

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 extenuating circumstances when advance notice is not possible, the University will provide appointment letters at the time of appointment offer and no later than the commencement of work. For hourly appointments, the University shall provide appointment letters at the time of offer, and no later than the commencement of work. ~~For hourly appointments, the University shall provide appointment letters at the time of offer, and no later than the commencement of work.~~ 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 the following information is not available at the time of offer and appointment letter is sent, the University shall provide the information as soon as possible and no later than the commencement of work:

- a. work location
- b. course meeting times and location, if applicable

~~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, no later than 30 calendar days prior to their appointment start date for salaried RA and no later than 30 days prior to the start of each term for any teaching position.~~

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

as appropriate (e.g. 9 months of teaching plus 3 months of research). For stipend/salaried teaching position, the twelve (12) months may be split between salaried teaching and research positions as appropriate (e.g. e., 9 months of teaching plus 3 months of research).
Stipend/salaried GWs may request that the length of their appointment be shortened to less than twelve (12) months for reasons including but not limited to external work opportunities (e.g. summer internships) at any time before or during such appointment; such requests shall not be unreasonably denied.

Notwithstanding the foregoing, appointments of less than ~~nine or nine or~~ twelve months for stipend/salaried positions and one term for hourly positions may be offered, with advance notice to the GW and the Union, 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 or RAs TAs and RAs~~ GWs who are deemed to require this training.