

UNIVERSITY OF MICHIGAN

2009 GEO Posting Listserve

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1. GEO Contract Background

The University agreed with the Graduate Employees' Organization to implement a listserver-based posting process for "available" GSI and GSSA opportunities during Winter term of 2009. Consequently, *departments that typically appoint graduate students from outside of their own academic unit as GSI's or GSSA's* will be required to publish a notice about such openings (e.g. a 'job posting') on a University-sponsored 'listserve' group titled "gsi-gssa-postings".

The information in this document should be shared with administrators, if any, in your Unit who are responsible for 'posting' GSI or GSSA opportunities under Article IX of the GEO contract.

Questions not addressed below can be directed to your unit's usual Academic HR contact person, or submitted via email to: hr-acadhr@bf.umich.edu)

2. Enrolling in the 'List Serve'

Authorized, designated Unit representatives can 'enroll' as members in the "gsi-gssa-postings" listserve by following the "Join gsi-gssa-postings" button at:

<https://listserver.itd.umich.edu/cgi-bin/lyris.pl?enter=gsi-gssa-postings>

Please assure that you include your name and a password of your choice in your enrollment information, as both are required fields for 'contributors' to the listserve. To complete the process, individuals who have enrolled as listserve contributors should send an e-mail message to Academic HR (hr-acadhr@bf.umich.edu) informing us that this has taken place. AHR will notify you when your ability to 'submit' actual posting information has been established. You can then begin submitting 'postings' for available GSI and GSSA opportunities via direct email from your umich.edu mailbox to the listserve at: "gsi-gssa-postings@umich.edu"

By default, listserve members will receive copies of their own submissions. During the enrollment process (or at any subsequent time) you can also opt, if desired, to receive a 'digest' of all listserve postings.

Some units may choose to have a single designated 'contributor' to submit GSI/GSSA posting information, though we recommend that a back-up be arranged, in case the designated individual is for any reason absent. In larger units with departmental structures, there may be multiple designated authorized contributors.

3. Frequently asked questions:

- When should we begin using the listserv?

All 'GEO contract required postings' that take place after an individual has joined the listserv, as described above, and has received notice from Academic HR that they have been designated as a 'listserv contributor', should be sent through the listserv (This enrollment process is a bit circuitous, but results from the need to limit those who can submit information.) While an individual can 'quit' or 'leave' the list anytime on their own, Units should let Academic HR know of additions or deletions to the list of those who are authorized to post GSI/GSSA positions on their behalf.

- How do I submit text for/to the GSI/GSSA listserv?

Once you have enrolled in the "gsi-gssa-postings" listserv (at: <https://listserver.itd.umich.edu/cgi-bin/lyris.pl?enter=gsi-gssa-postings>) and have been authorized as a 'contributor' to the listserv by Academic HR (you will be notified of this), you will be able to submit information via email from your umich.edu address to: gsi-gssa-postings@umich.edu

NOTE: The listserv is a 'plain text' environment. It will not accept or properly render rich text submissions (e.g. .html, .rtf, etc.). You can, of course, include links to more artfully formatted documents on your own website.

- Specifically what information is required in GSI/GSSA 'job postings'?

As in past contracts, all required GSI/GSSA postings should include:

- The course(s) for which applications are being accepted, and a general description of the duties of the position(s) (whether the position(s) involves teaching an independent section of a course, teaching a discussion section, grading assignments, holding office hours), and an estimated FTE for the position(s).
- The minimum and desired qualifications for employment and a description of selection and decision-making procedures. This description of qualifications shall include the role, if any, of student evaluations, and past instructional experience. The decision-making procedures shall include the role of applicant preferences for course placement and procedures and criteria for late appointments.
- The person to whom the application should be submitted; the name(s) of the decision-making agent(s).
- The estimated date by which all applicants will be notified of a decision.
- The following statements:

"The University will not discriminate against any applicant for employment because of race, creed, color, religion, national origin, ancestry, marital status, familial status, parental status or pregnancy status, sex, gender identity or expression, sexual orientation, age, height, weight, disability, citizenship status, veteran status, HIV antibody status, political belief, membership in any social or political organization, participation in a grievance or complaint whether formal or informal, or any other factor where the item in question will not

interfere with job performance and where the employee is otherwise qualified. The University of Michigan agrees to abide by the protections afforded employees with disabilities as outlined in the rules and regulations which implement Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act." Contact information of the Office of Institutional Equity or ombudsperson will also be listed.

"Unsuccessful applications will be retained for consideration in the event that there are last minute openings. Upon request, any applicant denied employment will receive, within fourteen (14) calendar days, a written explanation of the reasons for denial of employment. An applicant denied employment may request an in-person interview with the hiring agent(s) to be scheduled at a mutually agreed upon time. In the event an Employee does not receive his or her preferred assignment, he or she can request a written explanation or an in-person interview with the hiring agent(s)."

- Are there still circumstances under which the 'posting' of individual positions is *not* required or can be waived?

Yes. As in the past, only *'available positions'* need to be posted. Exceptions to the posting requirement (i.e. situations in which job postings *need not be distributed*) include the following circumstances:

- (i) the job includes among its explicit qualifications that the Employee be enrolled in the department;
- (ii) the job is reserved for a specific student in the department as part of a funding package;
- (iii) it would interfere with the need for timely hiring decisions made just before or after the beginning of the teaching term (GEO should be notified of 'timely hiring' posting exceptions at: staff@umgeo.org);

If none of these circumstances apply, available positions should be transmitted to the listserv.

- How soon after a listserv posting takes place can an offer be made?

Applications for positions submitted to the list-serve must be accepted for a minimum of 14 days from the date of distribution.

- Can I submit a single posting for multiple similar GSI or GSSA openings in the same unit?

Yes (as in the example in section 4. below)

- Will/must information about 'available' GSI/GSSA position opportunities be posted anywhere else, or only available through the listserv?

Not necessarily. Under provisions of the 2008-2011 GEO contract, apart from the listserve, no additional 'posting' or advertizing is *required*. Units may, of course, in addition to the listserve, post opportunities locally, alert prospective GSI's via departmental email groups, or continue other local means of distributing such information.

- How often will the listserv messages be sent to listserve enrollees? (e.g. once a week?; on a particular schedule?; only when new jobs are posted?; etc)

The frequency of 'updates' from the list is a variable that is determined by enrollees at the time they initially sign-on and that could be changed by them at a future date. This could occur with every posting, once each week, etc.

Designated 'Contributors' from academic units can choose to receive:

- no email from the listserve
- a simple confirmation that your submission took place
- copies of those 'postings' that you personally submit
- copies of all contributions as they are submitted by 'contributors' or as a daily digest

- Will the website that describes when/where/how a departments 'post' jobs (<http://www.hr.umich.edu/acadhr/grads/postings.html>) remain on the AHR website, or will that 'go away'?

The Academic HR website containing *information about departmental GSI/GSSA posting practices* will, for the time being, be continued. The actual 'posting information' required for that site will be considerably reduced though. Specifically, after implementation of the new listserve, units need only post on the central site information describing departmental *application* processes (i.e. *what* information must be submitted to *whom* and in what *format*) and *selection* procedures (e.g. departmental committee; faculty responsible for the class; etc.). Other information previously-required in this system is now covered by the listserver postings themselves. We will revise the information at the AHR site to reflect the existence of the new listserver and will continue to evaluate the utility of the AHR 'posting information site' with the union as the new listserve process matures.

- How will students be notified about the listserve availability?

GEO has already done a lot of work in communicating about this to their members. The Academic HR posting information website will also carry an announcement and description of the new process, as well as a link to the listserve enrollment site at: <https://listserver.itd.umich.edu/cgi-bin/lyris.pl?enter=gsi-gssa-postings> (i.e. the same enrollment site as used for UM department administrators)

- Is there a way to do a 'trial run' or 'test' of this process to ensure that it is working for me before I actually begin using it?

While not *required*, you can submit a test message/posting to the listserve. IF you do so though, please clearly label the document as a "test" (e.g. "THIS IS A 'TEST' POSTING - PLEASE DO NOT RESPOND TO IT!") A 'test' that is not clearly labeled could subject you to questions from unwary potential graduate students.

4. Generic Sample GSI/GSSA Listserve Posting*

DEPARTMENT OF PEDAGOGY

AVAILABILITY OF GRADUATE STUDENT INSTRUCTOR POSITIONS for Winter Term 2009

101 - Fundamentals of pedagogy - 20 sections

223 - Pedagogy and Discourse - 5 sections

242 - Pedagogy - Implications of Internationalism - 1 sections

These are .50 fraction positions (FTE)

[OPTIONAL] Please refer to url:

<http://www.hr.umichigan.edu/ahr/grads/pedagogy.htm> for additional information about our department

- Please indicate your interest in writing to: Professor Jones, Graduate Program Chair at: jonesv at umichigan dot edu
- Duties Include: Heading a discussion session; Grading assignments; Office hours
- Selection Criteria will include: Relevant academic preparation for teaching the course material; extent of prior instructional experience; Student evaluations; Relevance to graduate training.
- Minimum Qualifications Include: Graduate student in good standing in the college; Successful completion of the graduate course in Pedagogy

[OPTIONAL] Desired Qualifications: Previous experience as a GSI, with favorable student evaluations; Previous experience teaching this or a related course in Pedagogy

- Application due date: October 15, 2009
- Selection decisions will be completed on or about: November 15, 2008
- Specific course or section preference should be made in writing at the time of application
- Preferential consideration will be given to applicants for whom a GSI position has been promised as part of their financial aid package.

The University will not discriminate against any applicant for employment because of race, creed, color, religion, national origin, ancestry, marital status, familial status, parental status or pregnancy status, sex, gender identity or expression, sexual orientation, age, height, weight, disability, citizenship status, veteran status, HIV antibody status, political belief, membership in any social or political organization, participation in a grievance or complaint whether formal or informal, or any other factor where the item in question will not interfere with job performance and where the employee is otherwise qualified. The University of Michigan agrees to abide by the protections afforded employees with disabilities as outlined in the rules and

regulations which implement Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.” Contact information of the Office of Institutional Equity or ombudsperson will also be listed. Unsuccessful applications will be retained for consideration in the event that there are last minute openings. Upon request, any applicant denied employment will receive, within fourteen (14) calendar days, a written explanation of the reasons for denial of employment. An applicant denied employment may request an in-person interview with the hiring agent(s) to be scheduled at a mutually agreed upon time. In the event an Employee does not receive his or her preferred assignment, he or she can request a written explanation or an in-person interview with the hiring agent(s).

*A detailed description of the information required in postings (which is unchanged in the most recent contract) is included in Article IX of the GEO contract “Posting, Initial Employment and Re-employment”. The contract is available on-line at: <http://www.hr.umich.edu/acadhr/contracts.html>

The University’s collective bargaining agreement [C.B.A.] with GEO governs all terms and conditions of employment for GSI’s and GSSA’s. If anything in this document appears to contradict a provision of the C.B.A., the language of the contract itself would prevail.

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hr-acadhr@bf.umich.edu

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