

(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](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

June 16 – September 15\*

\* If you are hiring a 9-month graduate assistant for summer session, the appointment dates must be between June 16<sup>th</sup> and September 15<sup>th</sup>. Hire dates outside of this timeframe will negatively affect the health insurance options made available to the graduate assistant.

\*\* 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.

Do not deviate from these dates in the letter.

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  
2012-2013 ACADEMIC YEAR INITIAL APPOINTMENTS ONLY**

[Date]

[Inside Address]

Dear \_\_\_\_\_:

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 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 written 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 and making satisfactory progress toward an advanced degree. 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](mailto:osustudent.insurance@oregonstate.edu)

Upon accepting this graduate assistant appointment you must enroll in the mandatory health insurance plan, unless you have other health insurance coverage deemed comparable to the University's plan (health, dental and vision). You may also elect to enroll family members or a domestic partner on a self-pay basis. Information about the insurance plan and health insurance enrollment forms may be found at the following website:

<http://studenthealth.oregonstate.edu/insurance/>

If you do not waive 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/>.

To ensure that you receive this benefit and your appointment remains in good standing, you must complete the health insurance enrollment or waiver form prior to the start of your graduate assistant appointment. **Failure on your part to complete the health insurance enrollment form or waiver within stated deadlines at <http://studenthealth.oregonstate.edu/insurance/> will have a negative impact on your graduate assistant appointment.** Please contact the Student Health Services insurance liaison at (541) 737-7568, if you have additional questions or email [osustudent.insurance@oregonstate.edu](mailto:osustudent.insurance@oregonstate.edu). If you do not either enroll in the University plan or waive coverage under the plan, you will not be permitted to register for OSU course credits.

Oregon State University is a participant in the Council of Graduate Schools (CGS) Resolution for Graduate Scholars, Fellows, Trainees and Assistants (also known as the April 15<sup>th</sup> Resolution), located here: [http://www.cgsnet.org/ckfinder/userfiles/files/CGS\\_Resolution.pdf](http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf). We seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of appointment.

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 2012-13

[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 make satisfactory progress toward an advanced degree. If I have a summer appointment, I must maintain a minimum of 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 is deemed comparable under the university plan (health, vision, and dental); 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