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Template Updated May, 2023

**Graduate Assistantship Appointment Template**

*Date*

*Student Name (UID)*

*Student Address*

Dear *Student Name*,

On behalf of the University of Maryland and the [*specify name of department or program*], I am pleased to offer you a Graduate [*specify either Teaching, Research, or Administrative*] Assistant appointment.  This appointment is subject to the provisions of this letter and the policies of the University of Maryland and the Graduate School outlined at [Policies for Graduate Assistantships](about:blank) (go.umd.edu/ga-policies).

The term of this appointment shall be [*specify number*] months, beginning [*specify start date*] and ending *[specify end date*], unless sooner terminated in accordance with this agreement.  You will receive a stipend of [*specify dollar figure*] over the term of your appointment. This assistantship must meet the minimum stipend levels set by the Graduate School each year and may be renewed by written agreement for up to [*specify number]* additional terms, at the discretion of the University.

Graduate Assistants are, first and foremost, graduate students pursuing an education.  The opportunity to work closely with faculty and undergraduate students in teaching, research, or administrative environments is an integral part of your education.  The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with your educational objectives and the objectives of your program.

We ask students and their advisors or supervisors to complete a Statement of Mutual Expectations (gradschool.umd.edu/forms) to describe and clarify the duties, responsibilities, and procedures that make for a productive appointment as a Graduate Assistant.  Any GA who experiences issues related to workload or other concerns is encouraged to first consult with their advisor or supervisor.  Should the need arise, a Grievance Procedure is detailed in [Policies for Graduate Assistantships](about:blank) (go.umd.edu/ga-policies).  Students may also consult confidentially with the [Graduate School Ombuds Office](about:blank) (go.umd.edu/gs-ombuds) for guidance and support in addressing concerns.

Please note the following:

* Your services may be required during the entire period of your appointment. [*For Administrative Assistants add “with the exception of official University holidays:* phr-app6.umd.edu/holidays*.” For Research/Teaching Assistants, specify if duties may be required on any of the official University holidays. For all GAs, if evening and/or weekend work may be required, please specify.*]
* You will be required to report to [*specify department or program office name and address*].
* Your responsibilities will be: [*specify responsibilities*].
* Your responsibilities will require a weekly time commitment of [*specify 20 hours for a full-time appointment or 10 hours for a half-time appointment*], averaged over the term of your appointment.
* This appointment includes the option to participate in the faculty/staff health benefits program. More information about the faculty/staff health benefits can be found at [uhr.umd.edu/benefits/medical-insurance](about:blank).
* All full-time enrolled graduate students at College Park are required to have health insurance. Automatic enrollment in the Student Health Insurance Plan (SHIP) will begin in August when you register for classes, and the cost will be billed to your student account.  If you already have insurance, please submit an insurance waiver to avoid automatic enrollment and automatic billing. For more information about the health insurance policy and the waiver process, please visit [gradschool.umd.edu/health-insurance](http://gradschool.umd.edu/health-insurance). Note that graduate assistants appointed by the start of pay period 4 will be exempt from the waiver process and will not be billed for SHIP when they register for classes.  GAs appointed after the start of pay period 4 will have to submit a waiver if they prefer to have a State employee health plan.
* A benefit of this appointment includes the following tuition assistance [*specify exact tuition assistance per Policies for Graduate Assistantships by choosing one of the options below*]:
  + [*9/9.5mo, 20 hr/wk*] 10 credits of tuition assistance in the Fall and Spring semesters and 4 credits in Winter Term.
  + *[9/9.5mo, 10 hr/wk*] 5 credits of tuition assistance in the Fall and Spring semesters and 2 credits in Winter Term.
  + [*12mo, 20 hr/wk*] 10 credits of tuition assistance in the Fall and Spring semesters, 4 credits in Winter Term, and

8 credits in Summer Term.

* + [*12mo, 10 hr/wk*] 5 credits of tuition assistance in the Fall and Spring semesters, 2 credits in Winter Term, and

4 credits in Summer Term.

* Tuition assistance awarded as part of the assistantship is paid at the established standard tuition rate; any tuition differential is paid by the student. Tuition assistance can be used for courses in the DC Consortium ([go.umd.edu/dc-consortium](about:blank)). Tuition in excess of the assistance provided will be billed and paid by the student at the in-state resident rate.
* All mandatory and other fees are paid by the student.
* Your stipend, tuition assistance benefit, and other fellowships or grants may affect your eligibility for federal loans. Please contact the Office of Student Financial Aid ([financialaid.umd.edu](about:blank)) if you have any questions.
* When you were admitted to the university, your residency classification for tuition purposes was established and indicated on your acceptance letter. If your assistantship ends, the tuition assistance benefit would be terminated and you would be charged the tuition rate based on your original residency reclassification for the current and future semesters.
* If you were classified with an out-of-state designation and believe you have met all the criteria for establishing in-state residency as defined in the Board of Regents policy, we invite you to file a petition for reclassification.  The deadline for filing a complete petition is the first day of classes for the term in which you are seeking in-state status.  For more information, go to www.registrar.umd.edu/resreclass.html or email [resclass@umd.edu](about:blank).

[*Insert the following bulleted paragraph only for international Teaching Assistants*]

* You agree to provide the University, upon request, evidence of employability as required by United States immigration laws.

The terms and conditions stated above constitute the entire agreement between you and the University.  This offer of appointment expires if the signed original copy of this letter is not received by the [*specify name of department or program*] by [*specify date*].

Sincerely,

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature of Chair or Graduate Director |  | Date |  |  |
| Signature of Appointee |  | Date |  |  |