

2023-08-31 Tentative Agreement

ARTICLE _ – ASSIGNMENT NOTIFICATION AND REASSIGNMENT

Section 1. Written Notice of Assignment

Every new assignment of a GSE shall be made by the University in writing and outline the basic terms and conditions of the assignment to the extent known at that time. The assignment terms in the provided notice will be maintained for the term of the assignment, unless the GSE's employment is terminated pursuant to the provisions of Article ____ of this Agreement or the assignment is canceled.

Section 2. Assignment Timelines

The University shall send a written notice of assignment at least two (2) weeks before the assignment begins if possible. If the GSE is assigned as a Graduate Student Lecturer, written notice of assignment shall be provided at least one (1) month before the assignment begins. It is understood by both parties that in certain circumstances (such as where outside funding is involved or course registration is insufficient or unknown) some assignments cannot be finalized under this timetable, but the University will endeavor in good faith to provide as much information as is possible within the prescribed timeline. The GSE will have the opportunity to review and accept or decline the position. If the GSE chooses to decline the position, it is understood that there may not be an alternative position available.

Section 3. Content of Assignment Notice

The notice of assignment shall include the following information where applicable:

- (A) Assignment title(s);
- (B) Effective starting date of the assignment and, if known, the termination date for the assignment;
- (C) Employment unit (e.g., department, institute, center, College, Division, etc.);
- (D) The faculty member(s) and/or supervisor(s) to whom the GSE will report, along with their contact information;
- (E) For teaching assignments, the name of the course, and the expected number of students in the course or section;
- (F) A brief description of required duties;
- (G) Any mandatory employment meetings known at the time of the assignment notice;
- (H) Work location, including building and room, if already known, except for teaching locations, which are set by the Registrar and available when the Registrar finalizes them;
- (I) Estimated hours per week, schedule, course and section meeting times and locations (if known), and any known or estimated deadlines if applicable;
- (J) Type of pay for tax purposes (e.g., RA/TA vs Internal Fellowship are different for tax purposes)
- (K) Amount of compensation or hourly pay rate;
- (L) Payment schedule

- (M) Response requirements, if any;
- (N) A statement that the position is covered by this Agreement;
- (O) A copy of or hyperlink to this Agreement;
- (P) Union mailing address, phone number, and website address;
- (Q) A FERPA Communication and FERPA Release Form as set forth in Article ____ of this Agreement.

If any of the above information is not known at the time notification is sent, the GSE will be informed as soon as is reasonable under the circumstances, or the information will be made available in an accessible way to all affected parties (such as mentioned in above regarding classroom locations).

Section 4. Reassignment Procedure

All language in Sections 1 through 3 applies only to new assignments. In cases where the assignment does not have a termination date at the outset, should the University choose not to continue employing the GSE, notice shall be given as early as possible.