

ARTICLE __
APPOINTMENTS

Section 1. For stipend/salaried positions, the University shall provide appointment letters for appointments no later than sixty (60) days in advance of the start of their appointment start date; however, in circumstances when advance notice is not reasonable, the University will provide appointment letters as soon as is practical. Such letters shall include key terms of the appointment, including but not limited to:

- a. title of appointment;
- b. compensation;
- c. start and end dates;
- d. a brief description of the expected job responsibilities;
- e. assigned course, lab, research project;
- f. expected ~~work schedule~~ and number of hours per week;
- g. work location;
- h. course meeting times and location, if applicable;
- i. supervisor;
- j. reference to source of information on health and other applicable benefits;
- k. tuition and fee waiver or remission information, if relevant;
- l. response requirements, if any;
- m. a statement that the position is covered by this collective bargaining agreement;
- n. a web address provided by the Union for WPI-GWU-UAW contact information, informational materials, and membership card;
- o. as well as any other information deemed relevant by the University that pertains to the terms and conditions as may be established by the Department or Program.

If any of the information is not known at the time the appointment letter is sent, the GW will be informed of such information when it becomes available.

All offers of appointment or reappointment to a stipend/salaried GW position shall be for a minimum duration of nine (9) or twelve (12) months as appropriate, and hourly GWs shall be for a minimum duration of one term.

Notwithstanding the foregoing, appointments of less than ~~nine or~~ twelve months for stipend/salaried positions and one term for hourly positions may be offered ~~, by agreement of the parties,~~ to account for funding opportunities that were not available for the entirety of the minimum appointment duration, replacement for a vacancy by another GW, late arrival onto campus, visa securement complications, or other reasons that would have prevented the appointment of the GW at the outset of the semester.

GWs shall be given at least seven (7) days to review their appointment letter, including any revisions to the appointment letter, and raise concerns.

Section 2. The parties recognize appointments for an academic year or longer are generally in the mutual interest of the University and the GW. Hiring units are encouraged to offer one academic year or twelve month appointments when practical.

[Section 3. The parties acknowledge their mutual interest in allowing GWs the opportunity to express assignment preferences prior to the University making assignment decisions. The University encourages all departments or programs to offer such opportunities. Nothing precludes a GW from expressing assignment preferences.](#)

Section 4. No GW shall be required to perform a service that is entirely personal in nature for the benefit of any other University employee.

Section 5. ESL language training will be provided without charge for TAs and RAs who are deemed to require this training.