

ARTICLE 4 – APPOINTMENT AND REAPPOINTMENT NOTIFICATION AND JOB DESCRIPTION

Section 1. When sufficient funding is available, offers of 50% FTE appointment and reappointment for positions that are not open hire will be for one academic year (Autumn, Winter, and Spring) or longer. It is recognized that differences in course load between academic quarters and the need to spread available support among students (e.g., three students get two quarters) are among legitimate reasons for offering less than a full academic year of support. An ASE has the right to be released from any quarter(s) of an appointment provided that the ASE gives at least 30 days notice prior to the beginning of the quarter and the nature of the job duties does not require continuity of service by the ASE.

Section 2. The University shall provide a written letter or email offering an individual an appointment or reappointment.

- A. Incoming students shall be notified of their appointments no later than April 1st, and will have until April 15th to respond to the offer.
- B. Continuing students whose appointments begin in Autumn Quarter shall be notified of their appointments no later than June 1st and will have two weeks to respond to the offer, except in exceptional situations as outlined in Section 3.
- C. Students whose appointments begin in any other quarter shall be notified at least 30 days prior to the beginning of the work assignment and will have one week to respond to the offer, except in exceptional situations as outlined in Section 3.

Section 3. Exceptional situations, for purposes of this Article, are those situations in which the appointment cannot be filled by the notification deadline, or those situations in which an appointment has been filled but vacated due to an unforeseeable circumstance. The parties recognize that the need for hourly employees may not be consistent with the above schedule. In exceptional situations, students will be notified of their appointments as soon as practicable. These situations shall not result in a reduction in the compensation of a reassigned ASE's accepted appointment, as provided in Article 16 (Layoff) in this Agreement.

Section 4. Applicants who are not initially offered appointment or reappointment, but who are placed on an alternate list, will be provided a written notice of their status as alternate candidates in accordance with the notification deadlines in Section 2.

Section 5. The letter offering appointment will include the following information:

- Appointment title (if known)
- Appointment % FTE (when applicable) or expected hours for hourly employees
- Effective dates and duration of appointment (when applicable)
- Hiring unit

- Hiring unit contact
- A summary of the nature of required duties
- Salary/wages
- Health and other applicable benefits
- Costs of tuition or fees that are required as a condition of employment, if any
- Tuition and fee waiver or exemption information
- Response requirements, if any
- A statement that the position is covered by this collective bargaining agreement
- The current collective bargaining contract website address
- The University shall include in all ASE appointment letters a link to the Union's website.

Section 6. Job Description. At least three weeks prior to the commencement of each quarter, the University shall provide ASEs with documentation that will set forth the specific duties of the appointment for that quarter, including assigned course, lab, or research project (if applicable), the faculty member or supervisor to whom the ASE will report, procedures used for evaluation (if any), course meeting times and location (if applicable), the maximum number of students for which the ASE will be responsible (if applicable), office hours (if applicable), training programs (if applicable), work location, the curricular purpose of the assignment (if applicable), and a statement encouraging ASEs and supervisors to discuss time estimates for the specific duties of the assignment. In the case of an ASE whose job description is not expected to change for at least a year, the documentation may be provided once at the beginning of the appointment, and thereafter when duties change. In exceptional situations, ASEs will be given a job description (or changes to a job description) as soon as practicable, but no later than the first day of the work assignment or reassignment.