by (list specific sources of funding/support, e.g. named scholarships/other financial awards). These specific tuition awards (are/are not) in addition to the total listed above.

**(Required)** Tuition and fees for the fall 2018 semester will be billed on the first working day of August 2018, and for the spring 2019 semester on the first working day of January 2019, with payments due the 22nd of each month.

As a University employee, Graduate Assistants may elect to pay their tuition and fees through payroll deduction in order to coordinate the first tuition payment with the first payroll of their academic year appointment. By utilizing payroll deductions, your tuition and fees will be paid in three installments without being charged a reinstatement or deferred payment fee. To utilize this payment option, you must complete a Payroll Deduction Authorization form, which is available on the University Billing Office web site, located at [http://ubill.fo.uiowa.edu/files/ubill.fo.uiowa.edu/files/payroll-deduct.pdf.](http://ubill.fo.uiowa.edu/files/ubill.fo.uiowa.edu/files/payroll-deduct.pdf) Please contact the University Billing Office directly regarding any questions you have about University billing procedures.

**(Required)** If you fail to be available to start your appointment on August 15, 2018 or January 14, 2019, if reappointed, we will adjust your period of appointment and salary accordingly, using the first day of availability as your start date for appointment purposes. In addition, failure to be available to start your appointment by the last day of the first week of classes will be considered a rejection of this offer and will result in withdrawal on our part of any commitments explicit or implicit in this letter of offer.

## Benefits

**(Required)** The University contributes toward health and dental benefits for graduate assistants and their dependents. There are deadlines for enrollment in these plans. The University Benefits Office should be contacted for additional information regarding benefits associated with this appointment at the following link: [http://hr.uiowa.edu/benefits/student.](http://hr.uiowa.edu/benefits/student) University insurance contributions will start the first of the month after your appointment and submission of an initial insurance application.

**(Required)** All new Research Assistants must complete sexual harassment prevention training by the **8th week** of the first semester of employment. In fall 2018, the final date for completion of the training is Friday, October 12.

**(Required) [For all Research Assistant appointments except those Research Assistants in their final year of eligibility]:** Renewal of this appointment for the academic year 2019–20 is contingent upon satisfactory performance in both academic work and research duties.

I ACCEPT THIS GRADUATE ASSISTANTSHIP APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

Signature of Candidate Date

*Update: December 2017*