

**ARTICLE 11**  
**APPOINTMENT, REAPPOINTMENT AND JOB DESCRIPTIONS**

**11.1 APPOINTMENT NOTIFICATIONS**

- 11.1.1 Offers of 50% FTE appointment and reappointment for assistantship positions that are not open recruitment will be for one full academic year (Fall and Spring) or longer. An offer may be as short as one full semester if funding is not available for the full academic year.
- 11.1.2 The University shall provide a written letter or email offering an individual an appointment or reappointment.
- 11.1.3 Incoming ASEs shall be notified of their assistantship appointments no later than April 1st and will have until April 15th to respond to the offer, except for later- admitted ASEs or in exceptional situations as outlined in 11.2.
- 11.1.4 Except in exceptional situations as outlined in 11.2, continuing students will be notified of their reappointment to an assistantship at least ninety (90) days in advance of the start of the appointment and will be permitted two (2) weeks to respond to an offered position.

**11.2 EXCEPTIONAL SITUATIONS**

Exceptional situations, for purposes of this Article, are those situations in which the appointment cannot be filled by the notification deadline, or those situations in which an appointment has been filled but vacated due to an unforeseeable circumstance. In exceptional situations, students will be notified of their appointments as soon as practicable. When circumstances require a shorter response time to an offer (e.g. a new section that becomes available for a teaching assistant position shortly before classes begin; a new grant position becomes available), the ASE will be given as much time to respond as practicable. If an ASE is hired later than anticipated (e.g. an ASE is hired to fill a role after another ASE quits), their compensation will be adjusted to reflect their start date.

**11.3 LETTER OFFERING APPOINTMENT OR REAPPOINTMENT**

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

1. Appointment title (if known)

2. Appointment % FTE (when applicable) or anticipated hours for hourly employees
3. Effective dates and duration of appointment (when applicable)
4. Hiring unit
5. Hiring unit contact
6. Summary of the general nature of required duties
7. Salary/wages
8. Health and other applicable benefits
9. WSU Human Resources Services website
10. Health insurance contact information
11. Costs of tuition or fees required as a condition of employment, if any
12. Tuition and fee waiver or exemption information, if applicable
13. Response requirements, if any
14. A statement that the position is covered by this collective bargaining agreement
15. Website address to the current collective bargaining agreement
16. The University shall include in all ASE appointment letters a link to the Union's website

**11.4** At least two weeks prior to the commencement of each semester, ASEs will be given a job description (or changes to a job description). For exceptional circumstances as described in Section 11.2, ASEs will be given a job description as soon as practicable, but no later than the first day of the work assignment or reassignment. The University shall provide ASEs with documentation that will set forth the duties of the appointment for that semester, including:

1. Assigned course, lab, or research project (if applicable)
2. The faculty member or supervisor to whom the ASE will report
3. Procedures used for evaluation (if any)
4. Course meeting times and location (if applicable)
5. The approximate maximum number of students for which the ASE will be responsible (if applicable)

6. Office hours (if applicable)
7. Training programs (if applicable)
8. Work location
9. A statement encouraging ASEs and supervisors to discuss job related duties and time commitments associated with assigned duties.

For items 2, 4, 5, and 6, planned or estimated information will be provided with the other items of Section 11.2. However, if these items change, updated information will be provided to the ASE.

In the case of an ASE whose job description is not expected to change for at least a year, the documentation may be provided once at the beginning of the appointment, and thereafter when duties change. Notification of updated duties will take place no later than the first day of the work assignment or reassignment.

- 11.5** Appointments cease at the end of their designated term(s) and come with no guarantee of renewal.