Tennessee Tech University Offer of Graduate Assistantship

Dear

The _____is pleased to offer you a graduate assistantship position while you pursue a graduate degree in _____.

This offer applies to the dates stated below and is contingent on your admission to the university in full standing and full-time enrollment in graduate courses appropriate to your field of study.

Tuition and Fees:
The assistantship will cover _____ of the tuition and fees associated with the student's degree program. You may register for ____ credit hours based upon your appointment. If a summer assistantship is awarded, the maximum number of credit hours for the summer will be _____ as defined by the department.

Stipend:
You will receive a biweekly stipend in the amount of $_____. A full-time assistant (100%) will be required to work on campus for 20 hours per week, and a half-time assistantship (50%) will be required to work on campus for 10 hours per week. Graduate assistants will report to work when the university is open and as directed by the supervisor.

Maintaining Eligibility:
In order to maintain the graduate assistantship during the above appointment period and be eligible for reappointment in future semesters, you must be enrolled as a full-time student during each semester in which you receive the assistantship, maintain good academic standing, make satisfactory progress towards your degree objective, meeting all milestones for progress toward your degree, and meet any other requirements per Tennessee Tech University. In addition, the following requirements must be met:

1. Prior to your employment date, you must provide the Office of Human Resources with proof of your eligibility to work in the United States and complete any documents required for employment. For more information, please visit www.tntech.edu/planning-and-finance/hr/.
2. Your employment and the above-stated salary are in consideration of your satisfactory performance of the duties and responsibilities assigned to you as graduate assistant of Tennessee Tech. The above-stated salary is contingent upon your completion of service for the full term of this appointment. You are not eligible for unemployment benefits, retirement credit, state insurance plan, annual or sick leave, holiday pay or longevity credit.
3. Your employment is subject to federal and state laws and Tennessee Tech's policies and requirements. You agree to abide by all applicable laws, policies, procedures, and guidelines, including but not limited to, the Family Education Rights and Privacy Act (FERPA), and complete any and all applicable training as determined by Tennessee Tech.
4. You agree to be available to perform all graduate assistantship job duties at the Tennessee Tech campus or at a Tennessee Tech approved off campus facility under the direct guidance of your assigned supervisor and in accordance with the terms of this appointment.
5. If your graduate assistantship is terminated, you resign, forfeit, or withdraw from Tennessee Tech

during a semester, you will be responsible for paying all your academic fees prorated for the remainder of the term, in proportion to the number of days left in the semester, at the time the assistantship ends and your residency will become subject to Tennessee Tech Policy 253 - Residency Classification.

6. If it is determined by Tennessee Tech, in its sole discretion, that, prior to beginning the assistantship, you have not met any requirements related to assuming the graduate assistantship, including but not limited to completing in a timely manner the necessary paperwork, applications, or forms as requested or required, failing to perform satisfactorily any assigned work as a student employee, or otherwise failing to meet the standards of professionalism, diligence and the attention to detail required by this position, Tennessee Tech will notify you in writing and this offer, even if you have accepted it, will become null and void.
7. Similarly, if Tennessee Tech determines, in its sole discretion, that your performance of assigned duties during the assistantship is unsatisfactory, your graduate assistantship may be withdrawn. In the event that the graduate assistantship is terminated for unsatisfactory performance during the semester, Tennessee Tech will notify you in writing of the date that your assistantship will terminate. You will be responsible for paying all your academic fees prorated for the remainder of the term, in proportion to the number of days left in the semester, at the time the assistantship is terminated.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policies. You also agree to notify the Personnel/Payroll Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
9. You agree to abide by the policies of Tennessee Tech regarding Intellectual Property and hereby acknowledge your responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by you, either solely or jointly with others, during the term of your employment, and to otherwise assist the institution as required by policy in protecting rights it may have in that Intellectual Property.
10. Renewal of this assistantship will be contingent upon your college's funding limit policy.

You have received a _____ assistantship.

_____ will serve as your advisor for the assistantship.

The start date for your appointment will be_____ with an ending date of _____.

If your hiring unit has specific GA policies or requirements in addition to those stated in this offer letter, an addendum will be attached to this offer letter.

If you have any questions regarding this graduate assistantship offer, please contact our office.

Sincerely,

_____ _____

Acceptance by the student: I have read and understand the terms of this appointment and accept this offer of assistantship.

_____ _____