

ARTICLE 17. APPOINTMENT/REAPPOINTMENTS

GTFF Proposed Language | ~~GTFF deletion~~ | UO Proposed Language | ~~UO deletion~~ |
Agreed Upon Language | Status Quo

Section 1. The University appoints GEs after consultation with departments, schools, and colleges, who make recommendations from among a pool of eligible candidates within their unit. Graduate students have the right to apply for GE positions in all departments or employing units. There are no limits on the number of GE positions for which a graduate student may apply.

Each department and employing unit that appoints GEs shall have a standing committee, made up of at least three members, to evaluate GE applications. In addition to these members, departments and employing units may allow GEs on standing committees to evaluate GE applications, but may not share material with those GEs that is disciplinary, confidential, or FERPA-protected. GEs in departments without GEs on standing committees may submit written feedback on the process for evaluating GE applications before the process has concluded. Departments shall respond to these comments in writing to the GE who submitted feedback no later than twenty (20) days after the application process concludes.

The standing committee shall rank applicants and base rankings, appointments, and reappointments on written criteria for selection. These criteria should address issues such as:

- a. who is eligible for appointment and how applicants are ranked (e.g., in-department vs. out- of-department students, Master's vs. Doctoral students, initial year vs. continuing students, etc.);
- b. what weight is given to previous experience in teaching (in the department or in other departments or institutions);
- c. if continuing appointments are possible, what evaluative factors are used (e.g., was previous GE performance deemed relevant? how was it evaluated? are academic records being used? etc.).

The above are meant to be exemplary rather than mandatory.

When making a GE hiring decision, an employing unit may not select a particular candidate on the basis that costs associated with that candidate's benefits (e.g., tuition, insurance) will cost the unit less than those of other candidates.

Each department and employing unit must maintain GE search records (including applicant rankings and criteria for selection) in accordance with the University's personnel records retention schedule. In the event of a grievance related to hiring procedures, this information, redacted in accordance with the Family Educational Rights and Privacy Act (FERPA), will be made available to the University and the Union.

Appointment decisions shall be made by the standing committee of the department and shall not be made for arbitrary or capricious reasons. In choosing among candidates, strong consideration may be given to the student's potential in the proposed academic program. Because of this, in academic departments, priority may be given to candidates enrolled in that department's program(s).

While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

If a department or employing unit does not offer a reappointment on the basis of less than satisfactory academic progress toward the degree, the department/unit must inform the student of this in writing, citing the criteria for satisfactory academic progress that have not been met. Graduate students may grieve departmental decisions related to satisfactory progress through the University's graduate student academic grievances procedure.

The University agrees to post all GE job openings for positions in non-academic or administrative units and out-of-department positions on the websites of the Division of Graduate Studies.

Section 2. The University will offer GE appointments to graduate students by sending notices of appointment (NOAs). These NOAs shall be sent out no later than ten (10) working days before the start of the term of appointment. These NOAs shall state the terms of the appointment, including the duration, monthly rate, percent and definition of FTE level, monthly gross income, a link to insurance plan information and costs, and information about the fee subsidy consistent with ARTICLE 23. The NOA shall include an addendum explanation of the estimated costs including costs of the GTFF health insurance plan options and any mandatory fees.

GEs accept the appointment by sending the signed notice of appointment back to the University. The University may fulfill its duties with an electronic appointment system which may also allow electronic acceptance by the GE. For purposes of Section 4, the GE's acceptance is valid on the date it is received by the University. The University shall endeavor to educate all departments and employing units on the proper procedure for making offers of employment to Graduate Employees and discourage the practice of presenting informal offers of employment as guaranteed.

At the time of the appointment offer, each department or administrative unit shall provide the graduate student with written instructions on how to access the department or administrative unit's General Duties and Responsibilities Statement. Hiring units and GEs shall both endeavor to complete and sign notices of appointment and other necessary hiring paperwork in a timely manner.

Section 3. No appointment shall create any automatic right, interest or expectation in any other appointment beyond its specific terms. GEs ~~shall~~will be employed year-to-year rather than term-to-term whenever feasible. Departments and hiring Units shall ensure that split appointments do not result in a GE's workload exceeding their FTE, as described in ARTICLE 22. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position. Employing units are encouraged to appoint full academic year (fall, winter, spring) appointments whenever feasible. Each department and employing unit in which there is a possibility that GEs will be reappointed shall include reappointment criteria in their written criteria for appointment (see Section 1).

Section 4. An appointment may be rescinded by the employing unit at any time prior to acceptance by the GE or within ten (10) calendar days following acceptance of the notice of appointment unless payable work is requested by the University and performed by the GE. All NOAs must clearly state in bold font on the first page that there is a ten (10) day rescission period. Once an appointment of a GE has been accepted and the rescission period has passed, it may not be rescinded or reduced except for good cause shown. The duration of a GE appointment is limited to a maximum period established by policies published in the GDRS governing GE reappointments in the department or school, contingent on satisfactory academic progress, the availability of funds and positions, and providing that the definition of the position does not substantially change. Nothing in this section shall preclude the University or employing unit from pursuing discipline or discharge of a GE as outlined in ARTICLE 16.

Section 5. Departments and programs ~~shall~~will give priority to GE appointments.

Section 6. All graduate students employed by the University at or above the minimum FTE for a GE position as specified in ARTICLE 22 for research, teaching (e.g., grading, lab assistant,

discussion leader), or administrative duties will be awarded a Graduate Employee appointment, except in emergency situations or when good cause is shown that the duties cannot be accommodated by an increase in the FTE of current GEs or the creation of new GE position(s). This section also applies to the hiring of undergraduate students or other non-salaried hourly workers to positions appropriate for GEs. Nothing in this article is intended to limit appropriate educational opportunities for undergraduates.

Section 7. Years of Funding

Subject to the offer and acceptance method described in Section 1 and the rescission period described in Section 34, years of funding offered by a department or employing unit detailed in admission or appointment notices sent to new hires and any subsequent offers of funding shall be binding and may not be reduced or rescinded except for good cause shown including the GE's poor performance, discharge under ARTICLE 16, or ineligibility for an appointment due to unsatisfactory academic progress. Clauses which permit the rescission of funding offers due to unavailability of funding shall not be included in new offer letters and shall not be enforceable if included in existing offer letters.

Each department shall include in its GDRS a description of the years of funding a GE in that department typically receives. If this description differs from a GE's guaranteed years of funding, the department shall provide details about the criteria for receiving additional years of funding.