



**Graduate School**

Gregory N. Mandel,  
*Interim Provost*  
Zebulon V. Kendrick,  
*Vice Provost*

**Beasley School of Law**

Rachel Rebouché, *Interim Dean*

**Center for the Performing and Cinematic Arts**

- *Boyer College of Music and Dance*
- *School of Theater, Film and Media Arts*

Robert T. Stroker, *Dean*

**College of Education**

Gregory M. Anderson, *Dean*

**College of Engineering**

Keyanoush Sadeghipour, *Dean*

**College of Liberal Arts**

Richard Deeg, *Dean*

**College of Public Health**

Laura Siminoff, *Dean*

**College of Science and Technology**

Michael L. Klein, *Dean*

**Fox School of Business and Management**

Ronald C. Anderson, *Dean*

**Kornberg School of Dentistry**

Amid I. Ismail, *Dean*

**Lew Klein College of Media and Communication**

David Boardman, *Dean*

**Lewis Katz School of Medicine**

Amy J. Goldberg, *Interim Dean*

**School of Pharmacy**

Jayanth Panyam, *Dean*

**School of Sport, Tourism and Hospitality Management**

Ronald C. Anderson, *Dean*

**Tyler School of Art and Architecture**

Susan E. Cahlan, *Dean*

**University Libraries**

Joseph P. Lucia, *Dean*

Select the date

Enter student's full name

Enter student's address line 1

Enter student's address line 2

Enter student's address city, state, zip

Dear Enter student's name:

I am pleased to offer you the following package of Graduate Student Support, which will include a select RA/TA/Combined Assistantship at Temple University. This award is being made in recognition of your academic achievement. If you accept this award, you must register for your program's course requirements, as specified in the Graduate Bulletin, and maintain your status as a full-time, matriculated graduate student. You are required to remain in good academic standing and continue to make satisfactory progress (as defined by your school/college) toward your degree. You must also perform the required work at a level considered satisfactory by the designated University officer.

Please read this document and initial each page in the lower right-hand corner to acknowledge that you have read and understand all of the terms and conditions of this award. Sign the final page and return this copy to the person designated on the final page. Be sure to keep a copy for your own records. Temple University neither promises nor guarantees renewal of this award beyond the term offered.

Temple University also makes available Student Financial Aid in the form of loans. For information on loans, please consult the Student Financial Services website (<https://sfs.temple.edu/>).

**TERMS AND CONDITIONS OF THE ASSISTANTSHIP**

**Department(s)/Unit(s) in Which Work Is Required**

Enter department

Select appropriate school/college or unit

**Supervisor(s) in Department/Unit**

Enter supervisor

Enter additional supervisors

**Period of the Award**

Select start date – select end date

This is where you will find your Appointment Type.

Initial \_\_\_\_\_

**Total Stipend for Period of Award**

Enter total stipend to be paid in **enter number of monthly payments** monthly installments beginning on **select start date** and ending on **select end date**.

According to the TUGSA CBA, you're allowed to get paid equally over 12 months instead of over the period of the award (Article 20). Email us at union@tugsa.org and we can talk you through the process for electing this pay distribution.

**Type and Amount of Work Required**

By accepting this award, you agree to provide to the University an average of **enter number of hours** calculated clock hours of work each week during the term of the Assistantship. Your work may be assigned at any location within the University as specified by the designated University officer. At this time, in accordance with the workload guidelines established by Temple, you may expect your work assignment to be as described in the attached Assignment Form, which you are required to sign and return. **This award constitutes a select percentage appointment, and benefits awarded will be provided at this proportional rate.**

This percentage comes from dividing the number of hours you are assigned by the 20 hour per week maximum defined in our CBA.

**Benefits Awarded**

**Tuition**

You will receive **select percentage tuition remission for your appointment**. This award may be used only for payment of your tuition for your program's course requirements, as specified in the Graduate Bulletin, and cannot be converted to a cash award.

The percentage here comes from the above calculation. If you have multiple appointments in the same semester, they are additive, e.g. two 50% appointments make 100% tuition remission and health insurance subsidy.

**Health Insurance Subsidy Eligibility**

Based on your appointment, Temple University will contribute a subsidy toward health insurance. If you hold a full-time appointment for either (a) the Fall and Spring terms of an academic year or (b) the Fall, Spring, and either Summer session of an academic year, Temple will contribute a monthly health insurance subsidy equal to **single only healthcare coverage for a period of 12 months (September through August)**. If you hold less than a full-time appointment or an appointment for less than an entire academic year, Temple's contribution will be prorated accordingly. After you accept the award and have completed all employment procedures, your subsidy will be credited.

According to the TUGSA CBA; "Open enrollment for health care plans shall open not later than August 1 of each year for the fall semester and January 2 for the spring semester."

Additional health insurance information, including open enrollment dates and plan information, may be found at <https://careers.temple.edu/hr-resources/our-functional-areas/employee-benefits/student-health-insurance/monthly-rates>. Note that if you enroll in insurance that costs more than your monthly subsidy amount, you are responsible to pay the difference in premium. Independence Blue Cross will bill you directly for the premium due. Temple's obligation to contribute is conditioned on your maintaining your current award status. If you fail to maintain your current award status, Temple's contribution will be reduced pro rata for that period of time.

If you have not received a memo from Temple HR about enrolling for Health Insurance by the open enrollment date, contact us immediately. The instructions to enroll are not sent out until you have completed all the employment procedures AND have registered for at least one class.

**Other Benefits**

You may also be eligible for certain paid and unpaid leave, office space, supplies, equipment, education, and training.

This means if you are on a 50% award, you will only have 50% of your premium subsidized. Very importantly, there should be no "may" here, because you ABSOLUTELY ARE eligible for paid and unpaid leave (Articles 17 and 18), office space (Article 16), free supplies needed to work as a TA/RA including textbooks, software, materials, and equipment (Article 16), education (Article 14), and training (Article 14).

**Individual Declaration of Academic Benefit (applicable to Research Assistants)**

Students who hold a Research Assistantship are required to complete a "Declaration of Academic Benefit" indicating their intent to use the Assistantship according to criteria described on the enclosed document. The declaration must be signed and returned with the acceptance of this award.

**Employment Performance**

In the performance of your functions as an employee, you have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that your actions and outside activities do not conflict with your primary employment responsibilities at the institution. Employees are also expected to

Direct Academic Benefit (DAB) is a complicated policy that exists ONLY at Temple University. In short, it determines whether or not you are legally covered by TUGSA's representation based on the nature of your research and academic goals. Because every individual has a different research plan, we recommend that you reach out to TUGSA (email union@tugsa.org) for advice on how to complete the DAB form right away! You can find additional information on our website, [tugsa.org/dab](http://tugsa.org/dab)

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understand and be in compliance with applicable laws, as well as University and employment policies and regulations, including NCAA regulations when interacting with student athletes.

#### Additional Employment

Any other employment within Temple is subject to University approval and will be permissible only if it does not interfere with assigned duties or responsibilities and is in accordance with other Temple policies. Any TA/RA seeking other employment must notify the University by completing and submitting the "Request for Other Employment" form.

This is sometimes misconstrued to mean that you need to submit a "Request for Other Employment" form for any job, including those outside of Temple. But you ONLY need to request and submit such a form if both jobs will be through Temple University (such as being a TA and then taking a job as a stagehand in the performing arts hall).

#### Prorated Assistantship Clause

If the Assistantship is discontinued for any reason, your stipend and benefits will be prorated through the last day worked. Your tuition may also be prorated at the sole discretion of the dean of your school/college.

#### Conditions Subject to Change

The designated University officer may assert their sole discretion to change or withdraw this appointment if deemed necessary to do so. The terms and conditions of this Assistantship are subject to change in accordance with changes in the level of external grant and/or contract funding; in enrollment and class scheduling in the unit in which work is assigned; and the needs of the department, school/college, or University which may necessitate an alternative to the projected predominant assignment and/or a change in the level of award or the withdrawal of award.

#### Policies and Procedures of Temple University

This Assistantship is subject to all policies and procedures of Temple University, the Graduate School, and your school/college. You may review all academic policies in the dean's office of your school/college and all University-wide policies and procedures in the Department of Human Resources or in the Office of the University Secretary. By signing and initialing this acceptance letter, you agree to be bound by all policies and procedures including, but not limited to, Temple University's Invention and Patent Policy and Sexual Harassment Policy. In addition, you hereby assign to Temple University any and all intellectual property rights in any inventions created by you during the period of your employment and emerging from any university research or development activity, or from use of any university facilities or equipment. University policies are revised periodically, and you are responsible for adhering to the then-current version.

#### Compliance with Export Control Laws

It is the policy of Temple University to comply with U.S. export control laws. Export control laws restrict certain types of information, technologies, and commodities that can be transmitted overseas to entities and individuals, including U.S. citizens, or made available to foreign nationals on U.S. soil. By signing this offer of appointment, you agree that: (a) you will comply with any and all University export control, security, and access policies, procedures, and guidelines, as found on Temple University's policy website (<https://secretary.temple.edu/policies>); and (b) you will not use or otherwise disclose the export controlled objects for any purpose other than the research or activity referenced herein.

#### Proof of Citizenship or Authorization to Study and Work in the United States

Federal law requires that all persons provide evidence of U.S. citizenship or, if you are a non-citizen, evidence of authorization to work in the United States. Temple University requires that Form I-9 be completed in person at Temple University before beginning employment with the University. If you are a citizen, lawful permanent resident, or non-resident alien, you must complete the I-9. To view the form and instructions on what documents you will need to bring to complete the I-9 form, visit the U.S. Department of Homeland Security's website at <https://www.uscis.gov/i-9>.

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## International Students

### Non-Immigrant and Visa Restrictions

Temple University is unable to pay any portion of a stipend before you have completed the I-9 and other required forms. If you are on a non-immigrant visa and work prior to your official start date, such work may be considered "unauthorized employment" by the Immigration and Naturalization Work Act and a violation of status.

### Medical Evacuation and Repatriation

In addition to ensuring health coverage, you will be required to enroll in the Medical Evacuation and Repatriation Program and self-pay the appropriate premium.

### Modifications to Terms and Conditions of the Assistantship

The terms and conditions described in this document may not be modified or altered by any oral statements or representations of any person. Temple University Graduate Students' Association (TUGSA) has a collective bargaining contract with Temple University. In the event that you are covered by that agreement and any portion of this letter is inconsistent with that agreement, the collective bargaining agreement takes precedence. You may be covered by this contract although by law you are not required to become a dues-paying member.

## INSTRUCTIONS FOR ACCEPTING THE ASSISTANTSHIP

### Deadline to Accept the Assistantship and Return Signed Documents

This award is contingent upon your returning this initialed and signed acceptance letter and completing all other forms required by the University, including the "Individual Declaration of Academic Benefit" if you are a Research Assistant. Please initial each page of this letter, sign the last page, and keep a copy for your permanent files. This Assistantship must be accepted within 20 working days of the date offered, or the offer is null and void.

### Certification of English Language Fluency (*applicable to Teaching Assistants*)

Pennsylvania state law requires that all instructors who are not native speakers of English be certified in spoken English. In compliance with this law, Temple University requires that each International Teaching Assistant (ITA) and any U.S. citizen who is not a native English speaker be certified for oral English proficiency. This requirement must be met prior to the first day of classes for the academic term in which the TA will teach. Certification is obtained by receiving a TOEFL iBT score of 28 or higher on the speaking section of the exam *or* with a score of 50 or higher on the Speaking Proficiency English Assessment Kit (SPEAK) test. The SPEAK test is administered by Temple's ITA Program (<https://ielp.temple.edu/find-program/international-teaching-assistant-program>) by appointment only. All international TAs must contact the ITA program to show proof of TOEFL scores or to register for SPEAK testing.

### Award Acceptance Deadline

Select acceptance deadline date

If you anticipate any difficulty in returning your acceptance within the time required, please contact me by telephone, email, or fax.

For International Students there are a few important things to take note of:

1) International Students are required to pay additional fees at the beginning of the semester on top of the general student fees. Other graduate unions have been able to eliminate these through organizing and negotiations. Join TUGSA so we can do the same!

2) You have complete legal rights to join and participate in the labor union. If anyone tells you you risk your immigration status by joining or participating in TUGSA organizing activities, they are misinformed and in communicating such false information may even be violating the law. Your rights are real and the union is what allows us to protect and preserve them!

We encourage every member to cc TUGSA ([union@tugsa.org](mailto:union@tugsa.org)) when you send your Appointment Letter in!

If you have any questions or concerns, do not hesitate to reach out to us!

[union@tugsa.org](mailto:union@tugsa.org)

Best wishes for success in completing your graduate degree at Temple University.

Sincerely,

\_\_\_\_\_  
Enter name of individual authorized to offer assistantship

Enter email address of individual

Voice: Enter telephone number of individual

Fax: Enter fax number of individual

**ACCEPTANCE**

I certify that I am a (circle one only):    U.S. Citizen    Resident Alien    Foreign National

I accept the terms and conditions of this award:

\_\_\_\_\_  
Student's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Email

**RETURN ALL PAGES OF THIS DOCUMENT SIGNED AND INITIALED TO:**

Enter name and title of individual responsible for managing award

Enter mailing address of individual managing the award

Enter email address of individual managing the award

Voice: Enter the telephone number of the individual managing the award

Fax: Enter the fax number of the individual managing the award

CC: Enter anyone copied on this letter

Enter anyone else copied on this letter

Enclosures: Enter any enclosures

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