

Example of GSR Appointment Letter

Date

Student's Name
Address

Dear (Student Name)

I am pleased to offer you a Graduate Student Researcher (GSR) position for the (Fall, Winter, Spring, Summer) quarter(s) of the 20XX- 20XX academic year. Your appointment as a GSR will begin on [insert start date] and end on [insert end date]. You will be appointed as a GSR step [insert step] with an annual full-time rate of [insert salary]. Your appointment is assigned at [insert %] % of fulltime.

Your GSR appointment funding will come from [insert funding source]. Your primary worksite location is [insert place of employment]. Should you have questions regarding this appointment please discuss them with me or our department representative [insert name, phone, and email].

At UC Davis, a Graduate Student Researcher (GSR) is a graduate student who normally performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator. As a GSR you will be expected to: [insert reasonably detailed description of expectations, major responsibilities, goal, and techniques expected to be used in the research].

The UC Davis Office of Graduate Studies is the administrative home for graduate students. Relevant information for graduate student appointments can be found on the web at <http://gradstudies.ucdavis.edu/employment/index.html>. Your appointment entitles you to a remission of fees, tuition and nonresident supplemental tuition (if applicable) in accordance with university policy. However, early termination of the appointment may result in a reduced fee and tuition remission.

Graduate Student Researchers are considered academic student employees. The Academic Personnel Manual (APM) describes policies and procedures relevant to graduate student appointments. The APM describes established policy regarding your appointment. These sections are:

- UCD APM Appendix II-B: Appointment of Graduate Students to Academic Positions
- APM 730: Vacation Accrual and Leave
- APM Section V: Benefits and Privileges – Leaves
- UCD APM 145: Layoff and Involuntary Reduction in Time
- APM 150: Corrective Action and Dismissal

The APM is accessible via the web at the following URL: <http://manuals.ucdavis.edu/APM/apm-toc.htm>

This appointment letter constitutes the entire agreement for your appointment as a Graduate Student Researcher. If you have any understanding different from that presented here discuss your concerns with the supervisor or administrative contact and do not sign this document.

If you agree to accept this position as described in this letter, please print and sign your name at the bottom of this page indicating your acceptance of the appointment and return to [insert name]. A copy of this letter will be provided to you. Should you have any questions regarding your appointment, please feel free to contact [Insert name of contact person, phone and email]. I look forward to your response and to working with you.

Sincerely,

Name (faculty supervisor)
Title
E-Mail, phone

Signature of Prospective GSR

Date Signed