

General Duties and Responsibilities Statement (GDRS)  
**DEPARTMENT OF PSYCHOLOGY**  
**GRADUATE TEACHING FELLOWSHIPS**

2020-22

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The supervisory individual who shall oversee the implementation of this GDRS is:  
Chair, Graduate Education Committee.

This document and its amendments may be viewed or printed  
from the Graduate School Website.

July 2020

## 1. GENERAL INFORMATION

The purpose of this document is to clarify information concerning Graduate Employee positions within the Department of Psychology. There are three types of positions: Instructional, Research, and Administrative. Unless otherwise noted, "GE" will be used throughout this document to refer to all three types of positions.

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 document details the specific relationship between the GEs and the Department. This document does not apply to work-study or other staff hired in the Department. This document and its amendments may be viewed or printed from the Graduate School's website.

## 2. AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS

The Department will give priority for GE appointments to Psychology graduate students. All graduate students employed by the Department at .20 FTE (full-time employment) or above for Instructional (e.g., sole instructor, instructional assistant, lab/discussion instructor), Research, or Administrative duties will be awarded a GE appointment, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs or the creation of a new GE position.

GE appointments are determined by the GE Appointing Group, consisting of: the Department Head, the Chair of the Graduate Education Committee, and the Chair of the Undergraduate Education Committee, with the administrative support of the Department Manager to the Department Head. The number of GE positions available is subject to budgetary constraints on the Department and the University. The priority is to staff regular required courses (e.g., PSY 201, PSY 202, PSY 301, PSY 302, PSY 303) and to provide assistance to faculty where needed.

The Department:

- a. Makes an effort to distribute GE opportunities to as many students as possible.
- b. Encourages students to seek outside financial opportunities such as scholarships. Should the outside support be less than a .42 FTE academic year GE, the Department will attempt to raise total funding to the .42 FTE level for students in the highest priority as available resources allow.

In recent years, GE positions have been offered by the Department for teaching in courses such as PSY 302, PSY 303, and PSY 410, as well as assistance in PSY 201, PSY 202, PSY 302, PSY 303, PSY 304, and other selected 300- and 400-level courses. Other positions include Human Subjects Coordinator, Assistant to the Department Head, Assistant to various departmental committees or positions (e.g., Graduate Admissions, Undergraduate Education, Developmental Database, Newsletter), etc.

### 3. ELIGIBILITY REQUIREMENTS

Doctoral students enrolled in the graduate program in Psychology are eligible for a GE appointment in the Department. Current policy is to offer academic year GE support for the first four years pending (1) good standing in the graduate program, (2) satisfactory performance as a GE, and (3) availability of funds. GE support will not be provided to students in their 7<sup>th</sup> year or beyond (exceptions may be considered by petition to the Graduate Education Committee; reasons for possible exceptions may include, for example, medical or family leave, fellowships that add substantial requirements, or clinical students who fail to obtain an internship during their 6<sup>th</sup> year).

Hiring for GE positions for the academic year will be in the following priority:

- a. Entering doctoral students and continuing doctoral students in good standing.
- b. Doctoral students who have returned to good standing.
- c. Others (e.g., doctoral students who have returned from a leave of absence, 5<sup>th</sup> year and beyond doctoral students in good standing, students in the master's program or students from other disciplines).

Summer Term Teaching Assignment: As with all teaching assignments, the primary criteria used in selecting instructors for summer term courses are demonstrated competence in the topic material and teaching ability. Whenever there is no clear difference between potential student instructors for a course, the choice of instructor will be made according to the following priority ranking:

- a. First-year doctoral students.
- b. Fourth-year doctoral students.
- c. Third-year doctoral students.
- d. Second-year doctoral students.
- e. Others (e.g., 5<sup>th</sup> year and beyond doctoral students, master's students).

The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment. In addition, the Department normally requires that a GE maintain their studies in residency at the University during each term of appointment. Any exception to this condition will require a written justification provided by the responsible supervisor and the review and approval of the Department Head. Documentation of the exception will be filed with the Department's copy of the GE contract.

### 4. APPLICATION PROCESS

As described in the CBA Article 9, each potential GE shall be referred to a copy of the appointment or reappointment criteria at the time of application.

Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the University's Office of Affirmative Action, the GTFF office, and on the websites of the Graduate School and Human Resources (CBA Article 17 § 1). It is the Department's responsibility to provide the University with recommendations for GE appointments (CBA Article 17 § 1).

For those GE positions for which only graduate students in the Department are eligible, assignments will be made from the pool of students who have indicated their preference for an assignment, using the criteria outlined in Section 5. Assignments for the academic year will be made during the preceding summer, with updates to the assignments (based on changes to the course offerings or applicant pool) made as needed throughout the year. From time to time, emergency appointments will be necessary; in such cases, the Department Head, in consultation with the GEC Chair, shall choose a qualified person for that position.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made (CBA Article 17 § 1).

## 5. APPOINTMENT SELECTION PROCESS

GE appointments and reappointments are determined by the GE Appointing Group, listed in Section 2. Appointments and reappointments will be based on evaluation of each candidate's qualifications and preferences with respect to:

- a. For entering students: "Incoming academic promise" as evidenced by previous degrees and grades, test scores, etc.
- b. For students currently enrolled in the Department: Good standing in the graduate programs (see Section 9 below). This is a minimal requirement: Candidates will be evaluated based on academic achievement.
- c. Satisfactory evaluations of the student in previous GE assignments or other work experience (e.g., previous work in a particular area).
  - For teaching GE positions, previous teaching experience in the course where the GE position is offered, or previous experience having taken the course, will be considered.
  - For non-teaching GE positions, previous employment or other experience relevant to GE position available will be considered.
  - Recommendations may be obtained from academic or work supervisors.
- d. Specific criteria relating to the specific GE work assignment.
- e. General criteria regarding appointments for the particular types of work assignments available with the Department.
- f. General criteria (e.g., computer skills, demonstrated knowledge of subject) relating to the specific GE work assignment, with consideration given for a positive working arrangement between a GE and the faculty person with whom the GE will work. Such consideration may involve soliciting input from the faculty person; however, the GE Appointing Group will give substantial consideration to the other appointment or reappointment criteria.
- g. Student preferences for their assignments (based on a survey of their preferences provided in the winter term and updated as needed) will also be considered.

If no qualified students apply or are available for a particular position, the appointing group may decide to reopen the application process for the position. Generally, the same process described above will be repeated. However, the Department reserves the right to proceed to fill the position as it would in an emergency appointment situation (see Section 4 above).

## 6. APPOINTMENT AND REAPPOINTMENT

GEs will be employed year-to-year rather than term-to-term, whenever feasible. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position.

Preference shall be given to doctoral students enrolled in the graduate program in the Department. Our current policy is to offer academic year GE support for the first four years pending (1) good standing in the graduate program, (2) satisfactory performance as a GE and (3) availability of funds. "Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required, whether they are applying for an initial appointment or for reappointment. However, this is a minimal requirement (see Section 9 below).

GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations (CBA Article 8).

Reappointments are not automatic, nor are they guaranteed. In the case of the continuation of the same position, the Department may decide to continue with the same GE in the position without any new announcement of the position.

Performance Evaluation: GEs in the Department will be evaluated at the end of every term by their faculty instructor or advisor.

## 7. GE LEVELS AND WORKLOADS

GE appointments in the Department correspond to university GE levels and are generally (but not always) made for specific FTE percentages of .21, .245, .28, .37, .42, and .49.

The three GE levels are as follows:

- a. GE I – Regularly enrolled graduate students admitted to a graduate degree program or doctoral students not eligible for a GE II or GE III appointment.
- b. GE II – Regularly enrolled graduate students who have (a) master's degree in the same or cognate field, (b) successfully completed a qualifying examination, or (c) completed 45 credit hours toward a doctoral degree and have written recommendation of the head of their major department.
- c. GE III – Regularly enrolled doctoral students who have advanced to candidacy.

The required hours for each FTE is as follows:

- a. Appointments at .21 FTE require up to 92 hours per term, or up to 276 hours per academic year.
- b. Appointments at .245 FTE require up to 107 hours per term, or up to 321 hours per academic year.
- c. Appointments at .28 FTE require up to 123 hours per term, or up to 369 hours per academic year.
- d. Summer Session teaching appointments at .37 FTE require up to 162 hours.
- e. Appointments at .42 FTE require up to 184 hours per term, or up to 552 hours per academic year.

- f. Appointments at .49 FTE require up to 215 hours per term, or up to 645 hours per academic year.

For the purpose of setting the workload (and thus FTE) for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

- a. Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, etc., in addition to time spent actually teaching.
- b. The distribution of workload among work assignment 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.
- c. Where the workload is broken down by work assignment duties and is designated as a “minimum” number of hours, the GE will be required to fulfill that specific time commitment.
- d. Hourly workload estimates for each of the duties included in a position are approximations only. The actual time spent on different duties may vary. The GE may also be required to perform other duties directly related to the position that are not listed provided the total time commitment is not exceeded.
- e. The FTE for GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record for a course during summer session shall be based on the academic credit value of the course for which the GEs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

## 8. WORK ASSIGNMENTS & PROFESSIONAL TRAINING

The Department typically has categories of GE work assignments including the following:

### **Instructional GE Positions**

- A. Full Course Responsibility at .49 FTE (hours provided for specific tasks are estimates only).
  - a. In-class contact hours per term: 30.
    - Provide lectures, present material, provide instruction, lead discussions.
  - b. Preparation hours per term: 90.
    - Prepare lectures and demonstrations.
    - Adapt or develop syllabus and course materials.
    - Construct examinations and quizzes.
  - c. Contact hours outside the classroom hours per term: 40.
    - Hold office hours.
    - Counseling, tutoring, special consultations.
    - Responding to student queries.
  - d. Performance evaluation hours per term: 55.
    - Proctor exams, read and grade papers, quizzes, lab reports, and special projects.

- Maintain and submit grading records in compliance with departmental and university regulations.
- B. Laboratory/Discussion Section at .42 FTE (hours provided for specific tasks are estimates only).
- a. Attend class: 30.
  - b. Conduct laboratory/discussion sections, lead review session hours per term: 40.
  - c. Preparation hours per term: 20.
    - Meet with course instructor for planning sessions.
    - Assist with constructing examinations and quizzes.
  - d. Contact hours outside the classroom hours per term: 40.
    - Hold office hours.
    - Counsel, tutor, provide special consultations.
    - Respond to student queries.
  - e. Performance evaluation hours per term: 54.
    - Proctor exams, read and grade papers, quizzes, lab reports, special projects.
    - Assist in maintaining and submission of grading records in compliance with departmental and university regulations.
- For intensive courses (e.g., PSY 302, 303 and 304) the FTE may be increased to .49 FTE. Duties are similar to Laboratory/Discussion Instructional GE at .42, but with increased hours to be distributed as discussed with the course instructor based on the 215 hour maximum for a .49 FTE.

- C. Instructional Assistant at .42 FTE (hours provided for specific tasks are estimates only).
- a. Attend class: 30
  - b. Preparation hours per term: 40.
    - Meet with course instructor for planning sessions.
    - Assist with constructing examinations and quizzes.
  - c. Contact hours outside the classroom hours per term: 40.
    - Hold office hours.
    - Counsel, tutor, provide special consultations.
    - Respond to student queries.
  - d. Performance evaluation hours per term: 72.5.
    - Proctor exams, read and grade papers, quizzes, lab reports, special projects.
    - Assist in maintaining and submission of grading records in compliance with departmental and university regulations.
  - e. Substitution hours per term: 1.5.
    - Proctor exams and assist with grading when the need arises in other courses.
  - f. Instructional Assistant at FTE other than .42:
    - Duties are similar to Instructional Assistant at .42, but with hours to be distributed as discussed with the course instructor based on the hour maximums specified in Section 7 above.
    - For courses where the primary content requires unusually high levels of course preparation, contact hours outside the classroom, and performance evaluation, the GE assignment will be increased to .49 FTE.
    - For an assignment where a GE's effort will be split between two courses and distinct course preparation, contact hours outside the classroom, and

performance evaluation are required, the GE assignment may be increased to .49 FTE.

- For an assignment where a GE's effort will be split between teaching and research, the teaching portion of the GE assignment will be no less than .21 FTE.
  - One percent of the FTE (rounded down to the nearest half-hour) will be reserved for the substitution hours (proctoring, assisting with grading, etc.) when the need arises in a course.
- D. Summer Session Full Course Responsibility Instruction GE at no less than .20 FTE. Actual FTE will be dependent upon course credit hours and team teaching, but will include at least the following:
- a. In-class contact hours.
    - Provide lectures, present material, provide instruction, lead discussion.
  - b. Prepare for class.
    - Prepare lectures and demonstrations.
    - Adapt syllabus and course materials.
    - Construct examinations and quizzes.
  - c. Contact hours outside the classroom hours.
    - Hold office hours.
    - Counsel, tutor, provide special consultations.
    - Respond to student queries.
  - d. Performance evaluation hours.
    - Proctor exams; grade papers and assignments.
    - Maintain and submit grading records in compliance with departmental and university regulations.
  - e. In cases of co-teaching, FTE will be divided appropriately.

#### **Research GE Positions**

- A. Research GE at varying FTE.
  - a. Duties and FTE will vary due to the type of research being conducted by the Principal Investigator but may include conducting experiments, data analysis, and writing up results.
  - b. Hours to be distributed as discussed with the responsible supervisor and based on the hour maximums specified in Section 7 above.
  - c. While the effort level for a research appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.
- B. Research Fellow at varying FTE.
  - a. Duties and FTE will vary according to the student's own research plan, as determined in consultation with the student's advising committee.
  - b. Hours to be distributed as determined in consultation with the advising committee.
  - c. While the effort level for a research appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.

## **Administrative GE Positions**

- A. Human Subjects Coordinator at .49 FTE (hours provided for specific tasks are estimates only).
  - a. Run the Psychology Human Subject Pool. Hours per term: 60.
    - Inform subjects, researchers, and potential subjects and researchers about procedures.
    - Organize, collect, and administer subject hour requests.
    - Maintain and update Sona, Canvas, and department human subjects web sites.
    - Handle problems and complaints.
  - b. Organize the prescreening procedure. Hours per term: 60.
    - Promote the prescreening procedure among subject pool students.
    - Organize and administer the prescreen procedure; update the Human Subjects protocol as necessary.
    - Collect the measures and create prescreen on the Sona site.
    - Distribute prescreen data to researchers.
  - c. Organize the General Surveys. Hours per term: 33.
    - Promote the General Survey among researchers.
    - Organize and administer the General Surveys.
    - Collect the measures and update the Human Subjects protocol.
    - Distribute the General Survey data.
  - d. IRB related duties. Hours per term: 32.
    - Log and maintain approved protocols.
    - Approve debriefing forms for new protocols and protocol modifications.
    - Renew and update Human Subjects protocol and Prescreening and General Survey protocol.
  - e. Assist the faculty HS chair. Hours per term: 30.
  - f. Assist with procedures and documentation pertinent to human subjects issues.
- B. Department Head Assistant at varying FTE.
  - a. Assist the Department Head.
  - b. Duties will not exceed .49 FTE or 215 hours per term.
  - c. Hours to be distributed as discussed with the responsible supervisor and based on the hour maximums specified in Section 7 above.
  - d. While the effort level for this appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.
  - e. One percent of the FTE (rounded down to the nearest half-hour) will be reserved for substitution hours (proctoring, assisting with grading, etc.) when the need arises in a course.
- C. Administrative Assistant at varying FTE.
  - a. Various appointments for departmental committees and projects (e.g., UEC, GAC, GEC, Developmental Database, Newsletter) and general administration.
    - Duties and FTE will vary due to the needs of each committee or administrative assignment.
    - Hours to be distributed as discussed with the responsible supervisor and based on the hour maximums specified in Section 7 above.

- While the effort level for this appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.
  - One percent of the FTE (rounded down to the nearest half-hour) will be reserved for substitution hours (proctoring, assisting with grading, etc.) when the need arises in a course.
- D. Academic Advisor Administrative GE for Undergraduate Students at varying FTE.
- a. Assist the Department's head undergraduate advisor.
    - Duties and FTE will vary due to current needs.
    - Hours to be distributed as discussed with the head undergraduate advisor and based on the hour maximums specified in Section 7 above.
  - b. While the effort level for this appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.
  - c. One percent of the FTE (rounded down to the nearest half-hour) will be reserved for substitution hours (proctoring, assisting with grading, etc.) when the need arises in a course.

#### **Professional Training**

- A. 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.
- B. GEs may be compensated for these training hours 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 (Section 8, Work Assignments), or documented list of individual training courses and/or activities for that GE.
- C. 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 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.

## **9. HEALTH AND SAFETY INFORMATION**

### **Accident Reporting and Workers Compensation**

- a. 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 541-346-8912 or 541-345-8316.
- b. All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injury, or illnesses or diseases that arise out of or in the course and scope of employment.
- c. 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 <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.

- d. 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).
- e. 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. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.
- f. An injured GE who is unable to work may not receive both salary compensation from worker's 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.
- g. ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

Health and Safety Requirements. The working environment for GEs will comply with applicable local, state, and federal laws pertaining to occupational safety and health.

- a. 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 at <https://safety.uoregon.edu/content/safety-advisory-committee>.
- b. Reporting safety hazards. GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative (currently Sheila Keen, Department Manager, 541-346-4852). Other resources on campus to report such information to include 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).
- c. Use of Personal Protective Equipment. If protective gloves, safety glasses or respirators are required in the labs, it is the responsibility of the Principal Investigator or their designee to provide and train lab personnel.
- d. Location of emergency procedures, evacuation plans and first aid supplies: First aid supplies are maintained by the main Psychology Department Office personnel. Supplies are checked and replaced as needed on an on-going basis.

## 10. SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment (see Section 5 above).

- a. 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.
- b. The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.
- c. 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.

Criteria used in assessing satisfactory progress toward a graduate degree in the Psychology Department is the same for all doctoral graduate students of the Department, whether or not they also hold a GE position in the Department. These criteria include:

- a. Completion of a specified sequence of courses within a timetable (see also the Psychology Doctoral Student Handbook):
  - Data Analysis sequence (PSY 611/612/613) by end of spring term of first year.
  - At least two of the required three core courses by the end of spring of first year. Complete third core course by the end of spring of second year (unless student has successfully petitioned the GEC for an extension).
  - First Year Research Seminar (3 terms) by end of spring term of first year.
  - First Year Research Requirement paper due by November 15 of second year.
  - Either the Supporting Area Requirement or Major Preliminary Examination completed by the end of the spring term of the third year, and the other completed by October 15 of the fourth year.
  - Doctoral Dissertation by seven years from time of admission to the doctoral program.
  - Incomplete courses that are a component of any of the requirements directly above must be completed for the requirements to be considered complete. Other incomplete courses should be completed in the time frame recommended by a student's advising committee and/or the GEC.
- b. Maintenance of a GPA of 3.0 or better. The GPA will be computed for coursework meeting the requirements of the graduate degree.
- c. Satisfactory research progress. Research will be evaluated each year by the Advising Committee and the GEC.
- d. Advancement to Candidacy: Advancement is required prior to accumulating the 18 hours of dissertation credits toward the dissertation, nomination of the Dissertation Committee to the Graduate School, and Application for Final Oral Defense and degree. Advancement to Candidacy takes place after all department and area requirements have been fulfilled (with the exception of the clinical internship).

For a GE working in the Psychology Department who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program.

The process for evaluating satisfactory progress toward the graduate degree is performed by the Advising Committee, whose chair reports to the Graduate Education Committee (GEC). Evaluations require an Advising Committee meeting and a formal report to the GEC, and may trigger a GEC meeting and discussion, and a faculty meeting and discussion. Evaluations are completed in the winter term for students in their first, second and third years, and in the fall term for students in their fourth year and beyond. Students in the Individualized Master's Program have an evaluation in each spring term.

Failure to make satisfactory progress toward the graduate degree could result in disqualification from the Department's degree program. Timelines for remediation may be set on an individual basis.

## 11. DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by CBA Article 16. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree. Please also consult the Psychology Doctoral Student Handbook.

## 12. DISCRIMINATION AND 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 Office of Investigation and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

## 13. WORK ENVIRONMENT

The work environment and materials provided to the Department's GEs include the following:

### *Workspace:*

- a. Master's students will have access to shared departmental space in both Straub and LISB.
  - o When a master's student holds a GE assignment, office hours can be scheduled in one of our Straub meeting spaces.
- b. Doctoral student offices or comparable dedicated work spaces are routinely assigned to all of the Department's doctoral students. Doctoral student offices are normally shared by two or more doctoral students. Each assigned doctoral student space is initially supplied with a minimum of the following:

- One ergonomic work surface and chair for each assigned occupant.
- A minimum of two standard file drawers.
- c. If all the individuals assigned to a doctoral student office unanimously agree, they may contact the Department to have furniture removed from an office (e.g., for the purposes of maximizing available space).
- d. In order to make the most efficient use of the limited space, doctoral students are encouraged to notify the Department if an assigned office will not be needed or will not be regularly used.
- e. The Department reserves the right to redistribute and reassign student offices at least once each year. Student spaces will be assigned with the best interests of both the students and the Department in mind. Office moves are generally expected to take place during summer term.
- f. Unless approved in advance, students may not remove, trade, exchange, or otherwise dispose of any department-owned furniture, fixtures, or equipment. Students are discouraged from adding personal furniture to an office.
- g. Unless an authorized user is present, all office and lab doors in the building are to remain locked. If a key or lock fails to work properly, the Department should be notified immediately. Students will be issued keys and/or card access to their assigned space and to the building's exterior entrances.
- h. A key card provided by the Department must be presented when picking up keys from the UO Key and Access Office. Deposits are required for keys and are the responsibility of the student to whom the keys are issued. Any student to whom keys are issued accepts responsibility for the keys and for promptly notifying the Department if the keys are lost or stolen. Keys no longer needed should be returned to the UO Key and Access Office.
- i. When personal belongings appear to have been forgotten or abandoned in assigned spaces, the Department will send notification via UO email to the last known user(s) of the space where the belongings were discovered. Items unclaimed by a deadline specified in the notification will be considered abandoned property and handled in accord with UO surplus rules.

*Private Meeting Space:*

- a. In addition to assigned spaces, should students require larger and/or more private space for the purposes of official meetings with others, they may use department conference rooms. Though these rooms are not necessarily in high demand at all times, it should be noted that the reservation and use of the rooms is on a first-come-first-served basis. Students may request a key to these rooms.

*Access to Telephones and Computers:*

- a. Each student office, if requested, will be equipped with one phone set and one dedicated phone line. Students may not remove, trade, exchange, or otherwise dispose of departmental phones.
- b. A single voicemail account is provided with each dedicated phone line. Students assigned to a shared office must cooperate to establish an agreeable voicemail access code, outgoing message, and incoming message review protocol.
- c. Each student office is also equipped with at least one dedicated internet connection. In spaces occupied by multiple individuals, the Department provides internet switches where needed, allowing multiple devices to be connected

simultaneously. Students may not remove, trade, exchange, or otherwise dispose of department internet switches. Students are responsible for providing the cables required to connect their devices to the provided internet connections.

- d. In addition to the internet access provided in offices, students have round-the-clock access to the Department's computer labs. All software currently required for department-taught courses is available on the computers within the labs. A student may request a key to these rooms.
- e. While they are employees of the Department, students may make use of the MS Home User Agreement associated with the Department's site license for the Microsoft Office Productivity Suite. This suite includes but is not limited to Word, Excel, Outlook, PowerPoint, and Access. For a minimal cost, each employee may use the license for one computer in their possession. The software installation and licensing are administered by the Department's technical services staff.

*Access to Office Supplies, Photocopies, and Printouts:*

- a. Limited access to department offices supplies, printers, scanners, and copiers is provided to all graduate students in the Department. While there are currently no hard limits on the use of these items, user activity is tracked and is occasionally reviewed for evidence of abuse. When an individual's use is deemed excessive given their department assignments, the individual will be contacted in order to reconcile and/or resolve the issue. It is understood that instructional, administrative and research GEs need reasonable and appropriate access to additional supplies necessary to accomplish the tasks associated with their assignments.
- b. When procuring necessary office supplies, printing, or copying in quantities beyond those reasonably associated with assigned job duties, students will be expected to arrange for billing the expenses to the appropriate funding sources and/or use appropriate non-department resources. Instructions in this regard will be provided by the Department as needed.
- c. The Department has three copier/printer/scanners (two in Straub; one in LISB). The LISB copier and the Straub third floor copier are available round-the-clock for use by graduate students. The Straub office copier is available from 8:00 am to 5:00 pm on weekdays that the department is open. For use after hours, your Prox Code will need to be enabled for keypad entry.
- d. General office supplies are located in the main office supply cabinets in Straub and are available to graduate students between 8:00 am and 5:00 pm on weekdays that the department is open. Some may also be found in the other copier rooms. The supplies found in these locations are provided for the incidental use of Department personnel. If a substantial quantity of any office produce is needed, the administrative staff can arrange to have the supplies ordered and billed to the appropriate account(s).

*GE Assistance:*

- a. A GE serving an instructor-of-record will be provided grading assistance only when the enrollment in the course requires unusually high levels of grading.
- b. The individual assisting may be another GE or a graduate-level student worker selected from a list of eligible candidates compiled by the department consistent with Section 3 above.

- c. When assistance is provided by another GE with available FTE, an amendment will be made to the assisting GE's existing appointment to reflect the additional effort. While the additional FTE may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no more than .49 FTE.
- d. When assistance is provided by a graduate-level student who is qualified to assist but does not concurrently hold a GE appointment and the time required to assist does not reach the equivalent in hours of .20 FTE, the assisting student will be employed as a student hourly employee.

## 14. ABSENCE POLICY

**ABSENCE NOTIFICATION:** To report sick leave or if you are otherwise unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record (if you are a teaching assistant), as well as send a notification to [psychabsencecege@uoregon.edu](mailto:psychabsencecege@uoregon.edu) to alert the Department Head, the Chair of the Graduate Education Committee, and the Department Manager. This notification should include your name, your 95#, the day(s) and date(s) of your illness/absence. Also indicate if a substitute may be able to pick up your duties while you are out – if so, providing the course name, room number, and time would be very helpful to your GE sub. To the extent possible, provide detailed information about where you left off in your active assignments (e.g., in the previous class in the case of a teaching GE). This notification should occur as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. In the case that you are unable to provide this notification, you may designate someone to make your notification and provide the necessary information to the individuals listed above using this protocol.

*If you are a teaching assistant in a class, do not cancel the class without permission from the instructor of record.*

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 or GEs WHO TEACH LAB SECTIONS:** If possible, recommend an appropriate substitute to take your class when notifying the instructor of record and [psychabsencecege@uoregon.edu](mailto:psychabsencecege@uoregon.edu), as outlined above. If no appropriate substitute can be 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 substitution.

**SUBSTITUTION WITH LESS THAN 24 HOURS NOTICE:** Sick Leave substitution hours are built into your FTE (see Section 8 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 email [psychabsencecege@uoregon.edu](mailto:psychabsencecege@uoregon.edu) (which will alert the

Department Head, the Chair of the Graduate Education Committee, and the Business Manager) if you believe you will likely exceed the total hours allocated for substitute work.

**SUBSTITUTIONS:** Each GE position that is primarily a teaching assistant or administrative assistant (that is, all assignments excluding research, instructor-of-record, lab/discussion leader, and human subjects coordinator assignments) will have 1% of the hours associated with the assignment (rounded down to the nearest half-hour) reserved for substitution in another course, for things such as proctoring exams and grading. For example, a .49 FTE requires up to 215 hours of work, of which 2 hours will now be reserved for substitution in another course.

If a particular substitution assignment requires no specialized knowledge (for example, proctoring an exam or grading scantrons), the assignment will be made by randomly selecting from all students with available substitution hours. If specialized knowledge is required (for example, grading essays), the assignment will be made by randomly selecting from those students who possess the specialized knowledge. For any assignment, if the selected student has a scheduling constraint that would prevent them from completing the assignment, they will go back in the pool and the assignment will be given to the next randomly-selected student. After a student has completed a substitution assignment, they will be taken out of the rotation until everyone in the pool has been given a substitution assignment, and then a new rotation would begin after re-randomizing the order (students will be removed from the pool altogether when they have reached the limit of their substitution hours for the term). Furthermore, if an instructor indicates that they will require a GE to work the full number of hours associated with a given FTE (e.g., 215 hours for a .49, leaving no time for substitution), that GE can be removed from the substitution pool for the term (students who suspect that this may be the case for their assignment should confirm this with the instructor, and have the instructor report that to me).

Occasionally, substitutions will require more hours than are built into your FTE (see Section 8, Work Assignments). Under these circumstances, if the Department Head or the Chair of the Graduate Education Committee asks you to substitute for another GE who is on leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate for sick leave substitution, or 1 times your current rate for other substitutions (family or medical leave, leave without pay, etc.).

**MAKE-UP WORK:** If you are a GE who is a teaching assistant, please check with the instructor of record to determine when and how any missed work will be made up.

**PLANNED ABSENCES:** If you are an instructional assistant GE and you are planning an approved absence during any working days of the term, notify the instructor of record of how to reach you, assuming it will be possible to reach you. If you are a GE who is instructor of record, email [psychabsence@uoregon.edu](mailto:psychabsence@uoregon.edu) (which will alert the Department Head, the Chair of the Graduate Education Committee, and the Department Manager) that you will be gone and provide information how to reach you, if it will be possible to reach you.

**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 Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.