August 1, 2021

Name

Address

Address

Dear Name,

This letter is to offer a special appointment as a Graduate Teaching/Research/Service Assistant at the University of North Dakota under the following terms:

* Position: Graduate Teaching/Research/Service Assistant
* Department of \_\_\_\_
* Periods of Appointment: You will perform the responsibilities for this special appointment as a Graduate Assistant during the University’s academic year, August 16 through May 15. Each academic year is considered to be a term of this appointment and the decision to issue a new the appointment for the next academic year is at the discretion of the institution. The ability to serve as a Graduate Assistant is contingent upon the need of Department, financial ability of the Department and/or School/College, continued enrollment in the University’s graduate program, and satisfactory performance evaluations.
* Monthly Salary: $\_\_\_.\_\_

The special appointment as a Graduate Assistant is neither a tenured position nor a tenure-track position and does not involve tenure credit or status. There is no direct promotional path from this position to a tenure-track position.

1. **Responsibilities:**

Your specific responsibilities are determined by the Department of \_\_\_\_\_\_ and are subject to change based on the needs of the Department and/or School/College. As a quarter-/half- time assistant, you are expected to:

1. Devote 10/12 /20 hours of work per week to the department; and
2. Enroll in a minimum of six credits of graduate coursework during the Fall and Spring semesters. Summer enrollment is not required, but students enrolled in fewer than 3 credits will be subject to FICA taxes.
3. Other duties specific to the appointment (e.g teaching, research, or service expectations).
4. [Remove if not applicable]: As a member of our teaching community, you are expected to participate in the course-instructor evaluations, use Blackboard as your LMS, and are required to use our early alert system (Starfish).

All Graduate Assistants shall demonstrate professional behavior when interacting with students, colleagues, and individuals in all settings. <http://undpublic.courseleaf.com/graduateacademicinformation/academicpolicies/standardsandprofessionalconductpolicy/>

This position is subject to other duties as assigned.

1. **Policies General**: Your appointment to this position is subject to the policies, rules, and regulations of the North Dakota State Board of Higher Education, the University of North Dakota, the School/College and their respective departments or units, and the laws of the State of North Dakota, as amended.

The Faculty Handbook (found here: <https://und.policystat.com/policy/5300705/latest/>) covers Faculty evaluation policies and Grievance Policies applicable to Special Appointments.

1. **Termination of Appointment**: This appointment may be terminated at any time in the following circumstances: If UND determines in its sole discretion that the assigned courses and other duties should be cancelled due to insufficient enrollment or for other reason(s); for adequate cause; or upon the discontinuance of the department, program, school, or unit in which the appointment is made.
2. **Intellectual Property**: Appointee hereby acknowledges that appointee is subject to the intellectual property policies and procedures of the University of North Dakota.
3. **Other Conditions:**
   1. Salaries are subject to required federal and state deductions, and other deductions that you may authorize. Your salary will be prorated, accordingly, if you are unable to work any time during the period of your appointment.
   2. The policies applicable to the Graduate Assistant appointments are detailed in the Undergraduate & Graduate Academic Catalog in the section entitled “Assistantships” that can be found at [<http://und-public.courseleaf.com/graduateacademicinformation/financialinformation/>](http://und-public.courseleaf.com/graduateacademicinformation/financialinformation/).
   3. Policies regarding your responsibilities as a student member of the UND community are detailed in the Code of Student Life that can be found at <http://und.edu/code-of-student-life/>.
   4. This offer is contingent upon proof of eligibility to work in accordance with federal law. Federal law requires new employees to complete Section 1 of the I-9 Form on or before their first day of work to establish both identity and eligibility to work in the US. Section 2 must be completed within 3 days of hire. Employee must present their documents to an E-Verify site or the Payroll Office to complete Section 2. Information on the process can be found at the forms section of the UND payroll website or at <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.
   5. This offer is subject to satisfactory completion of a Criminal History Records Check through UND Human Resources.
   6. This offer is contingent upon receipt of official transcripts from the awarding institution of your highest degree, which shall be provided to the School of Graduate Studies no later than the effective date of employment. ‘
   7. All UND Graduate Assistants are required to complete Title IX training, the Harassment Training Program and the Family Educational Rights and Privacy Act (FERPA) Training Program. See <https://und.edu/affirmative-action/harassmenttraining.cfm>.
4. **Miscellaneous:** This Agreement supersedes any previous Agreement and the terms and conditions stated above constitute the entire Agreement between the parties. This Agreement may not be modified except by means of a written amendment to this Agreement signed by UND and Appointee. If any terms of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected and, if possible, the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain that term.

Please confirm your acceptance of this Graduate Assistant appointment by signing and dating the agreement, and returning it to your employing department. Until signed by you and UND, this contract constitutes only an offer of employment by UND and not a contract between the parties. This offer of employment expires if a signed copy is not received by the employing department by DATE. Please retain a copy for your records.

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School of Graduate Studies

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

Department/College Contact

I accept the above appointment and salary under the conditions offered above and attest that the credentials reflected in the curriculum vitae submitted with my application are correct.

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

Name Date

Welcome to the University of North Dakota. As you sign and return your contract letter, there are a few important pieces of information you will need to know for completing all required on-boarding information.

Once you have returned **both pages** of your signed contract letter to your employing department, you will receive a couple of emails. **These emails are very important and need prompt attention.**

* You will receive an email from Sterling requesting you to complete the information for the Criminal History Background Check. Please complete right away.
* **New Employees** to UND (**Please complete all emails immediately)**:

1. You will receive a second email from UND.hr.mss@und.edu. It will request some personal information to be entered into the system (returning employees you will not receive this email).
2. You will receive a third email from UND.hr.mss@und.edu.
   1. Step one will ask you to claim your NDUS account. (as a student you may have already completed that step)
   2. Step two will be to login to the system and complete the onboarding activity guide. This is **mandatory** and you will not be allowed to start work until it is complete.
   3. Step three is to complete the required online trainings.

* **Returning employees** (Please complete all emails immediately):
* You will receive an email from UND.hr.mss@und.edu
  1. Step one will ask you to claim your NDUS account. (As a student you may have already completed that step)
  2. Step two will be to login to the system and complete the activity guide. This is **mandatory** and you will not be allowed to start work until it is complete.
  3. Step three is to complete the required online trainings.
* Once you arrive on campus, contact employing department for instructions on completing the I-9. Please be sure that you bring the appropriate documents with you to complete section 2; this must be completed by your third day of employment. You will go to either your departments E- Verify Administrator or to the Payroll Office. To view a list of the acceptable documents please visit http://und.edu/finance-operations/human-resources-payroll/\_files/docs/i-9-acceptable-forms-of-identification.pdf
* **Currently Working Employees:**

1. You will **not** receive any emails and your current I-9 will be used.

If you have any questions regarding the above process, please call HR/Payroll at 701.777.4226.

Thank you.