***GRADUATE ASSISTANTSHIP (NON-EXEMPT EMPLOYEE) LETTER***

[*Date*]

[*Type Recipient’s Name, Address*]

Dear Mr. / Ms. Student Employee:

I am pleased to offer you an appointment to a Graduate Assistantship in the [*type graduate program name here*] at the University of Alabama at Birmingham. Your appointment 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 hourly compensation in the amount of $[*type amount here*]. You will be required to use Campus KRONOS in order to record your hours worked.

As a Graduate Assistant, you will be given an assignment of no more than 20 hours/week 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 goals of the university. The remainder of your effort should be devoted to carrying out those activities required by your program.

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 meeting your degree requirements 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 satisfactorily complete, at least [***XX*** *(27 to be considered full-time enrolled and qualify for assistantship)*] credit 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 your Program Director with a report of your activities as a Graduate 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 Assistant.**]**

You can access the guidelines for graduate 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.

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]

Read and accepted:

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