

TEACHING ASSISTANT/ASSOCIATE APPOINTMENT NOTIFICATION LETTER

Date

Dear ASE:

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

Fall Quarter, 2008: _____ (title), _____ (title code) for a _____% appointment with a monthly salary of _____, and a quarterly salary of _____, in the Department of _____. This appointment will commence on September 20th, 2008 when the quarter begins, and end on December 16th 2008, when grades are due to the Registrar.

Winter Quarter, 2009: _____ (title), _____ (title code) for a _____% appointment with a monthly salary of _____, and a quarterly salary of _____, in the Department of _____. This appointment will commence on January 5th, 2009, when the quarter begins, and end on March 24th, 2009, when grades are due to the Registrar.

Spring Quarter, 2009: _____ (title), _____ (title code) for a _____% appointment with a monthly salary of _____, and a quarterly salary of _____, in the Department of _____. This appointment will commence on March 30th, 2009, when the quarter begins, and end on June 16th, 2009, when grades are due to the Registrar.

In any quarter that you have at least a 25% appointment, 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_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html for the specific eligibility requirements. Additional information regarding these remissions may be retrieved at <http://www.graddiv.ucsb.edu/financial/> under "Fees and Costs."

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.

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).

Thank you.