

**ARTICLE 2
APPOINTMENT NOTIFICATION**

A. GENERAL PROVISIONS

1. A GSR appointment is established only by the issuance of a Written Notice of Appointment as provided in this article.
2. A Written Notice of Appointment is an official document which meets the requirements of Section C.
3. These requirements include satisfying work eligibility requirements for U.S. citizens and non-citizens, where applicable, and the timely submission of all documents required by the University to process a request for work authorization.
4. 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.

B. TIMING OF NOTICE

1. Written Notices of Appointment shall be issued no less than thirty (30) calendar days before the start of the appointment.
2. In cases in which positions become available less than thirty (30) calendar days before the commencement of an academic term, notification will be made as soon as possible.

C. WRITTEN NOTICE OF APPOINTMENT – Graduate Student Researchers

1. FORM AND CONTENT

Written notices of appointment shall be sent by email or other electronic systems and will include the following:

- a. the applicable appointment title,
- b. appointment percentage,
- c. effective start and end dates,
- d. salary/wages/stipend,
- e. health and other applicable benefits or deductions, including

Personal Time Off,

- f. tuition, fee, and health benefit remissions, if applicable,
- g. hiring unit,
- h. hiring unit contact,
- i. a brief statement of the required work duties,
- j. the name of the faculty member or supervisor to whom the GSR will report,
- k. the worksite,
- l. response requirements,
- m. a statement that a GSR who anticipates a need for access to all-gender restrooms and/or lactation support should refer to Article 20 -Non-Discrimination in Employment in the collective bargaining agreement for the applicable process;
- n. a statement that a GSR who needs or anticipates a need for a work-related accommodation should refer to Article 24 – Reasonable Accommodation in the collective bargaining agreement for the applicable process; The following statement on reasonable accommodation:

“Graduate Student Researchers who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment, in accordance with Article 24 - Reasonable Accommodation.”
- o. a statement that the position is covered by the collective bargaining agreement between the parties,
- p. reference to Article 4 - Childcare and a link to childcare reimbursement information and eligibility;
- q. information regarding any applicable new GSR orientations,
- r. A statement that the GSR will have an employment file and that new material may be added to it over the course of their employment, and how to access their file;
- s. a statement that the name and department address of all GSRs are released to the UAW each term (quarter/semester),
- t. a link to the UAW 2865 contract website;

u. a direct link to the UAW website containing the Membership Election Form,

2. Campuses may provide additional information in appointment letters.
3. A sample appointment letter is appended to this Agreement as Appendix D.

D. FAILURE TO RESPOND

The University may consider an individual who fails to respond, as required in the Written Notice of Appointment, to have rejected the appointment.