

ARTICLE 17
APPOINTMENT/REAPPOINTMENTS

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 ~~can be~~ 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 ~~at least one of whom shall be a GE~~, to evaluate GE applications. Departments and employing units may include GEs on standing committees to evaluate GE applications but may not share material with those GEs that is disciplinary, confidential, or FERPA-protected. The standing committee shall rank applicants and ~~shall~~ base rankings, ~~and~~ 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., ~~if was~~ previous GE performance ~~is~~ deemed relevant; ~~how is it to have been~~ was it ~~evaluated;~~ are academic records as student being used, etc.).

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

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) 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.

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

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

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57 The University will offer graduate teaching fellowships to graduate students by sending letters of
58 appointment stating the terms of the appointment, including the duration, monthly rate, percent of FTE
59 and level. GEs accept the appointment by sending the signed letter of appointment back to the University.
60 The University may fulfill its duties with an electronic appointment system which may also allow
61 electronic acceptance by the GE. For purposes of Section 3, the GE's acceptance is valid on the date it is
62 received by the University. The University shall endeavor to educate all departments and employing units
63 on the proper procedure for making offers of employment to Graduate Employees and discourage the
64 practice of presenting informal offers of employment as guaranteed.

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

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

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

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

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

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97 **Section 4.** Departments and programs will give priority to GE appointments. All graduate students
98 employed by the University at .2 FTE or above for research, teaching (e.g., grading, lab assistant,
99 discussion leader), or administrative duties will be awarded a Graduate Employee appointment, except in
100 emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the

101 creation of new GE position. This section also applies to the hiring of undergraduate students or other
102 non-salaried hourly workers to positions appropriate for GEs.

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

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

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