**Assistantship Continuation - AY**

Offer Letter Template and Directions

*Revision Date: 10/19/2023*

Purpose: This template is for continuing **Academic Year** (AY) Graduate Assistantships. If the student previously worked the position, but their appointment was closed, please use the current student assistantship offer letter templates. Academic year appointments have pre-set start and end dates and are subject to an academic year payment schedule.

Offer Letter Process:

1. Select the appropriate offer letter template.
2. Input the department/college and award specific information highlighted grey.
3. Review items typed out in red to determine applicability to your offer. Remove items in red if they do not apply to the student’s situation.
4. Carefully add details specific your department, college, or program.
5. Do not remove information in the offer letter template, unless there is absolute certainty that the information does not apply to the student. Do not move or change information in the provided offer letter templates without running those changes by the Fellowship Office.
6. Review draft offer letter with appropriate leadership and finalize.
7. Review final offer letter with payroll or employment center, business manager or delegated approver. They will be reviewing specifically for appropriate FTE, salary and pay information.
8. Follow college or department procedures for capturing department & candidate signatures.
9. Refer to your department’s employment center and/or business office regarding the hiring process and adding graduate staff appointments.
10. Appropriate staff need to fill out an eForm 90 for all fellowships and fellowships administered as assistantships.
11. Appropriate staff need to fill out an eForm 80 for all graduate students who qualify for tuition remission.

Academic Year Start & End Dates (2024-25):

Academic year appointments have pre-set start and end dates and are subject to an academic year payment schedule. The Grad Staff Employment Manual states, “For graduate staff appointed on an academic year basis, employment will begin on the seventh calendar day preceding the first day of classes of the semester and end the Friday after grade reports are due.”

 Start & End Dates:

 8/12/2024 **Fall Start**

 12/20/2024 **Fall End**

 1/6/2025 **Spring Start**

 5/16/2025 **Spring End**

Links:

Academic Year Payment Schedule: <https://www.purdue.edu/hr/workpurdue/grad/aygrad.php>

Graduate Student Tuition and Fees: <https://www.purdue.edu/treasurer/finance/bursar-office/>

Questions: Email fellowships@purdue.edu

*[College/School/Dept. Letterhead]*

*[Insert Date]*

*[First Name] [Last Name]*

*[Email Address]*

*[PUID]*

Dear *[First Name]*:

We are pleased to be able to continue your part-time *[insert FTE]* FTE (full time equivalent) assistantship working *[# hours]* perweek as a Graduate ***[Choose position]*** Assistant in the *[College/School/Department name].* Your duties will include *[list type of duties].* The assistantship provides a base salary of $*[Semester/Annual salary]* for the Fiscal/Academic year period, along with a tuition remission for of all but your student fees. The dates of your employment are *[start date]* through *[end date]*.

[Select the one that fits and add to the first paragraph]

* Graduate Teaching Assistants are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned teaching duties and assist faculty and departments in their designated teaching aims and responsibilities.
* Research Assistants are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned research duties and assist faculty and departments in meeting their aims and responsibilities.

All other terms and conditions will remain in place as specified in your initial offer letter dated *[XX/XX/XXXX]*. Any changes to your appointment, including changes to your salary must be in writing. Students are presumed to have received/read all University email sent to their official Purdue University email account. If you have any questions or need a copy of your original offer letter, please contact *[name]* at *[email].*

Sincerely,

*[Department/School Head]*

*[Department/School Name]*

*[College Name]*

I have read and understand this letter, including all attachments and linked reference material, and agree to the terms and conditions of this appointment.

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*[First Name] [Last Name] - Signature* Date of Acceptance