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 Academic Affairs Forms web page.

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.