**25/50% Graduate Services Assistant (GSA) Appointment Letter Template**

**Instructions:**

1. **Update all areas highlighted in gray**
2. **Edit/Remove yellow highlighted text as applicable**
3. **Put on unit letterhead**
4. **Obtain signatures**
5. **Send to student as a PDF**

<Date>

<First and Last Name> ASU ID #: <Ten-Digit ID>

Electronically Delivered Degree Plan: <Program Name, MS/PhD>

Dear <First Name>,

We are pleased to offer you an appointment as a <25%/50%> Graduate Service Assistant (GSA) for the <2023-24 academic year/2023 Fall semester/2024 Spring semester> in the <unit name>. This position reports to <first name last name> and you will be responsible for <include specific duties and responsibilities of the appointment here; if related to course duties, provide course number/dates/times>. This GSA appointment is subject to the “Appointment Terms and Conditions” stated below. If you wish to accept this appointment, you must sign and return this document to [insert name/email address] by [insert date] otherwise this offer of appointment is automatically withdrawn.

Sincerely,

<Name>

<Title/Position>

**Appointment Terms and Conditions**

Appointment Start/End Date

For this <academic year/semester> appointment, your start date will be <xx/xx/xxxx> and the end date of this appointment will be <xx/xx/xxxx\*>.

\*As an F1/J1 student in your final semester, the end date of your appointment cannot extend past your degree conferral date.

If you fail to start your appointment on the designated start date, you will be deemed to have abandoned the appointment, and the appointment will automatically terminate. In that event, you forfeit the stipend and any other benefits that would have come to you because of the appointment.

Stipend and Payment of Stipend

This appointment provides financial support in the form of a stipend in the amount of <$xx,xxx> for the <AY/semester>. This <25%/50%> FTE, <10/20> hours per week appointment (ASU’s equivalent of a <quarter-time/half-time> opportunity) will be implemented through Arizona State University’s payroll system, and your stipend will be paid out in installments on a bi-weekly basis. During this appointment, you will receive <$xx> per pay period.

Tuition, Fees, Program Tuition and Health Insurance

A Graduate Services Assistantship does not provide benefits for tuition or coverage of ASU health insurance premiums. Please note, if you need health insurance, you may still select that option when registering for classes on myASU; if you decline, you will be without coverage from the university. The University does not cover these premiums and/or premiums for any other insurance plan. Additionally, a GSA appointment does not cover university mandatory fees, program tuition and/or fees for the academic year or summer sessions; these are your responsibility. For more information of the ASU cost of attendance visit <https://students.asu.edu/standard-cost-attendance>.

Additional Funding

Additionally, you have been awarded a <University Graduate Fellowship> (or other fellowship funding), in the amount of $<x,xxx> per <AY/semester>. Your fellowship <award/awards> will be disbursed in two increments: <$X,XXX> at the beginning of the Fall <20XX> semester and <$X,XXX> at the beginning of the <Spring 20XX> semester.

Financial Aid Impact

If you have applied for and/or received financial aid, acceptance of this appointment may decrease your financial aid funding eligibility. Please consult Financial Aid and Scholarship Services if you have additional questions.

Limited Term Appointment

GSA appointments are, by definition, term appointments and do not create any expectation for continued appointment. Therefore, this appointment automatically expires at the end of the appointment term without further notice of termination.

Appointment Contingent on Funding Availability

This GSA appointment is contingent on the availability of funds to support the appointment which may terminate if funding is no longer available.

Taxes

Please note that your stipend will be subject to appropriate tax deductions, and it is your responsibility to understand the costs of benefits and tax implications of your appointment. If you have any questions about the tax implications of your appointment, please consult your tax advisor. ASU staff does not provide tax advice.

Graduate Assistant Training

Graduate Assistant Training provides valuable information and resources and is required for all new graduate RAs and TA’s. These materials are also available to GSA’s. Please visit the training portal to complete any new ASU training requirements.

The trainings are a combination of ASU required trainings as well as Graduate College trainings. Failure to complete the required trainings could result in the termination of your graduate assistantship.

To register for the Program, please visit <https://graduate.asu.edu/current-students/enrich-your-experience/professional-development/graduate-assistant-training-tara>.

Additionally, the Graduate College offers the following field guides which are available to all teaching, research and graduate services assistants.

* Teaching Assistant Field Guide which is available via [Canvas](https://canvas.asu.edu/enroll/B3M3TG). Designed as an online reference tool, the TA Field Guide includes modules offering an introduction to the TA experience, instructional strategies, and classroom management and includes onboarding checklists, policy and procedure information, best practices and asynchronous discussion space.
* Research Assistant Field Guide which is available via [Canvas](https://canvas.asu.edu/courses/89088). Designed as an online reference tool, the RA Field Guide includes modules offering an introduction to the RA experience, best practices for working with your supervisor, and how to build on your experience.

Required Training

Before undertaking your responsibilities, (e.g., first day of classroom, lab or other student-facing responsibilities), you are required to complete the training modules outlined below. All trainings can be found at <https://graduate.asu.edu/current-students/funding-opportunities/graduate-appointments-and-assistantships/resources-for-students/training-and-orientation>.

The following trainings can be completed **between signing of the Appointment Letter and processing of GSA position in the ASU payroll system**:

|  |  |  |
| --- | --- | --- |
| **Title of Training** | **Location of Training** | **Frequency of Training** |
| [Academic Freedom Orientation Lesson](https://youtu.be/IQ00CpyW3wA) | Web-based | Once |
| [Community of Care: Welcome Sun Devils](https://eoss.asu.edu/communityofcare?_ga=2.88067674.354212508.1624893785-360886073.1615820093) | Canvas course | Once and each time it is updated |
| [Everfi Violence Prevention program](https://canvas.asu.edu/enroll/EGHNK7) | Canvas course | Once |
| [Information Security Awareness Training](https://getprotected.asu.edu/training/asu-information-security-training) | CareerEdge | Annually |

The following trainings should be completed **after** **processing of GSA position in the ASU payroll system:**

|  |  |  |
| --- | --- | --- |
| **Title of Training** | **Location of Training** | **Frequency of Training** |
| [Arizona Public Service Policy](https://cfo.asu.edu/public-service-policy?_ga=2.88067674.354212508.1624893785-360886073.1615820093) | CareerEdge | Once |
| [ASU - Your Duty to Report](https://cfo.asu.edu/OEI-training?_ga=2.88067674.354212508.1624893785-360886073.1615820093)& [Preventing Harassment and Discrimination](https://asu.csod.com/ui/lms-learning-details/app/curriculum/64bafffc-b742-4176-8be0-fd0fdb9e22e8) | CareerEdge | Every 2 years |
| [Community of Care Training for Employees](https://asu.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=0f1c443b-efb7-428e-9b72-d3855b682f1c#t=1) | CareerEdge | As needed |
| [FERPA Tutorial for System Access](https://asu.csod.com/ui/lms-learning-details/app/course/0d7c773a-5fea-4724-b9e9-8c47dd8f636f) | CareerEdge | Once |
| [Fire Safety](https://cfo.asu.edu/ehs-training?_ga=2.252692811.354212508.1624893785-360886073.1615820093) | CareerEdge | Annually |
| [Research and Academic Integrity](https://asu.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=5862ac1b-7289-400c-9e35-3d53d74e1f26#t=1) | CareerEdge | Once |
| [Inclusive Communities](https://cfo.asu.edu/OEI-training) | CareerEdge | Every 2 years |
| [Seeds of Sustainability](https://sustainability-innovation.asu.edu/campus/what-you-can-do/) | Canvas | Once |

Work Limits

This <25%/50%> FTE appointment is for <10/20> hours per week. During the term of your appointment, if you are offered and would like to accept another appointment or employment opportunity at Arizona State University, you must ensure that you will not exceed the allowable FTE as outlined at <https://cfo.asu.edu/aca-faqs-undergraduate-graduate-student-workers>.

As a GSA, you may not work more than 50% FTE (20 hours per week) during the Fall and Spring semesters in all positions combined. GSAs may work up to 100% FTE (40 hours per week) during semester breaks and Summer semester appointments. However, GSAs may not average more than 62.5% FTE (25 hours per week) in the ACA calendar year (October through September). You will be terminated from your appointment if you exceed this limit and will not be eligible for reappointment for 26 weeks.

International students on F-1 or J-1 visas may not exceed 20 hours per week (0.50 FTE) during the fall and spring semesters, while they are concurrently enrolled and cannot hold appointment past degree conferral date. Please refer to current policies on the [ISSC webpage](https://issc.asu.edu/f-1j-1-students/employment/on-campus).

Intellectual Property Policies and Assignment of Intellectual Property

Data, including but not limited to lab notes, results of analyses, research notes, research data reports, and research notebooks, comprise a category of intellectual property covered by The Arizona Board of Regents (ABOR) policy 6–908, <https://public.azregents.edu/Policy%20Manual/6-908-Intellectual%20Property%20Policy.pdf>. By signing below and accepting this appointment, you understand and acknowledge that you are assigning and do hereby assign any right, title, and interest you have in any Intellectual Property you develop to Arizona State University.

Unit, Departmental, or Program-specific Terms

I understand that the unit in which this GSA is assigned or the program in which I am enrolled as a student may have additional requirements or expectations. In addition, I will refer to the unit academic handbook for my program **[**insert web link here as applicable**]** for additional policies and information. I understand I will work with my supervisor regarding specific assignments, to understand how I will be supervised, and the performance review process.

TA/RA Handbook

Please review the [TA/RA Handbook](https://graduate.asu.edu/sites/default/files/ta-ra-policies-and-procedures-handbook-8-4-2017_0.pdf) for additional information and an overview of Arizona State University policies and support services pertinent to graduate services assistants.

Credit Hour Requirement

This appointment is conditioned upon your maintaining enrollment in a minimum of <insert number> **[must be at least 1]** non-audit credit hours each during Fall and Spring semester appointments. Summer appointments do not require enrollment in Summer semester if the student is registered for the following Fall semester. Failure to maintain enrollment in the minimum required hours will result in the termination of your appointment.

Academic and GPA Requirements

This appointment is conditioned upon your being and remaining in good academic standing and maintaining a <insert number> **[must be at least 3.0]** GPA. Failure to maintain good academic standing or to maintain the required GPA will result in the termination of your appointment.

University Provided Email

As a GSA you are required to use the e-mail account and address provided by ASU. All communications from the University will come to you via your University provided e-mail address.

Applicable Laws, Rules, Regulations, and Policies

This appointment is subject to all applicable federal and state laws, as well as all rules, regulations, and policies that are set by the Arizona Board of Regents (ABOR) and Arizona State University. These include, but are not limited to, the Student Code of Conduct and Disciplinary Procedures and the Prohibition Against Discrimination, Harassment, and Retaliation.

Voluntary Resignation

If you decide to leave your appointment prior to the end of the appointment term, you are required to submit a written letter of resignation to your advisor (or committee chair), the Director of your unit, and to the Graduate College at least one week in advance of the effective date of resignation.

Involuntary Termination of Appointment

This appointment may terminate based on lack of available funding, lack of need or insufficient work to justify the appointment, poor performance, unprofessional conduct, and failure to satisfy any term or condition of this appointment.

Financial Impact of Early Termination of Appointment

The early termination of your appointment, whether it result from your resignation or the involuntary termination of the appointment, may result in the forfeiture of the stipend.

Offer Acceptance

To accept this appointment, you must return this signed acceptance to <insert name/email address> no later than <Insert date>, <20XX>. This appointment offer is automatically withdrawn if your signed acceptance is not received by that date.

**By signing below, I certify that I have read, understand, and agree to all of the terms and conditions of this appointment and I accept the appointment.**

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First Name Last Name Signature Date

Funding Source Information

CC:

PG/GF/GR:

HR Dept Code:

Faculty Supervisor ID: