



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

March 17, 2014

To: Departmental staff responsible for processing ASE appointments (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Updated templates for ASE offer letters

The updated templates for ASE offer letters for 2014-15 are now available on the Academic Personnel under "Graduate Student Academic Appointments" at:
<https://ap.ucsb.edu/employment/academic.student.employee.positions/positions.cfm>

Departments are required to provide a written notice of appointment to individuals being offered ASE appointments during the Spring quarter, or as soon as practicable after hiring decisions are made.

Please remember that the department is also required to provide ASEs with "supplemental documentation" (which can be included in the offer letter, if known) and that faculty must provide their ASEs with a checklist of required duties in accord with the MOU. Both the checklist and the supplemental duties form are available on the above referenced website.

The instructor is also required to provide advance notice to the ASE, *in writing*, at any time the duties referenced in the supplemental documentation and/or checklist are changed significantly.

The Membership Election Form is also available on the website, and must be provided to ASEs at their initial hire.

Thanks for your help. Questions may be directed to Viktoriya Filippova at Viktoriya.filippova@ucsb.edu.