Process for Hiring a Graduate/Research Assistant
Created 8/13/15

Below is the general process to be followed when hiring a graduate assistant, research assistant, or teaching assistant. For questions regarding processing other types of funded student employment, please contact the HR Administrator.

Hiring Process

1. Prior to submitting an offer letter for the purpose of hiring a Graduate or Research Assistant, contact the HR Administrator to:
   - Confirm appropriate start and end dates based on University pay periods
   - Discuss appropriate stipend payment amounts, if necessary
   - Confirm funding with Business Office (Julie Poole)
   - Receive approval of the draft offer letter

2. Once a student has accepted an Assistantship, complete the following steps:
   - Provide a copy of the signed offer letter to the HR Administrator
   - Provide completed CHS Payroll Request form to the HR Administrator
   - Submit the Graduate Student Academic Staff (GSAS) Notice of Appointment form in myUK
     - To be completed by DGS or representative

3. The following items will be coordinated with the student by the HR Administrator if required:
   - UK employment application
   - Successful completion of pre-employment screening
   - New hire paperwork

Offer Letter

When creating an Assistantship offer letter, please refer to the template letter (below). You may edit the letter as needed to include specific information about program requirements, but the following items are required:

- Start and End dates (to be confirmed in advance with the HR Administrator)
- Annual Stipend Amount (paid in biweekly installments)
- Academic expectations of the assistantship (i.e. required course load, satisfactory progress, etc.)
- Pre-Employment Screening verbiage
- Orientation requirements (if applicable)
<INSERT DATE>

<CANDIDATE NAME>

<ADDRESS>

<CITY, STATE  ZIP>

Dear <CANDIDATE NAME>,

We are pleased to inform you that you have been awarded a <TYPE OF ASSISTANTSHIP> assistantship in the <PROGRAM NAME>, Department of <DEPARTMENT NAME> for the <YEAR> academic year(s). This offer includes full tuition and health insurance as well as a stipend of <$AMOUNT> to be paid in bi-weekly installments effective <START DATE> through <END DATE>.

As a <TYPE OF ASSISTANTSHIP> assistant, you will be expected to: 1) devote 20 hours per week to your assigned duties, 2) register for and carry a 9 to 12 hour load of coursework (or equivalent to full-time) per semester and 3) make satisfactory progress toward the degree as determined by the program DGS. Your assistantship may be withdrawn if the Graduate School places you on academic probation or your program DGS determines that you are not making satisfactory progress toward your degree.

<OPTIONAL PARAGRAPH ABOUT DUTIES OR EXPECTATIONS OF POSITION>

All new <TYPE OF ASSISTANTSHIP> assistants are required to attend a program orientation. Orientation details will be provided upon acceptance of this offer.

This offer of employment is contingent upon your successful completion of a pre-employment drug screen and/or national background check. Upon acceptance of this offer, you will be contacted by our Human Resources Administrator to begin this process.

Should you agree to the terms of this assistantship, please sign one copy of this letter and return it to the address indicated.

Sincerely,

<NAME & TITLE>

<PROGRAM NAME>
I accept this Assistantship at the University of Kentucky on the effective date stated and I understand the conditions of my appointment.

Signature: ____________________________________________

Date: _________________________

Please return to:

<INSERT NAME & EMAIL FOR RETURN>