

(PLEASE COPY, REVISE AND PRINT ON YOUR DEPARTMENT LETTERHEAD)

**Model Letter of Initial Offer and Notice of Appointment
Graduate Assistant – Non-Represented and Represented**

Note to Departments: This letter of offer constitutes an initial notice of appointment for a graduate teaching/research assistant. Conditions for renewal of this appointment should not be stated in this letter of offer. All paragraphs listed below are required, as noted, depending upon the status of the student as a union represented or non-represented graduate assistant. Please ensure that you clearly articulate the stipend/salary on a monthly basis, prorated for the appropriate FTE.

If you are appointing an international student, you must consult with the Immigration Program Specialist in International Student and Faculty Services regarding visa options and permanent resident status.

This letter must be signed by the dean, graduate program director, or department head/chair. As specified in the OSU Tuition Remission Policy, http://oregonstate.edu/dept/grad_school/faculty/remissionpolicy.html, only academic units may award tuition remissions. Administrative units may award tuition remissions indirectly by supplying associated stipend dollars to an academic unit to be used to recruit an eligible graduate student.

Commit no more than one academic year appointment in this letter of offer and notice of appointment. For renewal of appointment in subsequent years or terms, complete a model notice of reappointment available at <http://oregonstate.edu/admin/hr/model.html>.

Note: ** 9-Month Appointments: the academic year beginning and ending dates are September 16 – June 15. 9-month appointments generally start and end on either an academic year basis or on a term-by-term basis. Term beginning and ending dates are as follows:

- September 16 – December 15
- December 16 – March 15
- March 16 – June 15

** 12-Month Appointments: the fiscal year beginning and ending dates are July 1 – June 30. A graduate assistant may begin employment on or after July 1.

Should you have questions, or need an exception to this model letter, contact the Associate Director of Employee and Labor Relations in the Office of Human Resources.

**USE THIS MODEL LETTER FOR
2011-2012 ACADEMIC YEAR INITIAL APPOINTMENTS ONLY**

[Date]
[Inside Address]

Dear _____:

Congratulations! We are recommending to the Graduate School your admission to graduate study at Oregon State University.

On behalf of the [Graduate Committee or other decision-maker] of the _____ graduate program I am pleased to offer you a [0.20-0.49 FTE] graduate [teaching/research] assistantship beginning on **_____ and ending on**_____ with a [stipend/salary] of \$_____ per month. You will also receive a tuition waiver(s) in each term during which your graduate assistant appointment is at 0.20 FTE or greater. You will also receive a \$300 lump sum payment in each term during which your graduate assistant appointment is at 0.20 FTE or greater (excluding summer session.) This appointment is contingent upon your formal acceptance as a graduate degree-

seeking student by the University's Graduate School, and your continued status as a graduate degree-seeking student at OSU.

It is anticipated that your assistantship will extend through _____ [enter date at which time the assistantship is anticipated to end]. You will receive notification regarding renewal of your assistantship. Please be aware that acceptance of another offer of support, such as Interdisciplinary Graduate Education and Research Training (IGERT) fellowships, may invalidate or reduce this offer.

This letter, when accepted below, serves as a notice of appointment. This appointment is subject to the provisions of the Oregon Administrative Rules of the State Board of Higher Education, as well as any applicable Oregon State University rules and policies, which are incorporated by this reference.

[Note: Insert one of the following paragraphs, as appropriate].

Based on the service component of your anticipated duties, your position will be represented by the Coalition of Graduate Employees (CGE) bargaining unit. A position description ["is attached" or "will be provided 15 days prior to the beginning of classes"].

OR

Your appointment as a graduate [teaching/research] assistant requires you to perform duties primarily to fulfill an advanced degree requirement (with less than 0.1 FTE of your position duties devoted to service activities). Therefore, your position is excluded from the Coalition of Graduate Employees (CGE) bargaining unit and is not considered a represented position. A position description ["is attached" or "will be provided 15 days prior to the beginning of classes"].

OR

Some graduate assistants are covered by a collective bargaining agreement between the University and the Coalition of Graduate Employees (CGE). You will be notified in writing by this department of your bargaining unit status when you are assigned duties. You will receive a position description 15 days prior to the start of classes.

To be eligible for an assistantship, your appointment must be at 0.20 FTE or greater and you must maintain enrollment for a minimum of 12 graduate credit hours each term. Please note that audit registrations, course withdrawals, and enrollment in INTO-OSU and/or OSU Extended Campus (i.e., E-Campus) course work may not be used to satisfy this 12-credit enrollment requirement. In addition, tuition charges associated with INTO_OSU and OSU E-Campus enrollment may not be paid by graduate assistant tuition waiver. If you are appointed during summer session, you must maintain enrollment for a minimum of 9 credit hours. Although the number of hours you are expected to work may fluctuate slightly during your appointment period, you may not work more than 255 working hours per term, which is a maximum of .49 FTE, in all jobs or appointments you may have within the Oregon University System. All students are assessed a matriculation fee during their first term of enrollment. You are encouraged to review additional information regarding tuition, matriculation and mandatory student fees available at: <http://oregonstate.edu/fa/businessaffairs/student/tuition-and-fees>

Oregon State University is pleased to offer health insurance coverage as a part of your graduate assistantship. The University will contribute 85% of the monthly premium for graduate assistant only coverage, plus half the cost of administrative fees associated with health insurance, on your behalf. This contribution will be made for each term in which you remain eligible for your assistantship. You are also eligible to receive health insurance coverage during summer session, even if you do not have a summer appointment, if you will be enrolled during the subsequent fall term. The University will contribute 50% of the total monthly premium for graduate assistant only health insurance coverage provided you meet eligibility requirements during summer session. To inquire about summer session coverage email osustudent.insurance@oregonstate.edu

Upon accepting this assistantship you must enroll in the health insurance plan at the following website: <http://studenthealth.oregonstate.edu/insurance/>. If you have other health insurance coverage deemed comparable to the University's plan, you may waive coverage under the University's plan. Information on waiving coverage is available at <http://studenthealth.oregonstate.edu/insurance/>. Graduate assistants who waive coverage under the University plan are not eligible to receive the University's contribution towards health insurance premiums as a cash back option.

If you elect coverage under the University provided health insurance plan, you will be required to authorize a pre-tax deduction from your stipend for the balance of premium and administrative fee costs. To ensure that you receive this benefit and your appointment remains in good standing, you must complete the enrollment or waiver form prior to the start of your appointment. You may also elect to enroll family members or a domestic partner on a self-pay basis through a deduction from your stipend. Information regarding the health insurance plan may be found at <http://studenthealth.oregonstate.edu/insurance/>.

IMMEDIATE ACTION REQUIRED: *Failure to act on your part will have an impact on your assistantship.*

Print and complete the health insurance enrollment form or waiver and return it as soon as possible with this signed letter of offer. Please contact (541) 737-7568, if you have additional questions or email osustudent.insurance@oregonstate.edu.

Upon arriving on campus, please report at your earliest convenience to the Human Resources unit of _____ [enter the appropriate Business Center/Unit and address] to conclude all necessary steps in the hiring process; delay in completing your hiring process may delay payment of [wages/stipend] to you.

Please make arrangements to meet with your supervisor on campus no later than _____ [appropriate date], so that you may begin work on _____ [appropriate date].

If this notice is understood and acceptable to you, please sign one copy of this memorandum and return it to me no later than _____ [insert appropriate department deadline]. This copy will be placed in your department file and a copy will be sent to the Business Center Human Resources Unit as an official record of your appointment. The original copy is for your own records

Congratulations, [student's name]. We look forward to your joining our academic community and to assisting you in your pursuit of your graduate degree. You may expect to receive additional communications from us aimed at helping you in your personal as well as professional transition to graduate study and to OSU. Please do not hesitate to let us know how we can support you in your success.

Sincerely,

Dean, Director, or Department Head/Chair

cc: Business Center Human Resources Unit
Dean, Director, or Department Head/Chair

[Date]

[Graduate Assistant's Name]

Letter of Offer and Notice of Appointment for Academic Year 2011-12

[or appropriate term dates** if less than an academic year]

Acceptance and Consent

I accept this offer of appointment to a graduate assistant position, and I: 1) acknowledge that I must maintain a minimum of twelve (12) graduate credit hours towards my degree program throughout my appointment period during the academic year and, if I have a summer appointment, nine (9) graduate credit hours towards my degree program during the summer term; 2) acknowledge that health insurance is mandatory for graduate assistants; 3) acknowledge that I may waive University-provided health insurance only if I have group coverage that has comparable benefits; 4) authorize the University to make a pre-tax deduction for the graduate assistant only premium from my monthly stipend/salary unless I have waived coverage under the University's plan; and 5) if I am in a position determined to be in the Coalition of Graduate Employees (CGE) bargaining unit, consent to the University releasing to the union my FTE and bargaining unit status.

I accept the offer as outlined in this letter.

Graduate Assistant's Signature

Date

University ID Number

Consent to Release Salary Information

I further acknowledge that if I am determined to be a member of the bargaining unit, I have the right to elect whether or not to release my salary rate to the union. I understand that this election shall remain in effect until I revoke my consent in writing and the written revocation is delivered to Oregon State University, Office of Human Resources. I acknowledge that should I revoke my consent to release this information, such revocation shall not affect disclosures made by Oregon State University prior to the receipt of any such written revocation.

I have indicated my election below. (check one)

_____ **No, the University is not permitted to release my salary rate to the union.**

_____ **Yes, the University is permitted to release my salary rate to the union.**

Graduate Assistant's Signature

Date

University ID Number

cc: Business Center Human Resources Unit
Dean, Director, or Department Head/Chair

Oregon State University is a participant in the Council of Graduate Schools (CGS) Resolution, and as such, we seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of appointment.



Council of Graduate Schools

Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed September 2004.

Abilene Christian University	California University of Pennsylvania	Florida International University	Loyola Marymount University
Air Force Institute of Technology	Case Western Reserve University	Florida State University	Loyola University of Chicago
Alcorn State University	Catholic University of America	Fordham University	Marquette University
Alfred University	Central Michigan University	Fort Hays State University	Marshall University
American University	Central Missouri State University	Gallaudet University	Massachusetts Institute of Technology
Andrews University	Central Washington University	George Mason University	Medical College of Georgia
Angelo State University	City University of New York	George Washington University	Medical College of Ohio
Appalachian State University	Graduate Center	Georgetown University	Medical College of Wisconsin
Arizona State University	Claremont Graduate University	Georgia Institute of Technology	Medical University of South Carolina
Arkansas State University	Clark Atlanta University	Georgia Southern University	Miami University
Auburn University	Clark University	Georgia State University	Michigan State University
Austin Peay State University	Clemson University	Hampton University	Michigan Technological University
Ball State University	Cleveland State University	Harvard University	Middle Tennessee State University
Baylor College of Medicine	College of New Jersey	Hebrew Union College - Jewish	Minnesota State University - Mankato
Baylor University	College of Saint Rose	Institute of Religion	Mississippi State University
Bloomsburg University of Penn.	College of William and Mary	High Point University	Montana State University - Bozeman
Boise State University	Colorado School of Mines	Hofstra University	Montclair State University
Boston College	Columbia University	Hood College	Murray State University
Boston University	Concordia University, River Forest	Howard University	National University
Bowling Green State University	Coppin State College	Idaho State University	Naval Postgraduate School
Bradley University	Cornell University	Illinois Institute of Technology	New Jersey Institute of Technology
Brandeis University	Creighton University	Illinois State University	New Mexico State University
Brigham Young University	Dartmouth College	Indiana State University	New York Medical College
Brown University	Drew University	Indiana University	New York University
Bryn Mawr College	Drexel University	Indiana University - Purdue University	North Carolina Agricultural & Technical
Caldwell College	Duke University	Fort Wayne	State University
California Institute of Technology	Duquesne University	Indiana University of Pennsylvania	North Carolina State University
California State Polytechnic	East Carolina University	Iowa State University	at Raleigh
University, Pomona	East Central University	Jackson State University	North Dakota State University
California State University, Bakersfield	East Tennessee State University	James Madison University	Northeastern Illinois University
California State University, Fresno	Eastern Illinois University	John Carroll University	Northern Arizona University
California State University, Fullerton	Eastern Kentucky University	Johns Hopkins University	Northern Illinois University
California State University, Hayward	Eastern Michigan University	Kansas State University	Northern Michigan University
California State University,	Eastern Washington University	Kent State University	Northwestern State University
Long Beach	Emerson College	Lamar University	of Louisiana
California State University,	Emory University	Langston University	Northwestern University
Los Angeles	Emporia State University	Lehigh University	Nova Southeastern University
California State University, Northridge	Fayetteville State University	Loma Linda University	Oakland University
California State University,	Fielding Graduate Institute	Louisiana State University and	Ohio State University
Sacramento	Fitchburg State College	A & M College	Ohio University
California State University,	Florida A & M University	Louisiana State University	Oklahoma State University
Stanislaus	Florida Atlantic University	Health Sciences Center	Old Dominion University

CGS - Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (continued)

Oregon State University Park University Pennsylvania State University Pepperdine University Pittsburg State University Polytechnic University Princeton University Purdue University Queens College of the City University of New York Rensselaer Polytechnic Institute Rice University Rockefeller University Rosalind Franklin University of Medicine and Science Rowan University Rutgers-The State University of New Jersey Rutgers-The State University of Newark St. Bonaventure University St. Cloud State University St. John's University Saint Louis University San Diego State University San Francisco State University San Jose State University Santa Clara University Shippensburg University South Carolina State University South Dakota School of Mines & Technology South Dakota State University Southeast Missouri State University Southern Illinois University at Carbondale Southern Illinois University at Edwardsville Southern Methodist University Southern University A&M College Southwest Missouri State University Spalding University Stanford University State University of New York at Binghamton State University of New York – Upstate Medical University State University of New York at Stony Brook Syracuse University Temple University Tennessee State University Tennessee Technological University Texas A & M University Texas A & M University - Corpus Christi Texas Christian University	Texas Southern University Texas State University, San Marcos Texas Tech University Texas Woman's University Towson University Trinity University Truman State University Tufts University Tulane University University at Buffalo, State University of New York University of Akron University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Alaska, Fairbanks University of Albany, State University of New York University of Arizona University of Arkansas University of Bridgeport University of California, Berkeley University of California, Davis University of California, Irvine University of California, Los Angeles University of California, Riverside University of California, San Diego University of California, San Francisco University of California, Santa Barbara University of California, Santa Cruz University of Central Arkansas University of Central Florida University of Chicago University of Cincinnati University of Colorado at Boulder University of Colorado at Denver University of Connecticut University of Dayton University of Delaware University of Denver University of the District of Columbia University of Florida University of Georgia University of Hartford University of Hawaii at Manoa University of Houston University of Idaho University of Illinois at Chicago University of Illinois at Springfield University of Illinois at Urbana-Champaign University of Iowa University of Kansas University of Kentucky University of Louisiana at Lafayette University of Louisville University of Maine	University of Maryland, Baltimore County University of Maryland, College Park University of Massachusetts Amherst University of Massachusetts Boston University of Massachusetts Lowell The University of Memphis University of Miami University of Michigan University of Minnesota University of Mississippi University of Missouri, Columbia University of Missouri, Kansas City University of Missouri, St. Louis University of Montana University of Nebraska-Kearney University of Nebraska-Lincoln University of Nebraska-Omaha University of Nevada-Las Vegas University of New Hampshire University of New Haven University of New Mexico University of New Orleans University of North Carolina at Chapel Hill University of North Carolina at Charlotte University of North Carolina at Greensboro University of North Carolina at Wilmington University of North Dakota University of North Texas University of North Texas Health Science Center - Graduate School of Biomedical Sciences University of Northern Colorado University of Northern Iowa University of Notre Dame University of Oklahoma University of Oregon University of Pennsylvania University of Pittsburgh University of Puerto Rico - Rio Piedras Campus University of Rhode Island University of Rochester University of San Diego University of Scranton University of South Alabama University of South Carolina University of South Florida University of Southern California University of Southern Mississippi University of Tennessee at Chattanooga University of Tennessee at Knoxville	University of Texas at Arlington University of Texas at Austin University of Texas at Brownsville University of Texas at Dallas University of Texas at San Antonio University of Texas Graduate School of Biomedical Science at Galveston University of Texas Grad School of Biomedical Science at Houston University of Texas Grad School of Biomedical Science at San Antonio University of the Pacific University of Toledo University of Tulsa University of Utah University of Vermont University of Virginia University of Washington University of Wisconsin – Eau Claire University of Wisconsin – La Crosse University of Wisconsin – Madison University of Wisconsin – Milwaukee University of Wyoming Utah State University Valdosta State University Vanderbilt University Villanova University Virginia Commonwealth University Virginia Polytechnic Institute and State University Wake Forest University Walden University Washington State University Washington University Wayne State College Wesleyan University West Chester University West Virginia University Western Carolina University Western Illinois University Western Kentucky University Western Michigan University Western Washington University Wichita State University Worcester Polytechnic Institute Wright State University Xavier University of Louisiana Yale University
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