

GRADUATE ASSISTANT STANDARD RENEWAL LETTER
Revised December 12, 2018

PARAGRAPH #1 AND PARAGRAPH #2: CHOOSE A SENTENCE
REMAINING PARAGRAPHS: COMPLETE BLANKS and CHOOSE FROM BRACKETED AREAS, AS APPROPRIATE.

PARAGRAPH #1

The _____ Department [**Graduate Studies Committee**] has reviewed your record and has recommended renewal of your [**Graduate Teaching Assistant OR Graduate Research Assistant OR Graduate Student Assistant**] position.

OR

On behalf of the [**College OR School**] of _____ and the Department of _____, we are pleased to offer you a renewal of your appointment as a [**Graduate Teaching Assistant OR Graduate Research Assistant OR Graduate Student Assistant**].

PARAGRAPH #2

The term of your renewal is to begin on or about [**contract begin date**] and extend through [**contract end date**] at a [**nine month OR twelve month**] salary rate of _____. [**For one term appointments use: Therefore, your salary for this one semester contract will be _____**].

OR

Your appointment is for the period [**contract begin date**] through [**contract end date**] at a [**nine month OR twelve month**] salary rate of _____. [**For one term appointments use: Therefore, your salary for this one semester contract will be _____**].

PARAGRAPH #3

As a [**Graduate Teaching Assistant OR Graduate Research Assistant OR Graduate Student Assistant**], you are eligible to participate in the University's subsidized medical, vision and dental insurance programs at little or no cost to yourself. In addition, you will receive a tuition scholarship which will pay for up to 10 credit hours of graduate course work for each semester of your appointment during the academic year. [**For 12 month contracts include: and up to two credits during the S/S term**]. The tuition scholarship pays for graduate credits that are on the plan of work and are completed and/or for courses authorized by the employee's academic advisor and graduate director to be relevant to the employee's graduate degree. It will not pay the assessment for undergraduate credits, for audited classes, or for courses from which a student has withdrawn. You are also responsible for any incidental fees.

PARAGRAPH #4

As a graduate assistant, you are required to maintain a grade point average of at least 3.0 and enroll for a minimum of six graduate credits per semester of your appointment during the academic year. Please note however that official University policy defines 8 credits during the fall and winter semesters as full time status for a graduate student. You may enroll for no more than 12 credits each semester of your appointment.

PARAGRAPH #5

This graduate assistantship is granted and will continue through the duration of the appointment based on your satisfactory academic progress within the _____ department and the satisfactory performance of your assigned responsibilities. [**Use only for GTAs and GSAs: As a [Graduate Teaching Assistant OR Graduate Student Assistant]**, you are represented in employment matters relative to wages, hours and working conditions by the Graduate Employees Organizing Committee/American Federation of Teachers (GEOC-AFT). The terms of employment between University and represented graduate assistants are governed by the Collective Bargaining Agreement (CBA) between the University and the GEOC-AFT. The nature of your assignment by the department will determine whether this union represents you.

A copy of the WSU/GEOC-AFT CBA may be obtained via the Graduate School website:

<https://gradschool.wayne.edu/funding/assistantships-geoc>

Under current law, GEOC represented GTAs and GSAs have the following options:

1. Pay dues as a member of the GEOC-AFT union.
2. Pay a voluntary fair share fee to the GEOC-AFT union.
3. Do not pay membership dues or agency fees.

To authorize payroll deductions for GEOC membership dues or voluntary fair share fees, you may complete the GEOC Union Membership/Voluntary Fair Share Card, available from the GEOC website:

<https://www.geocwsu.com/become-a-member>

If you do not return a card, no payroll deductions will take place.

PARAGRAPH #6

[**Use for internationals: Because you are not a citizen of the United States or a permanent resident, this appointment is contingent upon your holding and maintaining approved employment authorization by the U.S. Citizenship and Immigration Services.**]

PARAGRAPH #7

[Use for grants accounts only: At least a major portion of your compensation is being derived from grant/contract funds; that is, your appointment is specifically conditioned on subsidy. Any renewal or extension of assignment is entirely dependent upon your satisfactory performance and upon the continuation of the subsidy. Should the subsidy be terminated or reduced, there is no direct, indirect or implied commitment by the Principal Investigator, the Department, the College, or Wayne State University to continue your employment (compensation) beyond the cessation of, or reduction in, the subsidy.]

PARAGRAPH #8

[Use for Graduate Teaching Assistants and Graduate Student Assistants: As a Graduate Teaching Assistant OR Graduate Student Assistant you may not hold other positions within the University without the prior written permission of your assistantship supervisor, your academic advisor and The Graduate School. Additional employment outside the University is subject to conditions outlined in the Collective Bargaining Agreement between Wayne State University and the GEOC/AFT.] [Use for Graduate Research Assistants: As a Graduate Research Assistant you may not hold other positions within or outside the University without the prior written permission of your assistantship supervisor, your academic advisor, and the Graduate School.]

PARAGRAPHS #9 and 10 (Use in All Letters)

In compliance with the Clery Act, the University publishes its Security and Fire Safety Report annually. This document is posted on the [Wayne State University Police Department website](#), on the [Dean of Students Office website](#), and on the [Office of the General Counsel website](#). It can be downloaded from any of these three sites. Please take a few moments to read it carefully. It provides an overview of Wayne State's public safety resources, policies and procedures. This report also provides information on how you can prevent crime and increase your safety and security on campus, so please take a few moments to carefully review it.

This offer of appointment is made contingent upon the approval of the Dean of the Graduate School. Please indicate your acceptance or non-acceptance of this appointment in the space below and return this contract to _____ no later than _____. You should keep a copy of this contract for your records.

Sincerely,

Contract approved:

Chair or Associate Chair [Type in the name]

Dean [Type in the name]

I accept ___ do not accept ___ the above offer of a graduate assistantship.

Candidate [Type in the Candidate's Legal Name]

Date