

1 **ARTICLE 17 APPOINTMENT/REAPPOINTMENTS**

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

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8 Each department and employing unit that appoints GEs shall have a standing committee, made up of at
9 least three members [at least one of whom shall be a GE](#), to evaluate GE applications. The standing
10 committee shall rank applicants and shall base rankings and appointments and reappointments on
11 written criteria for selection. These criteria should address issues such as:

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13 a) who is eligible for appointment and how applicants are ranked (e.g., in-department vs. out- of-
14 department students, Master’s vs. Doctoral students, initial year vs. continuing students, etc.);

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16 b) what weight is given to previous experience in teaching (in the department or in other
17 departments or institutions);

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19 c) if continuing appointments are possible, what evaluative factors are used (e.g., if previous GE
20 performance is deemed relevant, how is it to have been evaluated; are academic records as
21 student being used, etc.).

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23 The above are meant to be exemplary rather than mandatory. The intent is that candidates shall be
24 given clear information concerning the framework in which their applications are being considered.

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

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

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

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

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44 If a department or employing unit does not offer a reappointment on the basis of less than satisfactory
45 academic progress toward the degree, the department/unit must inform the student of this in writing,
46 citing the criteria for satisfactory academic progress that have not been met.

47 Graduate students may grieve departmental decisions related to satisfactory progress through the
48 University's graduate student academic grievances procedure.

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50 As described in Article 9, each potential GE shall receive the written appointment or reappointment
51 criteria at the time of application.

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53 The University will offer graduate teaching fellowships to graduate students by sending letters of
54 appointment stating the terms of the appointment, including the duration, monthly rate, percent of FTE
55 and level. GEs accept the appointment by sending the signed letter of appointment back to the
56 University. For purposes of Section 3, the GE's acceptance is valid on the date it is received by the
57 University. The University shall endeavor to educate all departments and employing units on the proper
58 procedure for making offers of employment to Graduate Employees and discourage the practice of
59 presenting informal offers of employment as guaranteed.

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61 At the time of the appointment offer, each department or administrative unit shall provide the graduate
62 student with written instructions on how to access the department or administrative unit's General
63 Duties and Responsibilities Statement.

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65 Hiring units and GEs shall both endeavor to complete and sign letters of appointment and other
66 necessary hiring paperwork in a timely manner.

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68 The University agrees to post all GE job openings for positions in non-academic or administrative units
69 and out-of-department positions with the Graduate Teaching Fellows Federation office, and on the
70 websites of the Graduate School and Human Resources.

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72 **Section 2.** No appointment shall create any automatic right, interest or expectation in any other
73 appointment beyond its specific terms. Priority will be given to ensuring GEs ~~will be~~ are employed year-
74 to-year rather than term-to- term, and split appointments between different courses, labs, or other
75 assignments will be avoided whenever feasible. GEs cannot be employed term-to-term in order to
76 determine whether they are adequately qualified for a GE position. Employing units are encouraged to
77 appoint full academic year (fall, winter, spring) appointments whenever feasible. Each department and
78 employing unit in which there is a possibility that GEs will be reappointed shall include reappointment
79 criteria in their written criteria for appointment (see Section 1).

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81 **Section 3.** An appointment may be rescinded by the employing unit within ten (10) calendar days of
82 issuance of the offer unless payable work is requested by the University and performed by the GE. All
83 offer letters must clearly state in bold font on the first page that there is a ten (10) day rescission period.
84 Once an appointment of a GE has been accepted and the rescission period has passed, it may not be
85 rescinded or reduced except for good cause shown. The duration of a GE appointment is limited to a
86 maximum period established by policies published in the GDRS governing GE reappointments in the
87 department or school, contingent on satisfactory academic progress, the availability of funds and
88 positions, and providing that the definition of the position does not substantially change. Nothing in this
89 section shall preclude the University or employing unit from pursuing discipline or discharge of a GE as
90 outlined in Article 16.

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92 **Section 4.** Departments and programs will give priority to GE appointments. All graduate students
93 employed by the University at .2 FTE or above for research, teaching (e.g., grading, lab assistant,
94 discussion leader), or administrative duties will be awarded a Graduate Employee appointment, except
95 in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or
96 the creation of new GE position. This section also applies to the hiring of undergraduate students or
97 other non-salaried hourly workers to positions appropriate for GEs.

98 Nothing in this article is intended to limit appropriate educational opportunities for Undergraduates.

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100 **Section 5.** Subject to the offer and acceptance method described in Section 1 and the rescission period
101 described in Section 3, years of funding offered by a department or employing unit detailed in admission
102 or appointment notices sent to new hires and any subsequent offers of funding shall be binding and may
103 not be reduced or rescinded except for good cause shown including the GE's poor performance,
104 discharge under Article 16, or ineligibility for an appointment due to unsatisfactory academic progress.

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