Date

Name

Address

Dear,

On behalf of the Your Department, I am pleased to offer you a 00 CUL AY/FY Graduate Teaching/Research assistantship in Department/School to TA/RA (for TA’s course Name and RA’s the project/grant that will be worked on) work with Professor Name during the Fall/Spring 2017 session. Your appointment will begin on Date and end on Date. The first week of the term is mandatory. If you cannot be here when your appointment begins, you need to contact your supervisor and department secretary and let them know before accepting this position. If you are not able to be here at the beginning date of your appointment, and you have not contacted your supervisor and department secretary and, made prior arrangements before the start date, your offer will be terminated. You will not be paid until you have sign in with your department secretary.

# Start Date for Employment

Prior to your first day of work, you must first complete Section 1 of the U.S. Citizenship and Immigration Services' Fo1m I-9, Employment Eligibility Verification. To access the electronic form, visit the Purdue University payroll site at www.purdue.edu\Payroll. Click the link titled, "Electronic I-9 for new hires/rehires," login and complete Section 1 of the Form I-9. After completing Section 1 you will be provided a list of acceptable documents. The list of documents has also been attached to this letter for your easy reference. The required documents must be presented to your employing department on your first day of employment.

All graduate assistants are expected to report to the Business Office on or before their first day of employment (above) to complete paperwork required for payroll. You are also expected to meet with your course supervisor(s), Professor’s name on your first day of employment to participate in orientation and preparation activities. Please contact Professor Prof at [Prof@purdue.edu.](mailto:Prof@purdue.edu.)

Finally, you must attend the TA/RA Department Mandatory Orientation to be held on Date, Time, in Location. (There will be a pizza social following the meeting. This is optional)

# Teaching Schedule and Office Hours

Your anticipated teaching schedule, if applicable, is enclosed. It should be noted that teaching schedules are subject to change as we react to various enrollment trends and conflicts that become apparent as the semester approaches. You may also be asked to substitute for other instructors in the same course from time to time.

**Offer is Contingent on**

1. All graduate assistants are expected to report for duty one-week prior to the beginning of each semester.
2. Graduate assistants are expected to conform to the highest of academic ethical standards. Any graduate student found guilty of academic dishonesty, either as a teaching/research assistant or as a student enrolled in any course, may have their assistantship terminated or not renewed.
3. Graduate assistants are expected to treat all students fairly and equally, and refrain from making comments that may create an uncomfortable or threatening environment, as it relates to students of different races, gender, religions, age, nationalities, ancestries, disabilities, and sexual orientation. Graduate teaching assistants should never date their students.
4. **New international graduate teaching assistants will be required to pass the Oral English Proficiency Test (OEPT) before you will are allowed to teach any classes. Please see my secretary to determine your status and, if necessary, to schedule a time for taking this test.**
5. Graduate assistants need to become FERPA certified. Please see your advisor for instructions. Once you have taken the appropriate testing, provide your advisor and Departmental Secretary a copy of your completion certificate. This must be completed before the semester begins.
6. The maximum number of course hours that you will be allowed to enroll in your first semester as a Dept. Name graduate assistant is 9. In subsequent semesters, you may enroll in up to 12 credit hours, but only with approval of all of the following individuals: course supervisor, major professor, and department head. The department reserves the right to adjust your appointment and compensation down to quarter-time if you enroll in excess credit hours without these permissions.
7. This offer is based on work performance, continued funding, and satisfactory and ethical academics and maybe terminated at any time.

# Compensation and Benefits

Your pay for this assignment will be $\_\_\_\_\_ for the semester. You will be eligible for a standard University fee reduction for the courses you are taking. May and August will always be paid half month salary.

**To Accept this Offer.**

Please indicate your acceptance of this position in writing by Date (even if this is a renewal of your prior appointment!).

*If we do not hear from you in writing by the above date, we may be forced to offer this graduate assistantship to another student in order to ensure that we have scheduled instructors for all of our courses.*

If you have any questions, please contact me at phone number, or on the Internet at email@purdue.edu.

Sincerely,

Department Head

Department

cc: Whoever you want