***[GRADUATE TEACHING ASSISTANTSHIP LETTER]***

[*Date*]

[*Type Recipient’s Name, Address*]

Dear Mr. / Ms. Student:

Congratulations on your appointment as a Graduate Teaching Assistant.

Your appointment as a Graduate Teaching Assistant in the [*type graduate program name here*] will be for the period of [*normally fall semester starting date, 202X*] to [*normally the day before the next fall semester 202X*]. During this period, you will receive [annual/monthly] compensation in the amount of $[*type amount here*].

You will be given a teaching assignment by your mentor or Graduate Program Director. When you start, your mentor will further discuss with you the responsibilities of the position, including the hourly expectations and applicable UAB policies and procedures. The service provided will be designed to enhance your professional development, as well as to contribute to the teaching of the university. The remainder of your effort should be devoted to carrying out those activities required by your program, including the original research necessary to fulfill thesis, pre-dissertation, and dissertation requirements.

Appointment as a Graduate Teaching Assistant is available only to students with an excellent academic record. You must remain in good standing and make satisfactory progress toward meeting your degree requirements in order to continue as a Graduate Teaching Assistant.

This appointment is intended to help you to be a full time student, immersed in your graduate program. Accordingly,

1. You must register for, and satisfactorily complete, at least [***27*** *(to be considered full-time enrolled and qualify for assistantship)*] semester hours of approved graduate work each year.
2. You may not engage in any other remunerated activities either on or off campus. Exceptions to this rule are rare and require prior approval in writing by the Graduate School Dean.

Appointments as a Graduate Teaching Assistant normally end on the day before the start of the next fall semester. However, if recommended by the director of your program, your appointment may be renewed for subsequent years. At the end of each year, you must provide your Program Director with a report of your activities as a Graduate Teaching Assistant. **[OPTION:** At some time during this appointment period, you must meet with your thesis or dissertation committee to review your progress as a Graduate Teaching Assistant.**]**

You can access the current guidelines for graduate teaching assistants via the Internet at [www.uab.edu/graduate](http://www.uab.edu/graduate). Please read this document carefully and discuss any questions that you may have with your mentor or with me.

Many graduate students are enrolled in programs with a mandatory health insurance requirement. These students must have major medical insurance and will automatically be enrolled in the Student Health Insurance Plan (SHIP) administered by United HealthCare. Students who have their own personal insurance coverage have the option to waive the United HealthCare coverage if their personal coverage meets or exceeds the United HealthCare plan. Full-time registered graduate students not enrolled in a program with a mandatory health insurance requirement taking a minimum of 5 credit hours are eligible for the University of Alabama at Birmingham Optional Student Health Plan administered by United HealthCare. You can find more information here:  [http://www.uab.edu/studenthealth/insurance-and-waivers .](%20http%3A//www.uab.edu/studenthealth/insurance-and-waivers%20.%20)

Please sign this letter below and return it to me as soon as possible, but no later than [*type date here*].

Sincerely,

[Type your name]

[Type your job title]

Read and Accepted:

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Signature: |  | Date: |  |