



## 2025-2026 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 25, 2025**. **Submit your CV, transcript, and application in PDF format to:** <https://forms.gle/HiZdavnGzLumWt7C7>

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 ([scheduling@chavez.ucla.edu](mailto:scheduling@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/>

### Notification of Applicant Consideration:

Graduate Students in the Department: CCAS TA Employment is not guaranteed. Priority consideration will be granted to TAs in their first, second, and third years who need to complete their TA commitment. If available, the remaining positions will be given to TAs in their fourth and fifth years. It is highly recommended to seek TAship employment in other departments after your second/third year of TAing in the department to enhance your teaching experience, professional network, and competitiveness in the job market.

Outside TA Applications: Your application will be reviewed and placed on the waitlist. If a position opens up, you will be contacted. Thank you

## 2025-26 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
<div style="display: flex; justify-content: space-around;"> <div>Fall <input type="checkbox"/> 25% <input type="checkbox"/> 50%</div> <div>Winter <input type="checkbox"/> 25% <input type="checkbox"/> 50%</div> <div>Spring <input type="checkbox"/> 25% <input type="checkbox"/> 50%</div> </div>	<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: _____  Highest Rank (Assistant, Associate, Fellow OR TA 1, TA 2, Fellow: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No  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:** \_\_\_\_\_