



Comparative Literature Graduate Employee Policy Manual

General Duties and Responsibilities Statement
2020–22

The supervisory individual who shall oversee the implementation of this GDRS is:
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1.0 GENERAL INFORMATION

1.1 This Manual

The purpose of this manual is to clarify information concerning Graduate Employee Positions (GEs) offered by the Department of Comparative Literature. The relationship between GEs and the University, as a whole, is 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 Comparative Literature.

1.2 Graduate Employees Federation

Most Graduate Employees at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option. Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

2.0 AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS

2.1 Determination of Available Positions

The availability of GE appointments is determined by the Department Head in consultation with the Department Faculty. The number of GE positions available is subject to budgetary constraints on the department, the College of Arts and Sciences, and the University.

The Department's priority is to staff regularly offered courses such as COLT 211, COLT 212, and COLT 360 and to provide assistance to faculty teaching larger lecture courses such as COLT 101/102/103 or COLT 231/232.

The Department typically has a very limited number of administrative positions available. For more information see, Section 9 below: "Work Assignments."

Assignments as graders or research assistants are not common, but do occasionally occur.

2.2 Other Funding Opportunities

In order to accommodate as large a number of qualified comparative literature students as possible, and also to give COLT graduate students an opportunity to teach literature in translation as early as possible in their doctoral career, some comparative literature doctoral students may be appointed by the Department of Comparative Literature to serve as teaching assistants for lecture courses taught in other literature departments. Such appointments are Comparative Literature appointments and supervised by the Comparative Literature Director of Pedagogy; appointees are also expected to meet regularly with the instructor of record for the course.

The Comparative Literature Department also recommends qualified graduate students for GE positions in participating departments. If appointed, GEs in such positions are funded and supervised by the participating department itself.

The Department also encourages financial opportunities through such other means as scholarships, fellowships, research grants, and awards.

2.3 Academic Year Announcement

The availability of GE appointments for the upcoming academic year is usually determined in December of the prior academic year.

In recent years, GE assignments during the academic year have primarily included Instructor of Record (.49 FTE) and Teaching Assistant/Discussion Leader (.40 FTE). The Department also may offer Administrative GE positions such as *Nomad* Editor, and/or Research Assistant positions depending on department needs and available funding.

2.4 Summer Term Announcement

Availability of Summer Term GE appointments for the upcoming summer term is usually determined in November of the prior year.

A limited number of Instructor of Record (.40 FTE) GE positions may be available for Summer Terms.

Occasionally Administrative and/or GE positions are available at variable FTE depending on programmatic needs and available funding.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Comparative Literature Doctoral Program Enrollment

Graduate students enrolled in the Comparative Literature doctoral degree program are eligible to apply for a GE position.

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 this department's own students.

3.2 Graduate School Enrollment Requirement

The Graduate School requires that a GE be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment.

3.3 Satisfactory Progress toward the Graduate Degree

Satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Refer to Section 4 below: "Satisfactory Progress Toward the Graduate Degree" for requirements of the Comparative Literature Doctoral Program.

3.4 English Language

The Department of Comparative Literature 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 of literature at the University of Oregon. The following guidelines are meant to provide a basis for decisions affecting the GE appointment of international graduate students who may not demonstrate these abilities.

The standards required by the Graduate School and A.E.I. 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 literature in the Department of Comparative Literature. The Graduate School and the Department of Comparative Literature may stipulate further, more rigorous qualifications for GE appointments. For more information about the SPEAK test and Graduate School policies regarding GEs for non-native speakers, see:

<http://gradschool.uoregon.edu/GE/GE-related-policies/SPEAK>

3.5 Eligibility Requirements for Specific Positions

3.51 Instructor of Record (full course responsibility) – Academic Year

To be eligible for appointment as Instructor of Record in Comparative Literature, students must normally have advanced to candidacy. Students seeking exceptions must petition the Graduate Committee, which in making its decision will weigh the relative advantages and disadvantages for the student's academic program. To be eligible for Instructor of Record, students must also have successfully completed COLT 608 (or COLT 613 for students matriculating prior to 2013) and have a recent teaching observation on file.

3.52 Instructor of Record (full course responsibility) – Summer Session

Students who have advanced to candidacy, who have completed COLT 608 (or COLT 613 for students matriculating prior to 2013), and have at least one year of teaching experience are eligible to teach a course for Summer Session.

3.53 Discussion Section Leader

Concurrent enrollment or completion of COLT 608.

3.54 Teaching Assistant

Concurrent enrollment or completion of COLT 608.

3.55 Comparative Literature Research Fellow

To be eligible for appointment as a Comparative Literature Research Fellow, students must have advanced to candidacy and be in good standing.

4.0 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.

Satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Article 17 of the GTFF Collective Bargaining Agreement outlines procedures for informing the GE of deficiencies in their progress toward the degree.

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.

"Satisfactory Progress Toward the Graduate Degree" includes timely completion of the Comparative Literature Doctoral Program benchmark requirements, maintaining the required GPA, and completing courses by the course deadline.

4.1 Program Benchmark Requirements

Timely completion of the Program's benchmark requirements is a minimum condition for reappointment. The following is an outline of a typical Comparative Literature PhD student's progress. While some details might vary -- depending on the funding situation or linguistic expertise of individual students -- the basics should remain the same.

4.11 1st Year of Graduate Study

- COLT 613: Graduate Studies in Translation or COLT 616: Transmedial Aesthetics
- COLT 614 ("Intro to Comparative Literature") or 615 ("Intro to Theory")
- Complete language requirement in 1st language other than English (will need to complete requirements in two languages by end of third year)
- Identify Interim Advisor (by Spring term)
- Satisfactory First-Year Conversation
- Total of at least 4 additional approved courses by the end of the year

4.12 2nd Year of Graduate Study

- COLT 613 or 616
- COLT 614 or 615
- Identify Advisor of Record
- Satisfactory Second-Year Review
- Total of at least 4 additional approved courses by the end of the year

4.13 3rd Year of Graduate Study

- Completion of all coursework requirements (cumulative total of 18 approved courses, including distribution and specialization requirements)
- Have completed language requirement in second language other than English
- Selection of Exam Committee (by Winter)
- Approval of exam statement and reading list (by Spring)
- Completion of Scholarly Article

4.14 4th Year of Graduate Study

- Successful completion of Qualifying Exams (Fall)
- Selection of Dissertation Committee (by Winter)
- Submission of approved Prospectus (Spring)
- Satisfactory Prospectus Conversation (Spring)
- Advancement to Candidacy

4.15 5th Year of Graduate Study

- Dissertation

4.16 6th Year of Graduate Study

- Dissertation

4.17 7th and 8th Year of Graduate Study

Students are generally expected to finish and defend their dissertation in their sixth year, but no later than their seventh year. A student who wishes to extend their work into the eighth year must petition the department and explain in detail why the desired extension is necessary. The petition should include a letter of support from the chair of the student's dissertation committee. The Graduate Committee will determine whether the request has merit, but granting the petition is in itself no guarantee of continued funding as a GE.

A student who advances to candidacy in their third rather than fourth year is expected to finish and defend their dissertation no later than the sixth year. A student who wishes to extend their work into the seventh year must petition the department and explain in detail why the desired extension is necessary. The petition should include a letter of support from the chair of the student's dissertation committee. The Graduate Committee will determine whether the request has merit, but granting the petition is in itself no guarantee of continued funding as a GE.

A student who advances to candidacy in their fifth year is still expected to finish and defend their dissertation in the sixth year, but no later than the seventh year.

4.2 GPA

In addition to timely completion of the Doctoral Program's requirements, Comparative Literature defines "satisfactory progress" as maintaining a GPA of 3.50 or better in all graduate coursework at the UO.

4.3 Incomplete Grades

COLT students are strongly advised to avoid Incompletes; where an Incomplete does, however, prove necessary, the grade should be resolved within three months. Failure to resolve Incompletes within a timely manner or accumulation of more than one Incomplete at any given time is likely to preclude a GE appointment.

5.0 APPLICATION PROCESS**5.1 Academic Year Appointments****5.11 Incoming Graduate Students**

Information about the availability of positions for the upcoming year will be shared with incoming graduate students in the official acceptance letter.

5.12 Continuing Graduate Students

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in an e-mail to the

colt-g list-serve, with reference to detailed information available on the COLT Courses web site.

Applicants may indicate an interest in a single position or multiple positions on the form.

The deadline for applications to be submitted is Friday of Week 3, Winter Term unless announced otherwise.

5.2 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 an e-mail to the colt-g list-serve, with reference to detailed information available on the COLT Courses web site.

5.3 Reopening the Application Process

If no qualified students apply for or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described in section 5.1 and 5.2 above will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment, as described below.

5.4 Emergency Appointments

From time to time emergency appointments may be necessary. In such cases, these positions will be announced:

- (a) in an e-mail to the colt-g list-serve, with reference to detailed information available on the COLT Courses web site, and
- (b) to other units via flyer for posting and/or e-mail if sufficient applications are not received through internal department announcements.

6.0 APPOINTMENT AND REAPPOINTMENT

6.1 Appointment Committee

In accordance with the CBA, this GE employing unit's standing appointment committee of at least three members is the Comparative Literature Department's Graduate Committee.

6.2 Appointment Procedures in Accordance with the CBA

6.21 Appointment Terms

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.

6.22 Reappointments

- (a) Reappointments are not automatic, nor are they guaranteed.
- (b) 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.

6.23 Notification

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

6.3 Criteria for Appointment and Reappointment: Academic Year

Appointment decisions will be made according to the following criteria:

6.31 Academic Credentials**6.311 Incoming Students**

In general, incoming students are admitted with a .40 GE appointment in COLT. However, when the number of incoming students exceeds the number of .40 appointments available, appointments will be determined by the relative "academic promise" of these candidates, as evidenced by previous degrees and grades, test scores, etc.

6.312 Returning Students

Appointment and reappointment are not automatic. "Satisfactory Progress toward Graduate Degree" is required whether students are applying for an initial appointment or for reappointment. Refer to section 4 of this document. Students having Incompletes remaining on their transcript in Winter term (when decisions regarding reappointment are made) may be denied reappointment. "Satisfactory progress," however, is a minimum requirement.

6.32 Performance as a GE

In order to secure reappointment, the performance of GEs in Comparative Literature must be satisfactory. See Section 7 below "Performance Evaluations" for procedures and criteria.

6.33 Priority for Appointment/Reappointment

- (a) Priority will be given to those students who have not yet exhausted their promised GE funding.
- (b) Comparative Literature graduate students are expected to apply for, and obtain relevant training for, positions in other departments/units for which they are eligible. Priority may be given to those students who do not have such opportunities (for example, the opportunity to teach a language).
- (c) For Teaching Assistant positions, priority will be given to first- and second-year doctoral students.
- (d) For Instructor of Record positions, priority will be given to students who are in the first three years of study following advancement to candidacy.
- (e) GE's who have previously accepted fellowships whose terms include completion of the dissertation during the fellowship term will receive lower priority than GE's who have not accepted such fellowships.

6.34 Additional Criteria for Ranking Teaching GE Appointments

The following additional criteria may be used for ranking applications:

- (a) Previous opportunity to teach in the department in the desired position

- (b) Timely progress toward the degree
- (c) Superior classroom performance as a GE

6.35 Additional Criteria for Ranking Administrative GE Appointments

The following additional criteria may be used for ranking applications:

- (a) Qualifications for the position

6.36 Additional Criteria for Ranking Research GE Appointments

The following additional criteria will be used for ranking applications:

- (a) Quality of the proposal

6.37 Additional Assignment-specific Criteria for Ranking GE Appointments

Specific qualification criteria may be developed for individual assignments as stated in the announcement.

6.4 Criteria for Appointment and Reappointment: Summer Term

A very limited number of appointments may be available for summer session teaching. Except in cases where special skills and experience are needed, teaching appointments will be made based on the following criteria:

- (a) Overall quality of proposal
- (b) Teaching excellence
- (c) Demonstrated financial need (e.g. for international students unable to secure other summer employment)

6.5 Non-Renewal of Appointment

As early as is convenient, but no later than Spring term, the Department Head shall send a warning to any GE whose appointment may not be renewed for other than budgetary reasons. Criteria for terminating a Graduate Employee appointment include:

- (a) unsatisfactory teaching
- (b) failure to make satisfactory progress toward the degree
- (c) failure to maintain an adequate G.P.A.
- (d) violations of Department or University policies or procedures

6.6 Notification

Students are notified of the appointment decision by means of an e-mail generated from the COLT Courses website. Students are typically notified by Week 8, Winter Term, and acceptance of the offer is requested by the end of Winter Term.

Course assignments are announced through the COLT Courses website or via direct e-mail typically by the end of the academic year.

For Summer Session applications, notification of the application acceptance and assignment is via the COLT Courses or direct e-mail by the end of Fall Term.

7.0 PERFORMANCE EVALUATIONS

7.1 Performance Evaluation Procedure

Evaluations are performed by the Director of Pedagogy as well as other Department and supervising faculty.

Performance evaluation entails the review of course design and syllabi during the GE application process, coverage of assigned material, the review of student course evaluations at the end of each term, classroom observations (see below), availability in office hours, adherence to university and department policies and procedures, and general professionalism.

Article 16 of the GTFF Collective Bargaining Agreement outlines procedures for informing the GE of deficiencies in their work performance.

7.2 Classroom Observations

In addition to the procedures listed above, classroom observations are conducted for all Comparative Literature GEs during their first year of appointment and in one of their first terms of teaching as instructor of record. Typically, the Director of Pedagogy visits each GE's classroom at least once and writes a letter of appraisal based on the visit. That letter is provided to the student, who is given a formal opportunity to respond. Both letter and, if appropriate, the student's response, are placed in the student's personnel file. Students and supervisors are urged to meet and discuss these evaluations.

8.0 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 and Canvas, etc. in addition to time spent actually teaching. In setting the workload (and the 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 levels (FTE) and corresponding total workloads:

- .09 FTE (Up to 39 hours per term or up to 118 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

9.0 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 "minimum" number of hours, the GE is required to fulfill that specific time commitment.

DUTIES BY WORK ASSIGNMENT

In this GE employing unit, duties for the following types of GE work assignments are as follows:

9.1 Instructor of Record**9.11 Lower-Division Course**

Appropriate 215-hour workload (.49 FTE) for lower-division (e.g. COLT 211, 212) assignments:

- 40 hours in class (4 hrs. per week)
- 20 hours office hours (2 hrs. minimum per week)
- 71 hours prep
- 74 hours grading
- 10 hours miscellaneous (professional development, departmental meetings, substituting for another GE, etc.)

9.12 Upper Division Course

Appropriate 215-hr workload (.49 FTE) for upper-division (e.g. COLT , 360, 370) assignments:

- 30 hours in class (3 hrs. per week) :
- 20 hours office hours (2 hrs. minimum per week)
- 81 hours prep
- 74 hours grading
- 10 hours miscellaneous (professional development, departmental meetings, substituting for another GE, etc.)

9.13 Summer Term Course

Positions are funded at .40 FTE and have a workload of 175 hours per term. The following outline represents a reasonable and appropriate distribution of work over the 4-week summer term:

- 40 hours in class (10 hrs. per week)
- 16 hours office hours (4 hrs. minimum per week)
- 60 hours prep
- 59 hours grading

9.2 Discussion Section Leader

A typical 175-hour workload (.40 FTE) might break down as follows:

- 50 hours in class
- 30 hours in prep (includes reading, film viewing if applicable)
- 10 hours in office hours
- 10 hours in consultation/debriefing with primary instructor (e.g. 1 hr/class)
- 65 hours grading (including any online discussion monitoring)
- 10 hours miscellaneous (professional development, departmental meetings, substituting for another GE, etc.)

9.3 Teaching Assistant for Discussion-Based Courses

The job responsibilities for this appointment are as follows:

- 70% of the grading for the class (e.g. grading responsibility for 35 of 50 students).
- Facilitation and evaluation of student discussion (e.g. responsibility for monitoring and assessing an online discussion board).
- Regular consultation with primary instructor regarding the content and direction of the course.

A typical 175-hour workload (e.g. .40 FTE) might break down as follows:

- 40 hours in class (per week: two 2-hr course periods)
- 40 hours in prep (includes reading, film viewing if applicable)
- 10 hours in office hours
- 10 hours in consultation/debriefing with primary instructor
- 65 hours grading (including any online discussion monitoring)
- 10 hours miscellaneous (professional development, departmental meetings, substituting for another GE, etc.)

9.4 Grader

A typical 175-hour workload (.40 FTE) might break down as follows:

- 30 hours in class
- 10 hours in prep (includes reading, film viewing if applicable)
- 10 hours in office hours
- 5 hours meeting with supervisor (i.e. instructor of record)
- 110 hours grading
- 10 hours miscellaneous (professional development, departmental meetings, substituting for another GE, etc.)

9.5 Research Fellow Appointments

9.51 Comparative Literature Research Fellow

Research GE appointments are made at .49 FTE. The Research Fellow appointment may be used to make progress with dissertation writing or to conduct archival research for one's dissertation. The supervisor is the dissertation committee chair. A brief, one-page, report, signed by the supervisor, is required by the end of the appointment (Dec. 15, Mar. 15, or Jun. 15).

9.52 Oregon Humanities Center Research Fellow

Expectations of the appointment are included in the award letter.

9.53 College of Arts and Sciences Dissertation Research Fellow

Expectations of the appointment are included in the award letter.

9.6 Research Assistant

Appointment may range from .20 to .49 FTE. GEs serve as research assistants for individual Comparative Literature faculty. Although some effort is made to assign GEs to faculty members pursuing similar research goals, most commonly GEs will conduct research outside of their primary interests. Typical tasks require basic research skills as opposed to specialized knowledge: e.g. indexing, fact-checking and/or proofreading manuscripts; collecting and reviewing scholarship in a given field; retrieving and photocopying documents. At the beginning of a term of

employment, the faculty member and GE will write up a “research contract” articulating tasks and expectations for the term. The contract may include a range of general and possible activities. This contract must be signed by the faculty member and GE and approved by the Director of Graduate Studies. GEs may be assigned to more than one faculty member in any given term.

9.7 Graduate Editor of *Nomad*

The Graduate Editor is responsible for overseeing all aspects of the *Nomad* journal’s publication, from soliciting essays to submitting the final copy for publishing. The Graduate Editor works closely with the Mentorship Coordinators to direct the mentorship program, which includes workshops and speaking events, as well as with other graduate students (who serve as mentors while the essays are being researched and written) and with the undergraduate authors themselves

The appointment as *Nomad* editor is for one term per year at .49 FTE. The position is renewable from year to year.

A typical 215-hour workload (.49 FTE) might break down as follows:

- 2 lead process for choosing year’s theme
- 30 hours Nomad Team meetings
- 9 coordination with Nomad Team
- 30 plan and attend 5 Nomad events
- 32 prepare and present 8 Nomad Workshops
- 8 coordinate and attend Nomad Conference
- 80 editorial processing of student essays and preparation for publication
- 12 prepare Nomad Journal for publication
- 10 hours miscellaneous (professional development, departmental meetings, substituting for another GE, etc.)

9.8 Administrative Assistant to the Department

Appointment may range from .20 to .49 FTE. Duties are determined by the Department Head.

9.9 Villard Scholar Appointments

9.91 Villard Scholar Research Assistant

This position is offered at .09 FTE. GEs serve as research assistants for individual faculty. Although some effort is made to assign GEs to faculty members pursuing similar research goals, most commonly GEs will conduct research outside of their primary interests. Typical tasks require basic research skills as opposed to specialized knowledge: e.g. indexing, fact-checking and/or proofreading manuscripts; collecting and reviewing scholarship in a given field; retrieving and photocopying documents. At the beginning of a term of employment, the faculty member and GE will write up a “research contract” articulating tasks and expectations for the term. The contract may include a range of general and possible activities. This contract

must be signed by the faculty member and GE and approved by the Director of Graduate Studies.

9.92 Villard Scholar Nomad Assistant

This position is offered at .09 FTE. Mentorship Coordinators serve on the editorial board of the Comparative Literature undergraduate journal, *Nomad*, and coordinate the Nomad Mentorship Program.

A typical 39-hour workload (.09 FTE) might break down as follows:

- 10 hours Nomad Team meetings
- 10 hours writing e-mails to mentors & mentees
- 5 hours attend Nomad Workshops
- 5 hours attend Nomad events
- 4 hours recruitment of mentees for next year
- 5 communication with mentors

9.93 Villard Scholar Administrative Assistant

This appointment is at .09 FTE. The GE serves as an administrative assistant to the Department. Duties are determined by the Department Head.

10.0 ABSENCE POLICY

10.1 Comparative Literature Absence Policy

The Department of Comparative Literature's GE Absence Policy is attached as Appendix A to this document.

10.2 Collective Bargaining Agreement

This Comparative Literature Absence Policy is in compliance with article 29 in the 2019-22- UO-GTFF Collective Bargaining Agreement (CBA). Please refer to CBA for additional policies governing GE absences.

11.0 HEALTH AND SAFETY INFORMATION

11.1 Accident Reporting and Workers' Compensation

The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 541-346-2907.

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 Supervisor's Accident Investigation Report (SAIR) 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>. Forms can also be obtained from Departmental office managers.

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/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 EHS immediately.

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

11.2 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 (EH&S) is responsible for the University's safety programs. 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>.

11.3 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: Cynthia Stockwell, Office/Project Manager

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).

11.4 Location of Emergency Procedures, Evacuation Plans, and First Aid Supplies

- Emergency procedures are posted on the Comparative Literature Office bulletin board, 313 Villard
- Evacuation plans are posted on the walls of Villard Hall

- First aid supplies are located in the Comparative Literature Office cupboard, 313 Villard

11.5 Use of Personal Protective Equipment

Not applicable

11.6 Required Safety Training and Departmental Record Keeping

GEs accompanying class field trips may be asked to drive a 12-passenger van. The University provides this training.

12.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

13.0 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 Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>."

14.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

14.1 Workspace

The Department provides shared office space for GE employees. GEs may access their offices at any time on a shared basis. The Department of Comparative Literature provides working locks on doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.

GEs should plan to vacate their assigned office within one week of termination of their employment. GEs employed from one academic year to the next but not during the Summer Term may be assigned office space during the intervening summer months when space is available.

14.2 Private Meeting Space

GEs sharing an office should coordinate their office hours to ensure that meetings are held privately when the topic of discussion involves grades, classroom behavior or other sensitive issues. Telephone messages should be monitored to ensure that the contact needs of students are met.

14.3 Access to Telephones and Computers

The Department of Comparative Literature provides shared use of telephones.

The Department of Comparative Literature provides shared computer access to all GEs for their professional activities. Computer workstations are available at any time. Standard software for word processing and Internet use is provided. GEs should not download software/graphics/games/screen savers/etc. onto Comparative Literature computers unless these materials are related to their employment.

14.4 Access to Office Supplies, Photocopies and Printouts

GEs are allowed 600 copies and 600 prints per term for teaching purposes. Hard copy packets of reading materials for courses should be reproduced at area copy shops, should conform to copyright fair use principles, and should be paid for by the students.

14.41 Supplies, Photocopies and Printouts

The Department of Comparative Literature provides shared access to the department printer/copier to be used for instructional purposes. GEs are afforded permission to print/copy in black and white. GEs needing to reproduce materials in color for instructional purposes should contact the Office Manager for assistance.

14.42 Office Supplies

The Department provides office supplies necessary for carrying out teaching duties. Paper is available in the COLT office at all times. Printer toners and other office supplies may be requested from the Office Manager during standard work hours.

14.43 Textbooks

GEs teaching a discussion section for a lecture class will be provided a desk copy of textbooks at no cost to themselves. GEs teaching their own class are responsible for obtaining their own textbook desk copies and desk copies for any teaching assistants directly from publishers.

14.44 Security

Offices must be locked at all times when not occupied. GEs are responsible for following all UO computer security policies regarding the use of computers on campus. GEs will be issued keys to their office and the COLT office and approved for proxy access to Villard Hall upon request. GEs are responsible for following all UO policies regarding keys. Security concerns should be reported to the Office Manager.

14.5 GE Assistance

In the Department of Comparative Literature, GEs who work as instructors of record are not assigned to workloads that would require GE assistance except in the case of medium size discussion-based courses which typically enroll 50 students and for which a Teaching Assistant is assigned

Appendix A. Attendance and Planned/Unplanned Absence Policy for Comparative Literature GEs

Updated December 16, 2020

This policy is in compliance with the 2019-22 UO-GTFF Collective Bargaining Agreement (CBA). Please refer to Articles 28 and 29 of the CBA for additional policies governing GE absences:
<http://hr.uoregon.edu/er/labor-agreements>

Contacts

Director of Pedagogy (DOP): Refer to Department Communications

Comparative Literature Office Manager: Cynthia Stockwell (cstock@uoregon.edu)

Teaching Responsibilities

Fall term GE appointments begin on **September 16** and spring term appointments end on **June 15**. During the period of your appointment, you are expected to meet all of your obligations as a GE.

For teaching positions, these obligations include:

- Attending Comparative Literature Orientation (Week 0 of Fall term)
- Teaching all your assigned classes
- Holding posted office hours in accordance with departmental guidelines: *either* (a) two hours a week if teaching your own class, *or* (b) one hour a week (or as directed by your IOR) if working as a teaching assistant
- For Teaching Assistants (TAs): attending lecture and regular weekly meetings with the IOR

Absences of More Than a Week

If you will miss more than five days in a term for any reason, you or your designee *must* contact the Graduate School (see Article 29, section 6) *in addition to* contacting the relevant departmental personnel. In such cases, include the Graduate School contact (Jered Nagel, jnagel@uoregon.edu) on all correspondence with Comparative Literature personnel.

Absences Covered by Sick Leave

The types of absences covered by the sick leave benefit are described in the Collective Bargaining Agreement, Article 29.

Absences Not Included in the Sick Leave Policy

Examples of absences that do not qualify for the sick leave benefit might include attending a conference or other professional event, attending a wedding, or observing a religious holiday with family in a different city.

Approval for planned absences not covered by the CBA Sick Leave Policy is not guaranteed. Requests must be filed as soon as the GE is aware of the intended absence. It is expected that these requests will be filed at least one month prior to the intended absence.

To request approval for a planned absence, submit “**Comparative Literature GE Absence Form.**”

Procedure If You Will Be Absent

1. Fill out the **Comparative Literature GE Absence Form**.
2. For same day or next day absences, if you are a Teaching Assistant, e-mail your Instructor of Record (IOR) as soon as possible, copying the Director of Pedagogy and Office Manager.
3. If teaching, notify your students.

Note: If you are unable to notify the instructor of record or department, you may designate someone to make the notification and provide the necessary information to the instructor of record (TAs) or DOP (IORs).

Guidelines for Arranging Class Coverage

A. Teaching Assistants

- Consult your IOR regarding their preference (swap with another TA [for cases not involving sick leave], IOR covers the class, Canvas, etc.)

B. Instructor of Record

- If you know about the absence prior to the start of the course:
 1. Notify the office manager of the day of the week you will miss to see if the class schedule can be adjusted
 2. Adjust your syllabus to accommodate the absence
- Develop a Canvas assignment in lieu of class
- For absences greater than one class, consult the Director of Pedagogy

Coverage for Teaching GEs

In cases of GE absence, the Director of Pedagogy may request that another GE substitute for the absent GE. In these cases, the following principles will apply:

- You will not be asked to cover the first class absence by a GE
- Teaching Assistants will not be asked to cover for Instructors of Record.
- You will only be asked to cover classes you are currently teaching or have previously taught
- In cases of absence where the GE is not on sick leave, swapping classes between GEs is allowed with approval from the DOP (for IORs) or the DOP and IOR (for TAs).
- If you substitute for another GE who is on sick leave, you will earn hourly compensation of 1.50 times your current rate.
- If you substitute for another GE who is not on sick leave, you will use the substitution hours included in the workload for Teaching Assistant and Instructor of Record positions.
- GEs may accept or decline requests to substitute without penalty.

GEs appointed to substitute for another GE should track their substituting hours and notify the DOP and Office Manager of hours used.