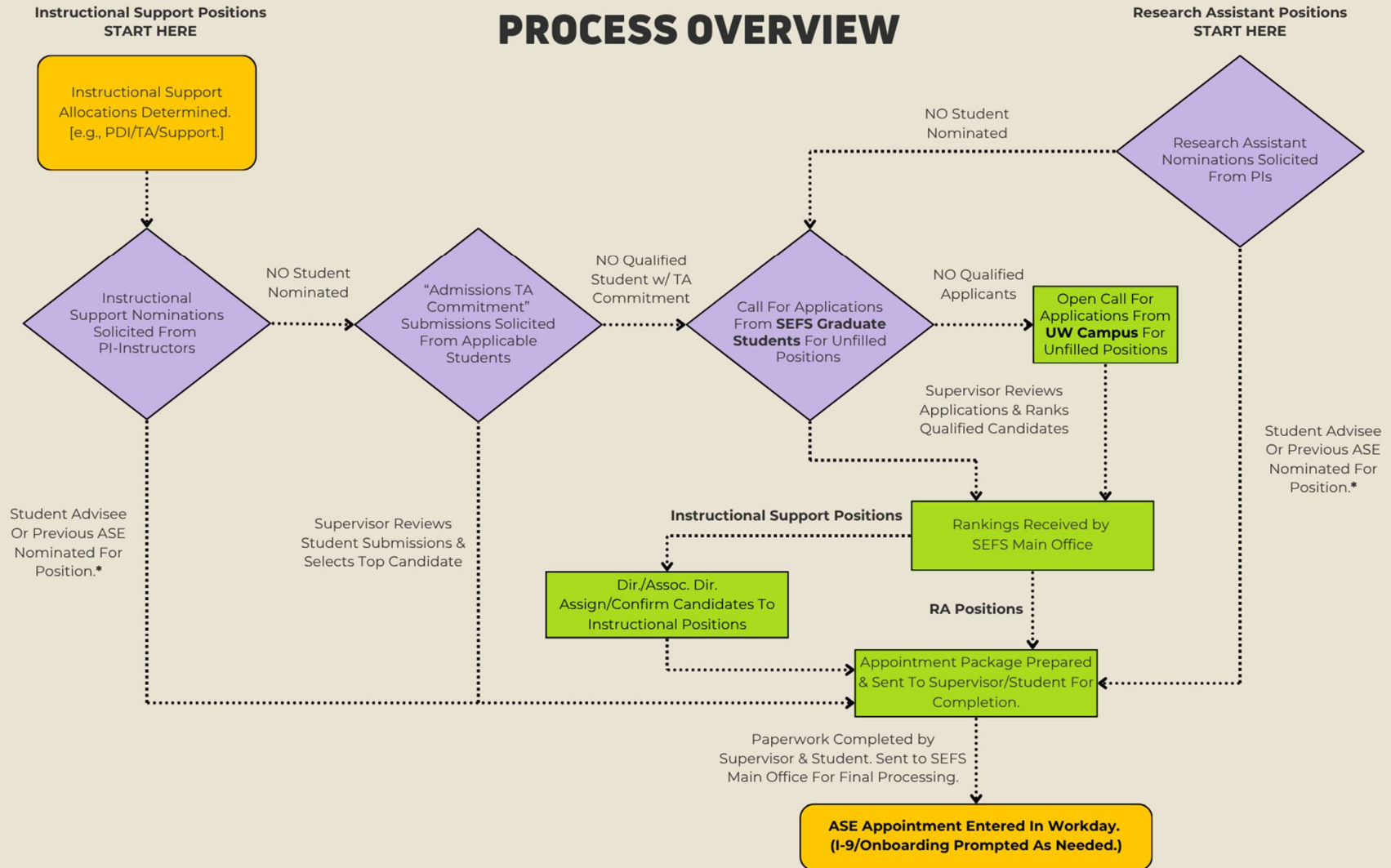


i. SEFS Academic Student Employee (ASE) Appointment Process Overview

SEFS ASE APPOINTMENT PROCESS OVERVIEW



*ASE positions are categorized as “open hire,” requiring a full application and review process, unless any of the following are true:

- A commitment of support was made to a student at time of admission (i.e., a dedicated RAship.)
- An *advising* relationship exists between the student and supervisor (i.e., faculty/PI sits on the student’s supervisory committee.)
- A previous or current *working* relationship exists between the student and supervisor (i.e., an ASE returns to an appointment previously held.)

Should any of these statements be true, a student may be directly nominated for an ASE position, bypassing the need for a full application process.

ii. Notes on Target Schedules Below

- **Frame of Reference for Target Schedules = SPR(YY) solicitations for upcoming SUM(YY) quarter and following Academic Year (YY to YY+1).**
- Due to the Autumn and Summer Quarter ASE notification deadlines being offset by only two weeks, deadlines for those quarters are frequently intermingled and/or occur in quick succession.
- Appointment process dates **bolded below** are “hard” dates/deadlines; all other dates are approximate and will be adjusted for weekends and holidays. The relative timing (e.g., 1 week) between such steps should remain constant.
- All summer quarter instructional support ASE nominations/etc. are subject to individual courses reaching their target/sufficient enrollments as determined during summer quarter budgeting.

iii. Research Assistant Appointment Target Schedule

Appointment Process:	Appointment Period:			
	Summer Quarter	Autumn Quarter	Winter Quarter	Spring Quarter
RA (+Fellowship) Information Solicited From PIs <i>via form</i>	March 1, YY			
RA (+Fellowship) Information From PIs Due	March 15, YY	April 1, YY	October 15, YY	January 15, YY+1
(Optional) Departmental Hire RA Applications Announced, if any; Applications Solicited From Students <i>via form</i>	March-May YY	April-May YY	October YY	January-February YY+1
(Optional) Departmental Hire RA Applications Due; Applications Sent To PIs For Review <i>via email</i>				
(Optional) Departmental Hire Applications Rankings Received From PIs; Selection Notification Sent to Applicants <i>via email</i> ; Campus-Wide Application Cycle Conducted If Necessary				
All Appointment Packages Sent By / ASE Notification Deadline	May 15, YY	June 1, YY	November 15, YY	February 15, YY+1
Appointment Period Payroll Start Date	June 16, YY	September 16, YY	December 16, YY	March 16, YY+1

iv. Instructional Support ASE Appointment Target Schedule
(PDIs, TAs, Reader/Grader)

Appointment Process:	Appointment Period:			
	Summer Quarter	Autumn Quarter	Winter Quarter	Spring Quarter
Instructional Support Allocations Announced/Confirmed; ASE Nominations Solicited From PI-Instructors <i>via form</i>	January 15, YY (Subject to Enr.)	March 15, YY	September 1, YY	December 1, YY
ASE Nominations From PI-Instructors Due; "Admissions TA Commitment" Submissions Solicited From Applicable Students <i>via form</i>	March 25, YY	March 25, YY	September 10, YY	December 11, YY
"Admissions TA Commitment" Submissions From Students Due; Submissions Sent To Instructors For Review <i>via email</i>	April 1, YY	April 1, YY	September 17, YY	December 18, YY
"Admissions TA Commitment" Decisions From Instructors Due; Selection Notification Sent To Applicable Students <i>via email</i>	April 8, YY	April 8, YY	September 24, YY	December 25, YY
Departmental Hire Instructional ASE Applications Announced; Applications Solicited From Students <i>via form</i>	April 23, YY	April 15, YY	October 1, YY	January 1, YY+1
Departmental Hire Instructional ASE Applications From Students Due; Applications Sent To Instructors For Review <i>via email</i>	May 7, YY	May 1, YY	October 15, YY	January 15, YY+1
Departmental Hire Instructional ASE Application Rankings From Instructors Due; Rankings Sent To SEFS Director/Assoc. Director For Final Assignment <i>via email</i>	May 14, YY	May 8, YY	October 22, YY	January 22, YY+1
Final Departmental Hire ASE Assignments Received; Selection Notification Sent to Applicants <i>via email</i> ; Campus-Wide Application Cycle Conducted If Necessary	May 15, YY	May YY	October-November YY	January-February YY+1
All Appointment Packages Sent By / ASE Notification Deadline	May 15, YY	June 1, YY	November 15, YY	February 15, YY+1
Appointment Period Payroll Start Date	June 16, YY	September 16, YY	December 16, YY	March 16, YY+1