

# General Duties and Responsibilities for the Department of Human Physiology

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### **1.0 GENERAL INFORMATION**

#### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) 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 does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is:  
Dr. John Halliwill, Department Head

DATE OF THIS GDRS REVISION: 6/30/2020

EFFECTIVE YEAR: 2020-22

## 2.0 AVAILABILITY OF GRADUATE EMPLOYMENT

The availability of GE appointments is 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 GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

- HPHY 103 Exercise and Performance
- HPHY 105 Principles of Nutrition
- HPHY 111 The Science of Sex
- HPHY 112 The Science of Health
- HPHY 211 Medical Terminology
- HPHY 212 Scientific Investigation in Physiology
- HPHY 321 Human Anatomy I
- HPHY 322 Human Physiology I
- HPHY 323 Human Anatomy II
- HPHY 324 Human Physiology II
- HPHY 325 Human Anatomy and Physiology III
- HPHY 333 Motor Control
- HPHY 337 Clinical Pharmacology
- HPHY 362 Tissue, Injury, and Repair
- HPHY 371 Physiology of Exercise
- HPHY 374 Clinical ECG & Exercise
- HPHY 375 Metabolism & Nutrition
- HPHY 381 Biomechanics
- HPHY 408 Workshop Athletic Training
- HPHY 409 Practicum

This GE 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 a number of appointments for incoming students.

## ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined: During the previous spring and summer terms

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

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

## SUMMER TERM APPOINTMENTS

Does unit hire GEs in Summer? Yes

If yes, the availability of GE appointments for the upcoming summer term is usually determined: During the previous spring term.

In recent years, GE assignments during the summer in this GE employing unit have included: Select all that apply.

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

### **3.0 ELIGIBILITY REQUIREMENTS**

Students eligible for a GE appointment in this GE employing unit are all students enrolled in the Masters and Doctoral programs of Human Physiology.

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 or program's own students. All positions are subject to the department and university's budgetary constraints.

Experience or credentials considered include:

Being admitted in full standing with no conditions on acceptance; content area expertise, e.g. prior teaching experience, familiarity with class subject matter, research protocols and technical skill/expertise.

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

"Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required whether they are applying for an initial appointment or for reappointment (See 6.0.). However, this is a minimal requirement. Candidates will be ranked based on academic achievement, teaching/research skill level, and experience.

Previous experience: For instructor GE positions, previous teaching or previously taking the course where the GE position is offered.

For non-instructor GE positions, previous employment or other experience relevant to the GE position available.

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

Recommendations from academic or work supervisors. Interview, personal, or application statements.

Financial need will not be a primary consideration for appointment but may be considered in evaluating two or more equally qualified candidates.

GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8)

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

Students will be considered in the following order: Preference will be given to returning GE's who have satisfactorily completed their responsibilities. Reappointments are not automatic, nor are they guaranteed. When returning students have been accommodated to the best extent possible, the application of new students will be considered.

Students are typically eligible for 4 years of funding but additional years of funding may be possible based on funding availability.

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**

This unit routinely posts its positions via the Graduate School's "GE Openings" page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business

days: No

#### 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: Students new to the department will be informed of the positions by direct communication with the Department office, its faculty members, or from postings on the Department website.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways: Information will be distributed to those GE's that currently hold such positions and to all other HPHY graduate students via direct correspondence (letter or e-mail) or from postings on the Department website.

#### NOTIFICATION OF CRITERIA AND AVAILABILITY OF POSITIONS

As described in Article 9 of the Collective Bargaining Agreement, each potential GE shall be given a copy of the appointment or reappointment criteria at the time of application.

Positions offered by the Department, which are not included in the Spring term application pool, will be filled by the Department Head in consultation with the GE appointment committee, the instructor of the affected course, and the GE's major professor as early as possible in the term that proceeds the beginning of the assignment.

From time to time emergency appointments will be necessary. In such cases, the Department will make the appointment by procedures described in the paragraph above.

The process of selection takes place between March and May of each academic year. The required date that completed applications must be returned to the Department will be provided by email from area advisors to current and new GE's. The date is also available from the Department office.

Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

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

#### 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):

Generally, the application process for incoming students includes: Students become eligible to teach summer courses after being enrolled the previous academic year.

Generally, the application process for continuing students includes: Notifying supervisor and/or Director of Graduate Studies of willingness to teach and which classes are preferred. 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): Filled by the

Department Head in consultation with the GE appointment committee, the instructor of the affected course, and the GE's major professor as early as possible in the term that proceeds the beginning of the assignment.

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: Filled by the Department Head in consultation with the GE appointment committee, the instructor of the affected course, and the GE's major professor as early as possible in the term that proceeds the beginning of the assignment.

## **5.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes: Director of Graduate Studies, Director of Curriculum, Department Head

Also in accordance with the CBA:

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, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE 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 Instructor GE positions, having previously taught or taken the course where the GE position is offered. For non-instructor GE positions, previous employment or other experience relevant to the GE position available.
- Interviews. Finalists may 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**

For an Instructor of Record (full course responsibility): Substantial experience both as an instructor and with the content area.

For a Discussion Section Leader: Basic background in physiology.

For a Laboratory Section Leader: Advanced background in particular focus area (eg, Anatomy, Biomechanics, etc).

For a Research Assistant: Must be able to fulfill the responsibilities as set forth by the Principal Investigator.

For an Administrative GE: Must be able to fulfill the responsibilities as set forth by department supervisor.

**(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).**

See the position announcements for details, but these may include:

A required amount of experience and knowledge of specific areas of curriculum.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, 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 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 are evaluated:

- At the end of every term
- During winter 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: Class instructor, lab principal investigator, and/or department supervisor.

The criteria used for evaluation include:

Student/instructor teaching evaluations, lab principal investigator assessment of progress and productivity. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work.

The reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, but such an endorsement will not override the other appointment or reappointment criteria.

For those GE positions where the GE is not working directly and closely with a faculty person, the Committee shall recommend the best candidate to the Department Head.

Reappointments in research labs will be based upon approval of the lab supervisor in consultation with the Department Head

## **6.0 WORKLOAD**

Workload includes performance of all duties of the work assignment. For example, the workload for an instructor assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent actually instructing. 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:

- .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)

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 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.

## **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. For each work assignment, six hours will be dedicated to professional development, sick leave substitution, and/or other areas of coverage for departmental needs. When using this time for any of these categories please track the hours used and notify your Supervisor if you believe your hours will exceed those specified.

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:**

- Conduct: lectures, laboratory or discussion sections,  
Lead review sessions.
- Prepare: lectures, lecture demonstrations, laboratory or discussion sessions
- Adapt or develop syllabus & course materials
- Construct examinations and quizzes
- Contact hours outside the classroom, 20 Hrs per term Office hours
- Counseling, tutoring, special consultations
- Substitutions for other GEs
- Performance Evaluation
- Reading & grading: papers, exams, etc
- Maintain & submit grading records in compliance with the department's and the University regulations.

#### **Discussion Section Leader:**

- Conduct discussion sections,

Attend class, prepare discussion sessions  
Construct examinations and quizzes  
Conduct office hours  
Substitutions for other GEs  
Counseling, tutoring, special consultations  
Reading & grading: papers, exams, quizzes, reports  
Maintain & submit grading records in compliance with the department's and the Universities' regulations

**Laboratory Section Leader:**

Conduct laboratory sections,  
Attend class, prepare laboratory sessions  
Construct examinations and quizzes  
Conduct office hours  
Substitutions for other GEs  
Counseling, tutoring, special consultations  
Reading & grading: papers, exams, quizzes, lab reports  
Maintain & submit grading records in compliance with the department's and the Universities' regulations

**Grader:** Attend orientation meeting, meetings with lecture instructor, convert group exams to Canvas, edit, proctor, and process data from exams, set up "smart view" in Canvas, organize daily homework prior to lecture, electronic communication with students.

**Research Assistant:** Research duties as assigned by principal investigator in lab.

**Administrative GE:** Administrative duties as assigned by department supervisor.

## **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: Director of Graduate Studies

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 located in the HPHY office. Emergency procedures,

material safety data sheets (MSDS) and first aid supplies are located in the labs where the danger exists and are under the supervision of the lab supervisor.

**Use of Personal Protective Equipment:** In some laboratory settings, equipment may be necessary and training in the proper use of it (e.g. respirators, safety glasses, etc.) may be requirements of appointment. Lab Directors or course instructors are responsible for coordinating the training and distribution of the equipment. Records of such training will be maintained in the hiring department for instructional settings and in the research labs when the appointment is in such an environment.

**Required safety training and appropriate departmental record keeping:**

Training may include, but is not limited to the following topics:

- Safe operation of equipment, machinery and tools
- Hazardous waste procedures
- Hazard communications
- Safe handling of radioactive materials
- Exposure to blood-borne pathogens
- Basic first aid and CPR

**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 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 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 GE 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 this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document: Human Physiology website at [physiology.uoregon.edu/graduate](http://physiology.uoregon.edu/graduate).

### **Criteria Used to Assess Satisfactory Progress**

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

**Coursework:** Complete nine credits per term toward the graduate degree. Master's students are required to have a plan for completion of course work and created with their major advisor following the first year of study. They must have also made the choice to take comprehensive exams or do a thesis or research project by the end of year one.

**Grades:** Maintain a cumulative GPA of 3.0 or better. The GPA will be computed for coursework meeting the requirements of the graduate degree. At any one time, a student shall have no more than 2 incompletes. All incompletes shall be completed no later than one year from the issuance of the incomplete. Students are required to take a minimum of 9 credits of graded coursework per term. This may include a P/NP class if that is the only way the class may be taken.

**Advancement to Candidacy:** Pass the comprehensive examination and be advanced to candidacy. This exam is taken after the majority of required course work has been completed, unless specifically waived by the committee, and after most of the requirements for the degree, except completion and defense of the dissertation, has been satisfied. Students must pass both a written and oral exam. Students are given two chances to pass each part of the exam (written and oral).

**Proposal Defense:** After the student is advanced to candidacy they may then present their dissertation research proposal. Once the student defends their proposal, they are expected to work closely with their advisor and committee in formulating a plan for the completion of their dissertation.

**Other:** Ability to complete the graduate degree satisfactorily: 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.

The process for evaluating satisfactory progress toward graduate degree is as follows: The evaluation will be made by the GE's major advisor. In cases where the student or the advisor has concerns, the advisor may consult with the Director of Graduate Studies. The evaluation will be made a minimum of once per year, but may occur more often if concern over a lack of progress exists. A strategy for remedy of the lack of satisfactory progress must be created within the term that the student is judged to be non-compliant and it must be agreed upon by the major advisor and the GE in order for continuation in the program and reappointment to a GE position to be

considered. The Director of Graduate Studies will be responsible for adjudicating the process if no agreement can be reached between the student and the major advisor. Failure to make satisfactory progress toward the graduate degree. Regaining satisfactory progress status shall be the judgment of the major advisor based upon the criteria set down in the plan (10.4.3) in consultation with the Department Head. The student can request a judgment of a faculty committee if desired and that judgment will be final. If the student does not agree to develop a plan to remedy the lack of progress or fails to meet the demands described in the plan (10.4.3), dismissal from the program can occur following the completion of the term, if the student is so informed prior to the end of that term.

## **10.0 DISCIPLINE AND DISCHARGE**

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

## **11.0 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:

GE Manuals are posted on department website as "Graduate Handbook" and "Athletic Training Graduate Student Handbook".

**Workspace:** Graduate Employees in Human Physiology will be assigned shared, lockable office space. GEs will be provided with desk copies of all texts required for work assignment. Office supplies are available in each lab. Special requests for space or supplies should be directed to the department manager.

**Private Meeting Space:** GE's may use their offices or the department conference rooms located in 132, 174, 190, 190A, and 254 Esslinger for private meetings with students or faculty.

**Access to Telephones and Computers:** GE offices contain one or more desks, one or more computers for GE use, and reasonable access to telephones necessary to carry out work assignments during standard working hours.

**Access to Office Supplies, Photocopies and Printouts:** GEs will have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. Special requests for supplies should be directed to the department manager. A photocopy

machine is available in the main department office and printers are available in faculty labs and offices.

**GE Assistance:** In Human Physiology, GEs who work as instructors of record may be assigned GE assistance by the department.

### 13.0 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 for the class. In the event that you are the instructor of record for a class, please contact the Curriculum Director. Please do this 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 the instructor of record. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of an instructor GE). If you are able, please attempt to reach the instructor by both phone and email.

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to instructor of record using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Director of Graduate Studies and 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 Instructor GEs. Substitution coverage must be authorized in advance by the department head.

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

**Substitution with Less Than 24 Hours Notice:** Sick leave substitution hours are built into your FTE (see Sections 6-7, Work & Work Assignments). 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 notify department head if you believe you will likely exceed the hours allocated in Section 6.

**Make-up Work:** Generally, for duties missed not related to a class meeting, please check in with instructor of record 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 instructor of record how to reach you (if possible).

**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>