

APPOINTMENTS

Section 1. Eligibility. To qualify for student employment, undergraduate students must be enrolled in at least eight (8) credits/term, and graduate students must be enrolled in at least five (5) credits/term. Students may take one term off from school each year and maintain eligibility for student employment. Summer term is considered a term. This section does not apply to Resident Assistants.

Section 2. Reappointment. Unless otherwise specified, all employee appointments will conclude at the end of the academic year. Supervisors may reappoint employees without requiring employees to reapply. When there is a possibility for an extension, supervisors will notify employees as soon as is practicable.

When refilling a position, supervisors are encouraged to prioritize the reappointment of employees currently in the role over hiring new employees, when existing employees are eligible for the position and are in good standing.

Section 3. Offer Letters. Departments will provide a written offer letter to confirm each appointment or reappointment. The letter may be provided in electronic form. Hiring units shall issue offer or reappointment letters as soon as possible after appointment decisions are made.

The letter confirming appointment or reappointment will include the following information:

1. Position Description (see Section 4)
2. Position title
3. Department
4. Expected weekly hours, including minimum and/or maximum hour requirements
5. Appointment Start Date
6. Appointment End Date
7. Trainings and/or certifications required before beginning work (if applicable)
8. If known, assigned course, lab, or research project (if applicable)
9. Compensation
10. Deadline to accept position offer

Section 4. Position Descriptions.

Departments shall provide employees with position descriptions, which will include:

1. Position Title
2. Effective Dates, including start and end date
3. Reappointment criteria and process (if applicable)
4. Department, Unit, or School
5. Supervisor (if known)
6. Work Location, including remote working arrangements if applicable
7. Program Information
8. Minimum qualifications

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9. Preferred qualifications (if applicable)
10. Essential duties and expectations of the position
11. Expected weekly hours, including minimum and/or maximum hour requirements
12. Compensation
13. A statement that the position is covered by this Agreement, including a link to current Agreement

If the core duties of the position are changed, a new position description will be provided to the employee in writing as soon as practicable.

Section 5. Notice Period. Hiring units shall issue offer letters no later than fourteen (14) days prior to the beginning of an appointment. The fourteen (14) day requirement may be waived in instances when an earlier start date is mutually agreed upon, or when an earlier start date is communicated during the hiring process.

Initial offer letters for Resident Assistants shall be issued no later than March or April for the following academic year.