APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

I write to offer you an appointment as a Graduate Instructional Specialist at the University of Connecticut.

|  |  |
| --- | --- |
| Job Title | Graduate Instructional Specialist |
| Department | JOBSUBDEPARTMENT |
| Executive Division | JOBBRAND |
| Immediate Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Building Location | SITETITLE |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Total Stipend | $ALLOWANCEFORCAR |
| Total Credits | OFFERSUPPLEMENTARY\_TEXT10 |
| Union Information | <https://uconngradunion.org/> |

Your responsibilities will include instructional support for the following course(s):

 Course Name and Number:

 Credits:

 Times:

Please be aware that your total stipend may change dependent upon changes in total course enrollment, which may affect the duties to which you are assigned. The determination will be made by the Add/Drop date of this intersession.

This offer of employment is contingent upon:

* Sufficient enrollment and the continuation of the class offering. If a course is canceled, you will be notified as soon as possible
* Successful completion of a criminal background check
* Timely completion of an approved I-9 (Employment Eligibility Verification Form)
* Completion and approval of a Dual Employment form, if applicable

Please note that this appointment is for this intersession only, and is not a guarantee of future appointments and is in accordance with University regulations and Graduate School policy.

Your compensation will be issued in biweekly increments, with the first paycheck issued approximately one month following your hire date. A delay in the timely submission and processing of required paperwork may result in a delay in the issuance of your paycheck.

Other terms and conditions of your employment are contained in the collective bargaining agreement between the University of Connecticut and the Graduate Employee Union Local 6950 – International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (GEU-UAW). A copy of the collective bargaining agreement as well as contact information and other informational materials, including how to become a member of the union, may be found on the GEU-UAW Local 6950 Website at:<http://www.uconngradunion.org/>.

By accepting this appointment, you are authorizing the University to disclose Employment Information that might otherwise be covered by the Federal Education Rights and Privacy Act to the GEU-UAW. Employment Information is limited to your full name, employee identification number, appointment start and end date, job title, appointment type (teaching, research, or teaching/research combination), percent appointment level, pay step, bi-weekly stipend, work department or hiring unit, work location and department head.

Please contact Parking Services at (860) 486-4930 in Storrs or the regional campus you are teaching at for information on your parking options.

If you are currently enrolled in health coverage through the Connecticut Partnership Plan (CPP) your benefits will continue. Changes to your current coverage may be made during Open Enrollment for a September 1, effective date. If you are not currently enrolled in health coverage through the CPP, you are not eligible to enroll by virtue of this appointment.

I trust this opportunity will be both personally and professionally rewarding for you and beneficial to the work of the University. Thank you for your interest. This intersession is an increasingly important piece of the UConn experience. On behalf of my office and the University, thank you for agreeing to teach. We look forward to having you join us

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

Supervisor

I ACCEPT THIS APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

By accepting this appointment I agree to abide by all University policies including, but not limited to, the [University’s Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/) and the [State Code of Ethics](https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/).