(PLEASE COPY, REVISE AND PRINT ON YOUR DEPARTMENT LETTERHEAD)

Model Letter of Renewal Offer and Notice of Appointment
Graduate Assistant – Non-Represented and Represented

Note to Departments: This letter of offer constitutes a renewal of appointment for a graduate teaching/research assistant. Conditions for renewal of this appointment should not be stated in this letter of offer. All paragraphs listed below are required as noted. Please ensure that you clearly articulate the salary on a monthly basis, prorated for the appropriate FTE.

If you are appointing an international student please refer them to the office of International Student Advising and Services (ISAS). International students are limited to 20 hours per week of on-campus employment while school is in session and will need assistance from ISAS prior to applying for a social security card.

This letter must be signed by the dean, graduate program director, or department head/chair. As specified in the OSU Tuition Remission Policy, http://oregonstate.edu/dept/grad_school/faculty/remissionpolicy.html, only academic units may award tuition remissions. Administrative units may award tuition remissions indirectly by supplying associated salary dollars to an academic unit to be used to recruit an eligible graduate student.

Commit no more than one academic year appointment in this letter of offer and notice of appointment. For renewal of appointment in subsequent years or terms, complete a model notice of reappointment available at http://hr.oregonstate.edu/

Note: ** 9-Month Appointments: the academic year beginning and ending dates are September 16 – June 15. 9-month appointments generally start and end on either an academic year basis or on a term-by-term basis. Term beginning and ending dates are as follows:
- September 16 – December 15
- December 16 – March 15
- March 16 – June 15
- June 16 – September 15*

* If you are hiring a 9-month graduate assistant for summer session, the appointment dates must be between June 16th and September 15th. Hire dates outside of this timeframe will negatively affect the health insurance options made available to the graduate assistant.

** 12-Month Appointments: the fiscal year beginning and ending dates are July 1 – June 30. A graduate assistant may begin employment on or after July 1.

Do not deviate from these dates in the letter.

Should you have questions, or need an exception to this model letter, contact the Employee and Labor Relations Manager in the Office of Human Resources.

USE THIS MODEL LETTER FOR 2015-2016 ACADEMIC YEAR APPOINTMENTS ONLY

[Date]
TO: [Student’s Name]  [Student’s ID Number]

Published: January 2015. Center for HR Solutions
FROM: [Dean, Director, or Department Head/Chair]

SUBJECT: Renewal of Your Graduate [Teaching/Research] Assistant Appointment and Notice of Appointment for 2015-2016 [or appropriate term dates** if less than an academic year**]

On behalf of the [Graduate Committee or other decision-maker] of the ____________ graduate program, this memorandum serves as formal notice of renewal of your [0.20-0.49 FTE] graduate [teaching/research] assistantship beginning on **_______ and ending on **________ with a salary of $_____ per month. You will receive a tuition waiver(s) in each term during which your graduate assistant appointment is at 0.20 FTE or greater. This appointment is contingent upon your formal acceptance as a graduate degree-seeking student by the University’s Graduate School, and your continued status as a graduate degree-seeking student at OSU.

Please be aware that acceptance of another offer of support, such as Interdisciplinary Graduate Education and Research Training (IGERT) fellowships, may invalidate or reduce this offer.

This letter, when accepted below, serves as notice of appointment. This appointment is subject to all applicable OSU policies and standards and the Collective Bargaining Agreement between the Coalition of Graduate Employees and Oregon State University which are incorporated herein by this reference.

If this notice is understood and acceptable to you, please sign one copy of this memorandum and return it to me no later than ____________ [insert appropriate department deadline]. This copy will be placed in your department file and a copy will be sent to the Business Center Human Resources Unit as an official record of your appointment. The original copy is for your own records.

We look forward to having you continue your assistantship with us.

Sincerely,

__________________________________
[Dean, Director, or Department Head/Chair]

cc: Business Center Human Resources Unit
[Dean, Director, or Department Head/Chair]

[Date]

[Graduate Assistant’s Name]
Letter of Offer and Notice of Appointment for Academic Year 2015-2016
[or appropriate term dates** if less than an academic year]

Acceptance and Consent (Please review details about these requirements prior to signing this letter)
I accept this offer of appointment to a graduate assistant position, and I further acknowledge:
1. I must maintain a minimum of twelve (12) graduate credit hours towards my degree program throughout my appointment period during the academic year and make satisfactory progress toward an advanced degree. If I have a summer appointment, I must maintain a minimum of nine (9) graduate credit hours towards my degree program during the summer term. I understand that audit registrations, course withdrawals, and enrollment in INTO OSU coursework may not be used to satisfy this 12-credit enrollment requirement;
2. Tuition charges associated with INTO OSU may not be paid by the graduate assistant tuition waiver;
3. Ecampus courses may be used to satisfy the 12-credit enrollment requirement, and Ecampus tuition is covered by the tuition plateau;
4. Failure to make satisfactory progress to make advancement toward degree will result in the removal of this assistantship;
5. I may not work more than 255 working hours per terms, which is a maximum of .49 FTE, in all jobs or appointments I may have at the University;
6. The University agrees to remit fees associated in the amount of 90% for each academic year term that I am on a graduate appointment. You are encouraged to review additional information at http://oregonstate.edu/fa/businessaffairs/student/tuition-and-fees;
7. If this is my first term, the one-time matriculation fee will be remitted, and if I am required to participate in the International Student Orientation, the fee amount will also be remitted;
8. Health insurance is mandatory for graduate assistants and failure to enroll or officially opt out of the mandatory health insurance plan will result in the removal of the assistantship. I may waive University-provided health insurance only if I have group coverage that is deemed comparable under the university plan (health, vision, and dental). I authorize the University to make a pre-tax deduction for the graduate assistant only premium from my monthly stipend or salary unless I have waived coverage under the University’s plan. For additional information visit http://studenthealth.oregonstate.edu/insurance/ or send an email to osustudent.insurance@oregonstate.edu and;
9. I am in a position determined to be in the Coalition of Graduate Employees (CGE) bargaining unit, and I consent to the University releasing to the union my FTE and bargaining unit status.

Timing of your Offer Acceptance
Oregon State University is a participant in the Council of Graduate Schools (CGS) Resolution for Graduate Scholars, Fellows, Trainees and Assistants (also known as the April 15th Resolution), located here: http://www.cgsnet.org/ckfinder/userfiles/files/CGS Resolution.pdf. We seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of appointment. Your acceptance of this offer is not valid or effective until April 15 of the year in which your appointment will begin.
I accept the offer as outlined in this letter.

Graduate Assistant's Signature ___________________ Date ___________

University ID Number ___________________

Consent to Release Salary Information
I further acknowledge that I am a member of the bargaining unit, and I have the right to elect whether or not to release my salary rate to the union. I understand that this election shall remain in effect until I revoke my consent in writing and the written revocation is delivered to Oregon State University, Office of Human Resources. I acknowledge that should I revoke my consent to release this information, such revocation shall not affect disclosures made by Oregon State University prior to the receipt of any such written revocation.

I have indicated my election below. (check one)

________ No, the University is not permitted to release my salary rate to the union.

________ Yes, the University is permitted to release my salary rate to the union.

Graduate Assistant’s Signature ___________________ Date ___________
University ID Number

cc: Business Center Human Resources Unit
    [Dean, Director, or Department Head/Chair]