

Graduate Assistant Appointment & Acceptance Agreement



The University of Akron
Graduate School

EMPL ID#: _____ UA E-Mail: _____ Date: _____

First Name: _____ MI: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

International Student Domestic Student → In-State Out-of-State

Academic Department: _____

Master's Student Doctoral Student SCH Required for Degree: _____ SCH Accumulated: _____

Department of Service: _____ Supervisor: _____

First Appointment (1-9 required) Reappointment

Teaching Assistant Research Assistant Administrative Assistant Fellow (non-service)

Required Oral English Proficiency Assessment
↓
 Department Evaluation (English is native language) U-ADEPT (Pass or higher, score attached) Internet-based TOEFL (23 or higher on the speaking section, score attached) IELTS (7 or higher, score attached)

Graduate School Funded Department Funded Grant Funded Start-up Funded

↓
 CIGA (Community/Industrial Graduate Assistantship) GRIP (Graduate Rotation Internship Program)

Fall Spring Summer Acad Year 12 Month Other → _____

Account #1 Code: _____ Account #1 %: _____ Account #2 Code: _____ Account #2 %: _____

Bi-Weekly Stipend: _____ Start Date: _____ End Date: _____

Duties: _____ Weekly Hours of Service: _____

The Appointee shall fulfill the following specified duties (not applicable to Fellows) with the direction of the department head/school director or grant director as named above. A separate sheet may be attached if necessary.

- TA: course assignment or course support duties assigned.
- RA: description of research expectations assigned.
- AA: administrative support duties assigned.

The undersigned appointee hereby certifies that all terms and conditions, including those on any attached sheets, have been read and understood. Further, the appointee hereby agrees to abide by all said terms and conditions.

Appointee Date

Chair/Director of Appointee's Academic Department Date

Head of Service Department or Grant Director (if different from the Chair/Director of the academic department) Date

Controller's Office (if paid from a grant account) Date

Contingencies or Conditions:
The following contingencies or conditions shall be met.

Graduate School Approval Date

Approved by the Board of Trustees Date

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Graduate School

Acceptance Agreement for Graduate Assistant at The University of Akron

This agreement is entered into between The University of Akron, hereinafter called UNIVERSITY, and the Appointee named on page 1, subject to the approval by the Board of Trustees of the UNIVERSITY, as follows:

- (1) The appointee is fully admitted to a graduate program at the UNIVERSITY,
 - (2) The appointee agrees that the term of this appointment is limited to the dates specified on page 1.
 - ** (3) The Appointee understands that:
 - a. Other employment, on a full-time basis, is prohibited during the period the assistantship is in effect;
 - b. Other employment, on a part-time basis at the UNIVERSITY, is prohibited during the period the assistantship is in effect;
 - c. The Appointee shall obtain written approval from his or her department chair/school director (with a copy sent to the Graduate Dean) before accepting any part-time employment outside the UNIVERSITY, and;
 - d. Any part-time employment outside the UNIVERSITY, may not exceed eight (8) hours per week while the UNIVERSITY is in session.
 - ** (4) The Appointee understands that all compensation paid is subject to local, state, and federal laws and regulation respecting withholding, or any other provisions of the law. Appointee recognizes and assumes all responsibility for complying with all applicable tax laws and regulations.
 - (5) The Appointee shall enroll in a minimum of nine (9) graduate credits per semester (full-time graduate study at the UNIVERSITY). However, students holding 12-month or summer session appointments must maintain a total minimum registration of 6 graduate credits hours over the combined summer sessions.
 - (6) Appointee understands and agrees that his or her acceptance of a Graduate Assistant position does not qualify the Appointee for any employment fringe benefits, except as may be adopted by the Board of Trustees or required by law.
 - (7) Appointee understands that he/she does not earn vacation hours or accrue sick time. All Graduate Assistants may observe the UNIVERSITY holiday schedule when offices are closed. Appointees of academic year contracts will work while classes are in session, including exam weeks. Appointees of all other contracts will work from the start date to the end date of the contract, with the exception of spring break. Graduate Assistants, with either an academic year contract or other dates (with prior written agreement from their supervisors) may be required to work during break weeks. Variations from this working schedule must be noted on the front of the contract in the contingencies or conditions section as a contingency. The supervisor will be required to monitor the semester hours worked to be equivalent to the total hours required per week, as stated on page 1, during the semester(s).
 - (8) Appointee is entitled to partial payment of one UA Student parking permit for each semester or summer session of appointment.
 - (9) It is expressly agreed and understood that this agreement creates no expectancy of appointment or employment, other than that set forth herein, upon which Appointee may rely; and, that nothing hereunder can be counted or used by Appointee toward any system of tenure or expectancy of appointment or employment at the UNIVERSITY, even if the Appointee subsequently becomes a member of the full-time faculty or staff at the UNIVERSITY.
 - ** (10) Appointee agrees to devote his/her best efforts to perform such duties as are assigned faithfully, without neglect and in a diligent manner to the satisfaction of the UNIVERSITY. Appointee agrees to abide by all UNIVERSITY regulations which, may in the judgment of the UNIVERSITY, affect the duties performed by the Appointee.
 - ** (11) Appointee understand that Ohio law now requires that all graduate students appointed as teaching assistants be assessed for oral English proficiency before entering the classroom. Students for whom English is the first language are assessed by departmental procedures. Students for whom English is a second language must submit the internet based TOEFL before being approved as teaching assistants. A score of 23 or higher is required, on the speaking portion, in order to be appointed as a teaching assistant (or an equivalent test and score determined by the Graduate School). Failure to achieve this score may result in termination of an appointment or a different assignment as needed by the department. Proof of oral English proficiency is not required for fellows or holders of research, instructional support, or administrative assistantships.
 - ** (12) Appointee shall provide the UNIVERSITY with all information required by the United States Immigration and Naturalization Service for employment eligibility verification (Form I-9).
 - (13) This Agreement/Appointment shall remain in effect for the specified period, unless:
 - **a. Appointee fails to perform services satisfactorily or violates laws or UNIVERSITY regulations which, in the judgment of UNIVERSITY affect duties or services performed by the Appointee, or
 - b. Appointee fails to maintain good academic standing (3.00 minimum grade point average), or
 - c. Appointee violates the provisions of this Agreement and Appointment, or
 - d. UNIVERSITY funds become unavailable for support of graduate assistants, or
 - e. Appointee graduates with the degree for which appointment was intended, or
 - f. Appointee accumulates two year of funding for master's students, five years of funding for doctoral students, or five years of funding for master's/doctoral students. No student will receive funding for a graduate assistantship stipend from the Graduate School for more than five years.
 - g. Appointee materially breaches any provision or requirement of this contract as determined by the University.
- **Items #(3), (4), (10), (11), (12), (13)a. do not apply to non-service Fellowships.
- THE UNIVERSITY OF AKRON IS AN EQUAL OPPORTUNITY/AFFIRMATION ACTION EMPLOYER. APPLICANTS FOR GRADUATE ASSISTANTSHIP/ FELLOWSHIPS SHALL NOT BE DISCRIMINATED AGAINST ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, RELIGION, SEX, AGE, HANDICAP, OR SEXUAL ORIENTATION.

First Name: _____ MI: _____ Last Name: _____

Appointee Signature

Date