**Last Updated: March 24, 2021**

**Instructions:**

1. This letter is for continuing 9-month graduate assistants who are receiving a summer semester appointment.
2. **Use this letter for summer appointments only.**
3. For salary minimum requirements visit: [Graduate Assistant Minimum Salaries](https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/#salaries)
4. If more than one academic or administrative unit are making commitments for employment, two separate Letters of Appointment should be provided to the student.
5. Remove language from header and footer.

[Insert date]

Dear [insert name]:

I am pleased to offer you a graduate assistant appointment at the University of Florida, Department of [unit] for [summer semester and year] beginning [insert date] and ending [insert date]. This [insert FTE amount] appointment has a salary of [insert rate] and bi-weekly stipend of [insert amount].

**Appointment Terms and Conditions**

Your duties and responsibilities include, but are not limited to, [insert description of duties and responsibilities -- Example – lecturing, teaching discussion sections, holding regular office hours, responding to the academic needs of your students, grading, assigning grades, course administration,  preparation for the next semester, and other duties as assigned. If this appointment includes a research assignment, include the duties and responsibilities here] Your work activities are to be coordinated with your supervisor, [insert name and title of supervisor].

This position is represented by the United Faculty of Florida Graduate Assistants United (UFF-GAU) bargaining unit. Information regarding the UFF-GAU is available at <https://www.ufgau.org/>.

This appointment is subject to the constitution and laws of the State of Florida, the rules of the Florida Board of Governors, the University of Florida’s Board of Trustees, the UFF-GAU Collective Bargaining Agreement, and university regulations and policies. Regulations and policies that may affect your appointment are reviewed on an ongoing basis. To ensure that you are aware of the most current regulations and policies, please regularly visit the Regulations website at <https://regulations.ufl.edu/regulations/> and the Forms and Policies website at <https://hr.ufl.edu/forms-policies/>.

**Assigned Work Location**

You are currently assigned to work at \_\_\_\_\_\_\_\_\_\_ (i.e. main campus, Lake Nona, etc.). For information on how to request an alternate work location, please visit <https://hr.ufl.edu/manager-resources/alternate-work-location/>. Requests will be considered on a case-by-case basis in accordance with university policy.

**Length of Appointment**

This summer appointment is conditional upon all of the following:

* availability of funding
* satisfactory performance
* maintenance of the required registration
* an overall graduate GPA of 3.0 or higher
* compliance with the terms and conditions of this Letter of Appointment

**Tuition Waiver**

Your stipend will be accompanied by a tuition waiver for the minimum required registration (6 credits for summer). Tuition is included in your assistantship; all students are responsible for the fees associated with each credit hour of registration. Detailed information on current tuition and fees can be found at the following website: <https://www.fa.ufl.edu/directive-categories/tuition-and-fees/>.

If you do not meet all of the eligibility requirements outlined in this letter of appointment and in the Graduate Student Handbook (<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/Student-Handbook-19-20.pdf>), all tuition payments may be voided and rescinded. You agree that any change in eligibility of academic or employment status after your graduate tuition payment is processed will result in the **original payment liability being reassigned to you.**

**Acknowledgment of Appointment**

Please review the details of the offer in this letter of appointment and, if you agree to all of its terms and conditions, return a signed copy to me as soon as possible, but no later than [insert date]. Acceptance is not considered a waiver of your right to process a grievance concerning this appointment, pursuant to any applicable law, rule or provision of the Collective Bargaining Agreement. This appointment shall not create any right, interest, or expectancy in any other appointment beyond its specific term.

We are excited about your acceptance of our appointment offer. Please do not hesitate to contact me at (352) [insert phone number] or by e-mail at [insert email address] if you have any questions about this letter.

Sincerely,

Signature of Employee

Name

Title

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Employee Name: Date Supervisor Name: Date

**Administrative Information Summary**

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| --- | --- |
| **Date:** | Enter effective date of appointment |
| **Name:** | Enter name of new graduate assistant  |
| **UFID:** | Enter UFID number  |
| **Classification Title:** | Select GA-T / GA-R / GA-G |
| **Department/Unit:** | Enter hiring department name |
| **FTE:** | If FTE is under .25 or over .74, submit petition to the Graduate School: http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/ |
| **Salary Plan:**  | GASU |
| **Bi-Weekly Rate of Pay:** | Bi-weekly rate is annual pay divided by 19.5 (9-month) |
| **Annual Rate of Pay:** | Multiply bi-weekly amount by 19.5 pay periods |
| **Begin Date:**  | Enter date that matches start date of academic semester |
| **End Date:** | Enter date that matches end date of academic semester |
| **Evaluation Date:** | Enter date or month of evaluation |
| **Special Conditions:** |  |