MONTH, DAY, 2023

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

**Congratulations** on your admission offer into the Department of Anthropology’s graduate program for Fall 2023. This offer is contingent on your formal admission by UNM’s Office of Admissions. Given the strength of your application, we would like to offer you a <.25/.5 FTE> <graduate assistantship (GA)/research assistantship (RA)> for at least the first year of your graduate program. We expect to continue the graduate assistantship for twoa academic years beyond the first year, depending on performance reviews, maintenance of academic eligibility, and budgetary approval.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ASSISTANTSHIP OFFER** | | | | | | |
| **Year** | **Sem/Year** | **Type** | **FTE/hours per week** | **Total Stipend** | **Tuition** | **Insurance** |
| 1 | F:23 | GA | .5FTE/20 hrs per week | $8,476.45 | 12 cr. | Yes |
| S:24 | GA | .5FTE/20 hrs per week | $8,476.45 | 12 cr. | Yes |
| 2a | F:24 | GA | .5FTE/20 hrs per week | $8,476.45 | 12 cr. | Yes |
| S:25 | GA | .5FTE/20 hrs per week | $8,476.45 | 12 cr. | Yes |
| 3a | F:25 | GA | .5FTE/20 hrs per week | $8,476.45 | 12 cr. | Yes |
| S:26 | GA | .5FTE/20 hrs per week | $8,476.45 | 12 cr. | Yes |
| *GA = Graduate Assistant, TA = Teaching Assistant, RA = Research Assistant, PA = Project Assistant* | | | | | | |
| *FTE=Full Time Equivalency* | | | | | | |
| *Please note assistantship offer is contingent upon approval from OAP & OGS, and class minimum enrollment* | | | | | | |

This assistantship offer is an offer of employment and it provides a salary, tuition waiver, and health insurance. Based on current collective bargaining agreement graduate assistantship salary guidelines, you will receive a stipend of **$1,695.29 per month** for approximately 20 hours of work per week (.5FTE). This totals to $8,476.45 for 18 weeks each semester (1 week before the term begins + 17 weeks of term). You will be assigned to assist one or more faculty members or instructors. The assistantship contract also covers 12 credits of tuition per semester and will pay for health insurance. The total value of the assistantship contract, including salary, health insurance, and tuition, is over $15,000 per semester, or more than $30,000 for each academic year.

Students are expected to be physically present on their contract start date and throughout their assistantship, and to fulfill the amount of hours assigned per week (FTE). Students assigned to online courses must request special approval to work remotely. Evaluation may result in termination of assistantship contract. All funding is contingent upon available departmental funds each semester. **Please be aware that Graduate Assistantship positions may be cancelled if the class you are assigned to does not make the minimum enrollment threshold of 15 students.**

The offer of a graduate assistantship is tentative, and subject to the provisions of the collective bargaining agreement (CBA) between the University of New Mexico (UNM) and United Electrical, Radio and Machine Workers of America (UE). The contract offer is also subject to review and final approval from the dean or designee of the Office of Graduate Studies and the Office of Academic Personnel Labor Relations. Should you accept our offer of admission to our graduate program, we will request their decision, and you will then receive your official employment contract.

The table above contains the Spring 2023 rates and may be revised upward as those rates change each semester*.* For information on rates and additional details of your contractual rights and responsibilities as an assistantship holder, please visit the collective bargaining agreement between the University of New Mexico (UNM) and United Electrical, Radio and Machine Workers of America (UE):  
<https://provost.unm.edu/academic-unionization/graduate-assistant-union/docs/cba-toc-agreement.pdf>

For information on the student health care insurance plan, please visit the UNM Human Resources website: <https://hr.unm.edu/benefits/student-health-plan>

We look forward to your contributions to the mission of our department. Please let us know if you have any questions about this offer of employment.

**FUNDING**

If you receive a funding offer from another university (but you would still like to consider UNM), please email us and let us know the size and scope of the award offered to you. Sometimes we can leverage that to encourage the College to release additional funds. Also, many universities have signed an agreement to allow students all options and make decisions by April 15th. Check with the university on its absolute deadline. It is possible other funding from UNM could be forthcoming but the timing on award periods does not always fit admission timing.

Here are some examples of funding for which you may wish apply (now and/or in the future), in addition to NSF (National Science Foundation) and other grants and fellowships:

1. ***Graduate Assistantships in our department*** are available every year on a competitive basis (a limited number). Students may apply every semester. Applicants for these awards are ranked each year according to the policy in subfield (see the Graduate Handbook). The faculty attempt to distribute these as widely and fairly as possible. Assistantships typically carry a 10-20 hr per week workload (.25 or .5 FTE) with a salary stipend and include tuition and health insurance. You should be aware that these assignments may be cancelled if the class you are assigned to does not make the minimum enrollment threshold of 15.
2. ***An Interdepartmental Assistantship*** in other departments such as Biology, English, History, Math, Spanish or Portuguese, if you are qualified. These assistantships typically carry a 10-20 hr per week workload (.25 or .50 Full Time Equivalency [FTE]) with a salary stipend and include tuition and health insurance. They may be renewable for up to 5 years.
3. ***Part Time Teaching Assistant (PTTA)*** Applications are accepted every semester. These are available to students with a Master’s degree and/or teaching experience and are available on a semester by semester basis. These are usually 10 hours per week (.25 FTE) with a stipend set by the College of Arts & Sciences, including 6 hrs tuition per semester and health insurance. You should be aware that these assignments may be cancelled if the class you are assigned to does not make the minimum enrollment threshold of 15.
4. ***FAFSA federal aid*** Fill out a FAFSA form by the priority deadline each year so that you can be considered for work-study jobs, student loans, or other awards and scholarships that become available.
5. ***Additional work opportunities*** Zimmerman Library hires assistants; the Center for Academic Program Support (CAPS) hires graduate students as tutors; and the Department of Biology provides lab assistantship positions to qualified applicants that may include tuition and/or healthcare.
6. ***Fellowships*** Latin American Studies, the Center for Regional Studies, and other organizations on campus may provide fellowship opportunities, which will be announced through the Anthropology Graduate Listserv.
7. ***Travel and Research awards*** available from the Department, the Graduate and Professional Student Association (GPSA), and the office of Graduate Studies. The Department will issue a call for applications on the Anthropology Graduate Listserv.

All these funding sources are competitive and not guaranteed. However, applying for as many opportunities as possible increases your chances immensely and students in our program have a very high success rate.

Sincerely,

Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CC: Manuel López-Aínza

Graduate Program Academic Advisor  
[mlopez12@unm.edu](mailto:mlopez12@unm.edu) | 505.277.2732

CC: email, student file