

ARTICLE __
APPOINTMENTS

Section 1. The University shall provide appointment letters for semester appointments no later than ninety (90) days in advance of the start of their appointment start date. Such letters shall include key terms of the appointment, including but not limited to:

- a. title of appointment;
- b. compensation;
- c. start and end dates;
- d. job responsibilities;
- e. expected number of hours per week;
- f. compensation;
- g. work location;
- h. supervisor;
- i. reference to source of information on health and other applicable benefits;
- j. tuition and fee waiver or remission information;
- k. response requirements, if any;
- l. a statement that the position is covered by this collective bargaining agreement;
- m. a web address provided by the Union for WPI-GWU-UAW contact information, informational materials, and membership card;
- n. additional duties and compensation if assigned additional responsibilities (i.e. tutoring center, Major Qualifying Project (MQP) facilitation, etc.);
- o. as well as other relevant terms and conditions as may be established by the Department or Program.

For teaching appointments, the letter shall also include

- a. assigned course, lab, research project, or position;
- b. the faculty member(s) or supervisor(s) to whom the GW will report;
- c. the duties that the GW will be required to perform;
- d. course meeting times and location;
- e. the maximum number of students for which the GW will be responsible per class, section, lab, etc.

All offers of appointment or reappointment to a salaried/stipended GW position shall be for a minimum duration of twelve (12) months and hourly GWs shall be for a minimum duration of one semester.

Notwithstanding the foregoing, appointments of less than twelve months for salaried/stipended positions and one semester for hourly positions may be offered, by agreement of the parties, to account for funding opportunities that were not available for the entirety of the minimum appointment duration, replacement for a vacancy by another GW, late arrival onto campus, visa securement complications, or other reasons that would have prevented the appointment of the GW at the outset of the semester.

The Union reserves the right to add, delete, or modify any of these proposals at any time.

GWs shall be given at least seven (7) days to review their appointment letter, including any revisions to the appointment letter, and raise concerns.

Section 2. The parties acknowledge their mutual interest in allowing GWs the opportunity to express assignment preferences prior to the University making assignment decisions. The University encourages all departments or programs to offer such opportunities. Nothing precludes a GW from expressing assignment preferences.

Section 3. No GW shall be required to perform a service for the benefit of any other University employee that is entirely personal in nature.

Section 4. GWs who are required to enroll in any course, including ESL language training, as a condition of their employment, shall have the tuition and/or fees for such courses waived.