

[TEMPLATE LETTER]  
GRADUATE RESEARCH ASSISTANT **FISCAL YEAR** APPOINTMENT  
FALL 2024 and FALL/SPRING (FY24-25)

[Date of offer]

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

On behalf of the Department of [\_\_\_\_\_], I am pleased to offer you a **[quarter/third/half-time]** appointment as a research assistant. For the fiscal year (FY) 2024–25, this appointment carries a minimum stipend of no less than **[Insert Salary- \$13,421 for quarter-time/\$17,894 for one-third-time/\$26,841 for half-time for the entire fiscal year]**. The term of the appointment is for Fiscal Year 2024-25 and begins on [Insert Date] and the end date is [Insert Date]. 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](#) website.

### Overview

Appointments of 25% or greater carry a 100% tuition scholarship fall and spring 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](#) webpage. Appointments of 25% or greater also include a fee scholarship (fall and spring only) for 50% (half) for some fees. These include **designated [mandatory fees](#)** assessed for fall and spring semesters. Please click designated [mandatory fees](#) for a summary of those fees that are covered by the fee scholarship. For additional information about graduate student fees, please see the Graduate Assistant Tuition and Fee Information Addendum on the last page of this document. 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](#) and your specific department's handbook.

### Offer and Final Due Date for Acceptance

On the following pages, you will find the specific terms of this offer. All terms and conditions for Graduate Assistants are also governed by the Graduate Students Employment Standards. For a copy of the Graduate Student Employment Standards, please see the following link: [Graduate Student Employment Standards Website](#).

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.

### I-9 Employment Verification

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](#)).

### Resource for Questions

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].

Sincerely,

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

TERMS OF OFFER FOR RESEARCH ASSISTANT APPOINTMENT  
**(it is indicated below which language is required and which language is optional)**

**General Terms of Employment**

**Start Dates, Tuition Scholarship, Partial Student Fee Waiver, and Appointments.**

The term of the appointment is for Fiscal Year 2024-25 and begins on [Insert Date] and the end date is [Insert Date]. For the fiscal year 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](#) webpage.

Tuition for 2024-25 has not been determined yet, and we expect it to be finalized by the Board of Regents in June 2024 at which time it will be posted at [Tuition and Fees](#). 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* assessed for fall and spring semesters only. *Mandatory fees* are those listed in the tuition/fee tables at the following webpage: [Office of the Registrar - Mandatory Fees](#). You are responsible for the other half of the designated *mandatory fees* assessed and for 100% of all other required fees associated with your program and student status.

Additional information regarding Graduate Assistant fees may be found in the Fee Addendum at the end of this document.

**(Required for students enrolled 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.

As a research assistant, you will be required to be **on campus** during the fiscal? year, regardless of your assignment, unless specifically approved by the Associate Dean for Graduate Education in the employing college.

For more information, please see: [Work Arrangements Guide](#) and [Domestic Out of State Remote Work](#).

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

**Intellectual Property Policy**

By accepting this appointment, you agree to assign any intellectual property developed within the scope of the graduate assistantship to the University as a condition of your 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](#). -

**Basic Criteria for Appointment and Renewal**

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)
- Attending orientation and training
- Satisfactory performance in your current appointment
- Maintaining a primary degree objective as a graduate or professional student
- Maintaining satisfactory academic progress in the primary graduate or professional degree program

**[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.

**Graduate Student Employment Standards, University Policy Manual, Graduate College Manual**

Graduate teaching and research assistant appointments or employment terms and conditions are governed by the [Graduate Student Employment Standards](#), the [University Policy Manual](#), the [Graduate College Manual of Rules and Regulations](#), 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.

**Enrollment in Graduate Courses Required for Tuition Scholarship and Partial Fee Waiver**

The tuition and designated *mandatory fee* scholarships are contingent upon remaining a degree-seeking graduate student and enrolled in coursework towards your primary graduate degree, and maintaining your appointment for the entire semester to which the tuition and fee scholarships have been applied. Please note you may be responsible for repaying tuition if you drop course credits after the beginning of the semester.

The department/college recommends that you register for fall classes earlier than required to facilitate the scheduling of your courses. Research 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.

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](#). 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 2024-25 have not been determined yet. We expect fees to be approved by the Board of Regents in June 2024, at which time they will be posted at [Tuition and Fees](#).

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: As applicable)** 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.

Tuition and fees for the fall 2024 semester will be billed on the first working day of August 2024, and for the spring 2025 semester on the first working day of January 2025, with payments due the 22<sup>nd</sup> 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](#). This is available on the University Billing Office website, located at: [Payroll Deduction Authorization Form](#). Please contact the University Billing Office directly or visit the [University Billing Office - Payment Options](#) webpage regarding questions about University billing procedures.

If you fail to be available to start your appointment on **[Start Date]** 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 **[Start Deadline Date]** 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**

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](#). University insurance contributions will start the first of the month after your appointment and submission of an initial insurance application.

### **Appointment Hours**

Employees hours of work are reflected in their percentage of appointment. Such hours of work are separate and distinct from the academic requirement imposed by academic programs in which the employees are enrolled as students.

If at any time over the course of an appointment, a graduate employee reasonably believes that the duties routinely require hours which will cumulatively exceed the hours of effort required by the appointment percentage over its full term, the employee may raise the matter with the Departmental Executive Officer (DEO), the Director of Graduate Studies (DGS), and/or their local human resources representative.

## **University Email Accounts**

All teaching assistants are required to use the e-mail account and address provided to them by the University for all email communication related to your graduate assistantship. Please note that all official university, college, and department email communications will be sent to your University e-mail account.

## **Research Substitutes**

In the event of an absence, research assistants are expected to make a good-faith effort to communicate with their supervisor as soon as they are aware of the need.

## **Performance Management**

Research assistants who receive a negative review or demonstrate unacceptable performance may be subject to one or more of the following measures, taking in consultation with the applicable associate dean of graduate education and local human resources:

- a professional improvement plan, and/or
- a reassignment.

Performance measures beyond those listed above will be undertaken *only* in consultation with the applicable associate dean of graduate education, local human resources, and University Employee and Labor Relations. Those measures may include or result in the following:

- a reduced level of appointment,
- a cancellation of the spring 2025 commitment, and/or
- termination of the appointment.

## **Required Training**

### **Harassment Prevention Education Requirement**

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](#), 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](#), 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](#) website.

### **Other Examples of Required Training**

The University of Iowa typically requires graduate assistants to complete mandatory trainings for position eligibility. Examples include [human subjects research](#), [animal use](#), environmental health and safety related-trainings, and/or [Federal Educational Rights and Privacy Act \(FERPA\)](#).

### **New/Returning Research Assistant Orientation**

Research assistants are required to participate in departmental orientation/training. Attendance at departmental research assistant orientation/training is a prerequisite to qualification as a graduate research assistant with the University. Such orientation/training may be held *prior* to the beginning of the semester. Compensation for this orientation/training has been incorporated into the appointee's salary.

Orientation/training for this position will be held **[dates/times]**.

**(Optional, where applicable) [For extradepartmental research assistants]:** Research assistants who are not pursuing a degree in our department have a different renewal process from departmental research assistants.

In your specific case, we will communicate our decision on renewal in writing no later than **[date of extradepartmental allocation]**.

### **Appointment Renewal**

Renewal of this appointment for the fiscal year 2025–26 is contingent upon satisfactory academic and work performance, as specified in the Department's graduate assistant renewal guidelines and graduate student handbook, compliance with university policies, and availability of funding.

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

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Signature of Candidate

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Date

*Updated: March 11, 2024*

**GRADUATE ASSISTANT TUITION AND FEE  
SCHOLARSHIP INFORMATION ADDENDUM**

**Introduction.** Appointments of 25% or greater also include a fee scholarship for 50% (half) for *designated mandatory* fees. These include designated mandatory fees assessed for fall and spring semesters.

The information included in this document is intended to provide a brief summary of tuition and fee information for quick reference. For more information on *designated mandatory fees* that are covered by the fee scholarship, please see <https://registrar.uiowa.edu/mandatory-fees>.

**Tuition.** Graduate assistants appointed at 25% or more for the entire semester (AY or FY) will be assured minimum tuition scholarships for the Fall and Spring semesters. Tuition is assessed at the in-state resident rate. Graduate assistants in CLAS and the College of Education will receive 100% tuition scholarships, based on the number of enrolled hours.

Please note that the 100% tuition scholarship does not apply for summer semesters where a graduate student does not have an assistantship. Where graduate students have assistantships over the summer, tuition scholarships are subject to the discretion of the employing unit. In most cases, tuition scholarships are not provided for summer enrollment.

**Technology Fee.** Graduate assistants are exempt from the technology fee.

**Deferred Payment Plan.** No deferment fee will be assessed to graduate assistant if tuition and fees are paid under the installment plan. Information regarding the deferred payment plan may be accessed at: <https://ubill.fo.uiowa.edu/payment-options>

**Mandatory Fees.** Department pay 50% of *designated mandatory fees*. *Mandatory fees* are those fees assessed as terms of *academic* enrollment each semester to all students.

Please note that certain fees are not considered to be *mandatory fees*. These additional fees are not paid by the department, not assessed every semester, and/or not assessed to every student. These fees are the responsibility of the student. Examples of those fees are as follows:

- Document and Record Fee (one-time)- \$250 (As of fall 2021, this fee is payable in three installments). Any remaining financial aid (i.e., aid that exceeds tuition and the 50% mandatory fee departmental support) will be applied to any outstanding fee balance.

***International Students.*** In addition to the above, international students are responsible for payment of the fees listed below:

- International Student Fees:

One-Time Fees

\$325 one-time fee for new international student orientation (a/k/a International Grad Matriculation Fee (session)) (students who were previously at the University of Iowa for a prior degree do not need to pay this fee again)

Recurring Fees

\$125 for each fall and spring semester

\$62.50 for enrollment during any the summer session

**Payment Options.** Billing statements are generated on the first working day of each month and are normally due around the 22<sup>nd</sup> of each month. Students are sent official notification that their UBill is available for review via email to their @uiowa.edu email address. Students have 24/7 access to review their accounts online using MyUI at <https://myui.uiowa.edu/my-ui/home.page>.

In addition to the above methods, payment may be made through payroll deduction. If payroll deduction is elected, the payment would come out of the following month's paycheck and would not be considered late. To enroll in payroll deduction, please:

1. Navigate to the UI Employee Self-Service portal at: [UI Employee Self-Service Logon](#)
2. Enter your HawkID and Password (Note: This step can only be completed on or after the first day of employment).
3. Select "My Self-Service" on the left drop-down menu.
4. Section "University Bill".
5. Complete the UBill enrollment process.
6. Once enrollment is completed, select "Charging".
7. Select "Authorize Charging Agreement"

More information about payment options may be accessed at the following link:  
<https://ubill.fo.uiowa.edu/payment-options>.

Fee info last updated: February 2, 2024