**[Date]**

**[Name]**

**[name@uiowa.edu]**

Dear **[\_\_\_\_\_\_\_\_\_]**,

On behalf of the Department/School of **[\_\_\_\_\_\_\_\_\_\_\_]**, I am pleased to offer you an appointment as a Teaching Assistant in the **[\_\_]**-week summer session 2022, beginning **[\_\_\_\_\_]**, 2022 and ending **[\_\_\_\_\_]**, 2022. You will be assigned to teach **[\_\_\_\_\_\_\_\_\_\_\_\_]**. Your section of the course meets **[\_\_\_\_\_]** days per week for **[\_\_\_\_]** minutes each class period. The stipend for this appointment is $**[\_\_\_\_\_]**.

Funding for this appointment is provided through the College of Liberal Arts and Sciences and is contingent upon sufficient enrollment and departmental need. All teaching assignments are made at the discretion of the Department Executive Officer (DEO) and are tentative and subject to change based upon enrollments and departmental need. You will be notified no later than two weeks prior to the start of the course if cancellation is necessary.

You are not required to enroll for summer session to be employed as a graduate assistant, and the tuition scholarships included in the Graduate Assistant Employment Agreement do not apply during the summer. However, you are expected to be classified as a Regular Graduate Student in a degree or certificate program in the College of Liberal Arts and Sciences while holding the appointment. Moreover, graduate students not registered for 3 or more credit hours during the summer session are subject to payroll withholdings under FICA. Contact the payroll office for further details.

The terms and conditions of employment in this position are governed by the Graduate Assistant Employment Agreement. Copies of this agreement may be viewed at <https://www.grad.uiowa.edu/graduate-assistant-employment>.

As a graduate teaching assistant, you will be required to be on campus during your summer appointment, regardless of your teaching modality, unless specifically approved by the college.

If you accept this offer, I ask that you sign and return one copy of all of the pages of this letter. In the meantime, if you have questions regarding this appointment, please contact me at **[name@uiowa.edu]**.

Sincerely,

**[Name (DEO or DGS)]**

**[Departmental Executive Officer or Director of Graduate Studies]**

**[Department/School]**

I have read this offer and accept the terms of the appointment described herein.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_