

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 positions that are not open hire recruitment will be for one full academic year (Fall 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 shall be notified of their appointments no later than April 1st and will have until April 15th to respond to the offer, except in exceptional situations as outlined in 11.2.

11.1.4 Continuing students 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.

11.1.5 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 and will generally be permitted two (2) weeks to respond to an offered position. These situations shall not result in a reduction in the compensation of a reassigned ASE's accepted appointment, 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 summary of the general nature of required duties
- Salary/wages
- Health and other applicable benefits
- WSU Human Resource 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, the University shall provide ASEs with documentation that will set forth the specific duties of the appointment for that semester, including

- a Assigned course, lab, or research project (if applicable);
- t The faculty member or supervisor to whom the ASE will report;
- p Procedures used for evaluation (if any);
- e Course meeting times and location (if applicable);
- t The maximum number of students for which the ASE will be responsible (if applicable);
- o Office hours (if applicable);
- t Training programs (if applicable);
- w Work location, the curricular purpose of the assignment (if applicable); and
- 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.

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. 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.