

Sample Assistantship Letter of Offer/Notice of Appointment


June 15, 2006

Dear Ms. XXXXXX,

I am pleased to tell you that we are offering you an appointment as a Teaching Assistant for the Fall 2006 and Spring 2007 semesters, with the appointment period beginning August 16, 2006 and ending May 15, 2007. This appointment will be for 50% time with a stipend of \$14,709 for the full appointment period.

The main duties of the appointment will include assisting in teaching one introductory Philosophy course in Fall 2006 and one introductory Philosophy course in Spring 2007. I will be your department supervisor for the assistantship and will provide specific information about your assignment. Your assignment of duties may be changed at the discretion of the department with notice to you in advance.

Include these paragraphs only if appropriate. See template instructions.



A mandatory orientation session will be held on Wednesday, August 23, 2006, 10:00 a.m. to 12:00 noon at 1430 University Hall.

This offer of appointment is conditional on your being certified by the University as proficient in oral communication in English. For information on procedures for certification, see www.uic.edu/depts/oa/spc_prog/ita.

The terms and conditions of employment, including but not limited to benefits and wages, for this appointment are governed by a collective bargaining agreement between the Board of Trustees of the University of Illinois and the Graduate Employees Organization (GEO), which may be found at the following web address: www.uic.edu/depts/hr/relations/relations.html. Under this

agreement, your appointment and contact information will be forwarded to the GEO whether or not you have requested that your student educational record be confidential under the Family Educational Rights and Privacy Act, unless you notify Academic Human Resources of your objection within 5 days of the start of your appointment.

This appointment is contingent upon your completing all documentation required for employment. You must confirm acceptance of this appointment by return letter or e-mail to XXXXX XXXXXX, Administrative Assistant, Department of Philosophy, MC 267, University of Illinois at Chicago, Chicago, IL, 60607, netid@uic.edu, by August 1, 2006. ←

Include a specific date only if desired. See template instructions.

Sincerely,

XXXXX XXXXXX
Director of Graduate Studies