{January 22, 2021}

Dear {Name},

I am pleased to offer you the position of {Business/Job Title (Job Profile)} in the {Department Name} department at The University of Texas at Austin during SEMESTER TERM.

Your job responsibilities will include {Insert brief description of responsibilities (tutoring, grading papers, answering office email, etc}. These responsibilities will be performed {remotely} OR {on campus at XYZ building}. *Given the dynamic environment created by COVID-19, your responsibilities and/or your work location may be re-assessed throughout the period of employment or upon re-appointment for the SEMESTER TERM.*

Your anticipated start date is {Start Date} and the details of your position are as follows:

|  |  |
| --- | --- |
| Period of Employment: | {Start Date} – {End Employment Date} |
| Rate of Pay & Amount: | {Hourly $ or Monthly $} |
| Scheduled Weekly Hours & FTE %: |  |
| Faculty Supervisor, PI, or Dept. Chair: |  |
| Timesheet approver: **{Optional}** |  |
| Tuition Reduction Benefit total: **{Optional}** |  |

**{Optional}** The tuition reduction benefit amount is based on your anticipated scheduled weekly hours and continued appointment as a graduate student employee through the entire semester and is applied directly to your tuition bill. Should the dates or hours per week of your appointment change, the amount of tuition remission benefit may be adjusted in accordance with University and College regulations governing this program. This adjustment would be reflected in your tuition bill.

**{For GRAs}** Specific work assignments are subject to change if the principal investigator (PI) finds it necessary to make modifications in project work, make budgetary changes, or other adjustments in the research plan for the semester/term. The PI will inform you of any change of work assignment. In the performance of your assigned duties as a graduate research assistant, you must abide by the academic and research criteria and policies established by the Department and College. Graduate research assistants are under assigned supervision of the PI. You must meet with your PI to review duties and expectations for the position and must regularly report on the conduct and performance of your duties.

**{For GAs}** Specific work assignments are subject to change if the faculty supervisor finds it necessary to make modifications in overall work, make budgetary changes, or other adjustments in the semester/term. The faculty supervisor will inform you of any change of work assignment. In the performance of your assigned duties as a graduate research assistant, you must abide by the academic criteria and policies established by the Department and College. Graduate assistants are under assigned supervision of the faculty supervisor. You must meet with your faculty supervisor to review duties and expectations for the position and must regularly report on the conduct and performance of your duties. You must submit timesheets by each semi-monthly payroll deadline in order to be paid appropriately.

**{for TAs & AIs}** Specific work assignments are subject to change if the department finds it necessary to make modifications in course offerings, instructional assignments, or other adjustments in the instructional programs for the semester/term. The department Chair will inform you of any change of work assignment. In the performance of your assigned duties as a **Teaching Assistant** or **Assistant Instructor**, you must abide by the academic and instructional criteria and policies established by the department. **Teaching Assistants** or **Assistant Instructors** work under the direct and assigned supervision of the course instructor of record. You must meet with your faculty supervisor to review duties and expectations for the position and must regularly report on the conduct and performance of your duties.

Graduate student employees may be considered for reappointment if they continue to meet the scholastic requirements for eligibility established by the Graduate School, have provided satisfactory service to the department, and have complied with all applicable University policies. Final decisions regarding reappointment are also dependent upon available resources and the continued ongoing operational needs of the Department and/or College.

Please reference the *Handbook of Operating Procedures* policies for graduate student employment eligibility requirements and other information related to employment. Students must meet eligibility requirements in order to be employed as a graduate student employee.

**{Choose applicable title; omit n/a titles}**

* Teaching Assistants: <https://policies.utexas.edu/policies/teaching-assistants>
* Assistant Instructors: <https://policies.utexas.edu/policies/assistant-instructors>
* Graduate Research Assistants: <https://policies.utexas.edu/policies/graduate-and-undergraduate-research-assistants>
* Graduate Assistants: <https://policies.utexas.edu/policies/academic-assistants-assistants-and-tutors>

This appointment is subject to the provisions of The University of Texas System Board of Regents’ *Rules and Regulations* and The University of Texas at Austin *Handbook of Operating Procedures*, and any additional policies and procedures of your college, school or department. The salary represents the gross salary and is subject to deductions as required by State and Federal law.

The University offers high-quality gold-level health insurance plans to its graduate student employee population. For more information about benefits eligibility, the health plans, and other insurance plans available, visit Human Resources’ Student Employee Insurance & Benefits webpage:  <https://hr.utexas.edu/student/student-employee-insurance-benefits>.  If you have Onboarding tasks assigned to you at the start of your employment in the Workday system, please complete all tasks ASAP.  Failure to do so delays your ability to make insurance elections and may result in missing your opportunity to make insurance elections.

**For new UT employees**, you will be required to complete forms and submit original documentation that establish your eligibility to work in the United States within the first three days of your employment. Information about the I-9 verification process, list of acceptable documents, and other required employee onboarding tasks are located on HR’s [New Student Employee Checklist](https://hr.utexas.edu/student/new-student-employee-checklist). Failure to provide original documents through the I-9 process and/or complete onboarding tasks will delay the start of, or lead to, your separation from employment.

In addition, this appointment is contingent on the satisfactory outcome of any applicable employment eligibility verification and criminal history background check processes. By agreeing to accept this contingent offer of employment, a background check will be completed as soon as feasible and any offenses discovered that are relevant to your position will be assessed. That assessment may result in separation if the offenses are inconsistent with university criteria for your position. More information about the university’s criminal history review process is available here: <https://hr.utexas.edu/manager/hiring/criminal-history>

As a graduate academic employee of the university, if you witness or receive information about sexual harassment, sexual assault, dating violence or stalking that involves a current student or employee, you must promptly report the incident to the University’s Title IX Coordinator or a Deputy Title IX Coordinator. Reports may be made by phone: (512) 471-0419; [email](mailto:titleix@austin.utexas.edu), or [online](https://titleix.utexas.edu/file-a-report). For more information about employee responsibilities under Title IX, including information about confidential employee reporting exceptions, please visit the Title IX website at <http://titleix.utexas.edu>

**OR FOR CONTINGENT OFFER LETTERS:** *This offer is contingent upon the satisfactory outcome of your criminal background check. Due to COVID-19 related closures of court systems in certain jurisdictions, we are unable to complete your background check at this time. By agreeing to accept this contingent offer of employment, a background check will be completed as soon as feasible and any offenses discovered that are relevant to your position will be assessed. That assessment may result in separation if the offenses are inconsistent with university criteria for your position. More information about the university’s criminal history review process is available here:* [*https://hr.utexas.edu/manager/hiring/criminal-history*](https://hr.utexas.edu/manager/hiring/criminal-history)

You must accept this position bysigning below on or before {date}.  If you have questions regarding your position and your specific duties, please direct them to your faculty supervisor and/or department Chair.

Sincerely,

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

Signature {HR Contact or Hiring Supervisor}

I accept this offer.

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Signature Date\\