

September 17, 2021

To: AP Department Business Officers and Staff

From: June Betancourt  
Director for Academic Personnel

Re: Updated: Annual Notice of Appointment Letters for ASE positions

As announced in the [April 16, 2021 Memo to Campus](#), updated templates for ASE notice of appointment letters for the 2021-22 Academic Year have been made 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 or as soon as practicable after hiring decisions are made.

I’m writing to let you know that as of today, these templates have been updated with information about the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy:

[https://policy.ucop.edu/doc/5000695/SARS-CoV-2\\_Covid-19](https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19)

Departments need not revise letters which have already been issued to but should use these templates going forward. Although AP does not host templates for GSRs, we recommend that appointment letters contain similar language.

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

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