

MEMORANDUM OF APPOINTMENT FOR CONTRACTS AND/OR GRANTS

**MEMORANDUM (Completed by Department):**

Department: \_\_\_\_\_  
 From: \_\_\_\_\_  
 (Department Chair/Other Supervisor)  
 To: \_\_\_\_\_ Student CWID: \_\_\_\_\_  
 (Graduate Student Name)

**SUBJECT: Graduate Assistant Appointment**

This memorandum confirms your appointment as a Graduate \_\_\_\_\_ Assistant.  
 (Teaching, Research or Administrative)

**GENERAL TERMS OF THE APPOINTMENT (Completed by Department):**

Appointment Semesters: Fall \_\_\_\_\_ (year)  
 Spring \_\_\_\_\_ (year)  
 Summer \_\_\_\_\_ (year)  
 Starting Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
 Monthly Stipend: \_\_\_\_\_ Total Stipend: \_\_\_\_\_  
 FTE: \_\_\_\_\_ No. of hours per week: \_\_\_\_\_  
 Tuition Award (Y/N): \_\_\_\_\_ Health Insurance (Y/N): \_\_\_\_\_  
 Immediate Supervisor: \_\_\_\_\_  
 Specific Duties: \_\_\_\_\_

The Principal Investigator confirms that the specific duties set out above are within the scope of the assignment(s) as described in the terms and conditions of the contract and/or grant master document. No change or addition to these duties will be made without formal approval of the Principal Investigator or the Graduate School.

\_\_\_\_\_  
 Principal Investigator's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department Chair's Signature

\_\_\_\_\_  
 Date

**CERTIFICATION (Completed by Graduate Student):**

I confirm that I qualify to hold this assistantship in accordance with the criteria set out in the Graduate School Catalog, in particular that I am enrolled full time as a graduate degree student, maintain a cumulative GPA of at least 3.0 (except during the first 12 graduate semester hours of study), and register for the minimum number of class hours commensurate with the FTE of this position<sup>1,2</sup>. I understand and agree that continuation of this appointment to its scheduled termination date is dependent upon my meeting the performance standards established by this department and compliance with all policies in the Graduate Catalog and general UA employment and student policies. However, the University reserves the right to terminate a GA support package, including all parts, immediately and without prior notice if, in the judgment of the Department Chair and concurrence of the Dean, such action is warranted. I also understand that graduate assistants whose appointments are terminated before the end of the academic semester or term are only eligible for reduced tuition grants<sup>3</sup>. I understand and agree that, if I resign or am dismissed from my assistantship or the University before the end of the academic semester or term, that I will be personally responsible for the payment of any tuition and fees that are not covered by my reduced tuition grant. To the extent my appointment is extended beyond the termination date listed above, I agree that my continued appointment is subject to the same terms and conditions noted above.

<sup>1</sup> See Qualifications for Graduate Assistantship at <http://graduate.ua.edu/publications/dept/guide2.html>

<sup>2</sup> See Enrollment Requirements at <http://graduate.ua.edu/publications/dept/guide4.html>

<sup>3</sup> Reduced tuition grants are computed on the following basis:  
 appointment ended during the 1st week : no tuition grant  
 appointment ended during 2nd to 4th week : 25% of initial grant  
 appointment ended from 5th week to end of the semester/term : 50% of initial grant

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date