

ARTICLE XX 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:

- To fulfill a commitment of support made to a Northeastern graduate student at the time of admission; or
- 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”.

Section 2. The University shall post open hourly positions covered by this Agreement with the Office of Student Employment, Graduate Assistantships and Fellowships (“SEGAF”).

~~Bargaining unit members~~Graduate student applicants may access and view open positions on the SEGAF webpage, and may apply for open positions through the SEGAF application process.

This process will be transitioned for hourly applicants to the webpage as set forth in Section 7.

Section 3. Stipended ~~PhD student workers (“GSWs”)~~ who lose an appointment assignment and funding for reasons other than academic dismissal, failure to meet the terms of their appointment, failure to adhere to the terms of their funding commitment, or dismissal consistent with Article XX: Discipline & Dismissal of this Agreement shall not be considered eligible to apply for open positions. hereafter “eligible Stipended GSWs who are beyond their funding commitment period are eligible to apply for open positions.

Section 4. Stipended GSWs²² may apply for open funded positions for which they qualify. If a GSW secures an appointment through this process, they shall be eligible to exchange the original appointment for the acquired appointment, prior to the start of their original appointment (e.g. such as if a GSW was assigned to TA but acquired an RA appointment through the job postings board). Eligible GSWs may apply for an open position if no replacement assignment and funding has been offered within fourteen (14) days of the student losing their appointment assignment and funding. Further, a GSW may choose their preferred position, in the event that they were reassigned mid-appointment (due to a lost appointment) but have received a position offer through this process. GSWs should ~~prioritize~~accept open positions in their department/program first, ~~and absent such opportunities, but may then consider~~ open positions within their college. ~~If there are no open positions they are qualified for in their college, They may also seek an open position outside of their college. Nothing in this article supersedes or otherwise alters the terms of any student’s funding commitment or admission terms.~~

Section 5. Eligible Stipended GSWs may request information concerning open ~~Teaching and/or Research Assistant~~ positions covered by this Agreement with their college. Such requests must be

in writing and directed to the relevant associate dean for graduate affairs with a copy to the relevant department chair in colleges with departments. Colleges shall endeavor to respond to such requests for information within ten (10) business days of receiving the request. This request process will cease upon the establishment of a webpage as set forth in Section ~~72~~.

Section 6. In all cases, the University shall hire Northeastern University graduate students over other candidates for these positions.

Section ~~72~~. No later September 1, 2025~~than the second year of this Agreement~~, the University will establish a unified webpage where colleges will~~may~~ post open ~~teaching or research~~ positions for all (hourly and stipended) eligible GSWs. This website will be clearly posted on the SEGAF website. 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. Each appointing unit will distribute job postings for available positions as soon as possible but no later than 15 days of the vacancy occurring. Such postings will include the following information:

- A. Position title and classification
- B. Effective dates and duration if end date is known
- C. College, and department, and supervisor ~~if known~~
- D. General terms of the appointment ~~, including stipend rate~~
- E. General scope of anticipated responsibilities
- F. Anticipated weekly schedule, including minimum and maximum hours~~if known at the time~~
- G. Individual to contact to apply
- H. Basic and preferred qualifications:
- I. Work location:
- J. Expected pay rate or range:
- K. Expected pay frequency:
- L. The following statement that the position is covered by this collective bargaining agreement, and a link to the agreement:
 - “This position, as posted, is subject to a collective bargaining agreement between Northeastern University and the Graduate Employees of Northeastern University UAW.”
- M. Information about how to apply for the position, such as required application materials;
- N. Deadline for applying;
- ~~O. Attachment or linking of Article XX on Anti-Discrimination;~~
- P. 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;
- Q. The following statement:

- “Unsuccessful applications will be retained for consideration in the event that there are last minute openings for available positions.”

Any application for a position under this Article does not supplant the applicable college or department-level appointment process.

Section 8. The appointing unit will inform an applicant of their status through email status updates from the job postings system. Once the posting has been filled, appointing units will provide notification, by email status update, to all unsuccessful applicants as soon as possible but no later than within 7 business days after the position has been formally accepted. An appointing unit which has additional available positions in the semester for which the unsuccessful applicant originally applied, will consider all unsuccessful applications retained as provided in Section 7.Q., for the additional available positions.

Section 9. No appointing 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:

- Appointing units will extend offers to successful applicants within three (3) weeks after the application due date;
- Appointment offers will be extended and accepted through the website described in Section 7 with a concurrent email notification;
- Upon extension of the offer, all information outlined in Section 7 as well as a general description of benefits, including a reference to the benefits website, will be emailed to the successful applicant.