

ARTICLE # APPOINTMENTS AND REAPPOINTMENTS

~~Section 1. Application.~~

~~The provisions of this article shall apply to the appointment and reappointment of all bargaining unit members and to those currently enrolled graduate students who have been in the bargaining unit.~~

Section 1. Notice of Appointment

The University will make reasonable efforts to provide an appointment letter for each appointment no later than forty-five (45) calendar days before the start of the appointment. GSWs who are instructors of record for a course will receive their appointment assignments sixty (60) calendar days before the start of the fall and spring semester, as applicable.

All stipended appointments shall be for at least one (1) academic term (fall, spring, summer 1 or summer 2); However, the University will make reasonable efforts to secure appointments for longer than one (1) academic term when possible. GSWs will receive notice of any change within seven (7) days of the decision to change the appointment. Any change of appointment and/or the appointment assignment shall not impact the level of funding for the term.

Section 2. Guaranteed Funding.

Admission Offer Letters must include the total number of years of guaranteed funding. All subsequent semester Offer Letters must include how many years of guaranteed funding remain. All Graduate Student Workers (GSWs) who are beyond their years of guaranteed funding will be notified whether they will be funded for an appointment in the coming semester at least ninety (90) calendar days before the appointment start date for the following semester. ~~GSWs can acquire external funding to extend their appointment at the University; however, external funding shall not count for or against a GSW's overall guaranteed funding.~~

Section 3. Appointment and Reappointment Procedures.

Appointment and reappointment procedures promulgated by appointing units are subject to the requirements outlined in Section 4 of this Article and Sections 3-5 in Appointment Security, Article #. Each Department shall have a written appointment and reappointment procedure for each job classification covering:

- i. GSWs receiving funding and/or applying for additional funding;
- ii. Deciding who will receive funding;
- iii. Notifying people that they will receive funding;
- iv. Job postings available to GSWs;
- v. Assignment of GSWs to teaching roles (including Teaching Assistant [TA] and Instructor of Record [IoR] roles);
- vi. Assignment of GSWs to research roles;

- vii. Notifying people of appointments and reappointments.

In revising or developing any appointment and reappointment procedure, Departments shall establish a procedure for inclusion of GSW feedback that makes available to each GSW an electronic copy of the draft of the procedure; provides an opportunity for the Department chair or head to meet with GSWs, along with any relevant faculty or staff to collectively provide input on the procedure; and clarifies who in the Department, if it is not the Department chair or head, makes the final decision on establishing and enforcing the procedure, along with their contact information, so that GSWs can address issues with the procedure and/or its enforcement to the relevant person(s).

Each semester, the appointing unit will send Departments a memo detailing their obligation to post their appointment and reappointment procedures in accordance with this provision. Current copies of all Departmental appointment and reappointment procedures will be made available online to all GSWs and on each Division's website prior to the effective date of said procedures. Four (4) weeks before the start of each semester, the online link to Departmental appointment and reappointment procedures shall be sent via email to all GSWs and made available online, per the Employment Records procedures in Article #.

Section 4. *Appointment Criteria.*

Each Department that appoints ~~GSWs TAs, Graders, IoRs, and/or RAs~~ **GSWs** shall clarify in writing as part of its appointment and reappointment Procedure the criteria the Department is using for appointment to these positions.

These criteria shall address such issues as, but not limited to:

- A. Who is eligible for appointment and reappointment and if and how applicants are ranked based on standing in their program (for example: if and how the department privileges Master v. Doctoral students or first-year v. upper-level and continuing GSWs when determining appointment to a position);
- B. What evaluative factors are used, if any when determining appointment to a position (for example: if previous TA, Grader, IoR, or RA performance is taken to account, and how it is evaluated; if academic progress is taken to account, and how it is evaluated; if advisor, committee, Principle Investigator (PI), or other faculty supervisor feedback is taken into account, and how it is evaluated);
- C. If and how weight is given to previous experience in teaching/research when determining appointment to a position;
- D. If and how weight is given to distributing teaching and research positions evenly across the department and/or privileging GSWs who have not previously had the opportunity to teach/research yet when determining appointment to a position.

These criteria shall ensure that GSWs shall be given clear information concerning the framework in which their Appointment or Reappointment to a position is being considered by their department. Additionally, these criteria shall ensure that decisions on Appointments and

Reappointments, as well as funding for these positions, shall not be made for arbitrary, capricious, punitive, discriminatory, or similar reasons.