



# Appointment Letters: The Key to Happiness!

## Why is an appointment letter so important?

If you don't have a letter of appointment **BEFORE** you start the job, then if questions about pay rate, appointment percentage, benefits, etc., arise later, there is no proof of what was originally promised!

## Have you received a letter of appointment?

All TAs and PAs *must* receive a letter of appointment each semester or academic year (depending on appointment length). (TAA contract, Article V(3))

## When I am supposed to get it?

The contract doesn't give a specific deadline, but the TAA Contract Enforcement Committee **strongly** recommends that all appointment letters be issued **for Fall no later than April 30th**, and **for Spring no later than December 15th**. (The only exception would be for specific, individual positions for which final budget approval has not yet been received.)

## What does the letter have to include?

- \* Appointment title
- \* Experience classification
- \* Appointment percentage
- \* Effective dates
- \* Salary level
- \* Length of probationary period (if any)
- \* Hours of work assignment (*if known* - it's OK to leave it out - the letter should not be delayed waiting for assignment info)
- \* Specification of benefits provided (e.g., tuition remission, health insurance)
- \* Enrollment deadlines and contacts for benefit

**Contact your department steward or the TAA office  
(256-4375 or [taa@taa-madison.org](mailto:taa@taa-madison.org))  
with any questions or concerns.**