July 13, 2017

«First\_Name» «Last\_Name»

Department of Political Science

University of Oregon

CAMPUS

Dear «First\_Name»:

The Political Science Department is pleased to offer you a Graduate Employee (GE) appointment for the 2017-18 academic year, provided you continue to make satisfactory progress in the program. This appointment provides a nine-month salary of approximately «Salary» and a tuition waiver for up to 16 credits per term (approximately $18,000/year). For more information concerning the GE, please find our *General Duties and Responsibilities Statement* online at:

http://gradschool.uoregon.edu/gtf/rights-and-responsibilites/gdrs.

As a function of departmental instructional needs and the preferences you expressed for classes to teach, we propose that you serve as Instructor of Record for [PS xxx TITLE] in [term]. In the other two terms you will be assigned a GE role through the normal quarterly GE assignment process. We have tried to match classes well to preferences, but if you have any questions or concerns about this assignment, please email me right away. Your monthly salary for XX term at a .49 FTE will be approximately «Salary». Your monthly salary for XX and XX terms at a .40 FTE will be approximately «Salary».

As an instructor-of-record you will be matched with a faculty mentor who will discuss the course with you, review your syllabus, and be available for mentoring throughout your first teaching assignment. You are required to take the *Teaching as Sole Instructor* workshop with the Teaching Engagement Program (TEP) during Week of Welcome in September 2017. Tish will register you for this workshop and forward you the confirmation. You will also be required to have TEP observe your class early in the term. TEP will provide feedback and ideas at a follow-up consultation. You should discuss this feedback with your faculty mentor.

The Department of Political Science may rescind this appointment within 10 calendar days of issuance of the offer. Once this appointment has been accepted and the rescission period has passed, it may not be rescinded or reduced except for good cause shown.

If you wish to accept this GE appointment, please respond to this email with your confirmation no later than Friday, June 9, 2017. Once Tish has received your acceptance, she will process your GE Notice of Appointment, which you will receive from the Graduate School via their new online system - DuckDocs.

If you are offered employment with another Department on campus, let us know for our records. Please note that the limit for all student employment is .49 FTE per term (you may lose your GE appointment if this is exceeded).

We look forward to continuing to work with you in 2017-18!

Sincerely,

Craig Parsons

Professor and Department Head

c/o