

From: [Bjornsen, April](#)
To: [Grad Coords and Grad Emp listservs](#)
Cc: [Connolly, Jonathan](#); [High, Jaime](#)
Subject: GSR Appointment Notification Letters
Date: Monday, February 27, 2023 6:18:55 PM
Attachments: [image001.png](#)
[2022-GSR Appointment Letter Template.docx](#)
[2022-GSR Appointment Letter Template.pdf](#)

Dear All,

As you know, Graduate Student Researchers are covered by a [new agreement with the UAW](#). Much like the UAW/ASE Contract, GSR appointments will require appointment notification letters for each appointment. Appointment letters should be sent out 30 days before the start of the appointment. In cases in which positions become available less than thirty (30) calendar days before the commencement of an academic term, notification will be made as soon as possible.

While we expect to automate the GSR Appointment Notification letter distribution for Fall 2023, the Winter, Spring, and Summer 2023 letters must be created manually using the attached GSR Appointment Notification Template and issued to GSRs via email. It is very similar to the ASE template letter and will likely look familiar. The highlighted items will need to be customized by the hiring unit for each position.

We realize that this is an additional workload for you and your teams as we work to implement this new contract. Please prioritize the Spring 2023 GSR Appointment Notification letters, and then follow up with the retroactive Winter 2023 letters.

Thank you.

April Bjornsen
Assistant Dean, Student Affairs
Division of Graduate Education and Postdoctoral Affairs
Working a Hybrid Schedule Effective 10/04/21
abjornsen@ucsd.edu
<https://grad.ucsd.edu/>

