TEMPLATE OFFER LETTER FOR Teaching Excluded Assistants

Updated June 2020

<DATE>

To: <STUDENT>

<DEPARTMENT>

<CAMPUS ADDRESS>

Dear <NAME>

I am pleased to offer you a <QUARTER/HALF/THREE QUARTER>-time appointment as a teaching excluded assistant in the <UNIT NAME>. Your appointment will begin <DATE> and end <DATE>. You are being appointed at position Level <1/2/3>. The stipend for this period will be <$$>, per bi-weekly pay period. You will be expected to work an average of <10/20/30> hours a week during the length of the appointment.

You will receive student health insurance and a tuition waiver equal to 9 credits for each of the fall and spring semesters. (5 credits for the summer session(s)—if appointed for summer). For information on the student health care insurance plan and health care options, please visit the MSU Human Resources website: <http://www.hr.msu.edu/students.html>. (Note: to opt for the dental plan you must enroll by calling Delta Dental at 1-800-971-4108

Dr./Professor <NAME> has been assigned to serve as your faculty supervisor. [If the supervisor is unknown at the time the letter is written: You will be assigned a faculty supervisor no later than <DATE>.] The faculty will outline your specific duties and responsibilities, including attendance at any required orientations and in-service training programs. The faculty will also be responsible for the written evaluation of your performance at the end of each semester of your appointment.

To continue your assistantship, the <UNIT NAME> requires that you maintain a 3.[xxx] GPA, and satisfactorily perform your TE duties and responsibilities. A link to our Graduate handbook <URL> is to remind you of program, college and university rules and procedures related to your duties and responsibilities and your academic program.

Please be aware that this offer is contingent upon continued adequate funding. 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 following sentence may be added for continuing appointments: The offer also is contingent upon the continued satisfactory performance in your present assistantship.]

The University has no obligation to provide reappointment or extension 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.

Please sign the bottom of this form and return to <NAME> by <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. If required according to the terms in the appendix, my HireRight form is attached to this signed letter.

Appendix A:

**I-9 Completion in Equifax**

In order to complete the hiring process for your new position, please complete an electronic I-9 form (Section 1) and sign it with an electronic signature *before your appointment start date.*

To complete Section 1 of the electronic I-9 go to <http://www.hr.msu.edu/I9/> and select “Click here to access MSU’s online I-9 system”. The employer code for Michigan State University is **16628.** Enter the location code/organization department number and the date of hire.

**Please remember to bring:**

•Documentation to complete Section 2 of the I-9 with your department within 3 business days of your appointment start date. Please refer to your online confirmation/receipt page for a list of the documents required.

An I-9 can also be completed through the Remote Hire Process. Please go to: <https://hr.msu.edu/ua/i9/remote-hire-instructions.html> for instructions on how to complete an I-9 remotely. An MSU Authorized Representative will complete a paper I-9 with you. Upon completion please send the original paper I-9 to the department for review. The department will upload the paper I-9 into the electronic system.

Please notify your department if you have a completed I-9 on file.  The department will then verify with Human Resources if a new or updated I-9 is required.

I9s must be valid throughout the length of employment.  All “Hire” appointments at the University require that an I9 be completed.  If you are being reappointed or rehired you may or may need a new I9 please contact your Unit for guidance. A second appointment in the same semester does not require an additional I-9.  Please contact the Solutions Center for any questions or concerns regarding the processing or status of an I9, [HR.I9Admin@hr.msu.edu](mailto:HR.I9Admin@hr.msu.edu?subject=Website%20Inquiry) or 517-353-4434.

**Background Check Consent form**

MSU policy requires a criminal background check for every employee, including those on assistantships. You will need to sign a paper consumer disclosure and authorization form from HireRight that is included with this letter. **Please return it to us along with this signed letter if you accept the appointment. You must complete and submit this form to initiate the background check.** Your appointment as a TE will be contingent upon satisfactory results. If there has been a break in service of 6 months or less than a background is not required. The University will rely on the background check conducted by the U.S. Department of Homeland Security in lieu of a University background check for individuals coming to the University directly from residence outside the United States. If the U.S. Department of Homeland Security recently processed a background check on you please inform your department. Please contact HR Solutions Center at 517-353-4434, if you have any questions about this process.