



SCHOOL OF ENGINEERING

University of California, Merced  
5200 N. Lake Road  
Merced, CA 95343  
(209) 228-4411(of) (209) 228-4047 (f)

RequestType

\_\_\_\_\_

SingleOrMarried:

Emailed to: \_\_\_\_\_

Re: \_\_\_\_\_

Dear \_\_\_\_\_,

I am pleased to approve your appointment Appointment Type in the School of Engineering at the University of California, Merced for \_\_\_\_\_

The details of your appointment are as follows:

Pay Period Dates: \_\_\_\_\_ *through* \_\_\_\_\_

Percent Time: \_\_\_\_\_%

The maximum number of hours of assigned work cannot exceed Max Hours hours per semester, 40 hours per week, or 8 hours per day

Total Salary: \_\_\_\_\_

Calculated from an annual base salary of Annual Base Salary

School Contact: . Tomiko Hale  
(209) 228-4586  
[thale2@ucmerced.edu](mailto:thale2@ucmerced.edu)

Assignment: You will receive additional information from the School of Engineering regarding your specific assignment.

Please be aware that the University has the right to change your assignments when necessary due to enrollment or curricular needs. You will be notified in writing of any modifications to your assignment.

**If this is your first time assigned as a Teaching Assistant, this position is contingent upon your pending final in-person confirmation of your oral English proficiency. It is strongly recommended that you practice English intonation, word stress, and sentence stress. Contact Ms. Belinda Braunstein at [bbraunstein@ucmerced.edu](mailto:bbraunstein@ucmerced.edu) for additional information.**

As a Teaching Assistant with eligible appointments totaling 25% or more of full-time, you are eligible to receive Graduate Student Health Insurance Program (GSHIP) premium remission for the Student Health Insurance Program and the Educational and Registration fee remission in place at the time of appointment.

This is a limited-term appointment for the duration of the dates given above. As an Academic Student Employee, the terms and conditions of your appointment are described in the Agreement between the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW). You may view the complete text of the Agreement at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html> The UAW requires the disclosure of all ASE names and department addresses each semester.

In accordance with Article 20, Non-Discrimination in Employment, of the UAW-UC agreement, if you anticipate the need for access to an all-gender restroom, you or the Union on your behalf shall contact the Graduate Program Coordinator in your school or the Labor Relations office at [laborrelations@ucmerced.edu](mailto:laborrelations@ucmerced.edu) or (209) 228-3867 as soon as possible after receiving this notice of appointment.

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This appointment offer is made with the understanding that the Academic Personnel Office (APO) is able to verify your work authorization as required by the Federal Immigration Reform and Control Act of 1986. This requires that you present the originals of the appropriate documents to your School no later than the first day of service on this campus so that the 1-9 (Employment Eligibility Verification form) can be completed. **The scheduled release date of your first paycheck assumes timely completion and processing of all required employment forms.**

If you have any questions about your teaching assignment, please contact Tomiko Hale at [thale2@ucmerced.edu](mailto:thale2@ucmerced.edu) or (209) 228-4586. For personnel matters, please contact the Academic Personnel Office at 228-7948.

We are pleased to have you with us and hope that your assignment is productive and rewarding.

Sincerely,

Erik Rolland  
Interim Dean, School of Engineering

c. Academic Personnel Office