

UMCES GRADUATE ASSISTANT APPOINTMENT LETTER TEMPLATE

Dear _____:

On behalf of the University of Maryland Center for Environmental Science (UMCES) and the [*specify name of Laboratory and program*], I am pleased to offer you a graduate assistantship appointment as a [*specify Teaching, Research, or Administrative Assistant*]. This appointment is subject to the provisions of this letter, and the policies, rules and regulations of UMCES Policy on Graduate Assistantships (www.umces.edu/education/graduate) as well as the institution where you were admitted to graduate school.

The term of this appointment shall be [*specify number*] months, beginning [*specify start date*] and ending [*specify end date*], unless sooner terminated in accordance with this agreement. You will be paid at the rate of [*specify dollar figure*] over the term of your appointment. At the discretion of UMCES, this assistantship may be renewed by written agreement for up to [*specify number*] additional terms. (*if applicable insert: This assistance is contingent upon the continued availability of funding.*)

Graduate Assistants are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty and undergraduate students in teaching, research, or administrative environments is an integral part of that education. UMCES is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program.

UMCES is an academic and collegial community. Regular and clear communication between Graduate Assistants and their advisors and supervisors is essential to maintaining an effective educational environment. Occasionally, problems may occur. A GA who experiences problems related to workload is strongly encouraged to consult with his or her advisor or supervisor and then Laboratory Director. Should the need arise; a Grievance Procedure is detailed in **UMCES** Policies for Graduate Assistantships.

Please note the following:

- Your services may be required during the entire period of your appointment, with the exception of official University holidays, which are [*specify name and date of each holiday, including winter term and spring term*]
- You will be required to report to [*specify department or program office name and address*].
- Your responsibilities will be: [*specify responsibilities*].

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- Your responsibilities will require an average weekly time commitment of [*specify 20 hours for a full-time appointment or 10 hours for a half-time appointment*].
- Benefits of this appointment include [*specify exact tuition remission per Polices for Graduate Assistantships*] and participation in the employees health benefits program.

[*Insert the following bulleted paragraph only for international Teaching Assistants*]

- You agree to provide UMCES, upon request, evidence of employability as required by United States immigration laws.

The terms and conditions stated above constitute the entire agreement between you and the University. This offer of appointment expires if the signed original copy of this letter is not received by the [*specify name of department or program*] by [*specify date*].

Sincerely,

[*insert name and title*]

Signature of UMCES Laboratory Director

Date

Signature of Appointee

Date