

ARTICLE __
APPOINTMENTS

Section 1. For stipend/salaried positions, the University shall provide appointment letters for appointments no later than sixty (60) days in advance of the start of their appointment start date; however, in extenuating circumstances when advance notice is not possible, the University will provide appointment letters at the time of appointment offer and no later than the commencement of work. 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. a brief description of the expected job responsibilities;
- e. assigned course, lab, research project;
- f. expected work schedule and number of hours per week;
- g. work location;
- h. course meeting times and location, if applicable;
- i. supervisor;
- j. reference to source of information on health and other applicable benefits;
- k. tuition and fee waiver or remission information, if relevant;
- l. response requirements, if any;
- m. a statement that the position is covered by this collective bargaining agreement;
- n. a web address provided by the Union for WPI-GWU-UAW contact information, informational materials, and membership card;
- o. as well as any other information deemed relevant by the University that pertains to the terms and conditions as may be established by the Department or Program.

If the following information is not available at the time of offer and appointment letter is sent, the University shall provide the information as soon as possible and no later than two weeks five (5) calendar days prior to the start of each term for TAs and no later than the commencement of work for all other salaried GWs:

- a. work location
- b. course assignments, course meeting times and location, if applicable

In unusual circumstances, i.e., medical leave of another employee, course assignments may need to change before the start of a term or during a term.

All offers of appointment or reappointment to a stipend/salaried TA or RA position shall be for a minimum duration of nine (9) or twelve (12) months. as appropriate, and hourly GWs shall be for a minimum duration of one term. Opportunities for summer appointments will be determined as early as possible, and information about known opportunities will be made available not later than the start of C term. Additional opportunities for summer appointments may also become available after the start of C term. GWs who are not on a 12-month appointment are eligible to be considered for summer positions.

Notwithstanding the foregoing, appointments of less than nine or twelve months for stipend/salaried positions and one term for hourly positions may be offered, with advance notice to the GW and the Union, 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.

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 recognize appointments for an academic year or longer are generally in the mutual interest of the University and the GW. Hiring units are encouraged to offer one academic year or twelve-month appointments when practical.

Section 3. 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 4. No GW shall be required to perform a service that is entirely personal in nature for the benefit of any other University employee.

Section 5. For hourly appointments, the University shall provide appointment letters at the time of offer, and no later than the commencement of work which will include:

- a. title,
- b. department,
- c. supervisor,
- d. hourly rate,
- e. expected number of hours per week,
- f. start and end dates,
- g. a statement that position is covered by collective bargaining agreement, and
- h. a web address provided by the Union for WPI-GWU-UAW contact information, informational materials and membership card.

Supervisors shall meet with the GW prior to, or not later than the day of, the commencement of work to discuss the following, including but not limited to: expected job responsibilities; assigned course, lab, research project; work location, reference to source of information on health and other applicable benefits, tuition and fee waiver or remission, if relevant; and other information deemed relevant by the University.

Section 5. ESL language training will be provided without charge for GWs who are deemed to require this training to effectively perform their work.