

The University of Texas at Austin
September 1, 2009

Attachment to Policy Memorandum 8.106

**A RECOMMENDED FORM OF NOTIFICATION TO
PROSPECTIVE ASSISTANT INSTRUCTORS**

Send after preliminary correspondence is completed and approved by Department Chair

APPOINTMENT INFORMATION

The dean of the College/School of _____
has recommended your appointment to the following position:

<u>Title</u>	<u>Period of Appointment</u>	<u>Percent Time</u>	<u>Basis (Mos.)</u>	<u>Total Salary</u>
Assistant Instructor	9/01/___-1/15/___	50	9	\$ 5,141
	1/16/___-5/31/___ *	50	9	\$ 5,141

*Reappointment on 1/16/___ is subject to satisfactory progress and performance.
See below.

As part of your compensation, you will receive tuition assistance totaling \$3,566 a semester in addition to the stipend indicated above. The tuition assistance amount is based on your continued appointment as an assistant instructor at half time or greater. Should the percent time of your instructional appointment change, the amount of tuition assistance may be adjusted to accord with University regulations governing this program. **Tuition assistance is considered taxable income.**

Your primary work assignment in the Department (Program, Division, or Center) of _____ will be:

Specific work assignments are subject to change if the department finds it necessary to make modifications in course offerings, instructional assignments, or other adjustments in the instructional programs for the semester/term. The department chair will inform you of any change of work assignment. In the performance of your assigned duties as an assistant instructor, you must abide by the academic and instructional criteria and policies established by the department.

Assistant instructors are under assigned supervision of the course instructor of record. Your faculty supervisor will be _____.

This appointment is subject to the provisions of the The University of Texas System Board of Regents' *Rules and Regulations* and The University of Texas at Austin *Handbook of Operating Procedures*. The salary represents the gross salary and is subject to deductions as required by State and Federal law for Old-Age and Survivors Insurance and withholding for income tax. Assistant instructors, as

University employees, are eligible to participate in insurance programs in accordance with the established eligibility criteria for those programs, and employees appointed at least half time (50%) for four and one-half months receive premium sharing for the University's group insurance coverage. Assistant instructors also are eligible to participate in certain other benefits in accordance with existing policy criteria (e.g., parking permits, in-state tuition entitlement, etc.)

To be eligible for appointment to this position you must hold a Master's degree or have completed 30 graduate hours of course work, and be in good academic standing at The University of Texas at Austin. You must have taken the 398T teaching course and have served at least one semester as a teaching assistant. Additionally, you must be registered for no fewer than nine (9) semester hours of course work during each semester of the long session (and three (3) semester hours during either one of the summer sessions) in which you are employed. Assistant instructors may be considered for reappointment if they continue to meet the scholastic requirements for eligibility established by the Graduate School, have provided satisfactory service to the department, and have complied with all applicable University policies. Final decisions regarding reappointment also are dependent upon available resources and the instructional needs of the department.

The following paragraph is required for initial UT Austin AI appointments:

As required by the Immigration Reform and Control Act, anyone employed by The University of Texas at Austin must provide Human Resource Services, within the first three (3) days of employment, documentation to establish identity and evidence of employment. You must meet the requirements of this Act to qualify for this appointment. In addition, satisfactory completion of a criminal background check is required for appointment to assistant instructor positions designated as security sensitive. The department will notify you should the designation of your position be changed to security sensitive.

Please indicate your acceptance or declination of this offer on the enclosed copy of this letter and return it to _____.

Department Chair (Program/Division/Center Director)

I accept/decline this position.

Signature

Date: _____

cc: Dean of the College/School of _____