



## 2024-2025 Application for ASE Apprentice Teaching Appointment

Review the [TA eligibility](#) requirements before completing the application.  
You must meet these requirements during the entire proposed appointment.

For your application to be reviewed, the following documents must be submitted to the Chicana/o and Central American Studies Department (CCAS). The deadline is **Friday, April 26, 2024**. Submit your CV, transcript, and application in PDF format to:  
<https://forms.gle/3PZXs2teb2EiaESX6>

1. A completed and signed application
2. Current Curriculum Vitae
3. A current copy of your UCLA academic transcripts. **NOTE:** Unofficial transcripts issued from Murphy Hall or electronic printouts from a personal computer will be accepted.

TA applications are reviewed, and appointments are assigned by the CCAS TA selection committee. You will be notified once all selections have been made. Questions or concerns should be addressed to Ellie Hernández ([studentadvisor@chavez.ucla.edu](mailto:studentadvisor@chavez.ucla.edu)) and Janeth Ruvalcaba ([janeth@chavez.ucla.edu](mailto:janeth@chavez.ucla.edu)).

All first-time Teaching Assistants are required to enroll in CCAS 495 or equivalent, a pedagogy course that includes the Professional Standards and Ethics Training (PSET). All applicants hired above 50% must complete the [over 50% work exception](#) in advance of the hiring start date. If you hold a work position at UCLA besides a TA, please indicate this information on your application. To request work accommodations, please contact Employee Disability Management Services—Ruth Arnush at (310) 206-9599 or [rarnush@irm.ucla.edu](mailto:rarnush@irm.ucla.edu).

### **Important Notice:**

Pursuant to Article 11 - Fee Remission, eligible graduate student employees appointed at 25% or greater are entitled to 100% remission of tuition and eligible fees charged. The fees included in the fee remission are the: (1) Student Services Fee, (2) premium for the Student Health Insurance Program (SHIP), and (3) 100% partial fee remission toward campus fees as set forth in the collective bargaining agreement. UC will cover Nonresident Supplemental Tuition for up to three (3) years for eligible ASEs employed at 25% or greater who have advanced to doctoral candidacy in their degree program. ASEs hired from the self-supporting graduate programs are not eligible for fee remissions greater than the state-supported equivalent rates. <https://grad.ucla.edu/funding/working-at-ucla/academic-student-employees-appointments-union-contract/>

## 2024-25 ASE Apprentice Teaching Appointment Application

Applicant Information		
Name (Last, First)	ID Number	
Home Department		
Phone Number ( ) -	Email	
Citizenship Status <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-Resident: Type of Visa _____ Expiration Date: __/__/____		
Availability	Immediate Degree Objective	Cumulative GPA
Fall                      Winter                      Spring <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 25% <input type="checkbox"/> 50%	<input type="checkbox"/> MA <input type="checkbox"/> Ph.D.	
If you are a Ph.D. student, have you advanced to doctoral candidacy?	If not, do you plan to advance to candidacy during the upcoming academic year?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a fellowship recipient? Which one? (List)	Have you previously held TA and/or GSR appointments?	
<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, indicate the total number of quarters (including all departments, but excluding summers):	Have you completed the 495 course? If yes, what quarter?	
TA-ships: _____   GSR-ships: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Highest Rank (Assistant, Associate, Fellow OR TA 1, TA 2, Fellow: _____)	Quarter and Year: _____	
Are you comfortable teaching a Spanish Discussion Section?	Do you hold a current employment at UCLA?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, up to what level of Spanish or are you a Native Spanish Speaker: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Please indicate position, percentage, and hiring department: _____	
List fields of study and/or experience:		
_____ _____		
What is your current or most recent appointment (if any):		
Position: _____	Department: _____	
Staff Contact (if your previous appointment is outside of CCAS: _____)		

**\*\*\*TA RANK AND SALARY WILL BE BASED ON INFORMATION PROVIDED ABOVE\*\*\***

*I declare that the information provided above is true and correct to the best of my knowledge and that I have read and understood the eligibility requirements. Additionally, if selected, I authorize for my phone number and email address to be provided to my faculty advisor.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_