Date

First Name Last Name

Street Address

City, State, and Zip Code

Dear First Name Last Name

As the Authorized Signer Title, I am pleased to present to you this formal offer of employment with the University of South Florida (USF) for the Department Title. The employment consists of a Graduate Assistantship, Job Code and Title: 9183, Graduate Teaching Associate (Specify Masters or Doctoral Level).

It is expected that your appointment will begin on Start Date and will be effective through End Date. Your appointment is at a FTE (Number of Hours hours per week) and provides a salary of $Salary or $Bi-Weekly amountbi-weekly amount. Your appointment is contingent upon you providing required documentation of employability.

This offer may be contingent upon the successful completion of a satisfactory criminal history background check, consistent with USF policies. If applicable, upon signing this letter you will receive instructions on how to initiate your background check. If you do not initiate the background check in a timely manner or if the results have not been received before the above listed start date, then your start date will be revised. Please note, if the results of the background check does not meet USF standards, this letter of offer may be revoked. You may review the USF [Criminal History Background Check Policy #0-615](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-615.pdf) (<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-615.pdf>).­­

The University of South Florida is an equal opportunity employer. All employment decisions are made without regard to race, color, marital status, sex, religion, national origin, age, disability, sexual orientation, gender identity and expression, genetic information, or veteran’s status.

(REMOVE THE FOLLOWING STATEMENT IF THE INDIVIDUAL IS **NOT** ESSENTIAL PERSONNEL) [ ]

This position has been designated as Essential Personnel. Essential Personnel may be required to participate in preparedness/response/recovery activities outside of normal work hours, including USF closings, in response to a major emergency or natural disasters affecting USF operations.

Your appointment is subject to the Constitution and laws of the State of Florida and the United States, the rules and regulations of the Florida Board of Governors (FBOG), and the regulations, rules and policies of the USF Board of Trustees. You may review [USF regulations](http://regulationspolicies.usf.edu/regulations) (<http://regulationspolicies.usf.edu/regulations>) and rules on our website, as well as [USF policies](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-115.pdf) (<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-115.pdf>) for further information.

Your appointment is subject the rules of the Florida Board of Education and USF, and the provisions of USF/Graduate Assistants United Collective Bargaining Agreement. All graduate assistants at USF work under a contract negotiated by Graduate Assistants United (GAU) and the USF Board of Trustees. GAU is the labor Union certified as the exclusive bargaining agent for the Graduate Assistants at USF.

As a Graduate Teaching Associate you will be required to be an active graduate degree seeking student, maintain good academic standing (minimum 3.0 GPA or minimum GPA required by your program) and maintain full time enrollment during each semester in which you are appointed. Full-time enrollment is a minimum of 9 graduate course hours in the fall semester, 9 graduate course hours in the spring semester, and 6 graduate course hours in the summer semester, or more depending on the requirements of your program. You will be expected to perform satisfactorily the assigned duties of the position, which shall be given to you by your immediate supervisor, Supervisor Name. Your supervisor may or may not be the same person as your academic advisor or committee chair. No department or USF representative may make a binding agreement to reappoint you for longer than the term of this contract. Research grants, advisor’s promises, and departmental agreements are not binding. Please note that you may be required to work during Spring Break, Holidays, etc. Check with your supervisor regarding required work schedules for your department. You are entitled to access your official evaluation file, which will be located in the Division of Human Re-sources, SVC2172.

If you are appointed for at least .25 FTE (10 hours per week), you are eligible for, but not guaranteed, a tuition payment. Check Oasis as you are responsible for student fees. To be eligible for a tuition payment, you must work the minimum number of required hours during each semester in which you receive a tuition payment: fall=150 hours, spring=150 hours, and summer=100 hours. You will be notified in a timely manner whether you will receive tuition payment under the USF tuition payment program. The balance of the charges will be your responsibility. Tuition payments will be revoked for failure to: work the minimum number of required hours per semester, maintain .25 FTE, uphold good academic standing, and/or dropping below 9 credit hours of graduate course enrollment (for summer: dropping below 6 credit hours of graduate course enrollment.) Tuition payment is considered a resource in the awarding of need-based financial aid. Any changes made in employment and enrollment must be reported to your program and hiring department.

If you will be working at least 10 hours per week (.25 FTE) in the 9183 job code, you may be eligible to receive a GA Health Insurance Subsidy to help pay part of the premium for USF Student Health Insurance. Visit the Graduate School website at [GA Handbook](http://www.grad.usf.edu/GA_Handbook.php%20) (<http://www.grad.usf.edu/GA_Handbook.php>) for information on how to sign up before the deadline. You will also be sent pertinent information about health insurance via email. Graduate Assistants may be appointed up to a maximum of 0.50 FTE for a single assistantship. Programs who desire to appoint a Graduate Student, in any classification, more than 0.50 FTE up to 0.73 FTE, for single or multiple appointments, must submit justification to the Office of Graduate Studies for approval. Students hired in non‐GA positions on campus must also not exceed 0.73 FTE for the combined position and assistantship appointments.

On January 1, 2014, key parts of the Affordable Care Act (ACA) went into effect, and federal law requires employers to provide notices to all active employees regarding health insurance marketplace coverage options. The coverage offered through the Marketplace may not impact the benefits you may be eligible for through USF. However, the notice should be carefully read, as it provides some basic information about the Marketplace and employment-based health coverage offered by USF. You may review the [Marketplace Notice](http://www.usf.edu/hr/documents/benefits/insurance/market-place-exchange-notice-2020.pdf) (<http://www.usf.edu/hr/documents/benefits/insurance/market-place-exchange-notice-2020.pdf>) for further information.

It is your obligation to report outside activity and conflict of interest under the provisions of Article 7: Outside Activity/Conflict of Interest of the [USF-UFF/GAU Collective Bargaining Agreement](http://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/gau-agreement-2017-2020.pdf) (<http://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/gau-agreement-2017-2020.pdf>).

Special Conditions of Employment:

* For Graduate Assistants responsible for teaching must complete either TA Training or Preparing for College Teaching before their first semester of teaching. These courses are offered through the Academy for Teaching and Learning Excellence (ATLE) or through approved department programs. For more de-tails and registration, please visit the [Teaching and Learning Excellence website](http://www.usf.edu/atle/events/ta-training.aspx) (<http://www.usf.edu/atle/events/ta-training.aspx>).
* If the appointee is a non-resident alien from a country in which English is not the primary language, appointment to the 9183 job code REQUIRES that an iBT speaking score of at least 26, a TOEIC speaking sub-score of 160 or evidence of having successfully completed the International Teaching Assistant’s course at USF, IS ON FILE WITH THE GRADUATE SCHOOL BEFORE the appointment can be made.
* Students in the 9183 job code either assist as a TA in a graduate level course or are listed as the “instructor of record” in an undergraduate course. If listed as the instructor of record, the student must have a CV on file with the Division of Human Resources. A detailed description of the acceptable duties in the 9183 job code may be found on the Graduate School website in the [GA Handbook](http://www.grad.usf.edu/GA_Handbook.php) (<http://www.grad.usf.edu/GA_Handbook.php>).
* The duration of this appointment is contingent upon the scheduled course section/s in which this appointment is assisting. This appointment can be terminated early if related scheduled course sections are cancelled.

We are very excited about the prospect of you joining our team and the staff at USF! Go Bulls!

Sincerely,

Authorized Signer Name Date

Authorized Signer Title

**This offer will expire in five days.**

**Please return a signed copy to** **Enter Name and Return Information (email address and/or fax number).**

Offer Acceptance Signature Date

First Name Last Name

(Your signature hereon shall not be deemed a waiver of the right to process a grievance with respect hereto in compliance with Article 11, Grievance Procedure.)

U Number: Enter U Number

Job Opening ID #: [Enter Job Opening #]

Department Number: Enter Department Number

Supervisor Employee Number: Enter Supervisor Employee Number

Job Code: 9183

Mail point: [Enter Bldg. and Room #]

Location: [Enter Bldg. and Room # of physical location of office]

Phone: [Enter Work Phone number]

Pay Distribution: [Enter GEMS account Code and %]

Background Check Level: Enter Level 1, Level 2, Level 2 Summer Program or Not Applicable

# Release of Campus Email Authorization

Pursuant to article 2.1 (O) of the Graduate Assistants United (GAU) 2017 - 2020 Collective Bar-gaining signature below indicates consent by the student the release of his or her campus email ad-dress to GAU upon request,” please indicate below if you do or do not authorize the release of your campus email address to the GAU.

If you are authorizing the release of your campus email address to the GAU, please check YES be-low, then print your name and campus email address in the spaces provided, as well as sign and date the form.

If you are not authorizing the release of your campus email address, please check NO below, then print your name in the space provided, as well as sign and date the form. Do not print your email address for this option.

[ ]  YES - I authorize USF to give my campus email address to the GAU

[ ]  NO - I do not authorize USF to give my campus email address to the GAU

Student Name (print):

Student Signature:

If yes, provide campus email address:

Email address examples: sample@mail.usf.edu or sample@gmail.com

# Important Post-Offer Steps

## **Complete New Hire Paperwork**

New employees as well as rehired employees who left employment with USF for more than one year, are **required** to complete your new hire paperwork on or before the start date on their offer letter. Employees should visit USF Human Resources, which is located at the Student Services Building, SVC 2172, Tampa. Hours of service for new hire paperwork are Monday-Friday, 8 a.m. – 4 p.m.

In order to effectively complete this process please be prepared to:

* Provide original documentation that establishes identity and establishes your employment eligibility to work in the U.S. (in accordance with the Immigration Reform and Control Act of 1986). The List of Acceptable Documents for the I-9 form is attached.
* Provide your original passport, I-94, visa and appropriate immigration support documents based on visa class, if you are a foreign national.

**Visit our Onboarding Website**

* Information regarding your first day, Parking and Transportation, USF ID Card and other valuable details for Tampa, St. Petersburg, and Sarasota-Manatee campuses can be found on our [Onboarding Website](https://www.usf.edu/hr-training/onboarding/onboarding-beforeyoustart.aspx) (<https://www.usf.edu/hr-training/onboarding/onboarding-beforeyoustart.aspx>).

**Log into GEMS Self-Service**

* We invite you to use [GEMS Self-Service](http://www.my.usf.edu/) (<http://www.my.usf.edu/>) to Self-Identify Veteran Status and/or a Disability.
* Set up your Direct Deposit
* Complete your W-4

# LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

**Employees may present one selection from List A**

**or a combination of one selection from List B and one selection from List C.**

## **LIST A**

## **Documents that Establish Both Identity and Employment Authorization**

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
	1. Foreign passport; and
	2. Form I-94 or Form I-94A that has the following:
		1. The same name as the passport; and
6. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

## **LIST B**

## **Documents that Establish Identity**

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

1. School record or report card
2. Clinic, doctor, or hospital record
3. Day-care or nursery school record

## **LIST C**

## **Documents that Establish Identity**

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
	1. NOT VALID FOR EMPLOYMENT
	2. VALID FOR WORK ONLY WITH INS AUTHORIZATION
	3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

Form I-9 07/17/17 N