**AHSS Guidelines for Annual Letters of Appointment**

**for Graduate Assistantships**

The following are recommendations for the content of graduate student appointment letters, including some ideas for optional content. It is recommended that a letter be sent to each graduate assistant annually to update the terms of the agreement. Please note that this letter would be sent after the official acceptance for new students.

* Opening/Congratulations
* Link to graduate school website, such as http://www.ndsu.edu/gradschool/bulletin/graduate\_school\_policies/

assistantships/graduate\_assistantship\_policy/

OPTIONAL--departmental and/or NDSU website links

* Job title, start date, and length of appointment
* Conditions/Stipulations
  + the position and length of appointment are subject to the availability of funding and satisfactory performance as determined by the faculty supervisor through regular evaluations of the student’s performance of the appointed job and satisfactory progress toward the degree
  + the position is subject to adherence to the graduate handbook and all NDSU policies and procedures
* Job Responsibilities—**Please note that everything that is required of graduate assistants must be included in this letter.**
  + number of hours per week
  + name and contact information for supervising faculty member (or the date by which this information will be sent)
  + teaching and/or research expectations
  + dates of departmental and university orientations

OPTIONAL—Additional expectations, such as

--a required methodology course

--attending meetings, course meetings, or grading sessions

--attending departmental colloquia, workshops, meetings, etc.

--finding a substitute or creating an online equivalent if they are not available to conduct a class session

--maintaining the GPA required by the program

--regular meetings with academic advisor

--reading and following the graduate handbook

* Remuneration
  + list stipend amount
  + indicate if a tuition waiver is included
  + indicate whether or not other fees or expenses, such as books, are included
  + indicate that they have the option of purchasing a student health insurance policy, although it is not included
  + state maximum years of funding (e.g., Depending on your satisfactory progress and job performance and the availability of funding, you may be awarded up to a maximum of \_\_\_\_\_ years of funding for an assistantship. You have up to \_\_\_ years of funding remaining.)
* Specify office space accommodations

OPTIONAL—Indicate contact information for the faculty or staff member who will help graduate students locate and settle in their office space

* Acceptance of position--invite the student to accept the appointment and agree to its conditions in writing by a specified date, perhaps by signing and returning a copy of the letter
* Signatures of department chairperson and director of graduate studies