

General Duties and Responsibilities for
Department of German & Scandinavian
2020-2021

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1.0 GENERAL INFORMATION

About This Document

The purpose of the GDRS is to clarify information concerning Graduate Employeeships (GEs) offered by this GE hiring unit. The relationship between GEs and the university as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and this GE hiring unit.

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

The individual who shall oversee the implementation of this GDRS is: Professor Ian McNeely, Department Head, German & Scandinavian.

DATE OF THIS GDRS REVISION: 06/7/2020

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

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

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed: GER 100, 200, 300 & 400; SCAN: 100, 200 & 300

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: January 15-May 30. In recent years, GE assignments during the academic year in this GE employing unit have included:

Instructor of Record
Discussion Section Leader (full course responsibility)
Teaching Assistant Grader
Research Assistant Administrative GE

SUMMER TERM APPOINTMENTS

Does unit hire GEs in summer? Answer: Yes

If yes, the availability of GE appointments for the upcoming summer term is usually determined: February to April each year

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

3.0 ELIGIBILITY REQUIREMENTS

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

All students enrolled in the German master's or doctoral program in this department, newly admitted German graduate students, and students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials.

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:

- Continuing Graduate Students: academic achievements and progress as defined by departmental policies; quality of teaching performance.
- Incoming Graduate Students: previous degrees, transcripts, letters of recommendation, statement of purpose, writing samples, TOEFL scores, for non-native speakers of German successful completion of an advanced German language examination, such as the Goethe Institute's C1 exam, and possibly an interview. Previous experience in teaching or other experience relevant to the GE position. In lieu of previous experience, interest, desire, and prediction of teaching performance based on the GE application as a whole, including recommendations from academic or work supervisors, may be considered.

Students will be considered in the following order:

Continuing German graduate students currently working as GEs and making satisfactory progress, incoming German graduate students, continuing German graduate students making satisfactory progress with no previous GE position, students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

Masters' students: 2 years total (1 reappointment); Ph.D. students entering with a B.A.: 4 years (3 reappointments); Ph.D. students entering with an M.A.: 2 years (1 reappointment); any additional years of support only by recommendation of Graduate Committee. The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

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

4.0 APPLICATION PROCESS

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: informational phone conversation and official letter of admission from the department during February to June each year.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways: discussion and official contract sent by the department from April-June each year.

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

SUMMER TERM APPOINTMENTS

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

Generally, the application process for continuing students includes: Students receive information regarding Summer courses and are encouraged to apply for a Summer teaching position by submitting the appropriate application form (January-May each year). 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): contacting any current German graduate students without current GEs, and DGS's of relevant departments.

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: contacting any current German graduate students without current GEs, and DGS's of relevant departments

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes all tenure-track faculty in German & Scandinavian

Also in accordance with the CBA:

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

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based

on particular types of work assignments available within the GE employing unit, and (C) specific criteria relating to the particular GE work assignment.

(A) General criteria include (in no particular order):

Academic Credentials: for incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

Recommendations from academic or work supervisors.

Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

Previous Experience: for 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.

Interviews: finalists will be interviewed and evaluated based on their performance and responses.

Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

For the German and Scandinavian program:

1. Graduate students enrolled in the Department of German and Scandinavian.
2. Graduate students enrolled in a degree program at the University of Oregon, who are from a German-speaking country or from a Scandinavian country and are participating in an official exchange program with with University of Oregon.
3. Graduate students enrolled at the University of Oregon as degree-seeking students in the Department of Comparative Literature, the Department of English, the Folklore Program, or the Department of Linguistics and other UO departments, who have credentials necessary to perform the work assigned.

For a Discussion Section Leader:

For the German and Scandinavian program:

1. Graduate students enrolled in the Department of German and Scandinavian.
2. Graduate students enrolled in a degree program at the University of Oregon, who are from a German-speaking country or from a Scandinavian country and are participating in an official exchange program with the University of Oregon.
3. Graduate students enrolled at the University of Oregon as degree-seeking students in the Department of Comparative Literature, the Department of English, the Folklore Program, or the

Department of Linguistics, and other UO departments, who have credentials necessary to perform the work assigned

For a Teaching Assistant:

For the German and Scandinavian program:

1. Graduate students enrolled in the Department of German and Scandinavian.
2. Graduate students enrolled in a degree program at the University of Oregon, who are from a German-speaking country or from a Scandinavian country and are participating in an official exchange program with the University of Oregon.
3. Graduate students enrolled at the University of Oregon as degree-seeking students in the Department of Comparative Literature, the Department of English, the Folklore Program, or the Department of Linguistics, and other UO departments, who have credentials necessary to perform the work assigned.

For a Grader:

For the German and Scandinavian program:

1. Graduate students enrolled in the Department of German and Scandinavian.
2. Graduate students enrolled in a degree program at the University of Oregon, who are from a German-speaking country or from a Scandinavian country and are participating in an official exchange program with the University of Oregon.
3. Graduate students enrolled at the University of Oregon as degree-seeking students in the Department of Comparative Literature, the Department of English, the Folklore Program, or the Department of Linguistics, and other UO departments, who have credentials necessary to perform the work assigned.

For an Administrative GE:

- Varying depending on current program needs

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

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

- Who is considered: graduate students enrolled at the University of Oregon as degree-seeking students in the German and Scandinavian Department, Comparative Literature Program, the Department of English, the Folklore Program, or the Department of Linguistics, and other UO departments, who have credentials necessary to perform the work assigned.
- 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 processes described in Section 4 and appointment/reappointment processes described here will be repeated. However, the department reserves the right to proceed to fill the position as it would be an emergency appointment (described in Section 4).
- Performance of GEs in this employing unit are evaluated:

- At the end of every term
- At the end of the summer term for summer GEs
- Evaluations are performed by the GE supervisor or supervisors.
- The criteria used for evaluation include the criteria set forth above that are used in the hiring/selection decisions, information gathered from the GE supervisor, and, when applicable, student evaluations.

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time spent interacting with students via email or Blackboard, 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:

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

7.0 WORK ASSIGNMENTS

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

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:

Workload Distribution for GEs Teaching GER 101, 102, & 103 Non-Summer

- Instructional time in the classroom - 50 hours per term (4.25 per week)
- Class preparation (lesson planning) - 60 hours per term (6 per week)
- Grading labs, homework, essays, quizzes - 40 hours per term (4 per week)
- Office hours – 20 hours per term (2 per week)

Correcting two departmental exams – 6 hours per term (0.6 per week)
Administering oral exams – 3 hours per term (0.3 per week)
Administrative tasks and calculating final grades – 10 hours per term (1 hour per week)
Orientation – 10 hours per term (1 hours per week)
Foreign Language Day – 3 hours per term (0.3 per week)
Substitute/Extra Curricular Activities/**Training** – 13 hours per term (1.3 hour per week)

Totals (On 10 week scale) - 215 hours per term (21.5 per week)
GE contractual assignment at 0.49 FTE (11 week scale) – 215 hours per term (19.5 per week)

Workload Distribution for GEs Teaching GER 101, 102, & 103 Hybrid Sections, Non-Summer

Instructional time in the classroom - 30 hours per term (3 per week)
Class preparation (lesson planning, hybrid and in-class days) - 60 hours per term (6 per week)
Grading labs, homework, essays, quizzes, **online work** - 60 hours per term (6 per week)
Office hours – 20 hours per term (2 per week)
Correcting two departmental exams – 6 hours per term (0.6 per week)
Administering oral exams – 3 hours per term (0.3 per week)
Administrative tasks and calculating final grades – 10 hours per term (1 hour per week)
Orientation – 10 hours per term (1 hours per week)
Foreign Language Day – 3 hours per term (0.3 per week)
Substitute/Extra Curricular Activities/**Outreach/Training** – 13 hours per term (1.3 hour per week)

Totals (On 10 week scale) - 215 hours per term (21.5 per week)
GE contractual assignment at 0.49 FTE (11 week scale) – 215 hours per term (19.5 per week)

Workload Distribution for GEs Teaching GER 201,202, & 203 Non-Summer

Instructional time in the classroom - 40 hours per term (3.5 per week)
Class preparation (lesson planning) – 60 hours per term (6 per week)
Grading labs, homework, essays - 45 hours per term (4.5 per week)
Office hours – 20 hours per term (2 per week)
Correcting four departmental exams – 24 hours per term (2.4 per week)
Calculating final grades and administrative tasks – 6 hours per term (0.6 per week)
Orientation – 4 hours per term (0.4 per week)
Foreign Language Day – 3 hours per term (0.3 per week)
Substitute/Extra Curricular Activities/**Training** – 13 hours per term (1.3 per week)

Totals (On 10 week scale) – 215 hours per term (21.5 per week)
GE contractual assignment at 0.49 FTE (11 week scale) – 215 hours per term (19.5 per week)

Workload Distribution for GEs Teaching GER 311, 312, 313; GER 411, 412; and appropriate GER content courses

Instructional time in the classroom – 30 hours per term (2.5 per week)
Office hours – 20 hours per term (2 per week)
Class preparation (lesson planning) – 80 hours per term (8 per week)
Exam preparation – 5 hours per term (0.5 per week)
Correcting exams – 20 hours per term (2 per week)
Grading homework, quizzes – 35 hours per term (3 per week)
Calculating final grades and administrative tasks – 8 hours per term (.08 per week)
Foreign Language Day – 2 hours per term (0.2 per week)
Orientation – 2 hours per term (0.2 per week)
Substitute/Extra Curricular Activities/**Training** – 5 hours per term (0.2 per week)

Totals (on 10 week scale) – 207 hours per term (19.7 per week)
GE Contractual Assignment at 0.49 FTE (11 week scale) – 215 hours per term (19.5 per week)

Workload Distribution for GEs Teaching GER 104 & 105 (Summer) (4 weeks)

Instructional time in the classroom – 80 hours per term (20 per week)
Class preparation (lesson planning) – 40 hours per term (10 per week)
Grading labs, homework, essays, quizzes – 36 hours per term (9 per week)
Office hours – 12 per term (3 per week)
Modifying old exams – 4 hours per term (1 per week)
Correcting exams – 16 hours per term (4 per week)
Administering oral exams – 4 hours per term (1 per week)
Calculating final grades and administrative tasks – 3 hours per term (.75 per week)
Substitute/Extra Curricular Activities/**Training** – 5 hours per term (1.25 per week)

Totals - 200 hours per term (50.0 per week)
GE contractual assignment at 0.49 FTE – 215 hours per term (53.75 per week)

Workload Distribution for GEs Teaching GER 204, 205 (Summer) (4 weeks)

Instructional time in the classroom – 60 hours per term (15 per week)
Class preparation (lesson planning) – 56 hours per term (14 per week)
Grading labs, homework, essays, quizzes – 36 hours per term (9 per week)
Office hours – 12 per term (3 per week)
Modifying old exams – 7 hours per term (1.75 per week)
Correcting exams – 16 hours per term (4 per week)
Calculating final grades and administrative tasks – 4 hours per term (1 per week)
Substitute/Extra Curricular Activities/ **Training** – 5 hours per term (1.25 per week)

Totals - 196 hours per term (49 per week)
GE contractual assignment at 0.49 FTE – 215 hours per term (53.75 per week)

Workload Distribution for GEs Teaching GER 101, 102, 103 (Summer) (3 weeks)

Instructional time in the classroom – 45 hours per term (15 per week)
Class preparation (lesson planning) – 47 hours per term (15.67 per week)
Grading labs, homework, essays, quizzes – 30 hours per term (10 per week)
Office hours – 6 hours per term (2 per week)
Correcting three departmental exams – 20 hours per term (6.67 per week)
Calculating final grades and administrative tasks – 5 hours per term (1.67 per week)

Totals (on a 3 week scale) – 153 hours per term (51 per week)
GE contractual assignment @0.35 (11 week scale) – 153 hours per term (14 hours per week)

Workload Distribution for GEs Teaching GER 201, 202, & 203 (Summer) (3 weeks)

Instructional time in the classroom – 37.5 hours per term (12.5 per week)
Class preparation (lesson planning) – 38.5 hours per term (12.83 per week)
Grading labs, homework, essays, quizzes – 45 hours per term (15 hours per week)
Office hours – 6 hours per term (2 per week)
Correcting three departmental Exams – 20 hours per term (6.67 per week)
Calculating final grades and administrative tasks – 6 hours per term (2 per week)

Totals (on a 3 week scale) – 153 per term (51 per week)
GE Contractual assignment @ 0.35 (11 week scale) – 153 per term (14 per week)

Discussion Section Leader:

Workload Distribution for GE Teaching Assistants in Large Lecture Courses

Appointments as teaching assistants for large courses are either at .25 (for one discussion section) or .40 (for two discussion sections) FTE.

For .25 FTE:

Hours in class – (3 hours lecture, 1 hour disc section) – 40 hours per term (3.5 per week)

Preparation – 20 hours per term (2 per week)

Office hours – 10 per term (1 per week)

Meeting with Instructor of Record & other GEs – 7 hours per term (.07 per week)

Grading assignments, essays, quizzes, & exams – 28 hours per term (2.8 per week)

Substitute/Extra Curricular Activities – 5 hours per term (0.5 per week)

Totals – 110 hour per term (11 per week)

For .40 FTE

Hours in class (3 hours lecture, 2 hours disc section) – 50 hours per term (4.3 per week)

Preparation – 25 hours per term (2.5 per week)

Office hours – 20 hours per term (2 per week)

Meeting with supervisors & other GEs – 10 per term (1 per week)

Grading assignments, essays, quizzes, & exams – 65 hours per term (6.5 per week)

Substitute/Extra Curricular Activities – 5 hours per term (.05 per week)

Totals – 175 hours per term (17.5 per week)

For .40 FTE: Teaching Assistant for Discussion/Writing Based Courses

The job responsibilities for this appointment are as follows:

- 70% of the grading for the class (e.g. grading responsibility for 35 of 50 students).
- Facilitation and evaluation of student discussion (e.g. responsibility for monitoring and assessing an online discussion board).
- Responsibility for designing and conducting one course period during the term.
- Regular consultation with primary instructor regarding the content and direction of the course.
- A typical 175-hour workload (e.g. .40 FTE) might break down as follows:

Hours in class – 40 hours per term – (two 2-hour course periods per week)

Preparation – 30 hours per term – (3 per week)

Office hours – 25 hours per term – (2.5 per week)

Meeting/Consultation/Debriefing with primary instructor – 10 hours per term (1hr/class)

Grading – 70 hours per term – (7 hours per week)

Totals – 175 hours per term (17.5 per week)

Grader:

German and Scandinavian graduate students, and other UO graduate students who meet the GE eligibility, may be assigned as graders in middle-sized courses. The appointments provide students an opportunity to

"apprentice," relatively early in their teaching careers with more advanced instructors. Appointments as graders are usually .20 FTE. A typical 88 hour workload may break down as follows:

30 hours in class

10 hours in prep (includes reading, film viewing if applicable)

10 hours in office hours

5 hours meeting with supervisor (i.e. instructor of record)

33 hours grading

Occasionally, students are assigned as graders at .40 FTE; such students may be responsible for grading two different courses (e.g. twice the workload as above).

Note: In some cases small additional quantities of FTE are offered for grading, pure discussion sections (i.e. German 199 Cinema or Ger 199 Conversation, 1-2 credits), or administrative tasks such as editorial work on the Konturen Journal and the department newsletter, etc. as part of a .49 FTE GE-ship, with hours appropriately limited.

Administrative GE:

Varying depending on current program needs, a sample workload would be:

Conference organization--20 hours

Support of journal publication (editorial communications, copy-editing, website management)—

38 hours

Research and copying for administrative purposes--30 hours

Note: For smaller FTE, shorter total hours may be assigned connected to given tasks such as editorial work on the Konturen Journal and the Department Newsletter, etc.

Note: In some cases, small additional quantities of FTE are offered for grading, pure discussion sections (i.e. German 199 Cinema or Ger 199 Conversation, 1-2 credits), or administrative tasks such as editorial work on the Konturen Journal and the department newsletter, etc. as part of a .49 FTE GE-ship, with hours appropriately limited.

8.0 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 the 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 the 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 the SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by the 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 and 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 (EHS) is responsible for the university's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <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: Perri Schodorf, 541-346-4084 (Department Manager).

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: Friendly 202.**

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA:

During the academic year, the graduate school reviews academic transcripts of all graduate students holding GE appointments. The graduate school will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the graduate school's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

This 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 graduate program director or graduate coordinator/secretary.

This GE Employing Unit is:

An academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

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://gerscan.uoregon.edu/>

Hard copies of "Requirements for the Degree of Doctor in Philosophy in German, effective June 5, 2012" and the "Requirements for the Degree of Masters of Arts in German, effective January, 2012." A copy of the requirements are given to newly incoming German M.A. & Ph.D. students respectively and can be found online at <https://gerscan.uoregon.edu/>

Criteria Used to Assess Satisfactory Progress

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

Coursework:

MA Program

Successful completion of a minimum of 12 courses (48 credits) at the 500 or 600 level. At least 10 of these (40 credits) must be in German (GER). A student may take up to 2 of these 12 graduate courses (8 credits) from other programs, if the courses are related to their research projects and with approval from the graduate advisor. Nine of the GER courses must be graded (and the total graduate GPA must remain 3.3 or higher), including six required core courses:

- GER 690 – Literary Studies
- GER 621 – Narrative: Texts, Contexts, Theory
- GER 622 – Drama: Texts, Contexts, Theory
- GER 623 – Lyric: Texts, Contexts, Theory
- GER 624 – Critical and Philosophical Prose
- GER 625 – Translations/Transformations

In addition to these 48 credits, students must also complete the following 22 credits of coursework:

- GER 610 (Wrk: Teaching Methods, graded, 4 credits) -- to be taken in the fall of their first year.
- GER 609 pedagogy (6 credits) – is a 1-credit course taken in each of the six quarters. Students enroll in one credit hour of GER 609 Pedagogy with the language coordinator for each term in which they are instructors of record for language courses on the 100, 200, or 300 level, or with the faculty member in the Department of German & Scandinavian, who is teaching a course for which they are discussion leaders. GER 609 Pedagogy credit cannot be granted for courses taught in other departments for which graduate students in German are discussion leaders. Where appropriate, GER 609 Pedagogy credit may be granted for relevant teaching experience in other settings at the discretion of the Director of Graduate Studies.
- GER 601 (3 credits) – is a 1-credit advising tutorial in the second quarter (see #2 below), and a 1-credit Portfolio Paper advising tutorial during each of two quarters between the second and fourth quarter (see #5 below).*
- GER 503 or 605 (9 credits) – are tutorials to prepare the M.A. Thesis or M.A. Papers (see #8 below). The Graduate School requires that a student be registered for at least 3 graduate credits during the term s/he receives the degree. If a student completes a thesis during this final term, registration must include 3 credits of GER 503 (Thesis).

Students must be enrolled for a minimum of 2 regularly scheduled GER graduate courses, or graduate courses in other departments or programs, according to these M.A. degree requirements, plus one credit of GER 609 pedagogy for each term of a GE appointment.

Ph.D. Program

Students entering with a B.A. degree:

Students must successfully complete at least 92 credits of graduate coursework. During the first two years in the program, successful completion of a minimum of twelve courses (48 credits) at the 500 or 600 level. At least ten of these (40 credits) must be in German (GER) or be taught under a different prefix (e.g. COLT) by a member of the German department faculty. A student may take up to two of these ten graduate courses (8 credits) in other departments or programs, if the courses are related to their research projects and with the

approval from the graduate advisor. The total graduate GPA must remain at 3.5 or higher. Nine of the GER courses must be graded, including six required Core Rotation courses:

- GER 690 – Literary Studies
- GER 621 – Narrative: Texts, Contexts, Theory
- GER 622 – Drama: Texts, Contexts, Theory
- GER 623 – Lyric: Texts, Contexts, Theory
- GER 624 – Critical and Philosophical Prose
- GER 625 – Translations/Transformations

Students must be enrolled for a minimum of two regularly scheduled GER graduate courses, or graduate courses in other departments, according to these Ph.D. degree requirements, plus the pedagogy colloquium (GER 609), for each term of any GE appointment within the department prior to the term in which Comprehensive Exams are taken. The pedagogy colloquium requirement remains in force during and beyond that term until students have earned 12 credits of GER 609.

During the third year in the program, successful completion of a minimum of six graded courses (24 credits) at the 500 or 600 level is required (excluding 601, 603, 608, and 609). At least five of these courses (20 credits) must be in German (GER) or be taught under a different prefix (e.g. COLT) by a member of the German department faculty. The remaining course may be taken from another department if it is related to their research projects and with approval from the graduate advisor.*

Starting in the Fall of the fourth year, students enroll with P/N registration in a minimum of six further GER courses at the 500 or 600 level (excluding 601, 603, and 609), before defending the dissertation. Up to two of these courses may be taken in other departments or programs, if the courses are related to their research projects, with approval from the graduate advisor and the course instructor for P/N registration.*

In addition, students must also complete the following 20 credits of coursework:

- GER 610 (Wrk: Teaching Methods, graded, 4 credits) -- to be taken in the fall of their first year.
- GER 609 pedagogy (12 credits) – is a 1-credit course taken in each of the first 12 quarters. Students enroll in one credit hour of GER 609 Pedagogy with the language coordinator for each term in which they are instructors of record for language courses on the 100, 200, or 300 level, or with the faculty member in the Department of German & Scandinavian, who is teaching a course for which they are discussion leaders. GER 609 Pedagogy credit cannot be granted for courses taught in other departments for which graduate students in German are discussion leaders. Where appropriate, GER 609 Pedagogy credit may be granted for relevant teaching experience in other settings at the discretion of the Director of Graduate Studies.
- GER 601 (4 credits) – is a 1-credit advising tutorial in the second quarter of the first year (see below on “Mentoring”), and a 1-credit Portfolio Paper advising tutorial during each of three quarters between the second and eleventh quarter (see #5 below).**

Students entering with an M.A. degree:

Students must successfully complete at least 36 credits of graduate coursework beyond those required for the M.A. degree. A minimum GPA of 3.5 is required throughout. During the first year in the program, successful completion of a minimum of six graded courses (24 credits) at the 500 or 600 level is required. At least five of these courses (20 credits) must be in German (GER) or be taught under a different prefix (e.g.

COLT) by a member of the German department faculty. The remaining course may be taken in another department of program if it is related to their research projects and with approval from the graduate advisor.*

Students must be enrolled for a minimum of two regularly scheduled GER graduate courses, or graduate courses in other departments or programs, according to these Ph.D. degree requirements, plus the pedagogy colloquium (GER 609) for each term of any GE appointment within the department prior to the term in which comprehensive exams are taken. The pedagogy colloquium requirement remains in force during and beyond that term until students have earned 6 credits of GER 609.

Starting in the fall of the second year, students enroll with P/N registration in a minimum of six further GER courses at the 500 or 600 level (excluding 601, 603, and 609), before defending the dissertation. Up to two of these courses may be taken in other departments or programs, if the courses are related to their research projects, with approval from the Graduate Advisor and the course instructor for P/N registration.*

In addition, students must also complete the following 12 credits of coursework:

- GER 610 Wrk: Teaching Methods, graded, 4 credits -- to be taken in the fall of their first year.
- GER 609 pedagogy, at least 6 credits.
- GER 601, 2 credits – a 1-credit advising tutorial in the second quarter of the first year, and a 1-credit Portfolio Paper advising tutorial during one quarter between the second and fifth quarter.

Grades:

MA Program:

Nine of the GER courses must be graded, including the six required core courses. The total graduate GPA must remain 3.3 or higher.

Ph.D. Program:

Five of the six required GER 500 or 600-level courses must be graded, not more than one of the GER seminars for Pass/No Pass. The six further seminars are taken for Pass/No Pass. A minimum GPA of 3.3 is required throughout.

Examinations:

MA Program:

Pass the written and oral examination within prescribed timetable, with no more than 1 retake. Not passing one question the first time puts the student in an unsatisfactory standing. New questions for the failed part of the exam will be given in a two week framework.

PhD Program:

1. Pass the written and preliminary oral examination. Not passing one question the first time puts the student in an unsatisfactory standing. New questions for the failed part of the exam will be given in a two week framework.

2. Within two weeks after passing the oral examination, the student will name a dissertation director and committee.
3. By the end of term following the passage of the exams (excluding summer), i.e. normally by the end of winter term of the second year, the candidate must submit and defend a prospectus of the planned dissertation to the dissertation committee. All committee members must approve the prospectus and sign the doctoral-student activity form.
4. Defend completed dissertation within two years after passing the written and oral examinations. Possible extensions of this time frame have to be approved by the tenured faculty.

Research:

MA Program: Timeline for the Second Year

October 15 – Director of thesis (or first M.A. paper) chosen and one-page proposal/outline approved.

January 15 – Approved first M.A. paper due. Director of second M.A. paper approves outline. Rough draft of thesis due.

February 15 – Rough draft of second M.A. paper due. Selection of M.A. committee members; individual reading list to be developed in consultation with them.

March 31 – Approved thesis/second M.A. paper due. Reading list finalized, portfolio (see #3) complete.

Ph.D. Program (if entering with an M.A.): Timeline

Spring of First Year:

Submission of portfolio paper.

Creation of examination committee.

Fall of Second Year:

Comprehensive examination. Name dissertation director and committee two weeks after passing the exams.

Winter of Second Year:

Prospectus defense.

Spring of Third Year:

Submission and defense of dissertation.

Ph.D. Program (if entering with a B.A.): Timeline:

First Year:

Submission of portfolio paper.

Second Year:

Submission of second portfolio paper

Spring of Third Year:

Submission of third portfolio paper.

Creation of examination committee.

Fall of Fourth Year:

Comprehensive examination. Name dissertation director and committee two weeks after passing the exams.

Winter of Fourth Year:
Prospectus defense.

Spring of Fifth Year:
Submission and defense of dissertation.

Language Requirements:

MA Program: Students must satisfy graduate school requirements for competence in one other foreign language and the German and Scandinavian departmental requirement for competence in two foreign languages. To satisfy the latter requirement, M.A. students have to demonstrate reading proficiency (or better) in a language other than English or German. They may satisfy this requirement either by passing two years (or the equivalent) of college-level language work, or by passing a graduate-level reading knowledge course (for languages in which a course is offered).

Ph.D. Program: Students are required to demonstrate advanced knowledge of at least one language other than German (or English for native German speakers). This requirement may be met by passing the last term of the third year sequence of a foreign language or by taking a 400-level literature, film theory, or culture course (P/N) conducted in that language or by taking a translation exam.

Teaching Requirements:

MA Program: GER 610: Teaching Methods, graded, 4 credits - to be started during orientation week & continued in the fall of the first year.
GER 609: Pedagogy, 6 credits - a 1 credit course taken in each of the six quarters.

Ph.D. Program: GER 610: Teaching Methods, graded, 4 credits - to be started during orientation week & continued in the fall of the first year.
GER 609: Pedagogy, at least 9 credits.

Skill/Practicum/Internship Requirement:

MA Program:

GER 601 (3 credits) – a 1-credit advising tutorial in the second quarter, and a 1-credit portfolio paper advising tutorial during each of two quarters between the second and fourth quarter
German 503 or 605 (9 credits) – tutorials to prepare the M.A. thesis or M.A. papers.

Students must make at least one public presentation of their research (such as reading a 20-minute paper) at a joint graduate-student colloquium in winter term or at an approved conference.

Each year the department offers a broad variety of lectures, conferences, and/or workshops. These extracurricular events are essential for the professional training of our graduate students, and we strongly urge regular attendance.

Ph.D. Program:

GER 601 Research (3 credits)—one term advising, two terms portfolio paper revision.
GER 608 (Doctoral Colloquium, 2 credits P/N).

Each year the department offers a broad variety of lectures, conferences, and/or workshops. These extracurricular events are essential for the professional training of our graduate students, and we strongly urge regular attendance.

Advancement to Candidacy:

Ph.D. Program: Timeline

Spring of First Year:

Submission of first portfolio paper.

Creation of examination committee.

Fall of Second Year:

Comprehensive exams. Name dissertation director and committee two weeks after passing the exams.

Winter of Second Year:

Prospectus defense.

Other:

Portfolio Papers:

Portfolio papers (M.A. students: 2 papers; Ph.D. students entering with a B.A.: 3 papers, Ph.D. students entering with an M.A.: 1 paper) from amongst the substantial research papers written during the first three terms of study must be revised under tutorial supervision (GER 601) and, once approved by the professor directing the tutorial, submitted as "Portfolio" papers. Portfolio papers will be about 25-28 pages in length; the revision process aims to expand the depth of the original research paper and enhance the overall argumentation. The purpose of this requirement is twofold: to enhance scholarly research and writing skills, and to enable students to prepare accomplished writing samples for future use. In each case, the revisions are to be undertaken in the context of a GER 601 tutorial with the professor with whom the paper was originally written (except with approval of the graduate advisor). Students must submit an outline of their argument for the professor's approval before revising each portfolio paper. In consultation with - and as approved by - the advising professor, a relevant pre-professional project related to the content of the original course may take the place of one of the two portfolio papers; such projects might include a course proposal and detailed syllabus, an extended annotated bibliography, a web-based project, or any other suitable project designed to prepare the student for their intended future career.

M.A. students must make at least one public presentation of their research (such as reading a 20-minute paper) at a joint graduate-student colloquium (normally during Winter term of the second year of study) or at an approved conference.

For Ph.D. students, one of the portfolio papers must be developed to the point of being capable of being submitted for publication as a scholarly article or paper to be published in a conference proceedings volume, and must ultimately be submitted to a scholarly journal or proposed essay collection or proceedings volume prior to the defense of the dissertation.

The process for evaluating satisfactory progress toward a graduate degree is as follows: successful and timely completion of coursework and portfolio papers. Excellence in teaching and support of departmental professional initiatives.

Student's motivation and resourcefulness, commitment to scholarly projects; independent, creative, and original thinking are also evaluated as evidenced by the student's progress in the above-listed areas. Describe procedure and timetables per instructions above related to GE's failure to make satisfactory progress toward a graduate degree.

Each year during the month of February the tenure stream faculty reviews the academic performance and teaching reviews of each graduate student enrolled in the graduate program. In case of unsatisfactory progress towards the graduate degree, the advisor of each student or the DGS will meet with the student, discuss the problems, and decide together with the student upon a manageable course of action. A working plan and timetable for the successful completion of missing work will be decided upon and signed. In case there are problems with teaching performance, students will be assigned additional instruction. In case of linguistic problems in German, an additional individual course of study will be assigned.

If the student does not successfully complete the additional course of study, the DGS and the department head will meet with the student again. This may lead to the negotiation of an alternate schedule for the completion of the missing work or to disqualification from the program.

10.0 DISCIPLINE AND DISCHARGE

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

11.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

12.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement. Information detailing this unit's GE work environment (work space; access to telephones, computers, private meeting space, supplies, equipment, etc.; and GE assistance) can be found below.

Workspace:

Graduate employees are assigned office space in designated GE offices located in Friendly Hall. Key permit paperwork is issued at the beginning of fall term, and keys may be obtained from the UO EMU keys office. While office space is shared, the department makes every effort to provide appropriate office furniture for each individual work station (individual desks, chairs, shelving, filing cabinets, etc.)

Each GE is responsible for keeping their office/office space clean and tidy. Each GE must clean and remove all papers and personal items when their GEsip ends or they move to a different office space. Any student papers must be handled properly.

Private Meeting Space:

While general space constraints necessitate office sharing, privacy for GE-student meetings is afforded by the availability of the GE resource room (FR 013) and Konturen office (FR 422), which may be reserved for private consultations. Private faculty offices may also be available with prior arrangement with the GE Supervisor and/or other teaching faculty. Finally, GEs can arrange for staggering of office hours. All GE offices have doors with locks. Key permits are issued at the beginning of fall term.

Access to Telephones and Computers:

GEs have access to the building wifi to connect to the internet with their private computers. The Department maintains a graduate student lounge and resource room where several computers, complete with printing access and building wifi, are available to GEs. This resource room is currently located in FR 013 and all office equipment, computers, and other materials contained in FR 013 are available 24 hours a day. FR 013 is also equipped with a locked door. Key permits for FR 013 are issued when the GEsip begins and are obtained from the UO Department of Public Safety at the EMU key office.

Access to Office Supplies, Photocopies and Printouts

201 Friendly Hall has supplies for the department's teaching and administrative functions, and 202 Friendly Hall is where the department copier and scanner are located and available for GE needs. A demonstration of copier/scanner equipment is given by CTX staff and organized by the department manager (6-4084) at the beginning of the fall term to newly incoming GEs, and the office staff are available for assistance or questions on the equipment.

Items on hand include copier paper, envelopes, and basic office/school supplies. If additional teaching materials are needed, please submit a written request to the course supervisor or dept. head, and submit the approved request to the office staff so they may order the needed materials.

There is also a video library located in the dept. manager's office for graduate students' research projects and teaching use (FR 203). There is a formal check out/check in procedure for the videos, please consult with the office staff to borrow videos accordingly.

GE Assistance

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

13.0 ABSENCES

ABSENCE NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify Matthias Vogel 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 a class without permission from Matthias Vogel. 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).

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 Matthias Vogel using this protocol.

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

Coverage for Teaching GEs Using Sick Leave:

Sick leave substitution hours are built into your FTE (see Section 7.0, 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 Ian McNeely if you believe you will likely exceed the hours allocated in Section 7.0.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with Matthias Vogel 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 Matthias Vogel how to reach you (if possible) and see below section on Planned Absences.

MORE INFO. More information about GE absences-- including those related to the birth or placement of a child; a serious health condition; or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>

Planned (non-medical) absences (such as M.A. or Ph.D. exams, Conferences, etc.):

Approval for planned (non-medical) absences is not guaranteed. If your absence is approved, either your Instructor of Record or the Matthias Vogel will work with you to find an appropriate solution.

- If you must be absent from office hours: approval must be obtained by Matthias Vogel or by your Instructor of Record as soon as possible and *no later than two weeks prior* to the planned absence. Contact your Instructor of Record or Matthias Vogel, cc'ing Ian McNeely. Describe the situation and the dates of your planned absence. It is expected that you will schedule extra office hours before and after the dates of your absence in order to accommodate your students.
- If the absence is from your own course: approval must be obtained by Matthias Vogel or by your Instructor of Record as soon as possible and *no later than two weeks prior* to the planned absence. Contact the Matthias Vogel, cc'ing Ian McNeely. Describe the situation and the dates of your planned absence.

- If the absence is from a course in which you are a grader or teaching assistant: approval must be obtained by the Instructor of Record as soon as possible and *no later than two weeks prior* to the planned absence. Describe the situation and the dates of your planned absence. Contact the Instructor of Record, cc'ing Ian McNeely.
- **As per university policy, make-up lessons cannot be required.**

In addition, to the extent that you are able, make every reasonable effort to cover the class.

For example: develop a lesson plan and arrange to trade sections with a fellow GE

- Prepare a structured canvas assignment or discussion (if applicable).