

**ARTICLE XX**  
**APPOINTMENT NOTIFICATION AND SECURITY**

Section A: Letter of Job Offer or Appointment. All Employees will receive a offer letter at least ~~ninety (90) days~~ prior to the start date of the appointment or job, ~~however, in extenuating circumstances when advance notice is not possible, the Corporation will provide appointment letters at the time of appointment offer and not later than the commencement of work.~~

The letter shall include:

1. Appointment title
2. Compensation or pay rate
3. Benefits (or link to benefits) if different from those mentioned in this Agreement
4. ~~Effective~~ starting dates and if known , the termination date for the appointment.  
~~Duration of Appointment (if applicable)~~
5. ~~Job Description~~ and/or a brief description of required duties Job Expectations
6. Supervisor and contact information
7. Where applicable, expected work schedule, including course meeting times and locations, including ed their FTE. The parties recognize schedules and locations may change prior to the start of the semester or term. Where applicable, any cap on the number of hours and the estimated average number of hours expected per week.
8. Response requirements to the appointment letter, if any
9. A statement that the position is covered by this collective bargaining agreement
10. A web address provided by the Union for HAW-UAW and contact information, ~~informational materials, and membership card~~

If any of the information above is not known at the time of notification, the Employee will be informed as soon as is reasonable under the circumstances.

The provisions of Section A of this Article will take effect with appointments beginning no later than the third semester following ratification.

Section B: Appointment Security. The Corporation shall continue an Employee's position ~~and the terms of the Employee's offer,~~ including the level of compensation benefits, ~~and other terms and conditions of employment,~~ for the duration of the term specified in the offer unless the Employee:

1. is terminated for just cause, pursuant to Article XX. Discipline and Dismissal;
2. is laid off or furloughed pursuant to Article XX. Layoffs;
3. or voluntarily resigns.