

Texas A&M University  
Graduate and Professional Student Council  
General Assembly  
2016-2017 Session

**A Resolution to Promote the Use of Comprehensive Offer Letters**

*Presented by Brenna Lin on May 2, 2017*

- Whereas: The Graduate and Professional Student Council exists to govern and to serve as the voice of all graduate and professional students at Texas A&M University.
- Whereas: Many graduate and professional students must deal with the dynamics of being both a part-time employee and a full-time student, clearer information in respect to a student's' livelihood would support attainment of educational goals as well as overall well-being.
- Whereas: A lack of consistency exists in the information construed in offer letters across departments and colleges at Texas A&M University.
- And  
Whereas: A lack of complete information surrounding the conditions of a role, results in ambiguity of requirements, conditions, expectations, and benefits associated with the offered position.
- Let it be  
Resolved: The Graduate and Professional Student Council supports the practice of including the information below in yearly offer letters.
- Name of supervisor
  - Expected hours of work
  - Brief overview of role
  - Payment structure (i.e. bi-weekly, monthly)
  - Date of payments (i.e. 1st of the month)
  - Spring/Winter break expectations
  - Healthcare benefits
  - Leave without pay process
  - Tuition payment (paid or not, how many hours paid)
  - Fee Support (paid or not)
  - Office space
  - Requirements for acceptance (i.e. G.P.A, testing requirements, background check)

- Professional development funds (if any)
- travel funding opportunities (if relevant)

Let it be Resolved: The Graduate and Professional Student Council supports that the practice of providing comprehensive offer letters to graduate students be instilled as a university-wide policy.

Let it be Further Resolved: A copy of this resolution shall be posted and delivered to:

- Barbara A. Abercrombie  
*Vice President of Human Resources*
- Dr. Karen Butler-Purry  
*Associate Provost of the Office of Graduate and Professional Students*
- Dr. Angie Price  
*Speaker - Faculty Senate*
- Dr. Joyce Alexander  
*Dean, College of Education and Human Development*
- Dr. M. Katherine Banks  
*Vice Chancellor and Dean for the College of Engineering*
- Dr. Mark Hussey  
*Vice Chancellor and Dean for the College of Agriculture and Life Sciences*
- Mark Welsh  
*Dean, Bush School of Government and Public Service*
- Dr. Jorge Vanegas  
*Dean, Professor of Architecture*
- Dr. Eli Jones  
*Dean, Mays Business School*
- Dr. Debbie Thomas  
*Interim Dean, College of Geoscience*
- Dr. Pam Mathews  
*Dean, College of Liberal Arts*
- Dr. Pam Mathews  
*Dean, College of Liberal Arts*
- Dr. Meigan Aronson  
*Dean, College of Science*
- Dr. Eleanor M. Green  
*Dean, College of Veterinary Medicine & Biomedical Sciences*
- Maria Lyons  
*Biomedical Engineering Academic Advisor*
- Gail Rowe  
*Aerospace Engineering Academic Advisor*
- Stormy Kretzschmar  
*Biological & Agricultural Engineering Academic Advisor*
- Ashley Stokes  
*Chemical Engineering Academic Advisor*
- Chris Grunkemeyer  
*Computer Science & Engineering Academic Advisor*
- Merrideth Holub

*Engineering Technology & Industrial Distribution Academic Advisor*  
Jules Henry  
*Industrial & Systems Engineering Academic Advisor*  
Tandilyn Morrel  
*Mechanical Engineering Academic Advisor*  
Robb Jenson  
*Nuclear Engineering Academic Advisor*  
Charlie Donaway  
*Ocean Engineering Academic Advisor*  
Eleanor Schuler  
*Petroleum Engineering Academic Advisor*  
Jennifer Bradford  
*Biology Academic Advisor*  
Simon North  
*Chemistry Academic Advisor*  
Peter Howard  
*Mathematics Academic Advisor*  
Sherree Kessler  
*Physics and Astronomy Academic Advisor*  
Jianhua Huang  
*Statistics Academic Advisor*  
Brandi Blankenship  
*Agricultural Economics Academic Advisor*  
Clarice Fulton  
*Agricultural Leadership, Education, and Communications*  
Dr. David Forrest  
*Associate Head for Animal Science*  
Rafael Almanzar  
*Biochemistry and Biophysics Academic Advisor*  
Judith Turlington  
*Ecosystem Science and Management Academic Advisor*  
Rebecca Hapes  
*Entomology Academic Advisor*  
Holly Smith  
*Horticultural Sciences Academic Advisor*  
Dr. Boon Chew  
*Head of Nutrition and Food Science*  
Dr. Heather Wilkinson  
*Associate Dean of Faculties - Plant Pathology and Microbiology*  
Lesley Gleason  
*Poultry Science Academic Advisor*  
Irina Shatruk  
*Recreation, Park and Tourism Sciences Academic Advisor*  
Megan Teel  
*Soil and Crop Sciences Academic Advisor*  
Lindsay Stroup  
*Wildlife and Fisheries Sciences Academic Advisor*  
Marco Valadez  
*Anthropology Academic Advisor*

Kristan Poirot  
*Communication Academic Advisor*

Mary Owens  
*Economics Academic Advisor*

Dr. Sally Robinson  
*Director of Graduate Studies - English*

Dr. Stephen Miller  
*Director of Graduate Studies - Hispanic Studies*

Marco Valadez  
*History Academic Advisor*

Brianna Doucet  
*Performance Studies Academic Advisor*

Kristi Sweet  
*Philosophy Academic Advisor*

Lou Ellen Dozier  
*Political Science Academic Advisor*

Dr. Charles Samuelson  
*Associate Head of Graduate Studies*

Wendy Moore  
*Sociology Academic Advisor*

Brady Dennis  
*Geosciences Academic Advisor*

Dr. David Kessler  
*Coordinator of Academic and Student Services for Graduate Studies*

Joyce Nelson  
*Director of Academic Advising, Educational Administration and Human Resource Development*

Sally Kallina  
*Educational Psychology Academic Advisor*

Tami Hawkins  
*Accounting Academic Advisor*

Allison Hayes  
*Finance Academic Advisor*

Veronica Sprayberry  
*Information and Operations Management Academic Advisor*

Kaitlyn Newman  
*Management Academic Advisor*

Kevin McDaniel  
*Marketing Academic Advisor*

Dr. André Araujo  
*Mays Business School Advisor*

Mary Owens  
*Office of Graduate and Professional Studies*

Stephanie Bustos  
*Office of Graduate and Professional Studies*

Paul Taele  
*President of the Graduate and Professional Student Council*


Jamie Wangler  
*Advisor to the Graduate and Professional Student Council*

Stefanie Baker  
Advisor to the Graduate and Professional Student Council  
Dr. Anne Reber  
Dean of Student Life

Action Taken: 6/9/17

Certified By:   
Christian Nygren  
Executive Vice President

Date: 6/9/17

Duly Approved By:   
~~Paul Tacle~~  
Matthew Etchells  
President