

## ASE Appointment Letter Template

<<Date>>

Dear <<ASE name>>,

Congratulations! This letter constitutes your Written Notice of Appointment as <<Insert name and number of job code>> in <<Insert department, program, or unit name here>>. The effective dates of your appointment will be <<academic term(s)/effective dates>>. You will be reporting to <<Supervisor Name>> at <<Location of worksite, if known >>.

### Salary

<<Use below for TAs or AIs only>>

Your <<% FTE>> appointment at salary point <<For Fall 2023 and later: 1-3/1-7>> as a <<title name>> includes a gross salary of approximately <<wage rate>>.

<<Use for other salaried ASE titles>>

Your <<% FTE>> appointment as a <<title name>> includes a gross salary of approximately <<wage rate>>.

<<Use for other hourly ASE titles>>

Your appointment as a <<title name>> shall be for <<range of hours per week>> at <<hourly wage >>.

<<Use for ASE titles with systemwide salary scales>>

Academic Student Employee (ASE) wages are established on the appropriate salary scales, which can be found here: <https://www.ucop.edu/academic-personnel-programs/compensation/>. Your wage rate as a salaried ASE is dependent on your hiring campus. Additional information about campus specific salary scales is available on website listed above. <<Insert any additional local wage practice information here>>

<<Use for ASE titles with local salary scales, e.g. Readers, Tutors>>

Academic Student Employee (ASE) wages are established on the appropriate campus-established salary scales, which can be found here: <<Insert local salary scales and other local wage practice information here>>

### Workload

Pursuant to Article 34 – Workload, if you have any concerns regarding your assigned workload during the course of your appointment, you must immediately communicate these concerns to your supervisor.

### Academic Eligibility Standards

<<Sample Language below – Campuses may use alternative language around academic eligibility>>

Your appointment is subject to regular 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, etc.). Please see: <<Insert local graduate division policies>>

### Represented Position

Your position is covered by a collective bargaining agreement between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). A copy of the

collective bargaining agreement is available at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>. Should you require assistance, you may contact the UAW. The University is required to release names and department addresses of all ASEs to the UAW each academic term. A UAW membership election form can be found at: <<direct link to the UAW website containing the Membership Election Form>>.

### **New Employee Orientation**

<<Insert information on new hire orientation for ASEs>>

### **Employment File**

The University of California will establish and maintain a file that will contain information related to your employment. New material may be added to your file over the course of your employment. Should you wish to review your employment file, please contact <<insert appropriate local contact or process>>.

### **Fee Remissions**

Pursuant to Article 11 – Fee Remission, eligible graduate student employees appointed at 25% or greater are entitled to 100% remission of tuition and eligible fees charged. The fees included in the fee remission are the: (1) Student Services Fee, (2) premium for the Student Health Insurance Program (SHIP), and (3) 100% partial fee remission toward campus fees as set forth in the collective bargaining agreement. <<For #3, use the previous \$100/\$150 campus fee remission language instead, until the start of AY 23-24>> UC will cover Nonresident Supplemental Tuition for up to three (3) years for eligible ASEs employed at 25% or greater who have advanced to candidacy in their degree program. <<Insert any local NRST remission practice here and/or insert relevant links here>> ASEs hired from the self-supporting graduate programs are not eligible for fee remissions greater than the state-supported equivalent rates. <<Insert any other local information on fee remission practices as needed>>

### **Childcare Benefit**

Pursuant to Article 4 – Childcare, ASEs with an eligible appointment shall be eligible to participate in the Childcare Reimbursement Program. Information and related forms can be found at: <<LINK>>.

### **Accommodations**

Academic Student Employees who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment, in accordance with Article 24 - Reasonable Accommodation <<link to article>>.

An ASE who anticipates a need for access to an all-gender restroom or lactation room during the course of their appointment should refer to Article 21- Non-Discrimination in Employment <<link to article>> and contact their hiring department/unit <<insert hiring department/unit contact>> or <<insert campus Labor Relations contact>> as soon as possible after receiving this written notice of appointment.

### **Work Authorization**

This offer of employment is contingent upon your ability to prove that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. Also, the State of California requires that we inform all academic appointees of the Political Reform Act of 1974. This Act prohibits public officials from participating in governmental decisions when personal financial interests may be affected by those decisions. The Act requires that all government employees and officials disqualify themselves from participating in a governmental decision when a financial conflict of interest is present.

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Please sign and date below to indicate you understand and accept the terms of your appointment and return one copy to <<insert contact name>>, your hiring contact. Failure to return a signed letter by <<DATE>> constitutes rejection of this offer.

I wish you much success as a <<title>> and on behalf of the University I thank you for assuming this important responsibility.

Sincerely,

<<Head of hiring department, program, or unit>>

Cc: Graduate Division