

Student: «LAST_NAME», «FIRST_NAME» («DEPT»)

Course: «COURSE_DEPT» «COURSE»

Title: «COURSE_TITLE»

Day/Time: «DAYSTIME»

September 2022

Teaching Assistant Appointment Notification

Dear «FIRST_NAME»

I am very pleased to inform you that the School of Social Ecology offers you an appointment as a Teaching Assistant, Title Code 2310, during the 2022-2023 Academic Year as detailed below:

APPOINTMENT PERIOD AND SALARY:

APPOINTMENT PERIOD: Fall Quarter 2022 <9/22/2022 to 12/9/2022>

Percentage for Quarter(s) of Appointment: Fall <50%>

Your appointment is calculated from an annual base salary (at 100% time) of: <\$46,493.00>

Your appointment is calculated from a monthly rate (at 100% time) of: <\$5,165.89>

Thus, your **GROSS SALARY** for this appointment will be:

Fall Quarter <\$7,748.84>

The maximum number of hours of assigned work during any quarter cannot exceed 220.

Note: Per university policy, Teaching Assistant employment requires that you must be an academically qualified and registered graduate student in full-time status.

Teaching Assistant or Teaching Associate appointments may not exceed 12 quarters prior to advancement to candidacy. Students must advance to candidacy towards their Ph.D. in order to be employed as a Teaching Assistant or Teaching Associate beyond 12 quarters.

*Teaching Assistant or Teaching Associate appointments cannot exceed 21 quarters total per student. This applies irrespective of whether a student enrolls in more than one academic program. **Exceptions shall not be granted.***

This appointment is contingent upon your demonstration of oral English proficiency by meeting the English Language Proficiency requirement listed on the [Graduate Division website](#).



Social Ecology, Dean's Office
5300 SBSG
Irvine, CA 92697-7050

(949) 824-6094
(949) 824-1845 (FAX)

www.uci.edu

This appointment is covered by a [collective bargaining agreement](#) between the University of California and the UAW. The UAW 2865 website is [available here](#) and the UAW 2865 Membership Election Form (MEF) may be [found here](#). You may contact the UAW for assistance.

If this is your first appointment in an ASE (Academic Student Employee) title, you are required to attend Teaching Assistant Development Program (TAPDP), please talk to your Hiring Department about specific time and location. More information can be found on [TAPDP](#).

As a condition of employment, you will be required to comply with the [University of California SARS-CoV-2 \(COVID-19\) Vaccination Program Policy](#). All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. The applicable deadline for student employees is the deadline for students. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements. More information is available on the [UCI Student Health Center website](#).

If you anticipate needing access to an all-gender restroom, lactation room, or a reasonable accommodation during the course of your appointment, please contact your hiring department/unit or campus Labor Relations office as soon as possible after receiving this written notice of appointment. For information on other benefits concerning this appointment, please see the attachment (UCI-AP-60) to this letter.

Additionally, you may be eligible for the Child Care Reimbursement Program. For eligibility and other information, please [click here](#). For the reimbursement form, please [click here](#).

Please respond in writing to Jennifer Craig Welty, Director of Graduate Affairs at jennifer.welty@uci.edu, no later than September 22, 2022, if you cannot accept this appointment. Additional supplemental information specific to your teaching assignment will be provided to you prior to the beginning of your appointment or as soon as practicable thereafter (see links below**).

I hope you will accept this appointment and I look forward to your involvement with the University of California, Irvine.

Sincerely,



Susan Bibler Coutin, Ph.D.
Professor, and Associate Dean for Academic Programs
School of Social Ecology

*See supplemental guidelines, ASE information and UCI-AP-60 Form at:
<http://ap.uci.edu/ase/appointment-notifications/>.

**See list of TA assignments <https://grads.soceco.uci.edu/pages/teaching-assistants>.



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