TUTOR APPOINTMENT NOTIFICATION LETTER

(Last Revised 03/2015)

Dear **[Name of Appointee]**

Congratulations on behalf of the **[Campus Learning Assistance Services/Dept. of Economics]**. You have been selected for the position of Tutor, **[Title code]** for following quarters for the 2015-2016 academic year:

Fall Quarter, 2015, you will be scheduled to work \_\_\_\_\_\_ to \_\_\_\_\_\_ hours per week. You will be compensated at a rate of $\_\_\_\_.\_\_\_ for individual tutoring and $\_\_\_\_.\_\_\_\_ for group tutoring. This appointment will commence no earlier than **September 20, 2015** when the quarter begins, and end no later than **December 11, 2015**, when the quarter ends.

Winter Quarter, 2016, you will be scheduled to work \_\_\_\_\_\_ to \_\_\_\_\_\_ hours per week. You will be compensated at a rate of $\_\_\_\_.\_\_\_ for individual tutoring and $\_\_\_\_.\_\_\_\_ for group tutoring. This appointment will commence no earlier than **January 4, 2016** when the quarter begins, and end no later than **March 18, 2016**, when the quarter ends.

Spring Quarter, 2016, you will be scheduled to work \_\_\_\_\_\_ to \_\_\_\_\_\_ hours per week. You will be compensated at a rate of $\_\_\_\_.\_\_\_ for individual tutoring and $\_\_\_\_.\_\_\_\_ for group tutoring. This appointment will commence no earlier than **March 28, 2016** when the quarter begins, and end no later than **June 15, 2016**, when the quarter ends.

If you are hired for one quarter, it is anticipated that we may be able to offer you additional employment during this academic year. We will keep your application active throughout the academic year as positions open for subsequent quarters.

Supplemental Documentation describing the specific duties required of you as an Academic Student Employee (ASE) will be provided to you by the faculty supervisor on the form “ASE Responsibilities: Description of Duties,” before you begin your employment. You will be required to notify your department if you should exceed the number of hours set forth for the academic quarter. The department may either increase the appointment percentage or may modify your work assignments such that the number of hours worked will be consistent to the hours normally set forth. Any changes to your appointment will be communicated to you in writing by the department.

If this is your first assignment as an ASE, you will be required to attend the campus-wide orientation held at the beginning of fall quarter. **(If any training is required, include the location, date and time)**.

This position is covered by a collective bargaining agreement between the University and The Academic Student Employee Unit (BX), represented by the UAW. The current contract can be viewed at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>. Pursuant to the agreement, your name and departmental address will be released to the UAW, which is your exclusive bargaining representative, for each term that you are employed in the bargaining unit. For information about the UAW, please visit their website at: <http://www.uaw2865.org/>.

In any quarter that you are a registered graduate student and are hired for at least 100 hours in any combined ASE titles in that quarter, you are entitled to a full UCSHIP Premium Remission, a Partial Fee Remission of 100% of the annual educational and registration fees and other applicable benefits as set forth in the agreement for the quarter in which you are employed. Please check the agreement, which is available at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html> for the specific eligibility requirements. Additional information regarding these remissions is available at <http://www.graddiv.ucsb.edu/financial/> under “Fees and Costs.”

The salary and remissions quoted above are consistent with the terms of the current contract for Fall 2015. Please be aware that future wages, terms, and conditions are subject to modification based on the collective bargaining process.

If you anticipate a need for access to an all-gender restroom during the course of your appointment, please review Article 20-Section F of the contract for the applicable process, and make the request as early as possible.

The Department will establish an employment file for you and new material may be added to this file periodically during the term of your employment.

Please respond in writing no later than **[Deadline Date]**, indicating whether you will accept this offer. Failure to accept this offer as set forth above by this date will nullify the offer in its entirety, except as otherwise specified in the contract. Should you have any questions regarding your appointment, please contact **[Department Administrator]**, who may be reached at **[Phone Number]** or **[Email Address]**.

Sincerely,

Department Chair of Economics

Director of CLAS

Attachments: [Supplemental Documentation](https://ap.ucsb.edu/employment/academic.student.employee.positions/SUPPLEMENTALDOCUMENTATION.pdf)

cc: Instructor of Record for Course

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