**Academic Student Employee (ASE) Supplemental Documentation**

Template and Instructions for Departments

Last Updated: 10/26/2020

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| **Instructions for Departments** | |
| **Description** | For GSIs, the department has the option of providing a description of duties related to the appointment at the time of the appointment notification letter or separately on a later date.  If the department decides to provide the description of duties to the GSI after delivery of the appointment notification letter, this optional template can be used. The template incorporates the required information specified under the contract between the University of California and UAW (see [Article 2](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html) of the UC-UAW Contract for reference).  The most recent version of this document is available on the [P&C Employee and Labor Relations website](https://hr.berkeley.edu/labor/contracts/BX/appointment-letters). |
| **Process** | 1. **Review** all sections of this template 2. **Enter** information specific to the appointment highlighted in yellow. 3. **Delete** these instructions before delivery to the GSI.   You may transfer the content of the template onto the department letterhead. |
| **Timeline** | Deliver to the GSI at least 30 days before the start of the appointment. If the position is available less than 30 days after the start of the term, send this information as soon as possible. |
| **Delivery Method** | Supplemental documentation to GSIs can be sent by email or mail. |
| **For questions about the use of this template** | Contact Employee and Labor Relations at [addison\_elr@berkeley.edu](mailto:addison_elr@berkeley.edu) or (510) 643-6001. |

[Date]

Dear [Name of Appointee],

We have received your acceptance as a [Appointment Title and Step, if applicable] in [Hiring Department/Unit Name] for [Fall or Spring Semester, and Year]. We are pleased that you will be assisting in the education of undergraduates at UC Berkeley, and hope that your experience will be rewarding. This is the supplemental documentation describing your specific duties for your appointment as indicated in your appointment letter dated [Date of Appointment Letter].

Your specific duties are as follows:

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| --- | --- |
| Supervisor | [Name of Faculty Supervisor] |
| Course Assignment | [Course Name and Number] |
| Time and Location | [Time and Location of Course] |
| Description of Duties | [List required duties]  Examples from the UC-UAW Contract include the following:  \_\_\_\_\_ Attend lectures  \_\_\_\_\_ Present \_\_\_\_\_ lecture  \_\_\_\_\_ Instruction of \_\_\_\_\_ sections/labs per week  \_\_\_\_\_ Preparation  \_\_\_\_\_ Hold \_\_\_\_\_ office hours per week  \_\_\_\_\_ Supervisor/ASE(s) meeting \_\_\_\_\_ hours per week  \_\_\_\_\_ Read and evaluate \_\_\_\_\_ papers per student  \_\_\_\_\_ Proctor \_\_\_\_\_ examinations  \_\_\_\_\_ Perform individual and/or group tutoring  \_\_\_\_\_ Maintain/submit student records (e.g. grades)  [Optional: provide estimated time for effective completion of each duty] |
| Departmental Policy on Class, Section, and/or Lab Size, if it exists | [Policy, if it exists. Otherwise, note N/A] |

If you have any questions or need clarification about your assignment, please contact your Faculty Supervisor, [Name of Faculty Supervisor], at [Faculty Supervisor Email Address].

Sincerely,

[Hiring Department/Unit Contact or Department Chair]

cc: Employee Personnel File

[Faculty Supervisor and/or additional recipients, as appropriate]