

### Graduate Assistantship Contract

#### Student Personal Data:

Name: \_\_\_\_\_ PeopleSoft Employee ID: \_\_\_\_\_

Last 4 SS# \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

#### Conditions of Appointment:

The University of Baltimore does hereby appoint the student indicated above as Graduate Assistant to assist the graduate program director and/or graduate faculty in research projects under the following conditions:

Std. Hours/Week: \_\_\_\_\_ Total Stipend Amount: \$ \_\_\_\_\_, and credits of tuition waivers

Contract Begin Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ ""Dept.: \_\_\_\_\_

Supervised by: \_\_\_\_\_ Work Group: \_\_\_\_\_

Position Number: \_\_\_\_\_

Budget Code: Dept.(7) \_\_\_\_\_ Account **502411** Fund(4) \_\_\_\_\_ Project Grant(7) \_\_\_\_\_

*The stipend is disbursed in equal installments for the duration of the GA contract. The UB timesheet is required to support the payments.*

#### Special Conditions, if any:

\_\_\_\_\_ UB graduate credit tuition waivers for Summer 20 \_\_\_\_\_

\_\_\_\_\_ UB graduate credit tuition waivers for Fall 20 \_\_\_\_\_

\_\_\_\_\_ UB graduate credit tuition waivers for Spring 20 \_\_\_\_\_

*Unless otherwise noted, all tuition waivers will be applied to your account at the regular School of Business, College of Public Affairs, or College of Arts and Sciences graduate rate, not at the Law or Taxation rate.*

#### General Conditions:

This contract is not binding until approved by the appropriate authorities of the University of Baltimore. This contract is binding only for the period indicated above and does not in any way commit the University of Baltimore to continuation of employment beyond the termination date specified or to employment at any future date. If funds are withdrawn by the source or should the student fail to remain in good academic standing, this contract may be canceled by the University without prior notice.

The above mentioned student is not entitled to the rights and privileges of regular state employees during the period of this contract. Stipend and tuition waivers will be prorated up on the official beginning and ending contract dates in the event of a termination or replacement of a graduate assistant during the summer, fall, and spring semesters. A Graduate Assistant may be dismissed at any time by the department chair, academic dean, and/or appropriate administrator for non-performance of assigned duties.

Graduate Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Approvals:

Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_ Business Mgr: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature) (signature)

Dept. Head (print name): \_\_\_\_\_ Business Mgr (print name): \_\_\_\_\_

OHR: \_\_\_\_\_ Date: \_\_\_\_\_ Grants Acct.: \_\_\_\_\_ Date: \_\_\_\_\_