

# General Duties and Responsibilities for Department of Linguistics 2017-18

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## 1.0 GENERAL INFORMATION

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employee contracts 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, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is:  
Cynthia Vakareliyska, Director of Graduate Studies, Department of Linguistics  
DATE OF THIS GDRS REVISION: 5/5/2017

## **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's employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

In the Department of Linguistics, GEs normally teach Linguistics 150, and, subject to budgetary constraints, are assigned to teach discussion sections for certain regularly offered undergraduate courses in the Department (e.g. Linguistics 301, 451-2, etc.), with priorities among these courses determined by the faculty.

This GE employing unit 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.

### **ACADEMIC YEAR APPOINTMENTS**

The availability of GE appointments for the upcoming academic year is usually determined:

GE appointments are determined by the faculty of the Department of Linguistics. Areas needing GE support are discussed each Spring in open Department meetings as a regular part of planning for the upcoming academic year.

### **GE Assignment Fairness Policy**

GE assignments are made by the Linguistics Department Head, in consultation with the Director of Graduate Studies. Tentative GE assignments are made two weeks before the start of the academic year, with adjustments as necessary before each term begins. Reasons for changing the tentative GE assignments include, inter alia, schedule conflicts for the assigned GE or other assigned GE(s), and the absence of an assigned GE during a given term.

By August 1 of each year, GEs who have signed a contract for the next academic year who wish to request an assignment to a particular course may complete and submit to the graduate coordinator the Linguistic Department's GE assignment request form, which will be available on Intranet. The GE's preferences will be considered in the assignment process, but submission of the form does not guarantee assignment to the requested course. Other factors that will be taken into consideration include, inter alia, the distribution of the GE's past assignments, and whether an eligible GE who is submitting the request is needed to fill a vacant AEI teaching assignment

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), and Research Assistant.

#### SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer term is usually determined by the head of the Department of Linguistics together with the Department's Director of Graduate Studies after current GEs are notified early Winter term of upcoming GE summer availability. The department head makes the final decision based on summer planning needs

In recent years, GE assignments during the summer have included Instructor of Record, Discussion Section Leader (full course responsibility), and Laboratory Section Leader

### **3.0 ELIGIBILITY REQUIREMENTS**

Only graduate students enrolled in a degree program in the Department of Linguistics are eligible for GE appointments with the Department. Graduate students enrolled in the Department of Linguistics who have work experience or academic training in teaching English as a Second Language sufficient to satisfy the Director of the American English Institute of their competence are eligible for a GE appointment in the American English Institute. In emergency circumstances when no qualified student in the Department of Linguistics is available, the Director of the American English Institute may, subject to approval by the department head of the Department of Linguistics, appoint a qualified graduate student who is enrolled in another program at the University of Oregon to a GE position at the Institute on a term-by-term basis

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 demonstrated ability in areas relevant to the particular GE assignment, as described in the position announcement.

All graduate students enrolled in or admitted to the Department of Linguistics will be ranked in order of priority for GE appointments as follows:

- Incoming students will be ranked according to normal admission criteria (undergraduate grades, GRE scores, letters of recommendation), academic background in linguistics or, for appointments in the American English Institute, work or academic background in English as a Second Language and any available evidence of promise in scholarly research in linguistics.

At the end of each term (or at the first departmental meeting of the next term) the faculty, sitting as a committee of the whole, evaluates the performance and progress toward a

graduate degree of every graduate student enrolled in the Department. Each student's academic performance is categorized as outstanding, very good, satisfactory, or unsatisfactory. Only students whose performance is evaluated as outstanding through satisfactory are considered for GE appointments.

At a departmental meeting during Winter term those students whose current performance the faculty has evaluated as outstanding through satisfactory are further ranked to establish a preferential order in which GE positions will be offered. Grades are considered in this ranking, but since we expect that all outstanding and very good students will have comparable GPAs priority is given to faculty evaluation of the student's work, including in-class performance and particularly, when available, of term papers and other independent work. It is expected that truly excellent graduate students will, in both class and written work, demonstrate ability and effort beyond what may be required to achieve outstanding grades.

Highly ranked students who may be recommended for an American English Institute GE position may be required to submit a letter describing their English teaching experience, plus a copy of their vitae, to the Director of the American English Institute. These materials will be evaluated by the Director in order to determine whether an American English Institute GE appointment is appropriate.

Among students who are ranked equally by the process described above, GE appointments will be made in the following order of priority:

- a) Students in their second year of graduate work or students in the first year of the Ph.D. program.
- b) Incoming students or Ph.D. students in their fourth year of graduate work.
- c) M.A. candidates beyond their seventh term of graduate work (excluding summers) or Ph.D. candidates in their fifth year of graduate work.
- d) Ph.D. candidates beyond their fifth year of graduate work.

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**

Qualified applicants for graduate admission are automatically considered by the Department for a GE position in the Department of Linguistics and need not apply for it separately.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

An e-mail will be sent to all graduate students each spring informing them of the procedure for applying for a GE position for the first time, for the following academic year. Graduate students apply for GE positions by submitting an addendum to their second-year review statement and c.v., or their annual review and c.v., in the case of third-year students and above. These materials are due on April 15. The addendum states the titles, terms and years of the courses the GE has taught in the past at UO, if any; and if desired, the applicant may also indicate which courses they would like to teach in the next year (see 5.0 below).

#### **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 incoming students includes:

Qualified applicants for graduate admission are automatically considered by the Department Head for a GE position in the Department of Linguistics and need not apply for it separately.

Generally, the application process for continuing students includes:

In December of each year the department head sends an email to graduate students asking if anyone is interested in teaching Summer term. The graduate student would email the department head indicating their interest as well as what course they would be interested in teaching.

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):

Graduate students in Linguistics are automatically considered for any GE position.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled from the waiting list of Linguistics graduate students.

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

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

Department faculty as a committee of the whole.

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.

GE assignments are made by the Linguistics Department Head, in consultation with the Director of Graduate Studies. Tentative GE assignments are made by two weeks before the start of the academic year, with adjustments as necessary before each term begins. Reasons for changing the tentative GE assignments include, inter alia, schedule conflicts for the assigned GE or other assigned GE(s), and the absence of an assigned GE during a given term.

GE's may indicate which courses they would like to teach during the upcoming academic year in the GE application addendum to their annual or second-year review report. GE's' preferences will be considered in the assignment process, but submission of the form does not guarantee assignment to the requested course. Other factors that will be taken into consideration include, inter alia, the distribution of the GE's past assignments, and whether an eligible GE who is submitting the request is needed to fill a vacant AEI teaching 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.

### **(B) Assignment Type-Related Criteria**

For an Instructor of Record (full course responsibility):

Among students who are ranked equally by the process described above, GE appointments will be made in the following order of priority:

- a) Students in their second year of graduate work or students in the first year of the Ph.D. program.
- b) Incoming students or Ph.D. students in their fourth year of graduate work.
- c) M.A. candidates beyond their seventh term of graduate work (excluding summers) or Ph.D. candidates in their fifth year of graduate work.
- d) Ph.D. candidates beyond their fifth year of graduate work.

For a Discussion Section Leader:

Familiarity with and competence in the subject matter of the assigned course, as demonstrated by previous study.

For a Research Assistant:

Criteria is dependant on requirements of the project.

For Graders:

Familiarity with and competence in the subject matter of the assigned course, as demonstrated by previous study

### **(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).**

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 department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated at the end of every term. Evaluation of a GEs performance is the primary responsibility of the faculty supervisor (i.e. the faculty member teaching a course for which the GE serves as teaching assistant), the faculty member assigned by Department Head to supervise a course being taught independently by a GE, or the Director of the American English Institute in the case of GEs teaching in the Institute.

The criteria used for evaluation include:

Except for the additional proviso described below, re-appointment decisions are made as part of the normal appointment process. Current GEs are considered for future appointments along with and on the same basis as all other graduate students in the Department. Since it is not unusual for a student's level of performance to vary, or for a student to fail to fulfill an earlier promise, a faculty evaluation of a student's work as excellent for any given term does not guarantee similar evaluation in any other term.

The means of evaluation include classroom observation of a GE either by the faculty supervisor or another agent designated by the faculty supervisor, and, at the discretion of the faculty supervisor, may also include direct conversations with students taking the class, discussions with the GE, and end-of-term student evaluations of the course and the GE. After the class observation, the faculty supervisor communicates the evaluation to the GE by e-mail, and sends a copy of the e-mail to the department office.

Regardless of academic performance, the faculty may decline to re-appoint as a GE a student whose previous performance as GE has been unsatisfactory. Evaluation of a GEs performance is the primary responsibility of the faculty supervisor, the faculty member assigned by Department Head to supervise a course being taught independently by a GE, or the Academic Director of the American English Institute in the case of GEs teaching in the Institute.

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

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

- .40 FTE (Up to 175 hours per term or up to 525 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:**

Teaching positions with full course responsibility. The GE is responsible for all lectures, homework, exams, grading, etc. for a course (normally Linguistics 150) including proctoring the final exam. This typically requires (per week):

In-class contact hours (lecturing)	3 hours
Class preparation	6 hours
Scheduled office hours	3 hours
Grading, etc.	3-6 hours

GEs assigned as instructor of record for Linguistics 150 will be provided with grading assistance. Typically grading assignments are given to incoming graduate students with limited previous teaching experience. The performance and evaluation of the grading GE is not the responsibility of the GE instructor of record, but will be carried out by the faculty member in charge of the 150 classes.

**Discussion Section Leader:**

Teaching assistant and discussion section leader. The GE is required to attend all class lectures, lead two or three discussion sections per week, grade homework and examinations, and assist the faculty member teaching the course in preparing homework assignments, quizzes and exams, and other course materials. This typically requires (per week):

Attendance at lectures.....	3 hours
Conduct discussion sections .....	2 hours
Grade homework and prepare discussion.....	3-6 hours
Scheduled office hours .....	3 hours
Grading exams, preparing assignments, etc.....	3-6 hours

**Teaching Assistant:**

Teaching assistant and discussion section leader. The GE is required to attend all class lectures, lead two or three discussion sections per week, grade homework and examinations, and assist the faculty member teaching the course in preparing homework assignments, quizzes and exams, and other course materials. This typically requires (per week):

Attendance at lectures.....	3 hours
Conduct discussion sections .....	2 hours
Grade homework and prepare discussion.....	3-6 hours
Scheduled office hours .....	3 hours
Grading exams, preparing assignments, etc.....	3-6 hours

**Grader:**

Grader for Linguistics class other than as instructor of record. The GE is responsible for grading as assigned by instructor of record.

Grading .....	3-6 hours
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**Research Assistant:**

Research assistant positions. The details of assignment for GEs serving as research assistants vary according to the nature of the research or development project to which the GE is assigned. The specific requirements for a given research assistant are specified in general form in writing by the faculty supervisor or the director at the beginning of the assignments.

**8.0 HEALTH AND SAFETY INFORMATION**

**Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, call 346-2958 or 346-2907.

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 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://facilities.uoregon.edu/>. Forms can also be obtained from Department Manager or EHS.

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/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensations 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 EHS 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 EH&S at 541-346-3192 or visit their website, <http://facilities.uoregon.edu/ehs> 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:

Linda Campbell (Department Manager) – 541-346-3919

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:**

Evacuation plans are posted throughout Straub Hall. First aid supplies are available in 173 Straub Hall.

**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.

**Criteria Used to Assess Satisfactory Progress**

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

**Coursework:**

For those students of whom all or any part of the prerequisite courses (LING 411/511, 421/521, etc.) is required, completion for the courses required for the M.A. (LING 507, 550, 551, 552 plus

the “General Linguistics” Option” or the “[Language Teaching Specialization](#)” [Applied Linguistics Option](#)”) within two years following completion of the prerequisite sequence, if required, or following first enrollment. For students in the Ph.D. program, completion of 32 graduate hours of course work, not counting LING 550, 551, or 552, within four years of first enrollment in the Ph.D. program.

Students working toward the MA who submit an MA thesis that is accepted by the faculty within three years of first enrollment in the MA program have a 47 credit degree requirement. Students working toward the MA who elect not to write a thesis, or who are unsuccessful in forming a two-member MA thesis committee, may complete the degree by taking an additional eight hours of approved courses.

Students in the PhD program should advance to candidacy within four years of first enrollment in the PhD program. Advancement to candidacy requires the submission by the student and acceptance by the faculty of two original research papers of substantial length and publishable quality on topics approved by the faculty; at least two of the papers must be in separate sub-fields of linguistics.

**Grades:**

All graduate students in the Department of Linguistics are expected to complete all courses taken in the Department with a grade of B or better.

**Examinations:** The doctoral examination in the Department consists of two qualifying papers (see below under “Advancement to Candidacy”).

**Research:** To advance to candidacy, Ph.D. students must successfully complete and submit to a publisher two qualifying papers (see below under “Advancement to Candidacy”).

**Language Requirements:**

M.A. students are required to have at least two years of one foreign language within the past seven years. At the M.A. level, any foreign language is acceptable, including English for an international student whose first language is not English. It should be noted that the M.A. language may count toward the two language requirements for the Ph.D. program if the language is used as a research language.

Students in the Ph.D. program must demonstrate proficiency, either by examination or through coursework, in two foreign languages. Languages which meet this requirement represent meta-languages through which a researcher gains access to subject matter in linguistics (a language for research). Traditionally, library languages, such as French, German, Russian, or Chinese, meet this requirement well. However, it is also possible to count as one of the two languages a language which is used to gain access to the field, such as Spanish would be for field work in Latin America. Knowledge of a language which is the object of study will not satisfy this requirement. A language used to satisfy the M.A. language requirement may count

for the Ph.D. requirement, if that language is a research language. Means of establishing proficiency are discussed in the M.A. program above.

**Advancement to Candidacy:**

Students in the Ph.D. program should advance to candidacy within four years of first enrollment in the Ph.D. program. In addition to successful completion of the course requirements, advancement to candidacy requires two original publishable papers, of substantial length and quality, in different subfields of linguistics (QPs). The term “different subfields” may include two different methodological approaches to a single broad topic. A QP is considered publishable if the QP review committee deems it to stand a reasonable chance of acceptance by a refereed venue such as a peer-reviewed journal, although the QP itself is not required to be accepted for publication, and may be submitted to a non-refereed venue. An unmodified M.A. thesis cannot serve as one of the QPs. A QP may be, however, a publishable expansion or revision of an M.A. thesis or publishable term paper written for a course conducted by any faculty member in the Department or, where deemed reasonable, for a course conducted by a faculty member outside the Department. The QP may be written under the supervision of either (a) the student’s advisor or (b) another faculty member, in consultation with the student’s advisor, who approves the topic and the final version.

On submitting each QP to the committee, and after consultation with the student’s advisor, the student indicates in a cover note or e-mail to the QP coordinator the intended publication venue for the QP. In reviewing the QP, the QP committee takes into consideration the appropriateness of the proposed venue for the content of the QP. Submission of both QPs to the proposed venue(s) is required before the student can advance to candidacy. Before applying to the Graduate School for advancement to candidacy, the student must submit to the QP coordinator either (a) his or her cover letter to the venue to which each of the two QPs was sent, or (b) in the case of invited publications, the invitation letter. The publishing venue may be a refereed journal, a refereed or non-refereed conference proceedings volume, an online publication, or another venue. While submission of each QP to a publishing venue is required for advancement to candidacy, acceptance for publication is not a requirement.

**Other:**

The process for evaluating satisfactory progress toward graduate degree is as follows: The faculty as a whole reviews the performance of each graduate student at the end of each academic term. The individual faculty supervisor will discuss the results of that review with the graduate student. In the case that a student falls below what the faculty considers minimal standards of performance in the graduate program, the individual faculty supervisor will work with the student to develop concrete plans to restore good academic standing.

By the end of a doctoral student's second year, he or she shall be given a review by members of the linguistics faculty. Materials submitted for this review must include the following:

- A research plan for the next\_year’s course work, qualifying papers, and any other details

worked out in consultation with the student's advisor

- Written evidence of scholarly potential. For example, a student may provide a substantive term paper or revision of a term paper that demonstrates excellence of original research. A student's linguistics master's thesis can fulfill this requirement

Following review of these materials, the reviewing faculty decides either to *accept* or *deny* the student for continued study in the Ph.D. program. In some cases, a probation year may be granted for a student's third year of study; the review process is repeated at the end of the third year with an *accept* outcome the only possibility for continued study.

Upon determination by the faculty of the Department that a student is not making satisfactory progress toward a degree, the Director of Graduate Studies or the student's advisor will be directed to discuss the failure with the student, and to develop in writing, subject to faculty approval, a specific timetable for accomplishing whatever requirements the student is lacking. Failure on the student's part to return to satisfactory status within the agreed upon time will result in disqualification from the degree program.

## **10.0 DISCIPLINE AND DISCHARGE**

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GE 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 student section of the AAEO Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>.

## **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 and private meeting space, supplies and equipment, etc.; and GE assistance) can be found online or in another document:

**Workspace:**

Each GE will be assigned an office which may be shared with 2-5 other GEs. Office allocation is determined by the President of GLOSS (Linguistics graduate organization). Any office disputes will be resolved by the GLOSS President. Office assignments are made by September 16th each year.

**Private Meeting Space:**

Should the GE need to meet with a student privately, then it is up to the GE to make arrangements with other office GEs to leave the office for a designated amount of time.

**Access to Telephones and Computers:**

Each student has a dedicated phone number that they can use to receive voicemail. The main office has a dedicated computer that is connected to the central printer, and students may connect their personal laptops or computers to the central printer.

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

Department maintains central office supplies. GEs may access the office supplies, provided the supplies will be used for teaching purposes. GEs are given a department copy code in order to copy student handouts, exams, etc. Prior to the start of the class GE will be given a free desk copy for their class. The desk copy is provided by publisher or from UO DuckStore and charged to the department.

**GE Assistance:**

GEs assigned as instructor of record for LING 150 will be provided with grading assistance. Typically grading assignments are given to incoming graduate students with limited previous teaching experience. The performance and evaluation of the grading GE is not the responsibility of the GE instructor of record, but will be carried out by the faculty member in charge of the 150 classes.

**13.0 ABSENCES**

In accordance with the GE 2015-16 contract, Article 28, Absences, all current GEs have been eligible for sick leave since January 1, 2016. Sick leave, under the agreement, is absence due to personal illness, injury, medical appointment or procedure, or other disabling medical condition; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; and bereavement.

1. If it is impossible to report for work in class as scheduled for any reason, the GE must notify the Department Manager and their instructor or course supervisor as early as possible, and,

where possible, before the scheduled section or class is held. Notice can be sent by e-mail to [lcampbe@uoregon.edu](mailto:lcampbe@uoregon.edu), with cc to the instructor/supervisor, or, if necessary, by phone at 541-346-3919. GEs may NOT engage another individual themselves to substitute for them.

2. In the event of a GE absence, it is within the discretion of the faculty instructor or supervisor whether to cancel the affected discussion section or class, to conduct it him-/herself, or to engage a substitute.

3. If the Department asks a GE to substitute for another GE who is out sick, the substitute GE will earn hourly compensation at 1.5 times is/her current rate (time-and-a-half per hour), unless the GE's GDRS, job description or workload allocation sets aside hours for substituting. However, if a GE is assigned to cover the responsibilities of an absent GE and those duties exceed the replacement GE's current FTE workload allowance, the substitute GE's FTE will be adjusted accordingly. A GE's FTE must not be adjusted to exceed .49 FTE per term, except in the case of Family and Medical Leave (GTFF 2015-16 contract, Art. 28, sec. 7).

4. GEs accrue and use sick days in "days", not shorter time units. This means that if a GE misses a class because of any of the reasons above, that GE will be charged a full sick day regardless of the length of his or her absence that day.

5. Sick leave is accrued at the start of each term. GEs accrue 2 days of sick leave per term that they work, and an additional day during their first GE appointment in a given academic year (fall–summer). GEs may accrue a maximum of 10 days of sick leave. These days can roll over from year to year. Generally, GEs must exhaust their sick leave before they take unpaid leave or reduce their GE appointment for reasons of illness or other circumstances. The exception to this is Family and Medical Leave under Art. 28, section 7. If a GE will be absent for a period of greater than five (5) consecutive working days (one week), s/he may be eligible for Family and Medical Leave.

6. As soon as possible after the sick leave, GEs must report the dates and reason for their absence on the form provided by the Department. The GE must complete the form, sign it and submit it to the Department Manager either in hard copy or as a scan

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>.