

ARTICLE

JOB POSTINGS

Section 1. Positions that would be in the bargaining unit if filled by a Northeastern graduate student are filled in the following manner:

- A. To fulfill a commitment of support made to a Northeastern graduate student at the time of admission; or
- B. As part of an existing or past teaching, research, or advisor/advisee relationship between a faculty member and a candidate for a position.

In cases where such positions are not filled in the aforementioned manner, they will be considered “open positions” and University employing units will post open positions on the central website described below. Struck work would not be considered an “open position”. Each appointing unit will distribute job postings for available positions as soon as the vacancy occurs. Additionally, appointing units must distribute job postings for available positions via email to all graduate students who are enrolled in the appointing unit’s division at the time of vacancy.

In all cases, the University shall hire Northeastern University graduate students over other candidates for these positions. Potential positions that would be filled by a graduate student, but are not, because of University or third party use of automation must be posted to the job postings website. Henceforth, graduate student worker positions cannot be replaced by automation.

Section 2. The University shall maintain a common central website to host open positions as defined above. The University will issue bi-weekly notices to employing units informing them of the website location, posting process, and posting requirements. The University will also issue bi-weekly notices to all graduate students informing them of the website location and new job postings. Additionally, appointing units shall include a link to this website on their department or unit websites. Hiring units will not require applicants to submit materials through any system separate from the University job postings website. The University shall notify the Union of the address of the website within thirty (30) calendar days of ratification of this agreement. The parties agree that they will meet with the Labor Management Committee at least twice a semester to evaluate and improve the website and processes as needed.

Section 3. All job postings will include:

- A. Position title and classification;
- B. Starting date of the position and the termination date for the position;

- C. Supervisor and/or supervisory unit;
- D. The assigned course or lab assignment where applicable;
- E. Description of the required duties;
- F. Basic and preferred qualifications;
- G. Work location;
- H. Expected pay rate or range;
- I. Expected pay frequency;
- J. Expected work schedule;
- K. The following statement that the position is covered by this collective bargaining agreement:
 - a. "This position, as posted, is subject to a collective bargaining agreement between Northeastern University and the Graduate Employees of Northeastern University UAW."
- L. Information about how to apply for the position;
- M. Deadline for applying;
- N. The following statement on non-discrimination:
 - a. "Northeastern University will not discriminate against any applicant for employment because of race, creed, color, religion, national origin, ancestry, genetic information, marital status, familial status, parental status or pregnancy status, sex, gender identity or expression (whether actual or perceived), sexual orientation, age, height, weight, disability, citizenship status, veteran status, HIV antibody status, political belief, membership in any social or political organization, participation in a grievance or complaint whether formal or informal, medical conditions including those related to pregnancy status, childbirth, and breastfeeding, arrest record, or any other factor where the item in question will not interfere with job performance and where the employee is otherwise qualified.

Northeastern University agrees to abide by the protections afforded employees with disabilities as outlined in the rules and regulations which implement Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act."
- O. Contact information for the Office of Diversity, Equity, and Inclusion, Office for University Equity and Compliance, University Ombuds, Office of Global Services, and the Union.
- P. The following statement:
 - a. "Unsuccessful applications will be retained for consideration in the event that there are last minute openings for available positions. In the event that an applicant does not receive their preferred assignment, they can request a

written explanation or an in-person interview with the hiring agent(s) to be scheduled at a mutually agreed upon time.”

Section 4. Upon request, the appointing unit will inform an applicant of their status. Once the posting has been filled, appointing units will provide notification, by email, to all unsuccessful applicants within 7 business days after the position has been formally accepted. In any case, the notification will inform the unsuccessful applicants that their applications will be retained for consideration in the event that there are last-minute openings for available positions, as specified in Section 3.P.a. An appointing unit which has additional available positions in the semester for which the unsuccessful applicant originally applied, will:

- A. Consider all unsuccessful applications retained as provided in Section 3.P., for the additional available positions;
- B. Distribute job postings for the additional available positions in accordance with this Article;
- C. Provide the notices to successful and unsuccessful applicants as provided in Section 3.P. above.

Section 5. Employee selection procedures will be equitable and free from bias. No unit shall have a policy that uses tuition costs or cost of benefits as a factor in hiring decisions. Applications for available positions will be accepted by appointing units as follows:

- A. Appointing units will extend offers to successful applicants within two (2) weeks after the application due date;
- B. Appointment offers will be extended and accepted through the website described in Section 2 with a concurrent email notification;
- C. Upon extension of the offer, all information outlined in Section 3 as well as a general description of benefits, including a reference to the benefits website, will be emailed to the successful applicant;
- D. Notwithstanding the above provisions, the type of employment may be changed, after written notification. In such a case the salary (or other payment in lieu of salary), tuition waiver, and benefits for the specified period shall not be less than that specified in the written job offer.