DATE

Applicant’s name

(address)

(address)

Dear [\_\_\_\_\_\_\_\_]:

On behalf of the (dept) I am pleased to offer you a {quarter,/third/ half -time} appointment as a Graduate Research Assistant for the 2022-2023 Fiscal Year (FY), this appointment carries a minimum stipend of {$12,650/quarter time; $16,867/third; $25,300 for half}. The term of the appointment is for Fiscal Year 2022-23 and begins on July 1, 2022 and the end date is June 30, 2023. 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>. Appointments of 25% or greater also include a fee scholarship for 50% (half) for some fees. These include **designated** [mandatory fees](https://registrar.uiowa.edu/mandatory-fees) assessed for fall and spring semesters. For a summary of the designated [mandatory fees](https://registrar.uiowa.edu/mandatory-fees) that are covered by the fee scholarship, please see <https://registrar.uiowa.edu/mandatory-fees>. **[Insert reference to fee information handout or addendum.]**

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.

**(Required)** 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.

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

**(Required)** As a research assistant, you will be required to be on-campus regardless of your assignment, unless specifically approved by the College.

For more information, please see: [Work Arrangements Guide](https://hr.uiowa.edu/well-being/family-services/workplace-flexibility/work-arrangement-application-user-guide) and [Domestic Out of State Remote Work](https://hr.uiowa.edu/well-being/family-services/workplace-flexibility/work-arrangement-application-user-guide/domestic).

**(Required for New Research Assistants)** You will be required to participate in the **[college/department]** orientation for new research assistants on **[insert date or TBD]**.

**(Required)** 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 the provisions of the University of Iowa *Intellectual Property Policy* or related policies. Please refer to [https://opsmanual.uiowa.edu/administrative-financial-](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy) [and-facilities-policies/university-iowa-intellectual-property-policy.](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy)

**(Optional)** This appointment is contingent upon **[contingencies]**.

Examples of contingencies include:

* maintaining a designated GPA (if already departmental practice)
* meeting English proficiency standards (if relevant)
* attendance at orientation and training
* receiving satisfactory student evaluations from your current appointment

(See below for options/examples for additional language for appointments contingent upon specific performance.)

**(Required) [Where applicable-choose one]**:

Duration:

1. Specific degree requirements, employment tenure, and assistantship duties vary for each specialty area, with a maximum renewability of **[number of semesters/academic years/fiscal years]**, or the equivalent. Approval of renewal applicants will be based upon factors including the quality of work during the previous appointment, satisfactory progress toward the degree, and satisfactory completion of all duties relating to the appointment and availability of funding.
2. The department of **[department]** limits assistantship support to **[number]** years for those pursuing a Master’s degree and to **[number]**years for those pursuing a doctoral degree. Each year, approval of renewal will be based upon factors including the quality of work during the previous appointment, satisfactory progress toward the degree, satisfactory completion of all duties related to the appointment, and availability of funds.

**(Required)** The University will classify you as a resident for tuition purposes during the semesters you hold an appointment of 25% time or greater. However, your classification with the University as a whole will remain unchanged if you are a nonresident; you will only be considered a resident for tuition purposes. Your tuition scholarship will be applied as a credit toward your tuition bill. For enrollments of fewer than 9 semester hours, the tuition scholarship will be prorated accordingly (<http://www.registrar.uiowa.edu/default.aspx>). If you hold TA/RA appointments in more than one department, your tuition bill will be credited only once. Fees for full-time residents for AY 2022-23 have not been determined yet. We expect fees to be approved by the Board of Regents in June 2022, at which time they will be posted at <https://www.maui.uiowa.edu/maui/pub/tuition/rates.page>.

The tuition and mandatory fee scholarships are contingent upon remaining a degree-seeking, enrolled graduate student and maintaining your appointment for the entire semester, academic year, or fiscal year. Please note you may be responsible for repaying tuition if you drop course credits after the beginning of the semester.

# **(Required)** If you were awarded financial aid, please contact the Office of Student Financial Aid to discuss the impact this tuition/fee assistance and assessment at the resident rate will have on your aid award. You may contact the office at [financial-aid@uiowa.edu](mailto:financial-aid@uiowa.edu) or 319-335-1450 or 2400 University Capitol Centre.

**(Optional)** The tuition scholarship total noted above **[does/does not]** include specific scholarships made available by **[list specific sources of funding/support, e.g. named scholarships/other financial awards]**. These specific tuition awards **[are/are not]** in addition to the total listed above.

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:**

*Updated: February 2022*