

REQUIRED TEMPLATE FOR APPOINTMENT AND REAPPOINTMENT AS A TA.
UPDATED December 2008 to reflect new bi-weekly pay schedule.

UPDATED January 2008 (from 2005 agreement between MSU & GEU)

If courses or supervisor are not known, note a generic group or level of courses and reference the unit chair/director as the supervisor. Follow up as soon as possible with the official assignment so that TAs may prepare for the course. The letter may be modified for TE's & RA's.

Date

Address

Dear <NAME>,

I am pleased to offer you a [quarter/half/three-quarter] time appointment as a graduate teaching assistant in <UNIT>. Your appointment will begin <DATE> and end <DATE>. The stipend for this period will be <\$> per month, which will be paid on a bi-weekly basis. You will be expected to work an average of <10/20/30> hours per week during the length of the semester appointment.

Details of your rights and responsibilities as a graduate teaching assistant are to be found in the Graduate Employees Union contract with Michigan State University. This contract also outlines MSU's rights and responsibilities as your employer. The online version of the contract may be found at: <http://grad.msu.edu/geu/agree.pdf>. Note: to opt for the dental plan you must enroll by calling 1-800-544-6374.

New graduate students with teaching experience elsewhere should provide appropriate information to me as soon as possible, since one criterion for appointment levels is the number of semesters of such experience.

Your assignment for the <FALL/SPRING/SU> semester(s) will be <CLASS NUMBER AND TITLE>. Dr./Professor <NAME> has been assigned to serve as your faculty supervisor. She/he will outline your specific duties and responsibilities within the scope of your contractual obligations.

I look forward to your contributions to the teaching mission of <UNIT> and to providing related professional development and training opportunities. Please let me know if you have any questions about this offer of employment.

Please sign the bottom of this letter and return it to me by <DATE—December 15 or April 15> to accept this offer of employment. Please keep a copy for your records.

Sincerely,

<CHAIR or DIRECTOR>

I accept this appointment and agree to abide by the terms stated above.

Signature

Date