

Student Name First Name Last Name ID

Hiring Department New Hire Renewal Transfer

Student's Academic Program Student 's Degree Masters Doctoral

Appointment Details

Assistantship Type Contract Type

You are expected to work hours/week and/or teach credits during the academic year.

Stipend: Start Date End Date

Position # Job Code Stipend monthly Hours/Week

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- Graduate assistantships at NDSU shall not exceed an average of 20 working hours per week. Hours must be documented using an appropriate method approved by your supervisor.
- Your assistantship includes a tuition waiver that covers base tuition. Please note that select programs that have differential tuition waivers may cover tuition under an alternative formula or agreement.
- If you choose to accept this appointment you must also complete W-4 and I-9 forms in HR/Payroll located in Hastings Hall on or before your first day of work. Note: The total stipend amount will be dependent on your actual start date. The contract is effective on the day work commences.
- Teaching and service assistants, as well as research assistants who meet the criteria in B8GI Dc`JW%& must consent to a criminal background check as stated in the policy.
 - o Research assistants responsible for, or with access to, controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances must consent to a background check. Yes No
If this applies to this potential employee, please mark yes.
 - o Official offer of the assistantship is contingent upon a successful background check.
- Your responsibilities as a graduate assistant include completing the required trainings. Failure to complete training can lead to sanctions, including revocation of your tuition waiver and/or termination of the assistantship.
- If you withdraw from your program, you must notify your department and the Graduate School so your assistantship can be terminated. If you fail to notify the appropriate offices and continue to be paid after you have stopped working, you will be responsible for repaying to NDSU the amount you received for the time after you stopped working.
- If Telecommuting or remote working apply, refer to the NDSU Flexible Remote Work information on the `<F #DUrfic``k YVg]hY`". Also, any telecommuting or remote work may be subject to applicable state and federal laws.
- The change(s) in your duties listed on page two is in conjunction with your contract dated on UbXYZVWj Y`the date listed above. ***If the contract is not an addendum, enter NA in the field.**

This appointment and terms of appointment are subject to and governed by the laws of the State of North Dakota and the policies, rules, and regulations of the State Board of Higher Education and the University, as may be amended. This offer is contingent on

- acceptance and continued enrollment in the University's graduate program as possible
- the University's verification of credentials and other information required by law and/or University policies, including, but not limited to, a criminal background check (for Teaching and Service assistants) prior to beginning duties
- Signing and returning one copy of this contract to the Graduate School by

Your specific responsibilities include:

Optional Attachment:

Expectations:

- Your performance will be reviewed by
- Your first performance review will be on or around
 - Continuation of this assistantship is contingent upon you receiving satisfactory performance reviews by your supervisor.
- Your appointment may be renewed depending upon performance and the availability of funding.
- To maintain this appointment, you must continue to meet the academic standards established for Graduate Assistants by the University and remain in good standing at NDSU and in the graduate program.
- You will be expected to complete all graduate degree requirements, including thesis and dissertation research, with time outside of the paid assistantship work hours.
- This Graduate Assistantship is subject to the policies and procedures described in the Graduate Assistantship Policy.
- You are expected to fulfill your responsibilities adhering to the professional and academic expectations of your discipline and in compliance with NDUS and NDSU policies. Violations of these policies and expectations may result in sanctions including termination of your assistantship and/or dismissal from the Graduate School. Adjudication of these violations will occur in accord with Policy 335, or other appropriate policy.

This notice is effective only when approved by the University. No other official or employee of the University has authority to extend any offer of employment or re-employment or to modify or to adjust the terms thereof. Upon receipt of your acceptance of this offer, your appointment will be processed for action by the University administration.

GA Supervisor

Prospective Employee

Department Head/Director

Do you currently hold or will hold a J-1 student Visa? (Select NA if this question does not apply.)

Yes

NA

This contract represents our complete agreement and replaces all prior written or oral agreements for assistantships. If there is any term or provision that you feel should be a part of this contract, you need to have this contract revised so that it is included or it will not be part of your contract [please discuss its inclusion with your supervisor before signing and returning this letter as its addition must be agreed to by the University]. The reason for this is to avoid any misunderstanding in the future about what was promised and accepted between us.

Rights and Privileges of Graduate Assistants

Graduate assistants have certain rights and privileges specific to the assistantship experience:

- The right to be notified in writing of all decisions that affect their status as a graduate assistant. This includes advance notification of evaluation procedures and a summary of their performance evaluation.
- The right to be notified of any complaints received by a supervisor or department chair concerning their performance of duties.
- The right to respond in writing to such complaints.
- The right, depending on the availability of departmental and university resources, to be supported in pursuing additional activities that pertain to their professional development.
- The right to balance their assistantship responsibilities with their responsibilities to their academic program so that they can complete their degree in a timely manner.
- The privilege of being treated as a professional in their chosen field of study.

Termination

Graduate assistants may have their assistantship terminated by the Dean of the College of Graduate and Interdisciplinary Studies, upon recommendation by their supervisor, with documentation of probable cause. Early termination for cause may occur when:

- A student does not abide by the appointment conditions.
- A student fails to perform tasks as assigned.
- A student does not make adequate degree progress.
- A student is placed on Academic Probation.
- A student does not make satisfactory research progress.
- A student fails to maintain minimum registration.
- A student persistently refuses to follow reasonable advice and counsel of faculty in carrying out assistantship obligations.
- A student fails to comply with responsibilities as an employee set forth in the *Graduate Catalog*, department rules and regulations governing assistantships, or the terms of sponsored research agreements that fund the assistantship.
- A student's personal conduct is seriously prejudicial to the university, including violation of the NDSU Code of Student Conduct, state or federal law, and general university regulations.

From the Graduate Assistantship Policy

I have read and understand the Graduate Assistantship Policy information above.

Prospective Employee

Department Head/Director

Graduate School

Funding Information

Position #: Job Code: Stipend: monthly Hours/Week:

Fund #: Dept #: Project #: Program: % Split: Pool Position:

Fund #: Dept #: Project #: Program: % Split: Pool Position:

Comments:

Position #: Job Code: Stipend: monthly Hours/Week:

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Comments:

NOTE: This form does not route to the Budget Office or the Ag Budget Office. For Ag position funding changes, contact the Ag Budget Office. For other funding changes, please submit a Funding Change form or a Grad Payroll Change form, as appropriate, to the Budget Office.

College/Division Approval

Funding Approval