

Andrews University
Graduate Assistantship Appointment

Name _____ AU ID _____

School/Department Making Appointment

(School)	(Department)
_____ Arts & Sciences	_____
_____ Technology	_____
_____ Business	_____
_____ Education	_____
_____ Seminary	_____
_____ Other:	_____

Assistantship Semester

(Circle one)

Summer	200
Fall	200
Spring	200

Hours Per Semester*

50 100 150 _____

Type of Assistantship

_____ Administrative
_____ Research
_____ Teaching (Classroom/Laboratory)**

Amount Per Semester*

\$ _____

Start Date: _____

End Date: _____

Fund # _____

Method of Payment:

9 Your semester salary as indicated above will be paid in biweekly installments as listed in the schedule of the University Payroll periods. When assistantship forms are received by the Payroll Office after the beginning of the appointment period, the semester salary will be divided among the remaining pay days in the semester.

9 Other: _____

This agreement, including the salary, is subject to the receipt of sufficient funds in the account specified above. The pertinent provisions of the *By-Laws of the Board of Trustees*, of the *Andrews University Working Policy*, of the official actions of the Board of Trustees, and pertinent departmental policies, are expressly incorporated herein; and this agreement is conditioned upon full compliance therewith.

1. _____ Date _____ 2. _____ Date _____
 Immediate Supervisor I-9 Validation @ Student Labor Office

3. I hereby accept appointment under the above terms and agree to render service in accordance therewith.

_____ Date _____ 4. _____ Date _____
 Appointee Dean

* Note minimum standards in Graduate Council's Policy on Financial Aid Awards

** If funded from contract teaching budget, an appropriate contract teaching form must also be completed each semester.

Received by Payroll Office: _____ Date: _____

Original: Payroll Office
 Copies: (a) Department/Program/Administrative Entity, (b) School Dean/Graduate Program Coordinator, (c) School of Graduate Studies Dean, (d) Student.