

Article ____
EMPLOYMENT APPOINTMENT LETTER

Section 1. The University shall provide for each SW an employment appointment letter, sent via email to the SW's university email address. For appointments that typically commence at the beginning of an academic term, the University shall notify individuals of their appointment no later than ~~four (4)~~ three (3) months before the commencement of their appointment. For appointments that commence at a time other than the beginning of an academic term, the University shall notify individuals of their appointment no later than six (6) weeks before the commencement to their appointment. When the appointment starting date is not known in advance, the university shall notify the SW of the employment appointment as soon as feasible.

Section 2. The letter of appointment shall include the following information:

- A. Employment appointment title(s)
- B. Appointment percentage of full-time equivalent (FTE) [or other determination of workload as determined by the Workload Subcommittee]
- C. Effective starting date of the employment appointment and, if known, the termination date for the appointment
- D. The Employment unit contact and, ~~if known~~, the faculty member(s) or the supervisor(s) to whom the SW will report.
- E. For teaching appointments, the name of the course; the approximate number of students for which the SW will be responsible; a ~~brief~~ description of the required duties, including: leading sections, holding office hours, grading assignments, attending lectures, etc.
- F. For all other employment appointments, a brief description of required duties;
- G. For all employment appointments, required meetings and trainings; and procedures for evaluation, if any.
- H. Work location
- I. Work schedule, including course meeting times and locations, if applicable
- J. Pay classification as described in Article xxxxx
- K. Salary, stipend, or hourly pay rate/wages
- L. Benefits related to this employment appointment, if different from those described elsewhere in this contract.
- M. Response requirements, if any.
- N. A statement that the position is covered by this collective bargaining agreement
- O. Union membership application and authorization to deduct dues forms, with accompanying information from the Union.
- P. Union mailing address, phone number, and website address

If any of this information is not known at the time of notification, the SW will be informed in writing as soon as feasible.