

SUBPOENA DUCES TECUM

**UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD**

To Keeper of Records, University of Chicago, 5801 S. Ellis Avenue, Chicago, IL 60637

As requested by Melissa J. Auerbach

whose address is 8 S. Michigan Avenue, 19th Floor, Chicago, IL 60603

(Street)

(City)

(State)

(ZIP)

YOU ARE HEREBY REQUIRED AND DIRECTED TO APPEAR BEFORE an Hearing Officer

of the National Labor Relations Board

at 219 S. Dearborn Street, Suite 808

in the City of Chicago, IL 60604

on May 22, 2017 at 9:00 a.m. or any adjourned

or rescheduled date to testify in University of Chicago
13-RC-198325

(Case Name and Number)

And you are hereby required to bring with you and produce at said time and place the following books, records, correspondence, and documents:

SEE ATTACHMENT

If you do not intend to comply with the subpoena, within 5 days (excluding intermediate Saturdays, Sundays, and holidays) after the date the subpoena is received, you must petition in writing to revoke the subpoena. Unless filed through the Board's E-Filing system, the petition to revoke must be received on or before the official closing time of the receiving office on the last day for filing. If filed through the Board's E-Filing system, it may be filed up to 11:59 pm in the local time zone of the receiving office on the last day for filing. Prior to a hearing, the petition to revoke should be filed with the Regional Director; during a hearing, it should be filed with the Hearing Officer or Administrative Law Judge conducting the hearing. See Board's Rules and Regulations, 29 C.F.R. Section 102.31(b) (unfair labor practice proceedings) and/or 29 C.F.R. Section 102.66(c) (representation proceedings) and 29 C.F.R. Section 102.111(a)(1) and 102.111(b)(3) (time computation). Failure to follow these rules may result in the loss of any ability to raise objections to the subpoena in court.

B-1-WPDNKN

Under the seal of the National Labor Relations Board, and by direction of the Board, this Subpoena is

Issued at Chicago, IL

Dated: May 19, 2017



Philip A. Miscimano
Chairman, National Labor Relations Board

NOTICE TO WITNESS. Witness fees for attendance, subsistence, and mileage under this subpoena are payable by the party at whose request the witness is subpoenaed. A witness appearing at the request of the General Counsel of the National Labor Relations Board shall submit this subpoena with the voucher when claiming reimbursement.

PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing representation and/or unfair labor practice proceedings and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is mandatory in that failure to supply the information may cause the NLRB to seek enforcement of the subpoena in federal court.

ATTACHMENT TO SUBPOENA
TO KEEPER OF RECORDS, UNIVERSITY OF CHICAGO

1. Samples of all standard form admission letters, admission reply forms and statements of financial aid terms for admitted students provided to students admitted to PhD programs in the School of Divinity, School of Social Services Administration, Division of Social Sciences, Division of Humanities, Division of Biological Sciences, and Division of Physical Sciences showing teaching and research requirements and conditions and requirements to receive funding.
2. Samples of all standard form appointment letters provided to graduate students in the School of Divinity, School of Social Services Administration, Division of Social Sciences, Division of Humanities, Division of Biological Sciences, and Division of Physical Sciences who are appointed to positions as teaching assistants, research assistants, course assistants, workshop coordinators, writing interns, preceptors, language assistants, instructors, lecturers, lectors, and teaching interns.
3. Samples of all student employee application forms made available to graduate students in the School of Divinity, School of Social Services Administration, Division of Social Sciences, Division of Humanities, Division of Biological Sciences, and Division of Physical Sciences for use in applying to positions as teaching assistants, research assistants, course assistants, workshop coordinators, writing interns, preceptors, language assistants, instructors, lecturers, lectors, and teaching interns.
4. The student employment policy from the student manual.
5. The University's Title IX policy, including the mandatory reporter policy.
6. Payroll records and payroll policies showing the treatment for tax reporting purposes of payments to graduate students in the School of Divinity, School of Social Services Administration, Division of Social Sciences, Division of Humanities, Division of Biological Sciences, and Division of Physical Sciences who are appointed to positions as teaching assistants, research assistants, course assistants, workshop coordinators, writing interns, preceptors, language assistants, instructors, lecturers, lectors, and teaching interns.

7. All documents or other records, including departmental handbooks, which show the job descriptions and duties, for all individuals in the petitioned-for Unit.
8. All documents explaining the University of Chicago's policies and procedures governing the application for and administration of sponsored research grants, training grants and departmental research grants.
9. All guidelines, instructions and suggestions for faculty members to apply for research grants.
10. Copies of all grant proposals and/or applications made to external agencies and/or firms (along with supporting documentation) by the University of Chicago faculty for which funding was received or is being received during fiscal years 2015-17.