

**General Duties and Responsibilities Statement (GDRS)  
Department of the History of Art and Architecture  
2020-2022**

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**1.0 GENERAL INFORMATION**

**1.1 About This Document**

The purpose of this GDRS is to clarify information concerning Graduate Employee Positions (GEs) offered by the Department of the History of Art and Architecture. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation (GTFF). This GDRS details the specific relationship between GEs and this department. This document does not apply to work-study, hourly student employees, or other staff hired in this GE hiring department.

A copy of this document is posted in the Graduate Resource Room. Copies are available upon request. It may also be viewed or printed from the Graduate School website.

**1.2 GE tuition and fees**

Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours each term. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Employees must pay the mandatory fees set by the University of Oregon Board of Trustees; **fees are subject to change without additional notice.** Details of GE and University

contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

### **1.3 Graduate Teaching Fellows Federation (GTFF)**

All Graduate Employees (including administrative, research, and teaching) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion. (Article 4, Section 4). Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

### **1.4. Revision**

This General Duties and Responsibilities Statement was revised 5/15/2020 for academic year 2020-2021.

## **2.0 SUPERVISORY INDIVIDUAL**

The individual overseeing the implementation of the GDRS is the Department Head in consultation with the Director of Graduate Studies. (See departmental website for faculty members in these administrative roles.)

## **3.0 AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS (GES)**

The Department of the History of Art and Architecture faculty programmatically determines the availability of GE appointments. The number of GE positions available is subject to the budgetary constraints on this department and the University, and is based on the department's specific need for one or more GEs.

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

- ArH 101 Global Masterpieces
- ArH 105 Introduction to Visual Culture
- ArH 204 History of Western Art I
- ArH 205 History of Western Art II
- ArH 206 History of Western Art III
- ArH 208 History of Chinese Art
- ArH 209 History of Japanese Art
- ArH 210 Contemporary Asian Art & Architecture
- ArH 211 Survey of Latin American Arts
- ArH 314 History of World Architecture I
- ArH 315 History of World Architecture II
- ArH 353 Modern Art
- ArH 354 Contemporary Art
- ArH 358 History of Design
- ArH 359 History of Photography
- Others as necessary

The Department of the History of Art and Architecture makes an effort to distribute GE opportunities to as many students as possible, and encourages financial opportunities through such other means as scholarships, work study, and grants.

### **3.1 ACADEMIC YEAR APPOINTMENTS**

The availability of GE appointments for the upcoming academic year is usually determined during the preceding spring term. GE assignments during the academic year in this department may include leading discussion sections, grading student papers and exams, serving as instructor of record, assisting faculty members with research, assisting with administrative support, and administration of specific programs.

### **3.2 Summer term appointments**

This department hires summer GEs as needed. The determination is usually made during the preceding spring term. For PhD students, summer GE assignments may include instructor of record (full course responsibility).

## **4.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS**

### **4.1 Application Process**

All GE appointments will follow the application processes outlined below:

#### MA Program

##### Incoming MA Students

Applicants to the MA program should indicate if they wish to be considered for GE positions on the departmental application accessible via Gradweb. GE appointments for open positions (if any) will be made based on the criteria outlined in section 5.1. Accepted MA students will be notified of GE employment offers (if any) in their official acceptance letters, in subsequent funding offer letters, and/or via email from the Director of Graduate Studies and/or Department Head.

##### Continuing MA Students

All continuing MA students who are making satisfactory progress in the program will automatically be considered for open GE appointments and decisions will be made based on the criteria outlined in section 5.1. Continuing MA students will be notified of GE employment offers (if any) for the next academic year in an email from the Director of Graduate Studies and/or Department Head as soon as possible and no later than April 15.

#### PhD Program

All PhD students who are accepted and make satisfactory progress in the PhD program receive funding support as GEs at the same annual rate. Students are supported for four or five years, based on the extent of their previous training and degrees in art history. All funding packages include a variety of research, teaching, and departmental support appointments spread over the duration of each student's tenure in the program. Departmental support assignments as research, instructional, and/or administrative GEs typically include assisting the

department or an individual faculty member in an administrative, research, or teaching capacity. All accepted PhD students will be offered full academic year instructional and/or research GE assignments in initial offer letters and/or funding offer letters. Whenever possible, efforts will be made to appoint incoming GEs as research and/or teaching assistants for their major advisors. First-year departmental support for GEs at the PhD level generally include a combination of work as a research GE and an instructional GE. Provided PhD students make satisfactory progress toward their degree, they will receive funding for a total of four or five consecutive academic years. GE awards after PhD students' first year will entail teaching, departmental support, and research positions according to department needs. Upon advancement to PhD candidacy, students will be eligible for three terms of research GE appointments.

#### Emergency Appointments

From time to time emergency appointments may be necessary. In such cases, these positions will be announced:

- (a) in an e-mail to the arh-g list-serve and
- (b) to other units via UO GE Job Openings and/or e-mail if sufficient applications are not received through internal department announcements.

#### **4.2 Eligibility**

All students enrolled in the MA or PhD program in the History of Art and Architecture are eligible for a GE appointment with this department. Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions. In all cases, preference is given to this department or program's own students.

Requirements to be considered include teaching experience and a strong background in art history or architectural history.

MA students beyond their sixth term are not eligible for GE appointments.

The Graduate School requires that students be enrolled for and successfully complete a minimum of nine graduate credit hours toward the degree during each term of a GE appointment and must make satisfactory progress toward their degree by the standards of the University of Oregon and this department in order to be eligible for a GE appointment (see Section 7).

In addition, with the exception of the three terms of research GE of PhD students following their advancement to candidacy, this department requires that a GE maintain studies in residency at the University of Oregon during each term of the appointment.

### **5.0 APPOINTMENT AND REAPPOINTMENT PROCESS**

**5.1** In accordance with the CBA, this GE employing unit's graduate committee reviews all eligible students and ranks them for consideration. The Director of Graduate Studies, in consultation with the Department Head, make appointments following those rankings. 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, and
- GE reappointments are not automatic, nor are they guaranteed.

## **5.2 Criteria for Appointment and Reappointment: Academic Year and Single Term GE**

Appointment decisions will be made according to the following criteria (not necessarily in this order):

**5.21 Academic Credentials.** For incoming students this is evidenced by previous degrees, grades, test scores, etc. Applicants will be ranked on academic achievement. For students currently enrolled in the department, candidates may 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. When the number of candidates exceeds the number of positions available, academic achievement rankings will help determine appointments.

**5.22 Previous experience.** For teaching GE positions, experience includes previous teaching, area of study, or previously taking the course. For non-teaching GE positions, experience includes previous employment or other experience relevant to the position. Interest, desire and prediction of performance may be considered in lieu of previous experience. Recommendations/evaluations from academic or work supervisors may also be considered.

**5.23 Performance.** In order to secure reappointment, the performance of GEs must be satisfactory. (See section 5.3 below)

**5.24 Assignment-specific criteria.** In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments.

## **5.3 Performance of GEs in this department is evaluated following each term, and is performed by supervising faculty members.**

The criteria used for evaluation include evaluative statements made by faculty members with whom the GE has worked. These give an appraisal of the GE's performance in carrying out their responsibilities and are based on faculty members' observations. Course evaluation forms which ask that the GE's performance be evaluated by students may also be considered.

The criteria considered in the evaluations include:

- maintenance of high academic standards,
- effective communications with students and between GE and supervising instructor, and
- the timely and effective discharge of all duties, such as reviews, discussion sections, office hours, grading of exams and papers, and assistance with presentations, images, etc.

## **5.4 Non-Renewal of Appointment**

As early as is convenient, the Department Head shall send a warning to any GE whose expected appointment may not be renewed for other than budgetary reasons. Criteria for terminating a Graduate Employee appointment include: (a) unsatisfactory teaching (b) failure to make satisfactory progress

toward the degree (c) failure to maintain an adequate G.P.A. (d) violations of Department or University policies or procedures.

## **6.0 WORKLOAD AND WORK ASSIGNMENTS**

### **6.1 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, and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, the department considers what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this department, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .09 FTE (Up to 39 hours per term or up to 118 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year), or
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year).

Time actually spent on duties may vary from week to week but the time spent per term should fall within the designated number of hours (determined by FTE) for the term.

### **6.2 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 department.

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.

Duties are assigned by work assignment – instructor of record, instructional GE, research GE, or administrative GE. Appointment as a GE, like appointment as a faculty member, is a professional appointment to carry out certain normative duties. For a GE in the Department of the History of Art and Architecture these duties normally include such things as reading and grading exams, conducting discussion and review sessions, holding office hours, posting review images, and other activities to assist faculty members in teaching a course.

The distribution of hours by activity type varies significantly by course and the specific needs of the individual faculty member. Although the precise time needed to perform such normative duties is impossible to specify for any given individual appointee, since background and degree of preparation vary widely among individual appointees, supervising faculty and GEs should discuss general workload expectations at the beginning of each term.

## **7.0 ABSENCE AND SICK LEAVE POLICY**

### **7.1 REPORTING ABSENCES**

Any GE who anticipates missing a scheduled class or discussion section for which their attendance is mandatory (e.g. leading the discussion section), *must* notify both the supervising faculty member and the History of Art & Architecture office (arthist@uoregon.edu) as early as possible so that alternate arrangements may be made or students attending the session can be informed of a cancellation in a timely manner.

Please refer to GTFF collective bargaining agreement Article 28, absences, for more information on what constitutes an acceptable condition for absence from mandatory appointment duties, additional guidance on processes for reallocation of duties, and information on family leave.

## **8.0 HEALTH AND SAFETY**

### **8.1 Accident Reporting and Workers' Compensation**

The University's Workers' Compensation Program is administered by the Office of Risk Management and Insurance (RMI). If you have any questions about the program, please call 541-346-8316 or email, [safety@uoregon.edu](mailto:safety@uoregon.edu).

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses, or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatment, however, are subject to exclusion.

The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

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

## **8.2 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 [safety@uoregon.edu](mailto:safety@uoregon.edu) 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>.

## **8.3 Reporting Safety Hazards**

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The department administrative staff may also be contacts: [arthist@uoregon.edu](mailto:arthist@uoregon.edu).

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative, or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Emergency procedures, evacuation plans, and first aid supplies are located in the departmental office in 254 Lawrence Hall.

## **9.0 SATISFACTORY PROGRESS TOWARD 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 department (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring department 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 department is an academic department with a graduate degree program. See the remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic department.

The criteria used to assess satisfactory progress toward a graduate degree in the Department of the History of Art and Architecture, along with the process by which satisfactory progress is assessed, can be found online.

**Incomplete work from one term of appointment must be completed within one year. At any time, a student shall have no more than two incompletes.**

The number of courses taken toward the graduate degree on a P/NP basis shall not exceed 24 hours for MA candidates.

In the event that a student is reported for not making satisfactory progress towards the degree as defined here, the student, student's advisor, Director of Graduate Studies, and Department Head will confer to devise a program ensuring satisfactory progress. Such individualized programs of remedy should normally show results by the end of the next term, but longer timetables may be suitable with the consent of the student, advisor, Director of Graduate Studies, and Department Head, pursuant to any applicable Graduate School regulations. If, after the agreed-upon timetable for re-establishing satisfactory progress such improvement has not been made, the student will be discontinued from the program.

### **9.1 Criteria used to assess satisfactory progress**

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

- **Coursework** – Complete 9 credits/courses per term/year toward the graduate degree,
- **Grades** – Maintain a 3.0 GPA, and
- **Language Requirements** - The department requires that graduate students demonstrate reading proficiency in one or more foreign languages. The chosen language(s) must be approved by the student's advisor and should be relevant to the student's scholarly interests. Language proficiency is typically demonstrated in

one of several ways: 1) passing a written language exam given by HA&A, **2)** providing an official transcript from the University of Oregon or elsewhere that shows satisfactory completion of the second or third year of the language, as determined by the student's major advisor in consultation with the Director of Graduate Studies, or **3)** presenting evidence of having achieved equivalent results on a standardized foreign-language placement test. (**Note:** This requirement may be waived for a student who has completed a high-school or higher degree that employed the target language as the primary language of instruction.) Proficiency in one or more foreign languages is crucial for the student's academic program. A student who has not met the first foreign language requirement by the end of the first year may not be allowed to register for art history courses, and may not be eligible for a GE award, unless the student's advisor attests that satisfactory progress is being made.

### **9.2 Process for evaluating satisfactory progress toward graduate degree**

An official review of the progress of all graduate students is held during spring term of the academic year by the departmental faculty, acting as a committee of the whole. Reviews of individual students may occur at other times, if they are requested by individual faculty members, committees, or by the student. In conducting reviews concerning a student's satisfactory progress toward a degree, the faculty considers all the criteria listed above.

### **9.3 Failure to make satisfactory progress toward the graduate degree**

In the event that the annual review of students or a special review reveals that a student is not making satisfactory progress towards the degree as defined here, the student, student's advisor, Director of Graduate Studies, and Department Head will confer to devise a program ensuring satisfactory progress. Such individualized programs of remedy should normally show results by the end of the next term, but longer timetables may be suitable with the consent of the student, advisor, Graduate Student Advisor, and Department Head, pursuant to any applicable Graduate School regulations. If, after the agreed-upon timetable for re-establishing satisfactory progress such improvement has not been made, the student will be discontinued from the program.

## **10.0 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>).

## **11.0 WORK ENVIRONMENT**

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

**11.1 Workspace** – The GE offices are provided with desks, chairs, lighting, and locks to secure the GE office space. GE offices for MA students are assigned shared offices and/or space inside

the graduate student research room. GE offices for PhD students are housed within the PhD student office space.

**11.2 Private Meeting Space** – The GE office space provides a place to meet with discussion section students for advising purposes.

**11.3 Access to Telephones and Computers** – The GE offices are provided with a telephone (on an as-needed basis) and a special Resource Room that has computers (Macs) for GE use. Software is provided as well as a printer for student use. This room is available seven days a week, 24 hours a day.

**11.4 Access to Office Supplies, Photocopies, and Printouts** – GEs working under the direction of an instructor of record (as teaching assistants or discussion section leaders) and administrative GEs have access to office supplies necessary through the department to accomplish the tasks associated with their assignments as directed by their supervisors.

In addition to office supplies, access to copy machines, and scanners are also available through the department.

Access to these supplies shall be available during standard working hours, are available at no personal cost to the GEs, and does not preclude limitations placed upon the supervisors or instructors of record.

**11.5 GE Assistance** – GEs who work in this department as instructors of record are not assigned to workloads that would require GE assistance.

## **11.0 ABSENCE NOTIFICATION PROCEDURE**

ABSENCE NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify your supervisor 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 your supervisor. 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 your supervisor 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.]**

#### **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**

2) Sick leave substitution hours are built into your FTE (see Section 6, Work & Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Director of Graduate Studies if you believe you will likely exceed your FTE.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor 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 your supervisor how to reach you (if possible).

MORE INFO. More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.