

Date

Name

Department

CAMPUS

Dear _____:

On behalf of the Department of _____, I am pleased to offer you a ____ % appointment as a Teaching Assistant in the Summer Session 2008 course (course # & course title) beginning (beginning date of course) through (end date of course). This summer appointment carries a stipend of \$_____ and assumes an average of _____ hours per week. The salary and effort obligations are based upon (full/partial) responsibility for instruction in a course. (Elaborate on specific obligation if less than full course responsibility.)

Funding for this appointment is provided through the Summer Session Office and is contingent upon sufficient enrollment in the course, as determined by their office (15 for undergraduate courses and 10 for graduate courses). You will be notified no later than two weeks prior to the start of the course if cancellation is necessary.

The terms and conditions of employment, including but not limited to wages and benefits, in this position are governed by a collective bargaining agreement between the Board of Regents, State of Iowa and UE Local 896/COGS, the union representing graduate teaching and research assistants at The University of Iowa. Copies of this collective bargaining agreement are available from the University and the union and may be viewed either from the University website: <http://www.uiowa.edu/hr/relations/Cogs/cogs.pdf> or from the COGS website: <http://www.cogs.org>.

If you accept this offer, I ask that you sign and return one copy of this letter. In the meantime, if you have any questions regarding this appointment, including benefits, please contact

_____.

Sincerely,

Professor and DEO

I have read this offer and accept the terms of the appointment described herein.

Signature of Candidate

Date