**COLLEGE OF LIBERAL ARTS AND SCIENCES**

**MODEL LETTER OFFERING A RETURNING TEACHING ASSISTANTSHIP (AY 17-18)**

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

 Date of offer

Dear:

 On behalf of the Department of \_\_\_\_\_\_\_, I am pleased to offer you a [quarter/third/half-time] appointment as a Teaching Assistant. The term of the appointment is for [academic year 2017–18/fall 2017/spring 2018]. Classes begin on August 21, 2017. For the academic year 2017–18, this appointment carries a minimum stipend of [$9,408 for quarter-time/$12,552 for a third-time/$18,816 for a half-time] and a 100% tuition scholarship each semester based upon the 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> . You will also receive a fee scholarship for 50% of the mandatory student fees assessed for fall and spring semesters.

 On the following page, you will find the specific terms of this offer, including detailed information about the tuition and fee scholarship. Health insurance is also available with this appointment and has 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, whether you accept this offer. If you do accept, I ask that you sign and return one copy of this letter and attachment. You are also required by federal law to complete an I-9 form to verify your eligibility for employment. If there has been no break in service, this requirement has already been fulfilled. The University expects this form to be completed prior to 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. If you were awarded Federal financial aid through the Office of Student Financial Aid, you should check with that office regarding the impact of this graduate appointment on your financial aid award.  You may contact the office via email (financial-aid@uiowa.edu), telephone (319-335-1450) or walk-in (208 Calvin Hall).

 Sincerely,

 Professor and Chair

TERMS OF OFFER OF RETURNING TEACHING ASSISTANT APPOINTMENT

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

**(Required)** The initial term of this [half/quarter/third-time] appointment is for [fall/spring ……….. *beginning [choose one: August 16, 2017 or January 10, 2018], three days before the first day of classes for the [fall ……/spring ……] semester* of the 2017–18 academic year. For the academic year 2017-18, this appointment carries a minimum stipend of $\_\_\_\_\_\_\_\_ and a full tuition scholarship at the resident graduate student rate for the College of Liberal Arts and Sciences. You are responsible for 50% of your fees. Tuition and fees for full-time resident graduate students in the Graduate College – registered for 9 credit hours or more – for the 2017-18 academic year are set at $10,113.50 (See tuition scholarship information below.)

**(Required)** In addition we would like to take this time to also state our expectations for your effort as a [half/quarter/third-time] graduate assistant.  Below is an example of the average effort over the term of your appointment that we expect in our department for a graduate assistant like you. [**Departments: if you have already created a College approved TA effort chart please use that instead of this template.]**

|  |  |  |
| --- | --- | --- |
|  | Fall 2017 | Spring 2018 |
| Contact Hours |  |  |
| Prep/grading |  |  |
| Office Hours |  |  |
| TA Training |  |  |
| Other\* |  |  |
| Total |  |  |

\*Other work may include, but is not restricted to, handling grade complaints or academic dishonesty, or subbing for TAs who are ill.

The above chart establishes a guideline for expectations; you are scheduled for a five-day workweek (Monday-Friday) regardless of the appointment percentage, unless altered in writing by your direct supervisor. The exact weekly schedule and assignment of duties will be determined by your supervisor, in consultation with you. It is reasonable to expect small variations in the number of hours allocated to each activity in any given week.

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

 Examples of contingencies include:

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

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

**(Required)** Teaching Assistant’s reappointed for the *fall/spring* semester are required to register for *fall/spring* classes by the end of the preceding *spring/fall* semester, but no later than *June 1/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. Full-time resident graduate student tuition and mandatory fees for the College of Liberal Arts and Sciences in 2017-18 are $4,539per academic semester (spring or fall) or $9,078 per academic year. Full time resident fees are $517.75 per academic session (spring or fall) or $1,035.50 per academic year. You will be awarded a 50% scholarship for these mandatory fees assessed to you. You will be awarded a full tuition scholarship at the resident graduate student rate for the College of Liberal Arts and Sciences, which 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.

**(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 2017 semester will be billed on the first working day of August 2017, and for the spring 2018 semester on the first working day of January 2018, 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>. Please contact the University Billing Office directly regarding any questions you have about University billing procedures.

**(Required)** The terms and conditions of employment, including but not limited to wages and benefits, in this position are governed by a collective bargaining agreement between the Board of Regents, State of Iowa and UE Local 896/COGS, the union representing graduate teaching and research assistants at The University of Iowa. Copies of this collective bargaining agreement are available from the Union and may be viewed from the University web site: <http://hr.uiowa.edu/bargaining/cogs> or from the Union web site: <http://www.cogs.org>.

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

**(Required)** If you fail to be available to start your appointment three working days before the start of each semester, [choose one: August 16, 2017 or January 10, 2018] we will adjust your period of appointment and salary accordingly, using the first day of availability as your start date for appointment purposes. [choose either 1 or 2] (1) In addition, if you fail to call or attend work for three consecutive days, you will be considered as having voluntarily quit your position. This will result in withdrawal on our part of any commitments explicit or implicit in this offer letter. (2) 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.

**(Required)** As a teaching assistant you will be scheduled to teach (course title/number). In this role, you will be required to (describe the level of teaching responsibility). This specific assignment may change due to unforeseen circumstances. Your teaching supervisor will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**(Required)** As a Teaching Assistant, you will be expected to follow College of Liberal Arts and Sciences’ teaching policies, which are described at <http://www.clas.uiowa.edu/faculty/teaching>-policies-resources. All Teaching Assistants are required to use the e-mail account and address provided to them by the University. All communication from the College of Liberal Arts and Sciences will come to Teaching Assistants via e-mail.

**(Required)** The Iowa Board of Regents has adopted a policy on oral communication competence, designed to ensure that all instructors have “the ability to communicate appropriately in the language of instruction to students attending Regents institutions.” A question on oral communication competence will be included in the form the department uses for student evaluations of teaching.

(Required) The Iowa Board of Regents’ policy on teaching proficiency standards for teaching assistants is designed to ensure that all teaching assistants are proficient in their instruction. In consonance with the Regents’ policy each department or program has prepared a plan on how they intend to monitor their respective teaching assistants.

(Required) Returning Teaching Assistants that are due for a renewal of the Sexual Harassment Prevention Education course during the upcoming semester must have completed a refresher course before classes start.

(Required) [where applicable]: It is possible that a Teaching Assistant would receive a negative review at mid-term for these (above) or other reasons, in which case the result would be termination of the original appointment, and

* a reassignment;
* a reduced level of appointment; or
* a cancellation of the spring 2018 commitment.

Listed below are examples for additional language for appointments contingent upon specific performance.

(Required) [where applicable—choose one]:

1. The department commits to this appointment for the fall semester of 2017. It is renewable for spring 2018 pending the successful review of teaching competence, including oral communication competence, at mid-term.
2. This appointment is contingent upon your matriculation into a graduate degree program at The University of Iowa and upon your full participation in our orientation/training for new/returning teachers. Orientation/training will be held (dates/times) .

(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) [for extradepartmental Teaching Assistants]: In our department, extradepartmental Teaching Assistants do not have the same renewal process as departmental Teaching Assistants. In your specific case, we will make a decision on renewal no later than (date of extradepartmental allocation ).

**(Required) [for all Teaching Assistant appointments except those Teaching Assistants in their final year of eligibility]:** Renewal of this appointment for the academic year 2018–19 is contingent upon satisfactory academic and teaching performance, as specified in the Department’s (or School’s) Teaching Assistant Renewal Guidelines.

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Signature of Candidate Date