To:       AP Department Business Officers and Staff

From:    June Betancourt, Director
       Academic Personnel

Re:       Annual posting of open ASE positions

According to Article 22 of the contract covering Academic Student Employment for UC
graduate students, the University is required to begin posting all available ASE positions
for the next year on the campus website. Although allocations for academic year 2022-23
are not yet available, please send us your estimates, and we will update the listing later
as necessary. If you anticipate that all your positions will go to current or incoming ASEs
in your department, you can let us know that you have "no positions currently available,"
and we will post that on the website. In particular, please verify your departmental
contact information, even if you have no open positions.

Please send the following information for your department:

For SUMMER 2022
Type of position: Teaching Assistant, Associate, Reader, Remedial Tutor
Anticipated number of positions for each type
Name/phone number/email address of the contact person for the hiring department

For ACADEMIC YEAR 2022-23
Type of position: Teaching Assistant, Associate, Reader, Remedial Tutor
Anticipated number of positions for each type
Name/phone number/email address of the contact person for the hiring department

The listings will be posted on the Office of Academic Personnel’s website at:

https://ap.ucsb.edu/resources.for.prospective.employees/graduate.student.academic.appointments/

Please send your information to Billy Ko, Academic Student Employment Coordinator at:
billyko@ucsb.edu by May 25, 2022. If we do not hear back from you we will assume that
the contact information on the web site is correct and that you do not anticipate any open
positions.

Thank you for your assistance.
Contract Requirement for Postings at the Department Level

In addition to the campus posting requirement, individual departments and hiring units are expected to post available ASE positions on their website within sixty (60) days before the commencement of the current academic year. Should new positions become available, they shall be posted within fourteen (14) days.

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Director
Academic Personnel
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