General Duties and Responsibilities for Department of Physics

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs 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 GTFs and this GTF hiring unit.

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

The individual who shall oversee the implementation of this GDRS is:

Stephen Gregory

This GDRS is valid for 2016-17

DATE OF THIS GDRS REVISION: 5/11/16
2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF 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 GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit’s specific need for one or more GTFs.

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


This GTF employing unit: (Select all that apply.)

- makes an effort to distribute GTF opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

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

By the 7th week of Summer term (i.e. end of August)

In recent years, GTF assignments during the academic year in this GTF employing unit have included:

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Research Assistant
- Administrative GTF
- Supervisory GTF (e.g., practicum supervisor)
SUMMER TERM APPOINTMENTS

Does unit hire GTFs in Summer? Yes

If yes, the availability of GTF appointments for the upcoming summer term is usually determined:

by mid-April.

In recent years, GTF assignments during the summer in this GTF employing unit have included:

Select all that apply.

☐ Instructor of Record
☒ Discussion Section Leader (full course responsibility)
☒ Laboratory Section Leader
☒ Research Assistant
☐ Administrative GTF
☐ Supervisory GTF (e.g., practicum supervisor)

3.0 APPLICATION PROCESS & ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are

All students enrolled in a graduate degree program.

Note regarding graduate programs and departments that employ GTFs:

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 the department or program’s own students.

Experience or credentials required in order to be considered include:

Eligible students must be fluent in English (written and spoken). Eligible students must be in good academic standing.

Preference for teaching assistantships are given to the following students:

- Who have shown potential to pursue the Ph.D. degree.
- In the first year of their program (advanced students are expected to obtain financial support in the form of research assistantships funded by research grants).
In research areas where research assistantships are unavailable, and who show exceptional promise as measured by the criteria listed under section 5.

With a hardship:

In their last term of writing their thesis who are without other support.

Whose research advisers are unable to support them on a research assistantship during a brief hiatus.

Preference for research assistantships will be given to those with demonstrated ability in areas relevant to the principle investigator’s research agenda.

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

There are no maximum numbers of reappointments for either master’s or Ph.D. students.

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 GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 7).

In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

4.0 APPOINTMENT & REAPPOINTMENT PROCESS

This unit routinely posts its positions via the Graduate School’s “GTF Openings” page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days.

ACADEMIC YEAR APPOINTMENTS

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

Students who are admitted to the graduate program are offered a teaching assistantship for their first year. These positions are announced in the form of an offer letter that goes out to selected students between mid-February and mid-March. The specifics of the assignment may not be finalized for several months. Master’s students are not offered support, but may apply, recognizing that they will be assigned lower priority than Ph.D. students.
Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

A list of available positions is posted on the department Web pages. This should occur by the 7th week of the term before the term for which the positions occur.

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:

Incoming students generally do not arrive at the beginning of Summer Term and so are not involved in teaching positions until Fall.

Generally, the application process for continuing students includes:

For continuing students, an e-mail announcement regarding Summer positions will go out to all students in early to mid-March. The number of students involved is quite small and they reply by e-mail to the organizer of the Summer Session courses. Continuing students are expected to align themselves with a lab and/or research institute by the summer of their first year. Typically, this is achieved through an informal, in-person interview. In addition the hiring lab or research institute will check the student’s file to determine if they are in good academic standing and ensure that they received a passing score on the Master’s and Ph.D. Qualifying Exam. In most cases, they will continue to work with this group for the duration of the graduate program.

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):

Positions outside of the normal appointment cycle will be announced via email to all eligible students in need of a GTF appointment.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:

E-mail announcements will be made to all eligible students in need of a GTF appointment and the selection criteria listed in Section 3.0 will be applied.
In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:

The Physics Department Director of Graduate Studies, the Physics Department Head and the Physics Department GTF Coordinator.

Also in accordance with the CBA:

- 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 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 GTF 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 GTF employing unit and (C) specific criteria relating to the particular GTF work assignment.

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

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):
- The Department does not employ GTFs as Instructors of Record.

For a Discussion Section Leader:
Adequate command of English and familiarity with course material being taught.

For a Laboratory Section Leader:
Adequate command of English and familiarity with course material being taught.
Undergraduate laboratory experience.

For a Teaching Assistant:
Adequate command of English and familiarity with course material being taught.

For a Research Assistant:
General criteria regarding appointments for the particular types of research assignments available.
Previous employment or other experience relevant to the GTF position.
Interest, desire, and prediction of performance may be considered in lieu of previous experience based on the GTF’s application as a whole.
Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.

For an Administrative GTF:
The Physics Department does not employ Administrative GTFs.
For a Supervisory GTF:

The Physics Department does not employ Supervisory GTFs.

(C) All criteria specific to a particular GTF 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 selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 5 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 5).

Performance of GTFs in this employing unit are evaluated:

☑️ At the end of every term
☐ During spring term
☑️ At the end of the academic year for GTFs appointed fall, winter and spring
☑️ At the end of the summer term for summer GTFs

Evaluations are performed by:

The Director of Graduate Studies, the Department Head, and the Graduate Coordinator.

The Physics Department will evaluate the GTF's based on:

- The criteria used for selection decisions
- On the evaluation of the faculty person with primary responsibility for the course with which the GTF is involved
- In courses with significant class contact, student course evaluations
5.0 WORKLOAD & WORK ASSIGNMENTS

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 Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus 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:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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 a "minimum" number of hours, the GTF is required to fulfill that specific time commitment. The actual time spent on duties may vary from week to week but the time spent on these duties per term will fall within the designated number of hours (determined by FTE for the term).

Sick leave substitution hours are built into your FTE (see Article 9, Work Agreement/Work Assignment). The department will attempt to use substitutes equitably. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting...
hours and notify the Department Head if you believe you will likely exceed the total hours allocated for substitute work.

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

**DUTIES BY WORK ASSIGNMENT**

**Instructor of Record:**
Not applicable

**Discussion Section Leader:**
A GTF assigned as a discussion section leader will be responsible for leading discussion of course material presented in the lecture section, assisting students, and submitting discussion section grades. Four hours per term are allocated for sick leave substitution.

**Laboratory Section Leader:**
Laboratory section leaders’ responsibilities include: class hours with lab sections, preparation, set up and maintenance of equipment and supplies, assisting students, enforcing safety regulations, and grading reports. Four hours per term are allocated for sick leave substitution.

**Teaching Assistant:**
Teaching assistants will assist a faculty member who has primary responsibility for the course. All first-time Teaching Assistants must attend our TA training held the week before classes begin. Duties include setting up equipment, grading, completing one hour a week in the Drop-In Help Center, holding an office hour period every week, and assisting students. Four hours per term are allocated for sick leave substitution.

**Grader:**
Grading responsibilities vary from course to course and from instructor to instructor. Some courses consist of grading a steady load of weekly problem sets while others consist of grading only peak loads at exam times. Four hours per term are allocated for sick leave substitution.

**Research Assistant:**
Research Assistants perform research activities in a lab under the supervision of a professor and/or laboratory supervisor. Research activities vary from lab to lab. Four hours per term are allocated for sick leave substitution.

**Administrative GTF:**

Not applicable

**Supervisory GTF:**

Not applicable

### 6.0 HEALTH & SAFETY INFORMATION

**Accident Reporting and Workers’ Compensation:**

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 346-8316.

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://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/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 ORM immediately.

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

Safety Information:

The University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/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://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:**

GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:

Jodi Myers, Undergrad & Graduate Programs Coordinator.

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:**

Room 17 in Willamette Hall. The person responsible for maintaining them is Dean Livelybrooks.

**Use of Personal Protective Equipment:**

Students working in labs must use the personal protective equipment required by their lab supervisor. Personal protective equipment required might include, but are not limited to, any of the following: safety goggles, gloves, and lab coats.
**Required safety training and appropriate departmental record keeping:**

Safety training records are kept by the Physics Department in student files located in 120 Willamette Hall. Required trainings include: lab safety, CPR, and First Aid trainings.

**7.0 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.

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.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF's graduate degree program if the GTF'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 her/his graduate degree and issue its approval before a GTF 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 GTF employing units, the GTF should refer to the GDRS for his/her academic program and/or inquire with the graduate program director or graduate coordinator.

This GTF employing unit is:

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

- an academic unit with no graduate degree program. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.
an administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in this department, along with the process by which satisfactory progress is assessed, can be found online or in another document:

The criteria used to assess satisfactory progress can be found in the Physics Graduate Student Handbook and in hard copy form available in the Physics Office (see Jodi Myers).

Criteria Used to Assess Satisfactory Progress

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

Coursework:

Completion of 9 credit hours per term of graduate physics courses and/or approved mathematics and science courses. Students must complete the core physics classes: PHYS 611, 612 Mechanics, PHYS 613, 614 Statistical Physics, PHY 622, 623 Electromagnetic Theory, PHYS 631, 632, 633 Quantum Mechanics and PHYS 610 Mathematical Methods by the end of Year 1.

The student is to round out his/her knowledge of physics by taking at least six additional graduate breadth courses beyond the courses mentioned above. Normally these courses will be additional courses in physics but they may include other graduate science or mathematics courses as approved by the Director of Graduate Studies. The normal expectation is that all students will have completed this requirement by the end of their second year in residence.

Grades:

Student grades must be such that they are considered in good academic standing by the Graduate School. This means earning A, B or P grades in all classes and maintaining a minimum GPA of 3.0.

Examinations:

The format of the Qualifying Exam has recently changed. Please see the Graduate Student Handbook for the most current information on examination requirements.
Research:

A student is expected to present a research proposal at their Comprehensive Exam. This proposal will usually outline a suitable thesis subject, but in very general terms. The main purpose of the exam is for the student to exhibit sufficient background knowledge in the area of their thesis research.

Students are expected to pass the Comprehensive Examination by the end of Spring Term of the third year in residence in the program. The committee administering the Comprehensive Exam will normally become the dissertation committee and the members are submitted to the Graduate School immediately after the Comprehensive Exam as part of the process of Advancement to Candidacy. (See below.)

Language Requirements:

There are no language requirements beyond the TOEFL required for admission and any language course requirements imposed after a SPEAK test.

Teaching Requirement:

There is no requirement for teaching.

Skill/Practicum/Internship Requirement:

The Physics Department has no specific skill/practicum/internship requirement.

Advancement to Candidacy:

After passing the Comprehensive Examination a student is advanced to candidacy by the Graduate School, which then appoints the candidate's Dissertation Committee.

Other:

None

The process for evaluating satisfactory progress toward graduate degree is as follows:
Satisfactory progress is evaluated by a student's departmental advisory committee on a yearly basis.

Failure to meet the deadlines for passing at the master's or Ph.D. Levels will result in termination from the degree program. These deadlines are described in the Graduate Student Handbook.

The Director of Graduate Studies will monitor the student's GPA and if this falls below 3.0 will, in consultation with the student's advisory committee, suggest courses that the student should take to raise that GPA. However, if the GPA still is below 3.0 after taking all the advanced courses required for the graduate degree, the student will normally be required to withdraw from the degree program.

8.0 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/booklet.html](http://aaeo.uoregon.edu/booklet.html)

9.0 WORK ENVIRONMENT

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

Information detailing this unit’s GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found online or in another document:

This information can be found online in the Graduate Student Handbook and in hard copy form available in the Physics Office (see Jodi Myers).

**Workspace:**

The Binney Lounge has a lock protected by a pass-code. The room is well-supplied with desks, computers, telephones, shelving etc.

**Private Meeting Space:**

Private meeting space is available in rooms within the lounge area and in several tutorial rooms within Willamette Hall.
Access to Telephones and Computers:

Teaching GTF's have communal telephones in the graduate student lounge (but, of course, communicate mostly with their cell phones). There are many computers available in the lounge, with a range of software necessary for dealing with their teaching assignments. GTF's working in teaching labs also have access to computers and printers in those labs.

In addition to the lounge facilities, research GTF's have telephones, computers and printers available to them in research labs.

Access to Office Supplies, Photocopies and Printouts

Teaching assistant GTFs have access to all necessary office supplies during Physics Office standard working hours and access to photocopiers at any time. Printers are available in the graduate student lounge and many other locations, including the Physics Office.

Research GTFs have the lounge facilities available to them (including mail boxes), but also have desks in research laboratories and computers and printers associated with those laboratories as well as those provided by various research institutes with which they and their advisors are affiliated.

GTF Assistance

GTFs do not work as instructors of record in the Physics Department

10.0 ABSENCES

NOTIFICATION. Teaching GTFs unable to attend work at the scheduled time or to meet a class as scheduled must notify the course instructor as soon as possible and, if possible, well in advance of the scheduled work assignment or class. Do not cancel the class without permission from the instructor. If you cannot reach the course instructor by phone or email, contact the Department of Physics Graduate Coordinator at 541-346-4787.

In the case that you are unable to directly notify the instructor or department, you may designate someone to make your notification and provide the necessary information to the course instructor.

Research GTFs should notify their advisor about absences.

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 GTF and the department on any adjustment due to the GTF’s absence.
**COVERAGE FOR TEACHING GTFs USING SICK LEAVE.** If possible, please attempt to find an appropriate substitute to take your class or other duties and notify the department of the proposed substitute. If you are unable to do this, inform the course instructor so he/she can assist in finding a substitute. Provide to the substitute, to the extent possible, any information necessary for instructional continuity. If no appropriate substitute is found, the department may elect to cancel the class.

Sick leave substitution hours are built into your FTE (section 5 Workload & Work Assignments). The department will attempt to use substitutes equitably. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Department Head if you believe you will likely exceed the hours allocated in Section 5.

**MAKE-UP WORK.** For duties missed not related to a class meeting, check with the instructor to formulate a plan for making up missed work. Similarly, research GTFs should check in with their research advisor for making up work.

**PLANNED ABSENCES.** If you are planning an approved absence during any working days of the term, provide contact information to the instructor and your substitute (for teaching GTFs) or your research advisor (for research GTFs).

**MORE INFO.** More information about GTF 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](http://hr.uoregon.edu/er/labor-agreements)