

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.