

<DATE>

<APPLICANT NAME>

<APPLICANT ADDRESS 1>

<APPLICANT ADDRESS 2>

<APPLICANT ADDRESS 3>

<APPLICANT EMAIL>

Dear <APPLICANT NAME>,

It is with great pleasure that I offer you the position of <CLASS TITLE>, in the <DEPARTMENT NAME> at Florida Atlantic University (FAU). This offer is contingent upon the successful completion of a background check and verification of education. Your exceptional academic achievements have prepared you well to join the company of scholars, teachers, and researchers in our department. We look forward to you joining us.

I am writing to provide additional information about our program, Florida Atlantic University, and the comprehensive academic financial package we are offering you to support you during your studies.

Florida Atlantic University is one of the most racially, ethnically, and culturally diverse public universities in Florida. With over 100 graduate degree concentrations, impressive research, accomplished faculty, and inspiring challenges like our Three Minute Thesis (3MT®) competition, everything we do focuses on propelling you to the top.

<INSERT INFORMATION ABOUT THE DEPARTMENT RESOURCES, THE PROGRAM, RECRUITMENT EVENTS, ETC HERE (OR PUT THIS AFTER THE FINANCIAL OFFER) >

The <PROGRAM NAME> program is pleased to offer you the following comprehensive package of program area experience and financial assistance:

**INCLUDE THE FOLLOWING FOR GA APPOINTMENT:**

- An academic appointment as a Graduate Assistant (GA), at <TERM STIPEND>, your paychecks are issued on a regular, bi-weekly schedule. This GA position requires <HOURS> of time commitment each week during the semester. This GA position is eligible for tuition benefits under the Tuition Benefits Policy for Graduate Students found here: [https://www.fau.edu/graduate/tuition-benefits/pdf/Tuition\\_Benefits\\_Policy\\_for\\_Graduate\\_Students.pdf](https://www.fau.edu/graduate/tuition-benefits/pdf/Tuition_Benefits_Policy_for_Graduate_Students.pdf). Please note that tuition remission does not include the mandatory fees nor program-specific fees, which you are obligated to pay. **This appointment package is valued at approximately <TOTAL VALUE>.**
- Should you accept this offer, you will be assigned to work under the supervision of Dr. <FACULTY NAME>. Your responsibilities will include: <RESPONSIBILITIES>

### INCLUDE THE FOLLOWING FOR GTA APPOINTMENT

- An academic appointment as a Graduate Teaching Assistant (GTA), at <TERM STIPEND>, your paychecks are issued on a regular, bi-weekly schedule. Your GTA position will provide you with pedagogical training and teaching experience. This GTA position requires <HOURS> of teaching time commitment each week during the semester. This GTA position is eligible for tuition benefits under the Tuition Benefits Policy for Graduate Students found here: [https://www.fau.edu/graduate/tuition-benefits/pdf/Tuition\\_Benefits\\_Policy\\_for\\_Graduate\\_Students.pdf](https://www.fau.edu/graduate/tuition-benefits/pdf/Tuition_Benefits_Policy_for_Graduate_Students.pdf). Please note that tuition remission does not include the mandatory fees nor program-specific fees, which you are obligated to pay. **This appointment package is valued at approximately <TOTAL VALUE>.**
- Should you accept this offer, you will be assigned to work under the supervision of Dr. <FACULTY NAME>. Your responsibilities will include: <RESPONSIBILITIES>
- FAU Graduate Teaching Assistants are required to attend the mandatory University GTA Orientation the Friday before classes begin. You must register for this mandatory training here: <http://www.fau.edu/graduate/events/gtaorientation.php>.
- Additionally, all International GTAs are required to enroll in the mandatory Seminar for International Teaching Assistants (SITA) here: <http://www.fau.edu/international/internationalassistants.php>.

### INCLUDE THE FOLLOWING FOR GRA APPOINTMENT

- An academic appointment as a Graduate Research Assistant (GRA) at <TERM STIPEND>, your paychecks are issued on a regular, bi-weekly schedule. Your GRA position will provide you with research and compliance training and valuable subject area experience. This GRA position requires <HOURS> of research time commitment each week during the semester. This GRA position is eligible for tuition benefits under the Tuition Benefits Policy for Graduate Students found here: [https://www.fau.edu/graduate/tuition-benefits/pdf/Tuition\\_Benefits\\_Policy\\_for\\_Graduate\\_Students.pdf](https://www.fau.edu/graduate/tuition-benefits/pdf/Tuition_Benefits_Policy_for_Graduate_Students.pdf). Please note that tuition remission does not include the mandatory fees nor program-specific fees, which you are obligated to pay. **This appointment package is valued at approximately <TOTAL VALUE>.**
- Should you accept this offer, you will be assigned to work under the supervision of Dr. <FACULTY NAME>. Your responsibilities will include: <RESPONSIBILITIES>

### INCLUDE THE FOLLOWING IF THE OFFER INCLUDES A FELLOWSHIP:

- In addition to your <GA/GRA/GTA> appointment offer, you have been nominated for a <NAME OF FELLOWSHIP>. The value of the fellowship is <YEAR STIPEND AMOUNT> for <# OF YEARS>. The official <NAME OF FELLOWSHIP> offer letter will be sent to you from the Graduate College Dean which outlines the terms of this fellowship. Please follow the instructions in this letter to accept the fellowship.

Continuation and renewal of this offer will be contingent on your successful academic and employment performance, and on the availability of funding. Your employment performance will be evaluated by the faculty member(s) supervising your work. Florida Atlantic University (FAU) Student Employees are considered to be at-will employees and their employment is temporary and incidental to the pursuit of a degree or certification. To remain eligible for student employment, students must comply with all FAU University policies, regulations, and guidelines.

To remain eligible for tuition benefits, FAU Graduate Assistants must comply with all policies under the Tuition Benefits Policy for Graduate Students found here: [https://www.fau.edu/graduate/tuition-benefits/pdf/Tuition\\_Benefits\\_Policy\\_for\\_Graduate\\_Students.pdf](https://www.fau.edu/graduate/tuition-benefits/pdf/Tuition_Benefits_Policy_for_Graduate_Students.pdf). **Please note that tuition benefits do not include mandatory University fees which you are obligated to pay.** These fees afford you the benefits and access to many University services and programs, including a membership to the campus recreation center, access to the student health center, athletic events, numerous campus activities, and access to other resources such as the counseling and career centers.

Prior to the first day of employment, students are required to complete the onboarding process in Workday, FAU's Human Resource (HR) and Financial Management system: <http://www.fau.edu/hr/onboarding/>. The hire process may consist of the completion of a student employment application, a background check, and online on-boarding; which includes employment documents, an electronic I-9, and a short orientation video. Please monitor your email for directions on the onboarding process and required documents.

To accept your academic appointment, please review and sign this document by **<DEADLINE>**. Contingent on the successful completion of all required on-boarding documents, your position starts on **<START DATE>**.

Congratulations once again on your outstanding achievements, which have qualified you for this offer of admission and academic financial support. We hope you will join our program this **<SEMESTER>**. **<INSERT PERSONALIZED CLOSING SENTENCES HERE>**. If you have questions about the instructions provided, please contact **<CONTACT INFORMATION>**.

Sincerely,

**<SIGNATURE>**

**<CONTACT INFORMATION>**

**To accept this academic appointment, please sign and date below, and return to **<RETURN INFORMATION>**.**

I (PRINT FULL NAME), \_\_\_\_\_, acknowledge and accept the terms of this academic appointment. I understand this offer is contingent upon the successful completion of a background check and verification of education.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_