

March 17, 2023

To: Business Officers and Academic Personnel Analysts

From: June Betancourt, Director, Academic Personnel

Re: Updated Appointment Offer Letters for Academic Student Employees (ASEs) and Graduate Student Researchers (GSR)

The appointment offer letters for Academic Student Employees (ASEs) and Graduate Student Researchers (GSR) have been updated to reflect changes required by the newly ratified contract between the University and the UAW. Changes include:

- A direct link to the UAW website containing the Membership Election Form
- Statement referencing to the Reasonable Accommodation Article for applicable process
- Statement that when an ASE has an concerns regarding the assigned workload to immediately communicate to the supervisor as required by the Workload Article.
- **NEW** requirement for Graduate Student Researchers after the ratification of their first labor contract

Please Note: An ASE/GSR appointment is established only the issuance of the Notice of Appointment Letter and acceptance by the appointee.

The form letters are available on the Academic Personnel web site, in the Resources for Department Analysts/Graduate Student Appointments/Sample letters section (or directly [here](#) ). Please use the updated form letters starting immediately. Letters already issued do not need to be reissued. Questions may be directed to Billy Ko at [billy.ko@ucsb.edu](mailto:billy.ko@ucsb.edu) or x4441.