

**[TEMPLATE - Use for FEDERAL WORK STUDY TA or RA (student must be paid hourly)]
GRADUATE ASSISTANTSHIP**

Alaska Graduate Workers Association Appointment Letter

[Date]

[Student Name]

[Address]

Dear **Student Name**,

On behalf of the University of Alaska MAU and Chancellor NAME, I am pleased to offer you a Graduate [Teaching OR Research] Assistantship in the [College/Institute/School] for the following appointment period:

Start Date:

End Date:

UA ID:

PCN:

Hourly Rate: \$ per hour

Biweekly Salary: \$

Workweek: Up to 20 hours per week during a semester or 40 hours per week between semesters or during summer sessions

Under this Assistantship your duties will involve ADD DUTIES HERE.

Federal work study rules require you to document the number of hours worked each pay period. You will be required to submit a timesheet.

This assistantship includes:

- Tuition award for X credits per semester. Tuition award will cover only courses directly related to your degree program. Courses listed on your Graduate Study Plan or Advancement to Candidacy Forms are covered, as are others approved in writing by your Advisory Committee Chair or Dept. Chair. Audited courses are not covered and do not count toward full-time enrollment.
- A 100% award towards University consolidated and infrastructure fees for each semester of active appointment.
- Payment of graduate student health insurance. Students must complete the online Graduate Assistant Health Insurance Enrollment form.
- This assistantship does does not include payment of departmental/course specific fees.

Tuition assistance, payment of fees (if applicable), and payment of graduate student health insurance processing will begin upon receipt of the signed appointment letter by the MAU Financial Aid Office and the Graduate School. Health insurance enrollment must be completed by the last day of fee payment. Tuition payment and Graduate Health Insurance enrollment will not be posted without the Graduate School receiving copies of the signed assistantship letter and the online health insurance enrollment form.

Tuition assistance is contingent upon you being enrolled in at least 6 credits and maintenance of satisfactory scholastic standing in your graduate degree program, and making progress toward your degree, as well as availability of funds. In the semester you are defending and/or depositing your thesis/dissertation/project, the credit requirements may be lower. **International students are required to be enrolled in at least 9 credits.** You will be required to repay the tuition assistance if, at any time, these eligibility requirements are not met. This includes maintaining the minimum enrollment hours.

Teaching Assistants are required to complete the Family Educational Rights and Privacy Act (FERPA) training. It is your responsibility to complete the training on an annual basis while awarded an assistantship. FERPA certification will be confirmed in Banner. Online FERPA training is available at <https://www.alaska.edu/student-services/files/ferpa/FERPA.pdf>.

During the academic year, the average workweek for a bargaining unit member is intended to be no more than twenty (20) hours over the course of a semester with the emphasis placed on meeting the responsibilities assigned to the position. The average workweek for appointments greater or less than 50% FTE is intended to be adjusted in accordance with the change in FTE. **Foreign nationals on temporary visas are not eligible for waivers to work over 20 hours while classes are in session. Students who violate this restriction have violated their immigration status and are required to leave the U.S.**

Special Conditions of Employment:

You are expected to perform in accordance with the Collective Bargaining Agreement (Agreement) and consistent with the terms of this appointment. Information regarding the Alaska Graduate Workers Association (AGWA) bargaining is available at <https://www.alaska.edu/hr/labor/labor-relations/gseu/index.php>. Bargaining unit members who are appointed to a position covered by this Agreement, and who receive compensation in the form of wages, may elect to join the Union and pay membership dues and fees through the voluntary Union Membership Election/Dues Deduction Form.

If salary increases are included in the above amount, they are subject to legislative funding and appropriation pursuant to state law and are distributed to eligible bargaining unit members in the first full pay period of the appointment after July 1.

This appointment is for a **Teaching/Research Assistantship [select one]** position, subject to the terms of Appointment as provided in the Agreement. Appointments for bargaining unit members shall be offered at the sole discretion of the University and shall not be subject to the grievance resolution process provided in this Agreement. Appointments shall be for at least one (1) semester unless funding or course needs require a shorter appointment period. Refer to Agreement Article 6 Appointments for additional information.

Terms used in this letter that have specific meanings and effects in the Agreement, Regents' Policy, University Regulation and applicable campus rules and procedures, have those meanings and effects when used in this letter.

Your employment with the university is primarily governed by the Agreement between the University and Alaska Graduate Workers Association. However, to the extent consistent with the terms of the Agreement, your employment is also subject to the terms of this appointment letter, Board of Regents' Policy, University Regulation, and applicable campus rules and procedures. The relationship between the Agreement and these other sources of authority is as set forth in the Agreement.

This letter states the terms of and is the sole agreement between you and the University, and no other agreements, discussions or representations shall affect the University's or your obligations under this agreement. Alterations to the terms of this letter are ineffective unless approved in writing by the hiring authority and Human Resources. If termination is resultant from a loss of funding, the bargaining unit member will be provided with fourteen (14) days written notice. Failure to provide notice shall not result in continuation of appointment.

As part of your appointment, you will be required to participate in scheduled mandatory training(s) to ensure University compliance with campus required training(s) and any applicable federal and state regulations, including provisions of Title IX (Education Amendments of 1972), and FERPA (as applicable).

Conditions of Employment:

Any Assistantship and continued support are subject to a criminal background check at the option of the University.

You are a "responsible employee" under Title IX. Being a responsible employee means that you must report all relevant details regarding alleged incidents of sexual harassment or sexual assault that you become aware of to your campus Title IX coordinator within 24 hours. Title IX information and contacts are available as follows:

- UAF Campus and Fairbanks SO: <http://www.uaf.edu/titleix/>
- UAA Campus and Anchorage SO: <http://www.uaa.alaska.edu/equity-and-compliance/title-ix-coordinator.cfm>
- UAS Campus: <http://www.uas.alaska.edu/policies/titleix.html>

University employment and any continued support are subject to a criminal background check at the option of the University.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.

You are subject to the Drug Free Workplace Act and must be and remain eligible for employment under the Immigration Reform and Control Act of 1986, as subsequently amended, and other state and federal laws. Ownership of intellectual property you may produce is governed by University Regulation 10.07.05. You are also subject to the Alaska Executive Branch Ethics Act (AS 39.52), as amended from time to time, and are required to complete and submit, to your dean or director, disclosure forms, including forms for Outside Employment or Services, Notice of Potential Violation, Receipt of Gifts, or Interests in State Grants, Contracts, Leases or Loans. When disclosures are required they are due upon the occurrence of a disclosable event. In addition, the Ethics Act requires, among other things, that you may not disclose or use information gained in the course of or by reason of your official duties that could result in the receipt of any benefit for you or an immediate family member, if the information has not also been disseminated to the public. Alaska Executive Branch Ethics Act guidance produced by the Alaska Department of Law is available at <http://www.law.alaska.gov/doclibrary/ethics/EthicsInfo.html>. UA-specific guidance and disclosure forms are located at http://www.alaska.edu/hr/forms/hr_ethicsforms/.

If you accept this assistantship, please sign and return this letter and its attached copies within ten days to this office. You may wish to retain a copy for your records. If you have any questions, please contact [Department/College] at [phone number and/or email address].

Sincerely,

Dean/Director

I acknowledge receipt of the above terms and conditions of employment. I understand that, for purposes of collective bargaining, I am represented by AGWA. I recognize that if I supervise other university employees or if I do not meet the requirements to be represented, I may be removed from the bargaining unit represented by AGWA. I affirm that the information above is true and correct and I consent to a criminal background check.

Signature

Date

For Administrative Processing (MUST be completed):

Student Name: _____ **Student ID#** _____

Tuition assistance for the following semester(s):

Fall	20	_____	# credits	_____
Spring	20	_____	# credits	_____
Summer 20		_____	# credits	_____

_____ **Hrs/Week [RA/TA] Tuition Assistance:** Fund: _____ Org: _____ Acct: _____

* **RA Payment of Fees (RAs only)** ___ no ___ yes Amount for fees not to exceed: \$ _____
Fund: _____ Org: _____ Acct: _____

Health Insurance Detail Code: _____ **Org:** _____ **Acct:** _____

For questions regarding tuition payment, contact _____ **[Name/Dept] at** _____ **[phone #]**

Please forward the signed copy (including student signature) of this appointment letter to:
MAU Office of Financial Aid (via Docu-Sign)
MAU Graduate School (via Docu-Sign and to **ADD EMAIL ADDRESS**)