

CHANGE IN APPOINTMENT
GRADUATE FELLOWSHIP AND ASSISTANTSHIP

Date _____ (from original appointment) **CHANGE TO GFAF #** _____

Student Name _____ Campus ID# _____
Last First Middle

Employee ID **10** _____ REC # _____

Original: Begin _____ End _____ HR Account Code A _____ HR Dept ID _____

Contact Person _____ E-mail _____ Phone # _____

NOTIFY HUMAN RESOURCES IMMEDIATELY IF CANCELLATION OR TERMINATION

Overpayment is the responsibility of the funding department.

☐ Cancellation (**student earned \$0.00**) ☐ Check if new appointment will follow GFAF# _____

☐ Termination Last day worked _____ Reason _____

☒ Change in Funding: HR Account A _____ From _____ To _____ = # Wks _____
New HR Account

Funding outside of the specified dates will remain on original HR Account.

Explanation required for ALL Non-State Project/Grant Adjustments.

Amount \$ _____

Project/Grant # _____ Principal Investigator _____ Date ____/____/____
Signature

If you check either box you must also complete Total Stipend, Bi-weekly Salary and Hourly Rate below.

☐ *Change Current Appointment Dates: New Dates: Begin _____ End _____ = # wks _____

Please do not use this option for a Termination. Changed dates must fall within the original dates – extending an appointment should be done on a new GFAF.

☐ *Change in Number of Hours per Week: From _____ To _____ Effective Date _____
Original Revised

Date ____/____/____ Graduate Program Director _____
(Increasing hours **requires** Graduate Program Director's Signature.)

I have read the front and back of this form and agree to the terms and conditions therein.

Date ____/____/____ Student _____
(Not required for Non- Working appointment, Cancellation, Termination or Change in Funding.)

*** Please complete all of the following:**

Effective Date:

Bi-weekly Salary: From _____

Total Stipend:

Original Stipend _____

New Stipend _____

Hourly Rate: From

☐

Department Head _____ Type Name _____ Signature _____

Dean/Vice Chancellor _____ Type Name _____ Signature _____

Graduate Dean _____

HR Acct #	Enc. Amt	Appointment End Date	Initials	Date

By accepting this appointment, I accept and agree to the terms of employment stated below, and to the rules and regulations governing Graduate Assistants of the University as promulgated from time to time by the Board of Trustees under the provisions of Massachusetts General Laws, Chapter 75 and Chapter 15A, Section 10, as amended.

TERMS OF EMPLOYMENT

1. All Appointments as Graduate Assistants at the University of Massachusetts Amherst are contingent upon availability of funds.
2. All Graduate Assistants of the University Of Massachusetts Amherst are employed pursuant to and subject to the policies, rules, and regulations adopted by the Board of Trustees of the University, as amended, revised, or repealed from time to time by the Trustees, under the provisions of Massachusetts General Laws Chapter 75 and Chapter 15A, Section 10, as amended.
3. Payment for services rendered under this appointment will be made on a weekly or bi-weekly basis.
4. The Supervisor will give the appointee a specific written Description of Responsibilities assigned to him/her, which may be amended from time to time as required to promote the objectives of the University.
5. This appointment may be terminated upon the recommendation by the Supervisor's Dean, if:
 - a) the appointee does not remain in good academic standing as defined by his/her department, or
 - b) the appointee does not perform his/her assigned duties satisfactorily, or
 - c) the appointee leaves the Department of Program of his/her Supervisor.

This appointment may also be terminated by the Graduate Dean if the appointee fails to enroll as a graduate student by the end of the " Add-Drop " period.

6. During the term of this appointment, the appointee may only receive compensation in addition to that specified herein from the University when written approval is obtained from his/her Supervisor, the Supervisor's Dean, and the Dean of the Graduate School.
7. The appointment is not complete until signed by the Dean of the Graduate School.
8. Where Graduate Assistants receive tuition waivers, such waivers might reduce eligibility for financial aid, which could result in an adjustment to, or cancellation of such aid, based on rules and regulations of Financial Aid Services.
9. This appointment will be terminated for College Work-Study appointees who are not enrolled for at least six (6) credits throughout the term of this appointment.
10. All graduate student employees who are appointed as TAs, TOs, RAs, PAs, ARDs, Interns, and Working Fellows, except those who are employed by the Chancellor's Office or any of the Vice Chancellor's offices, are covered by a collective bargaining agreement between GEO/Local 2322/UAW and the University which determines graduate student employees' working conditions and benefits. This agreement requires that all such TAs, TOs, RAs, PAs, ARDs, Interns, and Working Fellows must either join GEO/Local 2322/UAW and pay dues, or pay a service fee as a condition of employment (pursuant to the Rules and Regulations of the Massachusetts Labor Relations Commission, Section 17.05).