***Italics paragraphs can be revised per your commitment to the graduate student.***

DATE

Applicant’s name

(address)

(address)

Dear Ms. Name:

*On behalf of the (dept) I am pleased to offer you a {quarter,/third/ half -time} appointment as a Graduate Research Assistant for the 2021-2022 Fiscal Year (FY), this appointment carries a minimum stipend of {$12,402/quarter time; $16,536/third; $24,804 for half}. The term of the appointment is for Fiscal Year 2021-22 and begins on July 1, 2021 and the end date is June 30, 2022.* You will receive all payments by direct deposit and you will need to sign up for direct deposit on the University of Iowa self -service web site: <https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal> .

**Describe job duties/expectations for position**

*Your appointment carries a 100% tuition scholarship each semester based upon the Iowa Board of Regents resident graduate student tuition rate which can be found at* [*https://www.maui.uiowa.edu/maui/pub/tuition/rates.page*](https://www.maui.uiowa.edu/maui/pub/tuition/rates.page) *. You will also receive a fee scholarship for the mandatory student fees assessed for fall and spring semesters. For a summary of the mandatory fees that are covered, please see* [*https://registrar.uiowa.edu/mandatory-fees*](https://registrar.uiowa.edu/mandatory-fees)*.*

The University contributes toward health and dental benefits for graduate assistants and their dependents. There are deadlines for enrolling in these plans. The University Benefits Office should be contacted for additional information regarding benefits associated with this appointment at the following link: <https://hr.uiowa.edu/benefits/ui-student-insurance>. University insurance contributions will start the first of the month after our appointment and submission of an initial insurance application.

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa’s [Policy on Sexual Harassment and Sexual Misconduct](https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct), you are required to successfully complete an approved harassment prevention education course during the first two months of employment and complete periodic trainings as outlined in the University’s Policy on Sexual Harassment and Sexual Misconduct.

To view your initial due date for completion of this course, log into UI’s [Compliance & Qualifications](https://compliance.hr.uiowa.edu/my_compliances) website (compliance.hr.uiowa.edu). You may satisfy this requirement by completing an approved instructor-led or online course. You may register for these courses through UI [Employee Self Service](https://login.uiowa.edu/uip/login.page?service=https%3A//hris.uiowa.edu/portal/). Further information about the education requirement and login instructions are available at: [diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information).

You are required by federal law to complete an I-9 form to verify your eligibility for employment. The University expects this form to be completed prior to the start of your employment, whenever possible, or on the day you begin work. Please be prepared to present the documents necessary to complete this form and confirm your eligibility (see <https://hr.uiowa.edu/immigration/i-9-information>). In the meantime, if you have questions regarding your appointment and/or included benefits, please contact me at j-doe@uiowa.edu, 319-335-xxxx or Professor (insert DGS) at j-doe@uiowa.edu, 319-335-xxxx.

By my signature accepting this appointment, I hereby assign any future Intellectual Property to the University as a condition of my employment and consistent with all of the provisions of the University of Iowa Intellectual Property Policy or related policies. Please refer to <https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy> .

Graduate teaching and research assistant appointments or employment terms and conditions are governed by the University Operations Manual, Graduate College and Department policies, (see <https://opsmanual.uiowa.edu/> and <https://www.grad.uiowa.edu/graduate-assistant-employment>).

Please let me know as soon as possible, but no later than (DATE), whether you accept this offer. If you do accept, I ask that you sign and return one copy of all the pages of this letter and the attachment to (Director’s name) at emailaddress@uiowa.edu as a pdf file or by regular mail to the University of Iowa Campus address | Iowa City IA 52242.

Sincerely,

Name

Director, Org

**I ACCEPT THIS GRADUATE ASSISTANTSHIP APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.**

**Signature of Candidate: Date:**