

ARTICLE 10
JOB POSTINGS

10.1 The University shall post information on a University job website regarding open recruitment ASE positions. Web address/es for open recruitment ASE positions are listed on the [University's Labor Relations website \(hrs.wsu.edu/ws-uaw\)](https://hrs.wsu.edu/ws-uaw).

Open recruitment positions are those positions not used to fulfill a commitment of support made to a student, either at the time of admission, or under an existing advising relationship with a(n) faculty member(s)/academic program.

10.2 Open recruitment positions may be announced to applicants within a Department/School or Hiring Unit without being posted to a University website. The application deadline for Departmental or Hiring Unit postings shall be one (1) week except in emergency situations in which the beginning of the appointment period must begin less than a week after the position is posted. If the position remains open after two (2) weeks, it will be posted to a University job website.

10.3 Open recruitment positions will be posted for a minimum of two (2) weeks except in emergency situations in which the beginning of the appointment period must begin less than two (2) weeks after the position is posted.

10.3.1 During the 2023-2024 academic year, the parties will discuss in the Union-Management Committee a system for informing applicants of the status of an open position (e.g., whether it has been filled or whether a hiring decision is pending), and will implement such a system by the start of the 2024/2025 academic year.

10.4 All postings shall contain the following information:

1. Job classification
2. Hiring unit (department or University office where the position is located)
3. A summary of the nature of required duties (job requirements, including expected hours required or appointment percentage (% FTE) if applicable, and qualifications)
4. Effective dates and duration of appointment (when applicable)
5. Salary range or wages

6. Procedures regarding the application including the contact where inquiries and applications may be made, as applicable
7. Deadlines for application
8. Benefits information applicable to the position, including health insurance office contact information when applicable
9. Tuition and fee waiver or exemption information, if applicable
10. An employment non-discrimination statement
11. A statement indicating that the position is covered by a collective bargaining agreement
12. The collective bargaining agreement website address

- 10.5** The determination of job requirements and qualifications shall be made by the University. Once the University has determined the hiring criteria for a posted open recruitment position, hiring qualifications shall not be modified to be more restrictive nor job requirements to be more extensive while the position is posted.
- 10.6** Re-posted positions shall remain posted at a University website for no less than one (1) week.
- 10.7** Once a position which has been posted has been filled, the University will use its best efforts to remove the job listing from hiring websites within three (3) business days.