**Letter of Appointment**

The Letter of Appointment must contain the following information (see sample template on next page):

* The graduate assistantship will be governed by the Collective Agreement Governing Graduate Assistantships, which can be found at [http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.aspx.](http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.aspx) The Agreement may be amended in accordance with terms of the Collective Agreement and such amendments are binding upon the University and the graduate students holding assistantships.
* Type of appointment (GTA, GTA-PI, GRA, or GRAF).
* Start and end date of assistantship.
* Hours assigned per week for a GTA or GRA (up to 12 hours in combined appointments). *<No hours assigned for GRAF>*
* Stipend per Month <for GRA/GTA include amount of award & salary; for GRAF indicate fellowship amount>. If applicable, indicate the salary amount of the 5% performance increase.
* Graduate Assistantship Supervisor *<this is the person responsible for the supervision and coordination of the duties performed by the graduate student during the graduate assistantship period >*
* At the beginning of the term, the Graduate Assistantship Supervisor will meet with the graduate student to complete an *Assistantship Time Use Guidelines Form* (Appendix C), which will form part of the graduate assistantship appointment. Note: the nature of the assistantship duties may vary from term to term depending on the needs of the department, available graduate assistantships and external factors
* Criteria in selecting graduate students for employment as GRAs and GTAs should be provided with this appointment letter or as a web link (*see Article 7*).
* The graduate assistantship offer is subject to the maintenance of satisfactory academic standing in the graduate program, as defined in the Faculty of Graduate Studies & Research Graduate Policy Manual, the Department’s Graduate Studies Manual, and on satisfactory completion of the assigned duties of the graduate assistantship.
* *This* offer *is expressly contingent upon the University’s receiving regular “confirmation,” if required by Service Canada, of your continuing eligibility for employment in Canada. Loss of either “confirmation,” if required by Service Canada or Immigration Refugees and Citizenship Canada (IRCC) status (i.e., work permit and/or permanent residence) will render this appointment null and void.*
* Failure to report to the department by the appointment start date may result in termination of the graduate assistantship without further notification.

**Other**

* If applicable, add “the assistantship may not cover the full cost of living in Edmonton and your graduate tuition and fees.”
* If applicable, add “The Faculty of Graduate Studies and Research has a [Graduate Teaching and Learning Program](https://uofa.ualberta.ca/graduate-studies/professional-development/graduate-teaching-and-learning-program) which we encourage all graduate students to explore. More information can be found at [https://uofa.ualberta.ca/graduate-studies/professional-development/graduate-teaching-and-learning-program.](https://uofa.ualberta.ca/graduate-studies/professional-development/graduate-teaching-and-learning-program)”
* If applicable, indicate what portion the assistantship is of the total funding package provided to the student.

**Radiology and Diagnostic Imaging**



[Enter date]

[Enter name]

[Enter address]

Dear [Enter name],

We are pleased to offer you an appointment as a graduate assistant at the University of Alberta in accordance with the terms set out below. Should you accept this offer, your appointment will be governed by the Collective Agreement Governing Graduate Assistantships. The Agreement may be amended in accordance with terms of the Collective Agreement and such amendments are binding upon the University and the graduate assistant.

1. Type of Appointment*:* [Enter GTA, GTA-PI, GRA, or GRAF]
2. Period of Appointment: [Enter start date and end date]
3. Maximum Hours Assigned Per Week: [Enter hrs/wk for GTA, GTA-PI, GRA - n/a for GRAF]
4. Stipend: $[Enter both the Award and Salary for GTA, GTA-PI, GRA and Fellowship for GRAF]

Includes Annual 5% Performance Increase to salary (if applicable): $[Enter Amount for GTA, GTA-PI, GRA]

1. Graduate Assistantship Supervisor: [Enter person responsible for the supervision of the duties performed]
2. At the beginning of the term, the Graduate Assistantship Supervisor will meet with you to complete an *Assistantship Time Use Guidelines Form* (refer to Appendix C of the Graduate Student Assistantship Collective Agreement), which will form part of the graduate assistantship appointment. Note: the nature of your duties may vary from term to term depending on the needs of the department, available graduate assistantships and external factors.
3. The graduate assistantship offer is subject to the maintenance of satisfactory academic standing in the graduate program, as defined in the Faculty of Graduate Studies & Research Graduate Policy Manual, the Department’s Graduate Studies Manual, and on satisfactory completion of the assigned duties of the graduate assistantship.
4. If you are not a Canadian citizen, this appointment is expressly contingent upon you meeting and continuing to meet eligibility requirements for employment, as set out in the Immigration and Refugee Protection Act and Regulations. It is further contingent upon the University of Alberta receiving regular “confirmation,” if required by Service Canada. Should you be ineligible for employment at any time or should the University of Alberta be unable to obtain “confirmation” if required, this appointment shall be rendered null and void effective immediately.
5. Failure to report to the department by the appointment start date indicated above may result in termination of this offer of appointment without further notification to you.
6. [insert a statement around the department’s documented criteria in selecting graduate students for employment as Graduate Research Assistants and Graduate Teaching Assistants or include a web link.]
7. This assistantship may not cover the full cost of living in Edmonton and your graduate tuition and fees. To prevent disputes, misunderstandings and continuous progress in program, it is suggested that the undersigned maintain a personal record of hours worked and duties performed as a GRA/GTA/GTA-PI.

The return of one signed copy of this letter to the undersigned by [Enter yyyy/mm/dd] will constitute your acceptance of this offer.

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[Enter name (e.g. Dean/Chair/Assoc Chair)] [Enter name of faculty if supported by restricted funds]

Appointing Officer Faculty Member

I accept this offer of appointment as set out in this letter. I acknowledge that I have read and agree to be bound by the Collective Agreement Governing Graduate Assistantships which can be found at the Human Resource Services website at <http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.aspx>

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

All personal information collected by UAlberta for the purpose of employment shall be collected under the authority of Section 33c of the Alberta Freedom of Information and Protection of Privacy Act (FOIPP) and will be protected under Part 2 of that Act. Certain information will be made available to federal and provincial departments and agencies under appropriate legislative authority. For further information regarding the collection and use of the personal information, contact Human Resource Services, 2-60 University Terrace, University of Alberta, phone 780-492-4555.

Cc Student’s File in Department

Human Resource Services