

ASIAN STUDIES PROGRAM

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

GRADUATE EMPLOYEES (GE) 2020-2022

CONTENTS

- 1.0 [General Information](#)
- 2.0 [Availability of Graduate Employee Appointments](#)
- 3.0 [Eligibility Requirements](#)
- 4.0 [Application Process](#)
- 5.0 [Appointment Selection Process](#)
- 6.0 [Appointment and Reappointment](#)
- 7.0 [Workload](#)
- 8.0 [Work Assignments](#)
- 9.0 [Work Environment](#)
- 10.0 [Health and Safety Information](#)
- 11.0 [Absences](#)
- 12.0 [Satisfactory Progress toward Graduate Degree](#)
- 13.0 [Discrimination Grievance Procedures](#)

This manual is implemented by the Asian Studies Program Chair.

Revised June 2020

1.0 GENERAL INFORMATION

1.1 The purpose of the [General Duties and Responsibilities Statement \(GDRS\)](#) is to clarify information concerning Graduate Employees (GEs) offered by the Asian Studies Program. The relationship between GEs and the University, as a whole, is governed by the [Collective Bargaining Agreement \(CBA\)](#) between the [University of Oregon \(University\)](#) and the [Graduate Teaching Fellows Federation \(GTFF\)](#). This Manual details the specific relationship between GEs and the [Asian Studies Program](#). This Manual does not apply to work-study or other staff hired by the Asian Studies Program.

Access to the GDRS will be made available to faculty and GEs, as well as to the Graduate School and the Graduate Teaching Fellows Federation. This document may be viewed or printed from the Graduate School website.

1.2 For [GE Tuition Waiver and Fees Subsidy](#), please see the Graduate School website/GE salary and benefits.

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS

2.1 GE appointments are programmatically determined by the Director of Asian Studies who solicits participating faculty to ascertain needs for the upcoming academic year. Asian Studies GEs will be assigned in accordance to these curricular needs and in consideration of students' area of focus.

2.11 Many Asian Studies GEs assist in teaching Chinese, Japanese, or Korean language courses in the Department of East Asian Languages and Literatures. Other Asian Studies GEs help with content courses in Asian film, history, geography, political science and religion. Thus, the teaching and direct supervision of GE activities follows the current guidelines for workload and work assignments set out by East Asian Languages and Literatures or other departments where the GE is assigned. Graduate students should apply for graduate employee appointments and their renewal through Asian Studies.

2.2 The number of GE positions available is subject to the budgetary constraints on the Program and the University.

2.3 The priority is to help Asian Studies faculty teach. GEs may be assigned to help Asian Studies faculty through grading, offering discussion sections or teaching regular required courses in Chinese, Japanese, or Korean languages in the East Asian Languages and Literatures Department (CHN 101, 102, 103, 201, 202, 203, JPN 101, 102, 103, 201, 202, 203; KRN 101,102, 103, 201, 202, 203) and to provide assistance to faculty in History, Political Science, Geography, Religious Studies, and Art History, where needed.

2.4 The Program:

2.41 Makes an effort to distribute GE opportunities to as many students as possible.

2.42 Encourages students to explore teaching and financial opportunities through other means such as scholarships, work study, and grant funded research assistantships.

3.0 **ELIGIBILITY REQUIREMENTS**

3.1 Appointments are made to eligible graduate students fully accepted to and enrolled in the Asian Studies Program.

3.2 For language teaching, preference is given to candidates with background and interest in Chinese, Japanese, or Korean language as appropriate.

3.3 The University [Graduate School](#) requires that a GE be enrolled for a minimum of 9 degree satisfying graduate credit hours per term of appointment.

3.31 In addition the Asian Studies Program requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 **APPLICATION PROCESS**

4.1 It is the Program's responsibility to provide the University with recommendations for GE appointments ([CBA](#) Article 17, Section 1).

4.2 As described in Article 9 of the [CBA](#), each potential GE shall be given a copy of the appointment or reappointment criteria at the time of application.

4.3 Position announcements for the upcoming academic year will be made:

4.31 by posting through the graduate school when available with a brief description of each position's duties and responsibilities, FTE, workload, and appointment and reappointment qualifications ([CBA](#) Article 17, Section 1).

4.4 Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form. Graduate students may apply for GE support through any unit including East Asian Languages and Literatures, History, as well as Asian Studies. Separate applications are required for each department.

4.5 Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made ([CBA](#) Article 17, Section 1).

4.6 The University agrees to post all GE job openings for positions in non-academic or administrative units and out-of-department positions with the [GTFF](#) office, and on the website of the Graduate School and Human Resources. ([CBA](#) Article 17, Section 1).

5.0 APPOINTMENT SELECTION PROCESS

5.1 The Asian Studies Program GE Selections Committee members shall submit recommendations, in priority order, for appointment and reappointment to the appropriate unit head; for example, of East Asian Languages and Literatures. After approval by the unit head, GE appointments will be offered by the Asian Studies Program.

5.11 The GE Selections Committee shall be comprised of three to four persons, typically a China specialist, a Japan specialist, a Southeast Asia specialist, and the program chair.

5.2 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:

5.21 General criteria regarding appointments for the particular types of work assignments available in EALL or in other units,

5.22 Specific criteria relating to the specific GE work assignment,

5.23 Candidates will be rank ordered based on these criteria.

5.24 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.

5.3 If no qualified students apply or are available for a particular position, the Program Selections Committee may decide to reopen the application process for the position.

5.31 Generally the same process will be repeated. However, the Program Selections Committee reserves the right to proceed to fill the position as it would in an emergency appointment situation (see [4.4](#)).

6.0 APPOINTMENT AND REAPPOINTMENT

6.1 The following criteria will be used for ranking of applicants:

1. Ranking in admissions process or interim reviews.
2. Teaching experience

3. Background in the subject matter of the course the GE will be teaching (for history, religious studies, anthropology, etc.), or fluency in standard Mandarin Chinese, Japanese, or Korean (for EALL, Linguistics).

Applicants may be asked for an interview with the Director to discuss their qualifications and the nature of their assignments.

6.2 Academic credentials:

6.21 "Incoming Academic Promise" of incoming students evidenced by previous degrees and grades, test scores, etc.

6.22 "Satisfactory Progress toward Graduate Degree" of students currently enrolled in the Asian Studies Program is required whether applying for an initial appointment or for reappointment (see [10.0](#)).

6.3 Previous experience:

6.31 For teaching GE positions, candidates will be ranked based on previous teaching or prior coursework preparation.

6.32 Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GE's application as a whole.

6.4 Language requirement:

6.41 Candidates for appointments for language instruction in standard Mandarin Chinese, Japanese, or Korean must possess native or near-native language abilities in the respective language.

6.42 Applicants for a Mandarin Chinese, Japanese, or Korean (if non-native speaker) language GE must be tested by an EALL instructor in the appropriate language.

6.5 A cover letter should be included with the application that describes the candidate's interests and qualifications.

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

6.7 GEs will be employed term-to-term.

6.8 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.

6.9 GEs seeking reappointment must submit a Graduate Award application form each year and information about prior GE performance. It should be borne in mind that, once an appointment is made, there is no assumption of reappointment. Students seeking reappointment will compete with new applicants for the position. Because teaching experience is one criterion for reappointment, a GE who has demonstrated satisfactory performance in the past can expect to score highly on that ranking. GEs are given quarterly student evaluations for all classes taught.

7.0 **WORKLOAD**

7.1 Asian Studies Program GEs are appointed in the Department of East Asian Languages and Literatures or other units at the following full time equivalent levels (FTE) and corresponding total workloads ([CBA](#) Article 21).

7.11 .20 FTE appointments require up to 88 hours per term

7.12 .30 FTE appointments require up to 131 hours per term

7.13 .40 FTE appointments require up to 175 hours per term

7.14 .49 FTE appointments require up to 215 hours per term

7.2 For the purpose of setting 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.

7.21 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 in actual teaching.

7.22 The distribution of workload among work assignment duties (see 8.0) shall be 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.

7.23 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.

7.24 Substitution for another GE per department substitution policy or department approved training toward successful GE performance hours are built into your FTE ([CBA](#) Article 8, Work Agreement/Work Assignment). 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 contact the Program Director if you believe you will likely exceed the total hours allocated for substitute work.

7.3 Summer Session

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:

- 3 credit classes – minimum .30 FTE appointment
- 4 or 5 credit classes – minimum .37 FTE appointment

8.0 WORK ASSIGNMENTS

8.1 Asian Studies typically has work assignments as follows:

- 8.11 Teaching positions:
- 8.12 Teaching assistant: assist faculty who teaches a course.

8.2 Teaching assistant (TA): Assist faculty who teach a course (.40 FTE). The hours listed here represent reasonable estimates for an individual holding an appointment at .40 FTE for TA'ing in East Asian Languages and Literatures. The GE selected to TA in another unit (e.g. history) should consult the guidelines regarding workload for that department. It should be recognized that from time to time the exact number of hours under each category may vary from these estimates, though the total time commitment will not vary from that specified in Sect. [7.1](#).

8.21 In-class contact hours. Hrs per wk: 2-3

8.211 Conduct language drill sessions (EALL, Linguistics)

8.212 Attend lectures

8.22 Preparation hours. Hrs per wk: 2-3

Preparation hours are calculated at one hour for each hour of contact defined under [8.211](#).

8.221 Prepare drill activities

- 8.222 Adapt or develop syllabus and course materials under faculty supervision.
- 8.223 Construct examinations and quizzes.
- 8.23 Contact hours outside the classroom. Hrs per wk: 2-3
- 8.24 Performance evaluation. Hrs per wk: 2-3
 - 8.241 Grading exams or quizzes
 - 8.242 Maintain and submit grading records in compliance with Departmental policy and University regulations
- 8.25 Other responsibilities Hrs per wk: 2-3
 - 8.251 Assist with registration (no more than 3 hours)
 - 8.252 Proctor exams
 - 8.253 Attend meetings of teaching faculty
 - 8.254 Substitute for another GE per department substitution policy or department approved training toward successful GE performance

9.0 WORK ENVIRONMENT

- 9.1 Workspace – The GE workspace will have working locks on doors, shelving, safe and appropriate furnishings.
- 9.2 Private Meeting Space – The GE workspace, though it may be shared with another GE, provides space suitable for private meetings with students.
- 9.3 Access to Telephones and Computers – The GE workspace has access to a telephone, necessary to carry out work assignments, and access to computers equipped with software typically provided to other program staff, as it relates to GE assignments.
- 9.4 Access to Office Supplies, Photocopies and Printouts – GEs have access to office supplies in the PLC 175 supply cupboard during normal office hours only. Photocopies and printouts may be made in the OCIAS Graduate Lounge (PLC 172), either from the copier, or the Grad Lounge printer.
- 9.5 GEs working under the direction of an instructor of record, administrative GEs, and research GEs have access to supplies necessary to accomplish the tasks associated

with their assignments as directed by their supervisors. These are available at no personal cost to the GEs, and does not preclude limitations placed upon the supervisors or instructors of record.

9.6 GEs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the program. Access to these supplies shall be available at least during departmental standard working hours.

10.0 HEALTH AND SAFETY INFORMATION

10.1 Accident Reporting and Workers' Compensation

10.11 The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.

10.12 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.

10.13 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 Workplace Injury Report 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>.

10.14 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).

10.15 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. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

10.16 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 Safety and Risk Services immediately.

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

10.2 Safety Information

10.21 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>.

10.22 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>.

10.23 Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website,

<https://safety.uoregon.edu/content/safety-advisory-committee>.

10.3 Reporting Safety Hazards

10.31 GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Unit Manager, Melissa Bowers, 541-346-2850.

10.32 Other resources on campus to report such information Safety and Risk Services, 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).

10.33 Location of Emergency Procedures, Evacuation Plans, Material Data Safety Sheets (MSDS) and First Aid Supplies: A first aid kit is kept in the cabinet in the Department of East Asian Languages and Literatures office (308 Friendly Hall) as well as in the copy room of the Oregon Consortium for International and Area Studies (172 Prince Lucien Campbell Hall). The EALL and OCIAS administrative managers are responsible for maintaining these kits. GEs are required to leave the building when fire alarms sound.

11.0 ABSENCES

11.1 Notification.

11.11 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.

11.12 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.

11.13 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.

11.14 **COVERAGE FOR TEACHING GEs.** If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform the Unit Manager, Melissa Bowers so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

11.15 **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.

11.16 **PLANNED ABSENCES.** If you are planning an approved absence during any working days of the term, be sure to notify the Unit Manager with information about how to reach you (if possible).

11.17 **MORE INFO.** More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF [CBA](#).

11.2 Sick Leave for GEs

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

11.21 GEs accrue sick leave in "days"

11.22 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 will be charged a “day” of sick leave.

11.23 You accrue two days per term you work; you accrue an additional day during your first appointment in a school year.

11.24 Sick leave is accrued at the start of each term.

11.25 You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year.

11.26 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.

11.27 Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.).

11.28 To record and report your sick leave, please email David Schmunk schmunkd@uoregon.edu

12.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

12.1 Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment (see [6.0](#)).

12.11 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 a part of a learning experience, rather than solely as employees whose education is secondary.

12.12 At the end of each academic term, the Graduate School reviews academic transcripts of all graduate students holding GE appointments during that term. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period fell 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. Satisfactory progress shall be assessed by criteria established by the Asian Studies Program whether the student serves as a GE in East Asian Languages or any other department. All Asian Studies graduate students are evaluated each spring term. Criteria used in assessing satisfactory

progress toward a graduate degree in the Asian Studies Program shall be as follows.

12.121 Coursework: All GEs must enroll for and complete at least 9 credit hours per term toward the graduate degree. First-year Asian Studies graduate students, unless specifically exempted by the Director of the Asian Studies Program, are expected to complete the courses Perspectives on Asian Studies (ASIA 611) and Theory and Methodology in Asian Studies (ASIA 612).

12.122 Grades: All GEs must achieve each term a grade point average of 3.0 or above in course work meeting the requirements of the graduate degree. Since the grade of C is considered less than satisfactory for graduate students, if a GE receives a grade of C or less, the Program Director and the Advisory Committee will consider whether this is a sign of unsatisfactory progress.

12.123 Examinations: It is expected that all GEs will satisfy degree requirements as set out in their Plan of Study. Failure to do so will cause the Program Director and the Advisory Committee to consider whether this is a sign of unsatisfactory progress.

13.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.