



**GENERAL DUTIES AND
RESPONSIBILITIES STATEMENT**

**CREATIVE WRITING PROGRAM
GRADUATE EMPLOYEES
2019–2020**

Contents

1.0 General Information1

2.0 Availability of Graduate Employee (GE) Appointments1

3.0 Eligibility Requirements and Application Process1

4.0 Appointment and Reappointment Process2

5.0 Workload and Work Assignments3

6.0 Health and Safety Information4

7.0 Satisfactory Progress Toward Graduate Degree6

8.0 Discrimination Grievance Procedures7

9.0 Work Environment7

10.0 Absences.....9

11.0 Appointment Policy for Non-Native Speakers.....10

12.0 Discipline and Discharge.....10

1.0 GENERAL INFORMATION

1.1 Supervising Individual

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

P. Lowell Bowditch CRWR Program Director T (541) 346-0552 E bowditch@uoregon.edu	<u>Street Address</u> 108 Alder Building 818 E 15 th Avenue Eugene OR 97403-5243	<u>Campus Address</u> 5243 University of Oregon Eugene OR 97401
---	--	---

1.2 Document Revision

Information contained in this document was last updated September 2018.

1.3 Academic Year

Information contained in this document covers Graduate Employees (GEs) in the Creative Writing Program (CRWR) for AY 2019–2020.

2.0 AVAILABILITY OF GRADUATE EMPLOYEE (GE) APPOINTMENTS

GE appointments in CRWR are available to qualified graduate students in CRWR.

- 2.1 The Program Director, in consultation with the faculty, determines GE appointments.
- 2.2 The number of GE appointments available is subject to Program needs and budgetary constraints on the Program and the University.
- 2.3 The Program makes an effort to distribute GE appointments to as many first-year students as possible. Typically, all incoming MFA students receive a GE appointment to teach either Introduction to Creative Writing (fiction or poetry) or a section of the Kidd Creative Writing Workshops (the “Kidd”).

(In the second year, MFA candidates typically receive a GE appointment teaching English Composition. To qualify, Program students must successfully complete a training program offered by the Department of English during their first year.)

3.0 ELIGIBILITY REQUIREMENTS AND APPLICATION PROCESS

3.1 Eligibility Requirements

3.1.1 Satisfactory Progress

Program students with a GE appointment in CRWR must maintain satisfactory academic progress (as outlined in section 6.0) to retain their GE appointments.

3.1.2 Orientation and CRWR 608 Pedagogy

All GEs must attend pedagogy-training sessions the week before fall term begins.

- Course Syllabi
Syllabi for introductory courses and Kidd sections must be approved during Week of Welcome (orientation week) by the designated faculty in Fiction and Poetry and by the Kidd Director.
- CRWR 608 Pedagogy
All Intro to Fiction, Intro to Poetry, and Kidd instructors must enroll for and attend CRWR 608 Pedagogy each term.

3.1.3 GE Enrollment
The University Graduate School requires that a GE be enrolled for a minimum of nine (9) graduate credit hours toward the degree per term of appointment.

3.1.4 Residency
CRWR requires that a GE maintain their studies in residency at the UO during each term of appointment.

3.2 Application Process
Applicants may indicate an interest in a single position, specific positions, or in all positions.

3.2.1 Academic Year Teaching-Related GE Appointments

3.2.1.1 The Program makes an effort to distribute GE appointments to as many first-year students as possible. The Program Director, in consultation with the Admissions Committees, will recommend GE appointments for all admitted students to the Program based on students' experience and expertise.

3.2.1.2 Each candidate will be notified of the hiring decision within five (5) working days after decisions have been made. (Article 17, Section 1)

3.2.2 Summer Session Teaching-Related GE Appointments

A limited number of summer-session teaching appointments may be available. When relevant, applications are due January 15 from eligible students (full-time students making satisfactory academic progress).

3.2.2.1 Except in cases where special experience or skills are needed, summer teaching appointments will be based on appropriate qualifications, especially demonstrated quality of teaching and ability to teach successfully without supervision.

3.2.2.2 The Program Director, in consultation with faculty, will make Summer appointments (if any).

3.3 Non-Teaching-Related GE Appointments

Applications from qualified MFA students for a non-teaching GE appointment are solicited by the Program. When a position or positions are anticipated for the following year, application deadline(s) will be announced.

4.0 **APPOINTMENT AND REAPPOINTMENT PROCESS**

A GE appointment is the method by which CRWR can offer financial support to eligible students. As a matter of policy, CRWR GEs should be regarded primarily as graduate students rather than employees whose education is secondary.

4.1 Appointment Criteria

Criteria regarding CRWR GE appointments:

- academic promise as evidenced by previous degrees, grades, course work, and writing samples
- recommendations from academic referees
- enrollment in the MFA program
- successful academic progress
- prior teaching, if any

- 4.2 Financial Need
Financial need will not be considered unless used to distinguish among equally qualified candidates.
- 4.3 Affirmative Action
GE appointments and reappointments shall comply with Federal and University Affirmative Action regulations. (Article 8).
- 4.4 Reappointment
Reappointments are not automatic, nor are they guaranteed. In cases of reappointment, the maximum number of total CRWR appointments shall be six (6) terms for MFA students.
- 4.5 Evaluation
CRWR GEs will be evaluated by the GE's pedagogy mentor at the end of every term and at the end of the academic year using the appointment criteria set forth above.
- 4.6 Outside Appointments
If no qualified students apply or are available for a particular position, the Program Director may reopen the application process, advertising the specific criteria relating to the specific work assignment. CRWR reserves the right to fill the position as it would in an emergency appointment situation.

5.0 WORKLOAD AND WORK ASSIGNMENTS

- 5.1 Workloads
GEs are appointed in CRWR at the following full-time equivalent levels (FTE) and corresponding total workloads (Article 21):
 - 5.1.1 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.
 - 5.1.2 .40 FTE appointments require up to 175 hours per term during summer session.
- 5.2 For the purpose of setting the workload (and thus FTE) for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.
 - 5.2.1 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation and grading time, office hours, classroom contact, and pedagogy sessions.
 - 5.2.2 The distribution of hours (see section 5.3) reflects average breakdowns, within standard expectations and practices, of the total workload. This distribution may vary from week to week, but the workload per term should meet the designated number of total hours.
- 5.3 Assignments
 - 5.3.1 Teaching positions, 200-level CRWR classes, .49 FTE

In-class contact	40	hours per term
Office hours	30	
Visiting writers' readings	6	
Other duties as appropriate or assigned including, but not limited to:	139	

- Grading / comments
- Pedagogical instruction
- Housekeeping
- Substituting (up to 4 hours)¹

Total 215 hours per term

5.3.2 Teaching positions, Kidd sections, .49 FTE

In-class contact40 hours per term
 Office hours30
 Visiting writers' readings6
 Other duties as appropriate or assigned
 including, but not limited to:139

- Grading / comments
- Pedagogical instruction
- Housekeeping
- Screening undergraduate Kidd Prize
- Class visits to recruit for the Kidd
- Substituting (up to 4 hours)¹

Total 215 hours per term

5.3.3 Teaching positions, Summer Session, .40 FTE

In-class contact40 hours per term
 Office hours30
 Other duties as appropriate or assigned
 including, but not limited to:105

- Grading / comments
- Pedagogical instruction
- Housekeeping

Total 175 hours per term

6.0 HEALTH AND SAFETY INFORMATION

6.1 Accident Reporting and Workers' Compensation

6.1.1 The University's Workers' Compensation Program is administered by the Office of Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.

6.1.2 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.

6.1.3 The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize

¹ This applies to substituting for a GE out on Sick Leave. See "Section 10. Absences."

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 Workplace Injury Report 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 <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.

- 6.1.4 Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with Occupational Safety and Health Administration (OSHA).
- 6.1.5 In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.
- 6.1.6 An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact Safety and Risk Services immediately.
- 6.1.7 ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

6.2 Health and Safety Requirements

The University acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state, and federal laws pertaining to occupational safety and health.

6.2.1 Safety Information

- 6.2.1.1 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>.
- 6.2.1.2 The **Office of Environmental Health and Safety (EHS)** is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>.
- 6.2.1.3 Safety concerns may also be submitted via an online reporting system on the **Safety Advisory Committee** website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

6.2.2 Reporting Safety Hazards

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

Julia A. Schewanick CRWR Business Manager T (541) 346-0549 E jas@uoregon.edu	<u>Street Address</u> 104A Alder Building 818 E 15 th Avenue Eugene OR 97403-5243	<u>Campus Address</u> 5243 University of Oregon Eugene OR 97401
--	---	---

6.2.2.2 Other resources on campus to report such information Safety and Risk Services, 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).

6.2.3 Location of Emergency Aids

6.2.3.1 A flip chart of UO emergency procedures is located in the CRWR Workroom on the first floor of Alder Building (105 Alder Building).

6.2.3.2 A small first-aid kit is located in the CRWR Workroom (kitchenette countertop drawer).

6.2.3.3 A building map hanging in the CRWR Workroom displays building exits and instructions to meet at the Knight Library (west entrance/cafe).

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

7.1 Satisfactory Progress

Satisfactory progress toward the graduate degree is a requirement for GE appointment and reappointment (see section 4.0).

7.1.1 The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.

7.1.2 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 falls below the Graduate School's 3.0 GPA standard. The degree program will review the student's progress toward their graduate degree and issue its approval before a CRWR GE reappointment can be made to that student.

7.2 Criteria for Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in creative writing, along with the process by which satisfactory progress is assessed, can be found online in CRWR's MFA Student Handbook (distributed during Week of Welcome and posted on CRWR's intranet).

7.3 Unsatisfactory Progress toward the Degree

7.3.1 Any student failing to make satisfactory progress toward the MFA degree will receive timely warning and be given particular guidelines by the Program Director, in consultation with relevant faculty, for regaining satisfactory status within a stipulated period.

7.3.2 If a student, having received timely warning and guidelines, fails to regain satisfactory status within the stipulated period, the Program Director, in consultation with relevant faculty, may request that the Graduate School remove the student from CRWR (see section 9.0).

8.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the GTFF. 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>).

9.0 WORK ENVIRONMENT

The work environment and materials provided to CRWR GEs include the following:

9.1 Workspaces

CRWR provides two office spaces for use by CRWR GEs teaching either Intro to Fiction or Intro to Poetry and in the Kidd.

- Alder 107
- Alder 306

9.1.1 Each shared office provides the following:

- Multiple desks/desk-size work tables.
- Multiple desk and side chairs.
- A bank of lockers.

9.1.2 CRWR GEs holding required scheduled office hours have priority use of this space. To avoid conflicts and misunderstandings, GEs are asked to coordinate and post their office hours in a single conspicuous location within the space prior to the start of each term.

9.1.3 Unless approved in advance, GEs may not remove, trade, exchange, or otherwise dispose of any Program-owned furniture, fixtures, or equipment. GEs are discouraged from adding personal furniture to an office space.

9.2 Building and Office Access

9.2.1 Unless an authorized user is present, all office doors in the building are to remain locked. If a key or lock fails to work properly, the CRWR Business Manager should be notified immediately. GEs will be issued keys and/or Locknetic code access to their assigned space and to the building's exterior entrances.

9.2.2 A key card must be completed when picking up keys from the CRWR business office.

9.2.3 When personal belongings appear to have been forgotten or abandoned in lockers or assigned spaces, CRWR will send notification via UO email to the last known user(s) of the space where the belongings were discovered. Items unclaimed by a deadline specified in the notification will be considered abandoned property and handled in accord with UO surplus rules.

9.3 Lockers

9.3.1 While CRWR GEs using the office are welcome to claim a single locker as their own, they are asked to remember that the office and the furniture, fixtures, and equipment within are shared by and accessible to others.

9.3.2 Lockers are provided for personal use by CRWR GEs only. Each GE may claim one locker. Labels are provided to identify the user of each locker. Users are welcome to secure their locker with a combination lock checked out from CRWR or personal lock. However, if the contents of a locker produce any emissions (odors, liquid, et cetera), CRWR reserves the right to remove the lock, inspect the locker, address the emissions and their source, and secure any remaining belongings. Additionally, if a locker appears to be abandoned, CRWR reserves the right to remove the lock, and secure any remaining belongings. In either case, CRWR will make a good-faith effort to identify and notify the locker user of CRWR's intent and/or actions. CRWR will not be responsible for the replacement of a personal lock rendered useless due to removal.

9.4 Private Meeting Space

In addition to assigned spaces, should GEs require a more private space for the purpose of official meetings with others, they may use either Student Conference Room (304 and 305 Alder). Though these rooms are not necessarily in high demand at all times, it should be noted that the reservation and use of the rooms is on a first-come-first-served basis. GEs may also have access, if available, to the Program Director's office or other appropriate space on the first floor, for such official meetings with others. GEs may check out a key from the CRWR main office.

9.5 Access to Telephones, Computers, and Wi-Fi

- 107 Alder (541) 346-0541
- 306 Alder (541) 346-0542

9.5.1 Each space is equipped with one phone set and dedicated phone line. GEs may not remove, trade, exchange, or otherwise dispose of phone equipment.

9.5.2 A single voicemail account is provided with each dedicated phone line. Consequentially, the voicemail is shared along with the phone line. GEs assigned to a space must cooperate to establish an agreeable voicemail access code, outgoing message, and incoming message review protocol.

9.5.3 Each GE space is also equipped with at least one dedicated computer with internet connection. GEs may not remove, trade, exchange, or otherwise dispose of computer equipment or building Wi-Fi internet router.

9.6 Access to Office Supplies, Photocopies, and Printouts

- GE mailboxes first floor hallway (south end)
- Copy/print/scan 105 Alder Building

9.6.1 CRWR has one copier/printer/scanner. Unless otherwise posted, it is available to CRWR GEs during normal business hours (MTWR, 9:00am–4:00pm). Use requires a dedicated user code. The dedicated code assigned to each individual is unique and should not be shared. CRWR staff will review usage on a regular basis. When a GE’s allocation has been met, he/she must request a shift of any unused balances from the CRWR main office or seek out other resources.

9.6.2 Personal Laptop Printer Connection
 Connection instructions for a CRWR GE choosing to print from their personal laptop are accessible through a group work session during Week of Welcome, a posting on CRWR’s intranet, and/or one-on-one session with a CASIT representative. GEs may also seek assistance from the CRWR main office.

9.6.2 GE Allocations per Term

	Intro to Fiction or Poetry	Kidd sections
Prints (per term)	300	150
Copies (per term)	150	75
Total (per term)	450*	225*
AY Grand Total	1,350	675
Scan-to-email	Unlimited	Unlimited

*GEs may, when appropriate, request a redistribution to support usage needs (i.e., move copies to print or vice versa).

10.0 ABSENCES

This section addresses CRWR’s policy on GE short- and long-term absences 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; or bereavement. This section also applies to the birth or adoption of a new child, and to both parents if both parents are GEs.

10.1 Notification

- 10.1.1 GEs must notify CRWR’s faculty pedagogy mentor and Business Manager about the absence (planned or unplanned) by email as soon as possible.
- 10.1.2 Notification should include any information about the likely duration of the absence along with instructions given to students related to the absence.
- 10.1.3 GEs must notify students of any resulting change(s) to the meeting schedule using the method of communication listed on the course syllabus.

10.2 Coverage

Each program GE will not exceed the total number of hours per term for their assigned appointment (FTE workload).

10.2.1 Short-Term

With authorization and approval of their immediate faculty pedagogy mentor, short-term coverage for classes may be arranged with another, appropriately qualified CRWR GE as long as subbing does not cause the GE who is covering the class to work over their FTE for the term.

10.2.2 Long-Term

The Program Director may, in consultation with the GE's immediate faculty pedagogy mentor and the Graduate School, arrange for a substitute. Given the limited number of GEs in CRWR, CRWR reserves the right to consult with the College of Arts and Sciences (CAS) to hire a qualified NTTF to cover the classes that would have been taught by the regularly assigned GE.

11.0 APPOINTMENT POLICY FOR NON-NATIVE SPEAKERS

CRWR considers clear oral communication with undergraduate students and the ability to understand readily and respond appropriately to these students' idiomatic speech and writing essential for teaching creative writing at the University of Oregon.

11.1 The standards required by the Graduate School and the American English Institute (AEI) for the appointment of non-native-speaking GEs (the SPEAK test and subsequent training) are considered to be minimum but not sufficient standards for the appointment of GEs to teach introductory creative writing courses or Kidd sections. The Graduate School and CRWR may stipulate further, more rigorous qualifications for CRWR GE appointments.

12.0 DISCIPLINE AND DISCHARGE

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