

Academic Apprentices Hiring Checklist for Departments

ACADEMIC APPRENTICE PERSONNEL JOB CODES			
Reader 002850	Remedial Tutor I 002288	Tutor 002860	Teaching Associate 001506
Special Reader 002852	Remedial Tutor II 002289	Teaching Assistant 002310	Teaching Fellow 002300
Grad Student Researcher 003276			

For more detailed information, consult the [Academic Apprentices Personnel Manual](#) for Departments.

Student's Name _____ UID: _____ Employee ID: _____

1. Determine Eligibility

Have no more than 12 quarters as an ASE, and by exception, only the following advancement to doctoral candidacy, no more than 18 quarters total, per [APM 410-17c](#).

Have at least a 3.0 GPA

Be enrolled in 12 units

Approved appointment for more than 50% time (must be authorized by the Dean of the student's school or college. Authorization forms are located [here](#). **International students must also obtain over 50% approval from the Dashew Center prior to Dean's review before an appointment is offered.**)

Graduate students, whose native language is not English, are required to take a campus-administered Test of Oral Proficiency examination (TOP) and pass it at 7.1 or above in order to be eligible for a teaching assistantship at UCLA. A student is exempt from this testing requirement if they have earned a prior undergraduate degree from an institution at which English was the sole language of instruction.

If necessary:

Arrange for the student to take the [TOP](#) through the Center for the Advancement of Teaching and validate their score

Note: If the student obtains a provisional score (6.4 – 7.0), they may be conditionally appointed if concurrently enrolled or passed ESL 310-313

[File for an exception](#) to the policies above to the Graduate Division at least three weeks prior to the hire date. If no exception has been granted, the appointment cannot start.

2. Offer an Apprentices Position if the student meets all the requirements listed above (the letters below do not apply to Job code 003276)

Given to the student:

The Initial Appointment Letter (have them sign it).

The Supplemental Appointment Letter. The supplemental letter must be provided to the appointee within 30 days of appointment start

3. Start the Hiring Process

The [Statement of Understanding](#) (have them sign it).

Establish a [step/level of appointment](#) based on experience and units (chair/dean decision).

[I-9](#) verification

[Oath and Patent Form](#)

[UCRS 419](#) (EMPLOYMENT IN A UNIVERSITY POSITION NOT COVERED BY SOCIAL SECURITY)

Provide the ASE with a [gender-neutral restroom map](#) & [lactation stations map](#)

ASE [Union Membership Election Form](#)

[W-4 Form](#). (Also let international students know about extra withholding on each paycheck)

Complete the [Initial GLACIER online entry form](#) (for international students).

Determine whether or not [FLSA/Pay Group Conflict](#) is required.

Enter the student's appointment in the system (UCPath).

Process online fee remissions ASE/GSR appointment(s) greater than 25%. If the student has multiple appointments for a given term, hiring units must coordinate as to which department will submit online fee remissions.

4. Check Student Status & Units

Ensure that the student status and units are accurate; be sure to check each student's status and units after the third week of the term.

5. Inform the student about additional benefits

Advance Loans.

Fee deferral (for academic apprentices only). Remind student of their revised fee/tuition payment [date](#) (Fees are associated with a missed payment.)

Parking deduction (if eligible).

6. Courtesy Notices to Apprentices

When gathering the student's address, verify that s/he has the same address on the SAD screen in the Student System. Let the student know that the Payroll address is distinct and that MyUCLA will allow address changes on the student side only.

Check disposition: Inform the student about the difference between [UCPath for Payroll](#) and [BruinDirect](#) for fellowship stipends (sign up for BruinDirect via [MyUCLA](#))

Give TAs a copy of the [TA Handbook](#). (Job codes: 002310, 001506, 002300)