

# GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

Environmental Studies Program  
GRADUATE EMPLOYEESHIPS  
2020-2022

## CONTENTS

- 1.0 GENERAL INFORMATION
- 2.0 AVAILABILITY OF GRADUATE EMPLOYEESHIPS
- 3.0 ELIGIBILITY REQUIREMENTS
- 4.0 APPLICATION PROCESS
- 5.0 APPOINTMENT SELECTION PROCESS
- 6.0 APPOINTMENT AND REAPPOINTMENT
- 7.0 WORKLOAD
- 8.0 WORK ASSIGNMENTS
- 9.0 HEALTH AND SAFETY INFORMATION
- 10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE
- 11.0 DISCRIMINATION GRIEVANCE PROCEDURES
- APPENDIX A: WORK ENVIRONMENT
- APPENDIX B: ENVIRONMENTAL STUDIES GE POLICY ON MISSED CLASSES

**The supervisory individual who shall oversee the implementation of this GDRS is:  
Ronald Mitchell, Associate Director of the Environmental Studies Program.**

Revised: June 29, 2020  
Originally prepared: 1996  
Effective academic year: 2020-22

## **1.0 GENERAL INFORMATION**

### **1.1 This Document:**

The purpose of this document is to clarify information concerning Graduate Employeeships (GEs) offered by the Environmental Studies Program. The relationship between GEs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GEs and the Environmental Studies Program. This document does not apply to work-study or other staff hired in the Environmental Studies Program.

Access to this manual will be provided to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation. This document and its amendments may be viewed or printed from the Graduate School website.

## **2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GES)**

- 2.1 Whenever feasible, GE appointments will be made for the upcoming academic year on an annual basis. Other GE appointments may be made subject to student enrollment needs and additional identified areas requiring GE support.
- 2.2 The number of GE positions available is subject to the budgetary constraints on the Program and the University.
- 2.3 The priority is to staff regular required courses in Environmental Studies and related supporting departments that fulfill requirements for the Environmental Studies major, particularly those enrolling over 100 students, and to provide assistance to faculty where needed.
- 2.4 The Environmental Studies Program:
  - 2.41 Makes an effort to distribute GE opportunities to as many students as possible.
  - 2.42 Gives priority to GE appointments. All graduate students employed by the program at .20 FTE or above for teaching (e.g., grading, discussion leader) or administrative duties will be awarded a Graduate Employeeship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of a new GE position.
  - 2.43 Encourages teaching and financial opportunities through such other means as scholarships and work study.
- 2.5 In recent years GE positions have been offered by the Program for teaching ENVS 411, as well as assistance in ENVS 410 and ENVS 201-203 discussion sections, and “farmed out” assistance provided to departments which offer courses required by the Environmental Studies undergraduate major. The program may offer a limited number of research support positions as well as administrative fellowships, subject to budget constraints, with duties in undergraduate advising, internship coordination, and office assistance.

## **3.0 ELIGIBILITY REQUIREMENTS**

### **3.1 Eligible students for a GE appointment in the Environmental Studies Program are:**

- 3.11 Regular ENVS master’s students enrolled in the Graduate School during the term of the

appointment.

3.12 Regular ESSP doctoral students enrolled in the Graduate School during the term of the appointment.

3.13 The Graduate School requires that GEs be enrolled for a minimum of 9 graduate credit hours toward their degree during each term of appointment.

3.2 The Environmental Studies Program requires that a GE be in residence at the U of O during each term of appointment and make satisfactory progress during each term of appointment. Preference will be given to:

3.21 First- and second-year students enrolled in the Environmental Studies master's program who are making satisfactory progress toward the degree.

3.22 Doctoral students enrolled in the Environmental Sciences, Studies, and Policy program who are making satisfactory progress toward the degree.

## **4.0 APPLICATION PROCESS**

4.1 The Environmental Studies Program provides the University with recommendations for GE appointments. (Article 17, Section 1).

4.2 Position announcements for the upcoming academic year will be made by the end of the Spring term:

4.21 By providing each admitted and continuing student in the Environmental Studies Program with a list of projected positions for the coming year.

4.22 In special circumstances, by posting with the Graduate School and the GE Federation a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications for positions available to students outside the ENVS program. (Article 17, Section 1)

4.3 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.

4.4 From time to time emergency appointments will be necessary. In such cases, the program Associate Director, in consultation with the instructor of the course or supervisor of the position involved, will determine the appropriate candidate without prior notification to eligible students.

4.5 Applicants must return completed applications to the Environmental Studies Program Office by the deadline specified at the time of the announcement.

4.6 All currently enrolled first- and second- year Environmental Studies graduate students must apply to be considered for available positions, but any student may indicate an interest in a single position, specific positions, or in all positions on the application form. Where a proposal is required on the announcement for a specific position, only those applicants who have submitted proposals by the given deadline will be considered eligible.

4.7 Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

- 4.8 In the case of the continuation of the same position, Environmental Studies may decide to continue with the same GE in the position without any new announcements.

## **5.0 APPOINTMENT SELECTION PROCESS**

- 5.1 Recommendations for appointment and reappointment shall be made by the Associate Director based on evaluation of each candidate's qualifications with respect to:
- 5.11 Academic promise of incoming students as evidenced by previous degrees, grades, and test scores; or satisfactory progress of currently enrolled students toward graduate degree and quality of academic work.
  - 5.12 Previous experience as relevant to the available position including having taken the course, criteria related to the specific GE work assignment as stated in the announcement, such as course proposals, and GE preference.
- 5.2 Consideration will be given for a positive working arrangement between a GE and the relevant faculty member(s).
- 5.21 While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, Associate Director will give substantial consideration to the other appointment or reappointment criteria.
  - 5.22 If additional information is required, the Program Director may interview candidates and report to the Associate Director.
- 5.3 If no qualified students apply or are available for a particular position, the Program Director or the Associate Director may decide to reopen the application process for the position. Such cases will follow the appointment process described in this section unless the Associate Director decides circumstances make it necessary to fill the position as it would in an emergency appointment situation (see 4.4).

## **6.0 APPOINTMENT AND REAPPOINTMENT**

- 6.1 Each year, a certain number of GE positions are reserved for incoming graduate students. Competition for those positions shall be limited to the pool of incoming students.
- 6.11 Likewise, a certain number of positions shall be reserved as reappointment positions.
    - 6.111 Re-appointments are neither automatic nor guaranteed.
    - 6.112 Re-appointments may be based in part upon GE evaluations.
- 6.2 Financial need will not be considered except when needed to evaluate two or more equally qualified candidates.
- 6.3 GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8)
- 6.4 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments which will be stated in the announcement description.

- 6.5 In the case of the continuation of the same position, ENVS may decide to continue with the same GE in the position without new announcement of the position.
- 6.6 Consideration will be given for a positive working arrangement between a GE and the faculty person with whom the GE will work.
  - 6.61 Assignment of GEs to a particular position will be made by the Associate Director who, whenever necessary, will consult the instructors or supervisors of the potential assignees. GE preferences for particular positions will be honored whenever possible.
- 6.7 GEs will be employed year-to-year rather than term-to-term, whenever feasible. GEs cannot be employed term-to-term to determine whether they are adequately qualified for a GE position.

## **7.0 WORKLOAD**

- 7.1 GEs are appointed in the Environmental Studies Program at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)
  - 7.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per AY.
  - 7.12 .37 FTE appointments require up to 163 hours per term, or up to 489 hours per AY.
  - 7.13 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per AY.
  - 7.14 .45 FTE appointments require up to 198 hours per term, or up to 594 hours per AY.
  - 7.15 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per AY.
- 7.2 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.
  - 7.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include reasonable preparation time, office hours, etc., in addition to time spent actually teaching.
  - 7.22 The distribution of workload among work assignment duties (8.0) 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 (in some cases, from term to term), but the workload per term (in some cases per year) should be within the designated number of total workload hours.
  - 7.23 Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE will be required to fulfill that specific time commitment.
  - 7.24 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 will be compensated for these training hours through by accounting for the hours within their regular work assignment as described in Section 8.0 Work Assignments.

GEs interested in attending trainings should work with their supervisor to ensure minimal

disruption to work assignments. Nothing in this section shall trigger time-and-a-half substitution pay as described in ARTICLE 29 if a substitute is required to cover the duties of a GE who is engaged in training. The GE who substitutes shall be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution.

## **8.0 WORK ASSIGNMENTS**

8.1 The Environmental Studies Program typically has two types of GE work assignments as follows.

8.11 Teaching positions: teaching and assisting

8.111 Teaching assistant: assist faculty member who teaches course

8.112 Teaching assistant: assist faculty and lead discussion sections

8.113 Student Instructor: Full course responsibility, academic year

8.114 Student Instructor: Full course responsibility, summer session

8.1141 The FTE for GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GEs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.) For four- or eight-week courses during summer session, minimum FTE appointments of GEs with the same responsibilities described above shall be:  
3 credit classes – minimum .30 FTE appointment  
4 or 5 credit classes – minimum .37 FTE appointment

8.115 Student Instructor: Co-responsibility for course, academic year

8.116 Student Instructor: Co-responsibility for course, summer session

8.1161 The FTE for GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GEs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.) For four- or eight-week courses during summer session, minimum FTE appointments of GEs with the same responsibilities described above shall be:

3 credit classes – minimum .30 FTE appointment  
4 or 5 credit classes – minimum .37 FTE appointment

8.12 Non-teaching positions: research/administrative

8.121 Administrative positions (Office assistant, Advising, SIP/Internship)

8.122 Research Fellow

8.123 Research Assistant GE

8.2 ***Teaching Assistant GE (.20 - .45) FTE, regular academic year***

8.21	In-class contact hours per term.....	30-60
	8.211 Attend lectures, lead discussion sections, lead review sessions	
	8.212 Assist with AV, field trips, etc.	
8.22	Preparation hours per term.....	10-40
	8.221 Construct examinations and quizzes	
8.23	Contact hours outside the classroom per term .....	20-30
	8.231 Office hours (two per week)	
	8.232 Counseling, tutoring, special consultations	
8.24	Performance Evaluation hours per term .....	23-60
	8.241 Reading & grading: papers, exams, quizzes, lab reports, special projects	
	8.242 Maintain & submit grading records in compliance with the program's and the University regulations	
8.25	Other responsibilities .....	5-8
	8.251 Assist with registration, course publicity and information	
	8.252 Administer student course evaluations	
	8.253 Attend meetings with faculty supervisor as requested	
	8.254 Sick leave substitution for other GEs or professional training	
8.3	<b>Full Course Responsibility GE at .49 FTE, regular academic year</b>	
8.31	In-class contact hours per term .....	40
	8.311 Conduct: lectures or discussion sections, lead review sessions	
	8.312 Lead field trips, etc.	
8.32	Preparation hours per term .....	90
	8.321 Adapt or develop syllabus and course materials	
	8.3211 Submit teaching plan to Director of Graduate Studies	
	8.322 Prepare lectures and labs or discussion sections	
	8.323 Construct examinations and quizzes	
8.33	Contact hours outside the classroom per term .....	15

8.331	Office hours (one per week)	
8.332	Counseling, tutoring, special consultations	
8.34	Performance Evaluation hours per term .....	65
8.341	Reading & grading: papers, exams, quizzes, lab reports, special projects	
8.342	Maintain & submit grading records in compliance with the program's and the University regulations	
8.35	Other responsibilities .....	5
8.351	Assist with registration, course publicity and information	
8.352	Administer student course evaluations	
8.353	Attend meetings with Program Director, Director of Graduate Studies, or Associate Director as requested.	
8.354	Sick leave substitution for other GEs or professional training	
8.4	<b>Full Course Responsibility GE at .49 FTE, summer session</b>	
8.41	In-class contact hours per term .....	40
8.411	Conduct: lectures or discussion sections, lead review sessions	
8.412	Lead field trips, etc.	
8.42	Preparation hours per term .....	60
8.421	Adapt or develop syllabus and course materials	
8.4211	Submit teaching plan to Director of Graduate Studies.	
8.422	Prepare lectures and labs or discussion sections	
8.423	Construct examinations and quizzes	
8.43	Contact hours outside the classroom per term .....	10
8.431	Office hours (one per week)	
8.432	Counseling, tutoring, special consultations	
8.44	Performance Evaluation hours per term .....	48
8.441	Reading & grading: papers, exams, quizzes, lab reports, special projects	
8.442	Maintain & submit grading records in compliance with the program's and the University regulations	



8.45	Other responsibilities .....	5
8.451	Assist with registration, course publicity and information	
8.452	Administer student course evaluations	
8.453	Attend meetings with Program Director, Director of Graduate Studies, or Associate Director as requested.	
8.454	Sick leave substitution for other GEs or professional training	
8.5	<b>Co-Instructor Joint-Responsibility GE at .40 FTE, regular academic year</b>	
8.51	In-class contact hours per term.....	40
8.511	Conduct: lectures or discussion sections, lead review sessions	
8.512	Lead field trips, etc.	
8.52	Preparation hours per term.....	60
8.521	Adapt or develop syllabus and course materials	
8.5211	Submit teaching plan to Director of Graduate Studies.	
8.522	Prepare lectures and labs or discussion sections	
8.523	Construct examinations and quizzes	
8.53	Contact hours outside the classroom per term .....	20
8.531	Office hours (two per week)	
8.532	Counseling, tutoring, special consultations	
8.54	Performance Evaluation hours per term .....	48
8.541	Reading & grading: papers, exams, quizzes, lab reports, special projects	
8.542	Maintain & submit grading records in compliance with the program's and the University regulations	
8.55	Other responsibilities .....	7
8.551	Assist with registration, course publicity and information	
8.552	Administer student course evaluations	
8.553	Attend meetings with Program Director, Director of Graduate Studies, or Associate Director as requested.	
8.554	Sick leave substitution for other GEs or professional training	

8.6	<b><i>Co-Instructor Joint-Responsibility GE at .40 FTE, summer session</i></b>	
8.61	In-class contact hours per term .....	40
8.611	Conduct: lectures or discussion sections, lead review sessions	
8.612	Lead field trips, etc.	
8.62	Preparation hours per term .....	50
8.621	Adapt or develop syllabus and course materials	
8.6211	Submit teaching plan to Director of Graduate Studies.	
8.622	Prepare lectures and labs or discussion sections	
8.623	Construct examinations and quizzes	
8.63	Contact hours outside the classroom per term .....	10
8.631	Office hours (one per week)	
8.632	Counseling, tutoring, special consultations	
8.64	Performance Evaluation hours per term .....	48
8.641	Reading & grading: papers, exams, quizzes, lab reports, special projects	
8.642	Maintain & submit grading records in compliance with the program's and the University regulations	
8.65	Other responsibilities .....	6
8.651	Assist with course publicity and information	
8.652	Attend meetings with Program Director, Director of Graduate Studies, or Associate Director as requested.	
8.653	Sick leave substitution for other GEs or professional training	
8.7	<b><i>Non-teaching Administrative or Support (.20 - .40) FTE</i></b>	
8.71	Activity hours per term .....	varies (see 7.1)
8.8	<b><i>Research Fellow (.20 - .40) FTE</i></b>	
8.81	Activity hours per term .....	varies (see 7.1)
8.9	<b><i>Research Assistant GE (.20 - .40) FTE</i></b>	
8.91	Activity hours per term .....	varies (see 7.1)

## 9.0 HEALTH AND SAFETY INFORMATION

### 9.1 Accident Reporting and Workers' Compensation

- 9.11 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.
- 9.12 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.
- 9.13 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 Supervisor's Accident Investigation Report (SAIR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.
- 9.14 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).
- 9.15 In addition to medical expenses related to the injury/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.
- 9.16 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.
- 9.17 ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

9.2 Health and Safety Requirements. The University acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

- 9.21 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 346-3192 or visit their web site at <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>.

- 9.22 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: Monica Guy, Office Manager, 541-346-5081. 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).
- 9.23 Emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies are maintained in room 144 Columbia by the office manager and office staff.

## **10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

- 10.1 Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment. (See section 6.0.)
  - 10.11 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. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.
  - 10.12 The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.
  - 10.13 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.
- 10.2 Criteria used in assessing satisfactory progress toward a graduate degree in Environmental Studies shall be as follows.
  - 10.21 The criteria used to assess satisfactory progress is the same for all graduate students of Environmental Studies, whether or not they also hold a GE position in the Program.
  - 10.22 Coursework:
    - 10.221 By the end of the first year, master's students will have completed:
      - 10.2211 Required core sequence classes
      - 10.2212 Minimum of 27 hours of graduate course work

- 10.2213 Written and approved thesis/project proposal
- 10.2214 Submit first year approved course plan
- 10.222 By the end of the second year, master's students will have completed, or will be making satisfactory progress toward completing:
  - 10.2221 All course work
  - 10.2222 Electives (or approved substitute internship)
  - 10.2223 Submit an approved final course plan
  - 10.2224 A thesis or terminal project
- 10.223 Doctoral students will undergo annual review by the graduate affairs committee to assess degree progress. By the end of the first year, doctoral students will have completed:
  - 10.2231 ENVS 631 and a winter ENVS seminar, if offered
  - 10.2232 First year core sequence as required by their focal department
  - 10.2233 Submit a tentative course plan listing probable concentration areas
- 10.224 By the end of the second year, doctoral students will:
  - 10.2241 Have completed second year courses as required by their focal department
  - 10.2242 Be making reasonable progress toward completing course work for required ENVS concentration areas.
 

Reasonable progress takes into account course requirements in the focal department, but generally means at least four courses
- 10.225 By the end of the third year, doctoral students will:
  - 10.2251 Have completed focal department requirements for comprehensive or qualifying exams
  - 10.2252 Be making reasonable progress toward completing course work for required ENVS concentration areas.
 

Reasonable progress takes into account course requirements in the focal department, but generally means having completed all 8 courses (32 credits)
- 10.226 By the end of the fourth year, doctoral students will have:
  - 10.2261 Advanced to candidacy

10.2262 Assembled a dissertation committee (Minimum 4 members)

10.23 Each graduate degree candidate:

10.231 Is responsible for seeing that the requirements of the Graduate School are met.

10.232 Will make certain that necessary committees have been appointed and that proper forms have been filed on time.

10.233 Will make sure that all departures from the schedule of “satisfactory progress” (noted in 10.2) are approved by the Associate Director and recorded in the student’s file.

10.2331 GEs will be offered only to students who make “satisfactory progress”.

10.2332 For master’s candidates, GEs will not be offered to third-year students except in unusual circumstances, as determined by the Associate Director.

10.24 Course marks:

10.241 Students must achieve a Pass or mid-B or better in all courses required for the graduate degree.

10.242 At any one time, a student shall have no more than seven credits of Incomplete grades, except for thesis, terminal project, or dissertation credits.

10.3 Process for evaluating satisfactory progress toward graduate degree:

10.31 The Director of Graduate Studies and Graduate Program Committee will evaluate all graduate students on an annual basis according to the guidelines listed above.

10.4 In the case of failure to make satisfactory progress toward the graduate degree:

10.41 The Program Director or Director of Graduate Studies will inform, in writing, graduate students who are making unsatisfactory progress.

A student making unsatisfactory progress will prepare a signed statement for the Graduate Program Committee regarding their deficiencies. The faculty members of the Graduate Program Committee will judge the merits of the student’s statement.

10.42 If the statement does not adequately explain the reasons for unsatisfactory progress, both the Director of Graduate Studies and student’s statements will be placed in the student’s file in the program office. Once progress becomes satisfactory, the statements will be removed.

10.43 If the statement satisfies the faculty that the student is, indeed, making satisfactory progress, only a statement concerning the circumstances for apparent unsatisfactory progress will be included in the student’s record. It will be removed when no longer needed to explain apparently unsatisfactory progress toward a 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 student section of the AAEO Discrimination Grievance Procedures online (<http://aaeo.uoregon.edu/content/raise-concern>)

## **APPENDIX A: WORK ENVIRONMENT**

The work environment and materials provided to the Environmental Studies Program's GEs include the following:

### **a.) Workspace**

All GEs are issued a Key Authorization Card which is used to obtain keys from Public Safety. GEs receive two keys; one key allows access to enter Columbia Hall (COL), the other key allows access to their assigned office (Either in COL or UO Annex), the GE lounge (241 COL), the GE auxiliary office (47C COL), the Environmental Studies office (144 COL), and the supply room (144A COL). Doors are to remain locked at all times.

### **b.) Private Meeting Space**

Environmental Studies GEs have their own office spaces designated for holding office hours. There are additional spaces that can be reserved for private meetings such as 47C COL for discussions of a sensitive nature with students. GEs may also reserve the conference room, which is located in 249 COL, for make-up exams or other events related to their GE assignment. Check ENVS staff to determine the room's availability, and to reserve it.

GEs who find the rooms listed above unsuitable for their needs may use the Academic Classroom Reservation website (<https://secureservices.uoregon.edu/registrar/academic-classroom-reservation-request>) to request a more suitable room.

### **c.) Access to Telephones and Computers**

Each GE office contains one or more telephone(s). All telephone extensions are on the University's CallXPress voice mail system. (See <http://telcom.uoregon.edu/voicemail/index.html> for full instructions.)

The GE offices, in both Columbia and UO Annex, have desks & drawer space. Desktop computers for GE use will be provided on request. 2 printers are available for graduate student use, one in COL 144 and one in 123 UO Annex. All computers have access to Microsoft Office 365, EndNote, and Indesign can be installed by request. Paper is supplied only for work related to the GE's assignment.

### **d.) Access to Office Supplies, Photocopies and Printouts**

All office supplies necessary for GEs to accomplish tasks associated with their assignments are located in the supply room inside the Environmental Studies Office, located in 144 COL and 123 UO Annex. GEs have access to the supply room by using their assigned office key.

Items on hand include a first aid kit, overhead transparencies, binders, paperclips, recycled file folders, labels, envelopes, index cards, reams of photocopy paper in plain white and assorted colors, folders, pencils, pens, markers, and dry erase markers.

In addition to office supplies, all GEs have access to two photocopiers, a fax machine, and a scanner. GEs will need to schedule a time with client portal home to connect printers to your devices via the service request portal: <https://service.uoregon.edu/TDClient/2030/Portal/Home/> .

The following equipment is available for check-out for use related to assignments: LCD projector, four laptop computers, three digital cameras, and laser pointers. Equipment can be checked out in the ENVS office.

#### **e.) GE Assistance**

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

### **APPENDIX B: ENVIRONMENTAL STUDIES GE POLICY ON MISSED CLASSES**

In compliance with the UO-GTFF collective bargaining agreement, the Environmental Studies Program will follow the policy outlined below regarding GEs who must miss work:

#### **ABSENCE NOTIFICATION**

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record of the course to which you are assigned, or the Associate Director 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 or Associate Director. 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 instructor of record and the Associate Director by both phone and email.

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

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

#### **COVERAGE FOR TEACHING GEs**

If possible, please attempt to find an appropriate substitute to take your class and notify ENVS of the proposed substitute. If you are unable to do this, inform the instructor of record or the Associate Director so they can assist in finding a substitute. Under no circumstances will a GE be required to pay a substitute. If no appropriate substitute is found, ENVS may elect to cancel the class.

#### **COVERAGE FOR TEACHING GEs USING SICK LEAVE**

##### **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 Section 8.0, Work Assignments). The program 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 Director if you believe you will likely exceed the hours allocated in Section 8.0.



## MAKE-UP WORK

Generally, for duties missed not related to a class meeting, please check in with the instructor of record or the Associate Director 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 instructor of record and the Associate Director 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 Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.