

Teaching Assistant Appointment Notification

December 19, 2019

1102 Natural Sciences 2
University of California, Irvine

I am very pleased to inform you that the Department of Chemistry, in the School of Physical Sciences, offers you an appointment as a Teaching Assistant, Title Code 2310, during the 2019-2020 Academic Year as detailed below:

APPOINTMENT PERIOD AND SALARY:

APPOINTMENT PERIOD: Winter Quarter 2020

Percentage for Quarter(s) of Appointment:

Winter 50%

Your appointment is calculated from an annual base salary (at 100% time) of: \$42,546.00

Your appointment is calculated from a monthly rate (at 100% time) of: \$ 4,727.33

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

Winter Quarter	<u>\$ 7,091.00</u>
Total	<u>\$ 7,091.00</u>

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 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](#). **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](#) 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 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](#).

You are required to attend a 30-minute UAW Orientation. This information was presented at the TA Professional Development Program(TAPDP). If you would like to attend a make-up session you can find the date, time, location posted on the following website:
<https://www.chem.uci.edu/ta-assignments>

Please respond in writing to Morgan Sibley at msibley@uci.edu, whether or not you accept this appointment, no later than December 23, 2019. 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.

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

Sincerely,

Douglas Tobias
Professor and Chair
UCI Department of Chemistry

Attachment: *Form UCI-AP-60*

**Reflects salary rate as of 10/01/18.*