Department of XXXXX



Date:

Dear **(ASE name),**

Congratulations! This letter constitutes official notice of your appointment as a **Teaching Assistant-Title Code 2310 *(or Teaching Fellow, Reader, Associate In, Tutor)*** in the Department of **XXXX** for the **2022/2023** academic year **[or list specific quarters of the academic year]***.* The effective dates (i.e. service period) of your appointment are from the first day of each quarter through grading of the final examinations of that quarter (and when all administration duties have been completed), as follows: **[For Readers or Tutors the dates may differ].**

**Fall quarter 09/19/22 – completion of administrative duties**

**Winter quarter 01/04/2023 – completion of administrative duties**

**Spring quarter 3/29/2023 – completion of administrative dugites**

Your **xx**% appointment as a **Teaching Assistant *(or Teaching Fellow, Reader, Associate In, Tutor)*** includes a gross salary of approximately **$xxxx** a month **[Readers or Tutors should be informed of their range of hours] and is derived from the maximum number of hours allowable under Article 31 of the agreement between the University and the UAW, to perform required duties, including but not limited to orientation, preparation, office hours, instruction, grading, etc.** The *pay period* for your appointment will be from \_\_\_\_ to \_\_\_\_\_ (***typically 10/1-12/31 for Fall, 1/1-3/31 for Winter, 4/1-6/30 for Spring*)**. ASEs with an eligible appointment will have the Graduate Student Health Insurance Premium (GSHIP $1392.17), Tuition and Student Services Fees (maximum $4384) equivalent in dollar amount to the state-supported graduate programs covered each quarter.  ASEs hired from the self-supporting graduate programs are not eligible for fee remissions greater than the state-supported equivalent rates. Professional Degree Supplemental Tuition is not included in Article 11 of the ASE contract as a coverable fee. You are responsible for any other fees. You must work the entire quarter to be eligible for this benefit. If you do not complete the entire quarter you will be responsible for repaying the GSHIP, Tuition, and Student Services Fees.

Your appointment is subject to quarterly review by the Graduate Division. You must meet and maintain all academic eligibility standards appropriate to this appointment (such as, GPA, units of Incomplete grades, academic progress, length of service, etc). Please note that teaching titles (TA, Assoc In\_\_, Teaching Fellows) cannot exceed 18 quarters total per student. Please see <http://graduate.ucr.edu/teaching.html>

The Graduate Student Employment Handbook provides ASE job descriptions as well as a checklist of duties for departments. <https://graduate.ucr.edu/resources-and-policies#employment_manual>

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy at <https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19>. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. The applicable deadline for student employees is the deadline for students. For students starting or returning to campus after Fall 2022, the deadline is the first date of instruction for the term when they first enroll. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

If you come from a country where English is not the official language (or is born in the US but indicated that English is not your first language), as approved by UCR’s Graduate Council, this appointment is *contingent* upon demonstrating oral English proficiency ***before*** performing any teaching duties. Passing an English Language Proficiency Exam, scoring a 23 or higher on the speaking portion of the TOEFL iBT or scoring a 7 or higher on the IELTS will fulfill this requirement. Students who do not have a passing score on one of these exams will be required to take additional English language instruction through the TADP office. <http://graduate.ucr.edu/teaching.html>

Please familiarize yourself with your general duties as they are outlined at <http://www.graduate.ucr.edu/teaching.html>. You will be notified of your specific course assignment prior to the start of each quarter. Specific duties for each course will be provided separately, in the Description of Duties Document. Also, be sure to take some time to review the university statements on nondiscrimination and sexual harassment in the appendices of the course catalog on the UCR website: <http://www.catalog.ucr.edu>.

In matters relating to your teaching assignment, you will report to the course instructor. Should you need additional advice or support, please consult the departmental Graduate Advisor, Chair or Vice-Chair**.** The Teaching Assistant Development Program is also available to you throughout your appointment. They are located in the Graduate Division in the University Office Building. You may view their website at http://www.tadp.ucr.edu or phone them at (951) 827-3386.

**All first-time academic student employees (ASEs) are required to attend one session of the Teaching Assistant Orientation and are required to attend a 30 minute UAW Orientation. The UAW Orientation will be held during the required Teaching Assistant Orientation.** [**Click here**](http://tadp.ucr.edu/ta-training/new-ta-orientation-2018-2019/) **for information and how to sign up for the training.**

Your position as an Academic Student Employee (ASE) is covered by a collective bargaining agreement between UAW and the University of California. You may view or obtain a copy of that agreement at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html> In accordance with this contract, names and departmental addresses of all ASEs, regardless of union affiliation, are released to UAW each quarter. ASE’s with questions regarding union membership should contact UAW 2865 directly, via telephone at (510) 549-3863, via website <http://www.uaw2865.org/>or via e-mail at [riverside@uaw2865.org](mailto:riverside@uaw2865.org).

An ASE who anticipates a need for access to an all gender restroom, lactation room or reasonable accommodation during the course of your appointment, please contact your hiring department/unit or campus Labor Relations office as soon as possible after receiving this written notice of appointment. (Article 20 – Section F and G). (A list of lactation rooms can be found at <https://hr.ucr.edu/worklife/personal/lactation_program.html>; a list of all gender restrooms can be found at [https://out.ucr.edu/resources/ucr-trans-guide - gender-inclusive\_facilities)](https://out.ucr.edu/resources/ucr-trans-guide#gender-inclusive_facilities)).

ASE’s with an eligible appointment may be eligible to participate in the Childcare Reimbursement Program. Information and forms can be found at: <https://ucnet.universityofcalifornia.edu/forms/subject.html>. Forms must be turned in to the hiring department no later than the last day of the following term.

Please sign and date below to indicate you understand and accept the terms of your appointment and return one copy to (**insert hiring contact name**), your hiring contact. Failure to return a signed letter by **xxxx, xx, 20xx** constitutes rejection of this offer**.**

I wish you much success as a **Teaching Assistant *(or Teaching Fellow, Reader, Associate In, Tutor)*** and on behalf of the University I thank you for assuming this important responsibility.

**This appointment is subject to amendment based on any changes to applicable collective bargaining agreements.**

Sincerely,

Chair, Department of **XXXXX**

Cc: Patrick Napier, Graduate Division