

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

RUSSIAN, EAST EUROPEAN and EURASIAN STUDIES (REEES)

GRADUATE EMPLOYEES (GEs)

2020-2022

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The Program Director of Russian, East European and Eurasian Studies (REEES) is responsible for overseeing the implementation of the policies contained in this statement.

Revised: June 15, 2020

1. **1.0 GENERAL INFORMATION**
2. 1.1 This Document

The purpose of this statement is to clarify information concerning graduate teaching fellowships (GE) offered by Russian, East European and Eurasian Studies (REEES). The relationship between GEs and the University of Oregon (UO) as a whole is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This statement details the specific relationship between GEs and REEES. This document does not necessarily apply to students providing instructional support under other auspices (student hourly wages, work-study) or other staff hired in REEES.

Access to this statement will be provided to the Graduate School and to the Graduate Teaching Fellows Federation, to students appointed as GEs in REEES, and to Russian faculty and graduate students upon request. This document and its amendments may be viewed or printed from the Graduate School website.

3. 1.2 GE Tuition and Fees

During fall, winter and spring terms, Graduate Employees (GEs) are required to maintain and complete a minimum of 9 graduate credit hours. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. During fall, winter and spring terms, Graduate Teaching Fellows must pay \$61 (per quarter) of the mandatory fees set by the Oregon University System; **fees are subject to change without additional notice**. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

1.3 Graduate Teaching Fellows Federation (GTFF)

Most Graduate Employees (GEs) 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.

1. **2.0 AVAILABILITY OF GRADUATE EMPLOYMENT**

2. 2.1 Graduate Employment (GE) appointments are programmatically determined by a standing committee consisting of the REEES Program Director, the Russian Language Coordinator, and at least one other faculty member. REEES will give priority to REEES students. All graduate students employed by REEES at .2FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Teaching Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of new GE position.
3. 2.2 The number of GE positions available is subject to the budgetary constraints on REEES and the University.
4. 2.3 The priority is to staff regular required courses and to provide assistance to faculty where needed.
5. 2.4 Russian, East European and Eurasian Studies (REEES):
 41. 2.41 Makes an effort to distribute GE opportunities to as many students as possible.
 42. 2.42 Encourages teaching and financial opportunities through such other means as teaching assistants, scholarships, work study, grant funded research assistants.
6. 2.5 In recent years GE positions have been offered by REEES for teaching in such courses as first-year Russian (RUSS 101, 102, 103), second-year Russian (RUSS 201, 202, 203), and Spoken Russian (RUSS 121, 221), as well as teaching assistance in such REEES-related courses as Introduction to Russian Literature (RUSS 204, 205, 206), Russian through Theater (RUSS 309), and Russian history (HIST 345, 346, 347).

1. **3.0 ELIGIBILITY REQUIREMENTS**

2. 3.1 To qualify for GE appointment, a student must be admitted to the University of Oregon as a regular graduate student, enrolled as a student in the Graduate School concurrently with the GE appointment and be making satisfactory progress towards a graduate degree.

Eligible students for a GE appointment in Russian, East European and Eurasian Studies are:

11. 3.11 Graduate students enrolled in the REEES MA or Graduate Certificate Program, in conjunction with a graduate degree program.
12. 3.12 Graduate students enrolled at the U of O in other programs who hold a BA in Russian from an American university, or with equivalent educational background.

13. 3.13 Graduate students enrolled at the U of O in other programs but who have the credentials necessary to perform the work assigned. In the case of native speakers of Russian, these credentials should include training or experience in teaching Russian to non-Russians at the college level.

3.2 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. For each REEES graduate student, courses will be those offered or approved by their REEES Graduate Advisor.

3.21 In addition, REEES requires that every GE maintain their studies in residency at the U of O during each term of appointment.

1. **4.0 APPLICATION PROCESS**

2. 4.1 As described in Article 9 of the Collective Bargaining Agreement, each potential GE shall be given a link to the GDRS, in which appointment or reappointment criteria can be found.
3. 4.2 Typically, academic year positions are determined as part of REEES faculty's planning for the coming year. For these positions, an email will be sent to all current REEES MA and certificate students in January inviting applications, setting an application deadline of not less than 10 business days after the email is sent. Incoming students are automatically considered for appointment. See 5.0 for selection process. All candidates will be notified of their selection/non-selection within 5 working days of the decisions being made.
4. 4.3 Any position offered by REEES, which is not included in the regular selection process (see 4.2), will be filled by: posting an announcement via email to all current, and incoming if timing is appropriate, REEES MA students. The announcement will include a position description and an application deadline of not less than 10 business days after posting the announcement. All candidates will be notified of their selection/non-selection within 5 working days of the decision being made.
5. 4.4 From time to time emergency appointments will be necessary. In such cases, REEES will first revisit its most recent academic year selection decisions and select a candidate to whom to offer the appointment. REEES shall post in the OCIA's office a notice of intention to appoint for five days prior to entering into an agreement unless the timing of such posting will jeopardize the program by delaying the appointment. Every attempt will be made to assure equitable opportunities for potential candidates to fill the position.
6. 4.5 In the rare case that positions are not successfully filled using the processes outlined above (4.3, 4.4), graduate students from any discipline may be invited to apply. Announcements for such positions will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on

the website of the Graduate School and with the Graduate Teaching Fellows Federation office.

6. 4.6 In the event that summer GE positions become available, these positions will be filled by: posting an announcement via email to all current REEES MA students. The announcement will include a position description and an application deadline of not less than 10 business days after posting the announcement. All candidates will be notified of their selection/non-selection within 5 working days of the decision being made.
7. 4.7 In the rare case that summer GE positions are not successfully filled using the processes outlined in article 4.6, graduate students from any discipline may be invited to apply. Announcements for such positions will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the website of the Graduate School and with the Graduate Teaching Fellows Federation office.

1. **5.0 APPOINTMENT & REAPPOINTMENT SELECTION PROCESS**

2. 5.1 Decisions on appointment and reappointment shall be made by a standing committee consisting of the REEES Program Director, the Russian Language Coordinator, and at least one other faculty member. Decisions on initial appointments will be taken at a REEES meeting in conjunction with decisions on graduate admissions.
3. 5.2 Each year, a certain number of GE positions are reserved for incoming graduate students. Competition for those positions shall be limited to the pool of incoming students. Likewise, a certain number of positions shall be reserved as reappointment positions.
4. 5.3 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:

5.31 Priority based on standing and degree program

5.311

First priority is given to graduate students enrolled in REEES degree programs, who have already demonstrated satisfactorily their performance of duties assigned to a Graduate Teaching Fellow. Such students will be reappointed up to the number of terms set by REEES as the limit.

312. 5.312 Second priority is given to incoming initial candidates whose qualifications are judged on the basis of academic records, recommendations, and previous experience and to graduate students who have not yet held Graduate Teaching Fellowships, but are making good progress toward completion of their degree and who show promise as potential graduate fellows.
313. 5.313 Third priority is given to students in other programs, but with skills in Russian and in teaching which indicate that they can carry out the duties of a fellowship successfully. (See 3.12 and 3.13.)

5.32 Language Skills

5.321 Incoming/initial candidates will be interviewed in Russian by the REEES Russian Language Coordinator and other REEES faculty as appropriate.

5.322 GE applicants whose native language is not English must submit a score for the Test of Spoken English (TSE) or SPEAK test and will not be assigned as GEs with sole responsibility for a Russian language course if their score falls below 50 on the SPEAK or TSE.

33. 5.33 Specific criteria relating to the specific GE work assignment.
 34. 5.34 For reappointments, previous and current REEES GE performance, as evidenced by evaluations and other materials in the personnel file, will be reviewed and considered.
 35. 5.35 While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.
 36. 5.36 Consideration will be given for a positive working arrangement between a GE and the faculty person with whom the GE will work.
4. 5.4 Candidates will be rank-ordered based upon these criteria.
 5. 5.5 If no qualified students apply or are available for a particular position, the REEES Program Director or Committee may decide to reopen the application process for the position. (See 4.0.)

7. 5.7 Reappointments are not automatic, nor are they guaranteed. Assuming satisfactory academic progress and teaching performance, however, GEs appointed in their first year in the REEES MA program can normally expect to retain their appointments for a second year, if continuing in the program. The REEES MA program is typically a two-year degree program.
8. 5.8 In the case of the continuation of the same position, REEES may decide to continue with the same GE in the position without any new announcement of the position.
9. 5.9 The criteria outlined above will also be used to determine appointments for summer GE positions, when they become available.

6.0 WORKLOAD

6.11 6.12 6.13 6.14 6.14

.20 FTE appointments require up to 88 hours per term .30 FTE appointments require up to 131 hours per term .37 appointments require up to 162 hours per term .40 FTE appointment require up to 175 hours per term .49 FTE appointments require up to 215 hours per term

are appointed in Russian, East European and Eurasian Studies at the following full

6.1 GEs

time equivalent levels (FTE) and corresponding total workloads. (Article 20)

purpose of setting the workload (and thus FTE) for a particular GE position, the

6.2 For the

hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

21. 6.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time serving at registration, etc. in addition to time spent actually teaching.
22. 6.22 The distribution of workload among work assignment duties (7.0) 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. Most GEs in REEES typically teach one section of beginning or intermediate Russian under supervision of a faculty member.

6.22 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.

1. 7.0 WORK ASSIGNMENTS

2. 7.1 Russian and East European Studies typically offers the following GE work assignments:

7.11 Teaching positions:

111. 7.111 Full course responsibility (.49 FTE)

112. 7.112 Teaching Assistant: assist faculty who teaches a course (.20 FTE - .40 FTE

depending on enrollment and course level and requirements.)

113. 7.113 Summer Session teaching positions.

3. 7.2 Full Course Responsibility GE at .49 FTE:

7.21 In-class contact of 5 hours per week for a total of approximately 50 hours per term.

211. 7.211 Conduct: lectures, laboratory or discussion sections, lead review sessions, teach in the instructor's absence.

212. 7.212 Attend lectures

213. 7.213 Assist with: lecture/lab demonstrations, field trips, etc.

7.22 Preparation hours 2 hours per week for a total of approximately 20 hours per term.

221. 7.221 Prepare: lectures, lecture demonstrations, laboratory or discussion sessions

222. 7.222 Submit teaching plan

223. 7.223 Adapt or develop syllabus & course materials

224. 7.224 Construct examinations and quizzes

7.23 Contact hours outside the classroom 5 hours per week for a total of approximately 50 hours per term.

231. 7.231 Office hours

232. 7.232 Counseling, tutoring, special consultations

7.24 Performance Evaluation 8 hours per week for a total of approximately 80 hours per term.

241. 7.241 Reading & grading: papers, exams, quizzes, lab reports, special projects

242. 7.242 Maintain & submit grading records in compliance with the program's and

the University regulations

7.25 Other responsibilities 90 minutes per week for a total of approximately 15 hours per term.

251. 7.251 Assist with registration

252. 7.252 Proctor exams

253. 7.253 Administer student course evaluations

254. 7.254 Attend program meetings: with faculty supervisor

7.3 Teaching Assistant: assist faculty who teaches a course at .20 - .40 FTE depending on enrollment and course level and requirements.

31. 7.31 Minimum in-class contact hours of 3 hours per week for a minimum total of approximately 30 hours per term.

311. 7.311 Conduct: lectures, laboratory or discussion sections, lead review sessions, teach in the instructor's absence.

312. 7.312 Attend lectures

313. 7.313 Assist with: lecture/lab demonstrations, field trips, etc.

32. 7.32 A minimum preparation time of 2 hours per week for a minimum total of approximately 20 hours per term.

7.321 Prepare: lectures, lecture demonstrations, laboratory or discussion sessions 7.322 Submit teaching plan

7.323 Adapt or develop syllabus & course materials 7.324 Construct examinations and quizzes

33. 7.33 Contact hours outside the classroom 1 hour per week minimum for a total of a minimum of approximately 10 hours per term.

331. 7.331 Office hours

332. 7.332 Counseling, tutoring, special consultations

34. 7.34 Performance Evaluation 1 hour per week for a total of approximately 10 hours per term.

341. 7.341 Register in a supervisors college teaching course.

342. 7.342 Maintain & submit grading records in compliance with REEES's and the

University regulations

7.35 Other

7.351 Assist with registration

responsibilities with a minimum total of approximately 18 hours per term.

352. 7.352 Proctor exams

353. 7.353 Administer student course evaluations

354. 7.354 Attend program meetings: with faculty supervisor

7.4 Summer Session teaching positions

7.41 Appointment level of GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record 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.)

For four- or eight-week courses during summer session, minimum FTE appointments of GEs with the same responsibilities described above shall be:

1 or 2 credit classes – minimum .20 FTE appointment 4 credit classes – minimum .37 FTE appointment

7.42 The FTE and exact contact hours are determined based upon enrollment, class contact hours, GE experience and course(s) being taught and may vary drastically from year to year.

7.5 Graduate Teaching Fellows in Russian, East European and Eurasian Studies will be assigned shared, lockable office space in Prince Lucien Campbell Hall. GE offices contain one phone, one or more desks, and one or more computers for GE use. GEs may use their offices, or the Oregon Consortium for International and Area Studies (OCIAS) conference room located in PLC 175A, for private discussions with students or faculty. In addition, GEs may utilize the work space of the OCIAS computer lab, located in PLC 172, a room to which GEs may be issued a key for after-hours access. GEs will be provided with desk copies of all required course texts. Office supplies, photocopies, fax, scanner and printouts are available in the main OCIAS office, PLC 175. Special requests for space or supplies should be directed to OCIAS staff.

7.6 Information on GE training provisions as described in Article 31, Section 4 of the GTFF Collective Bargaining Agreement.

7.6.1 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.

7.6.2 GEs may be compensated for these training hours either through:

1) hourly compensation at that GE's current hourly rate

2) or by accounting for the hours within their regular work assignment if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual training courses and/or activities for that GE.

7.6.3 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.

8.0 WORK ENVIRONMENT

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

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

Workspace:

Each REEES GE has assigned (shared) office space, and is assigned a key (issued by Public Safety) to the office. Furnishings are safe and appropriate. Partitions and shelving are properly and securely installed. Any problems with the office space should be immediately reported to the Office Manager.

Private Meeting Space:

Each REEES GE has assigned (shared) office space, which can be used for private meetings, with cooperation of their office mates.

Access to Telephones and Computers:

Each REEES GE is assigned an office space with a working telephone and computer, with software appropriate to the work assignment. The office space is available 24 hours a day, except when University Facility needs pre-empt use (for example: emergency evacuation, repairs, or other non-standard prohibitions to use of space).

Access to Office Supplies, Photocopies and Printouts

GEs are provided access to a regular office supplies, copy machine, fax machine and scanner to complete duties assigned by their instructor of record. Special order office

supplies should be requested directly by the instructor of record from the Accounting Technician with at least 10 days notice. GEs who are instructors of record will also be provided necessary supplies and equipment. Special requests for supplies must be approved by the department head prior to submitting the request to the Accounting Technician.

GE Assistance

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

1. **9.0 HEALTH AND SAFETY INFORMATION**
2. 9.1 Accident Reporting and Workers' Compensation
 11. 9.11 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 346-3192.

12. 9.12 All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injury, illnesses or diseases that arise out of or in the course and scope of employment.
13. 9.13 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 Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation> Forms can also be obtained from REEES office manager or the Office of Risk Management.
14. 9.14 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).
15. 9.15 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.
16. 9.16 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.

9.17 As required by ORS 659A.043 - 659.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

9.2 Health and Safety Requirements. The University acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

21. 9.21 The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety>. Safety Information. 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 346-3192 or visit the department's web site at <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>.
22. 9.22 Reporting Safety Hazards. GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the REEES Office 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).

23. 9.23 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. Consult Jared Lindman, Administrative Manager, at 541-346-2850 or jaredl@uoregon.edu.

1. **10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

2. 10.1 Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment. (See section 6.0.)
 11. 10.11 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.
 12. 10.12 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.
 13. 10.13 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.
2. 10.2 For a GE in REEES who is a graduate student in another program, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program.
3. 10.3 Criteria used in assessing satisfactory progress toward a graduate degree in REEES shall be as follows.

10.31 The criteria used to assess satisfactory progress is the same for all graduate students of REEES, whether or not they also hold a GE position in the program.

10.32 Coursework:

10.321 Completion of at least 2 regularly scheduled courses per term in REEES or in equivalent courses as approved by the REEES Program Director. Completion of other specified courses as required by a student's field of concentration.

10.322 Decisions are made on the basis of student's prior record, performance on the qualifying examination, and on the basis of recommendation by individual professors familiar with the student's work.

10.323 Use of the open-end course research (RUSS 601), reading (RUSS 605) and practicum (RUSS 609) toward this requirement and toward a degree as a whole needs prior approval of the REEES Program Director.

10.33 Grades:

10.331 A graduate student must maintain a GPA of 3.0 or better. The GPA will be computed for course work meeting requirements for the graduate degree. 10.332 Unless there are extenuating circumstances, REEES will not accept more than two "C"s for graduate work in Russian as part of the requirement.

10.333 It is strongly recommended that a student shall have no more than two outstanding “incompletes” at any one time in regularly scheduled course work taken in Russian, East European and Eurasian Studies. (This excludes such courses as thesis.)

10.334 Incompletes are to be made up within one calendar year.

10.4 Time Limits

10.41 Normally GE support in REEES will not be granted to MA candidates beyond their second year in the program. The Graduate Committee may recommend, to the REEES Program Director, exceptions to this regulation.

10.5 Failure to make satisfactory progress toward the graduate degree:

10.51 Progress will be monitored each term by the Graduate Advisor in consultation with the REEES Program Director. The graduate advisor will notify the Program Director of failure of a graduate student to progress in a satisfactory manner.

10.52 A student who has received two “C”s in course work in Russian leading toward an advanced degree will be advised by the Graduate Advisor that more than two constitutes unsatisfactory progress toward the degree and, in the case of a GE, may be grounds for termination of the GE appointment.

10.53 Likewise, a student who has two incompletes will be once more advised of the policy that more than two constitutes unsatisfactory progress toward the degree and, in the case of a GE, may be grounds for termination of the GE appointment. The student will be urged to make up the incompletes as soon as possible.

10.54 A student who fails to take appropriate course work and perform satisfactorily will not have a GE appointment renewed for the following academic year.

10.55 A student who fails to meet the 3.0 grade point average in graduate work in REEES will be given an opportunity, within two terms, to improve the record. They may be dismissed from the program if the grades continue to be unsatisfactory. Every effort will be made to advise and guide the student so that this need not happen.

11.0 PERFORMANCE EVALUATION, REMEDIATION, DISCIPLINE AND DISCHARGE

11.1 Evaluation of teaching and GE performance

11.11 Satisfactory performance of teaching duties is essential for retaining the GE. Faculty members of REEES judge satisfactory teaching performance by student evaluations, classroom observations by faculty members, ranking of students on joint tests, student retention, and evaluation by the Program Director.

11.12 GEs in Russian are evaluated each term by the GE’s immediate faculty supervisor who reports to the REEES Program Director. The evaluation process normally consists of a classroom observation and a review of student evaluations.

11.2 A student whose skillseitherinthelanguageorinteachingtechniquesareinadequate or who fails to follow the instructions of the supervisor (in presenting material, meeting scheduled classes, giving final

examinations, submitting grades on time, examining students on a regular basis, holding office hours and performing other essential duties of the position) will be instructed in writing as to acceptable performance and, if deficiencies recur within the term(s) of appointment, discharge may be recommended by the supervisor, in writing and the GE may be dismissed at the end of the term in which these failures occur. All discipline and discharge measures will comply with 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.

11.3 Students whose weaknesses in the area of teaching do not warrant formal discipline will be asked to consult with their supervisor and the REEES Program Director, who will prepare a written list of recommendations for remedial action to improve the GE's performance.

11.4 The GE's course evaluations will be reviewed by the supervisor and REEES Program Director, and every effort will be made—including videotaping of the GE's—classes to discern any unsatisfactory teaching performance early in order to give the GE assistance in bringing their performance up to the standards established by REEES. Continued unsatisfactory performance will be documented in the performance evaluation and, therefore, considered when reviewing GEs for reappointment.

12.0 DISCRIMINATION GRIEVANCE PROCEDURES

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

More information is available at the Office of Affirmative Action and Equal Opportunity website: <http://aaeo.uoregon.edu/>

13.0 ABSENCES

13.11 NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from your supervisor. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GE). If you are able, please attempt to reach your supervisor by both phone and email. In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to your supervisor using this protocol. If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

13.12 COVERAGE FOR TEACHING GES USING SICK LEAVE

SUBSTITUTION WITH MORE THAN 24 HOURS NOTICE

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

SUBSTITUTION WITH LESS THAN 24 HOURS NOTICE

Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will receive hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate

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

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

13.15 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, <http://hr.uoregon.edu/er/labor-agreements>

14.0 Sick Leave

Effective January 1, 2016, GEs began receiving paid sick leave.

- GEs accrue sick leave in “days”
- If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you must report your absence to the email address below. You will be charged a “day” of sick leave.
- In no instance shall a GE be required to pay for a substitute, and if no substitute is found, the department may elect to cancel a class.
- Whenever possible, you (or a designee if you cannot do so yourself), will provide the department with information about where you left off (e.g., in the previous class, in the case of a teaching GE).
- You accrue two days per term you work; you accrue an additional day during your first appointment in a school year.
- Sick leave is accrued at the start of each term.
- You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year.
- Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances.
- Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.).
- To record and report your sick leave, please email OCIAS account tech David Schmunk schmunkd@uoregon.edu.
- For additional information, please refer to Article 29 (Paid and Unpaid Absences) in the GTFF contract.