ARTICLE 16. NOTICES OF APPOINTMENT

Appointments

Section 1. Notification of Appointment. The Office of the Provost shall provide a bargaining unit faculty member to be appointed to a position subject to this Agreement with written notification of the appointment as soon as practicable. Notice by any other means is not valid notice and does not cause the formation of an agreement between the University and the bargaining unit faculty member. Oral promises regarding terms and conditions of employment and representations made in writing by persons other than the Office of the Provost are not binding upon the University. Written offers regarding terms and conditions of employment made by the Office of the Provost or designees, including Deans and Department Heads, are binding upon the University. The notice of appointment, which may be provided electronically such as by email or link to a website, shall include, but need not be limited to, the following:

a. Effective date of appointment;

b. Classification, category, and rank;

c. Department and title;

d. Duration of appointment, defined work periods (nine-month faculty, twelve-month, etc.) and/or if appointment is contingent on funding;

e. Tenure status, including the nature of any restrictions on eligibility for tenure and any credit for prior service; or

f. Career status, including the nature of any restrictions on eligibility for promotion and any credit for prior service;

g. Salary;

h. FTE;

i. Other requirements of employment.

Section 2. Since a potential bargaining unit faculty member who is offered a position at the
university has the right to negotiate a starting package, Human Resources will maintain a website outlining the elements of a starting package that are traditionally negotiated by incoming hires, including but not limited to:

- Relocation expenses, including offsets for tax obligations
- Salary
- Research funding
- Additional Academic Support Account funds
- Stipends related to endowed chairs
- Graduate Employee Support
- Office or lab space
- Office or lab equipment
- Partner hire
- Credit for prior service and research
- Course load/releases

Section 2. Reporting Site. Bargaining unit faculty members will be assigned a primary reporting site at the time of hire. Bargaining unit faculty members may be required to move, relocate, travel, or work at multiple reporting sites:

i. With reasonable notice if required by their job duties as stated in their initial hiring materials; or,

ii. By mutual agreement; or,

iii. With at least 12 months' notice of a change. Such changes may not be arbitrary or capricious.

Bargaining unit faculty members shall receive relocation and/or travel expenses consistent with university policy.

Section 3. The University will provide a bargaining unit member with written information concerning duties, responsibilities, and institutional expectations. The University shall provide such written information, which may be provided electronically such as by email or link to a website, within a reasonable time of the notice of appointment or reappointment and whenever significant changes occur. The written information shall include:

- Professional responsibilities (see Article 17)
Section 4. Joint and Multiple Appointments. A joint appointment is one appointment with the same classification and rank that spans two or more units. A multiple appointment describes when a bargaining unit faculty member has separate appointments in two or more units. Joint or multiple appointments may not exceed 1.0 FTE in total and are subject to the following:

a. Joint or multiple appointments for Career and Tenure-Track and Tenured bargaining unit faculty members require a memorandum of understanding (MOU) to be completed at the time of hire or additional appointment. MOUs are not valid unless approved in writing by the bargaining unit faculty member, the hiring departments, and the Office of the Provost.

i. Tenure-Track and Tenured MOUs must specify expectations for promotion and tenure review and identify how reviews and the tenure and promotion process will be handled among the units.

ii. Career MOUs must specify expectations for promotion review and identify how reviews and the promotion process will be handled among the units.

b. Career joint or multiple appointments where the second appointment or assignment is shorter than one year and less than 0.3 FTE (annualized) may forgo the MOU process and may be extended for one additional year without an MOU. Any subsequent joint or multiple appointments within a six-year period require an MOU.

c. Limited Duration faculty may hold joint or multiple appointments.

Aggregate appointments across two or more departments that total 0.50 FTE or above will receive benefits.

Section 5. Summer Session. There will not be notices of appointment associated with Summer Session instructional appointments. The provisions of Summer Session appointments will be communicated in writing or email in accordance with Article 18.

Tenure-Track and Tenured Appointments

Section 6. The initial appointment in the Tenure-Track and Tenured classification will usually be to the rank of assistant professor, without tenure, and for a period of three years unless the University and the bargaining unit faculty member agree to a shorter duration. At the time of hire, the University and the bargaining unit faculty member may agree upon credit toward tenure for prior service, specific review timelines, and relevant review period windows or materials. The timeline for tenure consideration for those granted credit will be six years less any credit granted. Such agreement will be documented in the initial appointment. The University and the bargaining unit faculty member may agree to reduce or forgo the credit for
prior service. Such agreement will be documented in a revised notice of appointment.

Section 7. If an appointment of a full-time, tenure-track bargaining unit member is not to be renewed for reasons other than for just cause (Article 24) or program elimination or reduction (Article 25), notice of nonrenewal shall be given in writing as follows: during the first annual appointment, by March 15 for those whose contracts expire on or about June 15, or at least three months’ notice given prior to expiration of the appointment, whichever is longer; during the second year of service, by December 15 for those whose contracts expire on or about June 15, or at least six months’ notice given before expiration of the appointment, whichever is longer; in the third and subsequent years of service, at least 12 months’ notice, which may be given at any time.

Career Appointments

Section 8. Career Faculty FTE. Career faculty will be assigned a base FTE at the time of hire. Permanent changes to that FTE for instructional Career faculty (including librarians) are only allowed by mutual written agreement between the bargaining unit faculty member and the Office of the Provost or Dean. Changes in base FTE for research Career faculty are allowed by mutual agreement or with 30 days’ notice for any reason.

Instructional career faculty members may agree to temporary changes in their base annualized FTE. If an instructional Career faculty member’s actual FTE exceeds their base annualized FTE for at least three years over any five-year period, either:

a. the instructional Career faculty member’s base annualized FTE will be permanently increased to a mutually agreed upon amount no less than the average of their FTE over the previous five years, or
b. the instructional Career faculty member’s FTE cannot be temporarily increased again.

This section only applies to annualized FTE assignments up to 1.0 during the regular academic year. FTE considerations for Career positions designated as funding-contingent are in Section 18 below.

Section 9. The University supports and encourages, where feasible and appropriate, the creation of Career faculty appointments at 0.50 FTE or above. The University may not make Career faculty appointments at an FTE level of below 0.50 FTE to preclude providing benefits.

Section 10. Career Faculty Expectation of Employment. Bargaining unit faculty members with an appointment in the Career classification (Career faculty) will be hired with the expectation of continued employment, except where specified in Section 18. Their employment may only be terminated for cause (Article 24), through a program reduction or elimination (Article 25), or through layoff (Article 16).

Section 11. Career Faculty Layoff Notification. Career faculty members can be laid off from their position at any time with appropriate notice.
Career faculty members who are in their first year of employment will have a notice period of at least 30 days before being laid off.

Career faculty members who are in their second and subsequent years of employment, but have not achieved promotion, will have a notice period of at least 90 days before being laid off.

Career faculty members hired at a promoted rank will have a notice period of at least 90 days before being laid off. They will have a notice period of at least 365 days before being laid off once they have successfully completed a promotion in rank review or successfully completed a continuous employment review at the University.

Career faculty members who have achieved promotion will have a notice period of at least 365 days before being laid off.

Career faculty members who have been hired at higher ranks will be granted the notice period that corresponds to such rank.

Notice periods for Career positions designated as funding-contingent are in Section 18 below.

Section 12. Career Faculty Layoff Rationale. The University may lay off a Career faculty member in their first year of employment for any reason.

The University may lay off a Career faculty member in their second and subsequent years of employment for the following reasons:

- a. Failure to meet the standards of excellence at a major research university, as determined through the procedures developed in accordance with Article 19; or
- b. Inadequate resources within the unit or department to continue funding the bargaining unit faculty member’s position; or
- c. Programmatic or pedagogical reasons, including but not limited to reasons under Article 3, Section 1, and departmental adjustments necessary to accommodate graduate students; or
- d. Replacement of the laid off position(s) with a Tenure-related position.

The University shall provide a written statement documenting the reason for the layoff at the time of notice.

It is acknowledged that in the layoff decisions pursuant to this Section, subsection (a), (c), and (d) rely on the University’s exercise of academic judgment. Decisions made on the basis of inadequate resources as described in (b) may or may not rely on academic judgment.

Layoff rationale for Career positions designated as funding-contingent are in Section 18 below.

Section 13. In situations where more than one Career faculty member could be laid off under Section 12 to address financial, pedagogical or programmatic needs, or to replace a position with Tenure-related position, layoffs should be based on the functions and skills required to perform necessary work. If more than one Career faculty member has the functions and skills to perform
necessary work, layoffs shall follow earned seniority at the institution, followed by consideration of rank (Pre-promotion first, then Senior I, then Senior II). The order of layoffs may also take into consideration the equity goals of the university.

Grievances related to lay off decisions can be pursued exclusively through Article 23, Section 11.

**Section 14.** On or before July 1 of each year, the University will send a report to the Union detailing the layoffs for the preceding year. The report will list the department and stated reason the faculty member was laid off.

**Section 15.** Career faculty who are laid off under this Article will be provided with career transition resources and information on subscribing to position announcements at the university.

**Limited Duration Appointments**

**Section 16. Limited Duration Appointments.** Appointment or reappointment duration for bargaining unit faculty members in the Pro Tem, Visiting, Retired, Postdoctoral Scholar, Postbaccalaureate Scholar, or Acting classifications is at the discretion of the University, in compliance with the provisions of this Agreement. Their employment expires in accordance with its terms and no notice is required.

**Section 17.** The duration of the appointment for a Postdoctoral or Postbaccalaureate Scholar and the provisions for appointment, renewal, or nonrenewal will be specified at the time of hire and included in the written notification of appointment.

**Section 18.** Limited duration faculty whose employment will not be renewed will be provided with career transition resources and information on subscribing to position announcements at the university.

**Funding-Contingent Appointments (Career and Limited Duration)**

**Section 18.** Appointments in the Career and Limited Duration classifications shall be designated as funding-contingent in their notice of appointment under Section 1.d. if they are fully or partially:

i. Funded by sources other than general funds (e.g., gifts, grants, contracts, awards, sponsored projects, service center or core facility revenue, income, auxiliaries, cooperative agreements, etc.); or,

ii. Temporarily supported on general funds (e.g., one-time, startup, seed funding, bridge-funding, sabbatical, etc.); or,

iii. Appointed to programs, projects, or activities that are temporary, short-term, or self-supporting.

Notwithstanding the terms set above, Career appointments designated as funding-contingent have an expectation of continued employment for as long as funding for the position is known...
to be available. A funding-contingent appointment can be terminated due to lack of funding, changing programmatic needs, or poor performance by the bargaining unit faculty member holding the appointment, subject to the notice requirements below.

Bargaining unit faculty members with funding-contingent appointments who have achieved promotion shall receive at least 30 days’ notice before being laid off. Funding-contingent Career faculty members who are in their second or subsequent years of employment, but who have not achieved promotion will have a notice period of at least 30 days before being laid off. Funding-contingent faculty members who are in their first year of employment are not subject to notice before being laid off (although at least 30 days’ notice is encouraged).

Before terminating a funding-contingent appointment for a bargaining unit faculty member’s poor performance, the University must meet with the bargaining unit faculty member to discuss the poor performance and provide the bargaining unit faculty member with written instructions and a timeline to remedy the poor performance.

Changes in FTE for funding-contingent faculty are allowed by mutual agreement or change in funding, programmatic need, or performance.