**GSR Written Notice of Appointment TEMPLATE**

Date

Student’s Name

Address

Dear (Student Name)

Congratulations! This letter constitutes your Written Notice of Appointment as a Graduate Student Researcher (GSR) <<**Insert name and number of job code>>** in <<**Insert department, program, or unit name here>>**.The effective dates of your appointment will be <<I**nsert start and end dates of appointment – include dates, not just academic terms, even if dates align with a term**>>. You will be reporting to **<<Supervisor Name>>** at **<<Location of worksite** **>>**.

**Salary -** Your **<<% FTE>>** appointment (## hours per week average) at salary point **<<1-6>>** as a **GSR** includes a gross salary of approximately **<<wage rate>>**.GSR salary points are established on Salary Table 22 and can be found here: <https://www.ucop.edu/academic-personnel-programs/compensation/>.

**Work Assignments** - At UC Davis, a GSR is a graduate student who normally performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator. As a GSR you will be expected to: <<insert reasonably detailed description of expectations, major responsibilities, goal, and techniques expected to be used in the research>>. Should you have questions regarding this appointment or concerns regarding the assigned effort and workload please discuss them with me or the Hiring Department/Unit Contact listed below.

**Academic Eligibility Standards** - The UC Davis Office of Graduate Studies is the administrative home for graduate students. Relevant information for graduate student employment eligibility and appointments can be found on the web at <http://gradstudies.ucdavis.edu/employment/index.html>.

[**UAW Contract**](https://drive.google.com/file/d/1FEsk7I6ZY0mRrgNhYDWqHasvak3JnuZK/view) **-** This position is covered by a collective bargaining agreement between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). A copy of the UC-UAW Contract is available at:  [ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html.](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/docs/br_00_ta_agreement.pdf) As part of union representation, names and department addresses of all GSRs are released to the UAW each academic term.

**Fee Remissions** - As a registered graduate student with a GSR appointment totaling 25% or greater of full-time for an entire given quarter is eligible to participate in the university’s [Fee Remission Program](https://grad.ucdavis.edu/tuition-and-fee-remission) for remission of fees, tuition and nonresident supplemental tuition (if applicable) in accordance with the university policy. However, early termination of the appointment may result in a reduced fee and tuition remission.

**Childcare Benefit** - All graduate student parents are eligible to receive a Graduate Student Child Care Grant (GSCCG) which provides a $1,350/per quarter (including summer quarter) payment to graduate students with eligible childcare expenses. [http://worklife-](http://worklife-wellness.ucdavis.edu/family_care/children/childcaresub.html) [wellness.ucdavis.edu/family\_care/children/childcaresub.html](http://worklife-wellness.ucdavis.edu/family_care/children/childcaresub.html)

**Employment File** - As part of employment with the University of California, you will have an employment file that will contain information related to your employment. New material may be added to the employment file over the course of your employment as per the [Article on Employment Files and Evaluations](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/index.html) of the UC-UAW Agreement. Should you wish to review your employment file, please contact the Hiring Department/Unit Contact listed below**.**

**Personal Time Off** - Eligible GSRs shall have the ability to request the use of **<<#>>** Personal Time Off (PTO) days, in accordance with [Article \_\_ - Personal Time Off](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/index.html).

**Accommodations -** GSRs who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment, in accordance with the [Article on Reasonable Accommodation](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/index.html) of the UC-UAW Agreement. A GSR who anticipates a need for access to an all-gender restroom or lactation room during the course of their appointment should refer to [Article - Non-Discrimination in Employment](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/index.html) and contact their hiring department/unit contact listed below as soon as possible after receiving this written notice of appointment.

**Accepting the Offer** - Please reply by <<Response Due Date>> to indicate whether you accept this appointment. Failure to accept this offer by the response due date constitutes rejection of the appointment and will nullify the offer in its entirety.

**Hiring Department/Unit Contact** - If you have any questions regarding your appointment, please contact <<Hiring Department/Unit Contact Person Name>> at <<Hiring Department/Unit Contact Number>> or <<Hiring Department/Unit Contact Email Address>>.

I wish you much success as a GSR and on behalf of the University I thank you for assuming this important responsibility.

Sincerely,

Name (faculty supervisor)

Title

E-Mail, phone

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Signature of Prospective GSR Date Signed