



08/28/2024

Tanvir Hasan

1701 Westpark Drive, Apt 92

Little Rock, Arkansas 72204

Dear Tanvir Hasan,

I am pleased to offer you a Graduate Research Assistant (GA) position (P10032743) for the Computer Science Department at the University of Arkansas at Little Rock for the Fall 24 semester. This GA appointment has a proposed start date as of 08/16/24 and end will 05/15/25, contingent upon satisfactory research performance, and the availability of funding. Please note your GA start date could be pushed past 08/16/24, if there is a delay in obtaining your Social Security Number and completing on-campus work authorization with Human Resources. This full-time GA appointment is an on-campus appointment only.

This GA appointment will pay a monthly salary of \$1250.00. For this GTA appointment, your tuition will be paid up to nine credit hours (\$3,258.00) for the Fall 24/Spring 25 terms, contingent upon available funding and satisfactory academic/teaching performance. You will be responsible to pay all registration fees and student health insurance, if applicable. This offer assumes that you can provide proof of legal authority to work in the United States on your first day of employment.

In all instances, this offer and the terms and conditions of your employment are subject to all applicable policies of the Board of Trustees of the University of Arkansas System and of the institution. Also, this letter and applicable policies of the University contain the entire understanding between us, and there are no agreements, whether written or oral, regarding your employment other than those contained in this letter.

You will need to report to Dr. Al Baker, Department Chair Computer Science, to collect your specific job duties and responsibilities for this GA appointment for 20 hours a week. I am very happy to extend this offer. If you have any questions concerning this offer, please feel free to contact Dr. Baker.

Your early acceptance of this offer will be appreciated, and you may consider this offer will remain open until Friday, September 6th, 2024 by 5pm CST.

Required Actions:



After you accept the offer, you will be prompted to enter your personal information and government IDs (SSN) on the candidate portal (unless you are a current employee). You will receive two system-generated emails to gain access to Workday, username and password. Once you are in Workday you will begin the onboarding tasks. You must complete your Form I-9 no later than your first day of employment. On your first day of work, please bring the necessary form(s) of ID to complete the Form I-9, "Employment Eligibility Verification". Here is the list of acceptable documents: [Form I-9 Acceptable Documents](#)

We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Brian Butler".

Brian S Butler

A handwritten signature in black ink that reads "Mohammed Tanvir Hasan".

Tanvir Hasan

Addendum to Assistantship Letter of Offer Graduate School Requirements:

All graduate assistants are required to earn a minimum number of graduate level credits and are limited to a maximum number of graduate level credits each semester and/or summer sessions on appointment. Any enrollment over fifteen (15) hours must be approved by the Graduate Dean.

- For Fall/Spring Semesters, if the appointment is 50 percent (20 hours per week), the student must enroll in a minimum of nine (9) graduate level credit hours per semester. If the appointment is 25 percent (10 hours per week), the student must enroll in a minimum of five (5) graduate level credit hours per semester. Audited courses are not counted toward meeting this minimum enrollment credit hour requirement. Students in their final semester may request a reduced course load by petitioning the Graduate Dean.
- If a current student receives a summer assistantship (the period between May 16 and August 15), and the student was registered for the immediately preceding spring semester and has registered for the following fall semester, the student is not required to register for the summer term. However, the student's department may require the student to register in summer. Students admitted for summer term who receive assistantships must register for at least 1 hour in the summer term.



No student may be concurrently assigned to more than one full-time assistantship or two half-time assistantships. International graduate assistants cannot have greater than a 50 percent appointment without prior written authorization from the Office of International Students Services. All graduate assistants must earn at least a cumulative 3.0 grade point average on all graduate courses during each semester of appointment.

Important Notice from the Graduate School:

If a graduate assistant in any way breaks this contract by withdrawing from the University, by dropping below the minimum required registration credits, or by, in any other ways, not satisfactorily meeting the requirements of the appointment, that person will be required to reimburse a portion of the tuition waiver based on **BOT Policy 520.9**.

A handwritten signature in black ink that reads 'Mohammed Tanvir Hasan'.

Tanvir Hasan