

WWU'S PROPOSAL RE APPOINTMENTS

3/25/2024

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. Hiring units shall issue appointment letters as soon as appointment decisions are made.
- 1.1. For appointments that are assigned in the context of degree programs, hiring units should make every effort possible to issue appointment letters prior to March 15th, or, in the case of new applicants, 2 weeks before the program acceptance deadline.
- 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. End Date
 - 2.5. Whether or not there is a possibility of appointment extension or renewal, and general criteria for renewal
 - 2.6.
 - 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 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
- Section 4. **Job Descriptions**
- 4.1. The University shall provide ESEs with job descriptions, which will include:
 - 4.1.1.
 - 4.1.2. A description of the 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.