

UCLA Financial Aid Application Reviewer Contract

Welcome to the UCLA Financial Aid and Scholarships Application Reviewer site.

UCLA Financial Aid and Scholarships (FA&S) maintains the expectation that all scholarship application reviewers will respect the integrity of our evaluation process. All reviewers have an ethical obligation to respect the privacy of UCLA's scholarship applicants, as well as a legal obligation to protect the sensitive information provided in any training and review process. Therefore, all reviewers must refrain from discussing the UCLA scholarship application review with anyone outside FA&S. This may include:

- Releasing confidential information or material that is proprietary to, or that is not generally known, outside UCLA Financial Aid and Scholarships.
- Sharing any image of the UCLA scholarship application review site or rubrics
- Disclosing any training documentation
- Discussing specific evaluation preferences
- Disclosing details of conversations that occur, whether held in person, telephone, email, or web-based communication.
- Discussing or disclosing any of the above information with other reviewers.

Additionally, FA&S requires all reviewers to:

- Complete the reviewer training and certification process
- Complete norming sessions, if required
- Do not mark the application of any student known to you personally or professionally and inform UCLA Staff you are recusing yourself from reviewing that applicant.
- If you have a friend or family member in the application pool, inform UCLA Staff you are recusing yourself from reviewing that cycle. You may return in future cycles.
- Maintain strict confidentiality of applicant and application scoring information
- Fulfill your reviewer/scoring commitment
- Refer to yourself as a "UCLA Scholarship Application Reviewer" rather than a "UCLA Financial Aid Officer" should you decide to include this information on your resume, CV or any similar document.

The University of California financial aid policies, programs and practices are structured to support the goal of inclusive excellence in the enrollment and graduation of undergraduate, graduate, and professional students from all backgrounds. Consistent with federal and state law, the University of California maintains an Anti-Discrimination Policy that prohibits different treatment based on belonging to a protected group, including based on race, color, ethnicity, national origin, sex, gender identity and sexual orientation. All reviewers must agree to adhere to these commitments and obligations of the University of California before participating in the scholarship review process.

All reviewers must obtain the express written permission of the Executive Director of UCLA Financial Aid and Scholarships before writing about the review process, sharing any documents, or discussing it with anyone outside of FA&S. In addition, reviewers may not claim to represent UCLA Financial Aid and Scholarships in any forum, including social media.

By clicking on your assignments, you agree that you are able to meet the commitments listed above. In addition, you agree that failure to satisfactorily perform any of the duties of the position or meet the commitment as stated above will result in the termination of your current access to review scholarship applications, elimination of your rankings, and prohibition from future participation in the review process.