

May 30, 2019

To: Academic Department Business Officers and Academic Personnel Analysts  
(via SBADM-L)

From: Cindy Doherty, Director  
Academic Personnel

Re: Annual Notice of Updated Appointment Letters for ASE positions

The updated templates for ASE notice of appointment letters for the 2019-20 Academic Year are now available on the Academic Personnel website, under "Graduate Student Academic Appointments" at:

<https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/>

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

The hiring department is also required to provide ASEs with "supplemental documentation" (which can be included in the offer letter, if known) and faculty supervisor must provide their ASEs with a checklist of required duties in accord with [Appendix C](#) of the MOU. Both the ASE/Faculty checklists and the Supplemental Documentation forms are available on the above referenced website.

**Please Note:** For TAs, Associates, and Readers with grading responsibilities – the appointment end date for the [actual service period](#) will include time for submission of grades at the end of each quarter. Normally grade due date is "the Wednesday after the last day of finals" according to the Registrar's Office. The pay period will remain the same.

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

Hiring Departments are required to provide newly appointed ASEs with the UAW Membership Election Form at the time of initial hire. This should be done at the same time the ASE completes the new employee payroll information (e.g., W-4 and I-9 forms). The form and mailing instructions are available on the above referenced website.

Please share this information with others in your department who are involved in ASE hiring.

Questions may be directed to Billy Ko at: [billy.ko@ucsb.edu](mailto:billy.ko@ucsb.edu)

Thank you.

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