Dept:
URI ID: **REC #**
Terms:

GRADUATE TEACHING ASSISTANTSHIP
2016-2017

Dear

On behalf of the Department, I am pleased to offer you a position as a Graduate Teaching Assistant on state funding during the 2016-2017 academic year. This Graduate Assistantship includes a tuition remission (up to 12 credit hours per semester that will be prorated to the percentage of the appointment) and health benefits. Stipends will be negotiated in the future and may be modified accordingly. For current information on Graduate Assistantships please consult http://web.uri.edu/graduate-school/.

The details of your Graduate Teaching Assistantship, pending negotiations, are as follows:

Stipend Rate:
Graduate Level:
***Work Period:**
Work Dates:

*In order to maintain your student status and be in compliance with federal guidelines, this paragraph defines the academic year and Graduate Assistantship stipend payment schedule. The academic year consists of thirty-eight weeks. Academic year and spring semester Graduate Teaching Assistantships include two weeks of unpaid leave that must be selected from the winter intersession and spring break with approval of your major professor. This means, therefore, that you will receive 18 paychecks over the 19 biweekly pay periods in an academic year (i.e. 19 biweekly pay periods equals 38 weeks). Upon submission and processing of your appointment paperwork, you will receive 18 biweekly paychecks continuously from your initial appointment on August 28th, 2016. **Please note, your final paycheck will be issued on May 5th, 2017**.

Graduate Assistants are subject to regulations as set forth in the University Manual; Graduate School Manual; other University, State of Rhode Island and Federal policies, practices and procedures; and the provisions of the *Collective Bargaining Agreement Between the Rhode Island Council for Postsecondary Education and Graduate Assistants United/AAUP* http://www.urigau.org/.

Your assistantship duties are related to the Department's instructional and research activities. These duties will include but are not limited to: preparation and teaching of laboratories (or courses), proctoring exams, assisting with grading exams/laboratories (or courses), and holding office hours for consultation with students. More details may be found in the Duties and Responsibilities Addendum. Please note that incomplete grades in courses or laboratories that you are responsible for can only be provided in unusual circumstances and only with the approval of the Chair of the Department and the Dean of the College. In addition, for appointments starting in the fall, you will be asked to attend organizational meetings held by the Department and by the Instructional Development Program during orientation week that begins on August 28, 2016. A letter concerning orientation week will be sent under a separate cover letter.

This offer is for the 2016-2017 academic year, or fall or spring semester as indicated above. Continuation of this assistantship is contingent upon the performance of your assigned assistantship duties, your making progress in your academic graduate

program and the needs of the Department. Your performance will be evaluated through the Annual Review process as prescribed in the Collective Bargaining Agreement. Excellence in assisting with teaching is expected.

The Immigration Reform and Control Act of 1985 requires that you provide the Department with documentation verifying your identity and eligibility to be employed in the United States before beginning work. In order to comply with Federal I-9 employment regulations, new Graduate Assistants must provide their departments with original identity and employment eligibility documents **prior to** August 28, 2016 for the first semester, and January 1, 2017 for the second semester. Failure to supply the necessary employment documentation may result in termination of employment by Human Resources as outlined in http://web.uri.edu/ecampus/files/I-9_termination_policy.pdf. Returning Graduate Assistants are responsible for verifying the documentation on file with the Department is correct and up to date. For a list of required employment documents please visit http://web.uri.edu/ecampus/*files/student_employment_forms.pdf*. All non-U.S. citizens must come to the Payroll Office prior to starting work.

In accordance with the Governor's Executive Order No. 89-14, you are required to complete a Drug-Free Form and return it to your Department, a copy of which is enclosed for your convenience. Finally, Graduate Assistants are responsible for completing a W-4 Form online through the URI e-Campus web site. All non-U.S. citizens are responsible for completing a different tax document. For information please refer to the URI Foreign National Tax Compliance Office web site at *http://www.uri.edu/controller/foreign_national_tax_compliance.html*.

A benefit associated with this Graduate Assistantship is health benefits with the University's Health Services. Please be advised that this health insurance cannot be waived and may be modified accordingly in future negotiations.

You will be expected to pay several University fees from your own resources. For the latest information on fees and their amounts, please refer to http://web.uri.edu/enrollment/tuition-and-fees/. Currently, all full-time (twenty hours per week) Graduate Assistants employed effective August 28, 2016 for the first semester and January 1, 2017 for the second semester will receive a twenty percent waiver of the graduate student fees. If any changes in the waiver are negotiated, you will be notified. **Please be advised that Graduate Assistants may choose to pay the graduate student fees via monthly installments**. The conditions, payment schedule and application form can be found on the Enrollment Services website http://web.uri.edu/enrollment/graduate-fee-deferment-plan/ or http://www.urigau.org/2015/09/graduate-assistant-fee-deferment-plan-enrollment/. If you have any questions or concerns, please do not hesitate to call Enrollment Services at (401)874-9500 or to email esmail@etal.uri.edu.

Please visit the Parking Services web site for information relative to Graduate Assistant parking registration and associated fees. http://web.uri.edu/parking/gradassistdecal/

Due to the limited number of Graduate Teaching Assistantships and the integral part they play in the academic mission of the Department, College and University, I am requesting that you inform me in writing, as soon as possible, whether you intend to accept this offer. **This offer of a Graduate Assistantship expires two weeks from the date of this letter**. However, if you need a short extension, please do not hesitate to contact me immediately.

Please accept my congratulations on having been selected for an appointment as a Graduate Assistant in the Department. If you are willing to accept this offer in accordance with the terms stated in this letter, please sign your name below and return it to me within two weeks from the date of this letter. Please note that this agreement supersedes all other agreements, oral or written, between the parties and is the complete agreement between you and the University.

Sincerely,

cc: Dean
Graduate School

I accept this offer and the terms stated:

_____ _____

Name Date

DUTIES AND RESPONSIBILITIES ADDENDUM

FOR ADMINISTRATIVE USE:

- ☐ Original I-9 Documents Verified
- ☐ Copy of Social Security Card
- ☐ CS-387C Drug Free Form
- ☐ Job Entered into e-Campus
- ☐ Employment Documents on File