

MEMORANDUM OF APPOINTMENT

MEMORANDUM (Completed by Department):

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

SUBJECT: Graduate Student Appointment

This memorandum confirms your appointment as a Graduate Teaching Research Administrative Student Assistant.

GENERAL TERMS OF THE APPOINTMENT (Completed by Department):

Appointment Semesters: Fall _____ (year)
 Spring _____ (year)
 Summer _____ (year)

Starting Date: _____ Termination Date: _____
 Monthly Stipend or Hourly Rate: _____ Total Stipend: _____
 FTE: _____ No. of hours per week: _____
 Tuition Award (Y/N): _____ Health Insurance (Y/N): _____

Immediate Supervisor: _____
 Specific Duties: *Please give details - or attach Job Specification*

 Supervisor's Signature

 Date

 Department Chair's Signature

 Date

CERTIFICATION (Completed by Graduate Student):

- I understand this appointment is contingent upon a receipt of acceptable results on a background report.
- I agree to self-disclose to Human Resources any post-employment criminal convictions, other than minor traffic violations, that occur after that date. I agree to notify Human Resources using the Disclosure of Criminal Convictions form found on the Human Resources website at <https://hr-estus.fa.ua.edu/HRFormsOnlinePub/HR%20Forms%20%20Online/Disclosure%20of%20Criminal%20Convictions%20Form.pdf>.
- If at any time after my background check has been approved by UA and I am cleared for hire, UA learns of new arrests or convictions, or any other behavior that is of concern to UA, I understand that UA can require me to re-submit to a background check as a condition of continuing employment or re-employment.

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 or hourly paid appointments), and register for the minimum number of class hours commensurate with the FTE of this position^{1,2}. 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 grants³. 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.

¹ See Qualifications for Graduate Assistantship at <https://graduate.ua.edu/faculty-staff/graduate-student-employee-administration/hiring-grad-student/>

² See Enrollment Requirements at <https://graduate.ua.edu/faculty-staff/graduate-student-employee-administration/hiring-grad-student/>

³ Reduced tuition grants are computed on the same basis as the proration of tuition charges in the Student Account Services policy: see <https://studentaccounts.ua.edu/financial-implications-of-withdrawal-impact-on-institutional-costs-and-charges/>

 Student's Signature

 Date