

## Re-Appointment Letter on GradBeta

Problems? Email me at [haupt@bio.fsu.edu](mailto:haupt@bio.fsu.edu)

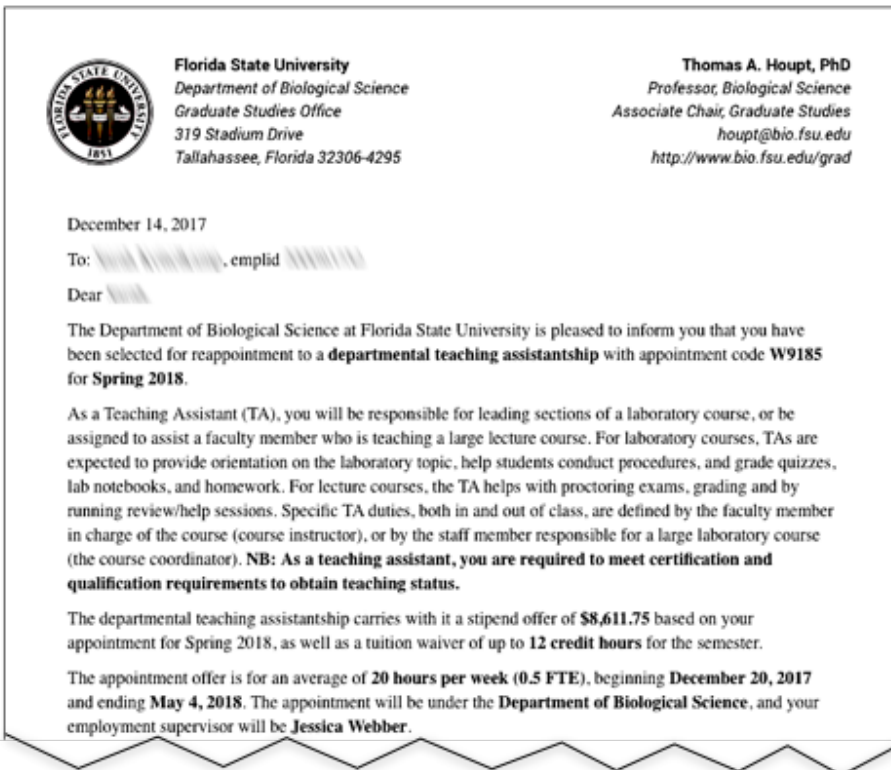
[Appointments Letter page](#) (requires fsuid login)

In order to process your appointments as TAs for the next semester, we need you to sign your appointment letters (online) as soon as possible. But it should only take a minute or two.

You can get to the letter at:

<http://www.bio.fsu.edu/gradbeta/appointments/>

You will have to use your fsuid to login, and then you should see a form listing your appointment (as a TA for Biology), with a details on your stipend and tuition waivers for the spring semester. It is pretty jargon-y to meet the requirements of the University and the Graduate Assistants Union. You will get a Bio graduate level stipend, and the tuition waivers to cover the cost of your spring tuition, but note that you do NOT get the cost of fees for the semester.



After checking to make sure there are no mistakes, please sign the form by typing your name and hitting the "submit" button. In a short time, you should get a confirmation email and a link to the PDF of your appointment letter.

Fees for 12 credit hrs = \$910    Fees for 12 credit hrs = \$910    Fees for 12 credit hrs = \$910

**Prospective In-State Graduate Assistant Responsibility for Fall 2016, Spring 2017, and Summer 2017: \$2,729 + Health Insurance Estimate \$2,344 = \$5,073**

*If you accept the position by typing your name and date below, you will be accepting this appointment under the conditions stated herein. (Your FSU identity was verified at login.)*

Graduate Student Appointee:

student signature       Date: mm/dd/YYYY

By signing above you agree to the terms listed in the letter, and you also certify that if you are ever appointed as a Teaching Assistant (M9184) or Assistant In-Teaching (W9185) you agree to the terms required to be a teaching assistant. Additionally, you agree that you will complete all of the required training(s) related to being a teaching assistant as required by the University prior to beginning your appointment as a teaching assistant.

After signing the reappointment letter, please click on "Save & Submit" button to save to the Bio Grad Database. A PDF copy will be emailed to you for your records.

[Save & Submit](#)    *Submit Reappointment Letter by January 5, 2018*

Sign (by typing your name) and enter the date.

Save & Submit the signed letter by clicking on this button

Please let me know if the system gives you any problems.