**NEW GRADUATE ASSISTANT RESEARCH/TEACHING/LECTURER**

**OFFER LETTER**

*(Revised April 2024)*

**INSTRUCTIONS: Delete this text box and replace with unit letterhead**

***For Graduate Assistant employees paid at a monthly rate.***

***Red - HR Professional to insert text including unit-specific or optional terms.***

**(Insert Date)**

**(Insert Name of Selected Applicant)**

**(Insert Address)**

Dear **(Insert Name):**

I am pleased to offer you the position of \_\_\_\_\_(**Insert appropriate title:**Graduate Assistant Research, Graduate Assistant Teaching, Graduate Assistant Lecturer),working 20 hours per week for the Department of \_\_\_\_\_ beginning \_\_\_\_\_(insert MM/DD/YYYY). Your graduate assistantship carries a stipend of $\_\_\_\_\_(XX,XXX) \_\_\_\_\_ (insert #)-month (best practice is **nine-month/twelve-month**) academic year and is renewable up to a total of \_\_\_\_\_ (insert #) years, subject to satisfactory performance and availability of funds. As a Graduate Assistant, you will receive $\_\_\_\_\_ (X,XXX)per month through payroll according to the [**monthly pay schedule**](https://employees.tamu.edu/payroll/calendars.html). If you graduate or otherwise terminate your employment before the end of a month, your payment will be prorated appropriately.

Your appointment is contingent upon:

1. Completion of a criminal background check.
2. Full time registration as a graduate student (i.e., 9 credit hours in fall and spring; and 6 credit hours in summer),
3. Continued satisfactory academic performance towards your degree,
4. Satisfactory completion of assigned duties, including timely completion of all required trainings,
5. **Include this line in GAT and GAL offer letters:International Students** assigned to teaching duties are required to meet [***English Language Proficiency Certification***](https://grad.tamu.edu/academics/academic-success-resources/elp)*,*
6. Maintenance of your immigration status and work authorization; **and**
7. Fulfillment of all department obligations.

**\_\_\_\_\_**(Insert Name of Supervisor)will be your immediate supervisor. You and your supervisor should discuss the work assignments and the schedule for the delivery of any products or completion of assignments.

Insert details on assigned job duties.

Texas A&M University is an at-will employer which means that either you or the university is free to end the employment relationship at any time, with or without cause. This position is not eligible for overtime under the provisions of the Fair Labor Standards Act.

This position is eligible for participation in the Texas A&M University Graduate Employee Health Insurance plan. In addition, this position is eligible for an employer contribution, to assist in payment for health insurance premiums. Employer contribution begins on the first day of the month following 60 days of employment. You may elect coverage from one of the following options:

1. Enroll in a Texas A&M University System sponsored insurance plan on your hire date; or
2. Enroll the first of the month following your hire date; or
3. Enroll the first of the month following a 60-day waiting period.

Please note that should you choose options 1 or 2, you will be financially responsible for the full monthly premium until the employer contribution begins (the first of the month following a 60-day waiting period). You must complete all onboarding tasks in Workday within 5 days of your hire date to request one of the first two enrollment options. Consult the current [**Graduate Employee Benefits**](https://employees.tamu.edu/benefits/grad-benefits.html) website for full, detailed information about the Graduate Employee Health Insurance benefits and premiums and to watch an online benefits presentation. You may also reach out to Benefit and Retirement Services via phone or email at 979-862-1718 or [**benefits@tamu.edu**](mailto:benefits@tamu.edu).

While you are employed in a Graduate Assistant position, working 20 hours per week, you may be eligible for a [**non-resident tuition waive**r](https://grad.tamu.edu/knowledge-center/forms/non-resident-tuition-waiver), which allows students employed as Graduate Assistants and their spouses to pay tuition at the in-state rate. Please be aware that, if you are employed by a non-academic unit or are applying for the waiver on behalf of the spouse of the Graduate Assistant, you may be responsible for initiating the appropriate [**non-resident tuition waiver**](https://grad.tamu.edu/knowledge-center/forms/non-resident-tuition-waiver) request form by the deadline date.

***(Insert the following language for PhD GAT/GAR/GAL hires or hires providing payment of the Graduate Assistant’s resident tuition and required university and college fees):*** As a ***GAT/GAR/GAL***, the hiring unit will provide payment of up to 9 hours of tuition and required fees during the fall and spring terms (and up to 6 hours during the summer).

Texas A&M University requires your attendance at orientation activities during the two weeks of August prior to the beginning of classes. To be eligible for the assistantship, you must complete the orientation, which includes required training courses and workshops. Please plan on arriving in College Station early to complete your employment onboarding appointment and plan to attend the mandatory departmental orientation on August 16th at 9A.M. International students must complete their [**International Student & Scholar Services check-in**](https://iss.tamu.edu/New-Students#0-STEP8%3ACompleteyourRequiredISSCheck-In) upon arrival in the United States, but no later than the day ***before*** their employment onboarding appointment.

Should you have any questions or require additional information regarding your graduate assistantship, please contact \_\_\_\_\_(Insert Name, title, email/phone number). Please sign below indicating your acceptance of the terms and conditions of this offer and return.

Sincerely,

# (Insert Name of Supervisor)

Please sign below indicating your acceptance of the terms and conditions of this offer and return.

<**Insert for Fall offer letters:** Please note that TAMU is a Council of Graduate School member institution and a signatory of the [**April 15 Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants**](https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution) that states students are under no obligation to respond to offers of financial support prior to April 15. >

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# (Insert Name of Graduate Assistant) (Insert Date)

cc: Personnel File

*As an employee of the State of Texas, it is your responsibility to maintain accurate contact information to include your primary work and residence addresses in your employee file located in Workday. State of Texas employees who are approved to work outside of the state of Texas, may be subject to state and local taxes of the locale in which the work is performed. Members of the Texas A&M University System must comply with those applicable state and local tax laws. In addition, the employee benefits offered with your position will be in accordance with and will not exceed those defined by Texas state law. As an employee of the State of Texas, it is your responsibility to maintain accurate contact information to include your primary work and residence addresses in your employee file located in Workday. State of Texas employees who are approved to work outside of the state of Texas, may be subject to state and local taxes of the locale in which the work is performed. Members of the Texas A&M University System must comply with those applicable state and local tax laws. In addition, the employee benefits offered with your position will be in accordance with and will not exceed those defined by Texas state law.*