

WWU'S PROPOSAL RE APPOINTMENT NOTIFICATION

4/1/2024

Appointment Notification

- Section 1. Offer Letters: For graduate ESE appointments that are assigned in the context of admission to a degree program, hiring units should make every reasonable effort to issue offer letters to new students two (2) weeks before their program acceptance deadline. Additional appointments may be offered to accepted students if they become available. For returning graduate students, hiring units should make every reasonable effort to issue offer letters no later than May 15th for the following academic year unless the position becomes available after that date, in which case the offer letter will be issued as soon as practicable. Offer letters shall include the following information:
- 1.1. Job % FTE
 - 1.2. Start Date
 - 1.3. End Date
 - 1.4. Any other information included in the Appointment Letter (listed in Section 3) that is known at the time.
- Section 2. **Appointment Letters:** The University will provide a written appointment letter to confirm each appointment or reappointment. The letter may be provided in electronic form. Hiring units shall issue appointment or reappointment letters as soon as reasonably practicable after appointment decisions are made.
- Section 3. **Appointment Letter Content:** The letter confirming appointment or reappointment will include the following information:
- 3.1. Job title
 - 3.2. Job % FTE for salaried employees or minimum and expected hours, which may be a limited range, for hourly employees
 - 3.3. Start Date
 - 3.4. End Date
 - 3.5. Whether there is a possibility of appointment extension or renewal, and general criteria for renewal
 - 3.6. Hiring unit and supervisor
 - 3.7. Summary of the general nature of required duties
 - 3.8. Trainings (if applicable)
 - 3.9. Work location, including, if applicable, policies relating to in person or remote requirements
 - 3.10. If applicable and known, assigned course, lab, or research project
 - 3.11. Salary/wages
 - 3.12. Applicable benefits, including health insurance if the position includes covered health insurance
 - 3.13. Health insurance contact information (if relevant)
 - 3.14. Tuition and fee waiver or exemption information (if applicable)
 - 3.15. Response requirements, if any
 - 3.16. A statement that the position is covered by this collective bargaining agreement
 - 3.17. Web address/hyperlink to the current collective bargaining agreement, and

3.18. Web address/hyperlink to the Union's website.

Section 4. **Appointment Term:** Appointments are subject to and contingent upon an ESE meeting academic requirements as determined by the University. Appointments cease at the end of a designated term and come with no guarantee of renewal. Where appointments have the possibility of extension or re-hire as indicated in the Appointment Letter, ESEs will be informed at the earliest feasible date of the timeline for re-hire or reappointment decisions and any required process steps.

Section 5. **Job Descriptions**

5.1. The University shall provide ESEs with job descriptions, which will include:

- 5.1.1. Minimum qualifications
- 5.1.2. A description of the general duties of the position
- 5.1.3. Expected hours per week, which may be a limited range
- 5.1.4. Minimum rate for wages / salary

5.2. Job Descriptions Appointment Letters, provided separately or posted on an accessible website. Job descriptions will be made available at least thirty (30) days prior to the commencement of the appointment except in situations where the position becomes available or an individual is hired less than thirty (30) calendar days before the start of the appointment, in which case the job description will be made available as soon as practicable.

5.3. 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.