



[Date]

TO:

FROM:

SUBJECT: Graduate Assistant Appointment and Notice of Appointment from _____ to _____

Dear _____:

On behalf of the Graduate Committee of the _____ graduate program I am pleased to offer you a graduate assistantship beginning on **_____ and ending on **_____. You will receive a tuition waiver(s) in each term during which your graduate assistant appointment is at 0.40 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.

Fall Term	Sept. 16 – Dec. 15	<input type="checkbox"/> GRA	<input type="checkbox"/> GTA	FTE	Hours per Term	\$ /Month
Winter Term	Dec. 16 – March 15	<input type="checkbox"/> GRA	<input type="checkbox"/> GTA	FTE	Hours per Term	\$ /Month
Spring Term	March 16 – June 15	<input type="checkbox"/> GRA	<input type="checkbox"/> GTA	FTE	Hours per Term	\$ /Month
Summer Term	June 16 – Sept. 15	<input type="checkbox"/> GRA	<input type="checkbox"/> GTA	FTE	Hours per Term	\$ /Month

If the assistantship is less than an academic year, note the reason here:

Please be aware that acceptance of another offer of support 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. All Graduate Employees work under supervision, with limited decision-making authority aligned with School, College, and University policies. All employees are expected to be familiar with policies regarding research, grading, attendance, and acceptable academic and employee conduct. Supervisors and unit leadership take responsibility for decisions about research and operational needs, schedules, class modality, grading practices, office hours, due dates, and other aspects of the work, research, and class section assignments in which a Graduate Employee is assigned.

Work Authorization Requirement

This offer is contingent on your demonstration of your authorization to work in the United States for OSU. Ongoing employment will require your continuing ability to demonstrate that you remain authorized to work in the United States for OSU.

Criminal History Check – (Required or Not Required)

This position is designated as security-sensitive; therefore, your offer and start date are contingent on your successful completion of a criminal history check where you are determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report relevant convictions.



Valid Driver's License/ Satisfactory Driving History – (Required or Not Required)

This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, your offer and start date are contingent on your successful completion of a motor vehicle history check where you are determined to be position qualified as per OSU Standard 576-056-0000 et seq. Incumbents must maintain a valid driver's license and self-report relevant convictions.

Upon arriving on campus, please report at your earliest convenience to the University Human Resources Student Employment Center to conclude all necessary steps in the hiring process; delay in completing your hiring process may delay payment of wages to you.

Please make arrangements to meet with your supervisor on campus no later than the first day of your appointment.

In your role as a Graduate Assistant, your performance will be evaluated. The unit may use the standards and format of the Grad Evaluation form, [grad-evaluation.pdf \(oregonstate.edu\)](#)

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

Congratulations, _____. We look forward to having you join our academic community. Please do not hesitate to let us know how we can support you in your success.

Sincerely,

cc: Human Resources Service Center
Dean, Director, or Department Head/Chair



[Date]

[Name]

Letter of Offer and Notice of Appointment for _____ - _____

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, as well as make timely and satisfactory progress toward my degree. If I have a summer appointment, I must maintain a minimum of three (3) graduate credit hours towards my degree program during the summer term. However, if I wish to retain FICA Student Exemption I must enroll for a minimum of five (5) credit hours during 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. E-campus courses may be used to satisfy the 12-credit enrollment requirement, and E-campus tuition is covered by the tuition remission;
4. Failure to make timely and satisfactory progress toward my degree will result in the removal of this assistantship;
5. I may not work more than 255 working hours per term, which is a maximum of .49 FTE, in all jobs or appointments I may have at the University;
6. The University agrees to remit associated student fees in the amount of 90% for each academic year term that I am on a graduate appointment. I can review additional information at <https://fa.oregonstate.edu/business-affairs/tuition-and-fee-information>
7. If this is my first term, the one-time matriculation fee will be remitted. If I am required to participate in the International Student Orientation, the fee amount will also be remitted;
8. If I paid a SEVIS and/or visa fee, I may receive reimbursement up to a maximum of \$700 (totalled over the duration of enrollment at OSU).
9. If I paid fees associated with DACA, I may receive reimbursement up to a maximum of \$600 (totalled over the duration of enrollment at OSU).
10. Failure to complete specific, relevant University and/or department-specific compliance trainings within timelines set forth by my department may invalidate my assistantship.
- 11 Health insurance is mandatory for graduate assistants. All graduate assistants will be enrolled in the University's health plan for "employee only" coverage. I must submit the necessary paperwork within 30 days of my appointment start date to enroll additional dependents in health coverage. I may waive University-provided health insurance only if I have group coverage that is deemed equivalent or better 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. I authorize the university to make an after-tax deduction of 1/9 of the cost of summer health insurance for graduate assistant only premium for each month during the academic year that I have a graduate assistantship in order to pre-pay summer health insurance. I can review additional information at <https://hr.oregonstate.edu/graduate-student-insurance-plans> or send an email to gradhealth@oregonstate.edu ;
12. I understand that I will accrue and can use paid sick leave in accordance with the collective bargaining agreement, and;
13. I am in a position determined to be in the Coalition of Graduate Employees (CGE) bargaining unit, and as such I consent to the University releasing employment and contact information to the union. I understand that I may restrict such access to my information by submitting a [Confidentiality Request](#) to the University Registrar's Office. A CGE informational packet can be found at: <https://www.cge6069.org/cge-employee-informational-packet/>



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: <https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/>. 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 CGE 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, University 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: Human Resources Service Center
Dean, Director, or Department Head/Chair