

**APPOINTMENT LETTER FOR ACADEMIC STUDENT EMPLOYEES  
(ASEs)**

You are being offered an appointment in *Student Learning Center* as a *Language Exchange Program Student Coordinator* for *Fall 2019*. Please read the following information about this appointment carefully and respond below regarding your acceptance. The Department contact is *Khuyen V. Nguyen at [kvn@berkeley.edu](mailto:kvn@berkeley.edu)*.

**Dates of Appointment:** Your appointment is for the *period 8/28/2019-12/20/2019*. You are expected to be on campus *8/28/2019*. Your final service date is *12/20/2019*

**IMPORTANT: Please review [the attached onboarding instructions](#) carefully. If you are subject to onboarding, you must to complete all the onboarding steps PRIOR TO commencing any work.**

**Compensation:** Your appointment will be *from 0 to 12 hours/week* and your compensation will be *\$16.04/hour for coordinating and prep work and \$19.02/hour for Language Pod facilitation*.

GSIs, Readers, and Tutors: You are expected to advise your supervisor as soon as you perceive your assignment might exceed the assigned workload maximum and you must obtain express advance written permission from your supervisor before working beyond the number of hours defined for your appointment. In addition, at no time should you continue to work beyond eight hours in a day, or forty hours in a week.

**General Appointment Information:** The position being offered is covered by a collective bargaining agreement between the University of California and the United Automobile Workers (UAW). A copy of the complete agreement can be found at the following website address:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>.

Please note that pursuant to Article 10 of the collective bargaining agreement, material may be added to your personnel file during the course of your employment. Contact the Department Office if you wish to review the materials in your personnel file. Furthermore, the collective bargaining agreement terms require release of your name and department address to the UAW.

An ASE who is a University student **may not** hold an academic (includes GSR appointments) or non-academic appointment or combination of appointments that totals between 50% and 75% of full time during the academic year without express advance written approval of the Head Graduate Advisor. Graduate Dean's Office approval is required for an academic (includes GSR appointments) or non-academic appointment or combination of appointments above 75 percent. Students on F-1 or J-1 visas are not eligible for exceptions to hold an appointment beyond 50% of full-time.

**Disability Accommodations:** If you require accommodations for a disability in order to serve in your role as an ASE, please consult with your supervisor once you have accepted the position. For more information about the accommodation process, please refer to: [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx\\_2010-2013\\_reasonable-accommodation\\_ta.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_reasonable-accommodation_ta.pdf)

For information about accessibility features of general assignment classrooms, please see list posted at <http://sisproject.berkeley.edu/classroom/classroom-inventory-f17>

If an ASE anticipates the need for access to an all-gender restroom or lactation support, the ASE or the Union on the ASE's behalf shall contact the Department/hiring unit or the Labor Relations office at [labrel@berkeley.edu](mailto:labrel@berkeley.edu) as soon as possible after receiving this notice of appointment. The University will work with the ASE to accommodate the request.

**Benefits:** ASEs who are graduate students with appointments in eligible titles that total 25% or more of full-time for the entire term are eligible to participate in the University's Partial Fee Remission and Student Health Insurance Programs in accordance with the policies and provisions established for those programs. An ASE who is not a registered student, and who is not eligible to participate in the Student Health Insurance Program, will be eligible to participate in the non-student University Health Insurance programs in the same manner as other similarly situated non-student, non-represented academic employees.

A registered undergraduate student appointed in Title Code 2310 or 2311 (Undergraduate Student Instructor) with an appointment level of 25% or more of full-time for a given term is eligible to participate in the University's Partial Fee Remission program in accordance with the policies and provisions established for those programs.

Eligible ASEs who are registered students with at least a 25% appointment with a qualified dependent can receive a childcare cost reimbursement in the amount of \$1650.00 per semester and \$1100.00 in the summer. For details on the program, see: [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx\\_2010-2013\\_04\\_childcare\\_ta.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_04_childcare_ta.pdf)

To submit claims to your Department, use this form: <https://ucnet.universityofcalifornia.edu/forms/pdf/ubem-254.pdf>

**Assignments:** You will be receiving additional information from your supervisor regarding your specific assignments. General information about the expectations and assignments of ASEs is included as Attachment B. The assignment information is not exhaustive statement of duties but a good faith best estimate at the time of this letter of appointment. ASEs are responsible for consulting with their supervisor if they need clarification regarding any of this information.

**Department Assignment Information:** Your supervisor is [Khuyen V. Nguyen](#).

**Requirements for appointments:**

- All first time ASEs must attend the New ASE Orientation, which will include a 30-minute orientation a 30-minute presentation by UAW Local 2865. The dates, times and locations for the Orientations can be found at <http://hrweb.berkeley.edu/labor/contracts/BX/orientation-dates>.
- All GSIs teaching for the first time on the Berkeley campus must attend the Teaching Conference for GSIs sponsored by the GSI Teaching and Resource Center. This pedagogical training conference is held each semester on the Friday before classes begin. All first-time international GSIs must also attend a day-long conference on Teaching in the U.S. Classroom, offered in the fall semester on the Thursday before classes begin. Conference schedules will be posted on the GSI Teaching and Resource Center's Web site.
- First-time GSIs must either have completed or be enrolled in a 300-level semester-long pedagogy seminar on teaching in the discipline offered by the department. In those departments in which a low number of GSIs makes it infeasible to offer such a course, the pedagogy seminar should be taken in another department, with the advice and approval of the GSI's department and with the consent of the course instructor. The GSI Teaching and Resource Center will maintain a list of 300-level courses on its Web site.
- All first-time GSIs must successfully complete the online course, Professional Standards and Ethics in Teaching, before they may have contact with students, in person or online. GSIs can enroll in the course by going to the GSI Teaching and Resource Center's Web site. GSIs who do not complete the course may not be reappointed.

You may wish to contact your union representatives at the UAW with questions or for assistance with any employment matter at:

UAW Local 2865,  
2030 Addison Street, Suite 640A,  
Berkeley, CA 94704  
Phone: (510) 549-3863  
FAX: (510) 549-2514  
Email: [berkeley@uaw2865.org](mailto:berkeley@uaw2865.org)

**Confirmation of Acceptance of Appointment**

**Please acknowledge receipt and acceptance of the terms of this appointment by sending a reply to this electronic communication by [the date indicated in email offer](#). Individuals who accept appointments are acknowledging that they meet the requirements to fulfill the offered position.**

ATTACHMENT A  
DESCRIPTION OF DUTIES FORM

**For Drop-In Ambassador**

Term: Fall 2019      Supervisor: Khuyen Nguyen ASE: \_\_\_\_\_

Course #: NA      Course Title: NA

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 every \_\_ weeks
- 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 tasks as assigned. Please list: Attend and prepare for weekly seminars, facilitate orientations, Language Pod facilitation and preparation, event planning/coordination, work performance conference(s), data entry, and presentations as needed.

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.

## Attachment B

The following is a description of the minimum qualifications and general duties for ASE titles. More information can be found in the [Graduate Student Academic Appointments Handbook](#).

### I. GSI APPOINTMENTS

#### A. GSI Duties

Departments must assign duties for a particular course at or below the level of a GSI's experience and qualifications, as classified by his or her step level. A GSI who is at the Step I level in experience (less than four semesters of teaching) cannot be assigned responsibilities beyond what is allowed for that step. Step I duties entail leading discussion sections or labs or instruction of prescribed course content, under the active direction and supervision of a faculty member who has final responsibility for the course's entire instruction and for the performance of GSIs. The appointee is not solely responsible for instructional content of the course, selection of assignments, planning of exams, or for determination of course grades, but may assist in these tasks in collaboration with the instructor of record who has final authority. Other course support duties may include, but are not limited to, holding office hours, grading, and participation in development of quizzes.

Under the appropriate supervision of faculty, GSIs qualified for classification at higher steps may be assigned Step 1 duties or additional responsibilities.

#### B. General GSI Qualifications

1. **Academic Standing:** GSIs must be in good academic standing (i.e., must not be on academic probation or have had their degree candidacy lapse), have a minimum 3.1 grade-point average, and have no more than two Incomplete grades in upper division and graduate courses on the transcript.
2. **Registration and Enrollment:** Appointees must be UC students who are registered and enrolled in a least twelve units of course work, unless already advanced to doctoral candidacy, during the semester in which they are serving as a GSI. Graduate students must be registered and enrolled in at least twelve units; and
3. **Graduate Standing:** Appointees must be UC graduate students. Only under very exceptional circumstances may a UC Berkeley undergraduate student be appointed to serve as a GSI, and advance approval of the appointment by Graduate Division is required in each case. UC Hastings College of the Law students may not be appointed as GSIs.
4. **Disciplinary Probation:** Appointees must be clear of certain disciplinary probations based on the Code of Student Conduct.
5. **Oral English Proficiency:** Students who do not speak English as a native language and do not hold a Bachelor's degree from an institution in the United States must demonstrate oral English proficiency to be appointed as a GSI. In those countries where the iBT TOEFL has been introduced, English language proficiency is determined by the speaking section score of

the iBT TOEFL. In those countries where the new iBT TOEFL has not yet been introduced, students can demonstrate their proficiency by taking and passing the Test of Spoken English (TSE) before enrolling in Berkeley or the SPEAK test offered on the Berkeley campus. Information on passing scores, testing options, and language courses can be found on the GSI Teaching and Resource Center's Language Proficiency Web pages (<http://gsi.berkeley.edu/lpp/index.html>).

6. **New ASE Orientation:** All individuals whose GSI appointment is also their first ASE assignment must attend a New ASE Orientation sponsored by the Office of Labor Relations for the semester they have been appointed. If there is a failure to attend, individuals will not be eligible for ASE appointments in subsequent terms until they have attended this orientation.
7. **300-level Seminar:** All students appointed as GSIs must enroll in a 300-level seminar on teaching offered by the department in which they are teaching either concurrent with or prior to their first appointment as a GSI at Berkeley. These courses provide unit credit for preparation for teaching.
8. **Teaching Conference:** First-time GSIs must attend the Teaching Conference for new GSIs, offered by the GSI Teaching and Resource Center each semester before classes begin. International GSIs appointed for the first time must also attend the teaching conference for new international GSIs, offered in the fall semester before classes begin. Pedagogy is the focus of the conferences.
9. **Online Course:** First-time GSIs must successfully complete an online course on professional standards and ethics in teaching before they may have contact with students, in person or online. To enroll in the online course, please go to the GSI Teaching and Resource Center's website (<http://gsi.berkeley.edu/>). The full text of the Graduate Council's Policy on Appointments and Mentoring of GSIs can be found on the Web (<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>).

### C. Step-Specific Qualifications

In addition to the general qualifications listed above, each step in the GSI series has a specific set of qualifications as outlined below. Experience associated with teaching through Summer Sessions, either at UC Berkeley or elsewhere, and at University Extension or its equivalent at other institutions, is not counted for advancement in the GSI series. Experience is counted based on the semester system. Teaching credit accrues on a semester basis regardless of the number of courses taught during the semester. When credit is requested, by exception, for post-baccalaureate teaching at institutions of higher education operating on the quarter system, the experience is not counted on a one-for-one basis (i.e., a quarter is not considered equivalent to a semester). To advance to GSI Steps II, III or IV, a student must have completed a master's degree or the equivalent. Equivalency is defined as completion of twenty-four units of upper division or graduate work in a doctoral degree program. Students who are currently in master's degree programs are not eligible for advancement. Exceptions to this policy based on special circumstances may be submitted to Graduate Division for consideration. Advancement in the GSI series is not automatic. Once a student has been approved to advance to a higher step, he or she may not be moved to a lower level when subsequent teaching assignments are made. This does not, however, apply to step decisions made by Summer Sessions. If Summer Sessions appoints a student at a step higher or lower than the student would be eligible for under Graduate Division rules, the next appointment during the regular academic year is made at the appropriate level based on the step-specific criteria and other relevant qualifications.

**Step I:** The student has no post-baccalaureate level experience teaching as a GSI at UC Berkeley or has completed one or more semesters of teaching as a GSI at UC Berkeley.

**Step II:** If a student has completed at least four semesters of post-baccalaureate teaching experience as a GSI at UC Berkeley, a department has the discretion to appoint the GSI at Step II. Earlier advancement to Step II must be approved in advance by the student's Head Graduate Advisor. Consideration should be given to a combination of post-baccalaureate teaching experience at UC Berkeley and other institutions of higher education. See the [Graduate Student Appointments Handbook](#) for more information.

**Step III:** If a student has completed at least six semesters of post-baccalaureate teaching experience as a GSI or as an AI-GS at UC Berkeley, a department has the discretion to appoint the GSI at Step III. See the [Graduate Student Appointments Handbook](#) for more information.

**Step IV:** The student must: 1) have completed at least eight semesters of post-baccalaureate teaching as a GSI or Acting Instructor (AI-GS) at UC Berkeley, and 2) be advanced to candidacy at the doctoral level. See the [Graduate Student Appointments Handbook](#) for more information.

#### D. Restrictions

1. Students on Filing Fee status may not be appointed as GSIs.
2. Students may not be enrolled in the course for which they are appointed.
3. Students may not simultaneously serve as a GSI and a Reader or a Tutor for the same course.
4. During the academic year, graduate students with appointments may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. Exceptions may be granted according to Graduate Division policy found [here](#).
5. Graduate students are limited to four years of service in any one teaching title, or any combination of teaching titles (GSI, Acting Instructor-Graduate Student, TA, Associate, or Teaching Fellow titles). Requests for exception to this policy, up to an absolute limit of six years of service, must be approved in advance by Graduate Division. The maximum number of years of service on the Berkeley campus is six (twelve semesters), which is an absolute limit established by UC's Office of the President (UCOP) and cannot be exceeded even by exception.
6. Students may normally be assigned to perform the duties of a GSI only for undergraduate courses. Under exceptional circumstances, a department may propose that a graduate student who has been advanced to candidacy at the doctoral level be appointed as a GSI for a graduate course.

## II. ACTING INSTRUCTOR-GRADUATE STUDENT (AI-GS) APPOINTMENTS

### A. Duties

Appointees are employed to render services as the Instructor of Record for a particular upper division course although they are still under faculty supervision. The AI-GS has independent responsibility for developing the course syllabus (which must be reviewed and approved in advance by a member of the Academic Senate), reading assignments, assignment of grades, including response to grade appeals, and other duties as assigned by the hiring department.

## B. Minimum Qualifications

1. **Graduate Standing:** Appointees must be UC Berkeley graduate students.
2. **Advancement to Candidacy:** Students must be advanced to candidacy at the doctoral level before a department may nominate them for AI-GS positions.
3. **Teaching Experience:** Nominees for AI-GS positions must have completed at least four semesters of post baccalaureate teaching experience as a GSI at UCB, or have been approved in advance for early advancement to step II or higher, based on a combination of post-baccalaureate teaching experience at UCB and other institutions of higher education.
4. **Academic Standing:** Candidates for AI-GS appointments must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse), have a minimum 3.1 grade-point average, and have no more than two Incomplete grades in upper division and graduate courses on the transcript.
5. **Disciplinary probations:** Appointees must be clear of certain disciplinary probations based on the Code of Student Conduct.
6. **Registration:** Appointees must be registered during the semester in which they are serving as an AI-GS.

## C. Restrictions

1. Appointments always require approval in advance by Graduate Division and by the Committee on Courses of Instruction (COCI) of the Academic Senate.
2. Students may be assigned to perform the duties of an AI-GS only for upper division courses.
3. Students on Filing Fee status may not be appointed as AI-GSs.
4. Students may not be enrolled in the course for which they are an AI-GS.
5. Students may not simultaneously serve as an AI-GS and a Reader or a Tutor for the same course.
7. During the academic year, graduate students appointed as AI-GSs may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. Exceptions may be granted according to Graduate Division policy found [here](#).
6. Graduate students are limited to four years of service in any one teaching title, or any combination of teaching titles (GSI, Acting Instructor-Graduate Student, TA, Associate, or Teaching Fellow titles). Requests for exception to this policy, up to an absolute limit of six years of service, must be approved in advance by Graduate Division. The maximum number of years of service on the Berkeley campus is six (twelve semesters), which is an absolute limit established by UC's Office of the President (UCOP) and cannot be exceeded even by exception.

## D. Placement in the AI-GS Series

When a student is approved by the Graduate Division and the COCI to be appointed as an Acting Instructor-Graduate Student, the appointment is always made at one step below the step at which the student would have been appointed as a GSI.

AI-GS Step I: For students eligible for appointment at Step II in the GSI series.



AI-GS Step II: For students eligible for appointment at Step III in the GSI series.

AI-GS Step III: For students eligible for and approved to be at Step IV in the GSI series.

### III. READER APPOINTMENTS

Readers are often graduate students, but qualified undergraduates may be appointed as Readers. It is preferable that Readers be students, but this does not preclude the appointment of qualified persons who are not students.

#### A. Duties

Duties are assigned by the hiring department and are included in the written notification of appointment provided to the appointee by the department. Appointees to the Reader title are employed to render diverse services as course assistants, which will normally include the grading of student papers and examinations. Subject to assignment by the department, duties might also include attendance at lectures, office hours, consultation with the instructor, and other course-related duties. Readers may not perform teaching duties.

#### B. Qualifications

Registered students:

1. Must have at least a 3.0 grade-point average; and
2. May not have more than two Incomplete grades in upper division and graduate courses on the transcript; and
3. Must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse) and be clear of certain disciplinary probations based on the Code of Student Conduct; and
4. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
5. Graduate students must be registered and enrolled in at least twelve units; and
6. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this readership is the student's first ASE assignment.

Non-registered students:

1. Must have maintained at least a 3.0 grade-point average in their previous academic work; and
2. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
3. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this readership is the student's first ASE assignment.

#### C. Restrictions

1. Students may not be enrolled in courses for which they are Readers.
2. Students may not simultaneously serve as a Reader and GSI for the same course.
3. Registered graduate students may be assigned to perform the duties of a Reader only for undergraduate courses. Under exceptional circumstances, a department may propose that a registered graduate student who has been advanced to candidacy at the doctoral level be appointed as a Reader for a graduate course. Assignment as a Reader for a graduate course always requires advance approval by Graduate Division.

4. During the academic year, registered graduate students appointed as Readers may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. Exceptions may be granted according to Graduate Division policy found [here](#).
5. Reader appointments for one academic year or less are self-terminating unless the appointee is otherwise notified.

## IV. TUTOR APPOINTMENTS

Graduate students may serve as Tutors, but qualified undergraduates may also be appointed as Tutors. It is preferable that Tutors be students, but this does not preclude the appointment of qualified persons who are not students.

### A. Duties

Duties are assigned by the hiring department and are included in the written notification of appointment provided to the appointee by the department. Appointees to the Tutor title are employed to render individual or group instructional activities in support of regular academic programs. Under supervision, a Tutor's duties may include individual tutoring sessions, group tutoring sessions, presentation at workshops, and other duties as assigned. Tutors do not perform teaching duties assigned to the GSI series.

### B. Qualifications

Registered students:

1. Must have at least a 3.0 grade-point average; and
2. May not have more than two Incomplete grades in upper division and graduate courses on the transcript; and
3. Must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse) and be clear of certain disciplinary probations based on the Code of Student Conduct; and
4. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
5. Graduate students must be registered and enrolled in at least twelve units; and
6. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this tutorship is the student's first ASE assignment.

Non-registered students:

1. Must have maintained at least a 3.0 grade-point average in their previous academic work; and
2. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
3. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this tutorship is the student's first ASE assignment.

### C. Restrictions

1. Students may not be enrolled in the course for which they are a Tutor.
2. Students may not simultaneously serve as a Tutor and GSI for the same course.
3. Registered graduate students may be assigned to perform the duties of a Tutor only for undergraduate courses. Under exceptional circumstances, a department may propose that a registered graduate student who has been advanced to candidacy at the doctoral level be

appointed as a Tutor for a graduate course. Assignment as a Tutor for a graduate course always requires advance approval by Graduate Division.

4. During the academic year, registered graduate students appointed as Tutors may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. Exceptions may be granted according to Graduate Division policy found [here](#).
5. Tutor appointments for one academic year or less are self-terminating unless the appointee is otherwise notified.

The qualifications and duties for positions are established at the sole discretion of the University. Exceptions to campuswide qualifications may only be requested by the hiring department, and can only be approved by the Associate Dean of the Graduate Division. Academic units may send requests for exception to campuswide qualifications to the Graduate Division at [gradappt@berkeley.edu](mailto:gradappt@berkeley.edu).

In addition to the campuswide qualifications described above, departments may have additional departmental level qualifications for positions. The individual hiring unit may approve requests for exceptions to department level qualifications.

#### **Other Helpful Information**

Additional information about campus appointments for graduate students is available through the Graduate Division at the following web addresses:

#### **Graduate Student Academic Appointments Handbook:**

<http://grad.berkeley.edu/financial/appointments/>