

Unit 11 Academic Student Employee Procedures and Reminders

Announcements:

- For those departments that regularly hire Academic Student Employees, you may post an ongoing/open advertisement on the APS website, so that you do not have to repost each semester or academic year. Please contact Jana Wilson (jbw26@humboldt.edu; x 5192) or Melissa Koval (koval@humboldt.edu; x5476) if you have questions or would like to discuss this option.

Advertising Requirement and Recruitment:

- ***All open Unit 11 positions must be advertised on the APS website.*** Positions should be posted for a minimum of 2 weeks, and preferably 30 days for Teaching Associates and Graduate Assistants.
- To advertise open positions, provide APS with:
 1. Vacancy announcement
 2. Job Description
- For convenience, job vacancy announcement and job description templates are available on the APS website at: <http://www.humboldt.edu/~aps/forms/student.html>.
- After APS has received the above documents, positions will be posted to the APS website, generally within a few days.
- After approval, hiring units may also post vacancies on departmental websites or elsewhere as desired.

Job Description Requirement:

- All Unit 11 employees must be given a job description at the time of appointment. A copy of the job description must also be provided to APS to keep on file. If multiple positions are filled in the hiring unit under the same job description, only 1 copy needs to be sent to APS.
- For convenience, a job description template is available on the APS website: <http://www.humboldt.edu/~aps/forms/student.html>.
- All Unit 11 appointment forms have been updated to include a field for hiring units to indicate the date the job description was provided to the student employee. Please use the most recently updated appointment forms, located on the APS website: <http://www.humboldt.edu/~aps/forms.html#appointment>

Notification of Evaluation Procedures:

- If the hiring unit plans to evaluate the Unit 11 employee, the employee must be provided with evaluation criteria, schedule and procedures for evaluation *in writing* within the first fourteen (14) days of the appointment period. We suggest including this as part of the job description that is given to the employee upon hire – a section is provided for this purpose on the job description template on the APS website.

Notification of Orientation:

- APS is required to give the union a minimum of 10 days written notice of all campus-wide, college-wide, and tutoring center Unit 11 academic student employee orientations so that the union may give a 20 minute presentation. Departments also have the option of allowing the union to present at department-level orientations. If your department or hiring unit is planning an orientation, please contact APS at least 12 days prior to the planned date.

Special Appointment Procedure for Departmental Instructional Student Assistants:

- Appointment forms for new departmental Instructional Student Assistants should be faxed to Human Resources (x3625) after the Department Chair has signed the form to aid Human Resources in providing the appropriate sign-up documents for the employee to complete. Tutorial Lab tutor and Learning Center forms do not need to be faxed to Human Resources.

Academic Year v. Single Academic Term Appointments for Teaching Associates and Graduate Assistants:

- Single academic term appointments (e.g., Fall only) are not conditioned upon budget or enrollment. For academic year appointments, the first term is not conditional, but the second term is conditional. This means that if you plan to hire a Teaching Associate or Graduate Assistant for the academic year, it is better to appoint them for both terms at the beginning of the academic year (rather than two separate appointments, one for each term), even if you anticipate possible changes to the second term assignment.