

From: [Graduate Council Chair Andrea Kasko and Graduate Division Dean Susan L. Ettner](#)
To:
Subject: Continuation of the 7th year ASE Extension
Date: Thursday, August 19, 2021 11:02:13 AM

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Graduate Council Graduate Division

**To: Deans, Directors, Department Chairs and Administrative
Officers**

Dear Colleagues:

Please see the message below from UC Provost Brown, which temporarily approves a continuation of the extension of the Chancellor's authority over academic apprentice teaching appointments beyond the limits set forth in APM-410 and 420. Specifically, **a seventh year extension is permissible for matriculated students at UC in Spring 2020 through Spring 2022**. The signed letter from UCOP is included below for reference.

Departments should follow the regular Graduate Division process to obtain prior approval for any teaching appointments that would exceed the standard 18-quarter (12 semester) limit. Qualifying exceptions to this limit will be approved on a term-by-term basis.

Best Regards,

Andrea Kasko

Chair, Graduate Council

Susan L. Ettner

Dean of Graduate Education

Transmitted on behalf of UC Provost Michael T. Brown

TO: CHANCELLORS

Dear Colleagues:

In recognition of the unprecedented circumstances surrounding the ongoing COVID-19 pandemic and the pandemic's impact on student employees who perform work as a Reader on an annual stipend, Teaching Assistant, Teaching Fellow, and/ or Associate, I am approving a continuation of the temporary extension of the Chancellor's authority under APM — 410, Teaching Assistants and Graduate Student Instructors and APM — 420, Readers, to grant a seventh year extension (a maximum of 21 quarters/ 14 semesters) to the total length of service rendered in any one or any combination of the titles.

University policy provides that" the total length of service rendered in any one or any combination of the following titles may not exceed four years: Reader on annual stipend, Teaching Assistant, Teaching Fellow, and/ or Associate. Under special circumstances, the Chancellor, upon recommendation of the department chair and the dean of the school or college, may authorize a longer period, but in no case for more than six years." Under APM — 410 and APM — 420, campuses have a long practice of granting requests to extend the total length of service beyond four years.

As a temporary extension of the Chancellor's authority, following the same local procedures already in place, a seventh year extension is permissible for matriculated students at UC during the quarters/ semesters in which instruction is substantially impacted by COVID- 19. That is, any matriculated graduate student enrolled in Spring 2020

through Spring 2022 may request a 19th, 20th, or 21st quarter or 13th or 14th semester of appointment as an Academic Student Employee. Should these circumstances persist I may consider additional adjustments. In addition, although the total length of service for Graduate Student Researchers is not dictated by the Academic Personnel Manual, I encourage those campuses that have established a service limitation to evaluate whether a similar extension of time would be appropriate for Graduate Student Researcher employment.

I understand COVID-19 has varied implications for graduate students, including impacting normative time to degree. This temporary extension of the Chancellor's authority addresses the terms of appointment for Academic Student Employees. It does not address normative time as there is no systemwide normative time policy. While there is no systemwide policy it is clear that each campus offers flexibility around normative time and some have already made formal adjustments to their policies in light of COVID-19. Each campus graduate council can seek to make or approve changes to local normative time policies; if extensions to normative time are desired, I encourage campus academic senates to work in collaboration with campus graduate divisions.

Sincerely,

Michael T. Brown, Ph.D.

Provost and Executive Vice President for Academic Affairs

cc: President Drake
Executive Vice Chancellors/ Provosts
Executive Vice President and Chief Operating Officer Nava
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UCLA
10889 Wilshire Blvd., Suite 1400
Los Angeles, CA 90024-6971

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