

Box: Cookeville, TN 38505-001 (931) 372-

Fax (931) 372-

Email:

Attention:

Date:

Dear

The _____ is pleased to offer you a _____ graduate assistantship for the _____ semester(s) while you pursue a _____ degree in _____ . This offer is contingent on you satisfying all the university requirements for admission with full standing and upon full time enrollment (six (6) credit hours per semester) in your degree program at the start of the semesters.

The assistantship will provide you a stipend of \$ _____ per _____ based upon the appointment. 100% or 50% of your academic fees for courses required for your degree (up to (12) twelve hours of credit) will be covered based upon appointment. The appointment requires you to work a maximum of _____ hours per week during the academic semester. Your supervisor will determine the duties of your appointment.

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:

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.

Please confirm your acceptance of this offer of assistantship by signing below and emailing a scanned copy to _____ by _____.

The proposed start date for your appointment is _____ and the expiration date of your appointment is _____.

Thank you for your consideration of this offer, and I look forward to working with you.

Sincerely,

Acceptance by the student:

I have read understand the terms of this appointment and accept the position.

Signature

Date

Printed Name