**LETTERHEAD: UW-Madison, Divisional, or Departmental – select as appropriate RESEARCH ASSISTANT “ANNUAL” REAPPOINTMENT LETTER**

**EXEMPT TEMPLATE**

***Note: Research Assistants must receive an initial appointment letter and an annual reappointment letter thereafter (see reappointment template).***

[DATE]

[EMPLOYEE LEGAL NAME]

[WORK ADDRESS]

[WORK ADDRESS LINE 2]

[CITY, STATE ZIP]

EIN: 396006492

***Optional: Add EMPL ID here or at end of letter***

This letter was delivered electronically to the recipient at: [email address].

Dear [EMPLOYEE NAME],

I am pleased to reappoint you to a [PERCENT]%-time Research Assistantship (RA)] to support the pursuit of your dissertation or degree research in [OPERATIONAL AREA] with [DEPARTMENT NAME].

This commitment to financially support your doctoral studies in [DEGREE STUDY] will provide

support for five years, contingent on satisfactory academic progress and availability of [three

years if entering already holding an MS degree] of funds

Appointment Details:

* [MENTOR NAME] will serve as your mentor in [OPERATIONAL AREA], [DEPARTMENT NAME]
* Your stipend will be [$STIPEND AMOUNT] for the period [START DATE] through [END DATE]
* Work with your mentor to determine your work schedule
* Health insurance [included/not included]
* Tuition Remission [included/not included]
* Eligible for vacation and sick leave

During your appointment, you must**:**

* Maintain enrollment and satisfactory progress toward your degree
* Complete Cybersecurity Awareness Training

**Graduate Assistant Policies and Procedures**

Additional employment policies regarding your assistantship are outlined in the [Graduate Assistantship Policies and Procedures](https://hr.wisc.edu/policies/gapp). This letter highlights key aspects you need to know about your appointment.

**Concurrent Appointments**

Before accepting any additional new appointments, you must inform all department administrators and supervisors, who will in turn notify the [SCHOOL/COLLEGE HUMAN RESOURCES OFFICE]. It is your responsibility to be aware of the requirements for holding concurrent appointments. The concurrent appointment policies are found at [Policy for Supplementation and Concurrent Appointments](https://kb.wisc.edu/gradsch/page.php?id=33321) and [Policy for Maximum Levels of Graduate Assistantship Appointments](https://kb.wisc.edu/gradsch/page.php?id=33322).

**Criminal Background Check**

CBC may not be required, but for positions requiring a CBC:

Include if conducting a CBC, but it has not been completed yet:

This offer of assistantship depends on the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn, or your existing appointment will be terminated.

Include if CBC is required because they’re in a position of trust:

Your position is considered a position of trust, which means you must complete a criminal background check (CBC) [every four years on all current employees and volunteers who hold a position of trust to include an Authorized Adult per UW 1045: Youth Protection policy] or [every two years on all current employees and volunteers working with minors as an Authorized Custodian or an Authorized Assistant Custodian per UW-1045: Youth Protection policy].

If you are in a position of trust and have access to vulnerable populations, you must report any criminal arrest, charge, or conviction (except minor traffic tickets that are only punishable by a fine) to your division’s Background Check Coordinator [CBC Coordinator’s Name] within 24 hours or as soon as possible. Failing to report this information violates university policy and may lead to disciplinary action, including dismissal. These rules are in place to help keep our campus community safe for everyone.

**Tuition**

To be eligible for tuition remission, you must hold a graduate assistant position (TA, PA, RA, or LSA) with at least 33% appointment for the semester. Tuition remission is based on your FTE and hire dates, and it covers the full semester if you meet the requirements. For more details, please visit the Bursar’s Office website and review the information on [TA, PA, RA, and LSA appointments](https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/fy26-changes/).

*\*Students enrolled in a tuition non-pooled (131) program are not eligible for tuition remission. If you are unsure whether the student is in a tuition non-pooled (131) program, you may refer* [*here*](https://tableau.wisconsin.edu/#/views/CurrentStudentsinNon-PooledTuitionPrograms_16342164058570/StudentsinNon-PooledTuitionPrograms?:iid=1) *for a list of all students in these programs.*

**Leave Benefits**

**Vacation**

You will receive [# VACATION HOURS] hours for the period of [START DATE] through [END DATE]. Vacation must be used in **one-hour increments.** Plan to use your vacation time before your appointment ends; any unused vacation will not be paid out or carried over after your end date. Except for approved vacation time and official state holidays, your appointment lasts for the full period listed above.

**Sick Leave**

You will also earn sick leave. At the beginning of each appointment period, you will receive [SICK LEAVE HOURS] hours of sick leave. Sick leave must be used in **one-hour increments**. Unused sick leave will carry over to a new appointment period if it is within the same department. Any combination of sick leave carry over and newly accredited sick leave cannot exceed 96 hours. In the event of an unanticipated absence, you must contact me by phone or email before the start of your scheduled work shift. [EXPLAIN THE PROCESS FOR WHAT YOU WANT THE EMPLOYEE TO DO WHEN S/HE IS SICK]. Additional information regarding leave benefits is available in the [Graduate Assistantship Policies and Procedures](https://hr.wisc.edu/policies/gapp).

**Required Training**

You must complete the annual mandatory Cybersecurity Awareness if you have not already done so. Information about the training and the registration link is available on the [Cybersecurity website.](https://it.wisc.edu/about/division-of-information-technology/enterprise-information-security-services/office-of-cybersecurity/cybersecurity-awareness-training/)

**Disability and Pregnancy-Related Accommodations**

It is the policy and practice of the University of Wisconsin-Madison to consider reasonable accommodations for qualified individuals [with disabilities](https://employeedisabilities.wisc.edu/americans-with-disability-act-ada/) or[pregnancy-related conditions](https://employeedisabilities.wisc.edu/pregnant-workers-fairness-act/). You may contact the appropriate [Divisional Disability Representative (DDR)](https://employeedisabilities.wisc.edu/divisional-disability-representatives-ddr/) at any time if you need a reasonable accommodation to perform the essential functions of your position or if you have other workplace barriers (e.g. parking, job-related training).

Sincerely,

(SIGNATURE MUST BE HANDWRITTEN OR A PHOTOCOPY, NOT TYPED)

[SUPERVISOR]

[TITLE]

***Optional: Add Empl ID here or in address field above***

CC: [DEPARTMENT FILE]

 [NAME OF SCHOOL/COLLEGE] HUMAN RESOURCES OFFICE

## ***Optional: Include signature line***

I accept the position of Research Assistant in the [OPERATIONAL AREA] in the [DEPARTMENT/PROGRAM].

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[EMPLOYEE NAME] DATE