

## Graduate Student Employees

# Procedures for Securing Background Reports for Graduate Student Employees Before Hiring

### 1.0 General

1.1 As a matter of routine, the University of Alabama (UA) obtains background reports, also known as consumer reports and investigative consumer reports, on many of its employees. This will now include all graduate student employees (including hourly paid). The background report will include the results of:

- Criminal history search;
- Social security number trace (to verify name and address); and
- National sex offender registry search; and

may include other information intended for use for employment purposes. In addition, to the extent a Graduate School applicant indicated on his/her application for admission that he/she had not ever been convicted of, pled guilty to, or pled no contest to a felony or sexual offense, and the background report indicates otherwise, the Graduate School will use this information to determine whether false or inaccurate information was provided on the application, making the student potentially ineligible for admission and enrollment or subject to suspension, as indicated on the Graduate School admissions application. Verity of admissions disclosures and/or proper admission (admission that is based on truthful information) is a pre-requisite to graduate student employment; consequently, verification of admission disclosures will be used to evaluate employment eligibility, and if false information was provided, may impact student status.

1.2 Background reports will also be retrospectively sought for any appointments offered and accepted but not yet started before the introduction of this policy i.e. any summer 2012 and beyond appointments.

1.3 **Background reports are required for all hourly paid student assistants and all temporary short-term appointments, but excluding those students on monthly-paid fellowships or scholarships.**

1.4 In order to maintain confidentiality and privacy for all applicants, only whether or not the background report was approved, but not the report's details, will be released to hiring departments.

- 1.5 Deans and department heads will be responsible for ensuring that all potential graduate student employees offered appointments through their departments are subject to a background report and before the graduate student employee can take up his or her appointment that the hiring department has been notified by the Graduate School that the background report has been approved.
- 1.6 The Graduate School dean retains ultimate discretion and authority for approving or not approving graduate student employee applicants based on information in background reports. The dean will be responsible for determining under this policy the appropriate responses to each category of background disclosure; including acceptances, rejections, and which background reports must be reviewed by the GS Committee.
- 1.7 All approved background reports will result in approval for potential hire.
- 1.8 For all adverse background reports, a “pre-adverse action letter” (PAAL) will be sent by the consumer reporting agency to the prospective graduate student employee advising him or her of the adverse background report. This will provide the potential graduate student employee the opportunity to verify the accuracy of the background report and/or submit additional information if needed or requested.
- 1.9 The Graduate Student Employee Background Review Committee (GS Committee) will review adverse background reports for potential graduate student employees and any responses from the same to the PAAL and decide whether or not to approve a hire. Background reports will not be used to discriminate on the basis of race, color, national origin, ancestry, religious creed, gender, sexual orientation, disability or handicap, age, or veteran’s status. Moreover, the existence of a conviction does not automatically disqualify a graduate student from employment. Relevant considerations by the GS Committee may include, but are not limited to, the nature and gravity of the offense(s) or conduct; time since conduct, conviction, completion of sentence or any other remediation; relevance to the position for which the graduate student is being considered (job duties, circumstances and environment under which the duties are being performed); and discrepancies between the background check and what the graduate student self-reported on the Graduate School application and/or in any other communications or documents. Any decision to accept or reject for employment a graduate student with a conviction is solely at the discretion of the GS Committee. In addition, if the criminal background report obtained suggests that the graduate student provided false or inaccurate information on the Graduate School application, the matter will be referred to the Dean of the Graduate School to determine whether the student may be deemed ineligible for admission and enrollment or subject to suspension, as the student had acknowledged when signing the Graduate School admissions application.
- 1.10 Where the applicant does not respond to the PAAL or where the GS Committee rejects the graduate student’s response to a PAAL, the consumer reporting agency will be directed to

issue an “Adverse action letter” (AAL) to the graduate student stating they will not be hired by UA.

- 1.11 The background report and its contents are deemed private and confidential and shall be disclosed only for the purposes described in these Procedures for Securing Background Reports for Graduate Student Employees Before Hiring, to those University employees who have a need to know, or as otherwise required or permitted by law.

**2.0 Matrix of Responses and Actions**

Type of Response	Action
1. Approved report	Approve for potential hire
2. Not approved report	Pre-adverse notice issued, 5 business days to verify accuracy of information in report and can submit additional information
3. Applicant response to PAAL	Refer to GS committee
4. GS Committee accepts applicant response to PAAL	Approve for potential hire
5. Applicant does not respond to PAAL	Not approved for hire – issue AAL
6. GS Committee rejects applicant response to PAAL	Not approved for hire – issue AAL
7. GS Committee learns of false or misleading information by student on UA Graduate School application	Student referred to Dean of the Graduate School for determining whether student subject to revocation of admission, denial of enrollment, or suspension

**3.0 Timing of Checks and Transition Arrangements**

- 3.1 The Graduate School requires that no graduate student employee appointment can be made without first obtaining an approved background report, and that no department may hire any graduate student employee unless the department has received notice from the Graduate School that the student is cleared for hire.
- 3.2 Each department must make the request for the background report in a timely fashion but only when consent has been obtained from the prospective graduate student employee, as required under federal guidelines. Supervisors must allow sufficient time for the background report to be completed before an appointment can be fully ratified.
- 3.3 Where timing of an appointment is close to the start of the employment assignment and the results of the background report have not been received, the graduate student employee may be permitted to take up his or her employment position but this will be contingent on receiving

an approved report and UA reserves the right immediately to withdraw and terminate the graduate student's employment where an AAL is issued.

#### **4.0 Process for Identifying, Requesting, and Managing Background Reports**

- 4.1 Only students who have been admitted to Graduate School for study in a degree-seeking program and who satisfy the general qualifying requirements to hold a graduate student employee position may be considered for employment.
- 4.2 Each hiring department will identify those graduate students whom they wish to appoint as graduate student employees.
- 4.3 All applicants for graduate student employment must submit to a background report as part of the appointment and may only be hired if that report is approved or if the GS Committee approves the report.
- 4.4 An offer letter will be issued by the hiring department by the supervisor of the position or the department head, whichever is appropriate for each department. The letter will include the appropriate paragraph which advises the graduate student that the appointment is contingent upon UA requesting a background report and receiving an approved background report. Each applicant must give his or her consent for the background report as part of the acceptance of the offer. This must be evidenced by the applicant signing two authorization and release forms: one authorizing and consenting to the background check for employment purposes and one authorizing use of the results to compare with answers to criminal history questions the student provided on his/her application to Graduate School. (See Appendix 2 for authorization and release forms). See Appendix 1 for the standard language which must be included in ALL graduate student employee offer letters.
- 4.5 Where an offer of employment has already been made to a graduate student before this policy was enacted and the student has accepted that offer, but the student has not yet started his or her employment, the hiring department must be informed that the graduate student's background report is approved before the student can start work.
- 4.6 All offer letters will now include the two standard authorization and release forms which the offeree will be required to sign and return to the department (see Appendix 2). These authorizations and releases give UA permission to request the background report and use the results for employment purposes and to confirm the accuracy of information the student provided on his/her Graduate School application. EACH DEPARTMENT MUST HAVE THE SIGNED RELEASE FORMS ON FILE BEFORE THE BACKGROUND REPORT CAN BE REQUESTED. Failure of a department to obtain the signed authorization and release forms prior to a background report being requested places the University at risk of non-compliance with the Fair Credit Reporting Act and its regulations.

- 4.7 All offer letters will now include a UA standard Memorandum of Appointment (MoA) for each graduate student employee, the form of which will be based on the funding of the appointment. The MoA will include specific reference to the background report requirement and the fact that any employment offer is contingent upon receiving an approved report (i.e. acceptable results). For regularly funded appointments, use the form shown in Appendix 3; for grant or contract funded appointments use the form shown in Appendix 4.
- 4.8 Departments should NOT amend the standard MoA without the expressed prior consent of the Graduate School. No department may modify the MoA in any way to exclude any part or all of this policy or include any additional information.
- 4.9 Once the department has received back the student’s acceptance of the employment offer as evidenced by their signature on the MoA and a signed release form – the department will document the receipt and then file these papers in a way which ensures that they can be preserved and easily recovered.
- 4.10 Upon receipt of the two signed authorization and release forms (see Appendix 2), the department will submit the following information to the Director of Administration of the Graduate School via email at [john.chambers@ua.edu](mailto:john.chambers@ua.edu):

Department name (initiating the request)
Candidate phone number (reporting agency may need to contact applicant)
Name of person submitting the request
Email address of person submitting request
Candidate last name
Candidate first name
Candidate middle name
Candidate sex
Candidate date of birth
Candidate current mailing address – street
Candidate current mailing address – city
Candidate current mailing address – state
Candidate current mailing address - zip
Candidate social security number
Candidate UA CWID number
Previous international address (if applicable. Depending on country of origin the reporting agency may need to contact applicant for additional details)
Government ID (for internationals, if applicable/available)
Applicant email address (for reporting agency to send PAAL and AAL letters when appropriate)

- 4.11 On a daily basis, the Graduate School will compile the emails from each hiring department and input the details into a spreadsheet for submission to the consumer reporting agency.
- 4.12 Upon receipt of results from background reports, the Graduate School will notify the hiring department as appropriate.

## **5.0 Reacting to Results**

- 5.1 For all approved reports, that information should be noted in the hiring department's records. No further action is needed by the hiring department, and the appointment may proceed.
- 5.2 The Graduate School will update the appropriate Banner screen to register the approval for hire.
- 5.3 For all unapproved background reports, the consumer reporting agency will notify the prospective graduate student employee of an adverse background report by sending a PAAL.
- 5.4 For all unapproved reports, the GS Committee will notify the Graduate School and the Graduate School will advise the hiring department and the reporting agency. If the student does not respond to the PAAL or the GS Committee rejects the student's response to the PAAL, the consumer reporting agency will then send the prospective graduate student employee an AAL.
- 5.5 Where a graduate student employee has already started an assignment contingent upon receiving an approved background report and the report is not approved, that assignment must be terminated immediately.
- 5.6 To the extent it is determined from the criminal background report that the student provided false or misleading information on the UA Graduate School application, the Graduate School Dean will contact the student regarding his/her ineligibility for admission or enrollment or potential for suspension, as indicated on the Graduate School application.

## **6.0 Recording the Results**

- 6.1 Each hiring department must maintain its own database or register of the following information:
- Graduate student employee offers made – date, name of offeree
  - Date of reply by graduate student employee, register that both MoA and signed release form have been received
  - Date background report request submitted to Graduate School
  - Date report completed and result of report
  - For approved reports, just the date of approval

- For unapproved reports, the date of non-approval plus notation that notice has been conveyed to the potential graduate employee withdrawing the employment offer or terminating the appointment.
- 6.2 Graduate School will update the master database record in Banner for each graduate student employee for the background report initiation and completion. This will show the current status for each graduate student employee. Departments may access this record at any time in order to determine the current status of any graduate student with regard to whether or not an approved background report has been received.

### **7.0 Communicating and Managing the Results**

- 7.1 The Graduate School is responsible for coordinating the graduate student employee background reports and will communicate the report's results to the hiring department when they are published by the consumer reporting agency.
- 7.2 The result which will be reported will only be either "approved" or "unapproved".
- 7.3 Approved background reports will be noted in Banner and in the department database and the hire may proceed.
- 7.4 For all unapproved background reports the consumer reporting agency will send to the prospective graduate student employee a "pre-adverse action letter" (PAAL). The applicant will then have 5 business days to respond and verify the accuracy of the information in the report or provide the GS Committee with additional information.
- 7.5 All unapproved background reports will similarly be noted in Banner.
- 7.6 All reports sent to the GS Committee must be reviewed in a timely manner.
- 7.7 If the GS Committee determines that a background report will not be approved, then that determination will be sent to the hiring department. This will be noted in Banner and in the hiring department database and the hire may not proceed.
- 7.8 GS Committee will meet regularly to review reports, and may consider e-meeting options for processing reviews more quickly.

### **8.0 Frequency of Checks**

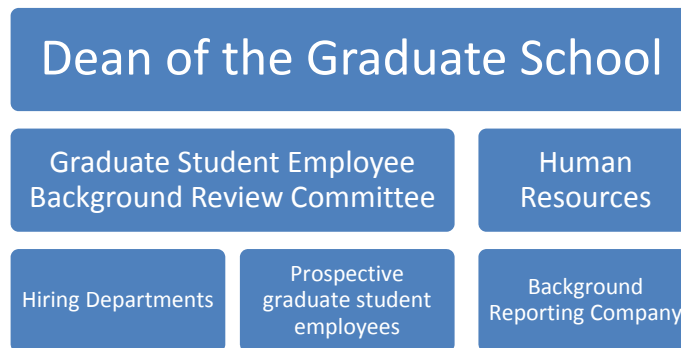
- 8.1 A background report will only be required once for any graduate student employee appointment. Approved background reports for graduate student employees will be valid for all future semesters from the date of the report.
- 8.2 However, effective December 1, 2012, all graduate student employees are required to self-disclose to Human Resources any post-employment criminal convictions, other than minor traffic violations, that occur after that date. Disclosures must be submitted to Human Resources on the Disclosure of Criminal Convictions form found on the Human Resources

website at

<http://hr.ua.edu/employment/Disclosure%20of%20Criminal%20Convictions%20Form.pdf>.

8.3 For all students previously hired in an undergraduate position, the student must consent to a new background report as part of the graduate student employment process.

## 9.0 Parties to the Process



## 10.0 Graduate Student Employee Background Review Committee (GS Committee)

10.1 The Graduate School dean determines the composition of the GS Committee and invites candidates for membership.

10.2 There is no fixed term for Committee members. An offer, acceptance, termination, and resignation can be made at will by the dean of the Graduate School or the member.

10.3 The minimum membership of the GS Committee must be:

- Graduate School Dean, and
- Either Graduate School Associate or Assistant Dean, and
- Dean of the academic college or administrative division of the hiring department (or the dean's delegated representative), and
- Representative from the Student Counseling Center, and
- UA Police Department representative, and
- Student Judicial Affairs representative.

The Graduate School dean may invite additional members from time to time at his discretion.

## 11.0 Other

11.1 In the future, the Graduate School will design and establish an online process for departments to request the background reports and to receive notices and updates via the



same system. This will be a secure and private system based on the same design as the GA TOPS tuition processing and recording system.

- 11.2 All background reports will come from the consumer reporting agency that the University currently uses for all employee background reports, i.e. Risk Mitigation Inc. Alternative vendors used by some departments for background checks on graduate students for outside internships, clinics, and other purposes may not be used to substitute for the background reports required for Graduate School employment purposes mainly because of timing and because other reports are obtained for specific requirements other than graduate student employment.
- 11.3 The cost of obtaining the background reports will not be charged to students or departments; Academic Affairs and the Graduate School will cover the costs.

**John Chambers**  
**Director of Administration**  
**August 2012**  
**Version 6.2**

## **Appendix 1**

### **STANDARD BACKGROUND REPORT CONDITIONAL STATEMENT FOR OFFER LETTER**

#### **To be inserted at the start of the offer letter for ALL graduate employees:**

It is a pleasure to formally offer you an appointment as a (insert appropriate graduate employee title here) in our department. This offer of employment is contingent upon receipt of acceptable results on a background report.

Please complete and sign the enclosed Standard Release Form for Graduate Student Employees – Authorization and Release for the Procurement of a Consumer and/or Investigative Consumer Report and Authorization and Release for Use of Criminal Background Check to Confirm Accuracy of Information Provided on UA Graduate School Application, and return it to us immediately.

The background report and its contents are deemed private and confidential and shall be disclosed only for the purposes described in the Procedures for Securing Background Reports for Graduate Student Employees before Hiring, to those University employees who have a need to know, or as otherwise required or permitted by law.

## Appendix 2

### STANDARD RELEASE FORM FOR GRADUATE STUDENT EMPLOYEES AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

As part of its employment process, The University of Alabama routinely obtains consumer reports and/or credit information on applicants and employees. The information contained in these reports may be used to deny an individual employment or continued employment or promotion with The University of Alabama.

I, the undersigned consumer, do hereby authorize The University of Alabama, by and through an independent contractor (Risk Mitigation Services, Inc.), to procure a consumer report and/or investigative consumer report on me. These above-mentioned reports may include, but are not limited to: my driving history; education; employment history; social security number verification; criminal history/records; national sex offender database; and/or any other public record. I further authorize The University of Alabama to obtain electronic fingerprints (if requested) on me for purposes of obtaining a consumer report and/or investigative consumer report on me.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any consumer report and/or investigative consumer report prepared on me upon my written request to Risk Mitigation Services, Inc. that is made within a reasonable time after the date hereof. I also understand that I may request a written summary of my rights under 15 U.S.C. § 1681 et seq. I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to The University of Alabama, by and through Risk Mitigation Services, Inc., including, but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

The University of Alabama hereby discloses to you that a consumer report may be obtained for employment purposes as part of a pre-offer or post-offer of employment background investigation and/or at any time during your employment with The University of Alabama.

Effective December 1, 2012, I understand that whilst a graduate student employee of the University of Alabama I am required to self-disclose to Human Resources post-employment criminal convictions, other than minor traffic violations, that occur after that date. Disclosures must be submitted to Human Resources on the Disclosure of Criminal Convictions form found on the Human Resources website at <http://hr.ua.edu/employment/Disclosure%20of%20Criminal%20Convictions%20Form.pdf>.

I acknowledge receipt of a clear and conspicuous disclosure provided to me under the provisions of the Fair Credit Reporting Act that The University of Alabama (“The University of Alabama”) may seek or obtain consumer reports about me for employment purposes from a consumer reporting agency. I understand and acknowledge:

1. That The University of Alabama may use consumer reports to evaluate me for employment, promotion, reassignment, or retention as an employee.
2. That The University of Alabama may not obtain a consumer report about me for employment purposes without my authorization.
3. Before The University of Alabama denies me employment or makes any other employment decision that adversely affects me based in whole or in part on a consumer report, The University of Alabama must first provide me with a copy of the report and a summary of my rights under the Fair Credit Reporting Act.
4. The University of Alabama considers consumer reports to be important tools in its human resources administration, audit and security practices. My failure to authorize The University of Alabama to obtain a consumer report about me or my subsequent revocation of such an authorization may serve as grounds for The University of Alabama to refuse to employ, promote, reassign, or retain me.

I hereby authorize The University of Alabama, including its employees, agents and affiliates, to obtain one or more consumer reports about me for employment purposes at any time or times it deems appropriate. This is a continuing authorization which shall remain in effect until I revoke it in writing, even if my employment is changed from The University of Alabama entity to another that is related by common ownership or affiliated by common corporate control.

**Printed name:** \_\_\_\_\_ **CWID:** \_\_\_\_\_  
First Middle Last

**Signed name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(PLEASE COMPLETE PAGE TWO ON REVERSE)**



**FOR GRADUATE STUDENT EMPLOYEES ONLY**  
**AUTHORIZATION AND RELEASE FOR USE OF CRIMINAL BACKGROUND CHECK TO CONFIRM ACCURACY**  
**OF INFORMATION PROVIDED ON UA GRADUATE SCHOOL APPLICATION**

To the extent I applied to UA Graduate School at the time its application contained questions regarding my criminal background, I consent to the Graduate School using the information obtained from the criminal history and national sex offender registry search to confirm the accuracy of my response to questions on the Graduate School Admissions application related to criminal offenses. I further acknowledge that on my Graduate School application, I certified that the information I provided at that time was complete and accurate, and I verified my understanding that withholding information requested or giving false information could make me ineligible for admission and enrollment or subject to suspension. I understand that if there is an inconsistency between my answer on the application and the information from the criminal history and national sex offender registry report, that my status as a graduate student is subject to review as indicated on the Graduate School application.

I also understand that verity of admissions disclosures and/or proper admission (admission that is based on truthful information) is a prerequisite to graduate student employment; consequently, verification of admission disclosures will be used to evaluate employment eligibility and, if false information was provided, may impact student status.

**Printed name:** \_\_\_\_\_ **CWID:** \_\_\_\_\_  
                                First                                Middle                                Last

**Signed name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Current Address:**

---

Street/P.O. Box	City	State	Zip Code	Country
Dates: From ___/___/___ to ___/___/___				

**Former Address:**

---

Street/P.O. Box	City	State	Zip Code	Country
Dates: From ___/___/___ to ___/___/___				

**Former Address:**

---

Street/P.O. Box	City	State	Zip Code	Country
Dates: From ___/___/___ to ___/___/___				

**Social Security Number:** \_\_\_\_\_

**Daytime Telephone Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State of Issuance:** \_\_\_\_\_

**Date of Birth:\*** \_\_\_\_\_

\* Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.

Appendix 3

THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL  
MEMORANDUM OF APPOINTMENT

**MEMORANDUM (Completed by Department):**

Department: \_\_\_\_\_  
 From: \_\_\_\_\_  
 (Department Chair/Other Supervisor)  
 To: \_\_\_\_\_ Student CWID: \_\_\_\_\_  
 (Graduate Student Name)

**SUBJECT: Graduate Student Appointment**

This memorandum confirms your appointment as a Graduate  Teaching  Research  Administrative  Student Assistant.

**GENERAL TERMS OF THE APPOINTMENT (Completed by Department):**

Appointment Semesters: Fall \_\_\_\_\_ (year)  
 Spring \_\_\_\_\_ (year)  
 Summer \_\_\_\_\_ (year)

Starting Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Monthly Stipend or Hourly Rate: \_\_\_\_\_ Total Stipend: \_\_\_\_\_

FTE: \_\_\_\_\_ No. of hours per week: \_\_\_\_\_

Tuition Award (Y/N): \_\_\_\_\_ Health Insurance (Y/N): \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Specific Duties: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Department Chair's Signature Date

**CERTIFICATION (Completed by Graduate Student):**

1. I understand this appointment is contingent upon a receipt of acceptable results on a background report.
2. I agree to notify UA immediately of any arrest or conviction and understand that such events or failure to notify UA immediately of such events could result in termination of this position<sup>1-2</sup>.
3. If at any time after my background check has been approved by UA and I am cleared for hire, UA learns of new arrests or convictions, or any other behavior that is of concern to UA, I understand that UA can require me to re-submit to a background check as a condition of continuing employment or re-employment.

I confirm that I qualify to hold this assistantship in accordance with the criteria set out in the Graduate School Catalog, in particular that I am enrolled full time as a graduate degree student, maintain a cumulative GPA of at least 3.0 (except during the first 12 graduate semester hours of study or hourly paid appointments), and register for the minimum number of class hours commensurate with the FTE of this position<sup>1-2</sup>. I understand and agree that continuation of this appointment to its scheduled termination date is dependent upon my meeting the performance standards established by this department and compliance with all policies in the Graduate Catalog and general UA employment and student policies. However, the University reserves the right to terminate a GA support package, including all parts, immediately and without prior notice if, in the judgment of the Department Chair and concurrence of the Dean, such action is warranted. I also understand that graduate assistants whose appointments are terminated before the end of the academic semester or term are only eligible for reduced tuition grants<sup>3</sup>. I understand and agree that, if I resign or am dismissed from my assistantship or the University before the end of the academic semester or term, that I will be personally responsible for the payment of any tuition and fees that are not covered by my reduced tuition grant. To the extent my appointment is extended beyond the termination date listed above, I agree that my continued appointment is subject to the same terms and conditions noted above.

<sup>1</sup> See Qualifications for Graduate Assistantship at <http://graduate.ua.edu/publications/dept/guide2.html>

<sup>2</sup> See Enrollment Requirements at <http://graduate.ua.edu/publications/dept/guide4.html>

<sup>3</sup> Reduced tuition grants are computed on the following basis:

appointment ended during the 1st week	: no tuition grant
appointment ended during 2nd to 4th week	: 25% of initial grant
appointment ended from 5th week to end of the semester/term	: 50% of initial grant

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

Distribution: Graduate Assistant (1), Academic Department (1), The Graduate School (Forward the Graduate School Copy with the Personnel Action Form)  
 THE GRADUATE SCHOOL, 102 ROSE ADMIN BLDG, BOX 870118, TUSCALOOSA, AL 35487, TEL 205.348.5921, FAX 205.348.0400 CSJC 09.2.012

Appendix 4

THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL

**MEMORANDUM OF APPOINTMENT FOR CONTRACTS AND/OR GRANTS**

**MEMORANDUM (Completed by Department):**

Department: \_\_\_\_\_

From: \_\_\_\_\_

(Department Chair/Other Supervisor)

To: \_\_\_\_\_ Student CWID: \_\_\_\_\_

(Graduate Student Name)

**SUBJECT: Graduate Student Appointment**

This memorandum confirms your appointment as a Graduate  Teaching  Research  Administrative  Student Assistant.

**GENERAL TERMS OF THE APPOINTMENT (Completed by Department):**

Appointment Semesters: Fall \_\_\_\_\_ (year)  
 Spring \_\_\_\_\_ (year)  
 Summer \_\_\_\_\_ (year)

Starting Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Monthly Stipend or \_\_\_\_\_

Hourly Rate: \_\_\_\_\_ Total Stipend: \_\_\_\_\_

FTE: \_\_\_\_\_ No. of hours per week: \_\_\_\_\_

Tuition Award (Y/N): \_\_\_\_\_ Health Insurance (Y/N): \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Specific Duties: \_\_\_\_\_

The Principal Investigator confirms that the specific duties set out above are within the scope of the assignment(s) as described in the terms and conditions of the contract and/or grant master document. No change or addition to these duties will be made without formal approval of the Principal Investigator or the Graduate School.

Principal Investigator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION (Completed by Graduate Student):**

1. I understand this appointment is contingent upon a receipt of acceptable results on a background report.
2. I agree to notify UA immediately of any arrest or conviction and understand that such events or failure to notify UA immediately of such events could result in termination of this position by UA.
3. If at any time after my background check has been approved by UA and I am cleared for hire, UA learns of new arrests or convictions, or any other behavior that is of concern to UA, I understand that UA can require me to re-submit to a background check as a condition of continuing employment or re-employment.

I confirm that I qualify to hold this assistantship in accordance with the criteria set out in the Graduate School Catalog, in particular that I am enrolled full time as a graduate degree student, maintain a cumulative GPA of at least 3.0 (except during the first 12 graduate semester hours of study or hourly paid appointments), and register for the minimum number of class hours commensurate with the FTE of this position<sup>1,2</sup>. I understand and agree that continuation of this appointment to its scheduled termination date is dependent upon my meeting the performance standards established by this department and compliance with all policies in the Graduate Catalog and general UA employment and student policies. However, the University reserves the right to terminate a GA support package, including all parts, immediately and without prior notice if, in the judgment of the Department Chair and concurrence of the Dean, such action is warranted. I also understand that graduate assistants whose appointments are terminated before the end of the academic semester or term are only eligible for reduced tuition grants<sup>3</sup>. I understand and agree that, if I resign or am dismissed from my assistantship or the University before the end of the academic semester or term, that I will be personally responsible for the payment of any tuition and fees that are not covered by my reduced tuition grant. To the extent my appointment is extended beyond the termination date listed above, I agree that my continued appointment is subject to the same terms and conditions noted above.

<sup>1</sup> See Qualifications for Graduate Assistantship at <http://graduate.ua.edu/publications/dept/guide2.html>

<sup>2</sup> See Enrollment Requirements at <http://graduate.ua.edu/publications/dept/guide4.html>

<sup>3</sup> Reduced tuition grants are computed on the following basis:

appointment ended during the 1st week	: no tuition grant
appointment ended during 2nd to 4th week	: 25% of initial grant
appointment ended from 5th week to end of the semester/term	: 50% of initial grant

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

Distribution: Graduate Assistant (1), Academic Department (1), The Graduate School (Forward the Graduate School Copy with the Personnel Action Form)

THE GRADUATE SCHOOL, 102 ROSE ADMIN BLDG, BOX 870118, TUSCALOOSA, AL 35487, TEL. 205.348.5921, FAX 205.348.0400 CSJC 09.2012