Office of the Dean

SAMPLE LETTER

December 1, 2015

Joe Smith

402 Maple Street

Someplace, AZ 12345-6789

Dear Joe Smith:

I am very pleased to offer you a Spring position as Graduate Teaching Assistant beginning 01/04/2016 in the University of Arizona, College of SBS Administration. Please note that you may be expected to participate in training prior to your start date. This position may be renewed for future terms and is expressly contingent on the availability of funding, performance, and departmental needs. You will receive a Notice of Appointment online which must be accepted or declined online to complete the hiring process. The Notice of Appointment serves as the official contract for your position with the University of Arizona and is not effective until accepted by you and the President of the University.

The Graduate Assistantship, also referred to as a “GA”, is a half time position, commonly referred to as 0.50 FTE (full time equivalency). Your actual stipend is $8,000.00 (this is based on the percent of the appointment time at an annualized rate of $32,000). You will receive the stipend (by your choice of either check or direct deposit) through the University of Arizona’s UAccess Self Service system every two weeks.

Should you accept this offer by completing your Notice of Appointment, you will also be eligible to receive the following benefits:

* Tuition reduction to the equivalent of in-state tuition;
* Half payment of the remaining tuition (excluding program and/or course fees and mandatory fees);
* Payment of the individual student premium, if you voluntarily and timely enroll in the Campus Health insurance plan.

These benefits will be stipulated in your Notice of Appointment. Detailed benefits information for Graduate Assistant/Associate appointments, as well as general policy and procedure information, can be found online at http://grad.arizona.edu/financial-resources/ua-resources/employment/GA.

Your actual date of hire, and the date you can begin to work, is contingent upon the timely completion of all required hiring documents. You will receive an email outlining the steps for completing new hire activities.

Your initial duties shall consist of the following:

Teaching Associate position for SBS 200 under direction of Sue Doe for Spring 2016 which will require you to:

* Attend a course orientation with the instructor, Sue Doe, and GAs assigned to the course. During this orientation, the instructor will make final assignments of GAs instructional responsibilities which may include, but are not limited to the following:
* Meet weekly with the instructor and other GAs assigned to deliver the class to discuss instructional issues related to the class.
* Attend SBS 200 lectures on Monday, Wednesday, and Friday from 9:00-9:50am. Hold regular office hours to meet with students.
* Grade homework and lab assignments and record grades in D2L.
* Prepare and deliver laboratory instruction and lab assignments for assigned lab section(s). The course monitor GA will be assigned to one lab section and will have additional course administrative responsibilities. All other GAs will be assigned to three lab sections.
* Additional duties assigned to the course monitor may include taking attendance, grading exams and recording them in D2L, assisting with development and delivery of in-class assignments and lectures, and updating the D2L course page.

As a Graduate Teaching Assistant/Associate you are expected to complete the mandatory Teaching Assistant Training Online (TATO). More information can be found at https://grad.arizona.edu/financial-resources/ta/requirements). Academic colleges and/or units may require additional training. Please contact your academic unit for information.

As an International Graduate Teaching Assistant/Associate whose citizenship is that of a non-English speaking country, you must demonstrate a level of proficiency in spoken English before you are assigned any duties. More information on this can be found at http://grad.arizona.edu/financial-resources/ta/ita-requirements.

As a Graduate Assistant/Associate you are responsible for the payment of the mandatory registration fees, added program fees, or additional differential tuition assessed on top of the base graduate resident tuition.

This offer is contingent upon the satisfactory outcome of any pre-employment screening activities that may be required under University of Arizona policy or Arizona Board of Regents policy 6-709.

In order to maintain the Graduate Assistant/Associate position for the Spring semester and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record, maintain a cumulative GPA of 3.0 or higher, be a degree seeking student, be registered for the appropriate unit amount, and satisfactorily complete your assistantship duties. More detail on the above information listed can be found in the Graduate Assistant/Associate Manual at http://grad.arizona.edu/financial-resources/ua-resources/employment/ga-manual.

The Immigration Reform and Control Act (IRCA) of 1986 requires that you produce documents that authorize you to work in the United States. The Legal Arizona Worker’s Act requires the University to use these documents to check your legal status using E-Verify, the federal on-line verification system.

To comply with these requirements, on or before your first day of your anticipated appointment period, you must complete Section 1 of the I-9 form and present to your department original documentation to establish (1) true identity and (2) eligibility to be employed in the United States. This will be coordinated along with the necessary completion of other appointment paperwork with you at a later date should you accept this offer.

Arizona Board of Regents policy provides that misrepresentation of an individual’s qualification or credentials in securing employment at the University of Arizona may be grounds for dismissal.

This letter constitutes the full terms of our offer and supersedes all other commitments either written or verbal that may have been made to you.

We are pleased to make you this offer and hope you will accept. Please indicate your decision by signing below and returning this letter to the hiring unit no later than April 18, 2016. If you have questions regarding this offer please contact Jane Doe, College of Social and Behavioral Sciences.

Sincerely,

Jane Doe

Associate Dean of Instruction

College of Social and Behavioral Sciences

I accept this offer \_\_\_\_\_\_\_\_\_\_\_

I decline this offer \_\_\_\_\_\_\_\_\_\_\_

Graduate Assistant/Associate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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