

Date

Student's Name  
Address

Dear (Student Name)

Congratulations. The Department of (Insert Name) is pleased to offer you a (Title as stated in BX contract) position for the (Fall, Winter, Spring, Summer) 2018-19 quarter. Your (Fall, Winter, Spring, Summer,) 2018-2019 appointment as a (Title) will begin on (first day of the quarter) and ends no later than three (3) business days after the final examination or completion of duties, whichever is sooner. Your appointment is \_\_\_ % of fulltime. Your appointment payment rate will be \$\_\_\_\_ a month\* (fulltime).

This position is covered by a collective bargaining agreement between the University of California (UC) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) Local 2865. An electronic copy of the UC and UAW collective bargaining agreement can be accessed at <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>. The collective bargaining agreement between the UC and UAW requires that your name and departmental address be released to the UAW each quarter.

As a graduate student appointed 25% or greater, you are entitled to a remission of tuition, and partial fees charged. The fees included in the partial fee remission include the: (1) Student Services Fee, (2) Student Services Health Fee, and (3) premium for the Student Health Insurance Program (SHIP), and \$100 per quarter toward local fees as set forth in the collective bargaining agreement. Additionally, all graduate student parents are eligible to receive a Graduate Student Child Care Grant (GSCCG) which provides a \$1,100/per quarter payment to graduate students with eligible childcare expenses. [http://worklife-wellness.ucdavis.edu/family\\_care/children/childcaresub.html](http://worklife-wellness.ucdavis.edu/family_care/children/childcaresub.html)

University policy for graduate student employment requires that you be an academically qualified and registered graduate student in full-time status. Further information regarding eligibility, restrictions and benefits may be found at the Academic Personnel Manual UCD Appendix II-B. <http://manuals.ucdavis.edu/apm/II-B.htm>. *The Graduate Student Employment Handbook for Teaching Assistants and Associate In\_* provides extensive information, resources, policy and procedures to enhance your teaching experience at UC Davis. <http://gradstudies.ucdavis.edu/faculty-staff/reports-publications/guides-handbooks>. All first-time Teaching Assistants at UC Davis are required to attend a campuswide TA orientation <http://cetl.ucdavis.edu/courses-and-events/ta-orientation.html>. This orientation introduces new TAs to teaching at UC Davis, what is expected of TAs, and what TAs can expect in terms of instructional support and TA training.

If you are an international graduate student or a permanent resident who is not a citizen of a country where English is the primary or dominant language, as endorsed by the UC Davis Graduate Council, this appointment is contingent upon your demonstration of oral English proficiency by passing one of the English Language Proficiency Exams listed on the Graduate Studies website: <http://gradstudies.ucdavis.edu/graduate-programs/policies>

If you anticipate needing access to a gender neutral restroom, a 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 (per Article 20 – Section F, and Reasonable Accommodation).

If you would like to accept the (Title) position in the Department of (Insert name), please notify me in writing no later than (due date to respond) indicating your acceptance or declination of this appointment. Failure to accept this offer by (due date to respond) will nullify this offer in its entirety. Should you have any questions regarding your appointment, please feel free to contact \_\_\_\_\_. S/he can be reached at \_\_\_\_\_. We look forward to your response.

Sincerely,

Name  
Title

I \_\_\_\_\_accept. I \_\_\_\_\_decline the above appointment.

\_\_\_\_\_  
Signature of Prospective ASE

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
(initial) - Acknowledgment of receipt of UC Student-Workers Union Membership Election Form

\*Effective October 1, 2018, the salary rate may be modified.

## ATTACHMENT A DESCRIPTION OF DUTIES FORM

Term: \_\_\_\_\_ Supervisor: \_\_\_\_\_ ASE: \_\_\_\_\_

Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

Location: \_\_\_\_\_ Day/Time: \_\_\_\_\_

The job duties designated below are required of the Academic Student Employees.  
Please check the appropriate items and describe, as applicable

- \_\_\_\_\_ Attend lectures
- \_\_\_\_\_ Instruction of \_\_\_\_\_ sections/labs per week
- \_\_\_\_\_ Preparation
- \_\_\_\_\_ Hold \_\_\_\_\_ office hours per week
- \_\_\_\_\_ Supervisor/ASE(s) meeting \_\_\_\_\_ hours per week
- \_\_\_\_\_ Read and evaluate \_\_\_\_\_ papers per student
- \_\_\_\_\_ Proctor \_\_\_\_\_ examinations
- \_\_\_\_\_ Prepare drafts of narrative evaluations and make grade recommendations as appropriate for students in TA section/lab (Santa Cruz only)
- \_\_\_\_\_ Perform individual and/or group tutoring
- \_\_\_\_\_ Class/faculty visits
- \_\_\_\_\_ Maintain/submit student records (e.g. grades)
- \_\_\_\_\_ Perform other task as assigned. Please list: \_\_\_\_\_

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter or 77 hours per semester. This standard shall apply proportionately to other percent appointments.

In addition, a Teaching Assistant with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.

This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course.

## TEACHING ASSISTANT POSITION DESCRIPTION

Definition: An academically qualified and registered graduate student in full-time residence chosen for excellent scholarship and for promise as a teacher, who is assigned to assist in the delivery of instruction under the active tutelage and supervision of a faculty member. The majority of graduate students who perform instructional functions are assigned to the Teaching Assistant title.

Responsibilities: Assist the supervising faculty member by conducting discussion, laboratory, or quiz sections that supplement faculty lectures; and by grading assignments or examinations. Teaching Assistants may provide input into the development of assignments or exams, and hold office hours. No prior teaching experience is required for appointment. The final responsibility for the content of the course rests with the supervising faculty member. A Teaching Assistant is not independently responsible for the instructional content of a course, selection of assignments, planning, examinations, determination of student grades or decisions on grade appeals; and is not assigned full instructional responsibility for an entire course.

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Faculty Supervisor

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Date



# UC STUDENT-WORKERS UNION

## UAW LOCAL 2865

### Membership Election Form

Welcome to your union! UAW Local 2865 is the union chosen by the majority of Readers, Tutors, Teaching Assistants, and Graduate Student Instructors. The Union negotiates contracts with the university administration covering wages, benefits, hours, rights, terms and conditions of employment. This is the form by which you voluntarily accept or decline membership.

#### At UC, the Union:

- Is run by student employees like you;
- Enables student employees to resolve workplace problems;
- Gives student employees a collective voice in advocating for important issues such as
- increased wages, rights for international students, and equity and diversity in academia.

#### Because UC student employees formed a Union in 1999, we have:

- Increased wages more than 33% compared to student employees outside of the Union.
- Won high quality health insurance at a low cost to student employees.
- Achieved protections from discrimination and harassment in the workplace.
- And gained many more rights and protections.

These rights and protections are only possible because a majority of student employees are dues-paying members of our union. By becoming a member, you increase the strength of the Union, you're able to participate in the Union's decision-making process, and you can run for leadership positions if you choose. You are also doing your part to support the community of student employees at the University of California and building the future of public education.

I accept membership in UAW Local 2865. I agree to pay a one-time \$10 initiation fee and monthly dues, currently 1.44% of my gross pay. I authorize UC to deduct the initiation fee and monthly membership dues from my pay and remit them to the Union. Unless revoked, this authorization is to remain in effect for all periods of time in which I am a UAW member and receiving a paycheck for work performed as a TA, Tutor, Reader, or Graduate Student Instructor.

I decline membership in UAW Local 2865.

\_\_\_\_\_  
NAME (Please print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MOBILE PHONE

\_\_\_\_\_  
HOME /ALT. PHONE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
DEPT. EMPLOYED

\_\_\_\_\_  
DEPT. ENROLLED

\_\_\_\_\_  
ASE TITLE (TA, Tutor, Reader, GSI)

\_\_\_\_\_  
CAMPUS ENROLLED /EMPLOYED

\_\_\_\_\_  
OFFICE LOCATION (Building, room #)

\_\_\_\_\_  
PI /RESEARCH GROUP

#### QUESTIONS?

We are here to help! Visit [www.uaw2865.org](http://www.uaw2865.org), email us at [uaw2865@uaw2865.org](mailto:uaw2865@uaw2865.org), or give us a call at 510-549-3863. You can learn about your contract here: [www.uaw2865.org/resources](http://www.uaw2865.org/resources). Please direct all questions to the Union, not the University. Please return this form to the Union at [uaw2865@uaw2865.org](mailto:uaw2865@uaw2865.org), or by handing it in to your hiring administrator.