Sample Letter for Doctoral Graduate Assistantships

[Date]

[Type Recipient’s Name, Address]

Dear Mr. / Mrs. Student:

I am pleased to offer you an appointment to an [teaching / research] assistantship in the graduate program in [type graduate program’s name here] at the University of Alabama at Birmingham. Your appointment will be for the period [normally fall semester starting date, 200X] to [normally the day before the next fall semester 200X]. During this period, you will receive a monthly salary of $[type amount here].

As a Graduate Assistant, you will be given a service assignment (by your mentor or Graduate Program Director). The service provided will be designed to enhance your professional development, as well as to contribute to the teaching and research of the university. The remainder of 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 Assistant is available only to students with an excellent academic record. You must remain in good standing and make satisfactory progress toward your degree in order to continue as a Graduate 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 complete, at least 32 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 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 a report of your activities as a Graduate Assistant.

Enclosed you will find a copy of the Graduate Assistant Guidelines. Please read this document carefully and discuss any questions that you may have with your mentor or me.
I hope that you will accept this offer by signing this letter in the space below and returning it to me as soon as possible, but no later than [type date here].

Sincerely,

[Type your name]
[Type your job title]

I have read the above terms and conditions. I accept the UAB graduate appointment specified.

Student’s Signature: ___________________________ Date: __________

Revised: 07/14/2006