

Article XX

Job Posting & Hiring

Section XX.1:

Employing units seeking to fill open positions and/or vacancies must post employment opportunities on a centralized University online job posting site accessible to all University graduate students. The University will issue periodic notices to employing units informing them of the website location and posting process. The University shall notify the Union of this website address within thirty (30) calendar days of ratification of this agreement.

Section XX.2:

When posting a job, the employing unit will specify the length and dates of the hiring period. All job postings shall include the following information:

1. Title;
2. Job Description;
3. Department or Program;
4. Expected Number of Hours per Week;
5. Stipend or Hourly Rate of Payment;
6. Required Qualifications or Experience;
7. Lab Location (if applicable);
8. The Supervisor or Supervisory Unit;
9. Work Location or Modality (in-person, hybrid, or remote);
10. Contact Information Regarding the Posting;
11. Citizenship or Residency Status Requirements (if applicable);
12. Starting Date and Approximate End Date (if applicable) of the Position;
13. An Employment Non-discrimination Statement;
14. The Procedure Required to Apply for the Job;
15. A Notification That This Collective Bargaining Agreement Shall Cover Such Position.