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*

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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  
*Maya 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

**Date:** 6/9/17

**Certified By:**

Christian Nygren  
*Executive Vice President*

**Duly Approved By:**

Matthew Etchells  
*President*