UMSL

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First Last:

The Department of _____ is pleased to offer you a halftime, .50 FTE graduate assistantship for the Fall 20## - Spring 20## academic year, 09/01/20## - 05/31/20##. You will work halftime for the university (20 hours per week or teaching two courses) and engage in your academic work halftime. Together this constitutes a fulltime commitment to your graduate program. This assistantship will award you a stipend of ($000.00 per month), $0000.00 in total compensation. Stipends are paid in monthly installments during the semester(s) of the assistantship (Sept-Dec for the Fall Semester, Jan-May for the Spring Semester and June-Aug for Summer Sessions). Stipends for nine-month (fall/spring) appointments may be spread over twelve-months via an approved Pay Deferral Election form. In addition to your work obligation to the department, you must maintain at least halftime enrollment (five credit hours) during the semester(s) for which you are appointed (halftime enrollment requirement does not apply during Summer Sessions). Continuation of the assistantship is dependent upon you maintaining the assistantship enrollment, workload and other eligibility requirements. Continuation of this assistantship is also dependent upon your satisfactory performance in your assistantship duties, as well as the maintaining of at least a 3.0 GPA in your graduate coursework.

A .50 FTE assistantship (working 20 hours per week or teaching two courses) for the full semester, may provide you with a tuition scholarship and a non-resident fee tuition scholarship (if applicable) for up to 9 hours of graduate level credit (6 hours in summer). Courses taken must be part of your degree program. Tuition support will be limited to 100% of the number of credit hours required for the degree that you are pursuing. A tuition scholarship is not guaranteed for every .50 assistantship. Scholarships are not awarded for any .25 FTE assistantships, single or combined. Scholarships may be withdrawn or prorated if the awardee does not remain in the assistantship position for the duration of the appointment term as listed above. Scholarships do not cover tuition for dropped courses. Students receiving financial aid and whose financial aid package includes an educational loan should contact the Financial Aid Office. Tuition scholarships typically impact financial aid and may result in the reduction or elimination of student loan eligibility. A student's total financial aid package, which includes grants, scholarships, and loans, may not exceed the student's cost of attendance (COA) as determined by the university. Stipends paid to students through university payroll do not impact a student's financial aid award package.

Expectations of graduate assistants are high. We ask that you contemplate your time commitments and accept this offer only if you can meet the demands and expectations of this position. Although we are not precluding other part-time employment, it is clear that a substantial commitment elsewhere would be a difficult burden. University employment cannot exceed .70 FTE (domestic students) or .50 FTE (F1 and J1 visa students) under any circumstances. Graduate assistants are expected to carry out all duties assigned in a timely and professional manner. Refusal to do so may result in the initiation of a Dismissal for Cause process. Please consider these matters before you accept this offer.

Your employment is subject to all rules, orders, and regulations of the University of Missouri. This appointment is contingent upon your providing documentation that you are authorized to work in the United States. Pursuant to Federal Regulations, you are required to provide documentation that verifies your identity and eligibility to work in the United States within the first three days of employment. You will not be able to begin work in this position until your I-9 verification is finalized with UMSL Human Resources.

As a graduate student receiving a teaching or instructor assistantship, your contributions to our undergraduate education are highly valued. To ensure you are well-prepared for your teaching responsibilities and familiar with university policies and resources, your participation in orientation activities is a mandatory component of your appointment. This includes both departmental, school, or unit orientations, if applicable, and the university-wide Graduate Student Professional Development Summit, typically held the week prior to the start of classes. Your Graduate Program Director will provide more details on this event.

Your attendance at these orientations is essential. If, due to unavoidable circumstances, you are unable to attend any part of the scheduled Graduate Student Professional Development Summit, you must notify the Center for Teaching and Learning (CTL) at [ctl@umsl.edu] as soon as possible to discuss potential alternative orientation arrangements. Failure to attend or arrange for alternative orientations may impact your teaching assignment

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This letter and these additional terms and conditions constitute the full terms of our employment offer and supersede all other representations, either written or oral, which may have been made to you.

Congratulations on this award. We look forward to having you join The Graduate School.

Sincerely,

Program Director	Signature	Date

To confirm acceptance of this position under the terms and conditions set forth in this agreement, please sign and return the original letter to [insert contact name and email address].

ACCEPTANCE OF THE OFFER

I understand that I am obligated to be an enrolled graduate student each semester when employed in a graduate assistantship position at the University of Missouri. I understand that I am obligated to fulfill the duties my supervisor assigns and that continuing my assistantship depends on fulfilling those duties, my performance reviews, maintaining satisfactory performance and conduct in my graduate program, and the availability of university funding. I also understand that I am required to complete a Conflict-of-Interest Disclosure form, which is typically due in October of my first year, and this must be done to continue my assistantship.

I understand I must discuss additional employment at or external to the University of Missouri with [insert contact name] before accepting this offer.

I acknowledge I have read the above terms and will accept this appointment accordingly.

Student Name	Signature	Date	Student Number