

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. 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 two weeks sevenfourteenfive (7 145) calendar days prior to the start of each term for TAs and no later than the commencement of work for all other salaried GWs:

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

In unusual/exigent circumstances, i.e., medical leave of another employee, course assignments may need to change before the start of a term or during a term.

Section 2. When practicable, the University shall offer year-long appointments. All offers of appointment or reappointment to a stipend/salaried TA or RA position shall be for a minimum duration of nine (9) or twelve (12) months. Hourly GWs shall be for a minimum duration of one term. Opportunities for summer appointments will be determined as early as possible, and information about known opportunities will be made available not later than the start of C term. Additional opportunities for summer appointments may also become available after the start of C term.

~~who are not on 12-month appointment are eligible to be summer appointments positions. The University shall notify GWs of summer appointments as early as possible and no later than the start of C term.~~

~~If by the start of A term of each year the department/program head cannot definitively notify graduate students of whether or not they will be funded for the summer, the department/program head will advise, in writing, each currently enrolled graduate student of the department/program's expectations about that student's appointment for the summer semester. Such notification will indicate the department/program head's best judgment about whether the graduate student is likely to be funded, may be funded, or is not likely to be funded. An updated indication of the department/program head's expectations about which of these three categories a graduate student is in will be sent to each graduate student fourteen days prior to the start of C term. These notices shall be issued in good faith.~~

~~Faculty PIs and/or department heads, as appropriate, are encouraged to notify salaried GWs of summer semester funding at the beginning of A term or as soon as information about funding for summer employment opportunities is known. Not later than the start of C term, PIs and/or department heads will inform salaried GWs of the availability of summer semester funding.~~

~~If a new funding opportunity arises after the start of C term, the University shall offer a GW summer appointment as soon as possible.~~

Notwithstanding the foregoing, appointments of less than 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 32. 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 43. 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 54. No GW shall be required to perform a service that is entirely personal in nature for the benefit of any other University employee.

Section 65. For hourly appointments, the University shall provide appointment letters at the time of offer, and no later than the commencement of work which will include:

- a. title,
- b. department,
- c. supervisor,
- d. hourly rate,
- e. expected number of hours per week,
- f. start and end dates,
- g. a statement that position is covered by collective bargaining agreement, and
- h. a web address provided by the Union for WPI-GWU-UAW contact information, informational materials and membership card.

Supervisors shall [email and/or](#) meet with the GW prior to, [or not later than the day of](#), the commencement of work to discuss the following, including but not limited to: expected job responsibilities; assigned course, lab, research project; work location, [applicable benefits](#)~~reference to source of information on health and other applicable benefits, tuition and fee waiver or remission, if relevant;~~ and other information deemed relevant by the University.

Section 75. ESL language training will be provided without charge for GWs who are deemed to require this training to effectively perform their work.