



Date: 4/23/18

GRADUATE ASSISTANTSHIP APPOINTMENT FORM

Name: _____ Banner ID #: _____

Contract: New Revised (select one) Term: Fall _____ Spring _____ Summer _____ (all that apply)

Level: MS I MS II PhD I PhD II *PhD III *PhD IV (*PhD levels III and IV are available only after candidacy)

For: 20 hrs/wk (1/2-time) _____ hrs/wk 10 hrs/wk (1/4-time)

TA	RA	Classes (if TA)	Fund/Index - Account	**Effort Performed		Amount	%
				Start Date	End Date		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____

** Start and end dates of Effort Performed may not always coincide with the start and end date of payments made due Total \$ to the manner in which payment is allocated by the payroll system.
 Effective date for new contracts is the start date for Effort Performed or following the date of last signature **whichever is later**. If previous contract is terminating early, attach a Graduate Assistantship Contract Cancellation form to this contract.

Additional Information: _____

APPROVALS: (COLLECT ALL REQUIRED SIGNATURES BEFORE SUBMITTING TO THE GRADUATE OFFICE)

Supervisor _____ Date: _____
 (PI Approval required)
 Department Chair _____ Date: _____
 Division Head *** _____ Date: _____
 Business Office _____ Date: _____
 Student Acceptance _____ Date: _____
 Students are to sign contracts in the Center for Graduate Studies in the presence of Staff
 Dean of Graduate Studies _____ Date: _____
 Budget & Analysis (US / Perm Res) _____ Date: _____ I9 Start Date _____
 Controller (International) _____ Date: _____ I9 Start Date _____

*** if applicable

Payroll Office Use only

First Pay date: _____ Last Pay date: _____
 Total Number of Pay Periods: _____ Stipend per pay period: _____



NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY
GRADUATE ASSISTANTSHIP CONTRACT

Student Name: _____

Type: TA RA Contract: New Revised

Academic Department: _____

Supervisor: _____

We are pleased to offer you an appointment as a Graduate Assistant.

Please be advised before signing this contract of the following terms.

- All contracts are subject to the availability of funds. For resident tuition to be awarded, contracts must be written for at least 10 hours a week and must begin before the last day to drop classes and run through finals week.
- Research Assistantships are dependent upon grants and contracts in force during the period of the assistantship.
- You must be registered as a full time graduate student (**12 credit hours per semester fall and spring and 6 credit hours during summer not including lower division courses**, except those with a lower division course waiver from CGS).
- The hours a graduate student registers for must be upper division classes (300 level or above). Any exceptions to this must have prior written approval of the Dean of Graduate Studies.
- You may not accept additional employment without the express prior permission of the Dean of Graduate Studies. Students holding assistantships may not work more than 20 hours per week during spring & fall academic semesters. Students on either an F-1 or J-1 student visa may not work more than 20 hours a week while school is in session during spring, summer or fall.
- Stipends are awarded in return for a contribution to the department or research project. They are not granted for study on dissertation or thesis work alone.
- All contracts terminate at the completion of your degree program, leaving of your degree program, or the contract termination date, whichever occurs first. This contract may also be terminated if you fail to perform satisfactorily either scholastically (below 3.0 GPA) or as an assistant (based on your performance appraisal). Your contract will be terminated if you drop below full-time enrollment.
- Effective date for new contracts is the start date for Effort Performed or following the date of last signature ***whichever is later***. Your pay period stipend is based on your total contract dollar amount and the number of pay periods in the length of the contract. Your first check will be issued based on paperwork deadline dates and pay period pay dates.
- Intellectual property developed under this contract belongs to New Mexico Tech and by signing this document I hereby assign all rights title and interest to Intellectual Property owned by NMT to the NMTURPC; See http://www.nmt.edu/leadership/docs/policies/NMT_IP_Policy.pdf for full details.
- Any graduate student failing to complete the length or terms of this contract forfeits his/her rights to obtain a replacement or new contract for the same term. Your right of appeal is taken before the dean of graduate students, the advisor for the uncompleted

I have fully read and accept this assistantship offer and agree to observe the terms and conditions above.

Signature: _____ Date: _____

Banner ID#: _____ Email: _____

Campus Box #: _____