

## READER APPOINTMENT NOTIFICATION LETTER

Dear (Name):

Congratulations! You have been selected for the following position(s):

Fall Quarter, 2008: \_\_\_\_\_(title), \_\_\_\_\_ (title code) for \_\_\_\_\_hours at an hourly rate of \_\_\_\_\_, in the Department of \_\_\_\_\_. This appointment will commence no earlier than September 20<sup>th</sup>, 2008 when the quarter begins, and end no later than December 17<sup>th</sup>, 2008, when grades are due to the Registrar.

The class for which you have been hired to read is \_\_\_\_\_, and your supervisor will be \_\_\_\_\_.

Winter Quarter, 2009: \_\_\_\_\_(title), \_\_\_\_\_ (title code) for \_\_\_\_\_hours at an hourly rate of \_\_\_\_\_, in the Department of \_\_\_\_\_. This appointment will commence no earlier than January 5<sup>th</sup>, 2009, when the quarter begins, and end no later than March 24<sup>th</sup>, 2009, when grades are due to the Registrar. The class for which you have been hired to read is \_\_\_\_\_, and your supervisor will be \_\_\_\_\_.

Spring Quarter, 2009: \_\_\_\_\_(title), \_\_\_\_\_ (title code) for \_\_\_\_\_hours at an hourly rate of \_\_\_\_\_, in the Department of \_\_\_\_\_. This appointment will commence no earlier than March 30<sup>th</sup>, 2009, when the quarter begins, and end no later than June 16<sup>th</sup>, 2009, when grades are due to the Registrar.

The class for which you have been hired to read is \_\_\_\_\_, and your supervisor will be \_\_\_\_\_.

This position is covered by a collective bargaining agreement between the University and the UAW. Pursuant to the agreement, your name and departmental address will be released to the UAW, which is your exclusive bargaining representative, each term that you are employed in the bargaining unit. The Department will establish an employment file for you and new material may be added to this file periodically during the term of your employment.

In any quarter that you are a registered graduate student and are hired for at least 100 hours in any combination of covered titles in that quarter, you are entitled to a full GSHIP Premium Remission, a Partial Fee Remission of 100% of the annual educational and registration fees and other applicable benefits as set forth in the agreement for the quarter in which you are employed. Please check the agreement, which may be electronically retrieved at [http://atyourservice.ucop.edu/employees/policies/systemwide\\_contracts/uaw/ase\\_toc\\_1.pdf](http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/ase_toc_1.pdf) for the specific eligibility requirements. Additional information regarding these remissions may be retrieved at <http://www.graddiv.ucsb.edu/financial/> under "Fees and Costs."

The wages quoted above will be adjusted according to Article 29, B1 & B2 of the collective bargaining agreement.

Supplemental Documentation describing the specific duties required of you as an ASE will be provided to you by the faculty supervisor on the form "ASE Responsibilities: Description of Duties," before you begin your employment. If this is your first assignment as an ASE, you will be required to attend the campus-wide orientation held at the beginning of Fall quarter.

Please respond in writing no later than \_\_\_\_\_ (date), indicating whether you will accept this offer. Failure to accept this offer as set forth above by this date will nullify the offer in its entirety, except as otherwise specified in the contract. Should you have any questions regarding your appointment, please contact \_\_\_\_\_, who may be reached at \_\_\_\_\_.

(If any training is required, include date and time).

