

May 28, 2020

Renoj Varghese
360 Grassy Hill Road
Orange, CT 06477

Dear Renoj,

I am pleased to offer you a renewal of your appointment as a Full-time Graduate Assistant in the Digital Media & Design Department of the School of Fine Arts. The rates for this position in the 2020/2021 academic year are \$24,313.58. This rate is payable in biweekly installments. This appointment has research responsibilities. This appointment requires that you devote 20 hours per week to this assistantship. The work you will be doing with The Graduate School is competitively funded and may become associated with your dissertation research, so it will be to your advantage to invest significant effort. The degree to which you succeed on the research project will determine, at least in part, the time it will take you to complete your degree requirements.

Your renewal will start on August 23, 2020 and extend through May 22, 2021 to be registered in 6 credits or more prior to the start date of your appointment. The continuation of your assistantship is also contingent upon meeting the qualifications required of the position at the start of the appointment, including acceptance of an approved I-9 (Employment Eligibility Verification Form). Before beginning research duties with potential safety hazards, you must successfully complete the required EHS employee safety training. For more information, visit the following website: <https://ehs.uconn.edu/employees/new-uconn-employees/>.

You will receive the first of your biweekly stipend payments at the close of the pay period in which you are hired, contingent upon all required documentation being in place. We advise that you plan with this state-regulated schedule in mind.

Your supervising Graduate School staff member, Marie LeBlanc will arrange your work schedule with you, while Joel Salisbury will continue to be your academic advisor in DMD. Unless you hear otherwise your assistantship will end on May 22, 2021. Most GAs are notified within 60 days prior to expiration whether the appointment will be renewed in the future. GA renewals are typically subject to the continued availability of funds, departmental needs and satisfactory progress in your degree program. We see this appointment as a complement to your progress toward the M.F.A. degree.

Your appointment carries a tuition waiver for the duration of the appointment. If your arrival on campus is delayed beyond the starting date of your appointment without permission from your supervisor and The Graduate School, there will be a pro-rated decrease in the amount of the tuition waiver, or your assistantship may be cancelled. While tuition will be waived, you will be responsible for paying university fees at the negotiated rate. You have the option of enrolling in GA payroll deductions to pay your term fees, so long as you select that option before the tenth day of each academic term. Visit <http://studentadmin.uconn.edu/help/students/request-ga-payroll-deduction/> to view instructions on enrolling in GA payroll deductions and contact the Bursar's Office with any questions.

This continued Graduate Assistantship includes the opportunity to continue to purchase subsidized health insurance under the Connecticut Partnership Plan. Information about the medical and dental insurance plan as well as other optional benefits you may purchase are available at the following website: <http://www.hr.uconn.edu>.

Other rights and terms and conditions of your employment are contained in the collective bargaining agreement between the University of Connecticut and the Graduate Employee Union Local 6950 – International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (GEU-UAW). A copy of the collective bargaining agreement as well as contact information and other informational materials, including how to become a member of the union, may be found on the GEU-UAW Local 6950 Website at: <http://www.uconngradunion.org/>.

By accepting this appointment, you are authorizing the University to disclose Employment Information that might otherwise be covered by the Federal Education Rights and Privacy Act to the GEU-UAW. Employment Information is limited to your full name, employee identification number, appointment start and end date, job title, appointment type (teaching, research, or teaching/research combination), percent appointment level, pay step, biweekly stipend, work department or hiring unit, work location and department head.

Should you have any questions regarding your appointment please feel free to contact Stacy Webb at 860-486-6765 or stacy.webb@uconn.edu in the Digital Media and Design Department.

Please indicate your acceptance of the offer by signing below, and returning one copy of this letter to Stacy.Webb@uconn.edu no later than June 19, 2020. An electronic copy of the signed offer is acceptable. However, please note that should you return your offer letter after this date, it is possible that your first pay check may be delayed.

Sincerely,



Heather Elliott-Famularo, Department Head
Digital Media & Design



Colleen Bridgeman, Assistant Dean & COO
School of Fine Arts

I ACCEPT THIS GRADUATE ASSISTANTSHIP APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

SIGNATURE



DATE

6/21/20

I ACKNOWLEDGE THAT IF I CHOOSE TO TRAVEL OR REMAIN OUTSIDE OF THE UNITED STATES PRIOR TO THE START OF MY FALL 2020 APPOINTMENT OR 2020 -2021 ACADEMIC YEAR APPOINTMENT, AND I CANNOT RETURN TO THE UNITED STATES AT THE TIME I AM EXPECTED TO BEGIN MY GRADUATE ASSISTANT APPOINTMENT WITH THE UNIVERSITY OF CONNECTICUT, THE TERMS AND CONDITIONS OF MY EMPLOYMENT COULD BE IMPACTED ACCORDINGLY.

SIGNATURE



DATE

6/21/20

cc: Dean
Payroll Department

Enclosure: Supplemental Description of Duties

Update: April 2020

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