Graduate Assistantship Appointment Procedure

A Graduate Assistantship is a new employment position and requires all the new employee steps, including a Graduate Assistantship Offer letter of acceptance.

Upon offering the graduate assistantship, the department making the appointment must have the student sign the Graduate Assistantship Offer (acceptance/denial) letter. The letter may be submitted to the student in person, by mail, fax or e-mail. The electronic form of the Graduate Assistantship Offer letter can be found on the Graduate School website at: http://www.sfasu.edu/acadaffairs/forms.asp

The Personnel Action Request (PAR) should then be initiated by the Department upon receiving the signed Graduate Assistantship Offer letter of acceptance from the student.