



GRADUATE DIVISION  
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## APPOINTMENT NOTIFICATION LETTER

March 9, 2023

Dear Aditya Mandke:

Congratulations! You have been selected for the following position(s):

Spring Quarter, 2023, from March 29, 2023, to June 20, 2023, as a Teaching Assistant, 002310 title code for 50% appointment with \$2,778 monthly salary\*, which equates to a quarterly salary of \$8,334, in the Data Science Program, DSC 106 Intro to Data Visualization with Professor Soohyun Liao.

The effective date for all ASE title salary wage ranges/rates shall coincide with the first full pay period in the Fall term commencing with October 1st for monthly paid employees and the first pay period commencing after October 1st for bi-weekly paid employees.

\*This salary may change pursuant to the Collective Bargaining Agreement between the University and the UAW.

This position is covered by a collective bargaining agreement between the University and the UAW. Pursuant to the agreement, your name and departmental address will be released to the UAW, which is your exclusive bargaining representative, each term that you are employed in the bargaining unit. The Agreement can be retrieved electronically at:

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

Graduate students enrolled full-time may be employed up to 50% during the academic year. For further details see the general catalog under Graduate Education at <http://www.ucsd.edu/catalog/index.html>.

### **All Gender Restrooms and Lactation Support**

An Academic Student Employee (ASE) who anticipates a need for access to an all-gender restroom during the course of the appointment and/or lactation support, should review the relevant article of the Agreement for the applicable process, and make the request as early as possible.

### **Accommodations**

Academic Student Employees who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment, in accordance with the Reasonable Accommodation article of the Agreement.

### **Partial Fee Remission and Health Insurance**

Graduate students with academic appointments totaling 25% time or more for an entire given quarter or semester are entitled to participate in the University's Partial Fee Remission Program for Tuition and Student Services Fee and remission of Non-Resident Supplemental Tuition as outlined in the Fee Remission Article.

Graduate students with academic appointments totaling 25% time or more are entitled to a full Student Health Insurance Plan (SHIP) Premium Remission and other applicable benefits as set forth in the Agreement. Please check the Agreement for the specific eligibility requirements and amounts of each remission.

If you have waived the Student Health Insurance Plan (SHIP) in previous quarters, but now you would like to participate in SHIP, you must notify the Student Health Insurance Office by email (<mailto:ship3@ucsd.edu>) within two weeks from the date of this letter to request that your waiver be canceled. Waiver cancellation requests will not be accepted after this deadline.

Graduate students registered in a self-supporting or professional degree program with academic appointments totalling 25% or more shall be eligible to receive a partial fee remission equivalent in dollar amount to what an eligible ASE enrolled in a state-supported program would receive for tuition and student service fee.

### **Workload**

When an ASE has any concerns regarding the assigned workload the ASE shall immediately communicate to the supervisor as required by the Workload Article. See the Agreement for the relevant article.

### **Childcare Reimbursement Program**

Graduate students with academic appointments totaling 25% time or more are entitled to participate in the Childcare Reimbursement Program as outlined in Article 4 of the agreement. Eligibility and documentation requirements may be found on the Division of Graduate Education and Postdoctoral Affairs website at

<http://grad.ucsd.edu/financial/employment/benefits/support-for-student-parents.html>.

### **International Graduate Students**

If you are an International graduate student who is a non-native speaker of English, this appointment is contingent upon your demonstration of oral English proficiency as outlined on the Division of Graduate Education and Postdoctoral Affairs website:

<https://grad.ucsd.edu/financial/employment/ases/international-tas.html>. You cannot begin your appointment as a Teaching Assistant until your proficiency has been verified.

### **Hiring Unit Contact**

Should you have any questions regarding your appointment, please contact Sonlong Nguyen at (858) 534-4110 or [svn001@ucsd.edu](mailto:svn001@ucsd.edu).

### **Accepting the Offer**

Please use the online form at the link below as soon as possible, but no later than March 16, 2023, to indicate whether you will accept this appointment. Failure to accept this offer as set forth above by this date may nullify the offer in its entirety, except as otherwise specified in the contract.

<https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/Applicant.aspx?id=206290>

### **New Hire Paperwork**

Academic Student Employees employed for the first time at UC San Diego may not begin work until they have completed new hire paperwork. This must be done **on or before** the

appointment start date as set forth in this appointment letter. **PLEASE NOTE:** If you do not complete new hire paperwork **on or before** your appointment start date, the date on which you complete new hire paperwork will become your revised appointment start date and the pay will be adjusted accordingly.

By accepting this appointment, you are agreeing to start by the date set forth in this letter. Any changes to your appointment start or end dates will need to be approved by your hiring department after written approval by your faculty supervisor.

### **UAW ASE Orientation**

Academic Student Employees employed for the first time must attend the mandatory New Employee UAW Orientation. If you have not previously attended a UAW ASE orientation, please plan on attending the next available session at the beginning of Spring Quarter 2023.

### **UAW Contact**

Academic Student Employees may contact the UAW for assistance. The UAW 2865 website is <https://uaw2865.org>. Contact information and Membership Election Form can be found at this URL as well.

### **Data Science Program Training**

#### **DSC DEPARTMENT'S ADDITIONAL INFORMATION:**

Contact the course instructor and Sonlong Nguyen (svn001@ucsd.edu) immediately if you will not be available to complete the full range of your duties, as this may mean you are no longer eligible to TA the course. TA responsibilities usually include being available for pre-quarter contact with the instructor to organize the class and grading of final exams or projects.

In most cases, you are expected to hold your TA duties from the beginning of the quarter until the day that grades are due. Once you receive and accept your offer of employment, please contact your primary instructor to discuss any preparations that need to be made for the course before the first day of classes.

If you are new employee, there will be hire paperwork that you may need to complete in order to be authorized to work. Please do not contact the department. Our HR representative will reach out to you directly to complete hiring paperwork.

Students working for DSC courses (i.e. DSC XXX) must enroll in DSC 500 each quarter they TA under the section ID affiliated with the Faculty TA Advisor. Enroll for either 2 units (25% TA) or 4 units (50% TA).

If this is your first time TAing, you must take DSC 599. Prior completion of CSE 599 with a grade of S OR concurrent enrollment in DSC 599 is required. The goal of DSC 599 is to give you the skills and knowledge needed to be effective and successful in your teaching.

Also, if this is your first time TAing or if you have never attended the ASE Orientation, you must attend.

Graduate students holding teaching assistant appointments above 25% must enroll and register for 12 units of upper-division and/or graduate course work and research each quarter. If you have a 50% appointment, 4 of these units may be DSC 500. If you have a 25% appointment, 2 of these units may be DSC 500.

TAs are expected to work with their faculty supervisor on arranging accommodations for OSD students if any are required. TAs must check in with their faculty supervisor and the DSC OSD

Liaison no later than the end of week two for a list of students needing accommodations. TAs may be required to serve as a proctor or a scribe for OSD students.

More information will be sent to you about how to request office hour space after you have accepted the position.

Please contact me if you have any questions at all. Best of luck with your TAship!

We hope you will accept this appointment and we look forward to your further participation in the UC San Diego community.

Thank you.

Sonlong Nguyen  
Data Science Program

**cc: Employment File**