



College of Engineering and Computing

School of Computing
Department of Computer Science
4400 University Drive, MS 4A5
Fairfax, VA 22030
Phone: (703) 993-1530

Dear [REDACTED]

It is my pleasure to offer you the appointment as a Graduate Teaching Assistant for the Department of Computer Science, within the College of Engineering and Computing. I believe you will find George Mason University an exciting and rewarding environment in which to work, and a place where the contributions of graduate students are valued.

This offer is subject to the terms and conditions of employment, attached hereto as "Attachment A", which is incorporated herein by reference.

The terms of this offer are as follows:

- Contract Dates: August 25, 2024 – May 24, 2025
- Semester Dates: Fall 2024: August 25th, 2024 – January 9th, 2025
Spring 2025: January 10th, 2025 – May 24th, 2025
- Appointment: Graduate Teaching Assistant
- Stipend: \$29,000 paid over 18 pay periods
- Level: PhD
- Assignment: As a full-time employee, you will work 20 hours per week.
- Tuition Benefit: Up to 9 credits of tuition per semester at the in-state tuition rate and the mandatory student fee.
Contingent upon arrival prior to the first day of class
- Health Insurance: Upon acceptance of this offer and the meeting of all eligibility requirements, University paid health insurance through Aetna Student Health will be available to you. Please visit <https://universitypolicy.gmu.edu/policies/health-insurance-for-graduate-students/> for a listing of eligibility requirements and for further details. (Contingent upon arrival prior to first day of classes)
- Other Terms: **For students hired that will have any instructional duties as defined in the Hiring Rules and Procedures document the letter must include the following statement:** International students may be required to demonstrate English proficiency prior to beginning their position. In accordance with Mason's Graduate [Hiring Rules and Procedures](#) as they relate to ITA (International Teaching Assistant) appointments, international students who were required to take an English proficiency exam for admission to GMU must participate and sufficiently perform in the language proficiency

PhD students are provided full tuition, up to the maximum of nine credit hours. Tuition waivers are applicable only to tuition and the mandatory fee. Additional fees incurred relating to registration and course related fees are not covered by tuition waivers and are the responsibility of the student. Additionally, credit to the student's account will only be granted for the amount of the student's tuition and will be applied only after other scholarships or fellowships are processed to the student's account. Students must be registered in order for the tuition waiver to be applied to their account.

assessment administered by INTO Mason's Learning Resource Center (LRC) **before assuming instructional responsibilities**. This includes both Graduate Teaching Assistants (GTAs) and Graduate Lecturers (GLs).

These students should ideally take this test at least 6-8 weeks prior to their prospective appointment. This assessment (CELT) requires students to provide a 15-minute lecture and respond to questions regarding a topic of their choice that is related to their proposed GTA assignment. To schedule a test, go to the following site: <https://intomason.mywconline.com> and click on "LRC Assessments". Students should consult with their hiring department and [INTO Mason's Learning Resource Center](#) for additional guidance as needed.

This assignment is valid only for the degree program specified and any change in degree, concentration, and/or eligibility level, will void this appointment. The University reserves the right to reschedule or reassign this assignment or to cancel this assignment.

All full-time (20-hr/week) graduate assistants must be enrolled for at least six credit hours of graduate work during the term in which they are a graduate assistant. Doctoral students who are eligible to enroll in only 1 credit of 999 must have a [Full-Time Equivalent Status form](#) on file with the Office of the Registrar for each semester enrolled. Enrollments will be monitored throughout the duration of the add/drop period, and tuition waivers and/or University subsidized health insurance (if applicable) will not be issued unless you are enrolled for the required minimum number of credit hours.

Students receiving assistantships must have a 3.0 cumulative GPA, be in good academic standing (which includes not receiving any unsatisfactory grades as defined in the University Catalog) at the time the offer is made and for the duration of the position. Please note that this appointment is not automatically renewable. Continued appointments/ reappointments are contingent upon successful performance as determined by the hiring local academic unit and the availability of funding.

Students holding assistantships may not engage in other on-campus employment, including additional assistantships, during the period they hold an assistantship without explicit written approval from the department chair, program director, or dean. Graduate students are limited to working 20 hours per week during terms of enrollment. This is applicable whether students are appointed in one or in multiple academic or non-academic units. Exceptions for domestic students to work an additional 10 hours (for a maximum of 30 hours per week) may be granted by the faculty advisor and graduate associate dean of the local academic unit. Exceptions must be granted prior to the acceptance of additional appointments. See the [Hiring Rules and Procedures](#) document for more information. Students wishing to engage in off-campus employment while holding an assistantship are highly encouraged to first discuss the matter with their graduate assistantship supervisor.

If you are a new employee, you will receive an email from hr@gmu.edu to complete the Form I-9 (proof of eligibility to work in the US) along with other hiring paperwork. You will also receive a separate email from applicationstation@truescreen.com to complete the requirements to conduct a background investigation.

If these terms and conditions are acceptable to you, please sign and date in the space provided below, initial at the bottom right of each page, and return the original to my office.

I look forward to your acceptance of this offer and to a rewarding professional association in the future.

Sincerely,



Initials _____

I accept the appointment described under the terms and conditions set forth in this letter, including all terms and conditions in the Attachment referenced in this letter. I further acknowledge that I will be governed by the administrative policies and regulations of the University, currently in force and as amended in the future. I also acknowledge that said rules do not create any vested employment rights and that the University reserves the right to reassign me during my term of employment.

Student's Signature

Date

Initials _____

ATTACHMENT A

Graduate Appointment Terms and Conditions of Employment

1. **Eligibility for Employment.** Your employment is contingent upon providing the University, **prior** to your first day of employment, official documentation of degrees earned. An original transcript from the institution awarding the highest degree mailed to the hiring department will ordinarily satisfy this requirement. **Please forward to the hiring department noted in other terms of this contract.** You are responsible for providing a certified third-party translation and evaluation of your academic transcripts, if required by the University. Your employment is contingent upon satisfying all federal employment eligibility requirements, including any necessary work authorizations, and is contingent upon compliance with all applicable federal rules and regulations, including but not limited those federal rules and regulations regarding sponsored research. Your employment is contingent upon making no false or misleading representations in your application for employment. Your employment is contingent upon a successful background investigation; if the results of such investigation are not satisfactory to the University, this contract is voidable by the University. Questions regarding employment-based immigration should be directed to the Office of International Programs and Services.
2. **Approval of Appointment.** This appointment is subject to approval by the appropriate University administrative officers. This appointment is also subject to the policies and bylaws of the Board of Visitors.
3. **Termination.** Notwithstanding anything herein to the contrary, this is an at-will appointment and may be terminated at any time by the University without cause, by providing written notice to you.
4. **General Conditions of Employment.** George Mason University is an agency of the Commonwealth of Virginia, organized pursuant to statute. As is the case for all University employees, your employment is subject to the Acts of the General Assembly of Virginia, Executive Orders of the Governor, regulations adopted by the Board of Visitors of the University, all applicable regulations, and all policies of the University. As a condition of your employment, you are subject to all applicable practices, policies and procedures of the University, including but not limited to policies regarding conflicts of interests, nondiscrimination, outside professional activities, and intellectual property. It is your responsibility to be aware of these policies and procedures, as well as all others which may apply to you. University policies and procedures are subject to change without notice. You agree to make best efforts to successfully perform your duties under this contract.
5. **Taxation and Direct Deposit.** All amounts paid by the University to you may be subject to taxation both for reporting and withholding. Any amounts subject to withholding will have taxes withheld in accordance with federal and state law. If you accept this offer and it is your first appointment to George Mason University, you must complete tax forms in order to receive payment. Electronic direct deposit is mandatory for all employees.
6. **Assignment.** The University reserves the right to change your assignment, as well as your physical location, at any time during the Term of this contract, and you may be reassigned duties as determined by the University.
7. **Outside Activities.** You may not engage in any outside activities that interfere with the proper performance of your duties. You are also subject to all University policies regarding outside activities, including policies regarding conflicts of interest.

Initials _____

8. General Terms. This contract may be modified only by a written agreement signed by both you and by an authorized employee of the University. The waiver by either party of a breach of any provision of this contract will not operate or be construed as a waiver by that party of any prior or subsequent breaches. All agreements and covenants contained herein are severable, and if an appropriate court declares any such agreement or covenant to be invalid, this contract will be interpreted and applied as if such invalid agreements or covenants were not contained herein. This contract shall be construed in accordance with the laws of the Commonwealth of Virginia. Venue for determination of the legal rights and obligations of the parties to this contract shall be an appropriate court in the Commonwealth of Virginia. This contract contains the entire agreement for employment by and between you and the University for the position stated in this contract. Oral modifications, additions, or supplementation to this contract shall have no effect and shall not bind the parties. This contract supersedes all prior contracts of employment entered into between you and the University. Paragraph headings are mere catchwords and shall not be used in interpretation of the terms of this contract. Digitized signatures of the person signing this offer letter on behalf of the University are effective as original signatures.
9. Availability. All graduate teaching assistants assigned as instructor of record must be available two weeks before classes begin and two weeks after classes end.

Initials _____

Title IX, Notice of Nondiscrimination on the Basis of Sex and Gender

George Mason University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. The University complies with Title IX of the Education Amendments of 1972 (“Title IX”); 34 CFR Part 106 (“Title IX Regulations”); Title VII of the Civil Rights Act of 1964 (“Title VII”); the Virginia Human Rights Act; Violence Against Women Act (“VAWA”); and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

For more information or to report discrimination or harassment on the basis of sex or gender in any of the University’s education or employment programs and activities, please contact the University’s Title IX Coordinator:

Thomas Bluestein
Title IX Coordinator
Compliance, Diversity and Ethics
Fairfax Campus
Aquia Room 373
Phone: (703) 993-8730
Email: titleix@gmu.edu
Policy: [University Policy 1202](#)