

ARTICLE XX:

APPOINTMENT NOTIFICATIONS

Section 1. For stipend/salaried positions, ~~whenever possible~~ the University shall provide appointment letters for appointments no later than ~~ninety~~ **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 **and expected number of hours per week;**
- E. Reference to the source of information on health and other applicable benefits;
- F. Tuition and **fee waivers** 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;~~
- I. **A web address provided by the Union for UNH-GEU-UAW;**

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 **but no later than twenty (20) days prior to the start of the term:**

- ~~A. work location¶~~
- ~~B. course assignment(s), course meeting time(s), and location(s), if applicable~~
Assigned course, lab, research project;
- B. Expected work schedule;**
- C. Work location;**
- D. Course meeting times and location, if applicable;**
- E. Supervisor;**

Section 2. Offers of appointment or reappointment to a GE position shall be for a minimum duration of twelve (12) months.

~~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.¶~~

Draft letters will be signed by the required University signatories and then sent to the GE to be signed.

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



Appointment letters become enforceable upon execution of all required signatures, including University signatories and the GE.

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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.