

## GRADUATE RESEARCH ASSISTANT CONTRACT

Date:

Name:

EID:

Dear \_\_\_\_\_:

I am pleased to offer you a position as a Graduate Research Assistant in the Department of Kinesiology and Health Education at the University of Texas at Austin. Your assignment will be effective \_\_\_\_\_ and is expected to continue through \_\_\_\_\_. Your assignment is expected to be at \_\_\_\_\_ with a full-time annual rate of \$\_\_\_\_\_.

As part of your compensation, you will receive tuition remission benefit of \$\_\_\_\_\_ in addition to the salary indicated above. The tuition remission benefit amount is based on your anticipated effort percentage and continued appointment as a graduate research assistant through the entire semester and is applied directly to your tuition bill. Should the percent time of your research appointment change, the amount of tuition remission benefit may be adjusted in accordance with University and College regulations governing this program. This adjustment would be reflected in your tuition bill.

Your primary work assignment will be:

Specific work assignments are subject to change if the principal investigator finds it necessary to make modifications in project work, budgetary restrictions, or other adjustments in the research plan for the semester/term. The principal investigator will inform you of any change of work assignment. In the performance of your assigned duties as a graduate research assistant, you must abide by the academic and research criteria and policies established by the College.

Graduate research assistants are under assigned supervision of the principal investigator/faculty advisor. You must meet with your faculty supervisor to review duties and expectations for the position and must regularly report on the conduct and performance of your duties. Your faculty supervisor will be \_\_\_\_\_.

To be eligible for appointment to this position, you must be unconditionally admitted to the Graduate School and be in good academic standing at The University of Texas at Austin. Additionally, you must be registered for no fewer than nine (9) semester hours of course work during each semester of the long session and three (3) semester hours during either one of the summer sessions in which you are employed. Graduate research assistants may be considered for reappointment if they continue to meet the scholastic requirements for eligibility established by the Graduate School, have provided satisfactory service to the department/project, and have complied with all applicable University policies. Final decisions regarding reappointment are

also dependent upon available resources and the continued ongoing research needs of the department/project.

This appointment is subject to the provisions of The University of Texas System Board of Regents' Rules and Regulations and The University of Texas at Austin Handbook of Operating Procedures. The salary represents the gross salary and is subject to deductions as required by State and Federal law. Graduate research assistants, as University employees, are eligible to participate in insurance programs in accordance with the established eligibility criteria for those programs, and employees appointed at least half time (50%) for four and one-half months (135 calendar days) receive premium sharing for the University's group insurance coverage. Graduate research assistants are also eligible to participate in certain other benefits in accordance with existing policy criteria (e.g., parking permits, in-state tuition entitlement, etc.).

Every new employee must complete the electronic Form I-9 Employment Eligibility Verification no later than the first workday. You will be required to present **original** documents from the [List of Acceptable Documents](#) to prove your identity and authorization to work in the United States. Please contact Jenny Ann Eskew, [jennyann@austin.utexas.edu](mailto:jennyann@austin.utexas.edu) to schedule an appointment. If you receive an email with the subject line, *Electronic I-9 Shuttle Request*, please follow the instructions to complete the employee section of the form.

In addition, every employee must have a criminal history background check prior to beginning work. You will receive an email asking you to authorize the background check using our online system. If you have not received the email or completed the background check request, please contact Jenny Ann Eskew, [jennyann@austin.utexas.edu](mailto:jennyann@austin.utexas.edu)

Please indicate your acceptance or declination of this offer via signature and return it to \_\_\_\_\_ via electronic mail or hard copy.

\_\_\_\_\_  
Principal Investigator, Faculty Supervisor

I \_\_\_\_\_ this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date