

July 24, 2023

Vikash Kumar
3955 N Murray Ave Apt 306
Shorewood, WI 53211-2325

Dear Vikash:

I am pleased to offer you an appointment as a **graduate Teaching Assistant** in the Department of Computer Science in the College of Engineering & Applied Science.

Percent appointment: 33%

Stipend: \$4,565.85 This is the total amount you will be paid over the duration of your appointment.

Level: Non-Doctoral

Beginning and Ending Dates of Appointment: August 21, 2023- January 4, 2024.

Supervisor: Susan McRoy

If your appointment is 33% or greater, the university will pay your tuition, and you are eligible for university sponsored **health insurance** and other benefits. There is a specific enrollment period for benefits and a required employee contribution toward premiums. If your total UW-Milwaukee graduate assistant position/s is/are less than 33%, you are responsible for tuition payment, and no additional benefits accrue to this position. **All** graduate assistants are responsible for segregated fees and any additional instructional/course fees above the standard graduate tuition levels. (See [tuition and fees](#)).

Your duties as a graduate Teaching Assistant are specified in a position description maintained in the College of Engineering & Applied Science. The amount of time you would expect to spend in these responsibilities is reflected in the appointment percentage. For example, with a 50% academic year (9-month) appointment, you should anticipate working approximately 780 hours over the span of the appointment. Please note that students on an F-1 visa are limited to 20 hours per week (across all positions). There is a one-semester probationary period for all graduate Teaching Assistants.

Conditions of employment

This offer of employment is contingent on admission to a UWM graduate program and the results of a criminal background check.

This offer of employment is also contingent upon verification of your identity and eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986. It is your responsibility to obtain and provide appropriate identity verification and work authorization documents. Failure to provide identity verification and work authorization documentation prior to the commencement of your employment may result in UWM withdrawing this offer. International students are encouraged pay special attention to these requirements.

You also must register for and complete a minimum of 6 credits per semester per UWM policy and the requirements of the College of Engineering & Applied Science program.

Additional Financial Aid

U.S. Citizens and Resident Aliens: If you need additional support for the cost of your education, you may qualify for financial aid. Please visit the UWM Financial Aid website to explore all options <https://uwm.edu/onestop/contact/financial-aid/>.

Accepting this Offer

Acceptance of this offer completes an agreement which both you and the University of Wisconsin-Milwaukee are expected to honor. Please see the Council of Graduate Schools Resolution at https://cgsnet.org/wp-content/uploads/2022/04/CGS_April15_Resolution_Apr22.pdf.

If you have any questions, please contact Dr. Susan McRoy at mcroy@uwm.edu or 414-229-6695.

All letters issued after April 15: To accept this appointment please sign a copy of this letter in the space provided and return it no later than ten (10) days after receipt of this appointment letter. This offer is contingent upon submission of a written release from any previously accepted offer. Should you accept the position and subsequently be unable to fulfill this obligation, please notify us as soon as possible.

It will be a pleasure to have you as a member of the university and a student in our graduate program.

Sincerely,



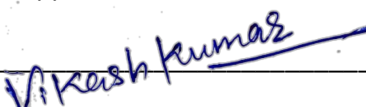
Susan McRoy
Professor and Chair
College of Engineering & Applied Science

Cc: Bob Barry, Divisional Finance Officer, CEAS
Department File



Dear Dr. Susan McRoy:

I accept the appointment as described above.

Signature 

08/02/2023
Date

RETURN SIGNED LETTER TO:
cmallett@uwm.edu

READ THIS IF YOU ARE ACCEPTING THE OFFER OF A TEACHING ASSISTANT (TA) POSITION

We are very pleased that you have accepted an appointment as a graduate Teaching Assistant. This document contains important information and actions you must take related to your appointment. We know there's a lot here, but taking care of these business items will make sure you receive all benefits due you, are paid on time, and are in compliance with UWM, state and federal regulations.

I. BASIC APPOINTMENT INFORMATION

Tuition remission: If your appointment is 33% or greater, the university will pay your tuition. If your total UW-Milwaukee graduate assistant position/s (TA/RA/PA) is/are less than 33%, you are responsible for [tuition](#) payment.

University sponsored health insurance and other benefits: If your appointment is 33% or greater, you are eligible for university sponsored **health insurance** and other benefits. There is a specific enrollment period for insurance and other benefits, and a required employee contribution toward premiums (see Section II below). If your total UW-Milwaukee graduate assistant position/s (TA/RA/PA) is/are less than 33%, no additional benefits accrue to this position.

Responsibility for segregated fees: **All** graduate assistants are responsible for segregated fees and any additional instructional/course fees above the standard graduate tuition levels. (See [tuition and fees](#))

When you will be paid: Graduate Assistants are paid biweekly through UWM's payroll system, managed by the Department of Human Resources. New assistants should be aware that the first payment of the fall semester will generally occur in mid-September. The schedule of pay dates can be found here: <https://uwm.edu/hr/payroll/>. Payment will occur via direct deposit into an account you designate. Assistants can also email the Payroll office with questions at payroll@uwm.edu. **If you are a new employee**, please watch for an email from a Human Resources representative to complete required background checks and paperwork for employment verification, payroll, direct deposit and tax documentation. You will not receive a paycheck until your Human Resources requirements are complete.

Maintaining good academic standing: This appointment and any associated benefits are contingent on the maintenance of good standing in your academic program and the Graduate School. You also must register for and complete a minimum number of credits each semester per UWM policy and the requirements of your academic program. Please contact your Graduate Program Representative for more information.

Graduate Assistant Handbook: Valuable information about being a graduate assistant, including policies that pertain to assistantships, is available in the [Graduate Assistant Handbook](#).

Non-discrimination policies: UWM has strong policies against illegal discrimination. Your employment is conditional upon your compliance with these policies. Complaints of discrimination and harassment may

be made to the Office of Equity/Diversity Services in Mitchell Hall, Room 359, or to your Department Chair or Dean. Copies of policies are available online, <https://uwm.edu/equity-diversity-services>.

II. FOR YOUR ACTION: ALL TEACHING ASSISTANTS

Tuition payment (ONLY for total graduate assistant appointments *less than* 33%): If your **total** graduate assistant appointments (TA+PA+RA) are **less than** 33%, you will need to pay tuition by the due date. This can be done through payroll deduction. Please see the *Billing & Payments* webpage for more information, <https://uwm.edu/onestop/finances/billing-and-payment/#a4>.

Segregated fee and additional course fees: **All** graduate assistants are responsible for segregated fees and any additional instructional/course fees above the standard graduate tuition levels. A payroll deduction plan is available for payment of segregated and other fees. Please see the *Billing & Payments* webpage for more information, <http://uwm.edu/onestop/finances/billing-and-payment/#a4>.

Health Insurance and other benefits:

FOR NEW APPOINTMENTS: If you are eligible for and interested in applying for health insurance or other fringe benefits, you have **30 days** from your contractual date of hire to apply for benefits. There is a required employee contribution toward benefit premiums. We highly recommend that you attend a Benefits Orientation session as soon as possible (see schedule at <https://uwm.edu/hr/benefits/reviews/>). Please contact the benefits office at benefits@uwm.edu with any questions.

FOR CONTINUING APPOINTMENTS: If you have a continuing, eligible appointment, your current benefits will continue. If you want or need to make changes to your benefit choices, you may do so during the yearly Open Enrollment period. Please contact the benefits office at benefits@uwm.edu with any questions.

III. FOR YOUR ACTION: ALL NEW TEACHING ASSISTANTS

TA Orientation: All new UWM Teaching Assistants (including those who began their positions the previous spring) must attend an orientation specifically designed for TAs before the start of fall semester classes. Check here under the “Programs” tab for more information <https://uwm.edu/cetl/>. You should also receive information on the orientation from your graduate program director.

General orientation for all graduate assistants: There is a required general orientation for all those with assistantship appointments (TA/RA/PA). Please watch for messages about this orientation.

Spoken English Assessment: The University of Wisconsin–Milwaukee International Teaching Assistant Assessment (MITAA) is a requirement for **some international teaching assistants who are non-native speakers of English and who will be assigned classroom duties as part of a graduate teaching assistantship**.

The English Language Academy (ELA) Office has established the MITAA as the tool for assessing spoken English proficiency of international teaching assistants. The MITAA evaluates English language proficiency, cultural competency, and teaching skills for the classroom. The assessment is administered

by the Office of ELA Programs in Curtin Hall, Room 672 (tel: +1 (414) 229-5757; e-mail: el-academy@uwm.edu).

Not all prospective International Teaching Assistants must take the MITAA. You do not have to take the assessment if you have a recent standardized test score (within 2 years of your application date):

- 24 or better on the speaking section of the internet-Based TOEFL (iBT) or
- 7.0 or better on the speaking section of the IELTS
- 125 or better on the Conversation and Production sections of the Duolingo English Test

If you are unsure if you need to take the MITAA, please check with your academic department or the ELA Programs Office.

IV. FOR YOUR ACTION AND INFORMATION: INTERNATIONAL AND RESIDENT ALIEN STUDENTS ONLY

Eligibility for employment: This appointment is contingent upon you maintaining your immigration status.

Verification of Health and Accident Insurance: Adequate health and accident insurance is required of all F1 students attending UWM. You may fulfill this requirement by enrolling for the health insurance offered as part of this assistantship. F1 students who do not enroll in the health insurance provided through this assistantship will be required to pay for a separate policy at full cost.

Hours per week: In compliance with regulations for your immigration status, all F1 students are restricted to 50% of full time (20 hours per week) across all employment during the Fall and Spring semesters.

GLACIER: Foreign National employees who are not citizens of the United States and have not obtained permanent resident status are categorized as non-resident aliens or resident aliens for tax purposes based upon several factors including the amount of time they have spent in the United States. Foreign National employees are required to create and maintain an account with GLACIER International to determine their appropriate tax withholding status (substantial presence test) as well as their eligibility for any applicable tax treaties. Information about GLACIER will be sent to employees at their UWM email address when they begin employment. Contact Information: Email: payroll@uwm.edu or serviceoperations@uwss.wisconsin.edu, Phone: (608) 262-0600 or (888) 298-0141 Website: <https://uwm.edu/hr/international-staff-and-students/glacier/>

General information about being employed as an international student:
<https://uwm.edu/hr/faq/international/>