

## ARTICLE 5

### JOB POSTING

**Section 1.** Certain positions that would be in the bargaining unit if filled by a Harvard student are filled in the following manner:

- A. To fulfill a commitment of support made to a Harvard student at the time of admission; or
- B. As part of an existing or past teaching, research, or advisor/advisee relationship between a faculty member and a candidate for a position.

In cases where such positions are not filled in the aforementioned manner they will be considered “open positions” and the University will encourage, but will not require, employing units to post open positions on the central website described below. Nothing in this article prohibits an employing unit from advertising an open position in a location other than the common central website. The University encourages, but does not require, employing units to hire Harvard students over other candidates.

**Section 2.** The University shall maintain a common central website to host open positions as defined above. The University will issue periodic notices to employing units informing them of the website location and posting process.

**Section 3.** When posting an open position, the employing unit will specify whether the posting will be open for a specified period of time (e.g., 14 calendar days) or an unspecified period of time (e.g., until filled).

**Section 4.** Postings should provide the following information regarding the open position:

- A. Position title and classification [per Article 2, Titles and Classifications]
- B. Starting date of the position and, if known, the termination date for the position;
- C. Supervisor and/or supervisory unit;
- D. The assigned course or lab assignment where applicable;
- E. Brief description of the required duties;
- F. Basic and preferred qualifications;
- G. Work location (Cambridge campus, Longwood campus, other location);
- H. Expected pay rate or range;
- I. Expected pay frequency;
- J. Expected work schedule;
- K. A statement that the position is covered by this collective bargaining agreement if filled by a Harvard student;
- L. Information about how to apply for the position;
- M. Deadline for applying;
- N. Statement on non-discrimination.