**MODEL LETTER NEW APPOINTMENT FALL 2023 and FALL/SPRING (AY23-24)**

**============================================================= TEACHING ONLY**

**[Date of offer]**

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

On behalf of the Department of **[ ]**, I am pleased to offer you a **[quarter/third/half-time]** appointment as a teaching assistant. For the academic year (AY) 2023–24, this appointment carries a minimum stipend of no less than **[$10,368 for quarter-time/$13,864 or one-third-time/$20,736 for half-time]**. The term of the appointment is for AY 2023-24, and begins on Wednesday, August 16, 2023, which is three full, working days prior to the start of fall semester classes. Your appointment concludes on the Tuesday after the Friday of finals week. You will receive all payments by direct deposit and you will need to sign up for direct deposit at the [University of Iowa Employee Self-Service](https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/) website.

Appointments of 25% or greater carry a 100% tuition scholarship each semester based upon the Iowa Board of Regents resident graduate student tuition rate for the College of Liberal Arts and Sciences which can be found at [The Office of the Registrar’s Tuition and Fee Tables](https://www.maui.uiowa.edu/maui/pub/tuition/rates.page) webpage[.](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. Please click designated [*mandatory fees*](https://registrar.uiowa.edu/mandatory-fees)for a summary of those fees that are covered by the fee scholarship. Also, please see [Graduate College Fee Information Sheet](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2022-12/Grad%20College%20Fee%20Info%202022-23%20updated%2011-30-22.pdf" \o "Grad College Fee Info 2022-23 updated 11-30-22.pdf" \t "_blank) for additional information.

On the following pages, you will find the specific terms of this offer, including more detailed information about the tuition and designated [*mandatory fee*](https://registrar.uiowa.edu/mandatory-fees) scholarships and benefits. The University will contribute toward your health insurance as a benefit of this appointment with specific deadlines for enrollment. In addition, you will be expected to follow the other employment policies of the University and make adequate progress in your degree program as defined by the [Graduate College Manual of Rules and Regulations](https://www.grad.uiowa.edu/academics/rules-and-deadlines/manual) and your specific department’s handbook.

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 **[person]** at **[email]** as a pdf file or by regular mail.

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 [I-9 Information for New Employees](http://hr.uiowa.edu/immigration/i-9-information)).

In the meantime, if you have questions regarding this appointment and/or included benefits, please contact me at **[**[**j-doe@uiowa.edu]**,](mailto:j-doe@uiowa.edu],) **[319-335-xxxx]** or Professor **[insert DGS]** at **[**[**j-doe@uiowa.edu]**,](mailto:j-doe@uiowa.edu],) **[319-335-xxxx]**.

For a copy of the Graduate Assistant Employment Standards, please see the following link: [Graduate Student Employment Standards Website](https://grad.uiowa.edu/graduate-student-employment-agreement).

Sincerely,

Professor **[or Associate Professor]** and Chair **[or DEO or DGS]**

TERMS OF OFFER FOR NEW TEACHING ASSISTANT APPOINTMENT

## (it is indicated below which language is required and which language is optional)

**General Terms of Employment**

**(Required)** The initial term of this **[quarter/third/half-time]** appointment is for **[fall/spring]** *beginning* ***[choose one: August 16, 2023, three workdays before the first day of classes for the fall 2023 semester or January 10, 2024, three workdays before the first day of classes for the spring 2024 semester]***of the 2023–24 academic year. For the academic year 2023–24, appointments of 25% or greater carry a 100% tuition scholarship each semester based upon the Iowa Board of Regents resident graduate student tuition rate for the College of Liberal Arts and Sciences which can be found at the [Tuition and Fees](https://www.maui.uiowa.edu/maui/pub/tuition/rates.page)webpage.

Tuition for 2023-24 has not been determined yet, and we expect it to be finalized by the Board of Regents in June 2023 at which time it will be posted at [Tuition and Fees](https://www.maui.uiowa.edu/maui/pub/tuition/rates.page). Tuition for full-time resident graduate students in the Graduate College is based on enrollment for 9 credit hours or more. This tuition scholarship amount shall be prorated for enrollment in a lesser number of credit hours.

Appointments of 25% or greater also include a fee scholarship for 50% (half) of the designated *[mandatory fees](https://registrar.uiowa.edu/mandatory-fees)* assessed for fall and spring semesters. *[Mandatory fees](https://registrar.uiowa.edu/mandatory-fees)* are those listed in the tuition/fee tables at the following webpage: [Office of the Registrar - Mandatory Fees](https://registrar.uiowa.edu/mandatory-fees). You are responsible for the other half of the designated [*mandatory fees*](https://registrar.uiowa.edu/mandatory-fees)assessed and for 100% of all other required fees associated with your program and student status.

Please follow this link [Graduate College Fee Information Sheet](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2022-12/Grad%20College%20Fee%20Info%202022-23%20updated%2011-30-22.pdf) for more information on University fees.

**(Required for students employed in the College of Education)** All graduate assistant employees appointed at twenty-five percent (25%) or greater and assessed the College of Education Tuition Supplement will also receive a tuition scholarship for one hundred percent (100%) of the College of Education tuition supplement for fall and spring semesters.

**(Required)** As a teaching assistant, you will be required to be **on campus** during the academic year, regardless of your teaching modality, 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 teaching assistants)** You will be required to participate in the **[college/department] orientation** for new teaching 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 of the provisions of the University of Iowa *Intellectual Property Policy* or related policies. Please refer to the [University of Iowa Intellectual Property Policy](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy).

**(Required)** This appointment is contingent upon **[below are examples of possible contingencies, but your program may have other examples]**.

* 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, 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 funding.

**(Required)** Graduate teaching and research assistant appointments or employment terms and conditions are governed by the [Graduate Student Employment Standards](https://grad.uiowa.edu/funding/graduate-student-employment-standards), the [University Operations Manual](https://opsmanual.uiowa.edu/governance), the [Graduate College Manual of Rules and Regulations](https://grad.uiowa.edu/academics/manual), applicable departmental policies, and, regarding base wages, the applicable collective bargaining agreement between the Board of Regents, State of Iowa and UE local 896/COGS.

**(Required)** The department/college recommends that you register for fall classes earlier than required to facilitate the scheduling of your courses. Teaching assistants reappointed for the spring semester are required to register for spring classes by the end of the fall semester, and in no case later than December 31.

**(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 as provided in the [Graduate Student Employment Standards](https://grad.uiowa.edu/funding/graduate-student-employment-standards). 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 2023-24 have not been determined yet. We expect fees to be approved by the Board of Regents in June 2023, at which time they will be posted at [Tuition and Fees](https://www.maui.uiowa.edu/maui/pub/tuition/rates.page).

The tuition and designated [*mandatory fee*](https://registrar.uiowa.edu/mandatory-fees) 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.

**(Required)** Tuition and fees for the fall 2023 semester will be billed on the first working day of August 2023, and for the spring 2024 semester on the first working day of January 2024, with payments due the 22nd of each month.

As a university employee, Graduate Assistants may elect to pay their tuition and fees through payroll deduction in order to coordinate the first tuition payment with the first payroll of their academic year appointment. By utilizing payroll deductions, your tuition and fees will be paid in three installments without being charged a reinstatement or deferred payment fee. To utilize this payment option, you must complete a [Payroll Deduction Authorization Form](http://ubill.fo.uiowa.edu/files/ubill.fo.uiowa.edu/files/payroll-deduct.pdf). This is available on the University Billing Office website, located at: [[Payroll Deduction Authorization Form](http://ubill.fo.uiowa.edu/files/ubill.fo.uiowa.edu/files/payroll-deduct.pdf).](http://ubill.fo.uiowa.edu/files/ubill.fo.uiowa.edu/files/payroll-deduct.pdf) Please contact the University Billing Office directly or visit the [University Billing Office - Payment Options](https://ubill.fo.uiowa.edu/payment-options) webpage regarding questions about University billing procedures.

**(Required)** If you fail to be available to start your appointment on August 16, 2023, or January 10, 2024, if reappointed, we will adjust your period of appointment and salary accordingly, using the first day of availability as your start date for appointment purposes. In addition, failure to be available to start your appointment by the last day of the first week of classes will be considered a rejection of this offer and will result in withdrawal on our part of any commitments explicit or implicit in this letter of offer.

## Benefits

**(Required)** The University contributes toward health and dental benefits for graduate assistants and their dependents. There are deadlines for enrollment in these plans. The University Benefits Office should be contacted for additional information regarding benefits associated with this appointment at the following link: [[UI Student Insurance](https://hr.uiowa.edu/benefits/ui-student-insurance).](http://hr.uiowa.edu/benefits/student) University insurance contributions will start the first of the month after your appointment and submission of an initial insurance application.

## Specific to Teaching Assistants

**(Required)** W would like to state our expectations for your effort as a **[quarter/third/half-time]** graduate assistant. Below is an example of the average effort over the term of your appointment that we expect in our department for a new graduate assistant . **[Departments: if you have already created a college-approved TA effort chart please use that instead of this template.]**

|  |  |  |
| --- | --- | --- |
|  | Fall 2023 | Spring 2024 |
| Contact Hours |  |  |
| Prep/grading |  |  |
| Office Hours |  |  |
| TA Training |  |  |
| Other\* |  |  |
| Total |  |  |

\*Other work may include, but is not restricted to, handling grade complaints or academic dishonesty, substituting for other teaching assistants who are absent, or performance of other department-specific duties as assigned.

The above chart establishes a guideline for expectations; you are scheduled for a five-day workweek (Monday-Friday) regardless of the appointment percentage, unless altered in writing by your direct supervisor. The exact weekly schedule and assignment of duties will be determined by your supervisor, in consultation with you. It is reasonable to expect small variations in the number of hours allocated to each activity in any given week.

## (Required) [Choose one]

1. As a teaching assistant you will be scheduled to teach **[course title/number]**. In this role, you will be required to **[describe the level of teaching responsibility]**. This specific assignment may change due to unforeseen circumstances. Your teaching supervisor will be **[ ]**.
2. As a teaching assistant, you will be given a teaching assignment, once such assignments have been determined. We will inform you of your specific assignment and who your teaching supervisor will be as soon as your specific assignment is known.

**(Required)** As a teaching assistant, you will be expected to follow your college’s teaching policies, which are described at **\_\_\_\_\_\_\_\_\_** (see undergraduate teaching policies and resources).

All teaching assistants are required to use the e-mail account and address provided to them by the University. All communication from your college will come to teaching assistants via the assigned University e-mail account.

**(Optional)** In the event of an absence, it is the responsibility of the teaching assistant to make a good-faith effort to find a replacement. However, the department is responsible for the coverage of classes.

**(Required)** The Iowa Board of Regents has adopted a policy on oral communication competence, designed to ensure that all instructors have “the ability to communicate appropriately in the language of instruction to students attending Regent’s institutions.” New teaching assistants will be evaluated by the middle of the first semester of teaching, and by the end of every subsequent semester. A question on oral communication competence will be included in the form the department uses for student evaluations of teaching.

**(Required) [For those new teaching assistants being offered appointment for the full academic year 2023– 24]**: This appointment is guaranteed for the fall 2023 semester. It may be renewed for Spring 2024 pending the successful review of oral communication competency at mid-term.

**(Required) [For those first-time teaching assistants who indicated on their admissions application that English is not their *first* language, including U.S. citizens]**: Based on our records, you indicated on your admissions application that English is not your first language. Consistent with the Iowa Board of Regents policy on oral communication competence noted above, as a first-time teaching assistant who self-identified as a speaker of English as a second language, you are required to demonstrate your effectiveness in English speaking and comprehension skills for teaching undergraduates in a University of Iowa classroom before you are assigned teaching assistantship responsibilities. The English as a Second Language (ESL) Programs Office will evaluate your language skills for this purpose by administering two tests. We will pre-register you for the first test; however, you must verify your registration for this test with the ESL Office, 1112 UCC, by **[date]**.

# The first test, the [English Speaking Proficiency Assessment](https://esl.uiowa.edu/programs/teaching-assistant-preparation-english/english-speaking-proficiency-assessment) (ESPA), will evaluate your general spoken English proficiency. The test is given in a laboratory setting and recorded digitally. If you pass the ESPA test, you will take the [English Language Performance Test](https://esl.uiowa.edu/programs/teaching-assistant-preparation-english/english-language-performance-test) (ELPT) to assess your language proficiency in a classroom context. For the ELPT, which is video recorded, you will make a brief presentation on a topic in your discipline in order to test your ability to present material in a classroom setting. You will not be tested on your knowledge of your discipline, but only on your ability to present material and answer questions in English during your presentation. The results of these evaluations will determine the teaching responsibilities for which you are qualified (fully certified or conditionally certified). Those who receive conditional certification must enroll in appropriate English language courses in the Teaching Assistant Preparation in English (TAPE) Program and then be reevaluated.

# For more information about these tests and to watch a [video](https://uicapture.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3df87636-c913-4a1b-a505-ad7c0142a90c) about the ESPA, please refer to the following link: [English Speaking Proficiency Assessment](https://esl.uiowa.edu/programs/teaching-assistant-preparation-english/english-speaking-proficiency-assessment).

Students who submit a Test of English as a Foreign Language: Internet-based Test (TOEFL iBT) speaking subscore of 26 and listening subscore of 25 are exempt from taking the ESPA but will be required to take the ELPT. Students who receive a score of 60 on the ESPA are exempt from taking the ELPT and will be fully certified.

For more information, please refer to the following link: [English Speaking Proficiency Assessment](https://esl.uiowa.edu/programs/teaching-assistant-preparation-english/english-speaking-proficiency-assessment).

## (Required) [Choose one] [For those first-time teaching assistants whose *first* language is not English]:

1. By the end of your first year as a teaching assistant, you are expected to have attained a B certification (able to handle a discussion section). Your college will **not** approve any appointment forms for second-year teaching assistants who have not met this criterion.
2. If you are a teaching assistant in a science-related department and are in charge of a lab section, you are expected to obtain a C certification (assist in a lab with immediate supervision) by the end of your first year. Your college will **not** approve any appointment forms for second year teaching assistants who have not met this criterion.
3. If you are a teaching assistant in a foreign language department, you are expected to obtain a C-level certification (teach a foreign language class where the language of instruction is not English).

**(Required)** The Iowa Board of Regents’ policy on teaching proficiency standards for teaching assistants is designed to ensure that all teaching assistants are proficient in their instruction. In consonance with the Regents’ policy, each department or program has prepared a plan on how they intend to monitor their respective teaching assistants. In particular, first-time teaching assistants (those who have not taught at the University of Iowa previously) will have a preliminary assessment conducted by their employing department within the first eight weeks of the semester in which they have assigned teaching duties.

**(Required)** The Family Educational Right Act (FERPA) is a federal law that protects privacy of student records. In accordance with that law, the University requires course instructors, including Graduate Teaching Assistants, to complete the University of Iowa’s [FERPA training](https://registrar.uiowa.edu/faculty-and-staff-ferpa-training). Therefore, all teaching assistants must complete the training/term **before the semester starts**.

**(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/education-programs), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university’s Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available).

To view your initial due date for completion of this course, log in to the [UI Compliance & Qualifications system](https://compliance.hr.uiowa.edu/my_compliances), locate the “Harassment Prevention” compliance on your dashboard, and click “View Details.”  The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the “Enroll in Course” button to begin.

Further information about the education requirement and login instructions are available on the Office of Institutional Equity’s [Harassment Prevention Education](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information) website.

**(Required) [Where applicable]**: It is possible that a teaching assistant would receive a negative review at mid- term for these (above) or other reasons, in which case the result would be termination of the original appointment, and

* a reassignment,
* a reduced level of appointment, or
* a cancellation of the spring 2024 commitment.

Listed below are examples for additional language for appointments contingent upon specific performance.

## (Required) [Where applicable—choose one]:

1. The department commits to this appointment for the fall semester. It may be renewed for spring semester pending the successful review of teaching competence, including oral communication competence, at mid-term.
2. This appointment is contingent upon your matriculation into a graduate degree program at the University of Iowa and upon your full participation in our orientation/training for new/returning teaching assistants. Orientation/training will be held **[dates/times]**.

**(Optional, where applicable) [For extradepartmental teaching assistants]:** In our department, extradepartmental teaching assistants do not have the same renewal process as departmental teaching assistants. In your specific case, we will make a decision on renewal no later than **[date of extradepartmental allocation]**.

**(Required) [For all teaching assistant appointments except those teaching assistants in their final year of eligibility]:** Renewal of this appointment for the academic year 2024–25 is contingent upon satisfactory academic and teaching performance, as specified in the Department’s **[or School’s]** teaching assistant renewal guidelines and availability of funding.

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

Signature of Candidate Date

*Updated: January 2023*