

Department/Unit/Program Letterhead

****Must be sent by email****

yellow highlight texts must be customized for each appointment letter

anything in green should be deleted

NOTE: Those enrolled in Self-Supporting Graduate Professional Degree Program (SSGPDP) are not eligible to be appointed as Graduate Student Researchers.

<<Date>>

<<Employee's Name>>

Via email: <<employee's email address>>

Re: <<GSR Fellow>><<GSR Trainee>> Written Notice of Appointment

Dear <<GSR's Name>>:

Congratulations! This letter constitutes your Written Notice of Appointment as a Graduate Student Researcher (GSR) <<GSR Fellow *OR* GSR Trainee>> (<<GSR-Fellowship Tuit & Fee Rem (3145)(includes NRST if applicable), GSR-Fellowship No Rem (3144) (Summer appts and less than 25%), GSR-Trainee Tuit & Fee Rem (3155) (includes NRST if applicable), GSR-Trainee No Rem (3154) (Summer appts and less than 25%) *[SEE AP SITE FOR GSR T/F PAID DIRECT TITLE CODES]*>>) in <<Department, Program, or Unit name>>.

You are being offered appointment <<Insert start and end dates of appointment – include dates, not just academic terms, even if dates align with a term>>. You will be reporting to <<Supervisor Name – *must be faculty member or authorized Principal Investigator*>> at <<Location of worksite>>.

SALARY and PAYROLL:

Wages for this position are established on the [salary scale for your job title](#).¹ Your <<% FTE>> appointment as a <<GSR Fellow>><<GSR Trainee>> at salary point <<1-6>> includes a gross salary of approximately <<wage rate (from salary scale)>><<*If GSR Fellow/Trainee compensation includes supplement pay, include this after <<wage rate>>.*>>, which reflects the base <<fellowship award/training grant name>> funding amount <<*optional*: of \$ >>> and a separate supplemental amount <<*optional*: of \$ >>>.²

WORK ASSIGNMENTS

Under direct supervision of your supervisor within an academic department or research unit, and operating in accordance with University policies, you are responsible for assisting in a variety of tasks which may include preparing resources, equipment, materials for the research, documenting results, and other tasks in support of the research activities. This position is intended to provide the opportunity to develop knowledge on proper research procedures and techniques. <<**OPTIONAL & RECOMMENDED:** Additional information specific to your assignment is provided on the attached General Expectations AND/OR Description of Duties.>>

APPOINTMENT ELIGIBILITY

Academic Eligibility Standards

Your appointment is subject to regular review by the Graduate Division. Appointment is contingent on you meeting and maintaining all academic eligibility standards appropriate to this appointment as outlined here:

- Registered UC Irvine graduate student in full-time status **[For summer fiscal quarter appointments, use this as first bullet: Registered UC Irvine graduate student in full-time status during the preceding academic year]**
- Cumulative last 3-quarter minimum GPA of 3.0
- Satisfactory academic progress towards degree objective
- A letter grade of C, S, or above in all courses completed in the last three quarters
- No more than two (2) Incomplete grades (except where stricter school policies apply) in the last three quarters

¹ Wages/salary rate will be adjusted as required by applicable provisions of the collective bargaining agreement.

² Appointment or combination of campus-wide appointments may not exceed 50% time during any academic quarter. (See [Graduate Policies and Procedures](#): Section IV, Academic Appointments and Graduate Student Employment).

Employment Standing / Satisfactory Performance

This offer of employment and continued employment are contingent upon remaining in good employment standing, with demonstrated ability to perform assigned duties with the utmost competency, integrity, and professionalism. Appointments are dependent on maintaining satisfactory performance and adherence to the provisions of the collective bargaining agreement, including, but not limited to the No-Strikes, Non-Discrimination, and Respectful Work Environment articles of the Agreement as well as University policies, procedures, and conduct standards applicable to your position.³ More information on such University policies can be found here: <https://www.policies.uci.edu/policies/index.php>.

POLICY COMPLIANCE

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

WORK LOCATION

Work is on campus unless otherwise specified.

WORKLOAD / TIME AND EFFORT COMMITMENT

Your appointment corresponds to an average of <<hours per week>> hours of work per week. If you have any concerns about the hours worked, you should immediately communicate these concerns to your PI/supervisor or department chair as provided by [Article 28 – Time and Effort Commitment](#). Your PI/supervisor will then determine the priority duties and what, if any, adjustments need to be made to your workload.

[if applicable - not applicable to summer appointments] REMISSIONS⁴

A registered graduate student with a GSR appointment(s) or other eligible academic appointment(s) totaling 25% for a given quarter is eligible to participate in the University's "Fee Remission Program for Tuition, Student Services, and Campus-Based Fees." At UC Irvine, those remissions are as follows:

Tuition Remission

Payment of 100% of tuition for the quarter.

Health Insurance Premium Remission

Payment of 100% of the Graduate Student Health Insurance Program (GSHIP) mandated fee. For any student employee who is charged the GSHIP premium but waives out of coverage by GSHIP, Health Insurance Premium Remission will not apply.

Student Services Fee/Campus-Based Fee Remissions

Payment of 100% towards the Student Services Fee and payment of 100% towards Campus-Based Fees.

Maximum Remission Coverage

Fees are subject to change based upon UC Regental action, for fee information visit UCI Registrar's website here: <https://www.reg.uci.edu/fees/>.⁵

These remissions will be offset by fellowship or grant funding where applicable.

NON-RESIDENT SUPPLEMENTAL TUITION PROGRAMS

Full payment or elimination of the Non-Resident Supplemental Tuition, if applicable (see [program information](#)).

[if appointment is eligible] PERSONAL TIME OFF

Eligible GSRs shall have the ability to request the use of <<#>> Personal Time Off (PTO) days, in accordance with [Article 23 - Personal Time Off](#).

³ This appointment is covered by a collective bargaining agreement between the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) (herein "Agreement"), see below for more information.

⁴ Remission benefits are exclusively applicable to fee coverage as indicated in this section and do not provide direct payments to students.

⁵ If you are enrolled as a student in certain professional degree programs (see https://www.reg.uci.edu/fees/list_of_ssqudp_programs.html), the Professional Fee is not part of remission.

CHILDCARE REIMBURSEMENT BENEFIT

GSRs with an eligible appointment shall be eligible to participate in the Childcare Reimbursement Program, see Article 4 -- Childcare in the Agreement. Information and related forms can be found on [Graduate Division's Childbirth Accommodation & Childcare Reimbursement website](#).

REASONABLE ACCOMMODATION and ACCESS

GSRs who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment, in accordance with [Article 24 – Reasonable Accommodation](#).

GSRs who anticipate a need for access to an all-gender restroom or lactation room during the course of their appointment should refer to [Article 20 – Non-Discrimination in Employment](#) and contact [hiring department/unit contact](#), as soon as possible after receiving this written notice of appointment.

EMPLOYMENT FILE

The University of California will establish and maintain a file that will contain information related to your employment. New material may be added to your file over the course of your employment. Should you wish to review your employment file, please contact [hiring unit contact or process](#).

WORK AUTHORIZATION and POLITICAL REFORM ACT

This offer of employment is contingent upon your ability to prove that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. Also, the State of California requires that we inform all academic appointees of the Political Reform Act of 1974. This Act prohibits public officials from participating in governmental decisions when personal financial interests may be affected by those decisions. The Act requires that all government employees and officials disqualify themselves from participating in a governmental decision when a financial conflict of interest is present.

EMPLOYMENT LEAVES OF ABSENCES

Leaves of absences, including short-term and long-term leave, are governed by [Article 17 – Leaves](#) and the [Expansion of Paid Short-Term Leave Side Letter](#). Requests for any leave of absence must meet the eligibility criteria, and in some cases, must be approved by your PI/supervisor or department in advance. Requests for any leave of absence must be in accordance with Article 17 and the University's policies and procedures. More information can be found [here](#).

REPORTING IN TIME AND ATTENDANCE SYSTEM

You are responsible for honestly and accurately reporting the use of any PTO, leaves, or absences each month. If you have no absences or leave to report, you must still submit a report acknowledging no absences or leave to report. Such reporting must be done through the appropriate time and attendance reporting form and/or through UCI's time and attendance system, by the submission deadline and procedures as set by UCI. At UC Irvine, the Time Reporting System (TRS) is used for this reporting; information for TRS is available [here](#). For additional information, contact your supervisor or department manager.

Failure to accurately report leave or absence from work in any circumstance may result in an overpayment of public or research funds requiring you to repay. Submitting erroneous information in the time and attendance system will subject your submission to being overridden and pay withheld for the time not worked. Failure to timely and accurately report leave or absence from work is a serious violation of university policy that may result in disciplinary action, up to and including dismissal.

DIRECT DEPOSIT

To set up direct deposit or to update [home](#) address for paper checks, please visit [UCPath](#) or the [UCPath Graduate Student FAQs](#). Note: Direct deposit information expires 60 days following an employee's separation date and is not automatically reactivated upon reappointment. All employees who are rehired or reappointed should review their home address and direct deposit information regularly via UCPath in order to avoid paycheck delays.

[Updating your Direct Deposit in UCPath.](#)
[Updating addresses in UCPath.](#)

UNION INFORMATION – REPRESENTED POSITION

Your position is covered by a collective bargaining agreement between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). The collective bargaining agreement is available at:

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html>. Should you require assistance, you may contact the UAW. The University is required to release names and department addresses of all GSRs to the UAW each academic term. A UAW Membership Election Form can be found at: <https://www.uaw4811.org/>.

NEW EMPLOYEE UAW ORIENTATION

If this is your first appointment in a GSR title and you have not yet attended an employment orientation that included 30 minutes with UAW, you are required to attend a UAW Orientation. For the most updated date, time, and location information, please see <https://ap.uci.edu/laborrelations/uaw-4811-orientations/>. Should you need more information, contact UAW.

CONTACT

If you have any questions about this appointment, please contact <<hiring unit contact name>> at <<contact email >>.

RESPONSE REQUIRED

Please sign and date below to indicate you understand and accept the terms of your appointment and return one copy to your hiring contact <<insert contact name>> at <<name@uci.edu>>. **Failure to so respond by <<insert due date – generally, should be 3-5 business days >> constitutes rejection of this appointment offer.**

I wish you much success as a <<GSR Fellow>><<GSR Trainee>> and on behalf of the University, I thank you for assuming this important responsibility.

Sincerely,

<<Name>>
Chair/equivalent or PI

OPTIONAL BUT RECOMMENDED for GSR appts << Attachment(s): Supplemental Materials (Job Description, General Expectations, and Description of Duties)>>

Cc: <<Name>>
Employment File

GSR RESPONSE REQUIRED

I accept the appointment and appointment terms described above.

Signature

Date Signed

Printed Name

