

## Grad Appointment Checklist

- ✓ Does the name on the offer letter match the name on the form?
- ✓ Is the offer letter signed?
- ✓ Does the effort chart on the letter match the appointment?
- ✓ Does the salary on the letter match the appointment?
- ✓ Does the percent time on the letter match the appointment?
- ✓ Does the effective date on the letter match the appointment?
- ✓ Does the form type, academic or semester, match the letter?
- ✓ For fall appointments, is the effective date three (3) full working days prior to the start of the fall semester?
- ✓ Does the salary on the form match the rate table?
- ✓ Does the percent time on the form match the rate table?
- ✓ Does the Department ID match the Department in the MFK?
- ✓ TA & RA appointments must have separate offer letters.
- ✓ Check for current active appointment and fellowship. If TA/RA has a current active appointment, their max number of hours during the academic year is 20 hours per week.
  - Bi-weekly appointments need to be terminated, or if the TA appointment is less than 50%, attach documentation from the bi-weekly department that states they will stay under their 20 hour per week maximum hours for the combined appointments.
  - If the TA/RA has an appointment in another department, and is in the reappointment system, is this for an additional appointment, or should the existing appointment be transferred to the new department?

## AY 2021-2022 TA/RA Appointment Guidelines

Semester	Percentage	Hours p/wk	H.T.E	Pay
AY	50.00%	20.00	1.00	\$20,328.00
AY	37.50%	15.00	0.75	\$15,246.00
AY	33.33%	13.33	0.67	\$13,619.76
AY	25.00%	10.00	0.50	\$10,164.00
AY	16.67%	6.67	0.33	\$6,708.24
AY	12.50%	5.00	0.25	\$5,082.00
AY	10.00%	4.00	0.20	\$4,065.60
AY	8.33%	3.33	0.17	\$3,455.76