



THE UNIVERSITY OF NORTH CAROLINA WILMINGTON

### Graduate Assistantship Appointment Agreement

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Graduate Student (Last name, first name):

Academic Appointment Period: \_\_\_\_\_ OR \_\_\_\_\_ Number of Weeks:

Number of hours per week:

Stipend: \$ \_\_\_\_\_

Type of Appointment (check one):  Teaching Asst.  Research Asst.  Grad. Asst. [other]

Employment Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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#### Terms and Conditions

This Agreement sets forth the expectations and terms and conditions between the graduate student assistant and the University of North Carolina Wilmington (UNCW). All terms and conditions must be satisfied or termination of this appointment may occur as well as possible denial of any future appointments.

The conditions for this graduate assistantship appointment are stated below. Please read through the statements, initial each, and sign your name on page two, indicating that you have read, understand, and agree to these terms and conditions. **You must satisfy all requirements stated within this agreement in order to be paid and to receive credit for the assistantship. If these requirements are not met, your assistantship may be terminated and your stipend may be prorated.**

*Timeframe of and stipend for your appointment:*

\_\_\_\_\_ Your graduate assistantship is for the academic appointment period listed above only, does not apply to any other timeframe, and is contingent upon the availability and continuation of funds. A separate agreement must be signed for other appointments. This appointment does **not** include any assurance, obligation, or guarantee of subsequent appointments. No promises of future appointments or employment have been made.

\_\_\_\_\_ This appointment is compensated with a stipend specified above only. There are no benefits associated with this appointment and you should have no expectation of tuition, insurance, health or retirement benefits. .

\_\_\_\_\_ Unless specifically stated above, the appointment period begins on the day you sign the agreement or one week before the first day of classes (whichever is later) and terminates on the final day of final exams of the semester specified. Work should not begin until you sign this agreement.

\_\_\_\_\_ You should maintain accurate records of time worked as a graduate assistant.

*Conditions required to retain your appointment:*

\_\_\_\_\_ Retention of your appointment and payment of the full amount of the stipend is based upon satisfactory performance of the responsibilities outlined for your appointment and remaining in good standing academically (3.0 GPA minimum).

\_\_\_\_\_ Fall and/or Spring: You must be enrolled in **and complete** at least 5 hours (for a 20 hr/wk appointment) or 7 hours (for an appointment of 10 hr/wk or less) or other registration that meets the “full-time” criteria as stated in the Graduate Catalogue. Exceptions to the number of hours and/or the level of coursework will be considered **only if** your program director or advisor has requested such in writing to the Graduate School **and** the Associate Dean approves the request.

\_\_\_\_\_ You agree to remain enrolled in a course of study and to regularly attend classes. This appointment is incident to and for the purpose of pursuing a course of study and your status is of a student, not an employee of UNCW. You must be enrolled in a minimum of one course per semester or term.

*Rules governing early termination of this appointment:*

\_\_\_\_\_ In the event you cannot complete the terms of this appointment you must notify the Graduate School and the department in which the assistantship is assigned as soon as possible.

\_\_\_\_\_ If you are unable to complete the work for your assistantship, your stipend will be prorated and reduced accordingly, and you will be responsible for repayment of any unearned stipend to the University of North Carolina Wilmington.

I have read, understand and agree to all of the terms and conditions of this assistantship agreement and accept the offer. I understand that the department in which the assistantship is offered and the program in which I am enrolled as a student may have additional requirements or expectations.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

BANNER (Student) ID

\_\_\_\_\_

Date

\_\_\_\_\_

Graduate School Approval

\_\_\_\_\_

Date

***This Assistantship is not approved without Graduate School signature.***

***Schedule of Payment***

The following pay schedule assumes that this contract was completed and signed, and all documentation was submitted processed before the 15<sup>th</sup> of the first stated month. Students who are processed later than this may have a different pay schedule.

ACADEMIC YEAR: August-May (10 paychecks)

FALL ONLY: August-December (5 paychecks)

SPRING ONLY: January-May (5 paychecks)

SUMMER I: June (1 paycheck)

SUMMER II: July (1 paycheck)

If you wish to set up direct deposit you may do so by filling out the “Direct Deposit Authorization Form” at [http://www.uncw.edu/ba/finance/Payroll/documents/payroll\\_direct\\_deposit.pdf](http://www.uncw.edu/ba/finance/Payroll/documents/payroll_direct_deposit.pdf), and submitting it to the Payroll Office via campus mail.