

GRADUATE ASSISTANTSHIP CONTRACT

Units must email completed contract to: GSASSISTANTSONTRACTS@ECU.EDU

EPAF will not be approved until contract has been submitted

Updated: 3/2024

SECTION ONE: CONTRACT INFORMATION

☒ New Contract ☐ Revised Contract

Semester and Year Hired Fall 2024- Summer 2025	Beginning Date (Current Hire) 7/1/24	Ending Date 6/30/25
EPAF Transaction Number	EPAF Initiator BSimms / LJolly	Date Prepared 5/30/24

SECTION TWO: EMPLOYEE INFORMATION

Last Name Gomez Saldarriaga	First Name Maria	Middle	ECU Banner ID Bo0982253
Student's Degree Program PhD	Hiring Department/Section ICS	School ICP	Immediate Supervisor Rosana Ferreira

SECTION THREE: FUNDING INFORMATION

For fall and spring terms, domestic students are limited to 25 hours/week; international students are limited to 20 hours/week. All students are limited to 25 hours/week during summer terms

Position Number	Suffix	Fund	Funding Organizational Code	Account	Program	Activity Code	Hours per week	FTE	Number of Pays and Factors	Employee Semi-Monthly Salary	Employee Annual Salary (duration of contract)
GAR000		216877	591201		0000		20	0.5	24	1,104.17	26,500

SECTION FOUR: GRADUATE ASSISTANTSHIP DUTIES

Describe the duties, expected products and means of evaluation performance for this position

Duties: Continue to make progress on dissertation; assist in data collection for economics experiments; assist with analysis of resulting economics experiment data.

Expected Products: Drafts of each chapter of dissertation; new data set; presentation of economics experiment data at professional conference.

Evaluation Metrics: Drafts of each chapter of dissertation; new data set; presentation of economics experiment data at professional conference.

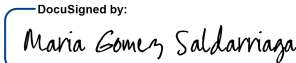
SECTION FIVE: ELIGIBILITY INFORMATION

1. Are you enrolled in one or more on-campus courses?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are you a Full Time Student*?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
a. If no, How many hours are you enrolled?	9	
b. Are you enrolled in a thesis/dissertation course	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. Academic Standing Info:		
a. Current Cumulative GPA (Cumulative GPA of 3.0 or Higher Required)	4.0	
b. Were you admitted by exception into your graduate program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are you currently on academic probation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. Are you an international student? (International Students are limited by law to 20 hours)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. Do you have any other ECU jobs? (Assistantship, Self-Help, EPA, SPA, or Federal Work Study)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
a. If Yes, What department(s)?	n/a	
b. Type of Position?		
c. How many hours per week?		
6. Do you have any other NC State Agency jobs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
a. If Yes, what employer or department?	n/a	
b. Type of Position?		
c. How many hours per week?		

*Full-time students should be registered in 9 hours of graduate level course work. Thesis/Dissertation students in their final term only require 3 hours for full-time status. Summer registration is not required for full-time students if they are pre-registered for the upcoming Fall semester. Contact program for additional information

I verify that all eligibility requirements have been met and that the answers given above are accurate. I understand that before I accept any additional ECU or UNC System job(s) during my Graduate Assistantship appointment that I must first notify all employing departments. As required by federal law, prior to or on the first date of employment, all graduate assistants must complete Section 1 of the I-9. **Within three days of the first day of employment** Graduate Assistants must provide acceptable documentation of identity and eligibility to work consistent with the federal, state and university regulations. **Failure to meet any of these requirements will result in termination of appointment**

By signing below, I acknowledge that I have read this contract, and I accept all the Terms and Conditions contained herein, including but not limited to, those that are set forth on the following pages

Student's Signature	Date	Supervisor's Signature	Date
<div>DocuSigned by:  487BB4C3F3E473...</div>	6/11/2024 2:07 PM PDT		

East Carolina University
Graduate Assistantship
Terms and Conditions of Appointment

Except as provided below, these Terms and Conditions apply to all graduate students being appointed as Graduate Assistants at East Carolina University and form a part of your Graduate Assistantship Contract ("Contract"). A Graduate Assistant may be appointed as a Teaching, Research, or Administrative Support Assistant or some combination thereof. The particular nature of a Graduate Assistant's duties will be specified in writing to the Graduate Assistant by an authorized Graduate Program Director or Academic Department representative. Your appointment as a Graduate Assistant is expressly conditioned upon the following:

I. Graduate Assistantship Eligibility Criteria

All graduate students are expected to meet the following criteria to maintain eligibility for a Graduate Assistantship:

- a. Regular admission to an ECU graduate degree program
- b. Maintain good academic standing with a cumulative GPA of 3.0 or higher in the program. Newly admitted applicants will have the first 9 credits attempted in the program within which to establish a 3.0 GPA;
- c. Satisfactory progress toward the degree, as determined by the director of your academic program;
- d. Maintaining appropriate visa status and work permissions to permit lawful performance as a graduate assistant; and
- e. Performance of assigned duties in a timely and competent fashion, as determined by your faculty or program supervisor.

Students who withdraw from their graduate program and the Graduate School after their assistantship start date are no longer eligible for an assistantship. It is the department's responsibility to immediately end the assistantship job and to notify the appropriate units on campus.

II. Time Limits for Support

- f. Students in master's programs may not receive assistantship support from Graduate School funds after their fifth semester of enrollment (excluding summer sessions).
- g. Students in doctoral programs may not receive assistantship support from Graduate School funds after their tenth semester of enrollment (excluding summer sessions).
- h. At its own discretion, a department may use its own funds in such cases where a longer length of assistantship support is necessary and appropriate.

III. Additional Requirements for Full-Time Appointments

Graduate students shall meet the following additional criteria to maintain eligibility for a full-time Graduate Assistantship (20 or more hours/0.50 or higher FTE):

- i. Master's level students must be enrolled as a full-time ECU graduate students each semester (Fall and Spring) with a minimum of nine credit hours or three credit hours of thesis or capstone project in their final term;
- j. Doctoral students must be enrolled as full-time graduate students each semester (Fall and Spring) with a minimum of nine credit hours;
- k. Graduate assistants are limited to twenty-five hours of work per week in the fall, spring and summer semesters in any combination of appointments (GRA/GTA/GSA, self-help, College Work Study, EPA, or SPA)
- l. International graduate assistants are limited to twenty hours of work per week (federal requirement)

IV. Additional Requirements for GTAs

Possession of adequate English language proficiency and communication skills as verified by satisfactory performance on a standardized test which includes an evaluation of verbal skills, supplemented by a personal review by the department's supervising faculty mentor.

V. Special Eligibility Criteria for Summer

Students may be employed as graduate assistants during first and/or second summer session if they have been admitted to a graduate degree program. If the student is a new graduate student in either first or second summer session he/she must be enrolled in the corresponding summer session. Graduate assistants do not have to enroll for summer session if they were enrolled the preceding Spring semester and are pre-enrolled for the subsequent Fall semester. Students who graduate at the end of the Spring semester are not eligible for an assistantship in the summer unless they have been admitted to pursue another graduate degree.

VI. Termination, Reassignment, and Reappointment

- m. Unless terminated earlier, the end date of your appointment serves as your sole notice of termination; therefore, you will not be given notice of non-reappointment.
- n. If you terminate or withdraw from your graduate degree program, your graduate assistantship may be terminated at the same time and the University is under no obligation to allow you to transfer to another degree classification or graduate degree program.
- o. The graduate program director and/or supervising faculty member retain the right to reassign you to new duties commensurate with your prior duties and pay.
- p. There is no guarantee of reappointment. If the program wishes to reappoint you at the termination of your appointment a new contract must be issued for your new appointment.
- q. Notwithstanding any other provision herein, you are an "employee at will" and may be terminated at any time.

VII. Compliance with Applicable Law and Policies

In the performance of your duties as a graduate assistant you agree to comply with all applicable state and federal laws, rules, and regulations, as well as the policies, regulations and rules of the Board of Governors of the University of North

Carolina and East Carolina University as written and as may be amended from time to time, including, but not limited to, the policies contained in the Graduate Catalog and the ECU Graduate School Policies for Graduate Assistantships and Fellowships: Awards and Assignments.

VIII. Employment Classification

Graduate assistants are classified as temporary student employees and are not permanent employees of ECU. **This appointment carries with it no expectation of continued employment and no tenure or credit toward a tenured appointment.** You may be eligible for health insurance coverage under certain circumstances. You may contact the Graduate School to determine your eligibility.

IX. New Contract Required

Changes in your appointment (e.g., type of assistantship, increase or decrease in salary, stipend or tuition payment) require a new contract signed by you and an authorized agent of the University.

X. Choice of Law and Forum

This Contract shall be governed, construed, and enforced in accordance with the laws of the State of North Carolina. The place and situs of this Contract is Pitt County, North Carolina, which shall serve as the sole forum for resolution of all issues and matters relating to the validity, construction, interpretation, and enforcement of the Contract.

By signing below, I acknowledge that I have read this contract, and I accept all the Terms and Conditions contained herein, including but not limited to, those that are set forth on the following pages.

DocuSigned by:

487BBB4C3F3E473...
Student Signature

6/11/2024 | 2:07 PM PDT

Date

Southern Association of Colleges and Schools (SACS)
Certification of Credentials and Qualifications for a Graduate Teaching Assistant (GTA)

Department: _____ School/College: _____
 Name of Appointee: _____ Banner ID: _____
 Highest Degree & Field of Study: _____
 Academic Department (if other than appointing department) _____

Course Name	Number	Section	Person Responsible for Course	Course Name	Number	Section	Person Responsible for Course

This form documents that Graduate Teaching Assistants (GTAs) appointed to ECU meet minimum qualifications established by the Southern Association of Colleges and Schools (SACS) and applicable University of North Carolina policy. “*Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.*” (SACS Guidelines on Faculty Credentials, 2006)

- 1a. ☐ The candidate holds a master’s degree or higher in the teaching discipline or any master’s degree and 18 semester credit hours in the teaching discipline. The GTA can be faculty of record for undergraduate courses and assigns final grades. If the degree or credit hours in the teaching discipline are from an institution that is not accredited by a regional accrediting agency (such as SACS), attach an explanation describing equivalency that has been approved by the academic unit or designee.
- 1b. ☐ The candidate does not hold a master’s degree or higher but has completed 18 graduate semester credit hours in the teaching discipline. The GTA can be faculty of record for undergraduate courses and assign final grades, provided that the GTA receives documented direct supervision by a qualified faculty member, training, and periodic evaluations of teaching activities. If the credit hours in the teaching discipline are from an institution that is not accredited by a regional accrediting agency (such as SACS), attach an explanation describing equivalency that has been approved by the academic unit or designee.
- 1c. ☐ The candidate has not completed 18 graduate semester credit hours in the teaching discipline. This GTA will serve as an assistant to the instructor of record for the course. The GTA can enter grades in Banner; however, the instructor of record is responsible for course content, ensuring quality instruction, and grading.
2. ☐ Official transcripts showing graduate degrees and courses in the teaching discipline are on hand or an explanation is attached. Required if GTA will be faculty of record and assign final grades.
3. ☐ Possession of adequate English language proficiency and communication skills as verified by satisfactory performance on a standardized test which includes an evaluation of verbal skills, supplemented by a personal review by the department’s supervising faculty mentor.

Review and approval:

Graduate Program Director

Date

Certificate Of Completion

Envelope Id: 687B0CE313DA4E5E83DDE1F99AC89D6A

Subject: Please Sign: Gomez Saldarriaga, Maria - ICS GA Contract - 2024-2025

Source Envelope:

Document Pages: 6

Certificate Pages: 5

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Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

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Envelope Originator:

Laura Jolly

209 Cotanche St.

MS# 229

Greenville, NC 27858

jollyl16@ecu.edu

IP Address: 150.216.170.95

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Status: Original

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Holder: Laura Jolly

jollyl16@ecu.edu

Location: DocuSign

Signer Events

Maria Gomez Saldarriaga

gomezsaldarriagam14@students.ecu.edu

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

Maria Gomez Saldarriaga

487BBB4C3F3E473...

Signature Adoption: Pre-selected Style

Using IP Address: 152.117.96.159

Timestamp

Sent: 6/11/2024 4:45:16 PM

Viewed: 6/11/2024 4:45:48 PM

Signed: 6/11/2024 5:07:50 PM

Electronic Record and Signature Disclosure:

Accepted: 6/11/2024 4:45:48 PM

ID: 2f717084-e238-465b-9481-7e58f933091d

Rosana Ferreira

ferreirar@ecu.edu

Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Laura Jolly

jollyl16@ecu.edu

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

Grad School Assistant Contracts

gsassistantcontracts@ecu.edu

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Carbon Copy Events	Status	Timestamp
Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/11/2024 4:45:16 PM
Envelope Updated	Security Checked	6/11/2024 4:56:39 PM
Envelope Updated	Security Checked	6/11/2024 4:56:39 PM
Envelope Updated	Security Checked	6/11/2024 4:56:39 PM
Envelope Updated	Security Checked	6/11/2024 4:56:39 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

In Process

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, East Carolina University* (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact East Carolina University*:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@ecu.edu

To advise East Carolina University* of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@ecu.edu and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from East Carolina University*

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to docusign@ecu.edu and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with East Carolina University*

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to docusign@ecu.edu and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">•Allow per session cookies•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify East Carolina University* as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by East Carolina University* during the course of my relationship with you.