



## Graduate School Assistantship Offer Letters – FAQ

### **1. Can Graduate School offer letter templates be used for non-union represented positions?**

No, Graduate School offer letter templates are specifically designed for graduate students in union-represented job classifications. Since the language in these templates is tailored to union representation, it is not recommended to use them for other job classifications.

### **2. Can we offer 12-month appointments?**

Academic Graduate Assistantship appointments are structured as 9-month terms with the option for continued employment over the summer. If the summer position will also be an assistantship, you may offer a 12-month term appointment. However, if the summer classification is uncertain, it is recommended to offer a 9-month assistantship and address summer employment separately.

### **3. How are leave balances being tracked?**

Vacation time off and sick leave tracking has been implemented in Workday. Leave balances are front loaded at the beginning of appointment. ASEs are to enter accurate time off into Workday each pay period in which they request time off. See [Workday Knowledge Base Employee Request and Correct Time Off](#) for detailed instructions.

### **4. Is there an ASEs performance evaluation form template?**

The Graduate School is collaborating with Labor Relations to finalize performance evaluations for ASEs.

### **5. Is a new offer letter required when the academic student employee passes their prelims in the fall?**

Pay increases based on educational milestones, such as becoming a Doctoral Candidate, take effect on January 1, if the prelims are passed during the fall term.

Educational milestones do not require a new offer letter. For Academic Student Employees (ASEs) on academic year appointments, the hiring department must submit a compensation adjustment in Workday effective January 1. This adjustment should include a comment with the date the preliminary exam was passed. The ASE will receive a generic Workday notification regarding the compensation change.