

ARTICLE XX 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 thirty (30) calendar days before the start of the appointment. GSWs who are instructors of record for a course will receive their appointment assignments forty five (45) 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. Offer of Appointment

~~An Appointment Letter for any GSW will be provided at least forty five (45) calendar days before the appointment start date for Instructors of Record, and for all else thirty ninety (390) calendar days before the appointment start date. Appointment letters and~~ will include the following information:

- A. Position title(s) and classification(s);
- B. ~~Starting date of the position(s) and the termination date for the position(s);~~ **Effective dates and duration of the appointment;**
- C. ~~Supervisor and/or supervisory unit(s), if known at the time of the letter;~~ College and department, as applicable, and supervisor if known at issuance of the letter;
- D. ~~The assigned course(s), research group, or lab where applicable;~~
- E. Expected weekly hours and work schedule, including course meeting times, and locations for teaching and research appointments. if known at the time of the letter;
- F. ~~Amount of compensation and benefits afforded by this collective bargaining agreement;~~ **The general terms of the appointment, including stipend and anticipated disbursement, as applicable;**
- G. ~~Cost of attendance for the University program, including all tuition and fees that will be charged or otherwise incurred if not covered by the University;~~

H. For teaching appointments, the name of the course; the approximate number of students for which the GSW will be responsible; and a description of the required duties; ~~including but not limited to:~~

- ~~i. preparing, attending, and/or leading course lectures and/or sections;~~
- ~~ii. office hours;~~
- ~~iii. creation of and grading of assignments.~~

I. For research appointments, a brief description of the required research or lab duties; ~~including but not limited to:~~

- ~~i. writing code;~~
- ~~ii. performing experiments;~~
- ~~iii. performing field work;~~
- ~~iv. maintaining equipment;~~
- ~~v. training;~~
- ~~vi. teaching and mentoring lab members.~~

J. For all other employment appointments, a brief description of required duties; including required meetings and trainings; ~~and procedures for evaluation;~~

K. Response requirements to the appointment letter and deadline, if any apply;

~~L. A statement that the GSW will not be expected to provide clerical services (e.g. purchasing food, sending mail, participating in Department/Division level committees, etc.) or any other tasks outside of their appointment classification (e.g. RAs should not be expected to perform lab management, TA, or IoR duties) for a supervisor;~~

~~M.L.~~ The following statement that the position is covered by this collective bargaining agreement, and a link to the agreement:

- i. “This position is covered by ~~subject to~~ a collective bargaining agreement between Northeastern University and the Graduate Employees of Northeastern University UAW.”

~~N. The following statement on non-discrimination:~~

- ~~i. “Northeastern University will not discriminate against any graduate student 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, 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 1972 and the Americans with Disabilities Act.”~~

~~O.M. Contact information for the Offices tasked with distributing compensation and benefits;~~

~~P.N. 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.~~

A GSW's Appointment Letter will be emailed to the GSW and be made accessible at all times to the GSW online, per the Employment Records procedures in Article #. ~~If any items on the list above are undetermined on the date the Appointment Letter is issued, the Appointment Letter must include mention of the undetermined items and the contact information of the responsible parties from whom the GSW may seek clarity on those items. Those decisions must be made no later than ten (10) calendar days after the initial Appointment Letter is issued. Any decisions relating to those items must be immediately conveyed to the GSW electronically over email and the relevant information updated online, per the Employment Records procedures in Article #. Finalized information relating to items C and E, if not known at the time of the letter, must be conveyed to the GSW no later than ten (10) business days before the start of the appointment, and updated in the GSW's employment record.~~

Appointment Letters must include all information outlined in this section (Section 2). The information outlined in this section must be updated and emailed to GSWs whenever they switch their job classification during the duration of their appointment ~~and at least thirty (30) calendar days prior to the start date of the changed job classification and~~ forty-five calendar days prior to the start date of a position as an Instructor of Record.

~~The letter will indicate any changes in financial support and whether continued appointment is guaranteed. The letter will also include a statement indicating any contingencies between satisfactory academic progress and satisfactory job performance to continued appointments for the GSW.~~

Appointment letters guarantee funding to current or prospective students for the entire duration of the appointment. The terms of the appointment letter remain in effect, including funding, and are guaranteed at the Division level, regardless of if a faculty supervisor is no longer available to supervise the GSW's appointment. It is ultimately the Division's responsibility to assist the GSW in locating a new faculty supervisor.

Section 32. *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 **forty-five (45)** ~~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 43. *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 XX. 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 developing or revising any appointment and reappointment procedure as described above, the department head shall establish a mechanism for soliciting graduate student worker advice, such as a committee which includes some graduate students or distribution of a draft for written comments from graduate students. ~~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 GSWs will be notified of changes to these procedures by email if changes are made, 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 5.4. Appointment Criteria

Each Department that appoints GSWs ~~TAs, Graders, IoRs, and/or RAs~~ 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.~~