

Academic Student Employees (ASE) Hiring Checklist for Departments

Academic Apprentice Personnel (AAP) Job Titles & 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

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

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

1. Determine Eligibility

To employ an individual in any of the AAP Job Titles & Codes above; the hiring department must verify the information below:

- Individual has GPA of at least 3.0.
- Individual is or will be enrolled in 12 units for term.
- Total FTE of appointment is 0.50 or less.
- For individual or combined appointments over 0.50 FTE:
 - Approval for individual or combined FTEs over 0.50 must be given **before employment begins** 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 for all appointments beyond 50% before the Dean's review and before an appointment is offered.
- Individual has not worked as an ASE for more than 12 quarters.
 - By exception, the Chancellor may authorize up to 18 quarters total, but only following advancement to doctoral candidacy, per [APM 410-17c](#).
- Confirm the individual's native language is English.
 - 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. If the student obtains a provisional score (6.4 – 7.0), they may be conditionally appointed if concurrently enrolled or passed ESL 310-313.
 - A student is exempt from the TOP 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 individual to take [the TOP](#) through Writing Programs and validate their score.

If the individual does NOT meet the eligibility requirements listed above, the appointment cannot be offered or begin. For additional information, see page 19 of the Academic Apprentice Personnel Manual.

2. If the individual meets the all of the requirements listed above, send out an offer letter for the ASE position via email.

Appointment Notifications for TAs, Associates In, Special Readers, and Teaching Fellows must include the following terms:

- Applicable appointment title;
- Appointment percentage (or range of hours);
- Effective dates;
- [Salary/wages](#);
- Health and other applicable benefits or deductions;
- Hiring unit;
- Hiring unit contact;
- Response requirements;
- A statement that the position is covered by the collective bargaining agreement between the parties;
- A statement that an ASE who anticipates a need for [access to all-gender restrooms](#) and/or [lactation support](#), should refer to [Article 21 of the BX agreement](#) for the applicable process;
- A statement that an ASE who anticipates an accommodation should refer to [Article 24 of the BX agreement](#) for the applicable process;
- A reference to [Article 4 - Childcare](#) and a link to childcare reimbursement information and eligibility;
- The time and place of any applicable new ASE orientations;
- A statement that the name and department address of all ASEs are released to the UAW each term (quarter/semester);
- The [contract website address](#);
- A link to the [UAW 2865 website](#); and
- A statement that the ASE may contact the UAW for assistance

In addition to the terms listed above, Appointment Notifications for Readers, Remedial Tutors, and Tutors must also include the following terms:

- Description of required duties;
- Faculty member or supervisor to whom the individual will report;
- Work location (if known);
- Class assigned (if applicable);
- Estimated time for effective completion of each duty (optional)

Send out a Supplemental Appointment Letter if the ASE is working as a Teaching Assistant, Special Reader, or Teaching Fellow, at least 30 days prior to the beginning of the term or start of the assignment.

Note: If the appointment becomes available less than 30 days before the start of the term or assignment, the department, program, or unit should provide the supplemental documentation as soon as possible.

Supplemental Appointment Letters for Teaching Assistants, Associates In, Special Readers, and Teaching Fellows must include the following terms:

- Description of required duties;
- Name of the faculty member or supervisor to whom the individual will report;
- The location where the work will be performed, if known;
- The class assigned, if applicable;
- Department policy regarding class, section, and/or lab size if it exists; and
- Estimated time for the effective completion of each duty (optional).

***The requirement to send out offer letters does not apply to Job code 003276 - Graduate Student Researcher and departments should instead refer to the GSR hiring checklist.**

3. Start the Hiring Process

A. Ensure the ASE completes and submits the following:

- I-9 Verification
- [Oath and Patent Form](#) (to be completed in [UCPath](#))
- Complete the [Initial GLACIER online entry form](#) (for international students).
- [UCRS 419](#) (EMPLOYMENT IN A UNIVERSITY POSITION NOT COVERED BY SOCIAL SECURITY)
- [W-4 Form](#).

Note: Inform international students about extra withholding on each paycheck.

B. Provide the ASE with the following:

- [Gender-neutral restroom map](#) & [lactation stations map](#)

C. Enter the student's appointment in the system ([UCPath](#)) and determine whether or not [FLSA/Pay Group Conflict](#) is required.

- Establish a [level of appointment](#) based on experience and units.

D. Process [online fee remissions](#) ASE/GSR appointment(s) over 0.25 FTE.

- When an individual holds multiple remissions-eligible appointments in a given term, hiring units coordinate which department will submit online fee remissions.

4. Re-check Student Status and verify the number of enrolled units. Verify that Teaching Assistants, Teaching Associates, and Teaching Fellows have enrolled in or completed Pedagogy 495, as necessary.

- Ensure that the student GPA status and enrolled units are accurate; be sure to check each student's GPA status and enrolled units after the third week of the term.
- [Campus-wide TA Training Requirements](#) (495 Pedagogy)

5. Inform the ASE about additional benefits.

- Advance Loans Option ([Advance Loan Authorization Form](#)).
- Fee deferral (for academic apprentices only). Remind students of their revised fee/tuition payment [date](#) (Fees are associated with a missed payment.)
- [Parking deduction](#) (if eligible).

6. Send out Courtesy Notices to Apprentices

- Verify that s/he has the same address on the SAD screen in the Student System. Let the employee know that the Payroll address is distinct and that MyUCLA will allow address changes on the student side only.
- Check disposition:** Inform the employee about the difference between [UCPath for Payroll](#) and [BruinDirect](#) for awards (sign up for BruinDirect via [MyUCLA](#))
- Give TAs a copy of the [TA Handbook](#). (Job codes: 002310, 001506, 002300)