March 25, 2015 template

For the new “SPECIAL” SUMMER RA (only) appointments.  
“Regular” RA appointments are still available (with the tuition benefit and health… and the associated fringe (SI) costs)

These appointments are FOR Ph.D. students PAST comprehensive exams SUMMER (only) RAs only (no additional TA appointment) stipend ONLY (no benefits) ¼ or ½ time (only) appointments.

These students MUST have had a Spring semester grad assistant appointment (any kind, any level) so that health insurance is covered during the summer.

NOTE: since this appointment is ONLY for Ph.D. students who have past comps, they ALL should be at level 3. (see Academic Programs catalog or http://grad.msu.edu/assistantships/)

(Leave criminal background checks because the students already had a spring appointment, I-9 may be needed as necessary)

Dear <NAME>

I am pleased to offer you a [quarter/half]-time appointment on a Summer research assistantship in <UNIT NAME>. Your appointment will begin <DATE> and end <DATE>. You are being appointed at Level 3. The stipend for this period will be <$>, per bi-weekly pay period (subject to 2015-2016 recommendation made by Provost to be approved at the June BOT meeting). You will be expected to work an average of [10/20] hours a week during the length of the appointment.

Your student health insurance from your spring semester appointment will cover you during this summer appointment. You MUST enroll for only ONE credit. There are NO further tuition benefits for this summer appointment.

You may NOT also hold a TA or TE appointment for this summer.

Professor <NAME> will be your supervisor for this summer appointment.

This is the link to the [unit’s name] Graduate handbook: <URL> to remind you of our expectations related to your duties and responsibilities and your academic program.

Please sign the bottom of this letter and return to me as soon as possible OR <DATE> to accept this assistantship offer.

Sincerely,
XYZ Department Chair/Program or School Director

Signature ___________________________ Date: ___________________________
I accept the offer of this assistantship and agree to abide by the terms stated in this letter.

OPTIONAL LANGUAGE TO ADD ABOVE the “Please sign the bottom of this letter” (and recommended by the Office of the Provost):
Please be aware that this offer is contingent upon continued adequate funding and satisfactory performance. The [unit’s name] may or may not have funding to support all or part of the position offered and reserves the right to solely determine the extent of available funding and, if necessary, withdraw or adjust the terms of the assistantship. The offer also is contingent upon the continued satisfactory performance in your present (Spring) assistantship.

This appointment provides for a limited employment commitment. All graduate assistant appointments have a specific termination date. The University has no obligation to provide reappointment or extension of a graduate assistant appointment beyond the ending date. You may be dismissed prior to the expiration of the period set forth above for cause, including but not limited to, incompetence, serious personal or professional misconduct, failure to carry out your assigned duties, theft or misuse of University property, acts of moral turpitude, insubordination, intellectual dishonesty, use of professional authority to exploit others, or violation of law and/or University rules and regulations.