



College of Liberal Arts and Sciences
School of Earth, Environment, and Sustainability
University of Iowa
115 Trowbridge Hall
Iowa City, Iowa 52242-0000
319-335-1818
clas-ees@uiowa.edu

April 29, 2025

Chiamaka Nwajiaku
chiamaka-nwajiaku@uiowa.edu

Dear Loretta:

On behalf of the School of Earth, Environment, and Sustainability, I am pleased to offer you a half-time appointment as a research assistant in Dr. Caglar Koylu's lab. As part of the broader impacts of the NSF project, your primary task will be revising the Roots & Migrants web-based story map application. The application is designed to increase public engagement with U.S. history by visualizing migration and kinship networks derived from family tree data, alongside historical narratives involving underrepresented groups. Your work will focus on improving the content, design, and usability of the application in response to feedback from teachers and workshop participants. The appointment period is May 21, 2025 to June 20, 2025. The stipend for this appointment is \$2,445.33. You will receive payment by direct deposit. If not yet enrolled, you will need to sign up for direct deposit at the [University of Iowa Employee Self-Service](#) website.

If you fail to be available to start your appointment July 1, 2025, we will adjust your period of appointment and salary accordingly, using the first day of availability as your start date for appointment purposes. In addition, failure to be available to start your appointment by the last day of the first week of classes will be considered a rejection of this offer and will result in withdrawal on our part of any commitments explicit or implicit in this letter of offer.

As a graduate assistant, you will be required to be **on campus** during the summer session in which you are employed, regardless of your teaching modality, unless specifically approved by the CLAS area Associate Dean. For more information, please see: [Work Arrangements Guide](#) and [Domestic Out of State Remote Work](#).

You are not required to enroll for summer session to be employed as a graduate assistant, and the tuition scholarships included in the Graduate Student Employment Standards do not apply during the summer. However, you are expected to be classified as a Regular Graduate Student in a degree or certificate program in the College of Liberal Arts and Sciences while holding the appointment. Moreover, graduate students not registered for 3 or more credit hours during the summer session are subject to payroll withholdings under FICA. Contact the payroll office for further details.

I-9 Employment Verification

You are required by federal law to complete an I-9 form to verify your eligibility for employment. The University expects this form to be completed prior to the start of your employment, whenever possible, or on the day you begin work. Please be prepared to present the documents necessary to complete this form and confirm your eligibility (see [I-9 Information for New Employees](#)).

Benefits

The University contributes toward health and dental benefits for graduate assistants and their dependents. There are deadlines for enrollment in these plans. The University Benefits Office should be contacted for additional information regarding benefits associated with this appointment at the following link: [UI Student Insurance](#). University insurance contributions will start the first of the month after your appointment and submission of an initial insurance application.

Basic Criteria for Appointment

This appointment is contingent upon

- Maintaining a designated GPA (if already departmental practice)
- Maintaining a primary degree objective as a graduate or professional student
- Maintaining satisfactory academic progress in the primary graduate or professional degree program
- Availability of funding.

Graduate Student Employment Standards, University Policy Manual, Graduate College Manual

Graduate teaching and research assistant appointments or employment terms and conditions are governed by the [Graduate Student Employment Standards](#), the [University Policy Manual](#), the [Graduate College Manual of Rules and Regulations](#), applicable departmental policies, and, regarding base wages, the applicable collective bargaining agreement between the Board of Regents, State of Iowa and UE local 896/COGS.

If you were awarded financial aid, please contact the Office of Student Financial Aid to discuss the impact this tuition/fee assistance and assessment at the resident rate will have on your aid award. You may contact the office at financial-aid@uiowa.edu or 319-335-1450 or 2400 University Capitol Centre.

Effort

As noted in the Graduate Student Employment Standards, graduate assistant employees are engaged in professional activities of such a nature that the output produced, or the result accomplished, cannot be precisely standardized or measured in relation to a given period of time and that the time necessary to accomplish an assignment will vary. Thus, graduate assistants and instructors should not account for effort allocation on an hour-by-hour basis.

University Email Accounts

All graduate assistants are required to use the e-mail account and address provided to them by the University for all email communication related to your graduate assistantship. Please note that all official university, college, and department email communications will be sent to your University e-mail account.

Intellectual Property Policy

By accepting this appointment, you agree to assign any intellectual property developed within the scope of the graduate assistantship to the University as a condition of your employment and consistent with all of the provisions of the University of Iowa *Intellectual Property Policy* or related policies.

Please refer to the [University of Iowa Intellectual Property Policy](#).

Performance Management

Graduate assistants who receive a negative review or demonstrate unacceptable performance may be subject to one or more of the following measures, taking in consultation with the applicable associate dean of graduate education and local human resources:

- a professional improvement plan, and/or
- a reassignment.

Performance measures beyond those listed above will be undertaken *only* in consultation with the applicable associate dean of graduate education, local human resources, and University Employee and Labor Relations. Those measures may include or result in the following:

- a reduced level of appointment,
- a cancellation of the spring 2025 commitment, and/or
- termination of the appointment.

Harassment Prevention Training

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa's [Policy on Sexual Harassment and Sexual Misconduct](#), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university's Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available).

To view your initial due date for completion of this course, login to the [UI Compliance & Qualifications system](#), locate the "Harassment Prevention" compliance on your dashboard, and click "View Details." The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the "Enroll in Course" button to begin.

Further information about the education requirement and login instructions are available on the Office of Civil Rights Compliance's [Harassment Prevention Education website](#).

Post Offer Self-Identification

As required by federal contracting regulations, the University of Iowa must provide persons who have been extended a job offer the opportunity to self-identify as a protected veteran and/or as an individual with a disability. This information is used to monitor and report on the university's equal employment opportunity/affirmative action programs. Submission of this information is

voluntary, and refusal to provide it will not subject you to any adverse treatment. Please take a moment to visit the [Post Offer Self-identification website](#) and complete the voluntary self-identification form. If you prefer to complete the form by mail, please contact the Office of Civil Rights Compliance via email, ui-ocrc@uiowa.edu , or phone (319-335-0705).

Resource for Questions

In the meantime, if you have questions regarding this appointment and/or included benefits, please contact me at emily-finzel@uiowa.edu, 319-335-0405 or Professor Heather Sander at heather-a-sander@uiowa.edu or 319-335-2964.

Please let me know as soon as possible, but no later than May 15, whether you accept this offer. If you do accept, I ask that you sign and return one copy of all of the pages of this letter to Angie Bellew at angela-bellew@uiowa.edu as a pdf file.

Sincerely,



Dr. Emily Finzel
Professor and Chair

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



Signature of Candidate

05-04-2025

Date