

**2009-2010
UNIVERSITY OF ARIZONA
NOTICE OF APPOINTMENT FOR GRADUATE ASSISTANTS/ASSOCIATES**

Name: _____ **SSN/EID Number:** _____

Student ID Number: _____

- | | | | | |
|--|-----------------------------------|------------------------------------|-----------------------------------|---------------------------|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Academic | <input type="checkbox"/> Assistant | <input type="checkbox"/> Teaching | English proficiency score |
| <input type="checkbox"/> Reappointment | <input type="checkbox"/> Fiscal | <input type="checkbox"/> Associate | <input type="checkbox"/> Research | TOEFL-iBT _____ |
| <input type="checkbox"/> Revision | <input type="checkbox"/> Dual | | <input type="checkbox"/> Other | T-BEST _____ |
| | | | <input type="checkbox"/> Outreach | TSE/SPEAK _____ |

This employee will be working with living or deceased animals or animal by-products. (Compliance with information necessary for The University of Arizona's Animal Hazards Program.)

This employee will be working in a security sensitive position and/or with direct access to select agents. The appropriate pre-employment screening has been completed in compliance with ABOR Policy 6-709. Please go to http://www.hr.arizona.edu/02_sel/ for additional information.

Position #1 FTE: _____ Actual Salary: \$ _____ Annualized Salary: \$ _____

Employment Dates: From _____ to _____

Position #2 (if dual) FTE: _____ Actual Salary: \$ _____ Annualized Salary: \$ _____

Employment Dates: From _____ to _____

PCN	DEPT. NAME	ROSTER DEPT. #	BUDGET DEPT. #	LINE #	ACCOUNT #	ACTUAL \$

POSITION/BUDGET INFORMATION

SOURCE OF FUNDING FROM: Dept. # _____ Line # _____ Acct. # _____ Amount \$ _____

Dept. # _____ Line # _____ Acct. # _____ Amount \$ _____

GA INFORMATION: Bldg. #: _____ Rm. #: _____ P.O. Box: _____ Phone#: _____

Preparer's Name & Phone #: _____

I hereby certify that the annualized salary listed above is fair, equitable and commensurate with the duties assigned.

Dept. Approval: _____ Date: _____ College Approval: _____ Date: _____

Dept. Approval: _____ Date: _____ College Approval: _____ Date: _____

PLEASE READ BEFORE SIGNING!

MINIMUM REQUIREMENTS

I am being hired as a Graduate Assistant/Associate (GA) and agree to fulfill my assigned duties to the best of my abilities. I am on notice that clarification of my specific rights and responsibilities are found in the Graduate Assistantships/Associateships Hiring Manual at

[http://grad.arizona.edu/PDF/Graduate Assistantships and Associateships Hiring Manual.pdf](http://grad.arizona.edu/PDF/Graduate_Assistantships_and_Associateships_Hiring_Manual.pdf). I can email gahelp@grad.arizona.edu at any time if I have questions about my appointment. I have read this document in its entirety and agree to abide by the terms outlined therein. I also agree and represent that:

I am admitted to a graduate degree program and will be enrolled in a **minimum of six graduate units (not including audit or undergraduate units)** each semester that I am on an appointment. I understand that my college may require a higher number of units. It is my responsibility to know the specific requirements of my college.

- ❖ If I have been appointed as a Graduate Associate, I am in a doctoral program and have completed a Master's Degree or at least 30 units of doctoral work.
- ❖ I will maintain a cumulative GPA of 3.0 or higher in all graduate credit courses; or, if I am a newly admitted graduate student, I have a GPA of 3.0 or higher and will comply with the aforementioned GPA requirements for the duration of my appointment.
- ❖ I will limit my hours of employment during each pay period in accordance with GA guidelines and in no case will I exceed 60 hours per pay period while classes are in session. (International students on F-1 or J-1 visas are limited to a maximum of 40 hours of employment per pay period.)
- ❖ **I understand that GAs hired on academic appointment are NOT required to work before the start of classes, after finals, or during winter and spring break periods as part of their appointment. Any special circumstances, such as preparation work to do before classes start, must be articulated in writing prior to hire.**

GAs are hired for the 'whole job' and therefore required to perform work whenever it may be necessary (like FLSA exempt employees, though GAs are not considered employees under the FLSA). All special work requirements, however, **MUST** be articulated in writing by my hiring department prior to hire as with any employee.

- ❖ I have a responsibility to perform my duties as a GA to the best of my abilities. I will be informed of less than satisfactory performance and given a chance to correct any problems. I may be subject to termination before the end of my appointment if I fail to bring my performance up to acceptable levels.
- ❖ I must inform my faculty supervisor of any employment outside of The University of Arizona as this may interfere with my ability to carry out my GA duties effectively.
- ❖ I understand that GA appointments are not automatically renewable and are subject to the availability of funds. I further understand that there is no expectation of employment beyond this appointment.
- ❖ I understand that my hiring department may establish conditions of employment in addition to, but not in conflict with, those in this agreement.
- ❖ I understand that I am subject to all applicable rules, regulations and policies of the Arizona Board of Regents and the University including, but not limited to, those governing intellectual property, equal opportunity, affirmative action, conflict of interest and code of conduct. Links to these policies are found in the Graduate Assistantships/Associateships Hiring Manual referenced above.
- ❖ I understand that changes to the terms of this contract during this appointment period will be made via a revised Notice of Appointment, a copy of which will be given to me.

ADDITIONAL REQUIREMENTS FOR TEACHING ASSISTANTS/ASSOCIATES

Additionally, if I am appointed as a Graduate Assistant/Associate in Teaching (GAT), I understand that:

- ❖ If I am an international student whose native language is not English, I am obligated to demonstrate proficiency in the English language. I must have a minimum score of 26 on the speaking sub-test portion of the Internet-based TOEFL, a minimum score of 50 on the TSE/SPEAK, or a 7 on the TBEST. If a sufficient score is not achieved I may be required to do remediation or additional course work as required by the Graduate College. I can find additional information at <http://grad.arizona.edu/ta>.
- ❖ I must complete both the Graduate Assistant in Teaching Orientation (GATO) **and** Teaching Assistant Training Online (TATO) if newly hired as a TA (after fall 2007 semester). I am also required to participate in any additional training specific to my hiring department. I will register for GATO/TATO, if needed, at <http://grad.arizona.edu/ta/>.

- ❖ I will be given a written performance evaluation each semester. To be eligible for reappointment as a GAT in any subsequent semester, I must obtain a satisfactory rating in the evaluation.
- ❖ As instructors, GAs must encourage the free pursuit of learning and uphold the scholarly standards of their discipline. I will, if hired to teach, make every reasonable effort to foster honest academic conduct and to assure that my grades and evaluation of students reflects the students' true merit. I will maintain a sufficient number of office hours, as determined by my hiring department, to provide opportunities for students to seek guidance from me. I will conduct each course I have agreed to teach, or assist in teaching, with general conformity as to the content, format and official description of the course as established by the faculty and approved by the President and the Arizona Board of Regents. I will conduct my classes and examinations at all regularly scheduled times and places. Whenever an emergency such as illness or accident prevent me from meeting a scheduled class, I will notify the department head/chairperson or my immediate supervisor as promptly as possible so that they may arrange a replacement.

I acknowledge that each member of the university community has a special obligation to preserve intellectual freedom, to respect the rights and dignity of others, to acknowledge the right of all to express differing opinions in a responsible manner, and to promote conditions that foster the free exchange of ideas.

BENEFITS

I understand that, as a Graduate Assistant/Associate, I am eligible for the benefits listed below. The value of these benefits may impact eligibility for federal aid, should I apply. I must contact The Office of Student Financial Aid (<https://financialaid.arizona.edu>) for further information.

- ❖ **GA Remission:** I am eligible for the GA Remission during the fall and spring semesters. This is a reduction of the **base** in-state tuition (AKA registration fees). The GA Remission is dependent on my FTE (Full time equivalent or percentage of appointment) and does not cover the miscellaneous charges including Recreation Center Bond, Arizona Financial Aid Trust, Recreation Center Fee, ASA, KAMP, etc. or any college, department, or course-specific charges. I will receive a 100% remission if I am appointed at half-time or higher and a 50% remission if I am appointed at less than half-time.

I can find the value of my GA Remission by checking the Bursar's Office Website at <http://www.bursar.arizona.edu/students/fees/index.asp> . I can figure the costs that I must pay out-of-pocket by taking my account balance and subtracting the value of my GA Remission.

The remission will be applied to my student account approximately three (3) weeks after the start of classes, or at the time that my hire is complete if hired later in the semester.

If I am hired after September 8, 2009 (fall) or January 25, 2010 (spring) my account will be credited a prorated amount. I will be reimbursed if I have paid my registration charges in full before being hired. Should my assistantship end for any reason before the end date of the appointment I will be billed for a prorated amount of the remission. As a **STUDENT EMPLOYEE**, I am not eligible for the Faculty/Staff Qualified Tuition Reduction unless I am also the spouse/partner or a dependent of a benefits-eligible employee or other staff benefits. Adjustments will be made if my appointment's FTE changes during the semester. I will be responsible for any balance due on my student account if a reduction in my appointment's FTE results in a lower remission amount. **NOTE: This benefit is not available for Winter and/or Summer Sessions.** I should also refer to the Graduate Assistant/Associate Hiring Manual for additional information regarding coordination of this benefit with the Qualified Tuition Reduction (QTR) if I am eligible as a spouse/partner or dependent of a faculty/staff member.

- ❖ **Nonresident Tuition Waiver:** I am eligible for a full waiver of nonresident tuition if I am not classified as a resident of the state of Arizona. If I am hired after September 8, 2009 (fall) or January 25, 2010 (spring) my account will be credited a prorated amount. I will be reimbursed if I have paid my tuition charges in full before being hired. Should my assistantship end for any reason before the end date of the appointment I will be billed for a prorated amount of the waiver. As a **STUDENT EMPLOYEE**, I am not eligible for the Faculty/Staff Qualified Tuition Reduction unless I am also the

spouse/partner or a dependent of a benefits-eligible employee or other staff benefits. **NOTE: This benefit is not available for Winter and/or Summer Sessions.**

- ❖ **Payroll Deduction Plan (PDP):** I understand that I may elect to pay any of the mandatory miscellaneous charges, i.e. Rec Center, Library Tech, Arizona Financial Aid Trust, etc, as well as any base in-state tuition not covered by my GA benefits directly from my paycheck. The PDP cannot be used to cover department and/or college specific charges, course fees, late fees, or any other charges not directly related to enrollment. **I must go to https://grad.arizona.edu/My_GradColl to access the PDP Election Screen to enroll in this plan.** Details of this plan can be found in the Graduate Assistant/Associate Hiring Manual.
- ❖ **Payment of the Premium for Individual Student Health Insurance through Campus Health Services:** (Applies to all Graduate Assistants) I understand that in order to obtain this benefit, **I MUST ENROLL** for the health insurance through Student Link. However, once I'm enrolled, I will be automatically re-enrolled in future semesters upon class registration (whether I have a Graduate Assistantship or not) unless I cancel my coverage during an "Open Enrollment" period. These "Open Enrollment" notices will be communicated to me through "Broadcast Email" to my official University email (@email.arizona.edu) address each major semester. Enrollment deadline for fall is Tuesday, September 8, 2009 and Wednesday, January 27, 2010 for spring. **The credit for the premium will be applied to my account after the insurance enrollment deadline. The insurance charge is a future-dated item on my student account and will not cause late charges.** Once the enrollment period closes, I will not be able to add, cancel, or change my coverage until the next enrollment period. If my official start date falls after the hiring priority date, I will be credited a prorated amount. If my graduate appointment ends before the designated end date on this contract, The University of Arizona will prorate the insurance credit and bill the difference to my student account for which I will be responsible. Please view the enrollment information and benefits at <http://www.health.arizona.edu> or by calling 621-6486.
- ❖ **10% Discount at all A.S.U.A. Bookstores:** I understand that I am entitled to a 10% discount at all A.S.U.A. Bookstores. My hire must be processed in the personnel system **before** I can take advantage of this benefit. I know that the CATcard offices can be called at 621-5888 for further information on this.

Signature of Graduate Assistant/Associate

Date

Email address

Student ID Number