

Article 11: Appointment, ~~and Reappointment Notifications~~ and Job Descriptions

~~Section 1:~~

11.1 Appointment Notifications

11.1.1 Offers of 50% FTE appointment and reappointment for assistantship positions that are not open ~~hire~~ recruitment will be for one full academic year (Fall and ~~or~~ Spring) or longer. An offer may be as short as one full semester if funding is not available for the full academic year.

11.1.2 The University shall provide a written letter or email offering an individual an appointment or reappointment.

11.1.3 Incoming ~~students~~ ASEs shall be notified of their assistantship appointments no later than April 1st and will have until April 15th to respond to the offer, except for later-admitted ASEs or in exceptional situations as outlined in 11.2.

11.1.4 Continuing students will be notified of their reappointment to an assistantship at least ninety (90) days in advance of the start of the appointment and will be permitted two (2) weeks to respond to an offered position except in exceptional situations as outlined in Section 3-11.2.

~~whose appointments begin in Fall Semester shall be notified of their reappointment no later than April 1st and will have until April 15th to respond to the offer, except in exceptional situations as outlined in Section 3-11.2.~~

~~Students whose appointments begin in any other semester shall be notified at least 30 days prior to the beginning of the work assignment and will have two weeks to respond to the offer, except in exceptional situations as outlined in Section 3.~~

11.2 Exceptional Situations

Exceptional situations, for purposes of this Article, are those situations in which the appointment cannot be filled by the notification deadline, or those situations in which an appointment has been filled but vacated due to an unforeseeable circumstance. In exceptional situations, students will be notified of their appointments as soon as practicable. When circumstances require a shorter response time to an offer (e.g. a new section that becomes available for a teaching assistant position shortly before classes begin; a new grant position becomes available), the ASE will be given as much time to respond as practicable. If an ASE is hired later than anticipated (e.g. an ASE is hired to fill a role after another ASE quits), their compensation will not reflect time before their hire. If an ASE is reassigned to another position, compensation of a reassigned ASE's accepted appointment will not be reduced, as provided in Article 16 (Layoff) in this Agreement.

~~Section 4:~~

~~Applicants who are not initially offered appointment or reappointment, but who are placed on an alternate list, will be provided a written notice of their status as alternate candidates in accordance with the notification deadlines in Section 2.~~

Section 5:**11.3 The letter offering appointment or reappointment will include the following information:**

- Appointment title (if known)
- Appointment % FTE (when applicable) or expected hours for hourly employees
- Effective dates and duration of appointment (when applicable)
- Hiring unit
- Hiring unit contact
- ~~A s~~Summary of the general nature of required duties
- Salary/wages
- Health and other applicable benefits
- ~~WSU Human Resource Office and h~~WSU Human Resources Office and health insurance contact information
- Costs of tuition or fees ~~that are~~ required as a condition of employment if any
- Tuition and fee waiver or exemption information
- Response requirements, if any
- A statement that the position is covered by this collective bargaining agreement
- Website address to the current collective bargaining agreement
- The University shall include in all ASE appointment letters a link to the Union's website.

Section 6. Job Description:

~~11.4 At least three weeks prior to the commencement of each semester,~~ At least two weeks prior to the commencement of each semester, ASEs will be given a job description (or changes to a job description). For exceptional circumstances as described in section 11.2, ASES will be given a job description as soon as practicable, but no later than the first day of the work assignment or reassignment. the University shall provide ASEs with documentation that will set forth the ~~specific~~ duties of the appointment for that semester, including

1. ~~a~~Assigned course, lab, or research project (if applicable);
2. ~~t~~The faculty member or supervisor to whom the ASE will report;
3. ~~p~~Procedures used for evaluation (if any);
4. ~~e~~Course meeting times and location (if applicable);
5. ~~t~~The approximate maximum number of students for which the ASE will be responsible (if applicable);
6. ~~o~~Office hours (if applicable);
7. ~~t~~Training programs (if applicable);
8. ~~w~~Work location, ~~the curricular purpose of the assignment (if applicable),~~ and
9. ~~a~~A statement encouraging ASEs and supervisors to discuss ~~time estimates for the specific duties of the assignment.~~ job related duties and time commitments associated with assigned duties.

For items 2, 4, 5, and 6, planned or estimated information will be provided with the other

items of section 11.2. However, if these items change, updated information will be provided to the ASE.

In the case of an ASE whose job description is not expected to change for at least a year, the documentation may be provided once at the beginning of the appointment, and thereafter when duties change. Notification of updated duties will take place no later than the first day of the work assignment or reassignment. ~~In exceptional situations, ASEs will be given a job description (or changes to a job description) as soon as practicable, but no later than the first day of the work assignment or reassignment.~~