

April 19, 2005

## MEMORANDUM

**TO:** College Fiscal Affairs Directors/Managers  
**FROM:** John Chambers  
**SUBJECT:** **GAs FUNDED ON CONTRACTS AND/OR GRANTS**

Recently, I have seen instances where graduate assistants are employed for duties different from those declared on their Memorandum of Appointment (MoA) and their Personnel Action Forms (PAs). These MoA's are essentially employment contracts which set out the terms and conditions and the rights and obligations of the student and the department. It is imperative that these forms correctly record the duties and compensation details; this is especially vital where the assistantship is funded from a contract, grant, or sponsored program.

I have therefore recently updated the original pro-forma MoA and introduced a new version which should be used where the assistantship is funded from a contract, grant, or sponsored program. Please ensure that with immediate effect each and every graduate student assistant appointment made in your college or department is accompanied by a completed and signed new version regular or C & G MoA as appropriate. PDF copies of these documents may be downloaded from the Graduate School web pages at

[http://www.graduate.ua.edu/publications/dept/memo\\_appoint.html](http://www.graduate.ua.edu/publications/dept/memo_appoint.html)

**Personnel Action Forms for appointments will not be approved without an accompanying MoA which has been properly approved.** Both forms must be signed by the appointment supervisor but the new C & G form must also be signed by the Principal Investigator.

I have enclosed copies of new sections which have been updated in the Graduate School's "Department's Guide to the Administration of Graduate Assistantships". The updated guide can also be found at

[http://www.graduate.ua.edu/publications/dept/memo\\_appoint.html](http://www.graduate.ua.edu/publications/dept/memo_appoint.html)

Please feel free to call me if you have any questions and please pass copies of this memo to the personnel in each department who administer assistantships.

Thank you.

Enc.

*JEC/jc/DeptGuide*

Distribution:

A&S	Mike Rhiney	Box 870268	<a href="mailto:mrhiney@as.ua.edu">mrhiney@as.ua.edu</a>
CBA	Marilee Brown-Wells	Box 870223	<a href="mailto:mbrown@cba.ua.edu">mbrown@cba.ua.edu</a>
EDN	Sharon Conerly	Box 870231	<a href="mailto:sconerly@bamaed.ua.edu">sconerly@bamaed.ua.edu</a>
ENG	Lisa Rhiney	Box 870200	<a href="mailto:lrhiney@coe.eng.ua.edu">lrhiney@coe.eng.ua.edu</a>
COM	Melanie Danner	Box 870172	<a href="mailto:mdanner@ccom.ua.edu">mdanner@ccom.ua.edu</a>
SW	Susan Broughton	Box 870314	<a href="mailto:sbrought@sw.ua.edu">sbrought@sw.ua.edu</a>
CCHS	David Robinson	Box 870360	<a href="mailto:drobison@cchs.ua.edu">drobinson@cchs.ua.edu</a>
Nursing	Kim Coker	Box 870358	<a href="mailto:kcoker@bama.ua.edu">kcoker@bama.ua.edu</a>
MINT	Donna Snow	Box 870209	<a href="mailto:dsnow@mint.ua.edu">dsnow@mint.ua.edu</a>