

Graduate Assistant Contract

Initiate a Contract

Initiate a form by completing the PowerForm Signer Information sheet which can be found on the [Downloadable Forms](#) page.

Complete **all** fields. The Department Head or Designee is typically the chair or supervisor. Click **Begin Signing** and when prompted on the next screen, click the check box and **Continue**.

PowerForm Signer Information

****Graduate Assistant Contract**** Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. If you have any questions, please contact the Graduate School at 701-231-7033 or ndsu.grad.school@ndsu.edu.

Please enter your name and email to begin the signing process.

Your Role:
Initiator

Your Name: ← First and Last **ONLY**

Your Email: ← Initiator Email

Please provide information for any other signers needed for this document.

Your Role:
Department Head or Designee

Your Name: ← If Dept Head or Designee is the initiator, enter name and email in these fields as well.

Your Email: ←

Your Role:
Student

Your Name:

Your Email: ← May also be a non-NDSU email.

Your Role:
Optional Carbon Copy

Your Name: ← To allow initiator to be part of the workflow, enter information here. **(Optional)**

Your Email: ←

Begin Signing

Complete the form. All fields in red are required and may not be left blank.

Assistantship Type and Contract Type have a drop down menu. If the student has two different types of assistantships and is supervised by the same person, one contract will suffice. Notate secondary assistantship under **responsibilities**. Multiple positions not supervised by the same person will require two contracts.

Duties & Responsibilities

If the initiator is a person other than the department chair or designee (supervisor), he/she may enter duties and responsibilities in the field. If the duties are to be completed by the department chair or designee only, enter “Responsibilities will be completed by XX.”

North Dakota State University Graduate Assistant Contract

Student Name: ID#:

Hiring Department: Student Program: Masters PhD

Enter 0 if non-applicable

Appointment Details

Assistantship Type: Contract Type:

You are expected to work hours/week and/or teach credits during the academic year.

Stipend: Start Date: End Date:

Defaults to monthly (annually is an option)

- Your assistantship includes a tuition waiver that covers base tuition. Please note special programs that have differential tuition beyond university base tuition are not included in this tuition waiver.
- If you choose to accept this appointment you must also complete W-4 and I-9 forms in HR/Payroll located in SGC 102 on or before your first day of work. Note: The total stipend amount will be dependent on your actual start date.
- Teaching and service assistants must consent to a criminal background check per NDSU Policy 112.
- Graduate assistantships are NDSU shall not exceed an average of 20 working hours per week. Hours must be documented using an appropriate method approved by your supervisor
- Your responsibilities as a graduate assistant include: completing the required trainings Failure to complete training can lead to sanctions, including revocation of your tuition waiver and/or termination of the assistantship.
- If Telecommuting applies, refer to the HR/Payroll website for further information
- The change(s) in your duties listed below is in conjunction with your contract dated and is effective on the date listed above. ***If the contract is not an addendum, enter NA in the field.**

Enter NA if non-applicable OR Contract date signed by the student

Your specific responsibilities include:

Optional Attachment



Optional

Department chair or designee will enter responsibilities in the field below . If the form was initiated by the the DC or designee, enter “NA” in the field

Note: students do not have the capability to make revisions on the contract.

Your specific responsibilities revised:

Optional Attachment

This appointment and terms of appointment are subject to and governed by the laws of the State of North Dakota and the policies, rules, and regulations of the State Board of Higher Education and the University, as may be amended. This offer is contingent on:

- acceptance and continued enrollment in the University's graduate program as applicable
- the University's verification of credentials and other information required by law and/or University policies, including, but not limited to, a criminal background check (for Teaching and Service assistants) prior to beginning duties
- signing and returning one copy of this contract to the Graduate School by

No later than 5 days after start date.

Expectations

- Your performance will be reviewed by . Your first performance review will be on or around . Continuation of this assistantship is contingent upon you receiving satisfactory performance reviews by your supervisor.
- To maintain this appointment you must continue to meet the academic standards established for Graduate Assistants by the University and remain in good standing at NDSU and in the graduate program.
- You will be expected to complete all graduate degree requirements, including thesis and dissertation research, with time outside of the paid assistantship work hours.
- This Graduate Assistantship is subject to the policies and procedures described in the Graduate Assistant Policy that can be found in the .
- You are expected to fulfill your responsibilities adhering to the professional and academic expectations of your discipline and in compliance with NDUS and NDSU policies. Violations of these policies and expectations may result in sanctions including termination of your assistantship and/or dismissal from the Graduate School. Adjudication of these violations will occur in accord with NDSU Policy 335.1, or other appropriate policy.
- Your appointment may be renewed depending upon performance and the availability of funding. You must remain in good standing with NDSU, the Graduate School, and the graduate program to continue receiving an appointment.

This notice is effective only when approved by the University. No other official or employee of the University has authority to extend any offer of employment or re-employment or to modify or to adjust the terms thereof. Upon receipt of your acceptance of this offer, your appointment will be processed for action by the University administration.

Supervisor name

Although this letter is necessarily focused on NDSU's policies and procedures and carries a somewhat legalistic tone, I do want to say that I'm excited that you may join our department at NDSU. You will find we have a very collegial atmosphere here; we will strive to help you meet your educational goals. If you have any questions please do not hesitate to contact:

I accept this job offer as described above.

Prospective Employee

Department Head or Designee

This contract letter represents our complete agreement and replaces all prior written or oral agreements for assistantships. If there is any term or provision that you feel should be a part of this contract, you need to have this contract revised so that it is included or it will not be part of your contract [please discuss its inclusion with your supervisor before signing and returning this letter as its addition must be agreed to by the University]. The reason for this is to avoid any misunderstanding in the future about what was promised and accepted between us.

Rights and Privileges of Graduate Assistants

Graduate assistants have certain rights and privileges specific to the assistantship experience:

- The right to be notified in writing of all decisions that affect their status as a graduate assistant. This includes advance notification of evaluation procedures and a summary of their performance evaluation.
- The right to be notified of any complaints received by a supervisor or department chair concerning their performance of duties.
- The right to respond in writing to such complaints.
- The right, depending on the availability of departmental and university resources, to be supported in pursuing additional activities that pertain to their professional development.
- The right to balance their assistantship responsibilities with their responsibilities to their academic program so that they can complete their degree in a timely manner.
- The privilege of being treated as a professional in their chosen field of study.

Termination

Graduate assistants may have their assistantship terminated by the Dean of the College of Graduate and Interdisciplinary Studies, upon recommendation by their supervisor, with documentation of probable cause. Early termination for cause may occur when:

- A student does not abide by the appointment conditions.
- A student fails to perform tasks as assigned.
- A student does not make adequate degree progress.
- A student is placed on Academic Probation.
- A student does not make satisfactory research progress.
- A student fails to maintain minimum registration.
- A student persistently refuses to follow reasonable advice and counsel of faculty in carrying out assistantship obligations.
- A student fails to comply with responsibilities as an employee set forth in the Graduate Bulletin, department rules and regulations governing assistantships, or the terms of sponsored research agreements that fund the assistantship.
- A student's personal conduct is seriously prejudicial to the university, including violation of the NDSU Code of Student Behavior, state or federal law, and general university regulations.

From the Graduate Bulletin Graduate Assistantship policy:

I have read and understand the Graduate Assistantship Policy information above.

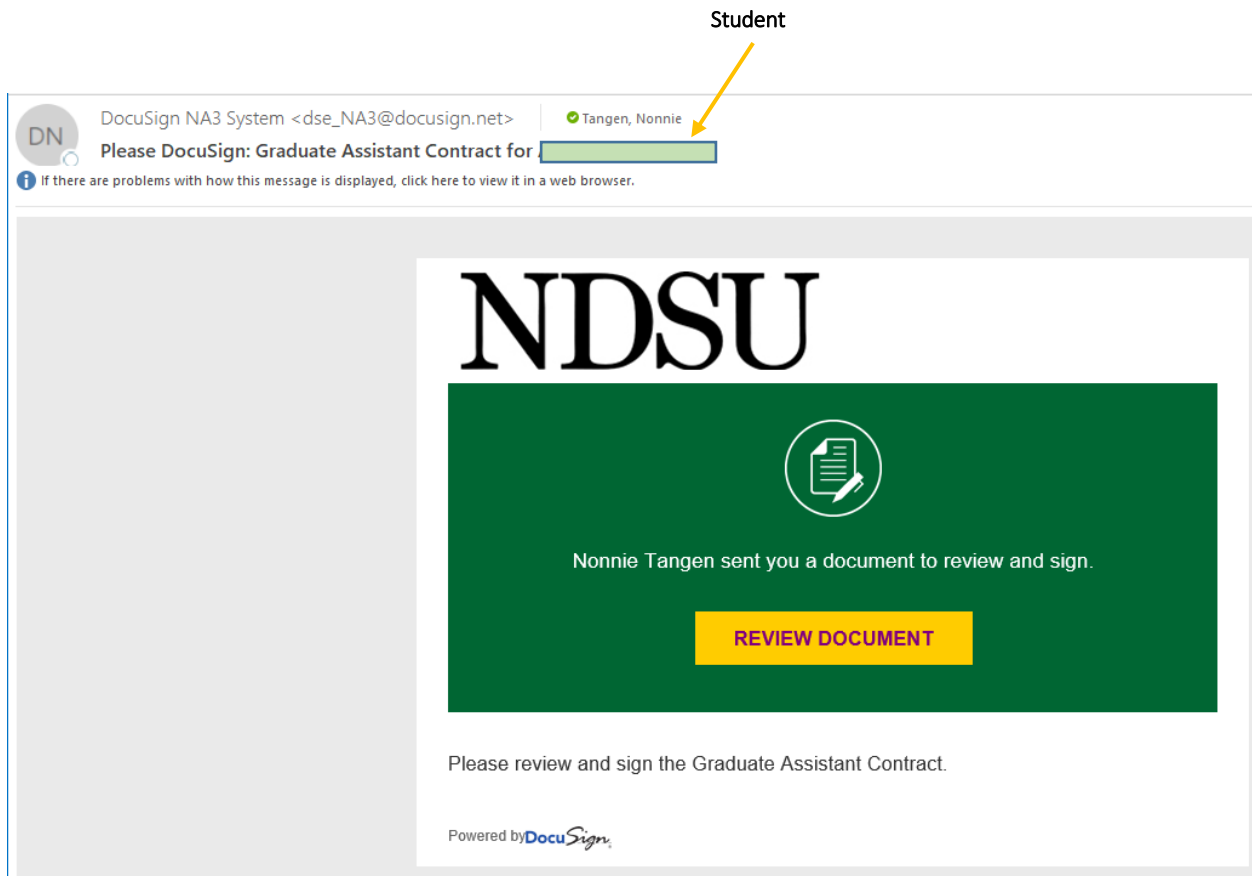
Prospective Employee: _____

Department Head or Designee: _____

Grad School Use Only: _____

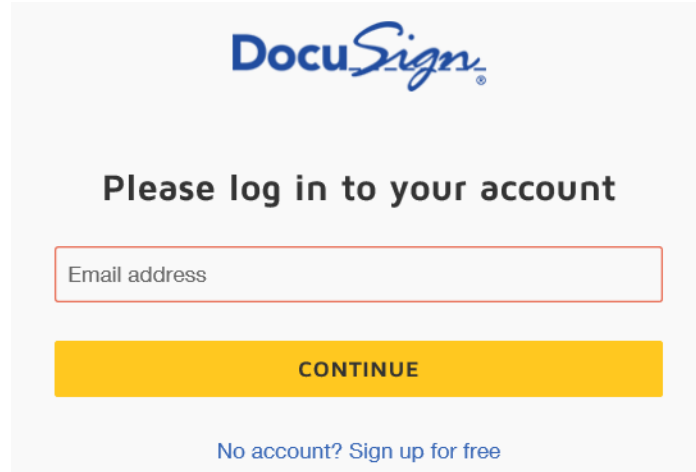
Review and Approval Process

An email will be sent to the Department Head or Designee once an initiator generates a contract. The student will receive the same email after the department signs the contract.



Click on **Review Document**.

Enter email address and click **Continue**.



The image shows a DocuSign login interface. At the top is the DocuSign logo. Below it is the heading "Please log in to your account". There is a text input field labeled "Email address". Below the input field is a yellow button labeled "CONTINUE". At the bottom, there is a link that says "No account? Sign up for free".


The log-in will route the user to the Central Authentication Service (CAS). Enter username and password (*password used is the same as your computer log-in*). **Note: a non-NDSU email will not receive the CAS prompt.**

Enter your Username and Password

Username:

Password:

I am at a public workstation.



Device:

Choose an authentication method

Remember me for 30 days


[What is this?](#) [Need help?](#)


Approval Flow Chart:

Department → Student → Grad School

*The initiator and approvers will be notified by email via DocuSign once the final approval has been processed.

DocuSign NA3 System <dse_NA3@docuSign.net> | Tangen, Nonnie
 Completed: Please DocuSign: Graduate Assistant Contract for [redacted]
 If there are problems with how this message is displayed, click here to view it in a web browser.





Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

All parties have completed Please DocuSign: Graduate Assistant Contract for [redacted]
 Please review and sign the Graduate Assistant Contract.