

**Article 22  
POSTING**

**A. CAMPUS WIDE POSTING OF APPOINTMENT OPPORTUNITIES**

By March 15<sup>th</sup> of each year, the University shall begin posting information regarding ASE appointment opportunities for the following academic year on the campus website. Sixty (60) days before the commencement of each academic year, departments and hiring units shall post on the website available positions within the department for that year. Should new positions become available, they shall be posted within fourteen (14) days. The website shall contain the following information:

1. The projected number of available ASE positions by department/hiring unit that the University anticipates for the following academic year. This projection is not a guarantee of the actual number of ASE positions that will be available or filled;
2. An employment non-discrimination statement;
3. A general description of the duties performed by each of the classifications covered by the agreement;
4. The "minimum qualifications" by classification as established by and at the sole discretion of the University;
5. A statement indicating that exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University; and
6. The application procedures or hiring unit contact person for ASE positions.

**B. POSTING AT THE DEPARTMENT LEVEL**

Nothing in this article or in this agreement shall prevent departments or other campus hiring units from providing additional information regarding ASE employment opportunities on bulletin boards or other web sites. For those departments and hiring units that have formal written guidelines regarding hiring for and allocations of ASE positions, the guidelines will be posted. Changes in written guidelines shall be posted prior to implementation.

**C. SYSTEM-WIDE POSTING**

By October 1st of each year, the University will post the following information about courses where ASEs were employed in the previous academic year:

- a. Campus
- b. Course title
- c. Course number
- d. Brief description of the course
- e. Number of sections attached to the course
- f. Student enrollment for each section
- g. Number of TAs, by title, attached to each lecture, discussion, lab, seminar, etc.

**D. ENROLLMENT REPORT**

Each campus shall provide its yearly report on non-unit bearing course information (includes enrollment information for each lecture, discussion, lab, seminar, etc.) to the UAW in electronic format by October 1st of each year.