

1 **ARTICLE 9 – APPOINTMENTS**

2
3 **Section 1 – Priority**

4 In making appointments and reappointments within a program, department, or employing unit,
5 the employer ~~may~~ **must** give priority in allocating appointments to returning Graduate
6 Employees. The employer also may give priority to candidates enrolled in that unit or in units
7 from closely related academic areas. The employing unit will consider the candidate's relevant
8 skills and academic background.

9
10 **Section 2 – Appointment Letter**

11 Upon appointment, the employing unit will provide the Graduate Employee with an Appointment
12 Letter. Departments shall **must** give ~~as much notice as possible in providing Appointment~~
13 ~~Letters, preferably no later than thirty (30) days prior~~ notice to the start of employment. The
14 Appointment Letter will indicate an appointment to a Graduate Assistantship. A Graduate
15 Employee's assignment (e.g. whether they are a Graduate Teaching Assistant or Graduate
16 Research Assistant) may be changed between terms over the course of a single appointment.
17 The assignment as either a Graduate Teaching Assistant or Graduate Research Assistant,
18 while not required at the time of appointment, should be noted on the Appointment Letter for
19 each term the assignment is known. The assignment may be modified by updating the Position
20 Description in subsequent terms. Graduate Employee appointments may be split between
21 funding sources and duties as long as the aggregate appointment meets or exceeds the
22 minimum FTE up to 0.49 FTE as defined in Article 2.

23
24 Appointment Letters shall **must** include:

- 25 • Duration of appointment
- 26 • FTE and corresponding hours worked
- 27 • Salary
- 28 • Evaluation
- 29 • Benefits: tuition and fee remission, health insurance, sick leave accrual
- 30 • Inclusion in the CGE Bargaining Unit, and an informational packet provided by the
31 Union,
- 32 • If known: assignment as a Graduate Teaching Assistant or Graduate Research Assistant

33
34 The Union will provide the Employer an informational packet explaining the rights of Graduate
35 Employees and explaining the implications of their inclusion in the Bargaining Unit. This packet
36 will be attached to all Appointment Letters.

37
38 The Union will be provided an advance copy of Appointment Letter templates used by Business
39 Centers for approval, to ensure accuracy in all information provided to Graduate Employees. If
40 discrepancies are discovered, the Union will provide a list of needed corrections to the Business
41 Center and approve revisions prior to the Business Center using the template as an official
42 Appointment Letter.

43
44 **Section 3 – Position Description and Work Assignment**

45 The Graduate Employee will be provided with their work assignment (per Article 10) and a copy
46 of the Position Description at least ~~fifteen (15)~~ thirty (30) working days prior to the beginning of
47 classes, unless the work opportunity became available less than ~~fifteen~~ thirty days before the
48 beginning of classes, in which case these materials shall be provided as soon as the work
49 opportunity becomes available.

50

51 Position Descriptions shall must include:

- 52 • Assignment as a Graduate Teaching Assistant or Graduate Research Assistant
- 53 • The general nature of the duties of the position
- 54 • An approximate distribution of hours expected to be allocated to specific tasks during the
55 employment period • Relevant health and safety information
- 56 • Expected preparation or training

57

58 Work Assignment shall include:

- 59 • ~~Course number for Graduate Employees with teaching duties~~
- 60 • ~~Health and safety information specific to their assignment~~
- 61 • ~~Preparation or training specific to their assignment~~

62

63 Section 4 – Appointment Duration

64 Graduate Employees who are admitted to the University with an offer of support will be
65 appointed ~~for an academic or fiscal year~~ for twelve (12) month durations rather than term-to-
66 term. In the exceptional case that an appointment is made for a period less than ~~the duration of~~
67 ~~the academic or fiscal year~~ twelve (12) months, the reason will be noted on the Graduate
68 Employee's Appointment Letter.

69

70 In the event that a course or service must be canceled, the unit ~~may~~ will reassign ~~or lay-off~~
71 Graduate Employees in accordance with Article 14. ~~A~~ In this scenario, a Graduate Employee's
72 appointment may be reduced ~~based on operational needs or~~ by mutual agreement.

73

74 Section 5 – Hourly Work

75 Employing units shall must use Graduate Employee appointments rather than hourly positions
76 where appropriate and supported by budget.

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78 Recognizing that there are a variety of scenarios where faculty members or units have the
79 resources and interest in appropriately providing support to graduate students that is less than
80 that of a ~~graduate employee~~ Graduate Employee appointment, the University and the Union
81 agree that hourly positions can be used in circumstances that include (but are not limited to):

- 82 • Work which is of limited duration (grading, tutoring, field assistance, etc.) or the work is
83 unrelated to instructional or research duties normally performed by Graduate Employees
84 (whether in the department of a Graduate Employee or in another department).
- 85 • A position which is to supplement an appointment supported by a funding source other
86 than Education and General funds that does not provide a stipend equal to that of a
87 Graduate Employee's stipend in the unit.
- 88 • Summer session employment of graduate students.

89

90 Hourly positions will not be used to substitute for Graduate Employee appointments when the
91 work and the resources are sufficient for such an appointment. The University will provide the
92 Union with an audit of hourly appointments as noted in Section 7.

93

94 Section 6 – Job Announcements

95 Each term the Office of Human Resources will send an email to non-academic units
96 encouraging them to announce available assistantships in the Barometer. The Office of Human
97 Resources will also produce a list of available assistantships, provided by employing units, and
98 provide a digital copy to the Union. The Office of Human Resources will also distribute this list to
99 all departments with graduate students.

100

101 Section 7 – Audit

102 The University agrees to audit appointments and positions each academic year to document
103 use of single-term appointments, graduate hourly student-worker positions, and any variances
104 from the agreements on timely notice. The University will prepare a report of each audit and will
105 send it to the Union. If a unit has recurring issues with meeting timely notice or the unapproved
106 use of single term appointments, the University will work with the Provost and Dean of the
107 employing department to ensure that a plan is in place to meet expectations for subsequent
108 Graduate Employee appointments.