



**2019-2020
GENERAL DUTIES AND
RESPONSIBILITIES STATEMENT
GRADUATE EMPLOYEES
DEPARTMENT OF ENGLISH**

CONTENTS

§	1.0	General Information
§	2.0	Availability of Graduate Employment
§	3.0	Eligibility Requirements and Application Process
§	4.0	Appointment and Progress Requirements Process
§	5.0	Workload and Work Assignments
§	6.0	Appointment Policy for Non-Native English Speaking Students
§	7.0	Policy regarding Absences
§	8.0	Right to Petition
§	9.0	Health and Safety Information
§	10.0	Discrimination Grievance Procedures
§	11.0	Discipline and Discharge
§	12.0	Work Environment

The supervisory individual who shall oversee the implementation of this GDRS is: David J. Vázquez, Department Head

Revised May 2019

§ 1.0 GENERAL INFORMATION

1.1 This Manual

The purpose of the Manual is to clarify policies and procedures concerning Graduate Employment offered by the Department of English. The relationship between [Graduate Employees](#) (GEs) and the [University of Oregon](#) as a whole are governed by the [Collective Bargaining Agreement](#) (CBA) between the University and the [Graduate Teaching Fellows Federation](#) (GTFF). This Manual details the specific relationship between GEs and the [Department of English](#). This Manual does not apply to work-study students, student readers, or other staff hired by the Department of English.

This document and its amendments may be viewed or printed from the Graduate School website: <https://gradschool.uoregon.edu/gtf/rights-and-responsibilities/gdrs>.

1.2 Teaching

Doctoral candidates are required to have experience as classroom teachers in the department before they receive their degrees. In the English Department this means that doctoral candidates must have a minimum of one year (3 terms) of full classroom responsibility. Normally, the Department counts the first three terms of the .49 FTE GE appointment as fulfillment of this requirement terms in which GEs have sole responsibility for a lower-division course. The .40 FTE non-teaching appointments do not fulfill this requirement.

§ 2.0 AVAILABILITY OF GRADUATE EMPLOYMENT

Graduate Employment in English is available to qualified graduate students in the English Department, with some positions available for qualified graduate students in Comparative Literature, Creative Writing, Folklore, and (rarely) in other related departments within the College of Arts and Sciences. All appointees (current UO students) must be in good standing and maintain satisfactory academic progress toward their degree in their home department or program.

2.1 GE appointments are decided by the English Department Graduate Appointments Committee. The English Department Graduate Appointments Committee reviews GE applications and student eligibility; the committee does not make individual teaching assignments.

2.2 The number of such appointments is subject to Department needs, budgetary constraints of the English Department and the University, and the Memorandums of Understanding between College of Arts and Sciences (CAS), the English Department, and individual CAS departments.

2.3 GEs are primarily assigned to teach the university-required lower-division writing courses and lower-division literature classes.

§ 3.0 ELIGIBILITY REQUIREMENTS and APPLICATION PROCESS

3.1 Students wishing to be considered for initial and subsequent appointment as a GE in English must be accepted and enrolled in the graduate English program (except for students in other College of Arts and Sciences departments as noted above) and must be in good standing and maintain satisfactory academic progress as defined by their departments.

In addition, students must enroll in and successfully complete the Composition Training Program, which is comprised of ENG 611: Composition GE Seminar I (with a grade of B+ or better) and ENG 613: Composition GE Apprenticeship or have demonstrated successful teaching ability in college-level composition or an acceptable equivalent in order to be eligible to apply for a GE appointment. During the first term of appointment, all new GEs teaching composition must enroll and successfully complete ENG 612 (see [5.11](#)). Exceptions must be approved by the Director of Composition in consultation with the Graduate Appointments Committee when necessary. (First-year PhD and MA students in English should also note the academic requirements as outlined in [4.1](#)).

3.2 Students from other graduate programs within the College of Arts and Sciences that have a signed Memorandum of Understanding may apply for GE positions in the Department although priority is given to English graduate students (see [2.2](#)).

3.3 GE applications for the next academic year are sought during the preceding Winter term. The deadline for applications is March 15.

3.31 Applications are solicited from English, Comparative Literature, Creative Writing, and Folklore graduate students. Other students from a CAS department are welcome to apply by addressing a letter to the Department Head or the Graduate Appointments Committee and including a summary of the applicant's teaching experience and dates of completion of the English Department Composition training program. (See [3.1](#))

3.4 All decisions about GE applications for the regular three terms (Fall, Winter, and Spring) of the academic year are made by the English Department Graduate Appointments Committee based on the criteria listed in [2.2](#) above. Reappointment decisions are made based on these criteria as well as on the student's progress toward the degree and satisfactory teaching performance.

3.5 The University of Oregon Graduate School requires that a GE be enrolled for a **minimum** of 9 graduate credit hours toward degree per term of appointment.

3.6 Summer GE Appointments.

A limited number of appointments are available to English PhD graduate students for summer session teaching. Applications are solicited late in Winter term or early in Spring term from English PhD graduate students who are eligible for sole responsibility English department teaching GE appointment as determined by the English Graduate Appointments Committee (see 3.1). Except in cases where special skills and experience are needed, teaching appointments will be made based on the following criteria:

- 1) appropriate qualifications, especially demonstrated quality of teaching and demonstrated ability to teach successfully without supervision;
- 2) seniority;
- 3) lack of previous summer teaching appointments; and
- 4) successful progress toward the degree.

Summer appointments for composition and literature courses will be made by the Associate Department Head and Director of Composition.

§ 4.0 APPOINTMENT AND PROGRESS REQUIREMENTS

Satisfactory progress toward a graduate degree is a requirement for GE appointment or reappointment. A GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program and should be beneficial to the student's development in that program. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience rather than solely as employees whose education is secondary.

As stated below, MA students are eligible for appointment through their 6th term in the MA program. The norm for PhD student years of eligibility is five to six years (which includes the first year of appointment at .40, non-teaching. See below.). This calendar is adjusted when needed based on the individual's academic work. GE appointees from other departments will have no more years of eligibility than those at equivalent levels in English (see [4.3](#) below).

4.1 YEARLY PROGRESS AS A CONDITION FOR APPOINTMENT

NOTE: The word "courses" used below refers to formal, classroom courses. This excludes ENG 601: Research; ENG 503: Thesis; ENG 603: Dissertation; and ENG 605: Reading and Conference. Any exceptions must be approved in advance by the Director of Graduate Studies.

4.1a MA PROGRAM

Since it is the normal expectation that the MA degree in English will be obtained within two years (six terms) of full-time graduate study, students admitted into the MA program are typically eligible for a .49 FTE teaching GE appointment in their second year. The most common path is as follows:

First Year in Graduate Program: (No GE appointment)

- ENG 611, Composition GE Seminar I and ENG 613, Composition GE Apprenticeship
- Six additional approved formal courses (or two per term)

Second Year in Graduate Program – (First year of teaching GE appointment)

- ENG 612, Composition GE Seminar II
- Completion of all coursework requirements of MA degree (cumulative of 12 courses)
- Foreign language requirement

GE eligibility for MA students does not extend beyond their 6th term in the program.

4.1b PhD PROGRAM

English Department PhD students will typically follow one of four timelines:

GRAD TRACK A - Entering PhD students holding BAs or MAs in cognate field who transfer 3 or fewer degree-satisfying courses and hold a .40 FTE GE appointment in first year: (6 years of support)

1st year:

- ENG 690, Introduction to Graduate Studies in English (fall term)
- ENG 614, Introduction to Literary and Cultural Theory
- Completes 4 additional seminars or equivalents, for a total of 6 at UO
- Ideally completes first language of language requirement (if pursuing 2)
- ENG 611, Composition GE Seminar I (winter term; does not count toward seminar requirement)
- ENG 613, Composition GE Apprenticeship (fall term; does not count toward seminar requirement)

2nd year: (Student normally holds the first year of .49 FTE GE teaching appointment)

- 6 degree-satisfying courses (for a cumulative total of 12 at UO)
- Submission and approval of PhD breadth fields in winter term and breadth examination reading lists in spring term
- ENG 612, Composition GE Seminar II (required during the first term of teaching; offered only during Fall term; does not count toward seminar requirement)

3rd year:

- Completes remaining seminars or equivalents, for a cumulative total of 18, completing all coursework requirements*
- Completes PhD language requirement
- PhD breadth examination at start of academic year
- Submission and approval of PhD major field examination materials in spring term
- Complete ENG 608 and ENG 605 related to journal article requirement

4th year:

- PhD major field examination in fall term
- Prospectus submission and approval in winter term
- Advancement to candidacy when prospectus is approved; dissertation

5th year:

- Dissertation
- Dissertation Progress Meeting in fall term
- Submission of fully drafted dissertation chapter by end of winter term

6th year:

- Dissertation
- Dissertation defense in spring term

*Note: all transfer credits count toward this total of 18 seminars (or equivalents).

GRAD TRACK B - Entering PhD students holding MAs in English or cognate field who transfer 4 to 5 degree-satisfying courses and hold a .40 FTE GE or .49 FTE GE appointment first year: (6 years of support)

1st year:

- ENG 690, Introduction to Graduate Studies in English (fall term)
- ENG 614, Introduction to Literary and Cultural Theory
- Completes 4 additional seminars or equivalents, for a total of 6 at UO
- Ideally completes first language of language requirement (if pursuing 2)
- ENG 611, Composition GE Seminar I (winter term; does not count toward seminar requirement)
- ENG 613, (IF .40 FTE GE Appt.) Composition GE Apprenticeship (fall term; does not count toward seminar requirement)
- ENG 612, (IF .49 FTE GE Appt.) Compositions GE Seminar II required during the first term of teaching
- Submission and approval of PhD breadth fields in winter term and breadth examination reading lists in spring term

2nd year:

- PhD breadth examination at start of academic year
- Complete additional degree-satisfying courses for a cumulative total of 16 or 17 (completing all coursework requirements) *
- ENG 612, (IF first year GE appointment was a .40 FTE)
- Submission and approval of PhD major field examination materials in spring term

3rd year:

- Complete seminar requirements in fall term, including ENG 608 & ENG 605 related to journal article requirement
- Completes PhD language requirement
- PhD major field examination in winter term
- Prospectus submission and approval in spring term
- Advancement to candidacy when prospectus is approved

4th year:

- Dissertation
- Dissertation Progress Meeting in fall term
- Submission of fully drafted dissertation chapter by end of spring term

5th year:

- Dissertation

6th year:

- Dissertation
- Dissertation defense in spring term

*Note: all transfer credits count toward the cumulative total of 18 seminars (or equivalents)

GRAD TRACK C - Entering PhD students holding MAs in English or cognate field who transfer 6 to 9 degree-satisfying courses and hold a .40 FTE GE appointment first year: (5 years of support)

1st year:

- ENG 690, Introduction to Graduate Studies in English (fall term)
- ENG 614, Introduction to Literary and Cultural Theory
- Completes 4 additional seminars or equivalents, for a total of 6 at UO
- Ideally completes first language of language requirement (if pursuing 2)
- ENG 611, Composition GE Seminar I (winter term; does not count toward seminar requirement)
- ENG 613, Composition GE Apprenticeship (fall term; does not count toward seminar requirement)
- Submission and approval of PhD breadth fields in winter term and breadth examination reading lists in spring term

2nd year:

- PhD breadth examination at start of academic year
- Completes PhD language requirement
- Completes Seminars for a cumulative total of 18, counting transfers*
- Submission and approval of PhD major field examination materials in spring term
- Completes ENG 608 & ENG 605 related to journal article requirement
- ENG 612, Composition GE Seminar II required during the first term of teaching; offered only during fall term; does not count toward seminar requirement

3rd year:

- PhD major field examination in fall term
- Prospectus submission and approval in winter term
- Advancement to candidacy when prospectus is approved; dissertation

4th year:

- Dissertation
- Dissertation Progress Meeting in fall term
- Submission of fully drafted dissertation chapter by end of winter term

5th year:

- Dissertation
- Dissertation defense in spring term

GRAD TRACK D - Entering PhD students holding MAs in English or cognate field who transfer 6 to 9 degree-satisfying courses and hold a .49 FTE GE appointment first year: (5 years of support)

1st year:

- ENG 690, Introduction to Graduate Studies in English (fall term)
- ENG 614, Introduction to Literary and Cultural Theory
- Completes 4 additional seminars or equivalents, for a total of 6 at UO
- Ideally completes first language of language requirement (if pursuing 2)
- ENG 612, Composition GE Seminar II required during the first term of teaching; offered only during Fall term; does not count toward seminar requirement)
- ENG 611, Composition GE Seminar I (winter term; does not count toward seminar requirement)
- Submission and approval of PhD breadth fields in winter term and breadth examination reading lists in spring term

2nd year:

- PhD breadth examination at start of academic year
- Completes PhD language requirement
- Completes seminar requirements in spring term
- Submission and approval of PhD major field examination materials in spring term
- Completes ENG 608 and ENG 605 related to journal article requirement

3rd year:

- PhD major field examination in fall term
- Prospectus submission and approval in winter term
- Advancement to candidacy when prospectus is approved; dissertation

4th year:

- Dissertation
- Dissertation Progress Meeting in fall term
- Submission of fully drafted dissertation chapter by end of winter term

5th year:

- Dissertation
- Dissertation defense in spring term

*Note: all transfer credits count toward the cumulative total of 18 seminars (or equivalents)

In individual cases, this progress may be altered slightly by the Director of Graduate Studies. Each appointee will receive a summary of required yearly progress during the first term of appointment.

4.2 Long – term Leaves of Absence.

Graduate students who wish to take a term of leave from their graduate program may apply for “on-leave” status through the Graduate School. The application for “on-leave” status is available through GradWeb. The DGS and Department Head must sign the electronic application to give department approval of the leave. According to the Graduate School, only graduate students in good standing are eligible for On-Leave status. While on-leave, students do not register and, as such, are not allowed to make use of university services, faculty or staff time.

In some cases, where personal circumstances warrant, academic progress may be altered slightly by the Director of Graduate Studies. In those cases, where the alteration would add eligible terms of GE appointment, the exception must be requested in advance by letter to the Department Head and approved by the Appointments Committee.

4.3 GE appointments to students in other CAS programs

4.31 MA program applicants

GE appointees from other terminal degree programs such as Creative Writing or Folklore Program will have no more years of eligibility than those at equivalent levels in English. As stated in [4.1a](#) regarding the English MA program, GE eligibility will not extend beyond the 6th term within the program.

Master's students from Creative Writing or Folklore wishing to apply for graduate employment in Composition must complete the yearlong Composition training program. If they complete this program successfully and have made satisfactory academic progress toward their degree, they are eligible for a one-year, non-renewable appointment in Composition. A minimum GPA of 3.5 is required for all applicants.

These students must enroll in and complete ENG 612 during fall term of their year of composition teaching (see [3.1](#)).

4.32 PhD program applicants

PhD students in home departments other than English who enter their programs without an MA will be eligible for up to 15 terms of .49 FTE GE support after successfully completing ENG 611 and 613. Students must maintain a 3.5 GPA (minimum) and be in good standing within their own programs. Good standing is determined by the written standards of the student's program or department. However, a term of support from any unit within the University of Oregon will count toward the maximum terms of support available from the English Department.

PhD students in home departments other than English who enter their programs with an MA will be eligible for up to 12 terms of .49 FTE GE support after successfully completing ENG 611 and 613. Students must maintain a 3.5 GPA (minimum) and be in good standing within their own programs. Good standing is determined by the written standards of the student's program or department. However, a term of support from any unit within the University of Oregon will count toward the maximum terms of support available from the English Department.

4.4 Limits on Renewal of Appointment

Assuming satisfactory progress in graduate study, satisfactory teaching, and availability of budget resources, graduate students are most commonly appointed as GEs as indicated in the statement of expectation in each section listed in 5.1 and 5.2. The English Department defines "satisfactory progress in graduate study" as maintaining the listed progress requirements and a cumulative GPA of 3.50 or better in all graduate coursework at the University of Oregon.

GE appointees from other departments will have no more years of eligibility than those at equivalent levels in English. For example, GEs in other Master's degree programs will be eligible for appointment up through their 6th term of graduate work (see [4.1a](#), [MA program](#) and [4.3.1](#), [MA program applicants](#).) Graduate students in other PhD programs are eligible for appointment as described above ([4.3.2](#)). For such GEs, progress toward the degree should be that which is stated in their home department's catalog description of graduate degree requirements. A statement will be required from the Head of their home department certifying appropriate progress is being maintained in order for the student to be considered for reappointment.

4.5 Conditions Determining Renewals

Renewals of appointment for GEs shall be contingent upon:

- a. availability of Department resources
- b. normal progress toward the MA or PhD (see 4.1 and 4.3)
- c. satisfactory teaching as determined by student and staff evaluations.

4.6 Non-Renewal of Appointment

The Graduate Appointments Committee shall send a warning during Spring term to any GE whose appointment may not be renewed for other than budgetary reasons. At any time, such a warning may be sent by the Director of Composition and/or the Department Head. Criteria for terminating a GE include:

- a. unsatisfactory teaching
- b. failure to make progress toward the degree
- c. failure to maintain an adequate GPA
- d. violations of Department or University policies or procedures.

Article 16 of the [GTFF CBA](#) outlines procedures for informing GEs of deficiencies in their work performance or progress toward the degree.

§ 5.0 WORKLOAD AND WORK ASSIGNMENTS

Duties of the appointment vary according to the specific assignment. The usual types of appointments are outlined below. Differences in teaching style and the need for teachers to work out their own schedules make it hard to prescribe fixed numbers of hours to be devoted to each aspect of these appointments. The structures described for each of these assignments are suggestions and guidelines offered to illustrate how the appointment can be met while staying within the prescribed hours (per quarter) specified in the [GTFF CBA](#) (Article 20): 175 for .40 FTE and 215 for .49 FTE. GEs are encouraged to consult with their supervisors about methods of course preparation and teaching efficiency that will help them work effectively within the [GTFF CBA](#) limits.

All GEs assigned to teach composition anytime during the academic year are required to attend the Fall Orientation meeting (Composition Conference during Week of Welcome).

5.1 TEACHING APPOINTMENTS (.49 FTE)

5.11 Composition

The majority of appointments in the English Department are made to teach one of the University-required writing courses (WR 121, 122 or 123). These courses are 4-credit classes. These appointments are .49 FTE (where 1.00 FTE equals full-time). GEs appointed at .49 FTE will be assigned one course per term, 3 courses per academic year. All GEs teaching composition are expected to attend mandatory staff meetings each term (the first usually during the week prior to fall term, the second and third during the middle of winter and spring terms).

Concurrent with the first term of teaching, GEs must successfully complete Composition GE Training Seminar II, ENG 612. These graduate credits will count toward the Graduate School requirement that a GE be enrolled in a minimum of 9 graduate hours per term, but they will not apply toward the English MA or PhD requirements.

GEs will be assigned to WR 121 in their first term of teaching and generally teach either WR 121 or WR 122 winter and spring terms. Some first-year teachers may be assigned WR 123 in winter or spring terms, depending on record of satisfactory teaching and department needs.

GEs in their second and later years of teaching are assigned to WR 121 and WR 122 and may also be assigned to WR 123, depending on record of satisfactory teaching and department needs.

Policies and procedures for teaching and administering classes are outlined in the English Department composition handbook (*Policies and Procedures: Teaching Written Reasoning at the University of Oregon*). Teachers of lower-division writing are expected to design their courses in accordance with these policies. In conjunction with guidelines included there, the following outline represents a reasonable and appropriate distribution of work over a term in lower-division writing courses for which GEs have sole responsibility:

- 30 hours in class
- 15 hours of student conferences and/or scheduled appointments to discuss writing
- 30 hours in office hours (3 hours per week)
 - 5 hours for participation in program assessment
- 60 hours preparation
- 72 hours grading
- 3 hours for substitution

GEs having difficulty working within contractual workload norms should consult with the Director of Composition.

In addition to these duties, GEs may be asked to assist the Director of Composition on a voluntary basis.

First-year appointees are required to enroll in ENG 612, Composition GE Seminar II for 1-3 credits, during their first term of teaching.

GEs teaching composition are supervised by the Director of Composition, the Associate Directors of Composition, and the Department Head, in consultation with the English Department Composition and Appointments Committees.

5.12 Lower-Division Literature

There are two different types of lower-division literature assignments: assignments to discussion sections of large lecture courses and assignments as instructor of record to a 100- or 200-level literature course. Both assignments are .49 FTE and are described below.

5.12a Sole Responsibility of a lower-division literature or film and media course:

English PhD GEs are eligible for a .49 FTE per term assignment for sole teaching responsibility of a lower-division literature course when they have completed the following requirements: been advanced to candidacy; have taught a minimum of a full year of teaching in the Composition Program (usually two full years); completed the separate training program, which includes the completion of ENG 608, Teaching Literature and Film and Media; demonstrated satisfactory prior teaching performance; and shown appropriate academic preparation for the course to be assigned.

A more detailed policy statement on the assignment of literature courses to GEs is available in the English Department office.

Teachers of lower-division literature courses are expected to design their courses in accordance with University-wide and departmental policies on General Education courses. The following outline represents an appropriate distribution of work over a term in lower-division literature courses for which GEs have sole responsibility:

- 30 hours in class
- 75 hours preparation
- 30 hours office hours (3 hours per week)
- 77 hours grading
- 3 hours for substitution

GEs having difficulty working within contractual workload norms should consult with the Associate Department Head.

While teaching literature, the GE is supervised by the Associate Department Head and the Department Head.

5.12b Teaching Assistants in Large Lecture Courses (Discussion Sections)

GEs may be assigned to assist faculty in teaching discussion sections of various large lower-division English courses. These appointments are at .49 FTE per term. GEs are given these assignments after completing a minimum of one year teaching in the Composition Program (usually two full years) and successfully completing ENG 608, Teaching Literature and Film and Media. Assignment as an assistant in a large lecture course also presupposes that the appointee has some basic academic background in the area covered by the course. A more detailed policy statement on the assignment of literature courses to GEs is available in the English Department office.

Duties of these assignments will consist of assisting the professor in course preparation; conducting weekly discussion sections related to the course content (in most cases, 2 sections per appointee/per week); evaluation and grading of critical papers and projects; meeting with students during regularly scheduled office hours.

The following outline represents an appropriate distribution of work over a term for such assignments:

50 hours in class (3 lectures/2 discussion sections per week)
30 hours in preparation
30 hours office hours
10 hours meeting with supervisor and other GEs
92 hours grading
3 hours for substitution

GEs given these assignments are supervised by the professor of the assigned lecture course and the Associate Department Head.

5.13 Summer Term. The majority of Summer term courses assigned to GEs are scheduled for the first and second four-week sessions of the Summer Term. The workload involved in the 4-credit courses follows very closely that which is required for a regular 10-week course. According to the policy regarding appointment of GEs to summer teaching (see section 4.4), only experienced English PhD students are granted summer teaching.

The following outline represents a reasonable and appropriate distribution of work over the summer term (this is provided only as a general guideline; variations are likely depending on the individual and the course requirements) for lower-level Literature courses:

32 hours in class (4 class meetings per week)
32 office hours (4 hours minimum required per week)
70 hours preparation
78 hours grading
3 hours for substitution

Summer assignments for sole teaching responsibility of a lower-division literature class (4-credit classes) will involve a total of 215 hours for the four-week session. This appointment will therefore be at a .49 FTE.

5.14 Other Types of .49 Appointments

5.14a Assistant Director of Composition

The ADC aids in the general administration of the Composition Program as outlined by the Composition Committee. This .49 FTE year-long appointment is normally compensated by the release from two courses and is supervised by the Director of Composition. Eligibility criteria for these appointments are:

- a. Good standing in the English PhD program and eligible for a GE appointment.
- b. Completed the Breadth Exam by the beginning of Fall term of the appointment.
- c. Available to work over the summer to prep for the fall conference – some work may be done remotely.

Duties of this assignment will include working with directors and staff to plan the Fall Composition Conference, gather and review syllabi every term, oversee WR 121 and 122 waiver exam scoring every term, hold 6 office hours each week, attend meeting of 611 and 612 to present successful teaching materials and provide mentoring, launch/develop program projects, evaluate first-year teachers, and maintain Teaching Resource blog.

5.14b GEs in Film and Media Studies

The English Department assigns GEs to assist in the large lecture sections of CINE 265-266-267, History of the Motion Picture and other Film and Media courses. Eligibility criteria for these appointments are:

- a. Teaching experience in film studies or related field for instructor-of-record courses (not required for GEs in Film History)
- b. Coursework in film history and media aesthetics
- c. Satisfactory progress in a University of Oregon graduate program
- d. Record of academic excellence

All other factors being equal, preference will be given to English Department graduate students for the CINE 265-266-267 courses. (See 3.0 for Application Procedures; See 5.12 for policy regarding assignment of literature courses.)

Duties of this assignment will consist of assisting the professor in course preparation; conducting weekly discussion sections related to the course content (in most cases, 2 sections per appointee/per week); evaluation and grading of critical papers and projects; meeting with students during regularly scheduled office hours.

The following outline represents an appropriate distribution of work over a term for such assignments:

60 hours in class (one 1-hour lecture/one 3-hour lecture and screening/two 1-hour discussion sections per week)
30 hours in preparation
30 hours office hours
10 hours meeting with supervisor and other GEs
82 hours grading
3 hours for substitution

GEs given these assignments are supervised by the professor of the assigned lecture course and the Associate Department Head.

5.14c Assistant Director of Digital Humanities

The ADDH aids in the general administration of the Digital Humanities Program as outlined by the Director of Digital Humanities. This .49 FTE year-long appointment is normally compensated by the release from three courses and is supervised by the Director of Digital Humanities.

5.14d Center for the Teaching of Writing Assistant Director

Assists with the WR 121 Tutorial including:

- o Training first-year GE tutors
- o Advising WR 195 students and administering course (syllabus, checklist, periodic announcements, Canvas site, grades, and other duties as necessary)
- o Managing the Tutorial website
- o Record keeping and archiving

Administration and advising for the WSCR Minor and Certificate

- o Maintaining and updating WSCR websites on English Department site
- o Organizing faculty workshops and resources for Writing Across the Curriculum
- o Developing WSCR recruiting materials

Assisting the Director of Writing Associates as needed

Meeting regularly with Director of CTW on policy and to plan initiatives

Assisting with editing and producing CTW occasional publications

Serving as liaison with the Composition Program

5.15 GEs are required to attend orientation meetings and activities during the week prior to the first day of Fall term classes and staff meetings during Winter and Spring terms. (see [5.11](#) above).

5.2 Workload

GE appointments at .49 FTE in the English Department involve teaching one course per term, 3 courses per academic year. GEs in a PhD program who are preparing for major field exams or writing dissertations may request a 2-1-0 teaching schedule.

Duties of the appointment include classroom teaching (three hours a week) and a minimum of 3 hours of office hours per week during the term. All GEs teaching composition are expected to attend mandatory staff meetings each term (the first usually during the week prior to fall term, the second and third during the middle of winter and spring terms).

The majority of appointments in the English Department are in the Composition Program, with some—usually for advanced English Ph.D. students—in literature. More specific duties of the appointments are described below in relation to the different types of appointments available in the English Department.

GEs are encouraged to consult with their supervisors about methods of course preparation and ways to make their teaching more efficient if they find themselves spending more time on their courses than the 175 hours per quarter for .40 FTE appointments or 215 hours for .49 FTE appointments specified in the [GTFF CBA](#) (Article 22). (See [Workload Definition](#), section 5.0)

In the English Department, GEs who work as instructors of record are not assigned workloads that would require GE assistance.

5.3 Non-Teaching GE Appointments

Non-teaching .40 FTE appointments are made to English graduate students in their first year of graduate study who are deserving of support and are not eligible for a teaching appointment. These appointments are made at .40 FTE (annual), 176 hours per term, 528 hours per academic year (Fall, Winter, Spring), (Article 22 of the [GTFF CBA](#)) and are assigned to various duties in the English Department by the Department Head.

A sample of assignments for non-Teaching GEs is listed below. Actual assignments vary each year depending on the needs of the Department. Assignments are not limited to those defined below. In some cases, a .40 FTE or .49 FTE appointment will involve a combination of appointments to equal .40 FTE or .49 FTE.

Writing Tutors in the Center for Teaching Writing. Writing tutors for an average of 10-16 hours per week, not to exceed 88-175 hours per term (depending on assigned FTE). Supervised by the Director of Writing Associates.

Teaching Apprenticeships (.20 TAship). Whenever possible, first-year PhD students appointed as .40 FTE GEs will be assigned in winter and/or spring term as TAs to an ENG course taught by an ENG TTF faculty member, for the PhD students' pedagogical development. Each TAship is .20 FTE GE, 88 hours per term; the other .20 FTE of the appointment will remain in tutoring. Such TAs may do some grading of essays and/or exams as assigned by the faculty member and may similarly hold office hours as assigned. However, the chief purpose of the placement is not to lessen faculty labor, but for students to be mentored about course development, teaching, assessment, grading, student issues, etc. First-year TAs will attend all or nearly all class meetings, will prepare for class, will meet with their faculty supervisor regularly, and will offer at least one lecture or presentation in class during the term.

Apprenticeships in large lecture sections of literature courses. TAs conduct student conferences, lead study sessions, and grade exams and papers. This appointment involves 3 hours a week class time (total 30-33 per term) with the additional 58 hours distributed as assigned by Instructor of course. These appointments vary from one to three terms. The appointments are given for a maximum of one year (3 terms excluding summer term).

Research. Research GE appointments in the Department of English are made only when research funds are available for this purpose. The duties required of a Research GE will be worked out with the supervising faculty member. The FTE of the appointment will be determined by available funding and the amount of work required, but the total number of hours worked per academic term will not exceed the limits specified by the FTE in the [GTFF CBA](#).

Research Fellow. This is for graduate students with dissertation fellowships, Promising Scholar Awards, or other awards/fellowships that are process as “Research GEs” where the only work expectation is the student’s own research.

Students who hold a .40 FTE non-teaching appointment in their first year and wish to qualify for a teaching appointment in future years must complete the Composition GE Training courses (ENG 611 and ENG 613), Apprenticeship Program, and successfully complete an additional six seminars as required by the MA/PhD program to be in good standing and eligible for a Composition teaching appointment. As explained in Section 3.1 above.

§ **6.0** **APPOINTMENT POLICY FOR GRADUATE STUDENTS WHO ARE NON-NATIVE SPEAKERS OF ENGLISH**

The English Department considers that clear oral communication with undergraduate students, and the ability to understand readily and respond appropriately to these students' idiomatic speech and writing, are essential for teachers in the English Composition Program and literature at the University of Oregon. The following guidelines are meant to provide a basis for decisions affecting the GE appointment of graduate students whose first language is not English and who may not demonstrate proficiency.

6.1 The standards required by the Graduate School and AEI for the appointment of GEs (the SPEAK test and subsequent training) are considered to be **minimum** but not sufficient standards for the appointment of GEs to teach composition and literature in the English Department. The Graduate School and the English Department may stipulate further, more rigorous qualifications for GE appointments. Non-native-speaking graduate students must, like all other prospective GEs, successfully complete the Composition Workshop and Apprenticeship to receive a teaching assignment in the English Department.

6.2 If English language skills are an obstacle to successful performance in ENG 611, Composition GE Seminar I or ENG 613, Composition GE Apprenticeship (as judged by the faculty members teaching those courses or by the Director of Composition), a grade of "I" may be assigned for these courses.

6.21 If an "I" is received in either or both of these courses, a student may repeat the course only once.

6.22 International students who do not pass ENG 611 or ENG 613 may at any point petition the Graduate Appointments Committee. The Appointments Committee, through a sub-committee, will then review the student's performance in ENG 611 and ENG 613 and interview the graduate student and any members of the faculty who have raised questions about the candidate's English skills. The Appointments Committee may then:

- Waive the one-year teaching requirement for a PhD
- Inform the student that no teaching appointment in composition or literature can be expected.

§ **7.0** **POLICY REGARDING ABSENCES DUE TO ILLNESS, BEREAVEMENT, BIRTH/ADOPTION**

When GEs need to be absent from duties due to illness, injury, medical appointment/procedure (for themselves, a child, partner or parent), or for absences related to bereavement or birth/adoption, these policies for notification and missing classes apply, pursuant to Article 28, Absences of the [GTFF CBA](#). The duties covered by this requirement include all scheduled teaching activities, such as office hours, class meetings, and student conferences.

7.1 Notification

Notify the English Department Secretary about the absence (Susan Meyers, susani@uoregon.edu) by email as soon as possible, and cc your immediate supervisor:

- ENG GEs teaching Composition: Interim Director and Associate Directors at uocompdirectors@uoregon.edu.
- ENG GEs teaching ENG: Associate Department Head, Liz Bohls, (ebohls@uoregon.edu)
- ENG GEs teaching in large lecture discussion sections: Associate Department Head, Liz Bohls (ebohls@uoregon.edu) and the professor teaching the course.

Include any information you have about the likely duration of the absence along with instructions you have given your students related to your absence.

Notify your students of any resulting change to meeting schedule using the method of communication you have listed on your syllabus.

7.2 Coverage Sick leave substitution hours are built into your FTE (see Section 5, Workload and Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify your immediate supervisor, if you believe you will likely exceed the hours allocated in Section 5.

- ENG GEs teaching Composition: Interim Director and Associate Directors at uocompdirectors@uoregon.edu.
- ENG GEs teaching ENG: Associate Department Head, Liz Bohls, (ebohls@uoregon.edu)
- ENG GEs teaching in large lecture discussion sections: Associate Department Head, Liz Bohls (ebohls@uoregon.edu)
- GEs may also consult with their immediate supervisor to create a compensatory activity for the students and adjust the schedule of assignments to meet course goals in consideration of the missed class time.
- For longer absences, the Department Head of English, the GE's immediate supervisor, and the Graduate School will arrange for a substitute. Whenever possible, GEs (or a designee, if the GEs cannot do so themselves) will provide information about instruction up to the absence and assist as able in the transition.
- GEs are not eligible to substitute in English classes taught by TTF or NTTF faculty.
- More information on [English Graduate Employees \(GEs\) Sick Leave Policy](#) may be found on the English Department Resource Website <http://english.uoregon.edu/DepartmentResources>.

Absences for professional development such as conference presentations or job interviews need to be approved by the Department Head according to Graduate Travel Policy (for conference presentations) or three weeks in advance (for job interviews), and arrangements must be made as outlined above to cover the missed classes. The Department is especially concerned about absences during the first week of classes, week 10, and finals week, and requires that all possible steps to minimize them be taken when pursuing a professional development opportunity.

More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 29 of the [GTFF CBA](#).

§ 8.0 RIGHT TO PETITION

A graduate student may petition the Graduate Appointments Committee for an exception to any of the above regulations. Petitions should be addressed to the Head of the Department.

§ 9.0 HEALTH AND SAFETY INFORMATION

9.1 Accident Reporting and Workers' Compensation The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316. All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will

complete the Workplace Injury Report with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed. An injured GE who is unable to work may not receive both salary compensations from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact Safety and Risk Services immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

9.2 Safety Information

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

9.3 Reporting Safety Hazards

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Melissa Bowers, 541-346-1506, bowersm@uoregon.edu.

Other resources on campus to report such information Safety and Risk Services, a Safety Advisory Committee representative or a GTFE union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Location of emergency procedures, evacuation plans, and first aid supplies: English Department Booth Lounge, 108 PLC.

§ 10.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the GTFE. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>.

§ 11.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the [GTFE CBA](#). Article 16 further outlines procedures for informing the GE of their deficiencies in work performance or progress toward the degree.

§ 12.0 WORK ENVIRONMENT

Once appointments are made, teaching GEs will receive information regarding office assignments and teaching support resources, including access to computers and copy machines. These resources are described in detail in the

[Department of English Administrative Policies and Procedures Manual](#) found on the English Department Resource Website: <http://english.uoregon.edu/DepartmentalResources>.

12.1 Workspace/Private Meeting Space

All .49 FTE GE appointments are assigned shared office space and provided with access to telephones necessary to carry out work assignments and access to voicemail or other messaging service, adequate desks for the number of occupants of that office, at least one file cabinet, and one guest chair for each desk. When sharing an office with others, it is expected that schedules will be mutually worked out so that each instructor has private time for student conferences. The kitchen is located on the first floor in the Booth Lounge.

12.2 Access to Office Supplies Photocopier and Printouts

A workroom is available all GEs for class preparation. Access to this room is by individually assigned access numbers and is linked directly to that person's teaching assignment in the department. Besides the multi-function copier, this room is equipped with general supplies such as staplers, paper cutter, etc. Every effort is made to provide the tools to assist instructors in their preparation of class materials. The next-door computer lounge, also available to GEs, has PC and MAC computers and a networked printer.

For more information on these rooms and the policies concerning their use, please see [Department of English Administrative Policies and Procedures Manual](#) available on the English Department Resource Website <http://english.uoregon.edu/DepartmentalResources>