

## **ARTICLE 2 APPOINTMENT NOTIFICATION**

### **A. GENERAL PROVISIONS**

1. An Academic Student Employee (ASE) 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 Sections B and C below.
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.

### **B. TEACHING ASSISTANT, ASSOCIATE INSTRUCTOR, SPECIAL READER, AND TEACHING FELLOW**

1. Timing of Written Notice of Appointment
  - a. 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 by e-mail or other electronic system 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.
  - b. 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.
  - c. Should positions become available after the commencement of the academic year, written notices of appointment shall be issued no less than thirty (30) calendar days before the start of the appointment.
  - d. 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.

2. 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 (or range of hours),
- c. effective dates,
- d. salary/wages,
- e. tuition, fee, and health benefit remissions, if applicable,
- f. health and other applicable benefits or deductions,
- g. hiring unit,
- h. hiring unit contact,
- i. response requirements,
- j. a statement that the position is covered by the collective bargaining agreement between the parties,
- k. a statement that an ASE who anticipates a need for access to all-gender restrooms and/or lactation support, should refer to Article 20 of the BX agreement for the applicable process,
- l. the following statement on reasonable accommodation:  
 “Academic Student Employees 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
- m. a reference to Article 4 - Childcare and a link to childcare reimbursement information and eligibility,
- n. the time and place of any applicable new ASE orientations,
- o. a statement that the name and department address of all ASEs are released to the UAW each term (quarter/semester),
- p. a direct link to the UAW website containing the Membership Election Form,
- q. a statement that the ASE may contact the UAW for assistance, and,
- r. a statement that when an ASE has any concerns regarding the assigned workload in the ASE’s appointment, the ASE shall immediately communicate to the supervisor as required by Article 34 – Workload.

3. Supplemental Documentation

a. Timing

- i. At least thirty (30) calendar 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 SectionB.3.b.

- ii. When a position becomes available more than thirty (30) calendar days in advance of the assignment, the ASE will receive supplemental documentation (Appendix C and other relevant documents) no less than thirty (30) calendar days before the start of the assignment.
  - iii. 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.
- b. Form and Content of Supplemental Documentation
- i. 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. departmental policy on class, section and/or lab size where it exists; and
    - F. it may include estimated time for effective completion of each duty.
  - ii. The University shall provide advance notice when the above referenced duties are changed significantly. Such changes will be confirmed in writing.

### **C. READER, REMEDIAL TUTOR AND TUTOR**

#### **1. Timing of Written Notice of Appointment**

- a. When a position becomes available more than thirty (30) calendar days in advance of the assignment, the ASE will receive Written Notice of Appointment by email or other electronic systems no less than thirty (30) calendar days before the start of the assignment.
- b. In cases in which a position becomes available less than thirty (30) calendar days before the commencement of an academic term, notification will be made as soon as possible.

## 2. Form and Content

- a. Written notices of appointment shall be sent by email or other electronic systems and will include the following:
  - i. the applicable appointment title,
  - ii. appointment percentage (or range of hours),
  - iii. effective dates,
  - iv. salary/wages,
  - v. health and other applicable benefits or deductions,
  - vi. tuition, fee, and health benefit remissions, if applicable,
  - vii. hiring unit,
  - viii. hiring unit contact,
  - ix. response requirements,
  - x. a statement that the position is covered by the collective bargaining agreement between the parties,
  - xi. A statement that an ASE who anticipates a need for access to all-gender restrooms and/or lactation support, should refer to Article 20 of the BX agreement for the applicable process,
  - xii. the following statement on reasonable accommodation:

“Academic Student Employees 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.
  - xiii. a reference to Article 4 - Childcare and a link to childcare reimbursement information and eligibility,
  - xiv. the time and place of any applicable new ASE orientations,
  - xv. a direct link to the UAW website containing the Membership Election Form,
  - xvi. a statement that the ASE may contact the UAW for assistance,
  - xvii. the faculty member or supervisor to whom the individual will

report if known,

- xviii. the location where the work will be performed if known,
- xix. the class assigned if applicable,
- xx. the departmental reader/tutor pay formula,
- xxi. description of required duties (Appendix C and other relevant documents),
- xxii. a statement that the name and department address of all ASEs are released to the UAW each term (quarter/semester),
- xxiii. it may include estimated time for effective completion of each duty.
- xxiv. A statement that when an ASE has any concerns regarding the assigned workload in the ASE's appointment, the ASE shall immediately communicate to the supervisor as required by Article 34 – Workload".

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

#### **D. ADDITIONAL INFORMATION FOR WRITTEN NOTICES OF APPOINTMENT**

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

#### **E. FAILURE TO RESPOND**

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