

Appointment Letters and Job Descriptions

- Section 1. **Appointment Letters:** The University shall electronically provide an Appointment Letter for each appointment or reappointment.
- 1.1. This letter shall be issued at least 30 days prior to the start of the appointment, except in exceptional situations. Exceptional situations are those where the position becomes available or an individual becomes hired less than 30 days before the start of the appointment. In these situations, ESEs will be notified as soon as possible.
 - 1.2. For appointments that are typically assigned to ESEs in specific degree programs or made in the context of admission to a degree program:
 - 1.2.1. For these positions, appointment letters shall specify all quarters in the academic year in which the ESE will be appointed.
 - 1.2.2. For appointments made as part of the process of admission to a program, the department shall issue Appointment Letters to ESEs no later than two weeks prior to their program acceptance deadline.
 - 1.2.3. For returning students, the department shall issue Appointment Letters to ESEs no later than March 15th for all quarters in the following academic year when they will be assigned appointments.
- 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 for hourly employees
 - 2.3. Start Date
 - 2.4. End Date
 - 2.5. Possibility of appointment extension or re-hire, including conditions and processes
 - 2.6. Hiring unit
 - 2.7. Summary of the general nature of required duties
 - 2.8. Salary/wages
 - 2.9. Health and other applicable benefits
 - 2.10. Health insurance contact information
 - 2.11. Tuition and fee waiver or exemption information
 - 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. **Non Renewal:** Where appointments have the possibility of extension or re-hire as indicated in the Appointment Letter, ESEs whose appointments are not extended or re-hired shall receive a notice of non-renewal 60 days prior to the end of their appointment.
- Section 4. **Job Descriptions**
- 4.1. The University shall provide ESEs with Job Descriptions, which must include:
 - 4.1.1. Documentation that sets forth the specific duties of the appointment

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- 4.1.2. All supervisors to whom the ESE will report
- 4.1.3. Expected hours per week
- 4.1.4. Procedures used for evaluation (if any)
- 4.1.5. Meeting times and locations (if applicable)
- 4.1.6. The maximum number of students for whom the ESE will be responsible (if applicable)
- 4.1.7. Trainings (if applicable)
- 4.1.8. Work location, including, if applicable, policies relating to in person or remote requirements
- 4.1.9. Assigned course, lab, or research project (if applicable)
- 4.2. Job Descriptions may be included in Appointment Letters, or sent out separately, at least 30 days prior to the commencement of the appointment (except in the exceptional circumstances described in Section 1).
- 4.3. If the duties of an appointment are subject to change, new Job Descriptions will be sent out at least 30 days prior to the change. In exceptional changes of the Job Description (as described in Section 1) the ESE will be provided with a Job Description as soon as possible.