

Instructions on Completing Initial or Continuing Assistantship Appointment Form Graduate Teaching, Graduate Research or Graduate Assistant

The official graduate assistantship template should be completed for each new appointment. A continuing appointment form should be completed anytime the type of graduate assistantship changes, changes in tasks/responsibilities, or changes in type and amount of compensation.

The form is to communicate the length of the appointment (initial or continuing), the stipend and other support the employing unit will provide the graduate student. The goal of this standardized appointment form is to clearly communicate the type and amount of support the student will be provided and the responsibilities associated with the position. The appointment information should be printed on departmental letter head since this is an official document.

At minimum the appointment form must include the following:

- Specify type of appointment or combination of appointment and the amount of the stipend for each semester the appointment is available during the initial year of employment (Item 1).
- List of duties and responsibilities including classes or recitations to be taught, if a GTA
- Name of the supervisor and contact information (email and telephone) the student should contact with questions about the appointment and/or offer.
- Date when the signed appointment form should be returned and the address to return the signed document.
- Signature block of the department head with contact information. The assistantship appointment form can only be signed by the department head or an administrator with signature authority.

Additional information to be included, if applicable.

- Other compensation related to the appointment (Item 2). Select the appropriate options for Item 2. For example, if the student is appointed to as a 0.5 FTE graduate teaching assistant, specify the number of hours of tuition to be provided or the dollar amount of tuition support. For GTAs, the university's policy is 10 hours fall and spring for 0.5 FTE and 6 hours in summer if employed as 0.5 FTE GTA. For other graduate assistantships that tuition support is provided, specify either the number of hours to be paid or dollar amount of tuition to be provided and designate whether the amount will be paid directly to K-State or added to the student's bi-weekly payroll check and the student is responsible for paying K-State. ***If none of the additional compensation is provided, do not list in the appointment letter.***

If the department is awarding a scholarship, this information should be included in the appointment letter so the student is informed of the total support the program/unit is providing them.

Official Appointment

- Once the student has returned the signed assistantship offer to the department head, the HCS Liaison should prepare the Graduate Student Appointment Form (PER-41) and supporting documents and submit to HCS. The PER-41 is required to officially appoint the student to a graduate assistantship. Academic units are encouraged to submit the PER-41 early in August for a fall appointment date and early in January for a spring appointment date. Time should be allowed for a background check if required for the initial appointment.