

1 General Duties and Responsibilities Statement (GDRS)

Department of Romance Languages, University of Oregon

Director of Graduate Studies, 2020-22:

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1. GENERAL INFORMATION

- 1.1 About This Document. The purpose of this document is to clarify information concerning Graduate Employee (“GE”) contracts offered by the Department of Romance Languages (“the Department”) at the University of Oregon (“the University”). The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (“CBA”) between the University and the Graduate Teaching Fellows Federation (“GTFF”). This document details the specific relationship between GEs and the Department. This document does not apply to work-study or other staff hired in the Department.

This document and its amendments may be viewed or printed from the Graduate School website.

- 1.2 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 the mandatory fees set by the University of Oregon; **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 (CBA), Article 22.

- 1.3. Graduate Teaching Fellows Federation. Most Graduate Employees at the University are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual’s discretion. Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University. Upon signed acceptance of an offer, the GE will be sent a copy of the Collective Bargaining

Agreement and other information pertinent to the appointment.

The Director of Graduate Studies in Romance Languages, in communication with the Department Head, is responsible for the implementation of this GDRS.

2. AVAILABILITY OF GRADUATE Employee Contracts

- 2.1 GE appointments are programmatically determined by the Associate Department Head and, at times, the Graduate Committee and Department Head, in spring term as a regular part of planning for the upcoming academic year.
- 2.2 The number of GE positions available is subject to the budgetary constraints on the Department and the University.
- 2.3 The priority is to staff first- and second-year language courses; the Department offers opportunities at other levels as needed.
- 2.4 The Department follows the following guidelines in apportioning available GE positions:
 - 2.4.1 The Department makes an effort to distribute GE opportunities to as many students as possible.
 - 2.4.2 Priority is given to graduate students in Romance Languages in assigning GE appointments. All graduate students employed by the department at 0.2 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Employee contract, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of new GE positions.

3. ELIGIBILITY REQUIREMENTS

- 3.1 Students eligible for a GE appointment in the Department are as follows:
 - 3.1.1 Master's students or Ph.D. students enrolled in the Department.
 - 3.1.2 Graduate students enrolled at the University in related departments such as Comparative Literature, Linguistics, Education and Ethnic Studies who have credentials necessary to perform work assigned.
- 3.2 Preference is given to graduate students in the Department of Romance Languages.
- 3.3 The University of Oregon Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.
- 3.4 The Department requires that a GE maintain residency at the University of Oregon in Eugene during each term of appointment.

4. APPLICATION PROCESS

- 4.1. It is the Department's responsibility to provide the University with recommendations for GE

appointments. (CBA Article 17, Section 1)

- 4.2. Applicants to the graduate program indicate their interest in being considered for a GE position at the time of application.
- 4.3. The Department will retain on file job descriptions for recurring types of GE assignments (duties and responsibilities, FTE and workload, and appointment and reappointment qualifications) on the Department website. The graduate committee will consider applications for GE positions from students from other departments upon receipt of a letter of interest by the deadline published by the Department. (CBA Article 17, Section 1).
 - 4.3.1. As described in Article 9 of the Collective Bargaining Agreement, each GE applicant shall be given a copy of the appointment or reappointment criteria as part of the application materials.
 - 4.3.2. From time to time emergency GE appointments will be made. In such cases, the Department Head will make a GE appointment after consultation with the Associate Department Head, the Director of Graduate Studies, the Director of Language Instruction or Language Supervisor and other faculty members as appropriate to the case.
- 4.4. Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made. (CBA Article 17, Section 1).

5. APPOINTMENT AND REAPPOINTMENT

- 5.1. Recommendations for appointment and reappointment shall be made to the Department Head and Associate Head by the Graduate Committee. The Committee may consult the Director of Language Instruction, Language Supervisors and/or the GE's academic advisor in considering appointments and reappointment. The Department Head will give final approval to all appointments and reappointments.
- 5.2. Depending on funding, some GE positions may be reserved for incoming graduate students. Competition for those positions shall be limited to the pool of incoming students. Appointments will be based on evaluation of each candidate's qualifications with respect to the criteria below, which will be used to rank applicants:
 - 5.2.1. Academic promise of incoming students as evidenced by previous degrees, transcripts, letters of recommendation, statements of purpose, writing samples, as well as TOEFL score and/or interview when indicated.
 - 5.2.2. Previous experience teaching courses similar to the one for which the GE position is offered.
 - 5.2.3. In lieu of or in addition to previous experience, the overall merit of graduate application materials.
- 5.3. The Graduate Committee will give priority to current students in good standing for reappointment to GE positions. Reappointments are not automatic, nor are they guaranteed.

Reappointment is based on the following:

- 5.3.1. Satisfactory progress towards the degree is required of students currently enrolled in the Department whether they are applying for an initial appointment or for reappointment (see section 10 below).
- 5.3.2. If positions are limited, candidates will be ranked based on the following criteria:
 - 5.3.2.1. Academic achievement.
 - 5.3.2.2. Satisfactory performance in the classroom, based on recommendation from the Director of Language Instruction and/or language supervisor and student evaluations.
 - 5.3.2.3. Consistent performance of all duties and responsibilities as outlined in the GDRS, the GE contract, and the GE workload description (Appendix 1).
 - 5.3.2.4. Consistent compliance with instructions and requests issued to GEs by the department, for example, timely submission of office hours and grades.
 - 5.3.2.5. Consistent notification of the department as soon as possible if a GE is not be able to honor the contract (i.e., that the GE is not able to cover an assigned class).
- 5.4. Financial need will not be considered during the academic year, except when evaluating two or more equally qualified candidates.
- 5.5. GE appointments and reappointments shall comply with the Federal and University Affirmative Action regulations. (CBA Article 8)
- 5.6. In addition to the general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.
- 5.7. GEs will be employed year-to-year rather than term-to-term, whenever feasible. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position.
- 5.8. In cases of reappointment, the recommended number of reappointments shall be one year for M.A. students and three years for Ph.D. students.
- 5.9. Reappointment can be jeopardized by failure to comply with the duties and responsibilities described in this document.
- 5.10. Summer teaching appointments are based on the criteria outlined in Appendix 3, Romance Languages Summer Teaching Development Appointments.

6. WORKLOAD

- 6.1. GEs are appointed in the Department of Romance Languages at the following full time equivalent levels (FTE) and corresponding total workloads. (CBA Article 21)

- 6.1.1. 0.20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
 - 6.1.2. 0.30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
 - 6.1.3. 0.40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
 - 6.1.4. 0.49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.
- 6.2. For the purpose of setting the workload (and thus FTE) for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.
- 6.2.1. Workload includes performance of all duties of the work assignment. See Appendix 1 for activities for each type of appointment.
 - 6.2.2. The distribution of workload among work assignment duties (section 7.0 below) 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.
 - 6.2.3 The Department recommends the use of a GE workload allocation form to guide the Director of Language Instruction, supervisors, and supervising faculty in planning GE responsibilities.
- 6.3 Substitution: If the Head, Associate Head, or Language Program Supervisor asks you to substitute for another GE who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate.

7. WORK ASSIGNMENTS

- 7.1. As a rule, GEs in the Department teach as instructors of record in the multi-sectioned language programs, under the direction of a supervisor and the Director of Language Instruction. The precise class assignment is the prerogative of the Head and Associate Head, in communication with the Director of Graduate Studies, the Director of Language Instruction, and the language supervisors.
- 7.2. GEs in the Ph.D program may be assigned to serve as discussion leader of sections associated with a lecture class taught by Romance Languages faculty (e.g., literature or linguistics survey). Qualifications for appointment or reappointment as a discussion leader include the following:
 - 7.2.1. Professional-level proficiency in the target language (e.g., ACTFL Superior) in all skill areas (reading, writing, speaking, listening).
 - 7.2.2. Strong, current knowledge of the cultures and societies of the target-language areas.

- 7.2.3. Documented successful teaching experience in the first- and second-year programs at the University, or equivalent.
- 7.2.4. Positive evaluations by their students and/or positive observation reports by faculty.
- 7.3. GEs with successful experience as discussion leaders may receive priority in reassignment over students who have not been trained to lead discussion groups.
- 7.4. GEs in the Ph.D. program may also serve as instructor of record for other types of courses (e.g., advanced language, literature survey, oral skills, film and conversation). GEs who work as instructors of record are not assigned to workloads that would require GE assistance. In addition to the criteria outlined above in 7.2, GEs must be advanced to candidacy to be considered for this type of appointment. A faculty advisor must agree to develop the course curriculum with the GE and to provide supervision.
- 7.5. The Department will publish job descriptions and solicit applications for the positions in sections 7.2 and 7.3 in advance of the term in which they are offered. Qualified Ph.D. students may apply for consideration by expressing their interest in writing to the Associate Head.
- 7.6. GEs must be present on campus to perform all the duties listed in Appendices 1 and 3. Except in the case of emergencies, failure or inability to fulfill these expectations may result in refusal to appoint or reappoint.
- 7.7. Criteria and procedures for application and selection of GEs for summer teaching are outlined in appendix 2.
- 7.8. A description of the GE training provisions in Article 31, Section 4:
 - 7.8.1. 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.
 - 7.8.2. 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.
 - 7.8.3. 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. ABSENCE AND LEAVE POLICIES AND PROCEDURES

- 8.1. The Department adheres to the policies and procedures for absences as published in the Collective Bargaining Agreement Article 28. Departmental procedures are found in Appendix 4.
- 8.2. GEs have access to all the benefits of the U.S. Family Medical Leave Act, as outlined in CBA Article 28, Section 7. For medical and/or parental leave of absence, GEs may also apply for financial support from the University hardship fund, as explained in Article 28, Section 8.

9. HEALTH AND SAFETY INFORMATION

9.1. 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.

- 9.1.1. 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.
- 9.1.2. The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the

Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE.

Workers' compensation information and forms are available at

<http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.

9.1.3. 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).

9.1.4. 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.

9.1.5. 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 his/her 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.

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

9.2. Safety Information:

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/>

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety>.

Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

9.3. 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: Linda León, Office Manager, 102 Friendly Hall, (541) 346-0951, lleon@uoregon.edu.

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a 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: Department main office, 102 Friendly Hall.

10. SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

10.1. Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment. (See section 5.)

10.2. 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 students' development in that program. The hiring unit (Department of Romance Languages) is responsible for verifying that a GE is making satisfactory progress toward the degree, whether or not the hiring unit is also the GE's graduate degree program.

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.

10.3. For a GE in the Department of Romance Languages who is a graduate student in another program, department or school, satisfactory progress shall be assessed by criteria established by their home program, department or school, but shall be reviewed by the Head of Romance Languages.

10.4. The criteria used to assess satisfactory progress is the same for all graduate students of the Department of Romance Languages, whether or not they hold a GE position in the Department. The following specific factors will be considered:

10.4.1. Coursework:

10.4.1.1. Complete at least 9 credits per term toward the graduate degree.

10.4.1.2. Complete a specified sequence of courses within a timetable (See M.A. and Ph.D. requirements outlined on the Department website)

10.4.2. Grades:

10.4.2.1. Maintain a GPA of 3.0 or higher. The GPA will be computed for coursework meeting the requirements of the graduate degree.

10.4.2.2. At any one time, a student shall have no more than 2 incompletes. All incompletes shall be completed within 1 year.

10.4.3. Examinations: See M.A. and Ph.D. requirements on the Departmental website.

10.4.4. 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 critical thinking.

10.5. In the spring term, graduate students' advisors are asked to provide an evaluation of their advisee's performance in the program. In the same term, the tenure-related faculty will meet to collectively discuss all graduate students' performance in the program. A recommendation for reappointment of GEs based on this collective evaluation is provided to the Department Head, who makes the final decision on GEs reappointments.

11. DISCRIMINATION GRIEVANCE PROCEDURES

A copy of the University of Oregon's most up-to-date AAEO Discrimination Grievance Procedures is available online at <http://aaeo.uoregon.edu/booklet.html>

Appendix 1

2 GE Workload

The approximate number of hours required to comply with GE responsibilities is outlined in the following table. In some cases, these are maximum expectations and will far exceed the actual work performed. Numbers in brackets represent weekly times (term total divided by 10 weeks, not including week 11 or finals week). Figures marked with an asterisk are non-recurring events not performed each week.

| | 5-credit multi- sectioned | 4-credit multi- sectioned | Discussion leader w/professor | Instructor of record, stand alone |
|----------------------------------------------------------------------------------|---------------------------------|---------------------------------|-------------------------------------|-----------------------------------------|
| | courses class courses | | | |
| Orientation (prorated over 3 terms per year)* | 10 [1.0] | 10 [1.0] | 4 [0.4] | 2 [0.2] |
| Prepare course meetings | ----- | 6 [0.6] | ----- | ----- |
| Course meetings | 9 [0.9] | 9 [0.9] | 10 [1.0] | ----- |
| Lesson planning | 50 [5.0] | 50 [5.0] | 20 [2.0] | 90 [9.0] |
| Attend lectures | ----- | ----- | 30 [3.0] | ----- |
| Classroom teaching | 50 [5.0] | 40 [4.0] | 30 [3.0] | 30 [3.0] |
| Grading homework/tests/essays | 30 [3.0] | 40 [4.0] | 65 [6.5] | 40 [4.0] |
| Quiz and exam preparation* | ----- | ----- | ----- | 10 [1.0] |
| Administer oral exams (outside of reserved class hours)* | 4 [0.4] | 6 [0.6] | ----- | ----- |
| Office hours | 20 [2.0] | 20 [2.0] | 20 [2.0] | 20 [2.0] |
| Communications (email) | 10 [1.0] | 10 [1.0] | 10 [1.0] | 10 [1.0] |
| Discussion after class observation* | 2 [0.2] | 2 [0.2] | 1 [0.1] | 1 [0.1] |
| Administrative details (e.g., reporting final grades, photocopy/scan documents)* | 3 [0.3] | 3 [0.3] | 6 [0.6] | 5 [0.5] |
| Mentoring (observation, assessment training, etc.)* | 20 [2.0] | 10 [1.0] | 15 [1.5] | 4 [0.4] |
| Service/outreach (e.g., Foreign Language Day, language tables) | 5 [0.5] | 5 [0.5] | 3 [0.3] | 3 [0.3] |
| Totals | 213 [21.3] | 211 [21.1] | 214 [21.4] | 215 [21.5] |
| GE contractual assignment | 215 [21.5] | 215 [21.5] | 215 [21.5] | 215 [21.5] |

3 Romance Languages Summer Teaching Development Appointments

(revised February 13, 2015)

All students enrolled in the Master's program in French, Spanish, Italian and/or Romance Languages or the doctoral program in Romance Languages who have completed one year or more of study and teaching are eligible to apply for summer teaching. Summer teaching assignments are not guaranteed.

To facilitate an equitable and transparent assignment of summer teaching opportunities, and to provide professional development and financial support for GEs who would benefit from additional training, the Department will designate at least 50% of summer teaching appointments in first- and second-year language courses as Summer Teaching Development appointments and reserve those appointments for GEs.

An appointee will teach one summer course with a GE appointment of .37FTE. Occasionally a GE may be appointed to teach a class with a FTE greater than 0.37.

Application: those applying should submit a brief statement (1 page) describing prior experience, contribution of summer teaching to personal and professional goals or academic progress, and a description of financial situation, including what other funding or employment opportunities might be available to them.

Selection process: A selection committee comprised of both tenure-related and non-tenure-track faculty (drawn from the Department's two elected advisory committees and from the language supervisors) will review applications and make recommendations to the department head.

Criteria for selection:

- successful prior teaching experience
- likely contribution of supervised summer teaching to professional development
- financial need as detailed in the applicant's statement [financial need will also be included in the revised GDRS]
- acceptable progress in degree program

Department NTTF will have priority for remaining summer appointments. Additional GE appointments beyond those designated as teaching development appointments may become available, but are not guaranteed.

Supervision and training:

The Department will designate supervisors in each language sector (career NTTF or professors) to provide oversight and pedagogical guidance. GEs holding summer appointments will be required to meet with and report to the summer supervisor.

4 GE Workload: Summer term

The approximate number of hours required to comply with GE responsibilities is outlined in the following table. The figures marked with an asterisk represent maximum expectations; in some cases, they will far exceed the actual work performed.

| | 100- and 200-level multi-sectioned courses | Instructor of record, stand-alone courses |
|---------------------------------------------------------|--------------------------------------------|-------------------------------------------|
| Prepare course meetings | 2 | ----- |
| Lesson planning | 50 | 96 |
| Classroom teaching | 50 | 32 |
| Grading homework/tests/essays | 40 | 60 |
| Office hours | 9 | 9 |
| Communication (email) | 5 | 10 |
| Administer oral exams (outside of reserved class hours) | 3 | ----- |
| Administrative details (e.g., prepare final grades) | 3 | 5 |
| <hr/> | | |
| Totals | 162 hours | 212 hours |
| GE contractual assignment | .37 FTE (162 hours) | .49 FTE (215 hours) |

5 Romance Languages Absence Policy

for GEs and others teaching in multi-section courses (approved February 2015)

As required by Article 28, Absences, of the GTFF CBA, the Department of Romance Languages has developed the following policy. This policy reflects past practice and faculty consensus.

1. Each instructor and GE will, at the beginning of each term, identify two potential substitutes and share that information with the course supervisor.
2. If the instructor or GE is ill, they will call their pre-identified substitutes, and email the supervisor that a substitution has been made.
3. If neither substitute is available, the instructor or GE should contact the course supervisor, who may look for a substitute or elect to cancel the class.
4. If unable to reach the course supervisor, the GE or instructor should contact the department office. The department head or the office manager will determine whether to cancel the class, and will inform the supervisor of that decision.
5. A GE leading discussion sections or having a similar role will inform the instructor of record for the course, who may elect to substitute for the GE, cancel the class, or make other arrangements.
6. 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.
7. If 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.