

**ARTICLE XX
JOB POSTINGS**

Section A. To ensure transparency, accessibility, and equal opportunity in the hiring process for the positions covered by this Agreement, the University requires departments and units to list openings for all positions covered by this Agreement on the University's central recruitment and employment website or job portal on the website(s) of the relevant department or hiring unit, and/or in field specific venues online and/or in print.

1. This requirement may be waived in exceptional cases where posting is not feasible, such as emergency hires; situations where a graduate student has been offered a post-doc position or other unit position upon graduation; situations where a newly hired principal investigator is bringing team members from another institution; spousal hires in conjunction with a new faculty member's hiring; situations where the role is for a temporary academic position for a duration of less than a year and situations where time is of the essence and a position must be filled quickly.

In cases where a job posting has been waived under Section 1, the Union may ask for and receive an explanation for such waiver. Such requests shall be made no later than three months after the hire and shall be directed in the first instance to OLER.

Section B. Postings shall be listed on the University's website or job portal or other sites referenced in Section A for a minimum of fifteen (15) business days prior to the application deadline to allow interested and qualified individuals sufficient time to prepare and submit their applications.

Section C. Within 90 days of ratification, the University shall make postings for all positions covered by this Agreement available to current employees at least five (5) business days before they are posted on any public or external website or job portal.

1. Hiring units are encouraged, but not required, to give current employees who have applied for a posted position and meet the position's listed minimum qualifications an interview if interviews are typically conducted for the position.

Section D. For each Posting, the University shall provide the following information:

1. Position title and classification (per Article XX. Titles and Classifications);

2. Department, program, or lab; and their location;
3. Expected starting date (and termination date, if applicable);
4. Appointment term (if applicable) and whether renewal is possible;
5. Description of duties;
6. Salary/pay range and benefits eligibility;
7. Eligibility requirements, and minimum and desired qualifications;
8. Documents to be submitted with the application;
9. Description of the application process;
10. A statement on non-discrimination;
11. A statement that the position falls within the existing bargaining unit;
12. The deadline for the application.

Section E. Departments or hiring units shall make prior postings from the previous two (2) years for the same position available for review upon the Union's request. Requests for such postings shall be made to the OLER and not the hiring unit.