

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 Employer shall list openings for any and all positions covered by this Agreement on the Employer's central recruitment and employment website or job portal (hereinafter "Official Postings"), on the website(s) of the relevant department or hiring unit, and in field-specific venues online and in print.

Section B. Official Postings shall be listed on the Employer's website or job portal 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.

1. Application materials shall be due no less than fifteen (15) business days after the position is posted.
2. In certain extreme situations such as an unexpected medical leave, for example, that require a position to be filled quickly, this requirement may be waived with the Union's approval.

Section C. Official Postings for all academic positions and positions housed in an academic unit shall be made available to current employees at least ten (10) business days before they are posted on any public or external website or job portal.

1. In-unit candidates who meet minimum qualifications shall be guaranteed an interview.
2. Former employees whose employment was terminated by the Employer due to term limits shall be considered in-unit candidates.
3. Any Employee who applies for a position covered by this Agreement and is not selected for the job has the right to request written feedback from the Employer. Departments or hiring units shall provide written feedback to the Employee within ten (10) business days of the Employee's request.

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

1. Position title and classification (per Article XX. Titles and Classifications);
2. Department, program, or lab; their location and their website(s);

3. Starting date (and termination date, if applicable);
4. Appointment term (if applicable) and whether reappointment is possible;
5. Description of duties;
6. Wages or salary; and benefits;
7. Eligibility requirements, minimum and desired qualifications, and selection criteria to be used;
8. Documents to be submitted with the application;
9. Procedures regarding the application and reapplication process;
10. A statement on non-discrimination affirming the Employer's commitment to diversity, equity, and inclusion in hiring;
11. A statement that the position falls within the existing bargaining unit and a link to the current Collective Bargaining Agreement;
12. The deadline for the application and the expected date by which the offer of appointment or employment will be made.

Section E. The above information about the position shall not be modified to be more restrictive within the fifteen (15) business days when the position is posted, except in cases where the initial Official Posting contains a factual, logistical or administrative mistake or another error.

Section F. In cases where an Official Posting is revised or re-posted, the Employer shall keep both the original and updated postings on the Employer's public recruitment and employment website or job portal. The Employer shall ensure that the postings are linked to each other. The Employer shall notify applicants who responded to the original posting of any changes and keep applications open through the last day of the revision or re-posting.

Section G. Departments or hiring units shall make prior Official Postings available for review upon Employee's request.