**UW-MADISON**

**FELLOW / TRAINEE APPOINTMENT LETTER – TEMPLATE**

**Note: Fellows/Trainees must receive an appointment letter for each new appointment period. Letters that differ from this template require HR approval.**

**Template last updated 02/09/2023**

**[DATE]**

**[NAME]**

**[ADDRESS BLOCK]**

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

Dear **[NAME]:**

It is my pleasure to inform you that you are the recipient of the **[FELLOWSHIP/TRAINEESHIP NAME]**. The **[fellowship/traineeship]** is designated to support a graduate student in good standing in **[DEPARTMENT NAME]. Insert 1-2 sentence summary about the purpose of the fellowship/traineeship, e.g. student studying in the area of xyz, competition, to support research, etc.**

This **[fellowship/traineeship]** will be for the period beginning **[START DATE]** and ending **[END DATE]** and includes a total stipend of$**[TOTAL STIPEND].**  You will be paid biweekly, every other Thursday. Your biweekly stipend for this appointment will $**[BIWEEKLY RATE]**. Your stipend will be prorated for any partial pay period.

***[ NOTE TO DEPARTMENT: Language from either #1, 2, or 3 below must be included in the appointment letter. Use the fellow/trainee adjustments*** [***calculator***](https://hr.wisc.edu/docs/pay/fellow-trainee-adjustment-calculator.xlsx) ***to determine the correct language option to include in the letter.***

|  |  |  |
| --- | --- | --- |
| **Pay basis** | **Duration** | **Language to include** |
| Academic / C-Basis | Fall only | Option 1 |
|   | Spring only | Option 3 |
|   | Academic Year | Option 2 |
|   |   |   |
| Annual / A - Basis | All types | Either Option 1 or Option 2; use fellow/trainee adjustments [calculator](https://hr.wisc.edu/docs/pay/fellow-trainee-adjustment-calculator.xlsx) to determine correct option.  |

1. **Stipend ABOVE annual stipend rate (will require adjustment each pay period, after first pay period)**

*UW-Madison is on a biweekly pay schedule. Because your appointment start and end dates do not align exactly with the biweekly pay schedule, your biweekly stipend payments will result in an overpayment that needs to be adjusted. This is necessary to pay the stipend amount required by the sponsor (SPONSOR NAME), which is $AMOUNT. You will see a negative adjustment of -$AMOUNT on each biweekly earnings statement, which will ensure that your total stipend at the end of your appointment will equal $AMOUNT. The total stipend amount is subject to change in the event of an early termination.*

*If you intend to terminate your appointment before the end date, there could be negative impacts to your stipend and health insurance. To avoid this, please contact your department administrator as soon as your end date has been determined. Advance notice must be provided at least two weeks in advance of the early termination date.*

*Please sign below to indicate your understanding of stipend payments.*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**2. Stipend matches annual stipend rate (no adjustment needed)**

*UW-Madison is on a biweekly pay schedule. The total stipend that you will receive, as required by the sponsor and over the course of your appointment, is $AMOUNT. The total stipend amount is subject to change in the event of an early termination.*

*If you intend to terminate your appointment before the end date, there could be negative impacts to your stipend and health insurance. To avoid this, please contact your department administrator as soon as your end date has been determined. Advance notice must be provided at least two weeks in advance of the early termination date.*

*Please sign below to indicate your understanding of stipend payments.*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**3. Stipend is below annual stipend rate (will require a lump sum payment at end of appointment)**

*UW-Madison is on a biweekly pay schedule. The total stipend that you will receive, as required by the sponsor and over the course of your appointment, is $AMOUNT. Because your appointment start and end dates do not align exactly with the biweekly pay schedule, you will receive a lump sum payment of $AMOUNT at the end of your appointment period. This is necessary to pay the stipend amount required by the sponsor, which is $AMOUNT. The total stipend amount is subject to change in the event of an early termination.*

*If you intend to terminate your appointment before the end date, there could be negative impacts to your stipend and health insurance. To avoid this, please contact your department administrator as soon as your end date has been determined. Advance notice must be provided at least two weeks in advance of the early termination date.*

*Please sign below to indicate your understanding of stipend payments.*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Payroll information for graduate assistants regarding pay schedule, health insurance premium deductions, and taxes is available on the Benefits Services website at: [https://hr.wisc.edu/benefits/#additional-resources](https://hr.wisc.edu/benefits/%23additional-resources)

**[MENTOR NAME AND TITLE]** will be your mentor during your **[fellowship/traineeship]**. The university requires this to be a student/teacher relationship and under no circumstances should work hours be required in exchange for the (**fellowship/traineeship)**.

You **[WILL or WILL NOT]** receive remission of your tuition. The tuition remission does not include any segregated, special course, or special fees approved by the Legislature and/or UW-Madison, these will be your responsibility each term. **[Please edit as necessary since the type of tuition or fee coverage can be broad, such as all tuition and fees, or specific, such as the non-resident tuition add-on (to the base resident tuition amount), or the payment amount can be fixed, such as $1,000.]**

Health Insurance:

Include if eligible for health insurance [individual is eligible if appointment is at least 33% for one semester (academic year) or 6 months (annual)]:

You may be eligible to participate in the Graduate Assistant Health Insurance program. Application deadlines are critical and must be met. If you need health insurance and wish to enroll, please contact **[DEPARTMENT CONTACT]** in **[DEPARTMENT]** in **[LOCATION]** at **[PHONE]** or **[EMAIL]** or contact Madison Benefits Services at (608) 265-2257 or benefits@ohr.wisc.edu within the first 30 days of your appointment. Information is also available online at: <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>

Include if not eligible for health insurance:

Based on this position, it appears you are not currently eligible to participate in the Graduate Assistant Health Insurance program. However, if you previously had grad coverage or your job is extended, please contact **[DEPARTMENT CONTACT]** in **[DEPARTMENT]** in **[LOCATION]** at **[PHONE]** or **[EMAIL]** or contact Madison Benefits Services at (608) 265-2257 or benefits@ohr.wisc.edu to determine if you are eligible within the first 30 days of your appointment. Information is also available online at: <https://hr.wisc.edu/benefits/>

Tuition\*:

[Select one]:

Based on the information we have at the time this letter is being sent, you [WILL or WILL NOT] receive remission of your [NONRESIDENT OR RESIDENT] tuition. The tuition remission does not include any special course or segregated fees, which will be your responsibility each term. Tuition and fees are determined by the Board of Regents. For more information, please see the Bursar’s Office website: <https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/>

*[ \* 131 students are not eligible for tuition remission per* [*Campus policy*](https://policy.wisc.edu/library/UW-1029)*. 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. You must have access to UW Student Restricted and UW HR Internal data in Tableau to use this look up tool.* [*Request access here*](http://data.wisc.edu/request-access/)*; choose “Student Record Data – Restricted” from pull-down menu. Contact* *laura.fisk@wisc.edu* *for assistance. ]*

Include if eligible for remission:

If you are enrolled in an academic program that does not accept or allow tuition remission, you will not receive the tuition remission benefit. To qualify, you must be a graduate assistant and your combined TA, PA, RA, LSA earnings must total at least 33 percent of the full-time, annual rate during each semester. This remission is awarded prospectively based on anticipated earnings, and earnings at the conclusion of the appointment must equal or exceed 33 percent of the appointment’s full-time rate for the length of a semester to receive full tuition remission for that term. For additional information, please refer to the Bursar’s Office website information regarding TA, PA, RA, LSA Appointments at:

<https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>

If you have a spring appointment which qualifies for tuition remission, your eligibility for tuition remission will carry over to the Summer term. For specific information, see the Bursar’s Office website regarding TA, PA, RA, LSA Appointments Summer Term at:

<https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>

Concurrent Appointments:

Before accepting any additional new appointments, students 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 <https://kb.wisc.edu/gradsch/page.php?id=33321> and <https://kb.wisc.edu/gradsch/page.php?id=33322>

[**FELLOWSHIP/TRAINEESHIP NAME]** requires you to maintain satisfactory progress toward your degree. In addition, you must register for and maintain a minimum of eight graduate credits each semester (courses 300 or above), and a minimum of two credits during the eight-week summer session (if **[fellowship/traineeship]** is annual). Dissertators are required to register for three dissertator credits each semester including the eight-week summer session (if **[fellowship/traineeship]** is annual). For more specific enrollment information, see the Graduate School’s website on Enrollment Requirements at: <https://policy.wisc.edu/library/UW-1208>

Cybersecurity Awareness Training

All new employees must read and abide by the Acceptable Use of Information Technology Resources policy (<https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/>) upon hire.  The annual Cybersecurity Awareness Training is mandatory for all employees (including undergraduate/graduate student employees), and zero-dollar appointees, volunteers, and retirees who access UW-Madison online data per UWSA policy 1032 (<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-awareness/>).

The training must be completed annually.  Information and training options can be found on the website Cybersecurity Awareness Training (<https://it.wisc.edu/about/division-of-information-technology/enterprise-information-security-services/office-of-cybersecurity/cybersecurity-awareness-training/>).

You can access the training once you have set up your NetID and MFA-Duo.  If you have any questions, please contact cybersecurityawareness@cio.wisc.edu.

Compliance Obligations and Reporting Responsibilities:

UW-Madison prohibits discrimination against applicants, employees, students, and visitors to campus who wish to participate in university programs or activities. Information about relevant law, policies, resources, complaint procedures, and protected bases, including how to contact the Title IX and Americans with Disabilities Act coordinators and on nondiscrimination on the basis of sex in federally-assisted programs is available at: <https://employeedisabilities.wisc.edu/>

Executive Order #54 (EO 54) requires the reporting of child abuse or neglect.  You are required by EO 54 and campus policy to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur. If the abuse or neglect occurred in a university program, on campus, or involved a university employee, volunteer, or agent, you must also notify the Office for Equity and Diversity. EO 54 does not apply to employees whose job requires them to comply with the mandatory reporter requirements in Wis. Stats. s. 48.981.  Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.   For more information, please see the University of Wisconsin-Madison Office of Equity and Diversity website at:  <http://www.oed.wisc.edu/childabuse/>.

It is the policy of the University of Wisconsin-Madison to provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation to perform the essential functions of your position, please contact Laura Fisk, Divisional Disability Representative (DDR) at (608) 265-3333 or laura.fisk@wisc.edu. The DDR is the person authorized to receive and maintain confidential medical information in the College of Letters & Science. More information can be found at the following website: <https://employeedisabilities.wisc.edu/>

All employees, faculty and staff are strongly encouraged to help make the university a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the university community. This document can be found at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

This is a non-service **[fellowship/traineeship]** award. Payments are to support the individual’s studies or research. The individual receiving this award is not required to perform any services in exchange for the award. Accepting this award may affect eligibility for need-based financial aid through the Office of Student Financial Aid.

I am pleased to congratulate you on winning this prestigious **[fellowship/traineeship]** and wish you continued success at the University of Wisconsin-Madison.

Sincerely,

**[CHAIR/DIRECTOR NAME]**

**[TITLE]**

c: L&S Admin/Human Resources Office

 **[MENTOR’S NAME IF DIFFERENT FROM PERSON SIGNING LETTER]**