**[Date]**

**[Candidate’s Name]**

**[Address]**

**[Address]**

**[name@uiowa.edu]**

Dear **[\_\_\_\_\_\_\_\_\_]**:

On behalf of the [**Department/School/College of \_\_\_\_\_\_\_**], I am pleased to offer you an appointment as a Teaching Assistant in the **[four, six, or eight]**-week summer session 2023, beginning [**May 15 (4 week), May 15 (6 week), June 26 (6 week – session II), June 12 (8 week), May 15 (12 week)]**, 2023 and ending **[June 9 (4 week), June 23 (6 week), August 4 (6 week – session II), August 4 (8 week), August 4 (12 week)],** 2023. You will be assigned to teach **[\_\_\_\_\_\_\_\_\_\_\_\_]**. Your section of the course meets **[\_\_\_\_\_]** days per week for **[\_\_\_\_]** minutes each class period. The stipend for this appointment is $**[3-week session (1 course): 2/9 of fifty percent (50%) academic year appointment salary; 6-week and 8-week sessions (1 course): 2/9 of fifty percent (50%) academic year appointment salary; 6-week and 8-week sessions (2 courses): 4/9 of a fifty percent (50%) academic year appointment salary].** You will receive all payments by direct deposit. If not yet enrolled, you will need to sign up for direct deposit at the [University of Iowa Employee Self-Service](https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/) website.

If you fail to be available to start your appointment on [**May 15, June 26, June 12**], 2023, we will adjust your period of appointment and salary accordingly, using the first day of availability as your start date for appointment purposes. In addition, failure to be available to start your appointment by the last day of the first week of classes will be considered a rejection of this offer and will result in withdrawal on our part of any commitments explicit or implicit in this letter of offer.

Funding for this appointment is provided through the [**College of Liberal Arts and Sciences**] and is contingent upon sufficient enrollment and departmental need. All teaching assignments are made at the discretion of the Department Executive Officer (DEO) and are tentative and subject to change based upon enrollments and departmental need. You will be notified no later than two weeks prior to the start of the course if cancellation is necessary.

You are not required to enroll for summer session to be employed as a graduate assistant, and the tuition scholarships included in the Graduate Assistant Employment Agreement do not apply during the summer. However, you are expected to be classified as a Regular Graduate Student in a degree or certificate program in the [**College of Liberal Arts and Sciences**] while holding the appointment. Moreover, graduate students not registered for 3 or more credit hours during the summer session are subject to payroll withholdings under FICA. Contact the payroll office for further details.

Graduate teaching and research assistant appointments or employment terms and conditions are governed by the [Graduate Student Employment Standards](https://grad.uiowa.edu/funding/graduate-student-employment-standards), the [University Operations Manual](https://opsmanual.uiowa.edu/governance), the [Graduate College Manual of Rules and Regulations](https://grad.uiowa.edu/academics/manual), applicable departmental policies , and, regarding base wages, the applicable collective bargaining agreement between the Board of Regents, State of Iowa and UE local 896/COGS.

**[Required for new TA/RA appointments]** You are required by federal law to complete an I-9 form to verify your eligibility for employment. The Unviersity expects this form to be completed prior to the start of your employment, whenever possible, or on the day you begin work. Please be prepared to present the documents necessary to complete this form and confirm your eligibility (see [I-9 Information for New Employees](https://hr.uiowa.edu/support/faculty-and-staff-immigration-services/i-9-information)).

**[Required for new TA/RA appointments]** You will be required to participate in the [**college/department**] orientation for new [**research/teaching**] assistants on [**insert date or TBD**].

[**Required for TA appointments**] As a graduate teaching assistant, you will be expected to follow your college’s teaching policies which are described at \_\_\_\_\_\_\_\_\_. All teaching assistants are required to use th e-mail account and address provided ot them by the University. All communication from your college will come to teaching assistancs via the assigned University e-mail account.

[**Optional for TA appointments**] In the event of an absence, it is the responsibility of the teaching assistant to make a good fiath effort to find a replacement. However, the deparment is responsible for the coverage of classes.

[**Required for new TA appointments**] The Iowa Board of Regents has adopted a policy on oral communication competence, designed to ensure that all isntructors have “the ability to communicate appropriately in the language of instruction to students attending Regent’s institutions.” New teaching assistants will be evaluated by the middle of the first semester of teaching, and by the end of every subsequent semester. A question on oral communicaiton competence will be included in the form the department uses for student evaluations of teaching.

[**Required for new TA appointments where the assistant indicated on their admissions application that English is not their *first* language, including U.S. citizens.**] Based on our records, you indicated on your admissions application that English is not your first language. Consistent with the Iowa Board of Regents policy on oral communication competence noted above, as a first-time teaching assistant who self-identified as a speaker of English as a second language, you are required to demonstrate your effectiveness in English speaking and comprehension skills for teaching undergraduates in a Universit of Iowa classroom before you are assigned teaching assistantship responsibilities. The English as a Second Language (ESL) Programs Office will evaluate your language skills for this purpose by administering two tests. We will pre-register you for the first test; however, you must verify your registration for this test with the ESL Office, 1112 UCC, by **[date]**.

The first test, the [English Speaking Proficiency Assessment](https://esl.uiowa.edu/programs/teaching-assistant-preparation-english/english-speaking-proficiency-assessment) (ESPA), will evaluate your general spoken English proficiency. The test is given in a laboratory setting and recorded digitally. If you pass the ESPA test, you will take the [English Language Performance Test](https://esl.uiowa.edu/programs/teaching-assistant-preparation-english/english-language-performance-test) (ELPT) to assess your language proficiency in a classroom context. For the ELPT, which is video recorded, you will make a brief presentation on a topic in your discipline in order to test your ability to present material in a classroom setting. You will not be tested on your knowledge of your discipline, but only on your ability to present material and answer questions in English during your presentation. The results of these evaluations will determine the teaching responsibilities for which you are qualified (fully certified or conditionally certified). Those who receive conditional certification must enroll in appropriate English language courses in the Teaching Assistant Preparation in English (TAPE) Program and then be reevaluated.

For more information about these tests and to watch a [video](https://uicapture.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3df87636-c913-4a1b-a505-ad7c0142a90c) about the ESPA, please refer to the following link: [English Speaking Proficiency Assessment](https://esl.uiowa.edu/programs/teaching-assistant-preparation-english/english-speaking-proficiency-assessment).

Students who submit a Test of English as a Foreign Language: Internet-based Test (TOEFL iBT) speaking subscore of 26 and listening subscore of 25 are exempt from taking the ESPA but will be required to take the ELPT. Students who receive a score of 60 on the ESPA are exempt from taking the ELPT and will be fully certified.

For more information, please refer to the following link: [English Speaking Proficiency Assessment](https://esl.uiowa.edu/programs/teaching-assistant-preparation-english/english-speaking-proficiency-assessment).

[**Required for new TA whose *first* language is not English**]

1. By the end of your first year as a teaching assistant, you are expected to have attained a B certification (able to handle a discussion section). Your college will **not** approve any appointment forms for second-year teaching assistants who have not met this criterion.
2. If you are a teaching assistant in a science-related department and are in charge of a lab section, you are expected to obtain a C certification (assist in a lab with immediate supervision) by the end of your first year. Your college will **not** approve any appointment forms for second year teaching assistants who have not met this criterion.
3. If you are a teaching assistant in a foreign language department, you are expected to obtain a C-level certification (teach a foreign language class where the language of instruction is not English.)

[**Required for new TA appointments**] The Iowa Board of Regents’ policy on teaching proficiency standards for teaching assistants is designed to ensure that all teaching assistants are proficient in their instruction. In consonance with the Regents’ policy, each department or program has prepared a plan on how they intend to monitor their respective teaching assistants. In particular, first-time teaching assistants (those who have not taught at the University of Iowa previously) will have a preliminary assessment conducted by their employing department within the first eight weeks of the semester in which they have assigned teaching duties.

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa’s [*Policy on Sexual Harassment and Sexual Misconduct*](https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct/education-programs), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university’s Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available).

To view your initial due date for completion of this course, log in to the [UI Compliance & Qualifications system](https://compliance.hr.uiowa.edu/my_compliances), locate the “Harassment Prevention” compliance on your dashboard, and click “View Details.”  The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the “Enroll in Course” button to begin.

Further information about the education requirement and login instructions are available on the Office of Institutional Equity’s [Harassment Prevention Education](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information) website.

[**Required for new TA appointments**] The Family Educational Right Act (FERPA) is a federal law that protects privacy of student records. In accordance with that law, the University requires course instructors, including Graduate Teaching Assistants, to complete the University of Iowa’s [FERPA training](https://registrar.uiowa.edu/faculty-and-staff-ferpa-training). Therefore, all teaching assistants must complete the training/term **before the start of their summer session.**

As a graduate assistant, you will be required to be **on campus** during your summer appointment, regardless of your teaching modality, unless specifically approved by the College. For more information, please see the [Work Arrangements Guide](https://hr.uiowa.edu/employee-well-being/workplace-flexibility/work-arrangement-application-user-guide).

By my signature accepting this appointment, I hereby assign any future Intellectual Property to the University as a condition of my employment and consistent with all the provisions of the University of Iowa [Intellectual Property Policy](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy) or related policies.

Please let me know as soon as possible, but no later than [**date**], whether you accept this offer. If you do accept, I ask that you sign and return one copy of all of the pages of this letter to **[person]** at [**email**] as a pdf file or by regular mail.

In the meantime, if you have questions regarding this appointment, please contact me at **[name@uiowa.edu]**.

Sincerely,

**[Name (DEO or DGS)]**

**[Departmental Executive Officer or Director of Graduate Studies]**

**[Department/School]**

I have read this offer and accept the terms of the appointment described herein.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_