Comparative Literature
Graduate Teaching Fellowship Policy Manual

General Duties and Responsibilities Statement
2015–16

The supervisory individual who shall oversee the implementation of this GDRS is:
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APPENDIX A
Attendance and Planned/Unplanned Absence Policy for Comparative Literature GTFs
1.0 GENERAL INFORMATION

1.1 This Manual
The purpose of this manual is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the Department of Comparative Literature. The relationship between GTFs and the University, as a whole, is governed by the Collective Bargaining Agreement (CBA) between the University and the Graduate Teaching Fellows Federation (GTFF). This manual details the specific relationship between GTFs and the Department of Comparative Literature.

1.2 Graduate Teaching Fellows Federation
Most Graduate Teaching Fellows at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues, or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GTF appointment contract signed by each student who accepts a GTF appointment.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 Determination of available positions
The availability of GTF appointments are determined by the Department Head in consultation with the Department Faculty. The number of GTF positions available is subject to the budgetary constraints on the department, the College of Arts and Sciences, and the University.

The Department’s priority is to staff regularly offered courses such as COLT 211, COLT 212, and COLT 360 and to provide assistance to faculty teaching larger lecture courses such as COLT 101/102/103 or COLT 231/232/233.

The Department typically has a very limited number of administrative positions available. For more information see, Section 9 below: “Work Assignments.”

Assignments as graders or research assistant are not common, but do occasionally occur.

2.2 Other funding opportunities
In order to accommodate as large a number of qualified comparative literature students as possible, and also to give COLT graduate students an opportunity to teach literature in translation as early as possible in their doctoral career, some COLT doctoral students may be appointed by COLT to serve as teaching assistants for lecture courses taught in other literature departments. Such appointments are COLT appointments and supervised by the Comparative Literature Director of Pedagogy; appointees are also expected to meet regularly with the instructor of record for the course.

In addition to providing four years of funding to eligible students, the Comparative Literature Department also recommends qualified graduate students for GTF positions in participating departments. If appointed, GTFs in such positions are funded and supervised by the participating department itself.
The Department also encourages financial opportunities through such other means as scholarships, fellowships, research grants, and awards.

2.3 **Academic Year Announcement**
The availability of GTF appointments for the upcoming academic year is usually determined in December of the prior academic year.

In recent years, GTF assignments during the academic year have primarily included Instructor of Record (.49 FTE) and Teaching Assistant/Discussion Leader (.40 FTE). The Department also may offer Administrative GTF positions such as *nomad* Editor, and/or Research Assistant positions depending on department needs and available funding.

2.4 **Summer Term Announcement**
Availability of Summer Term GTF appointments for the upcoming summer term is usually determined in November of the prior year.

A limited number of Instructor of Record (.40 FTE) GTF positions are typically available for Summer Terms.

Occasionally Administrative and/or GTF positions are available at variable FTE depending on programmatic needs and available funding.

3.0 **ELIGIBILITY REQUIREMENTS**

3.1 **Comparative Literature Doctoral Program Enrollment**
Graduate students enrolled in the Comparative Literature doctoral degree program are eligible to apply for a GTF position.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF positions in this employing unit. In all cases, preference is given to this department’s own students.

3.2 **Graduate School Enrollment Requirement**
The Graduate School requires that a GTF be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree each term of a GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment.

3.3 **Satisfactory Progress toward the Graduate Degree**
Satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Refer to Section 4 below: “Satisfactory Progress Toward Graduate Degree” for requirements of the Comparative Literature Doctoral Program.

3.4 **English language**
The Department of Comparative Literature considers that clear oral communication with undergraduate students, and the ability to understand readily and respond appropriately to these students' idiomatic speech and writing, are essential for teachers of literature at the University of Oregon. The following guidelines are meant to provide a basis for decisions affecting the GTF appointment of international graduate students who may not demonstrate these abilities.
The standards required by the Graduate School and A.E.I. for the appointment of GTFs (the SPEAK test and subsequent training) are considered to be minimum but not sufficient standards for the appointment of GTFs to teach literature in the Department of Comparative Literature. The Graduate School and the Department of Comparative Literature may stipulate further, more rigorous qualifications for GTF appointments. For more information about the SPEAK test and Graduate School policies regarding GTFs for non-native speakers, see:

http://gradschool.uoregon.edu/gtf/gtf-related-policies/SPEAK

3.5 Residency
In addition, the Department requires that a GTF maintain his/her studies in residency at the UO during each term of appointment.

3.6 Eligibility Requirements for Specific Positions

Instructor of Record (full course responsibility) – Academic Year
Advancement to Candidacy; successful completion of COLT 608 (or COLT 613 prior to Fall 2013); a recent teaching observation on file. For students applying to teach an upper division course, this observation should be for a literature or writing course designed and taught by the student (e.g. COLT 211/212 or WR 121/122).

Instructor of Record (full course responsibility) – Summer Session
Students who have completed COLT 608 and have at least one year of teaching experience are eligible to design and teach a course for Summer Session.

Discussion Section Leader
Concurrent enrollment or completion of COLT 608 (or COLT 613 prior to Fall 2013).

Teaching Assistant
Concurrent enrollment or completion of COLT 608 (or COLT 613 prior to Fall 2013)

4.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE
Because a GTF 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 GTFs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

Satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Article 16 of the GTFF Collective Bargaining Agreement outlines procedures for informing the GTF of deficiencies in their progress toward the degree.

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 GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF’s progress toward the degree is assessed based on criteria established by the GTF’s graduate degree program, regardless of where the GTF is employed.
“Satisfactory Progress Toward the Graduate Degree” includes timely completion of the Comparative Literature Doctoral Program benchmark requirements, maintaining the required GPA, and completing courses by the course deadline.

4.1 Program Benchmark Requirements
Timely completion of the Program's benchmark requirements is a minimum condition for reappointment. The following is an outline of a typical Comparative Literature PhD student's progress. While some details might vary -- depending on the funding situation or linguistic expertise of individual students -- the basics should remain the same.

1st Year of graduate study
- COLT 613: Translation Pedagogy or COLT 616: Transmedial Aesthetics
- COLT 614 ("Intro to Comparative Literature") or 615 ("Intro to Theory")
- Complete language requirement in 1st language other than English (will need to complete requirements in two languages by end of third year)
- Identify Interim Adviser (by Spring term)
- Satisfactory First-Year Conversation
- Total of at least 4 additional approved courses by the end of the year

2nd Year of graduate study
- COLT 613 or 616
- COLT 614 or 615
- Identify Adviser of Record
- Satisfactory Second-Year Review
- Total of at least 5 additional approved courses by the end of the year

3rd Year of graduate study
- Completion of all coursework requirements (cumulative total of 18 approved courses, including distribution and specialization requirements)
- Have completed language requirement in 2nd language other than English
- Selection of Exam Committee (by Winter)
- Approval of exam statement and reading list (by Spring)

4th Year of graduate study
- Successful completion of Qualifying Exams (Fall)
- Selection of Dissertation Committee (by Winter)
- Submission of approved Prospectus (Spring)
- Satisfactory Prospectus Conversation (Spring)
- Advancement to Candidacy

5th Year of graduate study
- Dissertation

6th Year of graduate study
- Dissertation
7th Year of graduate study?
Depending on a student's dissertation topic, his/her initial linguistic training, external circumstances (etc), a seventh year of graduate study may be deemed appropriate by the Director of Graduate Studies. In general, the Director of Graduate Studies, in consultation with the Faculty, shall determine what "satisfactory progress toward the degree" entails in such situations. (Please note that students applying for GTF appointments in other departments are subject to that unit's definition of "satisfactory progress." For instance, the English Dept. limits GTF eligibility to six terms following Advancement.)

4.2 GPA
In addition to timely completion of the Doctoral Program's requirements, Comparative Literature defines "satisfactory progress" as maintaining a GPA of 3.50 or better in all graduate coursework at the UO.

4.3 Incomplete Grades
COLT students are strongly advised to avoid Incompletes; where an Incomplete does, however, prove necessary, the grade should be resolved within three months. Failure to resolve Incompletes within a timely manner or accumulation of more than one Incomplete at any given time is likely to preclude a GTF appointment.

5.0 APPLICATION PROCESS

5.1 Academic Year Appointments

Incoming Graduate Students
Information about the availability of positions for the upcoming year will be shared with incoming graduate students in the official acceptance letter.

Continuing Graduate Students
Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in an e-mail to the colt-g list-serve, with reference to detailed information available on the COLT Courses web site.

Applicants may indicate an interest in a single position or multiple positions on the form.

The deadline for applications to be submitted is the first Friday in February unless announced otherwise.

5.2 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 an e-mail to the colt-g list-serve, with reference to detailed information available on the COLT Courses web site.

5.3 Reopening the Application Process
If no qualified students apply for or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described in section 5.1 and 5.2 above will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment, as described below.
5.4 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 colt-g list-serve, with reference to detailed information available on the COLT Courses web site, and

(b) to other units via flyer for posting and/or e-mail if sufficient applications are not received through internal department announcements.

6.0 APPOINTMENT AND REAPPOINTMENT

6.1 Appointment Committee
In accordance with the CBA, this GTF employing unit’s standing appointment committee of at least three members is the Comparative Literature Department’s Graduate Committee, which is comprised of the Director of Graduate Studies (chair), the Department Head, and department faculty (one or more members of the tenure-track department faculty)

6.2 Appointment procedures in accordance with the CBA
Appointment terms
(a) GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are not employed term-by-term in order to determine whether they are adequately qualified for a GTF position.

Reappointments
(a) Reappointments are not automatic, nor are they guaranteed.

(b) In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GTF position without any new announcement of the position.

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

6.3 Criteria for Appointment and Reappointment: Academic Year
Appointment decisions will be made according to the following criteria (not necessarily in this order):

6.3.1 Academic Credentials
Incoming students:
In general, incoming students are admitted with a .40 GTF appointment in COLT. However, when the number of incoming students exceeds the number of .40 appointments available, appointments will be determined by the relative "academic promise" of these candidates, as evidenced by previous degrees and grades, test scores, etc.

Returning students:
While in general COLT doctoral students can expect 4 years of funding support through COLT, appointment and reappointment are not automatic.

"Satisfactory Progress toward Graduate Degree" is required whether they are applying for an initial appointment or for reappointment. Refer to section 4 of this document.
Students having Incompletes remaining on their transcript in Winter term (when decisions regarding reappointment are made) may be denied reappointment. “Satisfactory progress,” however, is a minimum requirement. Candidates may also be ranked based on academic achievement. When the number of candidates exceeds the number of positions available, these rankings will help determine appointments.

6.32 Previous experience
For teaching GTF positions, experience includes previous teaching or previously taking the course. For non-teaching GTF 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 based on the GTF's application as a whole. For this reason, statements on the application may be reviewed as part of the (re)appointment process and interviews may be conducted.

Recommendations from academic or work supervisors.

6.33 Performance
In order to secure reappointment, the performance of GTFs in Comparative Literature must be satisfactory. See Section 7 below “Performance Evaluations” for procedures and criteria.

6.34 Assignment-specific criteria
In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement and on the COLT Courses web site.

6.35 Financial need
Except when evaluating two or more equally qualified candidates, financial need will not be considered.

6.4 Criteria for Appointment and Reappointment: Summer Term
A very limited number of appointments are available for summer session teaching. Except in cases where special skills and experience are needed, teaching appointments will be made based on the following criteria (not necessarily in this order):

(a) appropriate qualifications, including strong teaching record
(b) demonstrated financial need (e.g. for international students unable to secure other summer employment)
(b) "marketability" and feasibility of proposed course
(c) lack of previous summer teaching appointments
(d) seniority and experience

6.5 Non-Renewal of Appointment
As early as is convenient, but no later than Spring term, the Department Head shall send a warning to any GTF whose appointment may not be renewed for other than budgetary reasons. Criteria for terminating a graduate teaching fellowship 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

6.6 Notification
Students are notified of the appointment decision by means of an e-mail generated from the COLT Courses website. Students are typically notified by Week 8, Winter Term, and acceptance of the offer is requested by the end of Winter Term.

For Instructors of Record, assignments are typically announced when the application is accepted by message conveyed through the COLT Courses website.

For all other positions, assignments are usually announced via direct e-mail by the end of the academic year.

For Summer Session applications, notification of the application acceptance and assignment is via direct e-mail by the end of Fall Term.

7.0 PERFORMANCE EVALUATIONS

7.1 Performance Evaluation Procedure
Evaluations are performed by the Director of Pedagogy as well as other Department faculty.

Performance evaluation entails the review of course design and syllabi during the GTF application process, coverage of assigned material, the review of student course evaluations at the end of each term, classroom observations (see below), availability in office hours, adherence to university and department policies and procedures, and general professionalism.

Article 16 of the GTFF Collective Bargaining Agreement outlines procedures for informing the GTF of deficiencies in their work performance.

7.2 Classroom Observations
In addition to the procedures listed above, classroom observations are conducted for all Comparative Literature GTFs during their first year of appointment and in one of their first terms of teaching as instructor of record. Typically, the Director of Pedagogy visits each GTF's classroom at least once, and writes a letter of appraisal based on the visit. That letter is provided to the student, who is given a formal opportunity to respond. Both letter and, if appropriate, the student's response, are placed in the student's personnel file. Students and supervisors are urged to meet and discuss these evaluations.

8.0 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 and Blackboard, etc. in addition to time spent actually teaching. In setting the workload (and the FTE) for a particular GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily. In this GTF employing unit, GTFs 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)
.49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

9.0 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. GTFs 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 GTF assignment types in this unit.

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

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

DUTIES BY WORK ASSIGNMENT

9.1 Instructor of Record

Lower-Division Course
Appropriate 215-hour workload (.49 FTE) for lower-division (e.g. COLT 211-212) assignments:
- 40 hours in class (4 hrs per week)
- 20 hours office hours (2 hrs min per week)
- 75 hours prep (if using teaching assistant: include additional 40 hrs prep time: e.g. for additional consultation/debriefing/oversight)
- 80 hours grading (if using teaching assistant: subtract 40 hrs)

Upper Division Course
Appropriate 215-hr workload (.49 FTE) for upper-division (e.g. COLT 350, 360, 399) assignments:
- 30 hours in class (3 hrs. per week):
- 20 hours office hours (2 hrs. min per week)
- 85 hours prep (if using teaching assistant: include additional 40 hrs prep time: e.g. for additional consultation/debriefing/oversight)
- 80 hours grading (if using teaching assistant: subtract 40 hrs)

Summer Term Course
Positions are funded at .40 FTE and have a workload of 175 hours per term. The following outline represents a reasonable and appropriate distribution of work over the 4-week summer term:
- 40 hours in class (10 hrs per week)
- 16 hours office hours (4 hrs min per week)
- 60 hours prep
- 59 hours grading
9.2 Discussion Section Leader  
A typical 175-hour workload (.40 FTE) might break down as follows:
- 40 hours in class (per week: two 2-hr course periods)
- 25 hours in prep (includes reading, film viewing if applicable)
- 10 hours in office hours
- 30 hours in consultation/debriefing with primary instructor (e.g. 1 hr/class)
- 70 hours grading (including any online discussion monitoring)

9.3 Teaching Assistant for Discussion-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:
- 40 hours in class (per week: two 2-hr course periods)
- 25 hours in prep (includes reading, film viewing if applicable)
- 10 hours in office hours
- 30 hours in consultation/debriefing with primary instructor (e.g. 1 hr/class)
- 70 hours grading (including any online discussion monitoring)

9.4 Grader  
A typical 88 hour workload (.20 FTE) might 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

9.5 Research Assistant:  
Appointment may range from .09 to .49 FTE. GRFs serve as research assistants for individual COLT faculty. Although some effort is made to assign GRFs to faculty members pursuing similar research goals, most commonly GRFs will conduct research outside of their primary interests. Typical tasks require basic research skills as opposed to specialized knowledge: e.g. indexing, fact-checking and/or proofreading manuscripts; collecting and reviewing scholarship in a given field; retrieving and photocopying documents. At the beginning of a term of employment, the faculty member and GRF will write up a “research contract” articulating tasks and expectations for the term. This contract must be signed and approved by the Director of Graduate Studies, as well as the faculty member and GRF. The contract may include a range of general and possible activities. GRFs may be assigned to more than one faculty member in any given term.
9.6 Administrative GTF

9.61 Nomad Mentorship Coordinator
This position is typically offered at .09 FTE and appointed in conjunction with a .40 teaching assistantship. Mentorship Coordinators serve on the editorial board of the Comparative Literature undergraduate journal, nomad, and coordinate the Nomad Mentorship Program.

9.62 Capstone Mentor
This position is typically offered at .49 FTE. Capstone Mentors work with the COLT 415 Capstone Seminar leader; they help COLT 415 students develop an independent research project or thesis prospectus. Duties include: attending all weekly seminar sessions and completing reading assignments for the course; meeting on a weekly basis with enrolled students; reading student writing for the seminar and offering verbal commentary and critique.

9.63 Graduate Editor of nomad
Each year a dozen or so promising undergraduate scholars are selected to participate in the Nomad Mentorship Program. The essays produced in the course of that program are vetted and edited by graduate students; the best of these are published annually in the journal itself. The Graduate Editor is responsible for overseeing all aspects of the journal’s publication, from soliciting essays to submitting the final copy for publishing. The Graduate Editor works closely with the Mentorship Coordinators, as well as with other graduate students (who serve as mentors while the essays are being researched and written) and with the undergraduate authors themselves.

The appointment as nomad editor is for one term per year at .49 FTE. The position is renewable from year to year.

9.64 Associate Editor of nomad
The Associate Editor works closely with the Graduate Editor and the Nomad Mentorship Coordinators. This appointment is typically considered a training opportunity for the future Graduate Editor of nomad.

9.65 Administrative Assistant to the Department
Duties determined by the Department Head. Appointment may range from .09 to .49 FTE.

10.0 ABSENCE POLICY

10.1 Comparative Literature Absence Policy
The Department of Comparative Literature’s GTF Absence Policy is posted on the department’s web site: http://complit.uoregon.edu/grad/gradresources.html and is attached as Appendix A to this document.

10.2 Collective Bargaining Agreement
This Comparative Literature Absence Policy is in compliance with article 28 in 2014-16 UO-GTFF Collective Bargaining Agreement (CBA). Please refer to CBA for additional policies governing GTF absences.
11.0 HEALTH AND SAFETY INFORMATION

11.1 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, please call 346-2958 or 346-2907.

All University of Oregon employees, including GTFs, 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 GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Supervisor’s Accident Investigation Report (SAIR) with the GTF. If, as a result of the accident, the GTF 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 GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers’ compensation information and forms are available at http://facilities.uoregon.edu/. Forms can also be obtained from Departmental office managers 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 GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF'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 GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GTF 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 GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF 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.

11.2 Safety Information:
The University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety. The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, http://ehs.uoregon.edu/. Safety concerns may also be
submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

11.3 Reporting Safety Hazards:
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Cynthia Stockwell, Office/Project 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).

11.4 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:
- Emergency procedures are posted on the Comparative Literature Office bulletin board, 313 Villard
- Evacuation plans are posted on the walls of Villard Hall
- First aid supplies are located in the Comparative Literature Office cupboard, 313 Villard

11.5 Use of Personal Protective Equipment
Not applicable

11.6 Required safety training and appropriate departmental record keeping:
GTFs accompanying class field trips may be asked to drive a 12-passenger van. The University provides this training.

12.0 DISCIPLINE AND DISCHARGE
A GTF 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 GTF of deficiencies in their work performance or progress toward the degree.

13.0 DISCRIMINATION GRIEVANCE PROCEDURES
To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, http://aaeo.uoregon.edu/AAEO%20Booklet%20Color.pdf

14.0 WORK ENVIRONMENT
This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

14.1 Workspace
The Department provides shared office space for GTF employees. GTFs may access their offices at any time on a shared basis. The Department of Comparative Literature provides working locks on doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.
GTFs should plan to vacate their assigned office within one week of termination of their employment. GTFs employed from one academic year to the next but not during the Summer Term may be assigned office space during the intervening summer months when space is available.

14.2 Private Meeting Space
GTFs sharing an office should coordinate their office hours to ensure that meetings are held privately when the topic of discussion involves grades, classroom behavior or other sensitive issues. Telephone messages should be monitored to ensure that the contact needs of students are met.

14.3 Access to Telephones and Computers
The Department of Comparative Literature provides shared use of telephones.

The Department of Comparative Literature provides shared computer access to all GTFs for their professional activities. Computer workstations are available at any time. Standard software for word processing and Internet use is provided. GTFs should not download software/graphics/games/screen savers/etc. onto Comparative Literature computers unless these materials are related to their employment.

14.4 Access to Office Supplies, Photocopies and Printouts
GTFs are allowed 600 copies per term for teaching purposes. Packets of reading materials for courses should be reproduced at area copy shops, should conform to copyright fair use principles, and should be paid for by the students.

Supplies, Photocopies and Printouts
The Department of Comparative Literature provides shared access to printers to be used for instructional purposes. Due to the higher cost of printing, multiple copies should be produced on the copier, not printed, whenever practical. Likewise, the cost of printing in color is much higher than black and white reproduction. Color reproduction should be avoided unless an overwhelming educational benefit merits the expense.

Office Supplies
The Department provides office supplies necessary for carrying out teaching duties. Paper is available in the COLT office at all times. Printer toners and other office supplies may be requested from the Office Manager during standard work hours.

Textbooks.
GTFs teaching a discussion section for a lecture class will be provided a desk copy of textbooks at no cost to themselves. GTFs teaching their own class are responsible for obtaining their own textbook desk copies and desk copies for any teaching assistants directly from publishers.

Security.
Offices must be locked at all times when not occupied. GTFs are responsible for following all UO computer security policies regarding the use of computers on campus. GTFs will be issued keys to their office, the COLT office and Villard Hall. GTFs are responsible for following all UO policies regarding keys. Security concerns should be reported to the Office Manager.

14.5 GTF Assistance
In the Department of Comparative Literature, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance except in the case of medium
size discussion-based courses which typically enroll 50 students and for which a Teaching Assistant is assigned.
APPENDIX A:
Attendance and Planned/Unplanned Absence Policy for Comparative Literature GTFs
Attendance and Planned/Unplanned Absence Policy for Comparative Literature GTFs

This policy is in compliance with article 28 in 2014-16 UO-GTFF Collective Bargaining Agreement (CBA). Please refer to CBA for additional policies governing GTF absences.

Your GTF contract begins on September 16 and runs through June 15. During that time, you are expected to meet all of your obligations as a GTF. These obligations include:

- Attending Comparative Literature Orientation (week 0 of Fall term)
- Teaching all your assigned classes
- Holding posted, weekly office hours
- For teaching assistants: attending lecture and regular weekly meetings with the Instructor of Record (you and the Instructor should come to agreements about these matters before the start of classes each term)

Focused and professional undergraduate teaching/mentoring is a core mission of the Comparative Literature Department and of the College of Arts and Sciences. Canceling a class or session of office hours is strongly discouraged.

If you must miss a class or a session of office hours, it is absolutely essential that you notify the department. Please follow the below-listed procedures:

Planned absences:

Approval for planned absences is not guaranteed. If your absence is approved, either your Instructor of Record or the Director of Pedagogy will work with you to design an appropriate solution.

- If you must be absent from office hours: Approval must be obtained by the Director of Pedagogy and (as relevant) by your Instructor of Record as soon as possible and no later than two weeks prior to your planned absence. Contact your Instructor of Record or the Director of Pedagogy in writing, copying the COLT office. Describe the situation and the dates of your planned absence. It is expected

1 Instructors are required to hold a minimum of two office hours per week; teaching assistants must hold a minimum of one office hour per week (however, for TAs the precise number of office hours should be determined in consultation with the Instructor of Record.)
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 the Director of Pedagogy as soon as possible and *no later than two weeks prior* to your planned absence. Contact the Director of Pedagogy in writing, copying the COLT office. Describe the situation and the dates of your planned absence.

- **If the absence is from a course in which you are a teaching assistant:** Approval must be obtained from both the Instructor of Record and the Director of Pedagogy as soon as possible and *no later than two weeks prior* to your planned absence. Contact the Director of Pedagogy in writing, copying the COLT office. Describe the situation and the dates of your planned absence.

- **By University policy, make-up classes cannot be required.**

**Unplanned absences:**

By nature these are last-minute, and you may be under considerable duress. Nonetheless, as soon as you become aware of the need to cancel the class/office hours, *it is essential that you notify the COLT office, the Director of Pedagogy, the Instructor of Record (if applicable), and your students.*

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 GTF
- Prepare a structured Canvas “Discussion”

Do your best to seek approval of your plan from the COLT Director of Pedagogy and, if you are a Teaching Assistant, the Instructor of Record.

3/2/15