

General Duties and Responsibilities for Department of Linguistics 2020-2022

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee contracts offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and this GE hiring unit.

This document applies only to GE appointments that are managed by the Department and not to GE appointments funded by research grants or to work-study, hourly student employees, or other staff in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is:
Vsevolod Kapatsinski, Director of Graduate Studies, Department of Linguistics
DATE OF THIS GDRS REVISION 12/08/2020

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GEs)

The availability of GE appointments is programmatically determined by department faculty. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE's employing unit, the priority is to staff regular required courses and to provide assistance to faculty where needed:

In the Department of Linguistics, GEs normally teach Linguistics 150, and, subject to budgetary constraints, are assigned to teach discussion sections for certain regularly offered undergraduate courses in the Department (e.g. Linguistics 201, 301, etc.), with priorities among these courses determined by the faculty.

This GE employing unit makes an effort to distribute GE opportunities to as many students as possible and also encourages pursuing other financial opportunities such as scholarships, work study, and grants.

ACADEMIC YEAR APPOINTMENTS

The availability of departmental GE appointments for the upcoming academic year is determined by the allotment of tuition waivers and stipends from CAS. Areas needing GE support are discussed each spring in open Department meetings as a regular part of planning for the upcoming academic year.

GE Assignment Fairness Policy

By August 1 of each year, GEs who have signed a contract for the next academic year who wish to request an assignment to a particular course may complete and submit to the graduate coordinator the Linguistic Department's GE assignment request form, which will be available on Intranet. The GE's preferences will be considered in the assignment process, but submission of the form does not guarantee assignment to the requested course(s). Other factors that will be taken into consideration include, academic experience and the distribution of the GE's past assignments.

In recent years, GE assignments during the academic year in this GE employing unit have included Instructor of Record (full course responsibility), Discussion Section Leader, Grader (Lead and Assistant Types), and Non-Teaching Assignments (Administrative and Study-Term Types).

SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer term is usually determined by the head of the Department of Linguistics together with the Department's Director of Graduate Studies. The department head makes the final decision based on summer teaching needs. In the event that GE appointments are available in the summer, a call will be issued in the spring term to solicit interested applicants for the position(s).

In recent years, GE assignments during the summer have included Instructor of Record (full course responsibility), and Discussion Section Leader.

NON-TEACHING APPOINTMENTS

The department has 2 types of non-teaching appointments: an administrative support appointment, and a research-term appointment. Non-teaching GE appointments are available only if all instructional staffing needs have been met.

Administrative support appointments are not regular appointments, but instead are made to assist with a specific, programmatic need where faculty time cannot be secured (e.g., no teaching release is available) and where the project work is intensive and time-sensitive.

Research-term appointments are used primarily to recruit highly meritorious students into the program. A secondary purpose to which these can be applied is to speed time-to-completion in the program. See 5.B below and non-teaching GE awards policy (Nov. 19, 2019) for further details.

3.0 ELIGIBILITY REQUIREMENTS

Graduate students enrolled in the Ph.D. program in the Department of Linguistics are eligible for GE appointments with the Department.

Experience or credentials required in order to be considered for a particular GE assignment include demonstrated ability in areas relevant to the particular GE assignment.

At the end of each term (or at the first departmental meeting of the next term) the faculty, sitting as a committee of the whole, evaluates the performance and progress toward a graduate degree of every graduate student enrolled in the Department. Each student's academic performance is categorized as outstanding, very good, satisfactory, or unsatisfactory. **Only students whose performance is evaluated as outstanding through satisfactory are considered for GE appointments.** GE appointments are then made in the following order of priority:

- a) PhD students in good standing who are in their first through fifth year in the program (not counting leave).
- b) PhD students in their sixth year in the program (not counting leave).
- c) Top-ranked incoming LTS-MA students.
- d) PhD students in their seventh year in the program (not counting leave).

If the number of eligible candidates exceeds the number of waivers or positions available, then GE appointments for students in the lowest priority tier for which GE appointments are allocated will be based on evidence of scholarly productivity (publications > grants > conference presentations). In the event that the number of equally meritorious candidates exceeds the number of waivers or positions available, appointment will be determined by lottery. This is especially likely to occur with summer appointments when only 1 GE position may be available.

Except during the summer term, the Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

ACADEMIC YEAR APPOINTMENTS

Qualified applicants for graduate admission are automatically considered by the Department for a GE position in the Department of Linguistics and need not apply for it separately.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

An e-mail will be sent to all graduate students each spring informing them of the procedure for applying for a GE position for the first time, for the following academic year. Graduate students apply for GE positions by submitting the following: an annual review statement that clearly indicates anticipated date of graduation (term/year) and progress towards degree completion; a C.V.; and an addendum that states the titles, terms and years of the courses the GE has taught in the past at UO, if any. If desired, the applicant may also indicate which courses they would like to teach in the next year (see 2.0 above and 5.0 below). These materials will be due at the end of week 1 in the spring term.

SUMMER TERM APPOINTMENTS

Eligibility for summer term appointments will be assessed according to the criteria laid out under section 3.0 above.

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

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):

Graduate students in Linguistics are automatically considered for any GE position and ranked according to the criteria laid out under section 3.0 above.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled from the waiting list of Linguistics graduate students, with order on the list determined according to the criteria in section 3.0.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes:

Department faculty as a committee of the whole.

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, and (B) general criteria based on particular types of work assignments available within the GE employing unit. Reappointments will be contingent on (A) and (B) as well as on an evaluation of performance in the duties associated with previous GE appointments.

GE assignments are made by the Linguistics Department Head, in consultation with the Director of Graduate Studies. Tentative GE assignments are made at least two weeks before the start of the academic year, with adjustments as necessary before each term begins. Reasons for changing the tentative GE assignments include, inter alia, schedule conflicts for

the assigned GE or other assigned GE(s), and the absence of an assigned GE during a given term.

(A) General criteria include (in no particular order):

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement and making satisfactory progress toward the degree (see 3.0 above).
- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

(B) Assignment type-related criteria

For an Instructor of Record (full course responsibility):

Among students who are ranked equally by the process described under 3.0 above, GE appointments as an instructor of record will be made based on familiarity with and competence in the subject matter of the assigned course, as demonstrated by previous study.

For a Discussion Section Leader:

Familiarity with and competence in the subject matter of the assigned course, as demonstrated by previous study.

For Graders:

Lead graders are assigned in high workload courses where the faculty instructor of record is teaching 4 contact hours. Assistant graders are assigned to courses that already receive instructional support from another GE. Grading assignments are based on competence in the subject matter of the assigned course, as demonstrated by previous study.

For Non-Teaching Appointments:

Criteria for administrative support appointments are dependent upon requirements of the project. Research-term appointments are distributed to incoming students (first

priority) or to ABD students in good standing (secondary priority). If the number of eligible candidates exceeds the number of research-term appointments available, then assignment will be based on evidence of scholarly productivity (publications > grants > conference presentations).

If no qualified students are available for a particular position, the department head may decide to consider students in the LTS-M.A. program or students from outside the department for a particular GE position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment (also described in Section 4).

Performance of GEs in this employing unit is evaluated at the end of every term. Evaluation of a GE's performance is the primary responsibility of the faculty supervisor (i.e. the faculty member teaching a course for which the GE serves as teaching assistant), or the faculty member assigned by Department Head to supervise a course being taught independently by a GE.

The criteria used for evaluation include:

Except for the additional proviso described below, reappointment decisions are made as part of the normal appointment process. Current GEs are considered for future appointments along with and on the same basis as all other graduate students in the Department. Since it is not unusual for a student's level of performance to vary, or for a student to fail to fulfill an earlier promise, a faculty evaluation of a student's work as excellent for any given term does not guarantee similar evaluation in any other term.

The means of evaluation include classroom observation of a GE either by the faculty supervisor or another agent designated by the faculty supervisor, and, at the discretion of the faculty supervisor, discussions with the GE, and end-of-term student evaluations of the course and the GE. After the class observation, the faculty supervisor communicates the evaluation to the GE by e-mail, and sends a copy of the e-mail to the department office.

Regardless of academic performance, the faculty may decline to reappoint as a GE a student whose previous performance as GE has been unsatisfactory. Evaluation of a GE's performance is the primary responsibility of the faculty supervisor, the faculty member assigned by Department Head to supervise a course being taught independently by a GE, or the Director or Department Head of the employing unit in the case of GEs who are teaching outside of Linguistics (e.g., at the AEI).

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent lecturing, grading, et cetera. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs are most commonly appointed at the following full-time equivalent levels (FTE) and corresponding total workloads:

- .40 FTE (Up to 175 hours per term, which is an average of 14.5 hours per week for 12 weeks, or up to 525 hours per academic year)
- .49 FTE (Up to 215 hours per term, which is an average of 17.9 hours per week for 12 weeks, or up to 645 hours per academic year)

7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

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

DUTIES BY WORK ASSIGNMENT

Instructor of Record:

Teaching positions with full course responsibility, albeit under the supervision of an assigned faculty member. The GE is responsible for all lectures, homework, exams, grading, etc. for a course (normally Linguistics 150) including proctoring the final exam. This typically requires (per week):

In-class contact hours (lecturing)	3 to 4 hours
Class preparation	6 to 8 hours
Scheduled office hours	3 hours
Grading	2 to 3 hours

Discussion Section Leader:

The GE who is a discussion section leader is required to attend all class lectures, lead two discussion sections per week, grade homework and examinations, and assist the faculty member teaching the course by preparing homework assignments, quizzes and exams, and other course materials. This typically requires (per week):

Attendance at lectures.....	3 hours
Lead discussion sections	2 hours
Prepare assignments and discussion section	5 hours
Scheduled office hours	3 hours
Grading exams, homeworks, etc.	2-5 hours

Lead Grader:

Lead graders are assigned in lieu of discussion section leaders in-high workload courses where the faculty instructor of record is teaching 4 contact hours or is teaching LING 150. In LING 150, a single GE is assigned as a lead grader for the 3 sections of the course, with workload distribution determined by the supervising faculty member. Performance and evaluation of this GE will also be carried out by the supervising faculty member. Lead graders for other courses are expected to attend all lectures, hold extended office hours, help to prepare assignments, and grade work as assigned by the instructor of record.

Attendance at lectures.....	4 hours
Scheduled office hours.....	6 hours
Prepare assignments.....	2 hours
Grading	4-6 hours

Assistant Grader:

Grader in classes where another GE is listed as a discussion leader. The GE is responsible for grading as assigned by instructor of record.

Grading	5-8 hours
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Administrative Support:

The details of assignment for GEs serving in an administrative support capacity vary according to the nature of project to which the GE is assigned. The specific requirements for a given

research assistant are specified in general form in writing by the faculty supervisor or the director at the beginning of the assignment.

Training:

In accordance with Article 31, Section 4 of the CBA describing GE training provisions: 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.

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.

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 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers' Compensation:

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.

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 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>.

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. 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 Safety and Risk Services immediately.

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

Safety Information:

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

Reporting Safety Hazards:

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Eden Cronk (Department Manager) – 541-346-3919

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).

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:

Evacuation plans are posted throughout Straub Hall and in the main office copy room. First aid supplies are available in 173 Straub Hall.

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree are the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: 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.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:

Students in the PhD program should complete all required coursework and advance to candidacy within four years of first enrollment in the PhD program. PhD students are required to complete the language requirement (see below) and to take the 600-level sequence in linguistic theory, any preparatory courses needed to complete the sequence, two/three courses on methods in the area of specialization, and several area courses to be selected in consultation with their academic advisor. Advancement to candidacy requires the submission by the student and acceptance by the faculty of two qualifying papers. (See below under "Advancement to Candidacy").

Grades:

All graduate students in the Department of Linguistics are expected to complete all courses taken in the Department with a grade of B- or better.

Examinations:

The doctoral examination in the Department consists of two qualifying papers (see below under "Advancement to Candidacy").

Research:

To advance to candidacy, Ph.D. students must successfully complete and submit to a publisher two qualifying papers (see below under "Advancement to Candidacy").

Language Requirements:

Students in the Ph.D. program must demonstrate proficiency, either by examination or through coursework, in one second language, including English for an international student whose first language is not English, and one research language. Research languages are either meta-languages through which a researcher gains access to subject matter in linguistics or a statistics or computer science sequence needed to meet the requirements of measurement-based work. Note that knowledge of a language that is also the object of study will not satisfy the research language requirement.

Advancement to Candidacy:

Students in the Ph.D. program should advance to candidacy within four years of first enrollment in the Ph.D. program. In addition to successful completion of the course requirements, advancement to candidacy requires two original publishable papers, of substantial length and quality, in different subfields of linguistics. These are referred to as qualifying papers (QPs). Acceptance of a QP indicates that the review committee has deemed the paper to constitute sufficient evidence for the student's readiness to perform PhD-level research and write a dissertation (the 'readiness standard'). Submission of both QPs for publication is required before the student can advance to candidacy. The publishing venue may be a refereed journal, a refereed or non-refereed conference proceedings volume, an online publication, or another venue. While submission of each QP to a publishing venue is required for advancement to

candidacy, acceptance for publication is not a requirement. See the graduate student handbook for complete details regarding the QP requirements and procedures.

Evaluation:

The processes for evaluating satisfactory progress toward a graduate degree is as follows:

The faculty as a whole reviews the performance of each graduate student at the beginning of each academic term. The individual faculty supervisor will discuss the results of that review with the graduate student if concerns have been raised. In the case that a student falls below what the faculty considers minimal standards of performance in the graduate program, the individual faculty supervisor will work with the student to develop concrete plans to restore good academic standing. In general, timely progress in the program is defined as meeting the following milestones by the specified time:

- Year 1:** Earn a minimum GPA of 3.0 or above in all required courses; form an advisory committee by the beginning of the following academic year (i.e., fall term in Year 2).
- Year 2:** Pass the 2nd year review; have a committee-approved QP1 plan.
- Year 3:** Complete the first QP; have committee-approved QP2 plan; complete required coursework.
- Year 4:** Complete the second QP; form a thesis committee; defend a thesis proposal.
- Year 5:** Complete data collection for the thesis.
- Year 6:** Defend a completed thesis.

Note that these are considered the *minimum* requirements for making satisfactory progress in the program. Depending on the subdiscipline, students may be expected to complete their thesis in 5 years rather than 6. In all cases, the faculty expect that students will complete the Ph.D. program in 6 years absent well-defined extenuating circumstances.

Second Year Review:

By the end of a doctoral student's second year, they shall be given a review by members of the linguistics faculty. Materials submitted for this review must include the following:

- A research plan for the next year's course work, qualifying papers, and any other details worked out in consultation with the student's advisor
- Written evidence of scholarly potential. For example, a student may provide a substantive term paper or revision of a term paper that demonstrates excellence of original research. A student's linguistics master's thesis can fulfill this requirement

Following review of these materials, the reviewing faculty decides either to *accept* or *deny* the student for continued study in the Ph.D. program. In some cases, a probation year may be granted for a student's third year of study; the review process is repeated at the end of the third year with an *accept* outcome the only possibility for continued study.

Upon determination by the faculty of the Department that a student is not making satisfactory progress toward a degree, the Director of Graduate Studies and the student's advisor will meet to discuss the failure with the student. The outcome of the meeting will be a written plan for improving the student's performance and a specific timetable for accomplishing whatever requirements the student is lacking. Failure on the student's part to return to satisfactory status within the agreed upon time will result in disqualification from the degree program.

Exiting the Ph.D. Program:

Students working toward the Ph.D. who have decided either not to continue in the program or are not making satisfactory progress in the program (see "Evaluation" above) may choose to acquire an M.A. degree in exiting the program. To do so, they must complete 47 credits of degree requirements and submit a thesis. An accepted qualifying paper can serve as an M.A. thesis, provided that it is accepted by a two-member M.A. thesis committee. Students may also earn an M.A. without a thesis by taking an additional eight hours of approved courses.

10.0 DISCIPLINE AND DISCHARGE

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.

11.0 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>.

12.0 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 GE will be assigned an office which may be shared with several other GEs. The department allocates rooms for GE use; the President of GLOSS (Linguistics graduate organization) assigns desks from the allocation to individual GEs. Any office disputes will be resolved by the GLOSS President. Office assignments are made by September 16th each year.

Private Meeting Space:

Should the GE need to meet with a student privately, then it is up to the GE to make arrangements with other office GEs to leave the office for a designated amount of time.

Access to Telephones and Computers:

The main office has a dedicated computer that is connected to the central printer, and students may connect their personal laptops or computers to the central printer. There is a telephone in the main office students may use upon request to carry out work assignments.

Access to Office Supplies, Photocopies and Printouts:

The Department maintains central office supplies. GEs may access the office supplies, provided the supplies will be used for teaching purposes. GEs are given a department copy code in order to copy student handouts, exams, etc. Prior to the start of the class, a GE will be given a free desk copy of the textbook for their class. The desk copy is provided by publisher or from UO DuckStore and charged to the department. GEs working under the direction of an instructor of record (as teaching assistants, lab leaders, or discussion section leaders), administrative GEs, and research GEs shall have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. These shall be available at no personal cost to the GEs and do not preclude limitations placed upon the supervisors or instructors of record. 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 department. Access to these supplies shall be available at least during departmental standard working hours.

13.0 ABSENCES

In accordance with the GE 2015-16 contract, Article 29, Paid and Unpaid Absences, all current GEs have been eligible for sick leave since January 1, 2016. Sick leave, under the agreement, is absence due to personal illness, injury, medical appointment or procedure, or other disabling medical condition; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; and bereavement.

1. If it is impossible to report for work in class as scheduled for any reason, the GE must notify the Department Manager and their instructor or course supervisor as early as possible, and, where possible, before the scheduled section or class is held. Notice can be sent by e-mail to edenc@uoregon.edu, with cc to the instructor/supervisor, or, if necessary, by phone at 541-346-3919. GEs may NOT engage another individual themselves to substitute for them.

2. In the event of a GE absence, it is within the discretion of the faculty instructor or supervisor whether to cancel the affected discussion section or class, to conduct it themselves, or to engage a substitute. In no instance shall a GE be required to pay for a substitute. Whenever possible, the GE (or a designee if the GE cannot do so themselves) will provide the department with information about where they left off (e.g., in the previous class in the case of a teaching GE).

3. If the Department asks a GE to substitute for another GE who is out sick, the substitute GE will earn hourly compensation at 1.5 times their current rate (time-and-a-half per hour), unless the GE's GDRS, job description or workload allocation sets aside hours for substituting. However, if a GE is assigned to cover the responsibilities of an absent GE and those duties exceed the replacement GE's current FTE workload allowance, the substitute GE's FTE will be adjusted accordingly. A GE's FTE must not be adjusted to exceed .49 FTE per term, except in the case of Family and Medical Leave (GTFF 2015-16 contract, Art. 29, sec. 5).

4. GEs accrue and use sick days in "days", not shorter time units. This means that if a GE misses a class because of any of the reasons above, that GE will be charged a full sick day regardless of the length of their absence that day.

5. Sick leave is accrued at the start of each term. GEs accrue 2 days of sick leave per term that they work, and an additional day during their first GE appointment in a given academic year (fall–summer). GEs may accrue a maximum of 10 days of sick leave. These days can roll over from year to year. Generally, GEs must exhaust their sick leave before they take unpaid leave or reduce their GE appointment for reasons of illness or other circumstances. The exception to this is Family and Medical Leave under Art. 29, section 7. If a GE will be absent for a period of greater than five (5) consecutive working days (one week), they may be eligible for Family and Medical Leave.

6. As soon as possible after the sick leave, GEs must report the dates and reason for their absence on the form provided by the Department. The GE must complete the form, sign it and submit it to the Department Manager either in hard copy or as a scan.

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.

MORE INFO. More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.