



WASHINGTON STATE
UNIVERSITY

Graduate Assistantship Offer Letter

Presented by:
GS Finance Team
September 24, 2024

Agenda

- Offer Letter Info
- Offer Letter Contents
- Graduate School Process



GS Offer Letters

- Used for **Graduate** BU [Job Classifications](#) (Article 9)
- Academic Year
 - [2024-25 AY Assistantship Appointment or Reappointment Offer Letter](#)
- Summer (*updates forthcoming*)
 - Assistantship
 - Period Activity Pay
 - 9980-Hourly
- Per [Article 11.1](#) **newly admitted** ASEs shall be notified of their assistantship appointments no later than **April 1**.
- Per Article 11.1 **continuing** ASEs will be notified of their reappointment to an assistantship at least **ninety (90) days** before the start of the appointment and will be permitted two (2) weeks to respond to an offered position.
- Per Article 11.2- Exceptional Situations

Offer Letter Contents

- Beginning Section
- Compensation Section
- Mandatory Fees
- Residency Requirements
- Health Insurance Plan
- General Duties/Expectations
- Conditions of Employment
 - GS Policy
 - CITI RCR Training
 - SMS Attestation
- Payroll Dates
- Union Affiliation
- Response Requirement
- Acceptance of Assistantship

Beginning Section

Name
Address
City, State Postal Code

RE: Graduate Assistantship-Term Appointment

Dear Name:

On behalf of the [Department/School/Unit name], [I am/we are] pleased to offer you a half-time (50% FTE) position as a [job title] with Washington State University (WSU) on the [Campus name] campus.

Your [4.5, 9, or 12]-month appointment will begin on [August 16 or January 1, year] and end on [December 31, May 15, or August 15, year]. At 50%, this equates to a weekly workload expectancy devoted to your assistantship of, on average, twenty (20) hours per week. The remainder of your academic effort is to be devoted to your own studies and research expectations for your degree.

- Hiring Unit*
- Job Title* can be general, such as 'Graduate Assistant.'
- Campus Name should be the location of the position. Ex. Pullman, Tri-Cities, Vancouver, Spokane, etc.
 - Should match WD location
- Term* and effective dates*
 - 9-months for Academic Year
 - Aug 16- May 15
 - 9-months plus summer
 - 4.5-months for Calendar Year
 - Jan 1- May 15 & Aug 16- Dec31
 - 12-months to be used if offering summer assistantship only
- FTE* and hours* must be equivalent

*Required per [Article 11.3](#)

Compensation Section

Compensation

The summary of your compensation package for this offer is as follows:

- Salary: Step [step number], \$[step pay amount per month]/month, totaling \$[calculation based on months in appointment term]
- 2024-2025 Health Insurance: Estimated at \$3,277.00 (available for 0.50 FTE appointments only)
- 2024-2025 Resident Tuition Waiver: Estimated at \$12,666 (\$6,333.00 per semester)
- 2024-2025 Non-Resident Tuition Waiver: Estimated at \$15,622.00 (\$7,811.00 per semester) [add only if non-resident applies; the total tuition waiver is the total cost of non-resident (if applicable) plus resident. **NOTE FOR REAPPOINTMENTS:** Non-resident tuition waivers are not available for domestic students after Year 1 due to the expectation that WA residency is established.]

Renewals for Spring semester:

- Spring 2025 Health Insurance: Est. \$1,961 (available for .50FTE)
- Spring 2025 Resident Tuition Waiver: Est. \$6,333.00/semester

- Confirm Education Level prior to offering employment
 - RATA in myWSU
 - [Programs Admissions and Milestones Dashboard](#)
- Confirm if NonResident Tuition Waiver Applies
- Update **health benefits*** and **tuition waiver*** if FTE is <50%
- [Assistantship Salary Table](#) for **salary step***
- Project Assistants
 - At or above min step + resident tuition waiver amount = compensation step
 - No tuition waiver. Excerpt about paying own tuition

**Required per [Article 11.3](#)*

Mandatory Fees: All academic student employees (ASEs) are required to pay additional assessed fees. Please see the [fee estimate](#) website. These fees are typically subject to adjustment in July each year. Graduate assistants may choose to enroll in [Payroll Services Graduate Student Payroll Deduction](#) plan to have these fees automatically deducted from their paycheck. Students must sign up for Graduate Student Payroll Deduction each semester.

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- **Mandatory Fees***
 - Inform your ASEs about the Payroll Deduction and the deadline
- Residency Requirement
- **Health Insurance***

Residency Requirement and Tuition Waiver: The assistantship appointment will exempt you from paying resident (in-state) tuition, which consists of operating fees, **if you live in Washington State** during your enrollment at WSU. We also will provide you with a non-resident (out-of-state) tuition waiver during your first year of studies if you are not a resident of Washington State. However, the non-resident tuition waiver cannot be guaranteed beyond one year. Please see [Establishing Residency](#) for more information. Students who have not established Washington State residency by the one-year limit will be required to pay non-resident tuition, even if they have an assistantship. International students are not eligible to become residents and will maintain their non-resident waiver.

Graduate Student Assistant Insurance Plan

Your appointment entitles you to individual eligibility for medical, dental, and vision coverage. Detailed information about this plan can be found on the [Cougar Health Services](#) website.

*Required per [Article 11.3](#)

General Duties/Expectations

General Duties/Expectations

The duties associated with this appointment generally comprise [summary of duties; for example: rotating through at least three laboratories, teaching one psychology class per term, participating in the writing center for a term, or conducting two lab sections each term].

You will be provided with a job description no less than two weeks prior to the beginning of your appointment. This job description will detail the expectations of your role and specify the supervisor to whom you will report.

Offer letter duties and expectations can be general. The job description will provide more details about the position.

Conditions of Employment

Conditions of Employment

Per [Graduate School policy](#), your employment eligibility is contingent upon the following requirements:

- Remaining enrolled full time (a minimum of 10 credits) during the period of your appointment
- Maintaining a 3.0 cumulative GPA during the period of your appointment
- Progress toward your degree remains satisfactory as determined by your academic home department
- Meeting all conditions of employment and training requirements as detailed in this offer letter
- Maintaining satisfactory progress in fulfilling assistantship service requirements and duties
- Availability of departmental funds

- Satisfactory completion of M.S program
- Sufficient class enrollment of assigned course- provide details
- Satisfactory completion of performance metric...
 - Metric will need to be created- Improvement plan will need to be established- evaluation date will need to be set

Conditions of Employment

- CITI RCR Training/HRS Training
- SMS attestation
- Employment Verification

The completion of online training courses [are](#) a condition of employment and are to be completed within the established timelines associated with the training. The Graduate School requires all ASEs to complete the [web-based Responsible Conduct of Research \(RCR\) Training](#). The current requirement is for the Collaborative Institutional Training Initiative RCR. Contact your graduate program coordinator to determine which modules are appropriate for your course of study and notify the coordinator once completed. Additional University required trainings are outlined on the [Human Resource Services Learning and Organizational Development](#). Questions regarding these additional training requirements may be directed to your supervisor or hrstraining@wsu.edu.

For new hires, pursuant to [RCW 28B.112.080](#), certain positions are required to complete a sexual misconduct declaration prior to hire. Failure to provide complete and accurate information may affect final employment, up to and including withdrawal of offer of employment.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must provide identity and employment eligibility verifications as required by the U.S. Citizenship and Immigration Service to

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comply with the Immigration Reform and Control Act. See the [List of Acceptable Documents](#). You will need to complete Form I-9 no later than the first day of employment and provide acceptable documents no later than the third business day of employment. International students who do not currently have a valid social security number must apply for one through the Social Security Administration within seven days of being hired (appointment start date). For guidance on acquiring an SSN, please consult [International Student Services](#).

WSU is committed to providing equal opportunity in education, employment, and in all aspects of university activities. Visit the [Compliance and Civil Rights](#) website for more information.

Payroll/Union/Response

Payroll Dates: WSU employees are paid on a semimonthly lagged payroll system. Please visit the Payroll Services website for the [WSU Paydays](#).

Union Affiliation/Collective Bargaining Agreement

As an academic student employee this position is union represented and governed by the [collective bargaining agreement](#) as written or amended between Washington State University and the United Automobile, Aerospace, and Agricultural Implement Workers of America ([UAW](#)). Please reference this agreement for details on all ASE benefits, including, but not limited to, Vacation, Holidays, and Sick Leave.

Response Requirements

To accept this assistantship appointment offer, return this letter to [Name, Title, Mailing and E-Mail Address] no later than [April 15 for new ASEs (*this date cannot be changed for new ASEs*) or two weeks after receiving this offer for continuing ASEs]. Without a response by this deadline, we will assume that you have declined the offer, and consequently, the offer will be rendered void.

Once the offer is accepted, [Department Administrator Name] will be contacting you to obtain personal identifying information to complete the hire process.

[Department/School] is pleased to provide this offer of employment to support your graduate education at Washington State University.

- Union Affiliation* and link*
- Response Requirement*
 - April 15 for newly admitted ASEs
 - 2 weeks for continuing ASEs
- Hiring unit contact*

*Required per [Article 11.3](#)

Signature/ Acceptance

- Signature Block
 - Chair, Director or appointing authority
- The Council of Graduate Schools April 15 Resolution
 - For newly admitted ASEs
- Offer letter must be signed and dated by ASE for WD processing

Sincerely,

[Signature block of chair, director, or appointing authority]

[Attachment(s) if applicable; if the letter is accompanying a letter of admission for a *new ASE*, the [Council of Graduate Schools April 15 Resolution](#) should be included. It can be sent either as an additional PDF document or the name of the document and link, as indicated here, can be included in this section of the letter]

cc: [Appropriate College/Department representative(s)]
Graduate School

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Acceptance of Assistantship

I, _____, accept this
_____ offer _____
Printed Name Signature Date

Graduate School Process

- Signed Offer letters must be attached to the Workday staffing event.
- We are reviewing:
 - ASE name
 - FTE
 - Term
 - Compensation
 - Location
 - Signature



Questions?

