**50% TA Summer 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**
6. **Important information for entering stipends via Period Activity Pay:**
   1. **Summer semester appointments are normally for 12 weeks (6 pay periods), but due to a necessary realignment of pay periods for the academic year, there are 7 pay periods for Summer 2025 (****May 12 – August 17).**
   2. **For TAs, please use 3 pay periods for session A (May 12 – June 22), 3 pay periods for session B (June 23 – August 3), and 4 pay periods for session C (May 12 – July 6) rather than actual class begin and end dates. Students will not receive a paycheck for the 7th pay period (August 4 – August 17).**

<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 50% Graduate Teaching <Assistant/Associate> TA (20 hours per week) for the Summer <20XX> semester in the <unit name>.

This position reports to <first name last name> and you will be responsible the assignments listed below.

This TA appointment is subject to the “Appointment Terms and Conditions” stated below. To accept this appointment, you must sign and return this document to <insert name/email address> by <insert date>, otherwise the appointment will be terminated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Class #** | **Session** (including start/stop dates) | **Units(credits)** | **FTE** | **Salary** |
| *Example: ENG 101* | *71270* | *1st six-week session*  *(05/19/2025-06/27/2025)* | *3* | *.50* | *$3,981.60* |
| *ENG 101* | *71271* | *2nd six-week session*  *(07/02/2025-08/12/2025)* | *3* | *.50* | *$3,981.60* |
| **Total Compensation:** | | | *$7,963.20* | | |

This offer is contingent on sufficient enrollment in the course(s) listed above and the availability of funding, and may be rescinded or salary reduced at any time prior to the start date of the appointment if the needs of the unit change.

Sincerely,

<Name>

<Title/Position>

**Appointment Terms and Conditions**

Appointment Start/End Date

For this semester appointment, your start date will be <5/12/2025> and the end date of this appointment will be <8/3/25>.\*

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

**Important note:** **Summer semester appointments are normally for 12 weeks (6 pay periods), but due to a necessary realignment of pay periods for the academic year, there will be 14 weeks (7 pay periods) this summer. TA stipend payment dates depend on per credit rates for the sessions during which the students are appointed, and the full stipend amounts for the semester will be paid in over the course of 3 – 6 pay periods during May 12 – August 3, depending on the sessions taught. Graduate assistants with teaching assignments will not receive a paycheck for the 7th pay period (August 4 – August 17).**

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, the tuition, award, 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 <$7,936.20> (note: this is ASU Summer 2025 minimum amount for a 50% appointment)> for the semester. This 50% FTE, 20 hours per week appointment 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 Summer appointment, you will receive <$1,327.20> per pay period for <number of pay periods> pay periods (<5/12/25 – 8/3/25>). Please see the [ASU payroll calendar](https://cfo.asu.edu/payroll-calendars) for information about when you will receive your first paycheck.

Additional Funding

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

Tuition Award

As a 50% TA, you will receive a tuition award (reflected as RA/TA Remission on your student account) for 100% of ASU graduate tuition (international, non-resident or resident). The current semester value of the tuition award for students enrolling in 6 credit hours (standard Summer semester amount for ASU graduate students, however, only 1 credit is required in Summer) is $7,914 for international/$7,326 for non-residents/$4,188 for residents. Your award will be based on your actual tuition and will not exceed applicable base tuition charges. Additional credit hours may provide an additional benefit.

Health Insurance

This 50% appointment provides premium coverage for ASU individual health insurance.

* If you were in a 50% RA/TA appointment for the Spring 2025 semester and enrolled in the ASU health insurance, you automatically have Summer 2025 health insurance coverage.
* If you were **NOT** in a 50% RA/TA appointment for the Spring 2025 semester, you can elect summer health insurance coverage by emailing [insurance@asu.edu](mailto:insurance@asu.edu).

The current value of the ASU health insurance premium is $695 for the summer semester based on AY2024/25 rates. Please note, if a student needs health insurance, they must email [insurance@asu.edu](mailto:insurance@asu.edu); if a student declines, they will be without coverage from the university. The university will not cover premiums for any other insurance plan.

Fees and Program Tuition

Assistantships do not cover university mandatory fees, program tuition and/or fees for the summer sessions; these are your responsibility. For more information of the ASU cost of attendance visit <https://students.asu.edu/standard-cost-attendance>.

Financial Aid Impact

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

Appointment Duration

RA/TA appointments are for a specified duration as outlined in the appointment letter. There is no expectation for continued appointments. Therefore, this appointment automatically expires at the end of the appointment period without further notice of termination.

Appointment Contingent on Funding Availability

RA/TA appointments are contingent on the availability of funds to support the appointment which may terminate if funding is no longer available.

Taxes

Please note that your assistantship 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 (TA/RA)

Graduate Assistant Training provides valuable information and resources and is required for all new graduate RAs and TA’s. Returning teaching and research assistants should visit their 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 Teaching Assistant Field Guide which is available to all teaching assistants 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.

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 RA/TA 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 | Once and each time it is updated |
| [Graduate Violence Prevention Course](https://canvas.asu.edu/enroll/THWB4C) | Canvas | Once |

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

|  |  |  |
| --- | --- | --- |
| **Title of Training** | **Location of Training** | **Frequency of Training** |
| [Information Security Awareness Training](https://getprotected.asu.edu/training/asu-information-security-training) | Workday Learning | Annually |
| Arizona Public Service Policy | Workday Learning | Once |
| ASU - Your Duty to Report & Preventing Harassment and Discrimination | Workday Learning | Every 2 years |
| Community of Care Training for Employees | Workday Learning | As needed |
| FERPA Tutorial for System Access | Workday Learning | Once |
| [Fire Safety](https://cfo.asu.edu/ehs-training?_ga=2.252692811.354212508.1624893785-360886073.1615820093) | Workday Learning | Annually |
| Research and Academic Integrity | Workday Learning | Once |
| Inclusive Communities | Workday Learning | Every 2 years |
| [Seeds of Sustainability](https://sustainability-innovation.asu.edu/what-you-can-do/) | Canvas | Once |

English Proficiency Requirement **[Required for first-time international TA’s]**

Because this is your first appointment as a Teaching Assistant/Associate, you are required to demonstrate your effectiveness in English speaking and comprehension skills for teaching in an ASU classroom before you are assigned teaching assistant responsibilities. Your TA appointment is contingent on meeting one of the following requirements (for full certification\*):

1. Take and pass the SPEAK test with a score of 55 or higher. The SPEAK test is administered on ASU’s Tempe campus by Global Launch multiple times a year. Only SPEAK scores from Global Launch are allowed.
2. Take the IELTS test and receive a score of 8 or higher on the speaking portion of the test.
3. Take the TOEFL iBT test and receive a score of 26 or higher on the speaking portion of the test. \*\*
4. Successfully complete the ITA Teacher Training Course with a score of "certified."

\*For additional certification requirements, please visit: <https://globallaunch.asu.edu/learn-english/special-programs/international-teaching-assistant>

\*\*Important information about TOEFL waivers -The TOEFL waiver offered to students for admission purposes does not extend to spoken English certification. To become certified to teach, demonstrating spoken English comprehensibility through one of the four above-mentioned methods is required.

Work Limits

The primary purpose of an appointment is to assist graduate students in successfully completing an academic program. If during the appointment an RA/TA is offered and would like to accept another appointment or employment opportunity at Arizona State University, they must ensure that the combined appointments will not exceed the allowable FTE as outlined at <https://cfo.asu.edu/aca-faqs-undergraduate-graduate-student-workers>.

RA/TAs may not serve in any ASU role exceeding 50% FTE (20 hours per week) during the Fall and Spring semesters. RA/TAs may be appointed up to 100% FTE (40 hours per week) during semester breaks and summer semester. However, RA/TAs may not average more than 62.5% FTE (25 hours per week) in the ACA calendar year (October through September) as measured by the Affordable Care Act. 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.powerdms.com/ABOR/documents/1499354>. 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 assistantship 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.

Graduate Assistant Handbook

Please review the [Graduate Assistant Handbook](https://graduate.asu.edu/sites/default/files/2025-01/Graduate-Assistant-Handbook.pdf) for additional information and an overview of Arizona State University policies and support services pertinent to teaching and research assistants and associates.

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 hour(s) for summer semester appointments. 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 graduate assistant, 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. Graduate appointment offers are contingent upon the satisfactory outcome (as determined by the university) of certain screening activities (including veriﬁcation of ability to work in the United States and a [background](https://cfo.asu.edu/background-fingerprints) or [ﬁngerprint check](https://cfo.asu.edu/background-fingerprints)).

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, a change to the work by a third party such that there is insufficient work to justify the appointment, poor performance, unprofessional conduct, violation of ABOR or ASU policies or rules, or 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 results from your resignation or the involuntary termination of the appointment, may result in the forfeiture of the stipend, the tuition award, and any other benefits that would have come to you because of the appointment. In such circumstances, you will be charged for the full tuition and health insurance amounts.

In limited circumstances when the involuntary resignation results from no fault of the student, salary will end as of the date of termination, but the full tuition award for the semester will remain in place.

Offer Acceptance

To accept this appointment, you must sign and return this document to <insert name/email address> no later than <Insert date>, <20XX>. This appointment is automatically terminated 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 the above-referenced appointment and I accept the appointment.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name Last Name Signature Date

Funding Source and Gportal Financial Information

CC:

PG/GF/GR:

HR Dept Code:

Faculty Supervisor ID: