

<<Date>>

«Prefix» «FirstName» «LastName»  
«Address»  
«Address2»  
«Address3»  
«City\_Province» «Postal\_Code»

Dear «Prefix» «LastName»,

I am pleased to offer you a Graduate Assistant (Research) (GA (Research)) appointment, subject to the following terms and conditions, and tenable upon your registration in the MSc program:

Term of Appointment: <<start date>> to << end date>>; This position is  
<<renewable upon satisfactory review /non-renewable appointment>>

Rate of Pay: \$<<hourly wage>> per hour. Payment in lieu of vacation is included in this amount.

Assigned Hours: The total number of work hours assigned to you will be<<number of hours per week or per month>> hours. These hours of work will be distributed across<< one/multiple>> semesters within the term of your appointment. The nature of academic work may entail fluctuations in the number of hours worked in any given week. However, the average number of hours worked per week should not exceed 12 hours, and the total number of hours for any and all of your GA assignments, including teaching, non-teaching, and research cannot not exceed 204 hours in any given semester.

GA Coordinator: I, Dr. «FirstName» «LastName» will serve as your GA (Research) Coordinator and will be responsible for the assignment, monitoring, and evaluation of your duties.

Reporting for GA: You must report to your coordinator and confirm your graduate assistant duties by «Report\_date». This will constitute the start date of your GA (Research) position. Failure to report to your coordinator by this date may result in termination of your appointment without notice. Please discuss the possible renewal of your appointment with your coordinator.

Assignment of Duties: In consultation with you, your coordinator will provide a written copy of your assignment of duties and submit it to the office of the appropriate Faculty Dean for addition to the student's employment file no later than:  
i) one day prior to the start of classes in the Fall term for work in the Fall term (work for Spring term may also be assigned at this time);  
ii) the second Wednesday in December for work in the Spring term by any continuing student;  
iii) one day prior to the beginning of the Spring term for any student beginning their program in January;  
iv) one week prior to the beginning of any Summer term, for work to be performed in that term.

Please note that these dates are subject to change; your coordinator will notify you of any changes in this regard.

Please supply your coordinator with a copy of your past transcripts and/or a CV to help them determine an appropriate assignment for you.

The assignment of duties form will include a description of specific duties assigned to you for each academic term, expectations for performance, and any training required to perform the specific duties assigned. Your assignment will include research related duties, including <<insert

**Commented [SGS1]:** Helpful Hint: Print appointment letters on department letterhead.

**Commented [SGS2]:** Helpful Hint: All GA Appointments cannot exceed 204 hours per semester.

**Commented [SGS3]:** Helpful Hint: Insert start date of appointment here.

duties>>. Assigned duties are not to include routine tasks, which are commonly associated with janitorial, clerical, technical, or administrative work, except those that are directly related to your own research duties. GA (Research) duties would not include the performance of duties related to the GA's academic program of study.

It is the policy of the University of Lethbridge to pay assistantships monthly, in arrears. Given the nature of academic work, it may be necessary that your hours of work are not evenly distributed across the calendar year, and may be disproportionately concentrated in particular semesters, while not exceeding the stipulations for assigned hours indicated above.

Please note that, as a graduate student, you are responsible for paying any requisite tuition and fees. Moreover, please note that your remuneration as a graduate assistant is not intended to cover the full cost of your living expenses, including expenses related to housing.

The taxation of this employment income will be in accordance with Canada Revenue Agency regulations.

For further information pertaining to the terms, rights and responsibilities of graduate assistantships at the University of Lethbridge, please consult the *Graduate Students' Association Collective Agreement* at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) under the "Current Students" tab.

This offer, and the applicable *Graduate Students' Association Collective Agreement*, constitutes the entire contract for a graduate assistantship at the University of Lethbridge. In signing this contract you agree that no other written or parol condition, qualification, or instructional agreement, exists between you and the University of Lethbridge except what is stated herein.

Please accept my congratulations on your admission to the graduate program, and my sincere wishes for your success as a graduate assistant in the Faculty of<<Faculty Name>>.

Sincerely,

Dr. «FirstName» «LastName»  
<<Title>><<Department>>  
Faculty of <<faculty name>>

If the terms of this contract are acceptable to you, please sign in the space indicated below, and return to <<return details>> by «Return\_date». A copy of this contract is enclosed for your own records.

**Commented [SGS4]:** Helpful Hint: Per the GSA Agreement a copy of this agreement should be retained by you (the coordinator), and another copy sent to the appropriate Faculty Dean, for inclusion in the student's employment file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc. Payroll  
<<Faculty>>  
School of Graduate Studies