

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 **2018/2019** 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 09/24/18 – completion of administrative duties

Winter quarter 01/02/2019 – completion of administrative duties

Spring quarter 3/27/2019 – completion of administrative duties

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 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>

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 one of the English Language Proficiency Exams such as a score of 50 on the SPEAK test, a score of 23 on the speaking portion of the TOEFL iBT or a score of 7 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 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.

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>).

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.

Sincerely,

Chair, Department of **XXXXXX**

Cc: Sonia Lepe, Graduate Division