

TRAINING AND DEVELOPMENT APPOINTMENT AND REAPPOINTMENT PROCEDURES

The following procedures apply to all appointments (intern, project assistant etc) within any of the Training and Development Programs (Employee Training, Organization Development, Labor/Management Workplace Education)

JOB POSTING

- All job possibilities available to graduate students are posted through the official channels. In addition, jobs are posted in the Training and Development office and sent directly to selected departments on campus. Also, LMWEP openings will be electronically posted to LMWEP staff.
- Job postings include information about job responsibilities, who is eligible for appointments, what qualifications and expertise are required for the job. Required hrs/wk, duration of the appointment and salary (in cases where contract negotiations do not enable us to list a specific salary, we provide information on the salary range).

SELECTION PROCESS

- Once the deadline has passed, resumes are screened and selected candidates are invited for an interview. Significant weight is given to a candidate's previous experience doing the same or similar jobs. In most cases, a candidate will not be considered for training, teaching or organization development positions unless they have relevant previous experience.
- Candidates are appointed who best meet the qualifications of the position as determined by the hiring person or team.
- In making appointments, priority will be given to individuals who have worked previously in Training and Development programs and whose work has been satisfactory.

APPOINTMENT

- Graduate students in Training and Development are generally appointed as **Interns** which the GEO contract defines as "a graduate student employed on a salaried basis, in academic, service, or administrative support, to perform work which is specifically designed to support or enrich his or her academic experience and/or provides practical experience which directly augments his or her classroom studies. Graduate employees in LMWEP are generally appointed as project assistants, a reflection of the grant-funded nature of these appointments.
- Appointments are made for 19 weeks beginning each semester and for 12-13 during the summer (if funds are available and positions needed). Interns working in Training and Development are expected to work for the duration of the appointment including January term and spring break with appropriate vacation time and personal time provided according to the terms of the contract. Given the funding nature of LMWEP

appointments, LMWEP assistants do not necessarily follow the semester appointment guideline.

- Graduate students are notified of their appointments in writing at least two weeks prior to the beginning of the semester. Again, given off-semester funding cycles, this does not always hold for LMWEP appointments.

REAPPOINTMENT CRITERIA

- Reappointment options can extend for up to two years (Employee Training), up to three years (Organizational Development), and even beyond three years (LMWEP) if funding is available and if, upon evaluation, it is determined that job expectations have been satisfactorily met.
- The Training and Development Unit is currently making reappointments on a semester-by-semester basis for the first year. During the second and/or third years, a two semester appointment may be made if funds are available. LMWEP appointments follow this guideline in principle, but also attend to funding cycle practices as well.
- Graduate interns will be notified in writing whether a position is “likely to be funded, may be funded, or is not likely to be funded” (GEO contract, **Article 22**) by **December 15 and May 15** (or for LMWEP, as close to these dates as the funding cycles allows) respectively.
- Graduate interns who will not be reappointed as the result of unsatisfactory performance based on the reappointment criteria outlined in this document will also be notified by December 15 and May 15 (or for LMWEP, as close to these dates as the funding cycles allows).
- Graduate interns can expect to receive confirmation of their reappointments in writing by August 24 for Fall semester and January 12 for Spring semester (or for LMWEP, as close to these dates as the funding cycles allows).

EVALUATION CRITERIA

- Each program (ET,OD & LMWEP) has created evaluation criteria that is specific to their program. Each graduate student will receive a copy of their evaluation criteria along with general information about the policies and procedures that apply to graduate internships and those relevant to the Training and Development Unit.
- In addition to program specific evaluation criteria, every graduate student will also be evaluated on the following:
Cooperation with the terms and conditions of employment and the Training and Development Unit’s policies and procedures.