

## Appendix A: Sample Graduate Student TA Appointment Letter

NAME  
ADDRESS

Dear NAME:

I am pleased to offer you an appointment as a Teaching Assistant in the academic year 20\_\_ - 20 \_\_. Your teaching assignment will be as follows:

LIST COURSE ASSIGNMENT(S)

TO ACCEPT THIS APPOINTMENT, please reply to this offer by RESPONSE DATE. You will need to see DIVISIONAL CONTACT in the \_\_\_\_\_ Division Office to complete the required employment forms.

The \_\_\_\_\_ Department contact is DEPARTMENTAL CONTACT. Occasionally it is necessary for departments to change teaching assignments due to scheduling changes, unavailability of the primary instructor (due to illness, etc.), lack of enrollments, or other reasons. The course sponsor, department or instructor will inform you in writing of any such changes. You will not receive notification of assignment changes from this office.

This appointment is made at \_\_\_\_\_ percent time (an assigned workload of \_\_\_\_\_ hours for the quarter) at an annual salary rate of \$ \_\_\_\_\_ (9-month basis). Salary increases, if any, will be provided under the provisions of Article 28 - Wages of the UC/UAW Agreement. This results in a prorated monthly salary of \$ \_\_\_\_\_, for a total per quarter salary of \$ \_\_\_\_\_, subject to any deductions that may be required by applicable State and Federal laws and regulations, and those of the University. The pay period dates for the \_\_\_\_\_ quarter(s) are PAY PERIOD DATES. The service dates for \_\_\_\_\_ quarter(s) are SERVICE DATES.

As a Teaching Assistant with eligible appointments totaling 25% or more of full-time, you are eligible to receive Graduate Student Health Insurance Program (GSHIP) premium remission for the Student Health Insurance Program and the Educational and Registration fee remission in place at the time of appointment.

Any student receiving need-based financial aid should call the Financial Aid Office (prior to accepting salary for this appointment) to discuss the affect of this employment on the financial aid award.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. The scheduled release date of your first paycheck assumes timely completion and processing of all required employment forms.

As this is your first appointment with the University, or you have had a break in service, you must contact DIVISION CONTACT of the \_\_\_\_\_ Division to schedule an appointment to complete these required employment forms. These employment forms must be completed no later than the first day of \_\_\_\_\_ quarter for this appointment. **FAILURE TO COMPLETE THESE FORMS WILL RESULT IN DELAYED SALARY PAYMENTS.**

A Memorandum of Understanding between the University and the ASE/UAW establishes terms and conditions of employment:  
[http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/collective\\_bargaining\\_units/academicstudentemployees\\_bx/agreement.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html)

Your assigned responsibilities for the term of this appointment include, but are not limited to, the following teaching assistant duties: attending the assigned course, conducting section meetings, holding regular office hours, reading and assessing student papers, homework, and examinations, drafting narrative evaluations in a timely manner, etc. Specific responsibilities for the courses you are assigned will be provided by your faculty supervisor, college, or department. See attached 'Description of Duties' sheet.

The department to which you have been assigned may have a policy on class, section, and/or lab size. Please contact DEPARTMENTAL CONTACT if you would like to know if the department has such an official policy.

Any questions you have regarding this appointment should be directed to DIVISIONAL CONTACT. An employment file has been established for you and will be maintained by the \_\_\_\_\_ Division. New material may be added to your employment file periodically during the term of your appointment, and you will be notified of any such additions.

Please note that your name and department address will be released to the ASE/UAW each term.

The department to which you have been assigned may require you to attend an ASE campus-wide orientation. Please contact DEPARTMENT CONTACT to find out the date and place of the campus-wide orientation and whether your attendance is mandatory.

THE SCHEDULED RELEASE DATE OF YOUR FIRST PAYCHECK ASSUMES TIMELY COMPLETION AND PROCESSING OF ALL REQUIRED EMPLOYMENT FORMS.

The University may consider any individual who fails to respond to have rejected this appointment. Failure to accept an entire appointment may nullify the offer in its entirety.

We are pleased to have you with us and hope your assignment is productive and fulfilling.

Sincerely,

/s/

Dean

cc: DIVISIONAL CONTACT  
Employment File

## Appendix A: Sample Undergraduate Student TA Appointment Letter

NAME  
ADDRESS

Dear NAME:

I am pleased to offer you an appointment as a Teaching Assistant in the academic year 20\_\_ - 20 \_\_. Your teaching assignment will be as follows:

LIST COURSE ASSIGNMENT(S)

TO ACCEPT THIS APPOINTMENT, please reply to this offer by RESPONSE DATE. You will need to see DIVISIONAL CONTACT in the DIVISION Office to complete the required employment forms.

The \_\_\_\_\_ Department contact is DEPARTMENTAL CONTACT. Occasionally it is necessary for departments to change teaching assignments due to scheduling changes, unavailability of the primary instructor (due to illness, etc.), lack of enrollments, or other reasons. The course sponsor, department or instructor will inform you in writing of any such changes. You will not receive notification of assignment changes from this office.

This appointment is made at \_\_\_\_\_ percent time (an assigned workload of \_\_\_#\_\_\_ hours for the quarter) at an annual salary rate of \$\_\_\_\_\_ (9-month basis). Salary increases, if any, will be provided under the provisions of Article 28 - Wages of the UC/UAW Agreement. This results in a monthly salary of \$\_\_\_\_\_, for a total per quarter salary of \$\_\_\_\_\_, subject to any deductions that may be required by applicable State and Federal laws and regulations, and those of the University. The pay period dates for the \_\_\_\_\_ quarter(s) are PAY PERIOD DATES. The service dates for \_\_\_\_\_ quarter(s) are SERVICE DATES.

As a Teaching Assistant with eligible appointments totaling 25% or more of full-time, you are eligible to receive the Educational Fee and Registration Fee remission in place at the time of appointment.

Any student receiving need-based financial aid should call the Financial Aid Office (prior to accepting salary for this appointment) to discuss the affect of this employment on the financial aid award.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. The scheduled release date of your first paycheck assumes timely completion and processing of all required employment forms.

As this is your first appointment with the University, or you have had a break in service, you must contact DIVISIONAL CONTACT of the \_\_\_\_\_ Division to schedule an appointment to complete these required employment forms. These employment forms must be completed no later than the first day of Fall quarter for this appointment. FAILURE TO COMPLETE THESE FORMS WILL RESULT IN DELAYED SALARY PAYMENTS.

A Memorandum of Understanding between the University and the ASE/UAW establishes terms and conditions of employment:  
[http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/collective\\_bargaining\\_units/academicstudentemployees\\_bx/agreement.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html)

Your assigned responsibilities for the term of this appointment include, but are not limited to, the following teaching assistant duties: attending the assigned course, conducting section meetings, holding regular office hours, reading and assessing student papers, homework, and examinations, drafting narrative evaluations in a timely manner, etc. Specific responsibilities for the courses you are assigned will be provided by your faculty supervisor, college, or department. See attached 'Description of Duties' sheet.

The department to which you have been assigned may have a policy on class, section, and/or lab size. Please contact DEPARTMENTAL CONTACT if you would like to know if the department has such an official policy.

Any questions you have regarding this appointment should be directed to DIVISIONAL CONTACT. An employment file has been established for you and will be maintained by the Social Sciences Division. New material may be added to your employment file periodically during the term of your appointment, and you will be notified of any such additions.

Please note that your name and department address will be released to the ASE/UAW each term.

The department to which you have been assigned may require you to attend an ASE campus-wide orientation. Please contact DEPARTMENTAL CONTACT to find out the date and place of the campus-wide orientation and whether your attendance is mandatory.

THE SCHEDULED RELEASE DATE OF YOUR FIRST PAYCHECK ASSUMES TIMELY COMPLETION AND PROCESSING OF ALL REQUIRED EMPLOYMENT FORMS.

The University may consider any individual who fails to respond to have rejected this appointment. Failure to accept an entire appointment may nullify the offer in its entirety.

We are pleased to have you with us and hope your assignment is productive and fulfilling.

Sincerely,

/s/

Dean

cc: DIVISIONAL CONTACT  
Employment File