

General Duties and Responsibilities for Computer and Information Science Department

TABLE OF CONTENTS

1.0	GENERAL INFORMATION	1
2.0	AVAILABILITY OF GRADUATE FELLOWSHIPS (GES)	2
3.0	ELIGIBILITY REQUIREMENTS	3
4.0	GE APPLICATION PROCESS.....	4
5.0	APPOINTMENT AND REAPPOINTMENT	5
6.0	WORKLOAD	7
7.0	WORK ASSIGNMENTS	8
8.0	HEALTH AND SAFETY INFORMATION	10
9.0	SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE	11
10.0	DISCRIMINATION GRIEVANCE PROCEDURES.....	14
11.0	WORK ENVIRONMENT	14
12.0	ABSENCES	15

1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and this GE hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is:

Head of the Graduate Education Committee, Daniel Lowd

DATE OF THIS GDRS REVISION: 7/1/2020
Effective Academic Year: 2020-2022

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GES)

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

CIS 105, 110, 111, 115, 122, 210, 211, 212, 313, 314, 315, 330, 415, 425, CIT 281, 381, 382, 383

This GE employing unit:

- makes an effort to distribute GE opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined:

Between mid to late winter when prospective students are offered "Department-funded", and on occasion research-funded GE positions. These are formal offer letters that clarify both admissions and funding. Offers which are not accepted by April 15th of the admission year are pulled, and the offer is extended to second-round applicants who would qualify for funding.

Prior to the start of any academic term, but no later than two weeks prior to that term, non-funded students who have GE applications on file may get one-term GE appointments. The availability of such positions is subject to fluctuations in undergraduate enrollment as well as vacancies that occur when other current students switch to research GE positions, take leave or graduate. Any appointment later than two weeks prior to the term start may occur in an emergency situation.

Contracts for renewable positions held by current students are generally completed in the spring but no later than the Graduate School's July deadline.

In recent years, GE assignments during the academic year in this GE employing unit have included:

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Research Assistant

Research Fellow

SUMMER TERM APPOINTMENTS

The Department does hire GEs in summer. The availability of GE appointments for the upcoming summer term is usually determined during Spring term.

In recent years, GE assignments during the summer in this GE employing unit have included:
Instructor of Record
Research Assistant

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are:

All students enrolled in the master's or doctoral program in Computer Science.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered include:

Satisfactory grades in Computer Science and Math course work relevant to the specific teaching assistant positions.

Students will be considered in the following order:

Preference shall be given to Graduate students enrolled in the Master's or PhD program of Computer and Information Science. Regarding the GE pool: Priority will be given for PhD pool candidates over Master's pool candidates. Only if the pool is exhausted will the CIS Department advertise outside the Department.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

Master's students are eligible for department support through their sixth term in the graduate program; and if they take longer to complete their MS, they may remain in the pool for GE consideration.

The department will make every effort to reappoint PhD students whose academic performance and progress, as well as performance as a teaching or research GE, are satisfactory. Subject to annual evaluation of progress and performance, PhD students are guaranteed Department support in their first five years of graduate study at the University of Oregon, as per their original admissions/offer letters.

For students who enter the Master's program and then transfer to the PhD program, the five year guarantee for Department support includes all time in the graduate program, including time in the Master's program.

After five years in the program (overall), PhD students who do not have support through research may be included in the department's GE Pool.

The department will make every effort to reappoint PhD students whose academic performance and progress, as well as performance as a teaching or research GE, are satisfactory. Further, in cases where performance is not satisfactory, students will be formally notified and lose their good standing in the program.

4.0 GE APPLICATION PROCESS

This unit has graduate students apply for consideration for GE. Their application summarizes their experience and expertise. They are also strongly encouraged to attach a resume or CV.

ACADEMIC YEAR APPOINTMENTS

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

Newly admitted students are required to submit a GE application by hard copy or as a PDF in an email to the Graduate Coordinator if they wish to be considered for GE positions in the department, whether it is for teaching assistance or research. They are also strongly encouraged to attach a resume or CV.

GE research positions are not generally posted, although on occasion faculty members will post a position notice on the Computer Science grads-mail email list. Generally a faculty member will ask to look at the pool GE applications on file to review for potential hiring.

Some positions are acquired after non-paid research is done for a particular faculty member through individualized study credits. All new students are oriented in the fall on the availability of this option as a way to get to know about research.

SUMMER TERM APPOINTMENTS

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s):

Generally, the application process for incoming students includes:

Newly admitted students are required to submit a GE application by hard copy or as a PDF in an email to the Graduate Coordinator if they wish to be considered for GE positions in the department, whether it is for teaching assistance or research. They are also strongly encouraged to attach a resume or CV.

Generally, the application process for continuing students includes:

A GE application and a resume or CV (see above) remains on file with the department. These may be referenced by faculty for research positions over the summer. Other types of GE positions available to our students are the ones for teaching summer courses. During late winter term or early spring an instructor in our department, the Summer Program Coordinator, sends an announcement about the positions via our CS grads-mail email list, and interested students send their applications to them.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, positions will be identified outside of the normal appointment cycle. In such cases, these positions will be announced and filled in the following ways:

Remaining pool applications are reviewed. If no qualified students are left in the pool for a particular position, the Department Head or Committee may decide to reopen the application process for the position and notify students via the CS grads-mail email list.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes:

Associate Department Head, Graduate Education Committee Head, Undergraduate Education Committee Head, and Graduate Coordinator.

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available

within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

(A) General criteria include (in no particular order):

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
- Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

Academic credentials, recommendations from academic or work supervisors, previous experience, interview.

For a Discussion Section Leader:

Academic credentials, recommendations from academic or work supervisors, previous experience

For a Laboratory Section Leader:

Academic credentials, recommendations from academic or work supervisors, previous experience

For a Teaching Assistant:

Academic credentials, recommendations from academic or work supervisors, previous experience

For a Research Assistant:

Academic Credentials, recommendations from academic or work supervisors, previous experience

For a Research Fellow:

These positions follow from scholarships (e.g., Promising Scholar, NSF Graduate Research Fellowship) and are not awarded by the Department.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general and then assignment type-related. This applies to positions that become available outside the normal appointment cycle as well.

Performance of GEs in this employing unit are evaluated: Mid-term evaluation

Evaluations are performed by supervising faculty members and reported to the Graduate Coordinator. In cases where the GE is not working directly with a course, but rather a more general or administrative Department assignment, the evaluation is done by the Department Head.

The criteria used for evaluation include:

- Performance on tasks and responsibilities
- Oral communication skills
- Written communication skills

Department GEs in Computer and Information Science will be evaluated at or shortly following midterm during every term for which they hold a GE appointment; and the procedures are the same for initial as well as for continuing appointments.

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs are most commonly appointed at the following full time equivalent level (FTE) and corresponding total workload:

.45 FTE (Up to 197 hours per term or up to 591 hours per academic year)

7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

In CIS, duties for the following types of GE work assignments are as follows:

DUTIES BY WORK ASSIGNMENT

Instructor of Record:

This GE position has major responsibility for a lecture section of a course. The department will specify the general outline and objective of the course. The GE is responsible for developing the detailed syllabus, preparing and giving lectures to the class, writing and grading of exams and lab exercises, assigning grades, and holding office hours to assist students. This responsibility is normally assigned only to GEs with some teaching experience or promise.

- In class contact 3 hrs per week
- Preparation of class material 7 hrs per week
- Grading exams and lab exercises 6 hrs per week
- Office hours 2 hrs per week
- Substitution for another GE on sick leave and/or training, up to a total of 8 hours per term

Discussion Section Leader:

Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.

- Class discussion sections 2 hrs per week
- Office Hours 3 hrs per week
- Preparation of materials 4 hrs per week
- Grading and logistical support 9 hrs per week
- Substitution for another GE on sick leave and/or training, up to a total of 8 hours per term

Laboratory Section Leader:

Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.

- Class discussion sections 2 hrs per week
- Office Hours 3 hrs per week
- Preparation of materials 4 hrs per week
- Grading and logistical support 9 hrs per week
- Substitution for another GE on sick leave and/or training, up to a total of 8 hours per term

Teaching Assistant:

Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.

- Class discussion sections 2 hrs per week
- Office Hours 3 hrs per week
- Preparation of materials 4 hrs per week
- Grading and logistical support 9 hrs per week
- Substitution for another GE on sick leave and/or training, up to a total of 8 hours per term

Research Assistant:

Duties involve directed research under the supervision of a faculty member, and may also include helping the faculty member in various capabilities such as programming or running experiments. These positions are funded by faculty grants and, as such, the responsible faculty member, not the Graduate Education Committee, makes their assignments. Weekly workload reflects FTE level.

Research Fellow:

Duties involve directed research based on fellowship rules. In these cases, the student's research is often the focal point, as opposed to a Research Assistant where research occurs under the supervision of a faculty member. These positions are funded by scholarships, which are selected by outside entities (UO Grad School, Federal funding agencies, etc.). Weekly workload reflects FTE level.

TRAINING

GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as TEP, and other workshops and trainings related to successful performance of GE duties.

GEs may be compensated for these training hours either through:

- 1) hourly compensation at that GE's current hourly rate
- 2) or by accounting for the hours within their regular work assignment if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job

description in the department GDRS, or documented list of individual training courses and/or activities for that GE.

GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments. Nothing in this section shall trigger time-and-a-half substitution pay as described in CBA ARTICLE 29 if a substitute is required to cover the duties of a GE who is engaged in training. The GE who substitutes shall be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution.

8.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers' Compensation:

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 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 Safety Incident or Accident Report (SIAR) 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 <http://orm.uoregon.edu/content/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. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. 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 compensation 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 ORM immediately.

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

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 (EH&S) is responsible for the University's safety program. For questions or information regarding any of these programs, contact EH&S at 541-346-3192, or visit their website, <http://ehs.uoregon.edu/>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

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:

Office Manager
541-346-1375

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

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:

CIS Front Office, Office Manager

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because 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, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the

hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online and in two documents:

1. **COMPUTER AND INFORMATION SCIENCE DEPARTMENT Ph.D. PROGRAM Policies:**
https://www.cs.uoregon.edu/Education/PhD_Policies.php

2. **MS Degree Checklist:** <https://www.cs.uoregon.edu/Education/Masters.php>

The requirements are also summarized here:

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:

MS and PhD requirements (see either the CIS Ph.D. PROGRAM Policies document or the MS Degree Checklist available at: https://www.cs.uoregon.edu/Education/PhD_Policies.php And <https://www.cs.uoregon.edu/Education/Masters.php>, respectively).

Grades:

MS students need to maintain a 3.00 GPA or higher. As per the MS Degree Checklist, breadth and depth classes only count towards the degree if they are B- or better. Electives must be no lower than C to count towards the degree.

PhD students should keep their GPA at 3.50 or higher. See the PhD Policies document for details on grades in the core classes.

Examinations:

Two examinations are integral to making progress in the PhD Program. They are the Directed Research Project (DRP) and the Area Examination.

Completion of the DRP is required by fall of the second year if the student enters with an MS degree in Computer Science, and by spring of the second year with a BS degree in Computer Science. Should a student fail the DRP, the Department may ask the student to leave the PhD

Program, or the student will be allowed to repeat the DRP no more than once. The second DRP must be successfully completed within three quarters of residence following the decision.

Completion of the Area Exam should be no more than a year following the DRP. Should the student fail the Area Exam, the exam may be retaken only once.

For more details regarding the DRP and the Area Exam, see the CIS PhD Policies document.

Research:

A DRP Contract Proposal and approved DRP Committee is required by the end of the fourth term in residence.

Following the passing of the DRP (above in the Examinations section), the PhD student will form their Dissertation Advisory Committee (DAC). The main role of the DAC is to advise the student up until the scheduling of the Defense.

The DAC also needs to approve the Area Exam Proposal, which should be on file 6 months after completion of the DRP. From that point forward the DAC will hold an annual review of the student at a meeting before the fifth week of winter term.

The Approval for the Dissertation Proposal should be on file within six months of the completion of the Area Examination. See the CIS PhD Policies handout for more details.

Advancement to Candidacy:

The PhD student advances to candidacy in the term that the Area Examination is passed.

The process for evaluating satisfactory progress toward graduate degree is as follows:

Early in spring term the Graduate Education Committee (GEC), based on the reports from the Dissertation Advisory Committee as well as the student and their research supervisor, will discuss the quality of each student's work, any issues for concern, and any areas for special commendation. The result of the deliberations and recommendations in each case will be communicated to the Department Head, and either the Department Head or the Head of the GEC will give reports to the respective PhD students.

Failure to make satisfactory progress toward the graduate degree:

For PhD students: Through the Annual Review process the Graduate Education Committee makes a recommendation to the Department Head. Based on this review, a formal letter from the Department Head or Director of Graduate Studies is issued which clearly specifies any academic improvements or research progress needed by the student as well as specific remediation timelines. Following a remediation period in which to restore

status, the student is notified in writing that they have either regained satisfactory progress status or have been disqualified from the Department's degree program. Students may also be evaluated outside the Annual Review when concerns about progress are identified by their advisor.

For Master's students: Such a determination is made by the Graduate Education Committee based on relevant academic information provided by the Graduate Coordinator. Based on this review, a formal letter from the Department Head or Director of Graduate Studies is issued which clearly specifies any academic improvements or research progress needed by the student as well as specific remediation timelines. Following a remediation period in which to restore status, the student is notified in writing that they have either regained satisfactory progress status or have been disqualified from the department's degree program.

10.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. 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 WORK ENVIRONMENT

Information detailing CIS's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found online or in another document:

http://www.cs.uoregon.edu/Education/Survival_vGuide/

Workspace:

Each GE is provided office space, which is shared with other students. Also, each GE has an individual desk, Prox Access to the building, and a key that opens the stairwell door as well as their assigned office.

Private Meeting Space:

Contact the CIS front office to schedule private meeting space. Three rooms in Deschutes are available for scheduling private meetings: Rooms 160, 200 and 260. When available, there is also Room 127, the Undergraduate Peer Advising Lounge.

Access to Telephones and Computers:

Every GE is given access to a computer and a telephone.

Access to Office Supplies, Photocopies and Printouts

Access to office supplies, photocopies, and printouts are available in the Department front office, M-F 9:00 a.m. to 5:00 p.m.

12.0 ABSENCES

NOTIFICATION

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from your supervisor. To the extent possible, provide the Department with information about where you left off (e.g., in the previous class in the case of a teaching GE). If you are able, please attempt to reach your supervisor by both phone and email.

In the case that you are unable to directly notify the Department, you may designate someone to make your notification and provide the necessary information to your supervisor using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

COVERAGE FOR TEACHING GEs

If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform your supervisor so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

SUBSTITUTION WITH MORE THAN 24 HOURS NOTICE

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.

SUBSTITUTION WITH LESS THAN 24 HOURS NOTICE

Sick leave substitution hours are built into your FTE (see Section 7, Work & 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 supervisor if you believe you will likely exceed the hours allocated in Section 7.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify your supervisor how to reach you (if possible).

MORE INFO. 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 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>