

# General Duties and Responsibilities for Economics, 2020–22

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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 (GTFF). 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:  
The Associate Head of the Economics Department in consultation with the Director of Graduate Studies.

DATE OF THIS GDRS REVISION: 5/15/2019

## **2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS**

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 and to provide assistance to faculty where needed.

This GE employing unit:

- 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 in spring term.

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

- Instructor of Record
- Discussion Section Leader
- Laboratory Section Leader

### **SUMMER TERM APPOINTMENTS**

The availability of GE appointments for the upcoming summer term is usually determined in winter and spring term.

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

- Instructor of Record
- Discussion Section Leader
- Laboratory Section Leader
- Research Assistant

## **3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS**

Students eligible for a GE appointment in this GE employing unit are those enrolled in the Master's or doctoral program in Economics.

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.

Experience or credentials required in order to be considered include:  
Enrollment in the Master's or doctoral program in Economics.

Students will be considered in the following order:  
Preference is given to Economics Ph.D. students over Economics Master's students.

The department's first funding priority in allocating its GE base budget is to grant at least five awards to prospective first-year students in the Winter and the Spring when the inter-university competition for such students takes place. These awards will be based on the following criteria: the applicant's GPA, especially in upper division courses and in any previous graduate work; letters of recommendation; scores on the GRE; scores on the TOEFL/IELTS test (for international applicants whose native language is not English); and other indicators of the potential effectiveness of the applicant in performing the duties of a GE.

Remaining GE assignments are allocated by the Department Head or Associate Head in consultation with the Graduate Admissions Committee on the basis of the following criteria: the committee's judgment of each student's relative potential as a graduate student and postgraduate scholar (as reflected by course grades, performance on the CORE exam, progress on the field paper, the dissertation proposal, the dissertation itself, and other relevant information such as published research), and its judgment of their effectiveness as a GE.

For appointments with teaching responsibilities, GE effectiveness will be evaluated on the basis of recommendations of previous faculty supervisors, teaching evaluations, ability to communicate in English as indicated, for example, TOEFL/IELTS exam scores, and other relevant information. Beyond the first year, GE effectiveness will be determined primarily by the ability to successfully teach independent courses. GE instructors of independent courses must, the first time they teach an independent course, (a) have the course evaluated after four weeks, and (b) have the GE instructional adviser "sit in" on one lecture during the first four weeks. The GE instructor will then discuss with the GE instructional adviser methods to improve the course. This monitoring procedure, which complements the standard course evaluations, may (at the discretion of the Associate Head or Head) also be required for experienced GE instructors of independent courses who have received weak student evaluations.

For appointments without teaching responsibilities, GE effectiveness will be evaluated on the basis of recommendations of previous supervisors, research experience, and other relevant information. Scholarly potential and GE effectiveness will be given equal weight in these evaluations. There will be no priority given to those applicants who have not held a GE position. Priority will be given to students who entered the program with funding for their first three years in the program.

If funds are insufficient, it may be necessary to make some or all of the GE awards at a lower FTE than the standard. This will be done at the discretion of the Department Head or Associate Department Head in consultation with the Graduate Admissions Committee. However, the department will make every effort to maintain continuity in awards relative to initial levels for students who are making satisfactory progress in their first three years of the Ph.D. program. A lower FTE will imply a lower workload for the GE.

Failure to pass the CORE examination on the first attempt (in early summer) establishes a lower priority for aid, but does not preclude a subsequent full or fractional award to students passing the exam on the second attempt in September, provided that sufficient funds are available.

If funds are available for fourth or fifth-year students, priority will be given to students who are making satisfactory progress toward their Ph.D. degree and who also are effective in performing the duties of a GE.

In the event that all full-time Economics Ph.D. candidates in residence who are making adequate progress and who are qualified for the available positions are receiving full-time awards, competition for the remaining awards will be opened up to Master's students in Economics.

Awards for Master's students will be made in conjunction with the Master's adviser, and will be based on academic progress and achievement in the Master's program; academic promise as reflected in undergraduate GPA, letters of recommendation, and GRE scores; and on prospective GE effectiveness.

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

#### 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:

Ph.D. applicants in Economics can indicate on their application if they wish to be considered for a GE position. Continuing Ph.D. students will automatically be considered for GE openings.

#### SUMMER TERM APPOINTMENTS

Generally, the application process for continuing students includes:

The Department communicates instructional needs to doctoral students in winter term. All students who respond and indicate an interest in summer GE positions are considered for an appointment.

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):

The Department shall select candidates from the pool of Ph.D. Economics students who are not fully funded, and choose a candidate based on eligibility and selection criteria.

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:

In such cases, the Department shall select candidates from the pool of Ph.D. Economics students who are not fully funded, and choose a candidate based on eligibility and selection criteria.

#### **4.0 APPOINTMENT AND REAPPOINTMENT PROCESS**

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

The Graduate Admissions Committee. In recent years, the committee has been three faculty members and a graduate student selected by the Economics Graduate Student Guild.

Also in accordance with the CBA:

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

Appointments 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 teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

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):

For appointments with teaching responsibilities, GE effectiveness will be evaluated on the basis of recommendations of previous faculty supervisors, teaching evaluations, ability to communicate in English as indicated, for example, by TOEFL/IELTS or SPEAK Test scores, and other relevant information. Beyond the first year, GE effectiveness will be determined primarily by the ability to successfully teach independent courses.

Scholarly potential and GE effectiveness will be given equal weight in these evaluations. There will be no priority given to those applicants who have not held a GE position. Priority will be given to students who entered the program with funding for their first three years in the program.

For a Discussion Section Leader:  
See Instructor of Record description.

For a Laboratory Section Leader:  
See Instructor of Record description.

For a Teaching Assistant:  
See Instructor of Record description.

For a Research Assistant:  
For appointments without teaching responsibilities, GE effectiveness will be evaluated on the basis of recommendations of previous supervisors, research experience, and other relevant information. Scholarly potential and GE effectiveness will be given equal weight in these evaluations. There will be no priority given to those applicants who have not held a GE position. Priority will be given to students who entered the program with funding for their first three years in the program.

For an Administrative GE:  
See Research Assistant description.

**(C) All criteria specific to a particular GE work assignment are specified in position announcements.**

See the position announcements for details, but these may include:  
Academic performance  
Teaching ability

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.

Performance of GEs in this employing unit are evaluated at the end of every term.

Evaluations are performed by:  
GE Instructional Adviser, Director of Graduate Studies, Associate Head

The criteria used for evaluation include:  
GE instructors of independent courses must, the first time they teach an independent course, (a) have the course evaluated after four weeks, and (b) have the GE instructional adviser "sit in" on one lecture during the first four weeks. The GE instructor will then discuss with the GE instructional adviser methods to improve the course. This monitoring procedure, which complements the standard course evaluations, may (at the discretion of the Associate Head or Head) also be required for experienced GE instructors of independent courses who have received weak student evaluations.

All teaching GEs are required to have courses and tutorial sections formally evaluated by students. Performance of GEs will be judged by supervising staff members, or by the department chair and the Graduate Awards Committee in the case of GEs with independent responsibilities. At the beginning of each quarter each person to whom a GE has been assigned will communicate to that GE a statement of duties and responsibilities. A GE may request a meeting and/or that the communication be in writing. Where a GE's performance seems inadequate, they should be notified by the supervising staff member as soon as possible and should be given a suitable opportunity for improvement.

## **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, 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:

.49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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

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

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

### **DUTIES BY WORK ASSIGNMENT**

#### **Instructor of Record:**

The following illustrations of duties and responsibilities are based on an eleven-week quarter during the academic year (including final exam week), a 0.49 FTE, and 215 hours of work in the quarter. In the past several years, the majority of hours for each quarter during the academic year have been devoted to instructional and related activities, and the remaining hours to student research and scholarly activities that complement the teaching mission (see the illustrations below). There is one exception that applies only to GEs who are doctoral students making fully satisfactory progress toward their Ph.D. degree. In recent years, GEs who teach two independent courses during the academic year will have up to one half of their FTE in one of their three terms devoted to (a) the provision of substitute service for GEs who are on sick/parental leave or who are unavailable due to a job market visit, and (b) the provision of assistance with special tasks as requested (e.g., proctoring exams when requested by other instructors). All remaining FTE must be devoted to the pursuit of research, related scholarly activities, and preparation for instructional assignments in subsequent quarters. The GE must complete this work

on-campus, meeting regularly with their supervisors. This exception may or may not continue in the future, as it is dependent on the Department's budgetary situation and instructional needs.

In-class contact hours . . . . . Hrs per term: 40  
Conduct: lectures, lead review sessions

Preparation hours . . . . . Hrs per term: 75  
Prepare: Lectures  
Adapt or develop syllabus & course materials  
Construct examinations and quizzes

Contact hours outside the classroom . . . . . Hrs per term: 25  
Office hours

Performance evaluation . . . . . Hrs per term: 40  
Reading & grading: papers, exams, quizzes  
Maintain & submit grading records in compliance with departments and University regulations

Other miscellaneous . . . . . Hrs per term: 5  
Instructional responsibilities including, but not limited to, sick leave substitution and communicating with any teaching assistants or discussion leaders assigned to the course, workshops/trainings related to successful performance of GE duties

Student Research Responsibilities . . . . . Hrs per term: 30  
Research and related scholarly activities

Summer Session Instructor-Full Course Responsibility (Illustration)  
During the summer, GE appointments are made strictly for instruction, analogous to summer appointments for faculty. The majority of summer classes are taught in four-week sessions, and the remainder in eight-week sessions, and there is no final exam week, compressing the summer term. The workload for a full course responsibility for four credit courses would thus be 0.37 FTE for summer term.

In-class contact hours . . . . . Hrs per term: 36  
Conduct: lectures, lead review sessions

Preparation hours . . . . . Hrs per term: 70  
Prepare: lectures  
Develop syllabus & course materials  
Construct examinations and quizzes

Contact hours outside the classroom . . . . . Hrs per term: 20  
Office hours

Performance evaluation . . . . . Hrs per term: 30  
Reading & grading: papers, exams, quizzes  
Maintain & submit grading records in compliance with departments and University regulations

**Discussion Section Leader:**

In-class contact hours . . . . . Hrs per term: 70  
Conduct: discussion or laboratory sections  
Attend lectures

Preparation hours . . . . . Hrs per term: 40  
Prepare: discussion or laboratory sections  
Construct drafts of practice exams or quizzes, as necessary

Contact hours outside the classroom . . . . . Hrs per term: 25  
Office hours

Performance evaluations . . . . . Hrs per term: 45  
Reading and grading: papers, exams, quizzes  
Maintain and submit grading records in compliance with the department's and the University regulations

Other miscellaneous . . . . . Hrs per term: 5  
Instructional responsibilities including, but not limited to, sick leave substitution and workshops/trainings related to successful performance of GE duties

Student research responsibilities . . . . . Hrs per term: 30  
Research and related scholarly activities

**Laboratory Section Leader:**

See above duties for discussion leader.

**Teaching Assistant:**

In-class contact hours . . . . . Hrs per term: 30  
Conduct: teach in instructor's absence  
Attend lectures  
Assist with lecture demonstrations

Preparation hours . . . . . Hrs per term: 10  
Review, as needed, examinations and quizzes prepared by the instructor of record

Contact hour outside the classroom . . . . . Hrs per term: 20  
Office hours

Performance evaluations . . . . . Hrs per term: 120  
Reading & Grading: papers, exams, quizzes  
Maintain and assist faculty member in submitting grading records

Other miscellaneous . . . . . Hrs per term: 5  
Instructional responsibilities including, but not limited to, sick leave substitution

Student research responsibilities . . . . .Hrs per term: 30  
Research and related scholarly activities

**Grader:**

See above duties for teaching assistant.

**Research Assistant:**

Assist faculty member in conducting research . . . . . Hrs per term: 180

Student research responsibilities . . . . . Hrs per term: 30  
Research and related scholarly activities

Other miscellaneous . . . . . Hrs per term: 5  
Instructional responsibilities including, but not limited to, sick leave substitution and  
workshops/trainings related to successful performance of GE duties

**Administrative GE:**

Peer Adviser Coordinator

Assist faculty member in directing undergraduate peer advising . . . . . Hrs per term: 180

Student research responsibilities . . . . . Hrs per term: 30  
Research and related scholarly activities

Other miscellaneous . . . . . Hrs per term: 5  
Instructional responsibilities including, but not limited to, sick leave substitution and  
workshops/trainings related to successful performance of GE duties

**6.0 HEALTH AND SAFETY INFORMATION**

**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 541-346-8912 or 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 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>.

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 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 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: Graduate Coordinator 541-346-1261

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:** Please refer to the evacuation plans posted closest to your nearest exit. First aid supplies are available in the supply closet of PLC 435.

## **7.0 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 section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the Director of Graduate Studies or Graduate Coordinator.

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:

<http://economics.uoregon.edu/graduate-studies/phd-program/phd-requirements/>

### **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 the Ph.D. Core program in the first year, and complete the field and breadth requirements in the second and third years. In particular, the field paper must be completed by winter term of the third year.

**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 one incomplete. All incompletes shall be completed within one year.
- All Economics courses taken in satisfaction of the Ph.D. requirements must be taken on a graded basis (excludes Econ 601, 602, 603, 605, 609).
- Complete the first-year Ph.D. Econometrics sequence with a 3.00 or better GPA, or pass the competency examination in econometrics administered the Thursday prior to the first week of fall classes.

**Examinations:**

Must pass the qualifying examinations in Micro- and Macroeconomic Theory offered in early summer at the end of the first year (students failing the first examination may be permitted by the examining committee to take a second examination in early September of the same year).

**Research:**

- The dissertation prospectus is normally expected to be accepted by the end of the fourth year, and the student advanced to candidacy.
- The dissertation is normally expected to be completed by the end of the fifth year.

**Advancement to Candidacy:**

- The dissertation prospectus is normally expected to be accepted by the end of the fourth year, and the student advanced to candidacy.
- The dissertation is normally expected to be completed by the end of the fifth year.

**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.

Economics Ph.D. students who hold a GE position must normally relinquish the GE position if they withdraw from the Economics Ph.D. program. Similarly, Economics Master's students who hold a GE position must normally relinquish the position if they withdraw from the Economics Master's program.

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

Process for evaluating satisfactory progress toward the Ph.D. degree:

The Director of Graduate Studies will evaluate satisfactory progress toward the Ph.D. degree. 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.

For criteria used in assessing satisfactory progress toward the Master's degree in the Department of Economics, see the online document at <http://economics.uoregon.edu/graduate-studies/masters-program/masters-program-requirements/>

## **8.0 DISCIPLINE, DISCHARGE, DISCRIMINATION GRIEVANCE PROCEDURES**

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.

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>.

## **9.0 WORK ENVIRONMENT**

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) is located in the GDRS and is also sent to each GE Fall term with registration information.

### **Workspace:**

GEs are assigned office spaces with working locks on doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.

### **Private Meeting Space:**

Please consult the department's operations coordinator if you have problems with your door locks or office furnishings, etc. Please contact the economics department staff to schedule private meeting space outside of your assigned office.

### **Access to Telephones and Computers:**

There is a phone available for GE use in PLC 414. GEs may receive messages at (541) 346-7755, which is a message-only number. If someone leaves a message, it will be sent as an email to the main department address and be forwarded to the student.

The department offers computers for graduate student use in the Tattersal Economics Research Facility (TERF) room (PLC 416). GEs may request a desktop computer for their offices through the department's operations coordinator.

### **Access to Office Supplies, Photocopies and Printouts**

A photocopy machine is located in PLC 432. This machine is not to be used for personal, classwork, or research projects. GEs may use this machine if they are teaching a course and have copies to make. All extremely large or complicated printing needs can be sent to University Printing for duplication, forms are available in PLC 435. Office supplies are available in PLC 435.

### **GE Assistance**

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

### **10.0 ABSENCES**

#### **Notification**

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the Graduate Coordinator 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 Department Head. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GE). If you are able, please attempt to reach the Graduate Coordinator by phone, (541)-346-1261 and email, [gradcoordes@uoregon.edu](mailto:gradcoordes@uoregon.edu).

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 Graduate 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 you and the department on any adjustment due to your absence.

#### **Coverage for Teaching GE's Using Sick Leave**

Sick leave substitution hours are built into your FTE (see Section 5, Workload & 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 the Associate Department Head if you believe you will likely exceed the hours allocated in Section 5.

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.

#### **Make-Up Work**

Generally, for duties missed not related to a class meeting, please check in with the Associate 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 the Graduate Coordinator 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>.