

ARTICLE XX:

APPOINTMENT NOTIFICATIONS

Section 1. For stipend/salaried positions, whenever possible the University shall provide appointment letters for appointments no later than thirty (30) days in advance of the start date of their appointment. Appointment letters shall include key terms of the appointment, including but not limited to:

- A. Title of appointment
- B. Compensation;
- C. Start and end dates;
- D. A brief description of the expected job responsibilities;
- E. Reference to the source of information on health and other applicable benefits;
- F. Tuition and or remission information, if relevant;
- G. Response requirements including acceptance return notice, if any;
- H. A statement that this collective bargaining agreement covers the position and indicating that UNH-GEU-UAW will contact the GE.;

If the following information is not available at the time of offer and appointment letter is sent, the University shall provide the information as soon as possible:

- A. work location
- B. course assignment(s), course meeting time(s), and location(s), if applicable

Section 2. Draft letters are subject to review and final approval by the University, and the University reserves sole discretion to grant final approval of an assistantship appointment.

Appointment letters become enforceable upon execution of all required signatures.

GEs shall be given at least seven (7) days to review their appointment letter, including any revisions to the appointment letter, and raise concerns.

Section 3. No GE shall be required to perform a service that is entirely personal in nature for the benefit of any other University employee nor should such a service be included as part of the expected job responsibilities

Section 4. Supervisors shall communicate with the GE before, or not later than the day of, the commencement of work to discuss the following, including but not limited to expected job responsibilities, assigned course, lab, research project, work location, physical requirement, and other information deemed relevant by the University.