

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 each term during which I am on a graduate assistantship.

I will maintain strong academic performance each term during which I am on an assistantship. I will maintain a cumulative GPA of **3.5** or higher for all graduate-credit courses. I will also finish any "Incomplete" within one semester of receiving it.

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 "Good" or "Excellent" overall rating to be eligible for reappointment.

I will be informed if my performance is less than satisfactory and 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 a Graduate Assistant Personnel Action form and a copy of the form will be given to me.

While employed as a 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.

I will read the Graduate Assistantship, Traineeship and Fellowship Handbook and become familiar with policies that govern graduate assistantships (<http://home.nau.edu/gradcol/graduateAssistants.asp>)

I will complete the training pertaining to the University's Safe Working and Learning Environment Policy (<http://training.newmedialearning.com/psh/narizonau/index.htm>)

If I am a newly admitted graduate student, I will complete all the conditions of admission before the first day of the assistantship contract, and will provide any transcripts required to document such completion within the first semester.

Signature of graduate assistant

Date

Print name: _____

3/09 PIA