**Office or Department Name Here**

Building Name, Room #

P.O. Box 13024, SFA Station

Nacogdoches, Texas 75962

Phone (936) XXX-XXXX

Don’t forget to change this header to your unit’s header.

December 18, 2023

Mary Zhang

123 Tree Drive

Nacogdoches, TX 12345

Additional line if needed

hermail@yahoo.com

Dear Enter student’s name:

I am pleased to offer you a Graduate Assistant (GA) for the total amount of $9,250 over the course of nine months beginning on the first day of the Fall 2024 term and ending on the last day of the Summer II 2025 term. You will be paid in nine equal installments following your first month of work. As a graduate assistant, you are eligible for participation in the SFA Employee Health Insurance plan, effective the first day of work. This offer is subject to approval by the Dean of Research and Graduate Studies, and your appointment is contingent upon compliance with the following conditions:

A. Passing a criminal background check. ([www.sfasu.edu/docs/human-resources/sfa-background-check-disclosure-consent-form.pdf](http://www.sfasu.edu/docs/human-resources/sfa-background-check-disclosure-consent-form.pdf) .)

B. Appropriate course registration. [www.sfasu.edu/registrar/registration-information/course-bulletin](http://www.sfasu.edu/registrar/registration-information/course-bulletin) .

C. One-time completion of Graduate Assistant Orientation. See *Desire to Learn* application in mySFA

D. One-time completion of New Employee Orientation. Schedule with the Human Resources Office.

In addition, international students are required to 1) obtain a social security number and work authorization, and 2) provide evidence of certification of English language proficiency, if teaching duties are assigned.

SFA will begin processing your appointment documentation after you return this signed offer letter and provide confirmation of having completed required training and orientation sessions. Your employment as a graduate student is at-will, and it does not make you eligible for overtime compensation. You may be dismissed due to poor work performance, institutional budgetary changes, personnel reorganizations, or position eliminations. As an employee of the state of Texas, it is your responsibility to maintain accurate contact information in your employee file located in mySFA. State of Texas employees who are approved to work outside of the state of Texas, may be subject to state and local taxes of the locale in which the work is performed. Members of the University of Texas System must comply with those applicable state and local tax laws. In addition, the employee benefits offered with your position will be in accordance with and will not exceed those defined by Texas state law.

Dr. Bill Johnson will be your supervisor. Your work will include, but not necessarily be limited to the following:

(Replace these examples with your description.)

1. Collecting data on migratory birds in regional forests and fields.

2. Lecturing as instructor of record for American History 2600.

3. Summarizing behavior among children in middle school playgrounds.

4. Grading, guest lecturing, exam proctoring, and/or conducting study review sessions

5. Documenting a critique of music scores as part of Chapter 3 of their master’s thesis.

6. Preparing a poster for the National Education Conference 2024. Topic: Pre-K STEM Education.

7. Analyzing paintings from early 14th century artists.

8. Writing a draft introduction for manuscript submission to Journal of American History.

Within the last week of each term, and in consultation with your supervisor, you are required to submit electronically to the Office of Research and Graduate Studies a brief paragraph (no more than 250 words) describing your accomplishments related to your assistantship; send the email to gschool@sfasu.edu.

If you accept this offer, please add your signature below then return this offer letter to me as soon as possible.

Sincerely,

Name of Unit Representative

Add Title, Department, phone, email, etc here

Add Title, Department, phone, email, etc here

I accept the terms and conditions of this offer.

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***Student’s Signature Date***

This assistantship has my approval to proceed.

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***Dr. Forrest Lane Date***

*Dean of Research and Graduate Studies*

=========== For Office Use Only. Pre-EPAF form to be completed by the College ============

The unit representative should 1) complete this Pre-EPAF, 2) populate the offer letter with the appropriate information, 3) obtain the student’s signature, then 4) scan and email the form to gschool@sfasu.edu. Unit representatives must submit this completed three-page form to ORGS no later than ten working days prior to the start of the assistantship period. Upon receiving your document, ORGS will 1) acknowledge receipt, 2) work with you to make any necessary changes, then 3) approve the student’s pre-EPAF with the understanding that the colleges will complete the EPAF.

Student Name: Mary Zhang Student ID#: 123456789

Student Graduate Academic Program: M.S. Natural and Applied Sciences Research Supervisor: Bill Johnson

**Complete this Section for New Appointments**

Start date: January 20, 2024 End date: July 31, 2024

Incoming GPA: 3.4 Clear admission? [x]  Yes [ ]  No # SCHs for this term? 6

For ORGS GA/GRA/GTA: Workload: 0.5 Monthly pay:Click or tap here to enter text.

For Non-ORGS Work: Workload: 0.0 Monthly payClick or tap here to enter text. FOAP: Click or tap here to enter text.

**Complete this Section for Continuing Appointments**

Start date: Click or tap to enter a date. End date: Click or tap to enter a date.

Cum. GPA: Click or tap here to enter text. Probation? [ ]  Yes [x]  No # SCHs for this term? 6

For ORGS GA/GRA/GTA Workload: Choose an item. Monthly payClick or tap here to enter text.

For Non-ORGS Work Workload: Choose an item. Monthly payClick or tap here to enter text. FOAP: Click or tap here to enter text.

This table is provided for reference only.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CASES | A | B | C | D | E |
| Workload | 0.1 | 0.2 | 0.3 | 0.4 | 0.5 |
| hrs/wk | 4 | 8 | 12 | 16 | 20 |
|   |   |   |   |   |   |
| $/Month | $/hr | $/hr | $/hr | $/hr | $/hr |
| $1,000 | $63 | $31 | $21 | $16 | $13 |
| $1,500 | $94 | $47 | $31 | $23 | $19 |
| $2,000 | $125 | $63 | $42 | $31 | $25 |
| $2,500 | $156 | $78 | $52 | $39 | $31 |
| $3,000 | $188 | $94 | $63 | $47 | $38 |