





University of Massachusetts Lowell  
 Graduate Employee Organization/UAW Local 1596  
 Teaching and Research Assistant Appointment Contract

**SCOPE OF WORK PAGE 2 of the GEO TA/RA Appointment Contract**

<b>Name:</b>	<b>Department:</b>	<b>Date of Hire:</b>
<b>Check off one:</b> TA _____ RA _____ Graduate Assistant _____		<b>Total Stipend Amount:</b>

**General Summary (Purpose) of Position**

**Examples of Duties**

- 1.
- 2.
- 3.
- 4.

**MINIMUM QUALIFICATIONS:**

**Name of Faculty Supervisor:**

Semester performance reviews should be submitted to the Dean's office. Fall semester performance reviews are due in December and Spring semester performance reviews are due in May.

Performance Review Information: <http://www.uml.edu/hr/Forms.html>

## GEO Local 1596 UAW Dues Deduction Form

NOTE: This form must be filled out and completed for each contract

The Graduate Employee Organization, Local 1596 UAW is the graduate employee union at the University of Massachusetts Lowell and the exclusive bargaining agent for graduate employees. All graduate employees are required to either become a member of the Union or pay an Agency Service Fee to GEO/Local 1596 UAW in order to maintain this type of employment (Teaching Assistant [TA] or Research Assistant [RA]).

Since 1996, GEO/UAW has represented full time graduate students working as TAs and RAs at the University of Massachusetts Lowell. If you have any questions, contact us through email ([geo@uml.edu](mailto:geo@uml.edu)), visit our office (Kitson 300, UML North), or view our website at <http://www.uml.edu/geo>.

### Graduate Employee Organization/Local 1596 represents TA's and RA's.

Your signature below authorizes the deduction of membership dues or agency service fee from your weekly paycheck for this current appointment and all future graduate employee assistantship appointments. If you sign this form but do not check any of the following boxes, agency fee (as defined in Massachusetts General Law Chapter 150E-Section 12), rather than membership dues will be deducted from you paychecks.

#### Section One—Are you a first-time TA or RA?

CHECK ONE BOX:

**YES**

This is my first position as a Teaching or Research Assistant at UMass Lowell. I acknowledge that I must pay a \$25 initiation fee that will be deducted from my paycheck.

**NO**

I have previously been employed as a Research or Teaching Assistant at UMass Lowell.

#### Section Two—Do You Want to Be a Member of the Union?

CHECK ONE BOX:

**YES**

I accept membership in GEO/Local 1596 by paying a 1.5% weekly payroll dues deduction which allows me the right to vote in union elections and run for office.

**NO**

I choose not to join the Union but I hereby authorize the deduction of the required Agency Service Fee (1.5% of weekly payroll) from my paychecks. I will not be able to vote in union elections or run for a union office.

Dues deductions and the one-time initiation fee will commence with the first paycheck after the receipt by the UMass Lowell or Research Foundation Payroll Department of the dues deduction authorization form.

I hereby request and authorize the University of Massachusetts Lowell to deduct from my earnings dues or Agency Service Fee at an amount fixed by the Union. I understand that the specific amount of the dues and Agency Service Fee shall be certified to the University by the Financial Secretary of the Union. This amount shall be paid to the Financial Secretary of the Union and represents payment of my union dues and initiation fee or Agency Service Fee. These deductions may be terminated by my giving sixty (60) day written notice in advance or upon termination of my employment.

\_\_\_\_\_  
Name of Employee – Please Print

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Signature Required

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

CIRCLE ONE: Masters Student    Doctoral Student

GEO/UAW form  
Fall 2003

*Please return this form with the assistantship contract to the Graduate Records Office*

## UNIVERSITY OF MASSACHUSETTS

### PARTICIPATION AGREEMENT

In consideration of the benefits that I receive as a result of my access to University-administered funds and University-funded time, facilities, and equipment, I agree as follows:

1. Acknowledgment. I acknowledge that I am responsible for reading and understanding the Intellectual Property Policy (the "Policy") of the University of Massachusetts (the "University"), a copy of which may be found at the Human Resources website [www.uml.edu/hr](http://www.uml.edu/hr), and I agree to abide by the terms of such Policy, as amended. I understand that capitalized terms used in this Agreement are defined terms that, if not defined in this Agreement, are defined in the Policy.

2. Disclosure. In accordance with Section III.C.1. of the Policy, I agree to make the following disclosures to the University Office of Commercial Ventures and Intellectual Property ("CVIP") or the Vice Chancellor for Research ("VC for Research"):

(1) I am encouraged to disclose any Inventions, Copyrightable Works (except Exempted Scholarly Works), and commercially valuable Tangible Research Materials that (i) I develop with significant use of University resources or (ii) are the same as, directly related to, or substantially similar to a research project in which I am engaged at the University; however, if I intend to commercialize such Intellectual Property, disclosure is required reasonably before I take any action to commercialize such Intellectual Property. Examples of commercial actions include, without limitation, seeking patent or copyright protection, commencing discussions with potential investors or licensees, or transferring the Intellectual Property to a third party.

(2) I am required to disclose any Inventions, Copyrightable Works (including Exempted Scholarly Works), and Tangible Research Materials that the University has specifically hired or commissioned me to develop, except as otherwise provided in a written agreement between me and the University; and

(3) I am required to disclose any Inventions, Copyrightable Works (including Exempted Scholarly Works), and Tangible Research Materials that I develop in the course of research funded by a sponsor pursuant to a grant or research agreement that requires such disclosure, or which is subject to a materials transfer agreement, confidential disclosure agreement, or other legal obligation requiring such disclosure.

I agree to make such disclosures promptly and in reasonable detail on the appropriate University Disclosure Form. In the case of Inventions that I intend to commercialize, I understand that I should make such disclosure reasonably prior to public disclosure of the Invention in order to provide the University with an opportunity to file a patent application.

3. Assignment of Rights. I hereby assign, transfer, and convey to the University all of my right, title, and interest in any Inventions, Copyrightable Works, and Tangible Research Materials for which the University asserts ownership under Section III.B. of the Policy. I understand that the University does not assert ownership of Exempted Scholarly Works unless such works are specifically commissioned by the University or are subject to a contractual obligation that requires assignment. I further understand the University will ordinarily waive its rights in other Copyrightable Works that the University determines are Scholarly Works. At the request of the University, I agree to execute and deliver promptly a specific assignment to the University of my right, title, and interest to such Intellectual Property, including without limitation any proprietary rights arising from patent applications or copyright registration in the United States and foreign countries. I further agree to supply the University with all information and to execute all documents necessary to obtain and maintain patents, copyrights, or other forms of legal protection for such Intellectual Property. I hereby appoint the University as my attorney to execute and deliver such documents on my behalf in the event that I should fail or refuse to fulfill my obligations under this Section within a reasonable period of time.

4. Income-Sharing; Relinquishment. I understand that, in accordance with Section III.G.1. of the Policy, I will receive a portion of all royalty income and other non-equity revenue derived from the licensing of Intellectual Property that I assign to the University. I further understand that, in accordance with Section III.C.3. of the Policy, if the University decides not to commercialize such Intellectual Property, I will have an opportunity to regain title so that I may pursue commercialization of the Intellectual Property.

5. Administrative Procedures. I understand and agree to abide by the administrative procedures for the transfer of Tangible Research Materials and Confidential Information, as set forth in the Policy.

6. Certification by Principal Investigators. I agree to ensure that each person who is subject to the Policy who participates in research at the University under my supervision as Principal Investigator (excluding clerical and non-technical workers) has signed and delivered a copy of this Agreement in accordance with the Policy. I further agree to ensure that all students under my supervision as Principal Investigator have agreed in writing to any contractual restrictions (such as publication restrictions) that are applicable to their research.

Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

UNIVERSITY OF MASSACHUSETTS

**RECEIPT OF POLICIES**

- Intellectual Property Policy
- Policy on Conflicts of Interest Relating to Intellectual Property and Commercial Ventures
- Policy on Faculty Consulting and Outside Activities (Faculty only)

This form signifies that I am acknowledging that I am responsible for reading and understanding each of the above University of Massachusetts Policies which are provided on the Human Resources website at [www.uml.edu/hr](http://www.uml.edu/hr) and I agree to abide by their terms.

Please return signed Receipt of Policies with completed employment forms to:

University of Massachusetts Lowell  
Human Resources Office  
883 Broadway Street  
Dugan Hall, Room 101  
Lowell, MA 01854-5113

**Note: New employees will not be placed on University payroll until the Receipt of Policies and Participation Agreement are signed and submitted to the UMass Lowell Human Resources Office.**

Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_