

Conditions of Assistantship Appointment

I am being hired as a graduate assistant and I agree to fulfill my assigned duties to the best of my abilities. I agree to abide by the terms outlined in my appointment letter. I also agree (initial each line):

- ____ I am admitted to a graduate degree program at Northern Arizona University and I will enroll for a minimum of 9 credits that will count toward my degree requirements for each term during which I am on a graduate assistantship.
- ____ I will be responsible for paying any remaining tuition, mandatory university fees and other incurred charges.
- ____ My incoming GPA is 3.0 or higher.
- ____ I will maintain a cumulative GPA of 3.0 or higher for all graduate-credit courses.
- ____ I will establish my work hours with my supervisor.
- ____ I will perform my assigned duties to the best of my abilities.
- ____ I will be given a written performance evaluation for each term of appointment. This evaluation must show a satisfactory rating to be eligible for reappointment. Responsibility of both student and supervisor to make sure this happens.
- ____ I will be informed if my performance is less than satisfactory and I will be given an opportunity to correct any problems.
- ____ I may be terminated before the end of my appointment if I fail to maintain my job performance at acceptable levels.
- ____ Graduate assistantships are not automatically renewed and may be subject to available funding.
- ____ There is no expectation of employment beyond the limits of this appointment.
- ____ Any changes to the terms of this appointment will be submitted on an electronic ePAR and a copy of the form will be given to me.
- ____ **If employed as a 20-hour graduate assistant, I will not work for NAU in any other capacity.**
- ____ I am subject to all applicable policies set by the Arizona Board of Regents, including policies governing equal opportunity, affirmative action, codes of conduct, conflicts of interest, and patents.
- ____ If this is my first graduate assistantship appointment at NAU, I will attend the orientation for new graduate assistants offered by the Graduate College in August or January.
- ____ I will read the [Graduate Assistantship, Traineeship and Fellowship Handbook](#) and become familiar with policies that govern graduate assistantships.
- ____ I will complete the required new employee training listed on the Human Resources page. This training contains several modules and/or trainings including:
- New Employee Welcome (3 modules)
 - Information Security Essentials
 - CERT: Conduct, Ethics, Reporting and Transparency Disclosure (a form to complete)
 - Loss Prevention Training
 - Family Educational Rights & Privacy Act (FERPA): FERPA Training Application
 - Harassment & Discrimination Prevention
 - Accommodating Disabilities

It is mandatory that all graduate assistants complete the required new employee [Training](#).

GA Signature

Date

Printed Name