Date

Name

Address

Dear,

On behalf of the Your Department, I am pleased to offer you a 00 FTE 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 signed in with your department secretary.

# Start Date for Employment

Prior to your first day of work, you must first complete on boarding via a link to Purdue HR/SuccessFactors that will be sent to your purdue.edu email. This includes Section 1 of the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification/New Hire Data Verification. After completing Section 1, New Hire Data Verification, you will be provided a list of acceptable documents. The required acceptable original documents must be presented in person to your employing department’s business office/employment center on or before your first day of employment.

# Compensation and Benefits

The assistantship provides a bi-weekly salary of {INSERT BI-WEEKLY SALARY} every two weeks. You will be eligible for a standard University fee reduction for the courses you are taking. Please note that the bi-weekly pay amounts during your first and last pay will be prorated based on the number of days worked during the pay period. A list of bi-weekly pay period dates can be viewed by visiting the following link: <https://www.purdue.edu/business/payroll/Calendars/supportingDocs/Biweekly%20Calendar%20of%20Paydates.xlsx>

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.

# 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.

**INCLUDE THIS PARAGRAPH *ONLY* IF APPOINTMENT IS *HALF-TIME OR MORE AND AT LEAST ONE SEMESTER***

# Insurance

Since your appointment is half-time or more for at least a semester, you will be eligible for participation in the University Graduate Student Staff Health Plan. You may also enroll your spouse and dependents in the plan within 30 days of becoming insured by completing one of two enrollment steps. Instructions will be emailed to you once your employment has been entered into the SuccessFactors system AND you have a valid Social Security Number on file. Domestic students wishing to waive participation in this plan should still view the other benefits available, but no opt out is required. Purdue Insurance is mandatory for International students; therefore, international graduate students wishing to waive participation must meet with criteria and complete the online waiver request. Information and instructions can be found at www.purdue.edu/push/insurance/waivers. Questions can be directed to Academic HealthPlans at 855-566-7278

**Offer is Contingent on**

This offer is contingent upon submitting proof of your identity and eligibility to work in the United States. Purdue University utilizes an online onboarding system through which you will complete new hire electronic documents, including the electronic Section 1 of the USCIS **Form I-9, Employment Eligibility Verification**. Section 1 must be completed **no later** than your start date. A welcome email will be sent to you from **Purdue HR** and will contain the link and information needed to log into your employee dashboard where you will complete your electronic documents. Section 2 of the electronic I-9 must be completed no later than the 3rd business day after your start date and requires you to physically present original and unexpired document(s) from the List of Acceptable Documents found at [https://www.uscis.gov/i-9-central/acceptable-](https://www.uscis.gov/i-9-central/acceptable-documents) [documents](https://www.uscis.gov/i-9-central/acceptable-documents) in person to a predetermined location on campus.

All graduate assistants are expected to report for duty one-week prior to the beginning of each semester.

1. 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.
2. 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.
3. **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.**
4. 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.
5. 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.
6. This offer is based on work performance, continued funding, and satisfactory and ethical academics and may be terminated at any time.

**Use for *non* *U.S. citizens*:**

*International Students* entering *from foreign countries:*

You should not apply for your visa or make travel plans until you receive a formal letter of admission from the dean of the Graduate School and your Certificate of Eligibility (I-20 or DS-2019) from the Office of International Students and Scholars at Purdue University. These papers will be sent to you as soon as all admission procedures are completed, admission conditions are met, and you have shown proof of sufficient financial resources to attend Purdue.

*International Students entering from within the U.S.:*

If you are transferring to Purdue University from another educational institution in the U.S., certain transfer procedures must be completed before you come to Purdue. After all admission procedures are completed, you will receive a Certificate of Eligibility (I-20 or DS-2019), issued by the Office of International Students and Scholars at Purdue. If you are on a J-1 visa, take the DS-2019 that was issued by Purdue to the international student services office at your current educational institution to obtain the necessary transfer approval from that institution. To complete the transfer, upon your arrival at Purdue, bring your passport, I-94 card or printed electronic record of admission from [www.cbp.gov/i94,](http://www.cbp.gov/i94) and the DS- 2019 showing transfer. If you are on an F-1 visa, as soon as you arrive at Purdue, bring your I-20 that was issued by Purdue, previous I-20, passport, I-94 card, or printed electronic record of admission from [www.cbp.gov/i94,](http://www.cbp.gov/i94) and the international student transfer form to the Office of International Students and Scholars. That office then will process your F-1 transfer to Purdue.

**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

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT OF ALL GRADUATE STUDENTS AT PURDUE**

APPENDIX C

From Graduate Staff Employment Manual

1.To be eligible to hold any graduate staff appointment, during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work. Graduate staff employment is incident to graduate study.

2. Continued employment is subject to the availability of funds. The employment of graduate staff may be terminated prior to the expiration of the stated employment period or the compensation reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to but not beyond the date of such termination.

3. The staff privileges available to graduate student employees are set forth in the Graduate Staff Employment Manual. Copies of applicable pages are available from heads of graduate programs or departmental business offices. All staff members, including graduate staff employees, are expected to become familiar with and abide by the administrative procedures of the University as well as its rules and regulations in effect, from time to time, as set forth in the University policies, actions of the president, faculty, and Board of Trustees. Employees engaged in teaching are expected to become familiar with the regulations relating to students.

4. Continuation of graduate staff employment is conditional upon satisfactory performance of the work assigned and/or satisfactory academic progress. The employment of any graduate staff member may be terminated at any time prior to the expiration of the stated employment period by the University for just cause, which includes but is not limited to inadequate performance, lack of progress toward degree, budgetary constraints or misconduct, which includes the repeated or serious violation of University rules, regulations or policies. No extension or renewal of the employment renewal of the employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to such student. Graduate student employment is subject to the University’s policy on Intellectual Property (I.A.1)

5. Graduate programs may have additional terms and conditions; however, these terms and conditions may not be in conflict with the contents of this manual.