



School of Social Ecology
Social and Behavioral Sciences Gateway
Irvine, CA 92697-7050
PHONE (949) 824-6094

Student: «FIRST_NAME» «LAST_NAME»
Course: «COURSE_DEPT» «COURSE_»
Title: «COURSE_TITLE»
Day/Time: «DAYSTIME»

December 2018

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 2017-2018 Academic Year as detailed below:

APPOINTMENT PERIOD AND SALARY:

SERVICE PERIOD: Winter Quarter <01/03/2018 - 03/23/2018>

Percentage for Quarter(s) of Appointment: Winter 50%

Your appointment is calculated from an annual base salary (at 100% time) of: \$40,102.00

Your appointment is calculated from a monthly rate (at 100% time) of: \$ 4,455.78

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

Winter Quarter <\$ 6,683.66>

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

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

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

*TA appointments cannot exceed 18 quarters total per student. This applies irrespective of whether a student enrolls in more than one academic program. **Exceptions shall not be granted.***

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 approved by UCI's 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 Division website: <http://www.grad.uci.edu/forms/faculty-and-staff/English%20Exam%20Summary%20Chart.pdf>

Please note: You cannot begin your appointment as a Teaching Assistant until you have verified that Graduate Division has been notified directly, by an official testing agency, that you have received a passing score on a UCI approved test of oral proficiency.

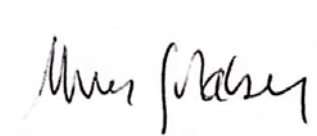
This appointment is covered by a collective bargaining agreement. For information regarding that agreement and other benefits concerning this appointment, please see the UCI-AP-60 letter (link below).

If you anticipate needing access to an all-gender restroom 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).

Please respond in writing to Jennifer Craig Welti, Director of Graduate Student Services at craigj@uci.edu, by January 3, 2018 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 thereafter as practicable (see link below).

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

Sincerely,



Wendy Goldberg, Ph.D.
Associate Dean for Academic Programs
School of Social Ecology

**Reflects salary rate as of 10/01/16.*

*See list of TA assignments, supplemental guidelines, ASE information and UCI-AP-60 Form at: <http://students.sococo.uci.edu/pages/ta-information>