



**Graduate Assistant Appointment Letter Checklist**

Per the Collective Bargaining Agreement between Florida State University and the United Faculty of Florida – Florida State University – Graduate Assistants United, signed appointment letters are required for every graduate assistant appointment and re-appointment. Article 2 in the CBA requires the following:

- Appointments may not exceed one calendar year. Graduate assistants may be appointed for an academic year, for a semester, and/or for a summer term.
- Where practicable, graduate assistants who are appointed in both the fall and spring semesters should have an academic year appointment or should have appointment dates that are continuous between both semesters. Departments should prioritize issuing such appointments before appointing graduate assistants for an individual semester.
- Programs cannot use appointment dates to avoid granting benefits to eligible graduate assistants. Effective August 2022, appointments on a semester basis must have a minimum appointment period of a least five (5) business days prior to the start of classes through the last day of finals (as outlined in the academic calendar).
- If unforeseen or exceptional circumstances arise, a limited appointment may be for less than the minimum appointment period outlined above. In this case, the department shall provide an explanation to the Office of Human Resources, who will review and approve the appointment.
- For graduate assistant assignments that require advanced preparation before the start of appointments, such as course development, planning or preparation, required training (including PIE), or pre-semester meetings, programs shall establish the start date of the appointment to provide a reasonable length of time to accomplish this work. Additionally, for assignments that require grading duties, departments shall continue the appointment period through the grade submission deadline.
- Notice of Appointments: Programs must issue signed appointment letters in a timely manner according to the schedule below:

**A. Fall/Spring Appointments-** At least 30 days before the first day of classes.

**B. Summer Appointments-** At least 21 days before the start of the applicable summer term.

**Note:** If a department does not provide a signed letter by the above deadlines, the department shall notify the employee(s) as to why the deadline was not practicable, as well as provide an estimate based on available information, as to when appointment letters will be issued. If a department fails to issue this notice by the above deadlines, an employee may request that they do so; departments shall have five (5) days to comply with such request.

**Minimum Elements to include in Appointment Letter:**

Required Element		Description/Notes
<input type="checkbox"/>	If combining student admission letters and appointment letter, use Initial Offer Letter template	Offer letter templates are provided by the Graduate School
<input type="checkbox"/>	Date Issued	



Required Element		Description/Notes
<input type="checkbox"/>	Classification title and class code	Must include general description of duties associated with class code
<input type="checkbox"/>	Employing Unit	Applicable department, college, area, center, etc.
<input type="checkbox"/>	Length of Appointment	Use specific dates. Dates should cover any required training such as PIE, SPEAK test, etc.
<input type="checkbox"/>	Statement that no department or University representative may make a binding agreement to reappoint the employee for longer than the term of the contract	Research grants, advisor's verbal promises, and department agreements are not binding
<input type="checkbox"/>	Conditions of employment	Such as: Required background checks, departmental policies, etc. <b>Note:</b> Departments may not restrict or limit outside employment unless it is considered a conflict of interest as defined in Article 7
<input type="checkbox"/>	Name of employment supervisor	
<input type="checkbox"/>	Statement that appointment is contingent upon the employee providing documentation of employability	For teaching assistants, include a statement regarding the required certifications/qualifications for teaching status
<input type="checkbox"/>	Statement that the appointment is subject to the Constitution and laws of the State of Florida and the United States, the regulations of the University and the Collective Bargaining Agreement	
<input type="checkbox"/>	Percent of full-time equivalent (FTE) assigned	Combined FTEs from all appointments cannot exceed 0.75 FTE
<input type="checkbox"/>	Stipend amount based on appointment	Specific stipend amount
<input type="checkbox"/>	Statement reading: "All graduate assistants at FSU work under a contract negotiated by United Faculty of Florida-Florida State University-Graduate Assistants United (UFF-FSU-GAU) and Florida State University. UFF-FSU-GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at FSU. For more information about UFF-FSU-GAU, visit <a href="http://www.fsugau.org">http://www.fsugau.org</a> or email <a href="mailto:info@fsugau.org">info@fsugau.org</a> ."	
<input type="checkbox"/>	An estimate of current tuition and fees per semester	Updated information can be obtained from Student Business Services
<input type="checkbox"/>	In-state matriculation waiver and out-of-state fee waiver, if any	If attached to the offer letter, this information can be provided in a Graduate Student Fact sheet. Reference the examples for both domestic and international students attached to this checklist. Contact The Graduate School for the current version of these documents



Required Element		Description/Notes
<input type="checkbox"/>	Statement that health insurance coverage is mandatory, statement that FSU sponsored health insurance is available, and a statement of the costs associate with an FSU sponsored policy	Updated information can be obtained from Health and Wellness Center or The Graduate School
<input type="checkbox"/>	Statement the Graduate Assistant Tuition Plan is available for all qualifying GA's and direction to the appropriate link	Information is located on the Student Business Services website under Payment Plans <a href="https://studentbusiness.fsu.edu/how-pay/payment-plans/graduate-assistant-tuition-plan">https://studentbusiness.fsu.edu/how-pay/payment-plans/graduate-assistant-tuition-plan</a>
<input type="checkbox"/>	Information about where to access the University's non-discrimination and harassment policies	Located on HR's EEO website <a href="https://hr.fsu.edu/sections/equity-diversity-inclusion/equal-employment-opportunity-eeo">https://hr.fsu.edu/sections/equity-diversity-inclusion/equal-employment-opportunity-eeo</a>

For questions regarding the above requirements, please contact Faculty Relations at (850) 645-1952.

**Florida State University**  
**Graduate Student Fact Sheet for Domestic Students**  
**2021-2022\***

**1. Academic Calendar**

Refer to the Registrar's Website: <http://registrar.fsu.edu/> for important registration and class information.

**2. Student Credit Hours/Fees (2021-2022) tuition rate-may be subject to an increase)**

Full-Time Status: 9 hrs. /semester with a graduate assistantship; 12 hrs. /semester without a graduate assistantship.

**Resident Rate** per Credit Hour: \$403.51 + Fees: \$75.81 = \$479.32

**Non-Resident Rate** per Credit Hour: \$1,004.85 + Fees: \$105.87 = \$1,110.72

**For more information regarding other non-credit hour fees, refer to the Student Business Services Website:**  
<http://studentbusiness.fsu.edu/>

**3. Health Insurance Requirement and Health Insurance Subsidy for Graduate Assistants**

ALL new graduate students are required to show proof of adequate health insurance, either purchased through FSU or show comparable coverage as determined by the Health and Wellness Center. For insurance information including coverage and cost, go to the Student Health Insurance website at <http://www.studentinsurance.fsu.edu> or call 850/644-6230.

The Graduate School offers qualifying graduate assistants a subsidy benefit towards the purchase of the University-sponsored health insurance. For more information <http://www.gradschool.fsu.edu/funding-awards/subsidy-benefit> or contact your department representative for details.

**4. Financial Aid**

Eligibility for student loans is determined by the completion of a Free Application for Federal Student Aid (FAFSA) online. Any other form of financial assistance (e.g., graduate assistantship, fellowships, etc.) should be reported to the Office of Financial Aid as soon as possible, as these amounts may affect your financial aid award amount. For more information, consult the Financial Aid Website at <http://financialaid.fsu.edu/> or call 850/644-0539.

**5. Residency, In-State Status and Academic Common Market**

Procedures for obtaining residency are available from the University's Office of Admissions Website at <https://admissions.fsu.edu/Residency/policy/index.cfm>

**Academic Common Market:** If you are an out-of-state student, and your state of residence does not offer the degree program you seek at any institution in your state, and is a participating state in the Academic Common Market, you may qualify for in-state status. For details, consult the Southern Regional Education Board Website at [http://www.sreb.org/page/1304/academic\\_common\\_market.html](http://www.sreb.org/page/1304/academic_common_market.html)

**6. New Graduate Student Orientation**

New graduate students should contact their academic program for specific departmental orientation information. In addition to a departmental orientation, The Graduate School offers a New Graduate Student Orientation. The Dean of The Graduate School, Dr. Mark Riley, will welcome students. The goals of the orientation are to provide students with an understanding of what to expect academically and financially as graduate students; describe the professional ethics associated with graduate research and creative endeavors; and highlight FSU's academic and social opportunities and services available to graduate students. For information and registration information visit The Graduate School website [www.gradschool.fsu.edu](http://www.gradschool.fsu.edu)

**Graduate School**

Rev. 1/2021

**\*=Please note that these are estimates based upon 2020-2021 figures. New figures will be available in August after the Legislature approves the 2021-2022 rates.**

**Florida State University**  
**Graduate Student Fact Sheet for International Students**  
**2021-2022\***

**1. I-20 Application**

Florida State University is required by U.S. federal regulations to verify the financial resources of each applicant prior to issuing the required immigration documents (Form 1-20) for study in the United States. Therefore, in addition to submitting your International Student Application to the Admissions Office, you must also complete the I-20 Application. You will receive additional information about this process and how to submit your proof of funding via automatic email within 2 business days of your formal admission to Florida State University. More information about this process is available at <https://cge.fsu.edu/international-students/new-students/step-2-obtain-your-form-i-20>.

Important: Disclosure of available funds will not disqualify you from applying for and/or receiving an assistantship.

**2. Student Credit Hours/Fees (2021-2022 tuition rate-may be subject to an increase)**

**Full-Time Status:** 9 credit hours per semester with a graduate assistantship; 9 credit hours per semester without a graduate assistantship.

**International (Non-Resident) Rate per Credit Hour:** \$1004.85 + Fees: \$105.87 = \$1,110.72

For more information, refer to the Student Business Services Website at <http://studentbusiness.fsu.edu/>

**3. Health Insurance Requirement and Health Insurance Subsidy for Graduate Assistants**

International students are required to provide proof of acceptable health insurance or purchase a university approved plan. For insurance information including coverage and cost, visit University Health Services' Insurance website at <https://uhs.fsu.edu/> or call 850/644-6230.

The Graduate School offers qualifying graduate assistants a subsidy benefit towards the purchase of the University-sponsored health insurance. For more information visit <http://www.gradschool.fsu.edu/funding-awards/subsidy-benefit> or contact your department representative for details.

**4. Visa**

Information about applying for a student visa is available on the Center for Global Engagement's Pre-Arrival webpage, which will be sent to you with your immigration documents. The webpage is available at <http://cge.fsu.edu/international-students/new-students>

**5. Social Security Number**

If you will be employed in the U.S., you must obtain a U.S. Social Security Number (SSN) to get paid. Students who are not working or receiving income in the U.S. are not eligible for a social security number, and should NEVER use their FSU identification number (999 or 899 number) in place of the SSN outside of the FSU campus. For more information visit the International Center's website at <http://www.cge.fsu.edu> (Click *Current Students, F-1 Status Students, Employment*).

**6. Academic Calendar**

All teaching and research assistants are expected to enroll full-time each semester. Refer to the Office of the Registrar <http://registrar.fsu.edu/> for important registration and class information.

## 7. New Graduate Student Orientation

**Center for Global Engagement:** A mandatory orientation is conducted by the Center for Global Engagement. The orientation will provide you with important information about how to maintain your immigration status. For information about the schedule of orientation sessions visit CGE's website at <https://cge.fsu.edu/international-students/new-students/step-6-online-orientations>.

**The Graduate School Orientation:** The Graduate School offers a New Graduate Student Orientation. The Dean, Dr. Mark Riley, will welcome students. The goals of the orientation are to provide students with an understanding of what to expect academically and financially as graduate students; to describe the professional ethics associated with graduate research and creative endeavors; and to highlight FSU's academic and social opportunities and services available to graduate students. For information and registration information, visit <https://gradschool.fsu.edu/>.

## 8. Speak Test

SPEAK (Speaking Proficiency English Assessment Kit) is a test for evaluating the English speaking ability of non-native speakers of English. This is a locally administered assessment test. Students who do not pass the test initially are provided classes in spoken English. Test Information can be found at <http://cies.fsu.edu>.

The Graduate School  
Rev 1/2021

**\*=Please note that these are estimates based upon 2020-2021 figures. New figures are available in August after the Legislature approves the 2021-2022 rates.**

## Domestic Graduate Assistants - Letter of Appointment Template

Name

Address

City-State, Zip

Date

Dear <  >,

The <  > at Florida State University is pleased to inform you that you have been selected for a departmental assistantship with the following class title and code: <  > for the <  > (academic year, calendar year, or semester), and your employment supervisor will be <  >. You will be responsible for <  >. The assistantship carries with it a stipend amount of <  >, as well as a tuition waiver up to <  > credit hours for the <  > fall and spring semester and <  > credit hours for the summer semester (specify if out-of-state fee waiver will be covered). The departmental assistantship offer is for an average of <  > hours per week, <  >, beginning <  >, and will be under the <  >.

This assistantship is contingent upon you providing Florida State University required documentation of employability, and no Department or University Representative may make a binding agreement to reappoint you for longer than the term of the contract (for teaching assistants, you must include a statement that teaching assistants are required to meet certification and qualification requirements to obtain teaching status). Continuation of funding is contingent upon academic progress in the program and fulfilling the obligations of the assistantship. Additionally, this assistantship/appointment is subject to the Constitution and laws of the State of Florida and the United States, the regulations of the University and the Collective Bargaining Agreement between Florida State University and the United Faculty of Florida – Florida State University – Graduate Assistants United (UFF-FSU-GAU). All graduate assistants at FSU work under a contract negotiated by the UFF-FSU-GAU and Florida State University Board of Trustees. UFF-FSU-GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at FSU. To find out more information about the UFF-FSU-GAU, or join their action newsletter, visit <http://www.fsugau.org> or email [info@fsugau.org](mailto:info@fsugau.org). Florida State University is an equal opportunity employer. Prior to the start of your appointment, you should become especially familiar with the University policies on non-discrimination, non-retaliation, and sexual harassment (<https://www.hr.fsu.edu/sections/equity-diversity-inclusion/equal-employment-opportunity-eo>).

Please review the departmental assistantship offer below and the academic fee schedule provided for you. Since the offer is based on - tuition rates, the rates may change. Please refer to the enclosed **Fact Sheet** which covers other important information or visit <http://studentbusiness.fsu.edu/> for updated tuition, fee rates and other cost estimates. The Graduate Assistant Tuition Plan is offered year-round to all Graduate Assistants employed by FSU to defer the due date for tuition and fees until the end of the term. For added convenience, plan participants can also enroll in payroll deductions. This plan applies to tuition and class fees only and does not change the due date of any other charges the graduate assistant might owe to FSU. Detailed information on the plan is available on the [Student Business Services website](#).

FSU requires that all prospective graduate assistants enrolling full-time must show proof of health insurance before they can register for classes. A University-sponsored health insurance plan is available for purchase from our health center. **A health insurance subsidy is also offered to graduate assistants towards the university-sponsored health insurance plan. The subsidy is based on your FTE and citizenship – please see Fact Sheet for details and rates.**

Please note that only this written offer is binding. Research grants, advisor’s promises, and departmental agreements are not binding.

Sincerely,

<X>

\_\_\_\_\_  
Appointee Signature/Acceptance

\_\_\_\_\_  
Date

**Assistantship Offer Estimate Based on Tuition Rates for 20\_\_-20\_\_**

<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
Tuition Waiver <hrs.\$>	Tuition Waiver <hrs.\$>	Tuition Waiver <hrs.\$>
Stipend <\$>	Stipend <\$>	Stipend <\$>
Total <\$>	Total <\$>	Total <\$>

Please note that FSU requires that all prospective graduate assistants enrolling full-time must show proof of health insurance before they can register for classes. A University-sponsored health insurance plan is available for purchase from our health center. A health insurance subsidy is also offered to graduate assistants towards the university-sponsored health insurance plan. Refer to the **Fact Sheet** for details regarding costs and benefits.

**Total Department Offer for <20\_\_-20\_\_>: \$\_\_\_\_\_**

Although the department provides you with a tuition waiver, you will be responsible for paying academic fees each term you are enrolled. <Specify if out-of-state fee waiver is covered>

**Prospective Graduate Assistant Responsibility: Academic Fee Estimate Based on Tuition Rates for 20\_\_-20\_\_**

Per Prospective Graduate Assistant Credit Hour, Per Semester: <Indicate in-state, out-of-state rates>:

<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
Fees for <X credit hrs.> =	Fees for <X credit hrs.> =	Fees for <X credit hrs.> =

**Prospective Graduate Assistant Responsibility for <Indicate Semesters, Year> : <\$Cost> + Health Insurance Estimate <\$> =**

\_\_\_\_\_  
Appointee Signature/Acceptance

\_\_\_\_\_  
Date



Enclosure/s: Fact Sheet, Council of Graduate Schools Resolution