

**2020-2022**  
**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT**

**GRADUATE EMPLOYEES**

**American English Institute**  
**College of Arts and Sciences**

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**The supervisory individual who shall oversee the implementation of the GDRS is:**

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Originally created May 2015; Between 2016 and 2020, this document was reviewed annually. Due to a change in the GTTF contract, this document will represent the 2020-2022 academic years and the next review will be 2022.

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

## **1.0 GENERAL INFORMATION**

### ***1.1 Role and Purpose***

A Graduate Employee (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. In the AEI, the GE role is viewed as professional development with transferable skills that may be beneficial to future employment.

The purpose of the GDRS is to clarify policies and procedures concerning Graduate Employees (GEs) offered by the American English Institute and usually the Department of Linguistics. The relationship between GEs and the University of Oregon as a whole is governed by the Collective Bargaining Agreement (CBA) between the University and the Graduate Employees Federation (GE). This GDRS details the specific relationship between GEs and the American English Institute. This GDRS does not apply to work-study students, student readers, or other staff hired by the American English Institute.

The American English Institute does not offer any degree programs but provides English as a Second Language education for matriculated students through the Academic English for International Students (AEIS) program and for non-matriculated students through the Intensive English Program (IEP). Because of the ESL-focus of the AEI courses, the majority of the GE appointments in the AEI are awarded to graduate students in the both the Language Teaching Studies MA Program and the Theoretical Linguistics PhD program. All funding is subject to enrollment and budgetary considerations. The American English Institute welcomes applications for GE from other related departments and/or fields.

The AEI Executive Director is responsible for the implementation of the GDRS.

### ***1.2 Graduate Teaching Fellows Federation***

All 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 discretion. (CBA Article 4, Section 4). Levels of appointment and minimum salary level for all graduate teaching appointments are subject to the provisions of the CBA between the GE 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 GE appointments.

### ***1.3 GE Tuition and Fees***

While holding an appointment in the AEI, 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 if they successfully complete the assignment at .20 FTE or greater. All students are assessed non-instructional mandatory fees set by the Oregon University System (OUS), of which each GE is responsible for paying \$61 per quarter during the academic year. Details of GE and University contributions to these fees

are contained in the current Collective Bargaining Agreement, Article 22 (copy available on the UO Graduate School website as a PDF <https://gradschool.uoregon.edu/GE/definition>).

### ***1.4 Teaching***

The American English Institute supports the University's academic mission as a provider of international education. The AEI embodies the University's purpose of "fostering the next generation of transformational leaders and informed participants in the global community" by providing GEs to doctoral and master's level candidates.

## **2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GEs)**

### ***2.1 Appointment Determinations***

Graduate Employees in the American English Institute are programmatically determined by the AEI administration through a review of projected enrollment and consultation with program directors and coordinators, and the AEI Executive Director, as a regular part of planning for the next academic year.

Teaching appointments are available to qualified graduate students in second language acquisition, language pedagogy, and teaching-related departments such as the Department of Linguistics and the College of Education.

Research GE appointments are occasionally available to qualified graduate students in areas that support the AEI mission.

### ***2.2 Number and Type of Appointments***

The number of appointments is not predetermined, rather it is subject to enrollment and budgetary constraints of the AEI, the University and any Memorandums of Understanding with individual departments. AEI may be able to offer term-by-term appointments to qualified GEs dependent upon enrollment and program need.

Teaching GEs are primarily assigned to teach courses non-credit Intensive English Program (IEP) or in the matriculated student program (AEIS) that match their skills and fit within their FTE requirement.

### **Academic Year Appointments**

Due to enrollment fluctuations, the AEI cannot commit to a set number of academic year GE appointments. GE positions will be determined by programmatic need, budget and enrollment at the time of AY year planning.

### **One-term Appointments**

To better meet AEI staffing needs, the AEI often has the opportunity for graduate students to teach on a short-term basis, depending on the available programs. This appointment is typically limited to one term, usually the fall term.

### **Summer Term Appointments**

The American English Institute does not typically have GE appointments during the summer. Only in cases of significant increase in enrollment above that which would

be expected in a summer term would GEs be solicited to teach an additional term. In cases in which the enrollment permits the appointment of GEs, AEI will give preference to GEs who have previously worked at AEI.

Research GEs are assigned to specific projects, not to exceed the limits of the FTE assigned, under the direct supervision of the project manager.

### **3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS**

#### ***3.1 Initial Eligibility***

Graduate students wishing to be considered for initial appointment as a GE in the American English Institute must:

- Be accepted and enrolled in a graduate program (master's or doctorate) of the University of Oregon,
- Be enrolled for a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment,
- Maintain residency at the UO in Eugene during each term of appointment,
- Demonstrate the ability and credentials necessary to perform the work assigned by completing an application following position description directions, and
- Meet minimum UO requirements in English language ability, including near-native like proficiency for non-native speakers of English. UO's language proficiency scores and an oral interview will determine this with the Executive Director and IGE Coordinator.

#### ***3.2 Participation in Training and Orientation***

During the first term of employment, Teaching GEs must be willing to participate in an AEI New Employee Orientation with the GE Supervisor and/or program coordinator. Additionally, it is important that the GE work closely with the program coordinator or designee throughout the GE's period of service, including but not limited to review of class preparation and lesson planning, class structure, observations and coaching as required by AEI and as deemed necessary by program coordinator and GE Supervisor.

#### ***3.3 Role of AEI in the Application Process***

Because the AEI is not a degree-granting program, the employment application is not from a student's graduate school application. It is the AEI's responsibility to provide the University with recommendations for GE appointments (CBA Article 17, Section 1).

#### ***3.4 Position Availability and Notification***

The AEI will write and retain position descriptions for recurring types of GE assignments (duties and responsibilities, FTE and workload, and appointment and reappointment qualifications). When possible, GE applications for open positions for the next academic year will be sought during the preceding winter term or late summer term.

All decisions about GE applications from the Department of Linguistics for the AEI are made jointly by the Department of Linguistics and the AEI.

## **4.0 APPOINTMENT AND REAPPOINTMENT PROCESS**

### ***4.1 Application Process for Open GE Positions***

When available, these positions will be posted on the Graduate School's "Current GE Openings" page (<https://gradschool.uoregon.edu/GTF-openings>), which includes a brief description of duties, responsibilities, FTE, and required qualifications for appointment and reappointment for each position. Each posting will be available for a minimum of 10 business days. Qualified students from graduate programs at the University may apply for available GEs at the AEI.

A potential candidate must submit a complete application to the AEI Executive Director, which includes a letter summarizing the applicant's teaching experience, CV, and list of three references. (CBA Article 17, Section 1). For academic year appointments, this will typically be in the winter preceding the academic year, whereas term-by-term appointments will be filled in an ongoing manner.

All decisions about GE applications for open positions are made by the AEI GE Appointment Committee, which is chaired by the Executive Director, and served by the program coordinators, IGE Coordinator and the GE Supervisor, based on the criteria listed in 3.1 and 3.2 above.

The AEI Executive Director, in consultation with the program coordinators and GE Supervisor, will consider applications for GEs from students from other departments upon receipt of a complete application packet by the deadline published by the department. (CBA Article 17, Section 1).

- As described in Article 9 of the CBA, each GE applicant shall be given a copy of the appointment or reappointment criteria as part of the application materials.
- The GE Appointment Committee will review applications, identify potential candidates, and schedule interviews as appropriate. If candidates come from the Department of Linguistics, Linguistics will be included in the process.
- Each applicant will be sent a notice of hiring decision within five working days after the decision has been made. (CBA Section 17, Article 1).
- Due to fluctuating enrollments, last minute or emergency GE appointments can be made. In such cases the Executive Director will make the appointment after consultation with the relevant program coordinator and the AD for Finance, HR, and Operations.

### ***4.2 Appointment Policy for Non-Native Speakers of English***

For teaching appointments, the AEI considers that clear oral communication with non-matriculated or matriculated students, and the ability to understand readily and respond appropriately to these students' idiomatic speech and writing are essential for teachers in the AEI. The following guidelines are intended to provide a basis for decisions affecting the GE appointment of graduate students whose first language is not English and who may not demonstrate proficiency.

The standards required by the Graduate School and AEI for the appointment of GEs (the SPEAK test and subsequent training) are considered to be **minimum** for instruction at the UO, but not sufficient standards for the appointment of GEs to teach English language classes in the CEA accredited AEI program. Potential non-native English-speaking GEs must complete an oral proficiency interview with the IGE Coordinator or Executive Director and may be asked to submit to an additional writing sample depending on the potential assignment.

#### ***4.3 Preference***

Preference will be given to those with demonstrated ability in areas relevant to the particular GE assignment. Students will be considered in the following order:

- Students who have previously received an appointment at AEI and satisfactorily completed all work assignments,
- Students with prior experience in an ESL or EFL classroom.
- Students who are working in related departments such as Linguistics, Romance Languages, or International Studies or the College of Education.

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

#### ***4.4 Reappointment***

The manner by which GEs are evaluated should itself be a source of learning and should be a reliable source of supervisory support. GEs are rarely offered appointments in the summer.

#### ***4.5 Yearly Academic Progress as a Condition for Appointment***

Each GE will be evaluated by the terms of their degree-conferring program department for eligibility for continued GE appointment, based on appropriate progress, as determined by the degree program. Prior to assigning GE appointments, the AEI Executive Director or delegate will consult with the degree program directors.

#### ***4.6 Limits on Renewal of Appointment***

Assuming satisfactory progress in graduate study, satisfactory teaching, and availability of budget resources, graduate students are most commonly appointed as GEs as indicated in the statement of expectation in each section listed in 5.1 and 5.2. The AEI uses the degree-conferring department's criteria for "satisfactory progress in graduate study."

Graduate students in master's degree programs will be eligible for GEs up through their 6th term of graduate work (see MA program and, MA program applicants.) Graduate students in PhD programs are eligible for appointment as described above. For such GEs, progress toward the degree should be that which is stated in their home department's catalog description of graduate degree requirements. A statement will be required from the Head of their home department certifying appropriate progress is being maintained in order for the student to be considered for reappointment.

#### ***4.7 Conditions Determining Reappointment***

Reappointments are not automatic, nor are they guaranteed. For GEs reappointments shall be contingent upon:

- a. Availability of departmental resources
- b. Satisfactory teaching as determined by student and supervisor/coordinator evaluations.
- c. Normal progress toward the MA or PhD (see 5.1 and 5.3)
- d. Previously existing MOUs with other departments

Reappointment decisions are made based on these criteria as well as on the student's progress toward the degree and satisfactory teaching performance based on student evaluations and supervisor observations (See section 5.0). The expectation of GEs is that they will improve as they gain experience. The specific criteria is:

- Participate in UO course evaluation system.
- Mentoring Evaluation: For summative observations, evidence of low performance (needs improvement) indicates a need for active responsiveness to feedback and consistent improvement, enough to meet minimal standards at the AEI.
- Preparation and participation in relevant meetings.

#### ***4.8 Training***

The AEI strives to provide its international students with high quality instruction and an engaging teaching and learning environment. Knowing this, each evaluative measure should be viewed as a learning tool for GEs to become more experienced instructors and as preparation for their future teaching career.

Extensive training will be provided to GEs in both the IEP and the AEIS program. Training comes in numerous formats including, but not limited to:

Required

- Initial Orientation
- Meetings with GE Supervisor
- Meetings with Lead Teachers (as appropriate)
- Midterm meetings and workshops
- Observations
  - Minimum of three observation, including observation preparation and debrief, during first term
  - Minimum of one observation including observation preparation and debrief, during subsequent terms
- Course/Level Team meetings

Supplemental

- Participating in AEI professional development opportunities

#### ***4.9 Evaluation***

The evaluation tools for GEs emphasize teaching quality and will be:

- Participation in UO's course teaching evaluation system



- GE Supervisor Observations and follow-up mentor sessions
- Once-per-term meetings at midterm with the GE Supervisor and/or relevant program coordinator (of AEIS, IEP, or Innovative Programming) to determine areas to be further developed, to recognize areas of mastery or partial mastery, to arrange for any additional observation or support by program leaders, mentors, lead teachers, etc.
- Year-end evaluation (for full-year appointments only).

#### ***4.10 Non-Renewal of Appointment***

During the spring term, the AEI administrators will warn any GE whose appointment may not be renewed for non-budgetary reasons. At any time, AEI administrators may send such a warning. Criteria for terminating a graduate teaching position include:

- a. Unsatisfactory teaching or not meeting program expectations
- b. Failure to demonstrate improvement in all areas related to employment
- c. Failure to make progress toward the degree
- d. Failure to maintain an adequate GPA
- e. Violations of Department or University policies or procedures.

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

## **5.0 WORKLOAD AND WORK ASSIGNMENT**

Duties of the appointment vary according to the specific assignment or program. The usual types of appointments are outlined below.

Appointments are generally offered at .49 FTE. The structures described for each of these assignments are suggestions and guidelines offered to illustrate how the appointment can be met while staying within the prescribed hours (per quarter) specified in the GE contract (Article 20): 215 hours for .49 FTE. Differences in teaching style and the need for teachers to work out their own schedules make it hard to prescribe fixed numbers of hours to be devoted to each aspect of these appointments. GEs are encouraged to consult with their supervisors about methods of course preparation and teaching efficiency that will help them work effectively within the GE Contract limits. GEs are encouraged to consult with their supervisors if they find themselves spending more time on their courses than the 215 hours for .49 appointments specified in the GE contract (Article 20).

All GEs appointed to the AEI, regardless of their assignments, are required to attend the All AEI Meetings, generally held near the start and end of the term. New GE appointees are required to attend an initial orientation training with the GE Supervisor. GEs may be assigned duties during the week prior to the start of term and instruction but within the contract period. Meetings are announced in the Academic Schedule and via emails from program coordinators on the AEI listserv.

### ***5.1 Types of Teaching Appointments (.49 FTE)***

### *Intensive English Program*

The IEP is a non-credit program for non-matriculated students or conditionally admitted students. GEs' teaching assignments will depend on program need and the skills and background the GE brings.

### *Academic English for International Students (AEIS)*

The AEIS program is a credit-bearing program for those matriculated university students who have not tested out of English classes. GEs teach Academic Reading, Academic Writing, Academic Oral Communication Skills.

## **5.2 Other Types of Appointments**

From time to time, it may be possible that AEI will have openings for GEs in the areas of eLearning, research, curriculum or program development, teacher training, etc. These opportunities will depend on the needs of the program and will be under the supervision of the project manager.

When available, these positions will be posted on the Graduate School's GE Openings page (<https://gradschool.uoregon.edu/GE-openings>).

## **5.3 Workload in the AEI**

Graduate Employees with an academic year contract and appointed to .49 FTE teach one course per term, or 3 courses per year. These teaching GEs are Instructors of Record for their courses. As instructors of record, they are expected to prepare for courses with guidance from the supervisors, follow program-designated curriculum to the extent required to meet established student learning objectives, maintain their course website (Canvas, etc.) grade and return homework and assignments in a timely manner, and turn in course grades by posted deadlines.

Duties of the appointment include classroom instruction, a minimum of 2 office hours per week during the term, and attendance at all mandatory AEI meetings, all instructor meetings relevant to their course (team meetings, level meetings), Start-of-Term (SOT) orientations and meetings, and End-of-Term (EOT) informational meetings. Meetings are announced in the Academic Schedule and via emails from program coordinators to the AEI faculty listserv. As part of professional expectations, record keeping, meeting instructional deadlines, reading and responding to email by the end of the day or within 24 hours is expected.

All programs have regular pre-term and ongoing meetings. GEs are required to attend these collaborative meetings, as they are an extension of supervisory guidance via a cohort of teachers, led by a lead teacher, who can lend needed support and answer course-specific questions.

While expectations for workload contributions for GEs are lower than the Career Track faculty, active participation in the meetings is essential not only for the professional support they provide, but to confirm that curricular objectives are met.

GEs are required to hold two regularly scheduled office hours for students on campus or online, depending on course delivery platform. The instructor must be available for additional student support when necessary.

*For Teaching GE appointments in the IEP program:*

These classes meet for 2 to 6 hours per week, with one class equaling to 4 to 6 hours.

*For Teaching GE appointments in the AEIS program:*

These classes meet for 4 hours per week.

## **6.0 HEALTH AND SAFETY INFORMATION**

### ***6.1 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, <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>.

### ***6.2 Accident Reporting and Workers' Compensation***

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). Any questions about the program should be directed to 541-346-8912 or 541-345-8316.

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.

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

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for

medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

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

### ***6.3 Reporting Safety Hazards***

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representatives may also be contacted: AEI Executive Director, Dr. Cheryl Ernst (541-346-2911, [cheryle@uoregon.edu](mailto:cheryle@uoregon.edu)) or AEI Assistant Director of Operations, Jessica Carlson (541-346-2442, [carlsonj@uoregon.edu](mailto:carlsonj@uoregon.edu)).

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

**Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:** AEI has an emergency plan available online at: <https://cpb-us-e1.wpmucdn.com/blogs.uoregon.edu/dist/f/14017/files/2015/02/AEI-EmergRespPlan-20171010-public-sj1sgo.pdf>, and emergency procedures are posted in each classroom, office, and key areas in Agate Hall. Agate 105 is the primary location for this information.

## **7.0 SATISFACTORY PROGRESS TOWARDS GRADUATE DEGREE**

Because a graduate student's primary goal is the degree, academic study must be paramount. Satisfactory progress toward a graduate degree is a University imposed requirement of GE appointment or reappointment. The degree-conferring department sets the primary requirements for satisfactory progress. AEI will not be the degree-conferring department for any of its GEs; there must be regular, term-by-term communication between the degree-conferring department and AEI.

## **8.0 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>).

## **9.0 WORK ENVIRONMENT**

### ***9.1 Work Environment***

Once appointments are made, teaching GEs will receive information regarding office assignments and teaching support resources, including access to computers, printers and copy machines. These resources are described in detail in the *AEI Faculty and Staff Handbook* available on the AEI Network folder: AEI Public.

### ***9.2 Workspace and Private Meeting Space,***

All GE appointments who are not assigned an office space in their home departments will be provided a safe working environment with shared office space which has working locks on the doors, properly and securely installed partitions (if relevant) and shelving, appropriate furnishings, and a computer. The office space will be equipped with adequate desks for the number of occupants of that office and one guest chair for each desk. It may be necessary for GEs to share desks if space requires it.

When sharing an office with others, it is expected that schedules will be mutually worked out so that each instructor has private time for student conferences. Private meeting spaces are also available for conferencing.

### ***9.3 Access to Office Supplies and Equipment***

GEs will have the same access to office supplies, computers, and photocopiers as NTTF and Pro Tem instructors.

Telephones are available in private meeting rooms, not in general offices. GEs will have easy and reasonable access to computers equipped with software typically provided instructional staff and as related to GE assignments. GEs at AEI may be provided with a laptop computer for check out during the instructional term.

Office supply areas are available in all Agate Hall 103 and 208. Besides the multi-function copiers, these areas are equipped with general supplies such as white and colored paper, staplers, paper cutter, etc. Every effort is made to provide the tools to assist instructors in their preparation of class materials. Additional supplies can be requested using the Purchase Request Form on the AEIWeb.

### ***9.4 GE Assistance***

No GE Assistance is provided to GEs in the AEI.

## **10.0 ABSENCE PROCEDURES**

### ***10.1 Substitution Policy for all AEI instructors***

Per the AEI Faculty/Staff Handbook, for all substitutions, *whether for medical or professional reasons, should go through [aeisub@uoregon.edu](mailto:aeisub@uoregon.edu)*. In case of the need for an emergency substitute, please try to call the night before if illness the next day is anticipated. The earlier the notification, the more likely it is that a substitute can be found.

The AEI covers all IEP classes rather than cancel them. IEP Classes are only canceled or merged in rare cases through arrangement with the AEI Executive Director or the, IEP Coordinator. For other AEI teaching assignments, check with the appropriate Coordinator

(AEIS or Innovative Programming). Check information on Canvas under Departmental Docs> Absence Request and Reporting.

AEIS instructors may cancel one class. In this situation the instructor should notify students and provide extra assignments on Canvas to make up for the missed class time.

### ***10.2 Absence Notification***

If the GE is unable to attend work at the scheduled time, they must notify [aeisub@uoregon.edu](mailto:aeisub@uoregon.edu) as soon as possible, including, if possible, in advance of the scheduled work assignment or class that they are unable to attend. Do not cancel a class without permission from the Program Coordinator or the Executive Director. To the extent possible, GEs should provide the department with information about where they left off (e.g., in the previous class in the case of a teaching GE).

In the case that a GE is unable to directly notify the department, they may designate someone to notify [aeisub@uoregon.edu](mailto:aeisub@uoregon.edu) and provide the necessary information to using this protocol.

If a GE is going to miss more than one work week, they or thier 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.

### ***10.3 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**

Sick leave substitution hours are built into a GE's FTE (see Section 5, Work & Work Assignments). The department will supply an AEI NTTF substitute following AEI policy. In some cases, expertise in a subject or availability will determine a substitution. GEs should track any substituting hours and notify the Program Coordinator and GE Supervisor if they believe they will likely exceed the hours allocated in Section 5.

### ***10.4 Make-Up Work***

Generally, for duties missed not related to a class meeting, please check in with the program coordinator to determine when and how the missed work will be made up.

### ***10.5 Planned Absences***

If a GE is planning an approved absence during any working days of the term, be sure to contact [aeisub@uoregon.edu](mailto:aeisub@uoregon.edu) and notify the GE Supervisor or Executive Director ([aeidirector@uoregon.edu](mailto:aeidirector@uoregon.edu)).

### ***10.6 Specific Details about Absences***

More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health

condition-- can be found in Articles 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.

### **Sick Leave**

Per Article 28 in the CBA, GEs will accrue and use sick leave in days.

- If a GE is absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, they will be charged a "day" of sick leave.
- GEs accrue two days per term they work; they accrue an additional day during their first appointment in an academic year (Fall-Summer)
- Sick leave is accrued at the start of each term
- GEs can accrue a maximum of ten (10) days of sick leave which can roll over year to year
- Except for parental leave, GEs must exhaust sick leave prior to taking unpaid leave or reducing their GE appointment for illnesses or other covered circumstances
- GEs should notify their department as soon as possible when they have foreseeable sick leave (surgery, etc.)
- GEs must report a sick day to the [aesub@uoregon.edu](mailto:aesub@uoregon.edu) (per AEI policy, see 9.2 below) and record sick leave on the AEI Timesheet, which is submitted to AEI Payroll Administrator.
- GE sick leave use will need to be recorded in Banner by the employing department. Note, due to Banner's design, GEs' sick leave will appear as "hours" but will count as "days." For instance, at the start of an appointment, Banner and DuckWeb will display three hours of sick leave available. The actual time available to the GE is three "days."
- In the AEI, GEs are not asked to substitute teach.

### **Leaves of Absence**

Students who need to take a period of time off from teaching during their GE appointment period may apply for a formal leave of absence from the graduate program and must simultaneously notify AEI of the request.

A Request for Leave of Absence Form and a letter describing the purpose of the request is to be submitted to the Director of Graduate Studies. If the request is approved, all steps of academic progress are "frozen" for the period of the leave. AEI administration must also be notified.

According to Graduate School policies regarding leaves of absence, no coursework can be taken or University resources used during the leave.

In some cases where personal circumstances warrant, academic progress may be altered slightly by the Director of Graduate Studies. In those cases where the alteration would add eligible years of GE appointment, the exception must also be approved in advance by the GE Appointment Committee.