**SAMPLE TENTATIVE OFFER OF SUMMER GE** **APPOINTMENT - TEACHING**

Student Name:

Hiring Department:

Hiring Department Contact:

Hiring Department Email Address:

[Department Name] may be able to offer you a Graduate Employee (GE) appointment this summer, contingent on sufficient enrollment in the following course:

Course Number:

Course Title:

Course Dates:

Course Days and Times:

Minimum Enrollment Requirement for Course to be Offered:

**This is not an offer of appointment**. Once the course has met the minimum enrollment requirement listed above, we would like to offer you an opportunity to teach the course, provided you are interested. We expect to have sufficient enrollment information to determine whether the course will be offered no later than [Date]. Details of the potential appointment are as follows.

Appointment Level: [GE I, II, or III]

FTE:

Estimated Total Gross Pay for this Course\*:

\*Your Notice of Appointment will include the exact pay distribution. Monthly amounts will vary depending on the dates of your appointment.

If you are interested in this opportunity, please email the contact listed above and confirm your interest.

Your response is not binding. Additionally, if you are offered another opportunity without similar contingencies, you may accept it even after expressing interest in this position.

**SAMPLE TENTATIVE OFFER OF SUMMER GE APPOINTMENT – Research/Administrative**

Student Name:

Hiring Department:

Hiring Department Contact:

Hiring Department Email Address:

[Department Name] may be able to offer you a Graduate Employee (GE) appointment this summer, contingent on sufficient funding being available.

**This is not an offer of appointment**. Once we have determined that funding is available, we would like to offer you this opportunity, provided you are interested. We expect to have sufficient information to determine whether the opportunity will be available no sooner than [Date]. Details of the potential appointment are as follows:

Appointment Level: [GE I, II, or III]

Appointment Type: [Research or Administrative]

FTE:

Estimated Monthly Gross Salary:

Assignment:

If you are interested in this opportunity, please email the contact listed above and confirm your interest.

Your response is not binding. Additionally, if you are offered another opportunity without similar contingencies, you may accept it even after expressing interest in this position.