

-WAWU'S PROPOSAL RE APPOINTMENTS

3/4/2024

Appointments

- Section 1. **Appointment Letters:** The University will provide a written appointment letter for each appointment or reappointment. The letter may be provided in electronic form.
- 1.1. Appointment letters shall be issued at least thirty (30) calendar days prior to the start of the appointment, except in exceptional situations.
 - 1.2. For appointments that are typically assigned to ESEs in specific degree programs, returning students will receive appointment letters no later than July 15th for the following academic year, except in exceptional situations.
 - 1.3. Exceptional situations are those where the position becomes available or an individual is hired less than thirty (30) calendar days before the start of the appointment. In these situations, ESEs will be notified as soon as practicable.
- Section 2. **Appointment Letter Content:** The letter offering appointment or reappointment will include the following information:
- 2.1. Job title
 - 2.2. Job % FTE for salaried employees or minimum and expected hours, which may be a range, for hourly employees
 - 2.3. Start Date
 - 2.4. Expected end Date
 - 2.5. general criteria for renewal
 - 2.6. Hiring unit and supervisor
 - 2.7. Summary of the general nature of required duties
 - 2.8. Salary/wages
 - 2.9. Applicable benefits, including health insurance if the position includes covered health insurance
 - 2.10. Health insurance contact information (if relevant)
 - 2.11. Tuition and fee waiver or exemption information (if applicable)
 - 2.12. Response requirements, if any
 - 2.13. A statement that the position is covered by this collective bargaining agreement
 - 2.14. Web address/hyperlink to the current collective bargaining agreement, and
 - 2.15. Web address/hyperlink to the Union's website.
- Section 3. **Appointment Term:** Appointments are subject to and contingent upon an ASE meeting academic requirements as determined by the University. Appointments cease at the end of a designated term and come with no guarantee of renewal.
- Section 4. **Job Descriptions**
- 4.1. The University shall provide ESEs with job descriptions, which will include:
 - 4.1.1. Minimum qualifications
 - 4.1.2. A description of the general duties of the position
 - 4.1.3. Expected hours per week, which may be a range
 - 4.2. Job Descriptions may be included in Appointment Letters, or provided

separately, at least thirty (30) days prior to the commencement of the appointment (except in the exceptional circumstances described in Section 1).

- 4.3. If the duties included in an appointment letter are changed, the new position expectations will be provided to the ESE in writing as soon as practicable.