

General Duties and Responsibilities for Philosophy Department, 2021-22

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Positions offered by this hiring unit. The relationship between Graduate Employees (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 Graduate Employees and this hiring unit.

This document does not apply to work-study, hourly student employees, or other staff hired in this hiring unit.

About GE Tuition and Fees

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

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF 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 a GE appointment.

The individual who shall oversee the implementation of this GDRS is: the current Director of Graduate Studies
DATE OF THIS GDRS REVISION: April 30, 2021

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GEs)

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the employing unit and the University, and is based on the unit's specific need for one or more Graduate Employees.

In this employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed: PHIL 101, 102, 103, 110, 120, 123, 130, 170, 200, 225, 211, 213, 216, 307, 308, 309, 310, 311, 312, 315, 320, 322, 323, 325, 330, 331, 332, 335, 339, 340, 342, 343, 344, 345, 350, 415, 420, 421, 423, 425, 433, 443, 451, 452, 453, and 463. This employing unit: (Select all that apply.)

- makes an effort to distribute GE opportunities to as many students as possible
- encourages financial opportunities through such other means as scholarships, work study, and grants reserves
- offers a number of appointments for incoming students

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined:
by April 15 of the previous academic year.

In recent years, GE assignments during the academic year in this employing unit have included:

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS

This unit often hires GEs for Summer-term openings.

Availability of GE appointments for the upcoming summer term is usually determined during Fall or Winter term.

In recent years, GE assignments during the summer in this employing unit have included:

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

3.1 Application

ACADEMIC YEAR APPOINTMENTS

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

(1) by personal email and telephone correspondence for those GE positions for which only graduate students in the Department of Philosophy are eligible.

(2) for those open to graduate students from any discipline, by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with University's Office of Affirmative Action, the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways: personal email and/or telephone correspondence

SUMMER TERM APPOINTMENTS

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s): personal email and/or telephone correspondence

Generally, the application process for incoming students includes:

Completed applications shall be returned to the Department by January 15th. New appointments are based on a review of applications by the Graduate Studies Committee and the Faculty Committee and announced by April 15th. Additional appointments may be made after that deadline if additional funds become available for that purpose. Such additional appointments will be filled by decision of the Graduate Studies Committee.

Generally, the application process for continuing students includes:

No application process is required for academic year appointments for continuing students who have been offered GE support on admission to the PhD program. Openings for Summer Term Appointments are announced to continuing students in fall or winter term by personal email correspondence or telephone. The application process includes submission of a detailed course syllabus and a cover letter summarizing the applicant's academic background and teaching experience as relevant to the course.

EMERGENCY APPOINTMENTS

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways: announcements of emergency appointments are made via email and/or telephone correspondence; positions are filled by shifting assignments and/or by making new appointments using the eligibility requirements described in Section 4.0 below.

NOTIFICATION OF APPOINTMENTS

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): personal email correspondence and/or telephone.

3.2 Eligibility

Students eligible for a GE appointment in this employing unit are:

1. Graduate students who are enrolled in the Department of Philosophy.
2. Graduate students enrolled at the U of O in other departments, but who have significant experience and/or credentials in philosophy necessary to perform the work assignment.

Note regarding graduate programs and departments that employ GEs:

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department's own students.

Experience or credentials required in order to be considered include:

significant experience and/or credentials in philosophy necessary to perform the work assignment.

Preference for appointments will be as follows:

1. PhD students in philosophy who are making satisfactory progress toward degree and have not yet used all the terms of GE funding offered to them at time of admission;
2. Newly admitted philosophy PhD students;
3. PhD students in philosophy in their 6th year *who (for any reason) have no remaining terms of the GE funding offered to them at the time of admission;*
4. *PhD students in philosophy in their 2nd, 3rd, 4th, or 5th years who (for any reason) have no remaining terms of the GE funding offered to them at the time of admission;*
5. Students in the Philosophy MA program;
6. PhD students in philosophy in their 7th year *who (for any reason) have no remaining terms of the GE funding offered to them at time of admission;*
7. Other qualified graduate students enrolled at the University of Oregon.

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 7.0).

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

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

This employing unit's standing GE appointment committee of at least three members includes: the Department Head or the Associate Head, and both the Directors of Graduate and Undergraduate Studies.

The appointment committee will observe the following guidance:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.
- 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 and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in Section 3.0, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the employing unit, and (C) specific criteria relating to the particular GE work assignment.

(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. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- 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 positions, having previously taught or taken the course where the GE position is offered. For non-teaching positions, previous employment or other experience relevant to the GE position available.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
- Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

All GEs are expected to submit their teaching preferences in accordance with the Department Head's guidelines. Submissions for GE preferences are term by term.

The GE appointment committee, or the Department Head or Associate Head, will make public notice of all GE assignment decisions (either by direct email or by posting to a public webpage).

Requests for disability accommodation. For all GE assignments, disability accommodation will be considered first and will override other criteria where necessary as determined in consultation with the AAEO, in order to accommodate a qualified GE with a disability. At the time they submit their teaching preference, if a GE anticipates the need for an accommodation in a teaching assignment, they must also provide a written request to the Department Head identifying the accommodation(s) they believe are necessary in their preferred assignment. Although the specifics of the request for accommodation will not be shared, the course allocation committee will be advised that a request for

accommodation has been made. To the extent possible, the course allocation committee will seek to assign all GEs to their preferred assignments, including those who have requested accommodations.

Upon receipt of the request, the Department Head will consult with the Office of Affirmative Action and Equal Opportunity (AAEO) to determine whether the requested accommodations are reasonable, would be effective, and should trump the selection criteria outlined below. Furthermore, if the disability is not obvious, the AAEO may ask the GE to have their healthcare provider submit limited medical information to the AAEO so that it can assess whether the GE is eligible for accommodations (i.e., to determine whether they have a disability). Any medical information received by the AAEO is kept confidential.

After the Department Head consults with the AAEO, the GE needing accommodation will be informed of the course assigned and of the anticipated accommodations provided, if any. In the event that a GE disagrees with the anticipated effectiveness of accommodations for the assigned course, they may provide justification in writing to the Department Head within five days and the Department Head will reconsider the assignment.

For an Instructor of Record (full course responsibility): Priority in assignments will be given to GEs based the general criteria in section 4.0 (A) above and on (1) seniority (see explanation of seniority below), (2) whether or not and how many times the GE has already taught as instructor of record (GEs who have not taught as instructor of record or less often will receive priority), (3) if the GE has served as a discussion section leader for the course to be taught (those with experience will have priority), and (4) in light of the quality of the course syllabus submitted.

The departmental GE appointment committee will apply criteria for assigning solo-taught academic-year GEs *sequentially* but reserves the right to make adjustments in order to responsibly cover classes and honor as many submitted preferences as possible.

For a Discussion Section Leader: Priority in assignments will be based the general criteria in section 4.0 (A) above and on (1) stated preferences provided by the GE, (2) whether or not the applicant has already served as discussion section leader for the course being assigned (for 200-level and 100-level courses, GEs who have been assigned to the given course on one prior occasion will receive highest priority, GEs who have not been assigned to the course will receive second-highest priority, and GEs who have been assigned to the course on two or more prior occasions will receive lowest priority; for 300-level courses, regardless of seniority, GEs who have not been assigned to the given course before will receive priority), and (3) seniority (more senior applicants will have priority).

The departmental GE appointment committee will apply criteria for assigning discussion section GEs *sequentially* but reserves the right to make adjustments in order to responsibly cover classes and honor as many submitted preferences as possible.

For a Summer-Term Instructor of Record (full course responsibility): Priority in assignments will be given to GEs based the general criteria in section 4.0 (A) above and on (1) prior summer GE teaching assignments in Philosophy (where those who have had fewer prior summer teaching appointments receive priority), (2) seniority (as applied above for academic-year teaching), (3) demonstrable financial need (e.g., students facing financial hardship who cannot secure other summer employment, on campus or off) to be assessed based on a short statement from the applicant (for which purposes the department will never request private financial information such as bank statements, nor should students submit private financial documents), and (4) in light of the quality of the course syllabus submitted.

The departmental GE appointment committee will apply criteria for assigning summer GEs *holistically* and reserves the right to make adjustments in order to responsibly cover classes and honor as many submitted preferences as possible.

In the case of last-minute openings: Generally, and whenever possible, last minute openings will be announced through an open call and assignments will be made applying the relevant criteria above. Justifications or explanations for deviations from regular course allocation procedures may be given upon request from GEs or their representatives.

For a Laboratory Section Leader: N/A

For a Research Assistant: Recommendations by the supervising faculty member will be considered.

For an Administrative GE: Recommendations by the supervising faculty member or administrator will be considered. Note that **administrative GEs at .40 FTE or greater shall, in common circumstances, be limited in the following two ways. 1) Students are limited to a maximum of two years in total in an administrative GE position. 2) Students are eligible to be appointed to an administrative GE position only if they have already completed at least two terms as a teaching GE (Discussion Section Leader or Instructor of Reader).**

For a Supervisory GE: Priority in assignments will be based the general criteria in section 4.0 (A) above and on (1) stated preferences provided by the GE, (2) seniority (more senior applicants will have priority), (3) whether or not the applicant has already served as discussion section leader for the course being assigned (GEs who have not been assigned to the given course before will receive priority), and (4) in light of the quality of the application submitted.

For all of the GE-type assignment criteria above, seniority generally refers to seniority within the student's program (PhD or MA).

(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2.0 above for how to access these position announcements).

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3.0, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4.0 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 4.0).

Performance of GEs in this employing unit are evaluated:

- At the end of every term
- During spring term
- At the end of the academic year for GEs appointed fall, winter and spring
- At the end of the summer term for summer GEs

Evaluations are performed by:

Supervising faculty (for Discussion Section Leaders, Research Assistants, Administrative GEs), the Department Head (for Instructors of Record), the Director of Graduate Studies (for all GEs), the Faculty Committee (for all GEs)

The criteria used for evaluation include:

Criteria set forth above for hiring/selection decisions, student evaluations of teaching, and supervisory evaluations based on work and on one teaching observation by the supervising faculty member each quarter.

(D) Research GE positions

Occasionally, positions for GEs will be allocated that allow GEs to work on their dissertations without having to teach or do other work. These GE positions require that a student still have GE funding left.

Preferences for these appointments will occur as follows:

Generally, students who have made good progress in their dissertation project and who have never received a dissertation grant to work on their dissertation will be given preference. Assessment of good progress will be based on input received from the dissertation advisor. Students who received a job offer for a tenure-track or non-tenure-track position at a university or college will have priority, irrespective of the year they are in. Otherwise, the order of priority is as follows:

1. Students in their 5th year who are likely to finish their dissertation in their 5th year.
2. Students in their 6th year who are likely to finish their dissertation in their 6th year.
3. Students in their 7th year who are likely to finish their dissertation in their 7th year.

In applications for these positions, students must include a timeline for the completion of their dissertation; indicating what has been completed to date, what work will be done during the research GE term and when the student plans to complete and defend their dissertation. Also, if the applicant has a job offer for the following year, that fact should be stated in the application.

The applicant's dissertation advisor must add a paragraph or write a brief statement in which assess whether the applicant is making good progress on the dissertation and whether deem the proposed timeline for completion of work to be reasonable.

5.0 WORKLOAD & WORK ASSIGNMENTS

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 actually teaching. In setting the workload (and thus FTE) for a particular GE position, employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

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

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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. To assist tracking, a GE Workload Allocation Form is available on the Philosophy Department website.

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

DUTIES BY WORK ASSIGNMENT

Instructor of Record: FTE .49 Total Hours/Term = 215

- **LECTURE:** plan and conduct 4 hours of lecture per week, proctor exams: 85 hours/40%
- **GRADING:** read and grad papers, exams, and quizzes; maintain and submit grading records in compliance with the Department's and the University's regulations: 60 hours/ 28%
- **COURSE DEVELOPMENT:** adapt and/or develop syllabus and course materials; submit course syllabus to immediate supervisor at the beginning of each term, and no later than a week before classes begin, construct examinations and/or quizzes; and build canvas site or other course management systems: 30 hours/ 14%
- **STUDENT CONTACT:** assist with registration, hold office hours (at least 2 per week) and be available for counseling, tutoring, and/or special consultations; answer emails promptly: 30 hours/14%
- **OTHER DUTIES:** attend meetings with faculty supervisor as needed, communicate appropriately with office staff and Department Head: 10 hours / 4%

Discussion Section Leader: FTE .40 Total Hours/Term = 175

- **GRADING:** reading and grading papers, exams, and quizzes, maintain and submit grading records in compliance with the Department's and the University's regulations: 60 hours / 34%
- **DISCUSSION SECTIONS:** complete assigned readings and plan weekly discussion section, lead one hour of discussion per week for each section: 45 hrs./ 26%
- **LECTURE:** attend main lecture (3 hours per week): 30 hrs. / 17%

- **STUDENT CONTACT:** hold office hours (at least 2 per week), respond promptly to student emails, be available for counseling, tutoring, and/or special consultations by appointment: 28 hours / 16%
- **OTHER DUTIES:** attend weekly meetings with the faculty instructor of record, help with construction of examinations and quizzes, proctor exams: 12 hours 7%

Grader: FTE .40 Total Hours/Term = 175

- **GRADING:** reading and grading papers, exams, and quizzes, maintain and submit grading records in compliance with the Department's and the University's regulations: 60 hours / 34%
- **LECTURE:** complete all assigned readings for and attend main lecture (3 hours per week), at instructor's discretion, prepare and deliver up to two lectures/term: 55 hrs. / 31%
- **STUDENT CONTACT:** hold office hours (at least 2 per week), respond promptly to student emails, be available for counseling, tutoring, and/or special consultations by appointment: 28 hours / 16%
- **RESEARCH ASSISTANCE:** assist the instructor of record with course related research: 20 hours/12%
- **OTHER DUTIES:** attend weekly meetings with the faculty instructor of record, help with construction of examinations and quizzes, proctor exams: 12 hours 7%

Research Assistant: FTE .40 or .49 Total Hours/Term=175 or 215

- assist faculty in research as directed: 175 hours/100%.

Administrative GE: FTE .40 or .49 Total Hours/Term=175 or 215

Responsibilities will be specific to the position description and may include those listed below. The weight of responsibilities will depend on the particular position:

- assist faculty with administrative tasks as specified in the position announcement, which may include the following: undergraduate student advising, editorial and copyediting tasks,
- assistance with colloquia arrangements and other department events;
- assistance with updates to department website;
- assistance with other office-related duties as directed.

Supervisory GE: FTE .40 Total Hours/Term = 175

- supervise students (both in-classroom and in-field) as part of their service-learning work in the associated course;
- lead one hour of discussion per week for each section (if required by the associated course);
- attend main lecture with primary class instructor (4 hours per week);
- complete assigned readings and plan weekly discussion section;
- help with construction of examinations and quizzes;
- hold office hours (at least 2 per week) and be available for counseling, tutoring, and/or special consultations by appointment;
- respond promptly to student emails;
- read and grade papers, exams, and quizzes;
- proctor exams;
- maintain and submit grading records in compliance with the Department's and the University's regulations; and
- attend weekly meetings with the faculty instructor of record.

6.0 PHILOSOPHY AND TEACHING SEMINAR

During their first year of teaching, all GEs are required to successfully complete the Philosophy and Teaching Seminar all three terms, for a total of three credits. MA students who are asked to teach during a specific term are required to successfully complete the Philosophy and Teaching Seminar that term, provided that they have not taken it previously. For example, a student who previously held a GE during the winter term, and took the winter teaching seminar, would still be required to be in the seminar for a fall or spring assignment, but not to repeat the winter seminar if they receive another winter assignment.

The Philosophy Department encourages GEs to pursue up to six (6) hours of training per academic year as provided for in the GTFF CBA, Art. 31, Sect. 4 (GE Training and Professional Development).

7.0 HEALTH AND SAFETY

Accident Reporting and Workers' Compensation:

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 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 (SAIR) 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 the 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.

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 (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S 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>.

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:

Patricia Martin, Philosophy Department Business and Budget Manager, 541-346-7352

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: The evacuation plan for second floor Susan Campbell Hall is posted in the hallway near the elevator; first aid supplies are in the Philosophy Department Office, 211 Susan Campbell Hall.

8.0 SATISFACTORY PROGRESS TOWARD 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 is 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 employing unit (employer) is responsible for verifying that the GEs are making satisfactory progress toward their degrees, 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 the 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 the academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This employing unit is:

- an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.
- an academic unit with no graduate degree program. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.
- an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in Philosophy along with the process by which satisfactory progress is assessed, can be found online:

MASTER OF ARTS GRADUATE DEGREE REQUIREMENTS

[HTTP://PHILOSOPHY.UOREGON.EDU/GRADUATE/MA_REQUIREMENTS/](http://philosophy.uoregon.edu/graduate/ma_requirements/)

DOCTOR OF PHILOSOPHY GRADUATE DEGREE REQUIREMENTS

[HTTP://PHILOSOPHY.UOREGON.EDU/GRADUATE/PHD_REQUIREMENTS/](http://philosophy.uoregon.edu/graduate/phd_requirements/)

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

The Faculty Committee will evaluate all graduate students for satisfactory progress toward degree annually in the spring term. This evaluation will be based on information provided by the Director of Graduate Studies, the Graduate Advisor (student's thesis or dissertation director) if applicable, and other faculty who have taught or supervised the student. Utilizing the above objective criteria, a subjective evaluation of the student's ability to complete the graduate degree will be made. Assessments will be made of the student's motivation and resourcefulness; commitment and devotion to scholarly projects; independent, creative, and original thinking.

Failure to make satisfactory progress toward the graduate degree:

If a student is determined by the Faculty Committee to not be making satisfactory progress, they will establish a timeline of at least one term and no longer than three terms (excluding summer term) to address the deficiencies identified by the Committee. Procedure to remedy will be implemented upon discussion between the student, the Graduate Advisor (if applicable), and the Director of Graduate Studies. If the student successfully completes the work to be accomplished during the timeline stipulated by the Faculty Committee, the student's Graduate Advisor or the Director of Graduate Studies (as appropriate) will provide a written statement documenting the work and giving a recommendation about quality of work completed as well as a new timeline for completion of the degree that will serve as the student's requirement for making satisfactory progress. Failure to remedy within the stipulated timeline will result in disqualification from the department's degree program.

9.0 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>.

10.0 WORK ENVIRONMENT

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

Workspace:

All GEs are issued a Key Authorization Card which is used to obtain keys from the UO Card & Key Office (located in the Taylor Lounge, first floor of the Erb Memorial Union -- aka EMU -- at 1222 East 13th Avenue, corner of East 13th Avenue & University Street).

Private Meeting Space:

GEs needing a private space to hold review sessions, make-up exams, or other events related to their GE assignments may reserve the Philosophy Department's Conference Room (250C Susan Campbell Hall; this room must be reserved prior to use. Check the calendar posted outside the room to determine the room's availability before contacting the Graduate Program Coordinator). FYI, since Philosophy Department meetings are normally scheduled for Thursdays

from 2pm to 3:30pm, 250C Susan Campbell Hall is seldom available for any other use during that time. GEs who find 250C Susan Campbell Hall unavailable or unsuitable for their needs may use the Academic Classroom Reservation website at <https://secureservices.uoregon.edu/registrar/academic-classroom-reservation-request> to request a room. GEs are requested to advise the Graduate Program Coordinator, in case students ask.

Access to Computers:

Occasionally, the department has computers and printers available to allocate for individual GE office use; GEs are encouraged to submit requests for computer allocations to the Business Manager. Two computers are also regularly available for GE use in the Susan Campbell Hall Common Room 270. Although the hall door that leads to this room is locked between 5pm and 8am, the room may be opened with the same key as the one for the individual GE's office. The computers are set to print to the Xerox in room 211 and to the HP Laserjet in room 270. Printer paper is only supplied for work related to the GE's assignment.

Access to Office Supplies, Photocopies and Printouts

The majority of office supplies necessary for Philosophy Department GEs to accomplish the tasks associated with their GE assignments are located in a supply cabinet in the Philosophy Department Main Office (room 211 Susan Campbell Hall). This room is normally accessible from 8am to noon and 1-5pm Monday through Friday when office staff are on duty. Items on hand include a first aid kit, notebook binders, recycled file folders, labels, new & re-usable envelopes for on & off campus mailing, index cards, manila folders, pens, pencils, paper clips, chalk, chalkboard erasers, and dry erase markers. Reams of photocopy paper in plain white & assorted colors are located near the photocopier. GEs are expected to advise office staff if stock of a needed item is running low. A scanner and a fax machine in the Philosophy Department Office are available for GE use. Our fax number is 541-346-5544. Photocopy privileges do not extend past the term of the GE's appointment. Please do not make GE assignment-related copies at Kinko's or somewhere else off-campus. Prior approval from UO Printing Services must be obtained to receive reimbursement for off-campus copying service, and such approval is only given under limited circumstances. Any additional desired supplies may be requested from the Department Head and may be made available depending on perceived usefulness and availability of resources.

GE Assistance

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

11.0 ABSENCES

NOTIFICATION

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record and/or the department head, and the graduate program coordinator by email 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 instructor of record and/or the department head. To the extent possible, consider an alternative meeting format (such as an online class meeting), bearing in mind that students who cannot attend online meetings cannot be penalized for absence and must be given an alternative engagement opportunity (e.g., an assignment). Also 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). These considerations noted, GEs always retain a right to sick leave and other forms of leave according to the terms of provision in the current GTFF CBA.

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 the instructor of record and/or the department head and the graduate program coordinator using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

COVERAGE FOR TEACHING GEs USING SICK LEAVE

If the Director of Graduate Studies or the Department Head asks you to substitute for another GE who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.5 times your current rate.

MAKE-UP WORK

Generally, for duties missed not related to a class meeting, please check in with your instructor of record and/or the department head to determine when and how the missed work will be made up.

PLANNED ABSENCES

If you are planning an approved absence during any working days of the term, be sure to notify your instructor of record and/or the department head how to reach you (if possible).

MORE INFORMATION

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 Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.