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## 4013: APPOINTMENT

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### Terms of Appointment/Workload

Academic Student Employee appointments are for one year or less and are self-terminating.

The maximum academic student employee appointment limit is 49.9% time (340 hours of assigned workload) during any semester during the academic year. If a graduate student has more than one appointment on campus (including staff appointments), the combination of all campus-wide appointments may not exceed 49.9% time during any academic semester. This workload includes specific required training (with the exception of required pedagogy courses for which enrollment may be required), time in the classroom, preparation time, grading, proctoring and office hours. Students may be employed up to 100% time during semester breaks and summer.

ASEs with an appointment of 49.9% or less will typically not be assigned a workload of more than 20 hours in any given week or eight hours in any given day. ASEs may not work in excess of 40 hours in any one week. The number of hours over 20 hours per week may not total more than 77 hours per semester.

If an ASE perceives that he or she may exceed the daily, weekly, or semester maximum number of hours worked, he or she is responsible for communicating this to his or her faculty supervisor. The faculty supervisor must immediately respond to the ASE in writing (email is acceptable) to address workload concerns, with a copy to the department and APO for the ASE's employment file. If the supervisor determines that the ASE is going to exceed the allowed number of hours, he or she must either:

- a. Modify the ASE's work assignment such that the number of hours worked will be consistent with the appointment percentage; and/or
- b. Increase the ASE's appointment percentage to be consistent with the number of hours that will be worked (if this modification will increase the ASE's appointment above 49.9% time, an [exception](#) must be requested from the Graduate Division).

At UC Merced, a student may hold a combination of academic student titles for up to 12 total semesters. This includes work performed on other UC campuses. Appointments during Summer Session are not counted in calculating semesters of employment.

While Readers and Tutors may have shorter-term assignments, Teaching Assistants/Fellows are expected to work from the first day of the semester to the last day of the semester or until all required grading is completed. Note that the semester begins before the first day of instruction, and there may be required orientations and other meetings to attend. Academic year dates are published annually by the [Office of the Registrar](#). Appointees should be aware that late arrival on campus may result in reduced pay.

### Notification

Appointees shall be notified in writing of their appointments during the Spring semester previous to the effective date of the appointment to the greatest extent possible, and no less than 30 days before the beginning of the appointment. The written notice of appointment shall include all information required by [Article 2](#) of the MOU as well as a completed [Appendix C](#) document and any supplemental documentation prepared by the School.

### GLAAS

[GLAAS](#) (Graduate and Lecturer Academic Appointment System) has been developed to automate and

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standardize the process for temporary teaching appointments. A completed hire packet will include:

1. The digitally signed appointment letter
2. Signed Appendix C
3. Supplemental documentation, if applicable
4. Link to application through AP Recruit
5. Curriculum vitae, if provided
6. Documentation of advancement to candidacy, if applicable
7. Recommendation of Department Chair, if applicable

**Salary**

Academic Student Employees are compensated at rates established by the University of California Office of the President and found on the [Academic Salary Scales](#). Students are not to be appointed to ASE titles, nor are they to assume responsibilities equivalent to those defined by such titles, on a without-salary basis. Short-term experiential student teaching for educational purposes may be required in partial fulfillment of course or degree requirements.

Readers and Tutors are compensated on an hourly basis; all other ASE appointments are made on a 9/9 basis.