



NORTHERN ARIZONA UNIVERSITY

Conditions of Assistantship Appointment

I am being hired as a graduate assistant and I agree to fulfill my assigned duties to the best of my abilities. I agree to abide by the terms outlined in my appointment letter. I also agree:

(Initial each line)

- I am admitted to a graduate degree program at Northern Arizona University and I will enroll for a minimum of 9 credits that will count toward my degree requirements for each term during which I am on a graduate assistantship.
- I will maintain a cumulative GPA of 3.0 or higher for all graduate-credit courses.
- I will establish my work hours with my supervisor.
- I will perform my assigned duties to the best of my abilities.
- I will be given a written performance evaluation for each term of appointment. This evaluation must show a satisfactory rating to be eligible for reappointment.
- I will be informed if my performance is less than satisfactory and I will be given an opportunity to correct any problems.
- I may be terminated before the end of my appointment if I fail to maintain my job performance at acceptable levels.
- Graduate assistantships are not automatically renewed and may be subject to available funding.
- There is no expectation of employment beyond the limits of this appointment.
- Any changes to the terms of this appointment will be submitted on a Graduate Assistant Personnel Action form and a copy of the form will be given to me.
- While employed as a graduate assistant, I will not work for NAU in any other capacity.
- I am subject to all applicable policies set by the Arizona Board of Regents, including policies governing equal opportunity, affirmative action, codes of conduct, conflicts of interest, and patents.
- If this is my first graduate assistantship appointment at NAU, I will attend the orientation for new graduate assistants offered by the Graduate College in August.
- I will read the Graduate Assistantship, Traineeship and Fellowship Handbook and become familiar with policies that govern graduate assistantships (<http://home.nau.edu/gradcol/graduateAssistants.asp>)
- I will complete the training pertaining to the university's Safe Working and Learning Environment Policy. <http://training.newmedialearning.com/psh/narizonau/index.htm>.

Signature of graduate assistant and date