

**Article 2**  
**APPOINTMENT NOTIFICATION**

**A. WRITTEN NOTIFICATION**

**1. Teaching Assistant, Associate In, Special Reader, Acting Instructor – Graduate Student and Teaching Fellow**

- a. In the Spring quarter or as soon as practicable after hiring decisions are made, the University shall provide a written notice of appointment (e.g., letter or e-mail) to individuals offered an ASE appointment.
- b. The notice will include the applicable appointment title, appointment percentage (or range of hours), effective dates, salary/wages, health and other applicable benefits or deductions, hiring unit, hiring unit contact, response requirements if any, a statement that the position is covered by the collective bargaining agreement between the parties, the time and place of any applicable ASE orientations, and the contract website address.
- c. Additionally, the notice shall state that the name and department address of all ASEs are released to the UAW each term (quarter/semester).
- d. Should positions become available after the commencement of the academic year, ASEs shall be offered such positions no less than thirty (30) days before the start of the appointment. In cases in which positions become available less than thirty (30) days before the commencement of an academic term, notification will be made as soon as possible.

**2. Reader, Remedial Tutor and Tutor**

- a. When a position becomes available more than thirty (30) days in advance of the assignment, the ASE will receive written notification of the appointment (e.g., letter or email) no less than thirty (30) days before the start of the assignment. In cases in which a position becomes available less than thirty (30) days before the commencement of an academic term, notification will be made as soon as possible.
- b. The notice will include the applicable appointment title, appointment percentage (or range of hours), effective dates, salary/wages, health and other applicable benefits or deductions, hiring unit, hiring unit contact, response requirements if any, a statement that the position is covered by the collective bargaining agreement between the parties, the time and place of any applicable ASE orientations, and the contract website address. The notice shall also include the following: faculty member or supervisor to whom the individual will report if known; the location where the work will be performed if known; the class assigned if applicable; the departmental reader/tutor pay formula; description of required duties (Appendix C and other relevant documents); and it may include estimated time for effective completion of each duty. The University shall provide advance notice when the above referenced duties are changed

significantly. Such changes will be confirmed in writing.

- c. Additionally, the notice shall state that the name and department address of all ASEs are released to the UAW each term (quarter/semester).

## **B. SUPPLEMENTAL DOCUMENTATION**

At least thirty (30) days prior to the beginning of the term, the University will provide to Teaching Assistants, Associates In, Special Readers and Teaching Fellows a description of required duties (Appendix C and other relevant documents) which will set forth the following: faculty member or supervisor to whom the individual will report; the location where the work will be performed if known; the class assigned if applicable; description of the required duties; departmental policy on class, section and/or lab size where it exists; and it may include estimated time for effective completion of each duty. The University shall provide advance notice when the above referenced duties are changed significantly. Such changes will be confirmed in writing.

When a position becomes available more than thirty (30) days in advance of the assignment, the ASE will receive supplemental documentation (Appendix C and other relevant documents) no less than thirty (30) days before the start of the assignment. In cases in which a position becomes available less than thirty (30) days before the commencement of an academic term, supplemental documentation (Appendix C and other relevant documents) will be provided as soon as possible.

## **C. NOTIFICATION OF CHANGES**

When an ASE perceives she/he may exceed the daily, weekly or term (quarter or semester) maximum number of hours in her/his appointment, she/he shall communicate this fact to her/his faculty supervisor. If an ASE is going to exceed the daily, weekly or term maximum number of hours of her/ his appointment, the University shall either:

1. Increase the ASE's appointment percentage to be consistent with the number of hours she or he will work and/or
2. Modify the ASE's work assignment such that the number of hours worked will be consistent with her or his appointment percentage and workload limits.

Any changes pursuant to Subsections C.1 and C.2 above shall be communicated to the ASE in writing.

## **D. FAILURE TO RESPOND**

The University may consider an individual who fails to respond, as required in the notice, to have rejected the appointment.