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 **2017/2018** 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: \_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_**

**Winter: \_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_**

**Spring: \_\_\_\_\_\_\_to\_\_\_\_\_\_\_**

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*)**. You also will have the Graduate Student Health Insurance Premium (GSHIP), Tuition, and Student Services Fees covered each quarter. 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 academic eligibility standards appropriate to this appointment (such as, GPA, units of Incomplete grades, academic progress, length of service, etc). Please see <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 by email 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>. An ASE who anticipates a need for access to an all gender restroom during the course of the appointment, should review Article 20 – Section F for the applicable process, and make the request as early as possible.

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 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 new Teaching Assistants must attend one session of the Graduate Division Teaching Assistant Orientation.** [**Click here**](http://tadp.ucr.edu/ta-training/new-ta-orientation-2016-2017/) **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: [http://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html.](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html)  In accordance with this contract, names and departmental addresses of all ASEs, regardless of union affiliation, are released to UAW each quarter. You should also be advised that all employees in the unit covered by this contract are required to pay either union dues or a “fair share” fee for union representation. These fees will be deducted from your paycheck.

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.

Sincerely,

Chair, Department of **XXXXX**

Cc: Sonia Lepe, Graduate Division