

**ARTICLE 2
APPOINTMENT NOTIFICATION**

A. WRITTEN NOTIFICATION

1. Teaching Assistant, Associate In, Special Reader, Acting Instructor – Graduate Student and Teaching Fellow

a. **TIMING OF NOTICE**

1. The University shall issue written notices of appointment in the Spring quarter/semester or as soon as practicable after hiring decisions are made., the University shall provide a written notice of appointment (e.g., letter or e-mail) to individuals offered an ASE appointment. No later than April 1 of each year, the University shall send notice to hiring departments reminding them of their obligations under this paragraph.
2. The University recognizes year long appointments provide job security for academic student employees. When practicable, the University shall offer year long appointments; however, nothing in this article obligates the University to do so when not practicable.
3. Should positions become available after the commencement of the academic year, written notices of appointment shall be issued no less than thirty (30) days before the start of the appointment.
4. In cases in which positions become available less than thirty (30) days before the commencement of an academic term, notification will be made as soon as possible.

b. **FORM AND CONTENT**

Written notices of appointment, which may be sent by US mail, campus mail, email or hand delivery, will include the following:

1. the applicable appointment title,
2. appointment percentage (or range of hours),
3. effective dates,
4. salary/wages,
5. health and other applicable benefits or deductions,
6. hiring unit,
7. hiring unit contact,

8. response requirements,
9. a statement that the position is covered by the collective bargaining agreement between the parties,
10. A statement that an ASE who anticipates a need for access to all-gender restrooms, should refer to Article 20 of the BX agreement for the applicable process.
11. the time and place of any applicable ASE orientations,
12. a statement that the name and department address of all ASEs are released to the UAW each term (quarter/semester), and
13. the contract website address.

c. SUPPLEMENTAL DOCUMENTATION

1. TIMING

- a. At least thirty (30) days prior to the beginning of the term, the University will provide to Teaching Assistants, Associates In, Special Readers and Teaching Fellows supplemental documentation in accordance with Article 2.A.1.c.2.
- b. When a position becomes available more than thirty (30) days in advance of the assignment, the ASE will receive supplemental documentation (Appendix C and other relevant documents) no less than thirty (30) days before the start of the assignment.
- c. In cases in which positions become available less than thirty (30) days before the commencement of an academic term, notification will be made as soon as possible.

2. FORM AND CONTENT OF SUPPLEMENTAL DOCUMENTATION

Supplemental documentation shall set forth the following:

- a. a description of required duties (Appendix C and other relevant documents);
- b. faculty member or supervisor to whom the individual will report;
- c. the location where the work will be performed if known;
- d. the class assigned if applicable;
- e. description of the required duties;
- f. departmental policy on class, section and/or lab size where it exists; and

- g. it may include estimated time for effective completion of each duty.

The University shall provide advance notice when the above referenced duties are changed significantly. Such changes will be confirmed in writing.

2. Reader, Remedial Tutor and Tutor

a. TIMING OF NOTICE

1. When a position becomes available more than thirty (30) days in advance of the assignment, the ASE will receive written notification of the appointment (e.g., letter or email)-no less than thirty (30) days before the start of the assignment.
2. In cases in which a position becomes available less than thirty (30) days before the commencement of an academic term, notification will be made as soon as possible.

b. FORM AND CONTENT

Written notices of appointment, which may be sent by US mail, campus mail, hand delivery, or email, will include the following:

1. the applicable appointment title;
2. appointment percentage (or range of hours);
3. effective dates;
4. salary/wages;
5. health and other applicable benefits or deductions;
6. hiring unit;
7. hiring unit contact;
8. response requirements;
9. a statement that the position is covered by the collective bargaining agreement between the parties;
10. A statement that an ASE who anticipates a need for access to all-gender restrooms, should refer to Article 20 of the BX agreement for the application process;
11. the time and place of any applicable ASE orientations;
12. the contract website address;
13. the faculty member or supervisor to whom the individual will report if known;

14. the location where the work will be performed if known;
15. the class assigned if applicable;
16. the departmental reader/tutor pay formula;
17. description of required duties (Appendix C and other relevant documents);
18. a statement that the name and department address of all ASEs are released to the UAW each term (quarter/semester), and
19. it may include estimated time for effective completion of each duty.

The University shall provide advance notice when the above referenced duties are changed significantly. Such changes will be confirmed in writing.

B. NOTIFICATION OF CHANGES

When an ASE perceives she/he may exceed the daily, weekly or term (quarter or semester) maximum number of hours in her/his appointment, she/he shall communicate this fact to her/his faculty supervisor. If an ASE is going to exceed the daily, weekly or term maximum number of hours of her/ his appointment, the University shall either:

1. Increase the ASE's appointment percentage to be consistent with the number of hours she or he will work and/or
2. Modify the ASE's work assignment such that the number of hours worked will be consistent with her or his appointment percentage and workload limits.

Any changes pursuant to Subsections C.1 and C.2 above shall be communicated to the ASE in writing.

C. FAILURE TO RESPOND

The University may consider an individual who fails to respond, as required in the notice, to have rejected the appointment.