

June 6, 2022

To: AP Department Business Officers and Staff

From: June Betancourt
Director for Academic Personnel

Re: Annual Notice of Appointment Letters for ASE positions

The updated templates for ASE notice of appointment letters for the 2022-23 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.

Please remember that the hiring 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 [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 be extended to include time for when grades are due for the end of each quarter. Normally this is “the Wednesday after the last day of finals” according to the Registrar’s Office. The pay period will remain the same.

The instructor is 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.

Hiring Departments are required to provide newly appointed ASEs with the UAW Membership Election Form at the time of initial hire during same time that 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.

Thanks for your help. Questions may be directed to Billy Ko at: billy.ko@ucsb.edu.

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