The following specific information is contained in the MSU-GEU collective bargaining agreement (http://grad.msu.edu/2011-2015GEUContract.pdf) and is stated here to ensure that these important points are not overlooked.

Each teaching assistant has a choice of either being a member of the GEU and paying membership dues or not being a member and paying a representation fee to the GEU. The <unit> will provide you with a link to the union contract and a (yellow) card for union dues deduction or representation fee authorization, which you must then complete, sign, and send to the GEU. It is your choice whether to join the union and pay dues or pay a representation fee, but you must do one or the other and return the signed card.

This appointment is based on all currently available information. However, where necessitated by fiscal constraints or changes in unit direction or needs, the Employer reserves the right to implement the provisions, such as layoff, of the Collective Bargaining Agreement as it relates to Employer Rights (Article 5, Item I. #I) or to withdraw an appointment due to “unusual circumstances” (Article 11 III. C and D).

[For continuing appointments: The offer also is contingent upon the continued satisfactory performance in your present assistantship and your satisfactory academic performance in your graduate program.]

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. (Article 5, I. G. and II. C.)

Your assigned faculty supervisor will outline your specific duties and responsibilities, including attendance at required TA orientation and in-service training programs scheduled before and/or after classes begin on [date; e.g., Aug. XX for fall semester 200X]. S/he also will be responsible for submitting to [name of unit administrator] a written evaluation of your performance at the end of each semester of your appointment.
To continue your assistantship, the [unit’s name] requires that you maintain a 3.[xxx] GPA, satisfactorily perform your TA duties and responsibilities, and be making satisfactory progress toward completion of your degree. (See [unit and/or university] handbook for teaching assistants). If you meet these criteria, you will be eligible to apply for posted teaching assistantships for the summer sessions 200[X] and for the fall and/or spring semester(s) of the next academic year. [Add, if appropriate: There is no guarantee of renewal beyond the dates of this appointment.]

You will have access to the following office/workspace [office number or area here], and you will have access to [details of employee’s access to unit’s equipment and supplies, including phones, the Internet, and copy machines].

Attached you will find a copy (or link to) of the [unit’s name] TA handbook to remind you of various [unit’s name] and university rules and procedures related to your duties and responsibilities.

UNIT MAY ADD ADDITIONAL INFORMATION as long as it is in agreement with the contract.