

From: UCLA Division of Graduate Education

Sent: Monday, June 2, 2025 4:18 PM

Subject: Transitional Position Program for Graduate Student Employees

Eligible participants must submit applications by 11:59 p.m. on August 1, 2025.



To: Administrative Officers, Deans, Department Chairs, Directors, Faculty, Graduate Students, Vice Chancellors and Vice Provosts

Dear Colleagues:

The “Transitional Position Program” will enable selected Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs) to transition into a new position if they have an irreparable employment-related conflict with their supervisor or if their supervisor has left the University.

Eligibility

Only graduate students who are in good academic standing (GPA = 3.0 and above) are eligible. Employees must have worked with their supervisor for at least three quarters.

Deadline

Eligible ASEs and GSRs must submit their application by 11:59 p.m. on August 1, 2025.

Applications

Successful applications must include:

- A statement clearly explaining the need for a change of supervisor and attesting to the fact that the employee is not able to replace the loss of the funding source through other means.
- A supporting memo from the Department Chair or Vice Chair/Director of Graduate Studies. This memo should explain that the employee has demonstrated promise in the field that could potentially become unrealized due to challenges in the employee's current employment situation. Furthermore, the memo should confirm the following:
 - the employee is in good academic standing and is making satisfactory progress towards degree completion
 - the employee has had no formal employment disciplinary actions (e.g. written warning) with the original hiring department

This memo must also identify a faculty or staff member who is willing to serve as the Departmental Transition Coordinator (DTC). The DTC will be responsible for ensuring a new employment position is identified and providing contact information for the person responsible for facilitating the transfer of funds to cover the salary costs for the quarter. The memo should identify the new supervisor for the employee. The DTC will also follow up with the employee at the end of the first quarter of the new position to ensure a smooth transition.

- A statement (500 words maximum) of financial hardship which explains why the need for funding is particularly urgent.

The Transitional Position Committee will identify candidates based on criteria including need, urgency, likelihood of continued success and current funding situation. Once selections have been made, the Transitional Position Committee and the DTC will coordinate support with the employee's home department to ensure a smooth transition. Please direct questions regarding this program to AskGrad@grad.ucla.edu.

Submit Applications

Best regards,

Kristen McKinney

Associate Dean and Chief Administrative Officer

Division of Graduate Education