



## CLEMSON UNIVERSITY OFFER OF GRADUATE ASSISTANTSHIP

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**Instructions to hiring units making appointment:** Please do not alter this document except to fill in details where indicated below. You may attach an addendum outlining details of the appointment if more space is needed.

**Instructions to graduate student:** Please read all pages of this contract. Sign on page 4, then return all pages of the contract to the person indicated.

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

**Graduate Student Name:** \_\_\_\_\_ **CUID#:** \_\_\_\_\_

**Type of assistantship:** \_\_\_\_\_

**Hiring unit:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Stipend amount:**<sup>1</sup> \_\_\_\_\_

**Appointment dates:**<sup>2</sup> From \_\_\_\_\_ to \_\_\_\_\_ (12 months maximum)

**Hours per week:**

**Tuition waiver percentage:**

The appointment must be a minimum of 10 hours per week and maximum of 28 hours per week. International students are restricted by law to a maximum of 20 hours per week per semester.

**Specific duties and responsibilities:**

Supervisors must be as specific as possible in describing the nature of the work that the student will be required to perform with clear expectations.

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1. Must be at least a rate of 1.2x the prevailing minimum wage, according to Graduate School policy. Appropriate taxes are withheld as required by federal and state law.

2. Appointments for Fall semester may begin as early as August 1 provided extra summer support is provided to the student for the time prior to the start of classes at the same rate (or higher) as during the regular academic year. See [Graduate School Policies & Procedures Handbook](#) for details.



### TERMS OF THIS AGREEMENT

**Commitment to Clemson University:** Clemson University is a member of the Council of Graduate Schools (CGS) and subscribes to the resolution below regarding fellowships, assistantships, and traineeships.

*Please inform us in writing of your decision no later than April 15. In accordance with the [Council of Graduate Schools' \(CGS\) resolution](#), we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible. You may consider other offers of financial support; if you choose to accept another offer of financial support, you must first resign from your acceptance of our offer, either before or after April 15. (CGS)*

### **Student responsibilities**

**Students are responsible for reviewing all policies in the Assistantships and Fellowships section in the Graduate School Policies & Procedures Handbook along with the policies outlined below.**

**Full-time enrollment:** In order to maintain a graduate assistantship, a student must maintain full-time enrollment status. This requires a minimum of 9 graduate credit hours during the fall and spring semesters. If an assistantship is awarded for the entire summer (Long Summer), the student must register for at least 6 graduate credits. Any credits for research must be registered in the Long Summer section. An assistantship in one of the 6-week part of terms (SSI, SSII) will require registration in 3 graduate credits during that part of term.

**Performance and good standing:** To maintain eligibility for this support, you must comply with all policies contained in the Graduate School Policies & Procedures Handbook and policies from the department/program awarding the assistantship. You must maintain minimum enrollment levels, maintain at least a 3.0 GPA, make satisfactory progress toward your degree, perform at a high level in your assistantship duties, and follow all other expectations of conduct appropriate to a graduate student. Failure to comply with these expectations can result in loss of support and other sanctions outlined in the Graduate School Policies & Procedures Handbook and program handbook. Conduct, ethical, and integrity violations can lead to immediate termination of the assistantship as well as other sanctions outlined in the Graduate School Policies & Procedures Handbook.

**International students:** International students on assistantship without a U.S. Social Security card/number must arrive on campus, register for classes, and complete the required International student SEVIS check-in process outlined in the [International Student Arrival Guide](#) **a minimum of 20 days prior** to the University's official "late enrollment" period. Please find the enrollment deadline for the relevant term on the [Registrar's academic calendar page](#). It is ideal to arrive earlier, but remember that International students cannot arrive more than 30 days prior to their program start date found on the front page of their I-20 or DS-2019 Certificate of Eligibility. Additionally, students who are not native English speakers must demonstrate proficiency prior to being appointed as a teaching assistant. The Office of International Services is located in 108 Long Hall.

### **Renewal of appointment / loss of appointment**

Contingent upon the availability of funds, this offer of financial assistance will be reviewed at the end of each semester/term and may be renewed based on satisfactory performance in your academic program as well as in your assistantship responsibilities. At least once a year, you should receive a written summary of your performance. If you do not receive a written performance review, request one from your supervisor. Inform the Graduate School if you are not provided an annual review after requesting one.



**Loss of funding:** Under very rare circumstances, your contract may be terminated due to unforeseen loss of funding. This can be due to loss of external funding (if the assistantship is funded from external contracts or grants) or due to unexpected changes in the University budget environment (such as drastic and unexpected changes to state or federal funding).

**Financial liability from loss of assistantship:** Your stipend payments will cease immediately upon the termination of your assistantship, regardless of the reason for termination. Any pay received erroneously in excess of the contracted amount or after termination of the assistantship must be returned to Clemson University.

In the event an assistantship is terminated, whether by the student or by the university, tuition and fees for the current term will be recalculated to the normal rates rather than the highly subsidized rate afforded to a student on an assistantship. The student will be responsible for the full balance once the bill is recalculated.

**Other implications of loss of assistantship:** If you are an international student who is required to have an assistantship to maintain your immigration status, or a student required to maintain your assistantship for other reasons, the loss of your assistantship may change your ability to continue studies at Clemson University. Loss of an assistantship may also change your eligibility for certain forms of financial aid. It is your responsibility to understand these implications and work with appropriate offices where necessary.

### **Benefits**

To learn of all the benefits of Graduate Assistantships, please view the Graduate School Policies & Procedures Handbook, and the [Graduate Student Assistance](#) website.

**Mandatory health insurance:** All graduate students are required to maintain health insurance while enrolled at Clemson. Redfern's current insurance and billing fee schedules may be found [here](#).

**Leave and benefits:** Graduate students DO NOT accrue paid leave or vacation time. You are expected to work the set number of hours throughout the time you are appointed except when:

- a) the University is shut down (except where required and described under duties),
- b) you and your supervisor agree to alternate arrangements, or
- c) where HR policies (like Family Medical Leave Act) would require leave.

**Protections:** Graduate students at Clemson are future colleagues and should be treated respectfully, befitting that status. You are entitled to a workplace free from harassment and/or discrimination. If you feel you have been subject to a hostile work environment, harassment, discrimination, abuse, or have any other concerns about your working and academic conditions, please contact the Office of Access and Equity, Office of Human Resources, the dean of the Graduate School, or the Office of the Ombuds.

Access and Equity policies and information about harassment and discrimination:  
<https://www.clemson.edu/campus-life/campus-services/access/anti-harassment-policy.html>

This document may not alter or supersede the policies contained in the Graduate School Policies & Procedures Handbook, University HR policies, federal policies, etc. The Graduate School Policies & Procedures Handbook can be found [here](#).

**An assistantship appointment will not be considered final until it has been approved by the Graduate School.**



### SIGNATURES

Hiring unit chair name: \_\_\_\_\_  
*Please print*

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring unit name and number: \_\_\_\_\_

I hereby ☐ **accept** or ☐ **decline** this offer of financial assistance from Clemson University.

By accepting, I am acknowledging the requirements of this agreement and all associated requirements and policies outlined by the hiring unit, the Graduate School, and Clemson University Human Resources.

Student name: \_\_\_\_\_  
*Please print*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please return a copy of this document to:

Name: \_\_\_\_\_

Office or department: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

#### HIRING UNIT USE ONLY

**GTR only:** ☐ FERPA ☐ Confidentiality Form ☐ 18 credit hours/master's degree in discipline

☐ All appropriate forms for new hires or changes have been submitted to the [HR Service Center Team](#) and/or [HR Data Center](#).

☐ All appropriate information has been entered and approved in the GS61.

Hiring Unit Personnel: \_\_\_\_\_  
*Initials*