Instructions for completing Grad appointee offer letter

1. This is the name and address of the person being offered the position.
2. Enter (Mr. or Ms.) and the appointee’s last name.
3. Type of position being offered: Research Assistant or Teaching Assistant. Percent of time of appointment is entered with what is considered to be the norm. If you need to make an appointment for a percentage other than 50 please contact me and I will provide you the appropriate figures.
4. The date range should be the new hire’s start date to the anticipated date the student will no longer be supported by you. This date of course can change but I need an approximate date so I have an idea if they will be supported for the next semester. I have entered the amount of the award; here again it is for a 50% appointment so you would need to contact me if you are offering a different percentage.
5. Enter PI name.

NOTE: When complete, change all text from blue to black.

A. RA offers should be signed by the PI.
B. TA offers should be signed by the Department Chair.
C. Combined TA/RA offers or CEAE Fellowships should be signed by both PI and Chair.

Signed letters should be returned to Wayne Morrison and will be placed in the graduate student files.