

## NOTICE TO HUMANITIES DIVISION GRADUATE STUDENTS

### HIRING PROCESS AND AUTHORITY FOR

#### TEACHING ASSISTANTS ASSOCIATES IN \_\_\_\_\_ TEACHING FELLOWS Updated March 2013

##### **Authority for Appointment Offers**

In the Humanities Division, the dean holds the final authority for approving and providing “written notice of appointment” to Teaching Assistants, Associates In \_\_\_\_\_, and Teaching Fellows.

A “written notice of appointment” is a letter from the Dean, with an attached acceptance form for the ASE to sign and return. This letter and attachment may be transmitted via regular mail or email.

Once a “written notice of appointment” is accepted (e.g., the acceptance sheet signed and returned to the designated office by the time stated in the letter) by the TA, Associate In \_\_\_\_\_, or Teaching Fellow, the appointment becomes official and is entered into the payroll system.

Under no circumstances should an ASE assume that any offer of employment, whether written or oral, by the Department/Program/College as TA, Associate In \_\_\_\_\_, or Teaching Fellow, constitutes a “written notice of appointment”.

##### **Review Process for Associates In \_\_\_\_\_ and Teaching Fellows**

Associate In \_\_\_\_\_ and Teaching Fellow appointments are recommended by the department/program/college to the appropriate Dean. The recommendation usually consists of a letter from the department chair/ program chair/college provost, a copy of the CV of the ASE, and teaching evidence (e.g., student evaluations) if it is available.

Some appointments of ASE’s as Associate In \_\_\_\_\_ or Teaching Fellow require additional materials and approval by the Committee on Educational Policy. The procedures for appointment of Associate In \_\_\_\_\_ and for Teaching Fellows can be found at the Academic Senate Committee on Educational Policy website:

<http://senate.ucsc.edu/committees/cep-committee-on-educational-policy/policies-guidelines/Student%20Instructors/index.html>

Written notice of appointment of Associates In \_\_\_\_\_ or Teaching Fellows that do not require CEP review is usually issued within two weeks of the file being submitted by the department to the division. This written notice and attachment may be transmitted via regular mail to the instructor’s graduate department address, or via email.

Written notice of appointment of Associates In \_\_\_\_\_ or Teaching Fellows that do require Graduate Division approval and CEP review is usually issued within one week of the division receiving the CEP recommendation for appointment. This written notice and attachment may be transmitted via regular mail to the instructor’s graduate department address, or via email.

##### **Regular Mail vs. Email Offers**

Normally TAships offered by the Humanities Division are offered/accepted via email. Associate In \_\_\_\_\_ and Teaching Fellow appointments issued by the Humanities Division are sent through regular mail or email with a copy to the department of study and acceptances are received either via email or regular mail.