

East Asian Languages and Literature  
Graduate Teaching Fellows  
General Duties and Responsibilities 2019-2020

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## **1.0 GENERAL INFORMATION**

### About This Document

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

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

DATE OF THIS GDRS REVISION: 5-1-2019

## **2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS**

The availability of GE appointments is programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE employing unit, the priority is to staff regular required courses (including, but not limited to, the following courses) and to provide assistance to faculty where needed: CHN101, CHN102, CHN103, CHN201, CHN202, CHN203, CHN301, CHN302, CHN303, CHN150, CHN151, CHN152, CHN305, CHN306, CHN307, CHN380, CHN420/520, CHN445/545, EALL 209, JPN101, JPN102, JPN103, JPN201, JPN202, JPN203, JPN301, JPN302, JPN303, JPN305, JPN306, JPN307. KRN101, KRN102, KRN103, KRN151, KRN201, KRN202, KRN203, KRN301, KRN302, KRN303.

This GE employing unit:

- makes an effort to distribute GE 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 GE appointments for the upcoming academic year is usually determined between March and September.

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

- Instructor of Record (full course responsibility)
- Discussion Section Leader (full course responsibility)
- Grader

### **3.0 ELIGIBILITY REQUIREMENTS**

Experience or credentials required in order to be considered include:

- Language Courses – Applicants must possess language abilities equivalent to that required for the respective languages (Japanese, standard Mandarin Chinese, or Korean)
- Content Courses – Applicants whose academic programs are devoted to the study of Chinese, Japanese, or Korean Literature, Film, Culture, or Linguistics.

Students will be considered in the following order:

1. Students enrolled in the EALL Graduate Program
2. Graduate students from other departments whose academic programs are devoted to the study of Chinese, Japanese, or Korean Languages and who have relevant background in language teaching, or Chinese, Japanese, or Korean Literature, Film, Culture, or Linguistics.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9). In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

### **4.0 APPLICATION PROCESS**

This unit routinely posts its positions via the Graduate School's "GE 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.

The application process requires each student to submit the Application for Graduate Employee, <http://gradschool.uoregon.edu/sites/default/files/GE%20application%20form.pdf>, as well as 3 letters of recommendation to the EALL office, 1248 U of O, Eugene, OR 97403-1248. This process does not apply to returning GEs.

## ACADEMIC YEAR APPOINTMENTS

Information about the availability of positions for the upcoming academic year will be shared with both incoming graduate students and continuing graduate students in the following ways: Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section).

## SUMMER TERM APPOINTMENTS

Generally, the application process for incoming students includes:

- Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section)
- 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):

Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section)

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:

The department will review available files and, if necessary, call the Heads of the pertinent departments to identify available applicants.

## **5.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the Collective Bargaining Agreement (CBA), this GE employing unit's standing committee of at least three members includes: the Japanese, Chinese, and Korean sector representatives.

Recommendations for appointment and reappointment shall be made to the Department Head by the EALL faculty sitting as a Committee of at least three members, or by a committee of at least three members selected by the EALL faculty. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria. Based on

these recommendations, appointments will be made by the Department Head in consultation with the faculty section directors.

Also in accordance with the CBA

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

- EALL shall endeavor to apprise GEs of available course assignments at least four weeks prior to the start of classes, to afford the GE an opportunity to indicate their preference of assignments.
- Course assignments for the following academic year shall be offered to GEs in a timely fashion to allow for adequate preparation. To facilitate adequate course preparation, each hiring unit shall apprise teaching GEs of course assignments at least two weeks prior to the start of classes, including the provision of assigned syllabi where applicable. Shorter notice may be necessary due to circumstances including, but not limited to, changes in the courses or course sections being offered, unexpected variations in student enrollment, schedule conflicts, or changes when availability of staff.

All incoming non-native speakers of Chinese, Japanese, and Korean will be tested in the target language with both a written placement exam and an oral (OPI) exam. The results of these tests will be used in determining teaching eligibility and assignments for language courses. Students have the option to retake these tests each year.

All incoming non-native speakers of English are required by the Graduate School to take the SPEAK test. The department will use this score and an interview to determine teaching eligibility and assignments for content courses.

Students will be asked to submit their teaching preferences and class schedule, this will be taken in consideration with the results of the above listed tests and departmental needs when making teaching assignments.

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

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
- 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): Priority is given to students enrolled in EALL graduate programs and to graduate students from other departments whose academic programs are devoted to the study of either Chinese, Japanese or Korean languages or Chinese, Japanese or Korean literature, and who have relevant background in language teaching.
- For a Discussion Section Leader: Priority is given to students enrolled in EALL graduate programs and to graduate students from other departments whose academic programs are devoted to the study of either Chinese, Japanese or Korean languages or Chinese, Japanese or Korean literature, and who have relevant background in language teaching.
- For a Laboratory Section Leader: N/A
- For a Teaching Assistant: Priority is given to students enrolled in EALL graduate programs and to graduate students from other departments whose academic programs are devoted to the study of either Chinese, Japanese or Korean languages or Chinese, Japanese or Korean literature, and who have relevant background in language teaching. .
- For a Grader: Priority is given to students enrolled in EALL graduate programs and to graduate students from other departments whose academic programs are devoted to the study of either Chinese, Japanese or Korean languages or Chinese, Japanese or Korean literature, and who have relevant background in language teaching.
- For a Research Assistant: N/A
- For an Administrative GE: N/A
- For a Supervisory GE: N/A

**(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).**

- See the position announcements for details, but these may include: Knowledge of Japanese, Chinese, or Korean language and/or literature. 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 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).
- Performance of GEs in this employing unit are evaluated:

- During winter term and if necessary spring term in advance of the Spring Conversation
- Evaluations are performed by:
  - The supervising TF, TTF or NTTF instructor of record.
- The criteria used for evaluation include: Information gathered from the GE's supervisor and student evaluations. Written classroom observation (1 per year). A schedule for review will be generated each fall. The evaluation will be discussed with the GE by the supervisor, and signed and placed in the GEs personnel file. The GE may attach a rebuttal for inclusion in the file.
- Evaluations are designed to measure job performance, teaching effectiveness, and classroom behavior; identify deficiencies; and make recommendations for improvement.

## **6.0 WORKLOAD**

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily. In this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .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)

## **7.0 WORK ASSIGNMENTS**

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

In accordance with the CBA, GEs may be assigned to teach multiple sections of a single course or to teach two different courses if at least one of the courses is one that they have taught in the past.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment. In this GE employing unit, duties for the following types of GE work assignments are as follows:

## **DUTIES BY WORK ASSIGNMENT**

**Below are general duties and workload guidelines. The specific duties of all GEs will be determined by the supervising faculty. When determining how much time is allotted to the different duties on the workload document, faculty will take into consideration whether or not the GE has taught the assigned course or a similar course in the past. These duties are defined in detail each term on the GE workload document, which requires the signature of both supervising faculty and the GE. This document will include 4 hours of sick leave substitution (see section 14). Supervising faculty will work with GEs to submit the workload document by week 2 of the term.**

### **Instructor of Record:**

A typical .49 FTE (215-hour workload per term) might break down as follows:

Time in class (teaching): 40 hours

Preparation: 75 hours

Grading: 76 hours

Office hours: 20 hours

Sick Leave hours: 4

### **Discussion Section Leader: Content Classes**

A typical .25 FTE (110-hour workload per term) might break down as follows:

Time in class (attending lecture, teaching section): 40 hours

Meeting with the instructor of record: 10 hours

Preparation: 20 hours

Grading: 30-36 hours

Sick Leave hours: 4

A typical .40 FTE (175-hour workload per term) might break down as follows:

Time in class: 50 hours

Office Hours: 20 hours

Meeting w/ instructor: 10 hours

Preparation: 25 hours

Grading: 66 hours

Sick Leave hours: 4

A typical .49 FTE (215-hour workload per term) might break down as follows:

Time in class: 70 hours

Office Hours: 20 hours

Meeting w/ instructor: 10 hours

Preparation: 25 hours

Grading: 86 hours

Sick Leave hours: 4

GEs may be asked to occasionally cover a lecture for the supervising faculty. In such cases, both the lecture and preparation time will be built into the workload document.

**Discussion Section Leader: Language Classes**

A typical .40 FTE (175-hour workload per term) might break down as follows:

Time in class (teaching): 40 hours

Preparation (lesson planning): 60 hours

Grading homework, quizzes or exams: 46 hours

Meeting w/instructors: 10 hours

Support of extracurricular and outreach activities (e.g. FLIS, language table): 5 hours

Office hours: 10 hours

Sick Leave hours: 4

A typical .49 FTE (215-hour workload) might break down as follows:

Time in class (teaching): 60 hours

Preparation (lesson planning): 60 hours

Grading homework, quizzes, or exams: 67 hours

Meeting w/instructors: 10 hours

Support of extracurricular and outreach activities (e.g. FLIS, language table): 5

Office hours: 10

Sick Leave hours: 4

All new GEs are required to attend the EALL GE workshop during week zero of Fall term. The workshop, EALL560, is a two credit course. Since credit is given, the workshop hours are not included in the GE workload document.

GEs may be asked to occasionally cover a lecture for the supervising faculty. In such cases, both the lecture and preparation time will be built into the workload document.

**Grader:**

EALL and UO Graduate students who meet GE eligibility requirements may be assigned as graders in middle- and large- sized courses. Appointments as graders are usually .20 (88 hours/term). While the specific duties of graders will be determined by the supervising faculty member, a typical 88-hour workload might break down as follows:

Time in class: 30 hours

Preparation (includes reading film viewing if applicable): 10 hours

Meeting w/instructor and office hours: 15 hours

Grading: 29 hours

Sick Leave hours: 4

**Tutor/Mentor:**

Appointments as tutors/mentors are usually .20 (88 hours/term). While the specific duties of tutors/mentors will be determined by the supervising faculty member, a typical 88-hour workload might break down as follows:

Meeting with students: 54 hours

Preparation: 27 hours

Professional development:3

Sick Leave hours: 4

**Research Fellow:**

Only work expectation is the student's own research

## **8.0 HEALTH AND SAFETY INFORMATION**

**Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 541-346-2958 or 541-345-8316.

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

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Supervisor's Accident Investigation Report (SAIR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <http://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 GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE

must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

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

**Safety Information:**

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (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>.

**Reporting Safety Hazards:**

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Leah Foy, Undergraduate/Graduate Secretary, 541-346-4158, [leahf@uoregon.edu](mailto:leahf@uoregon.edu).

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

**Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:**

First Aid supplies located in the Department Office, 308 Friendly Hall, maintained by Leah Foy, Undergraduate/Graduate Secretary

**Use of Personal Protective Equipment:**

N/A

**Required safety training and appropriate departmental record keeping:**

N/A

**9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

**Graduate School Minimum GPA:** During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GEs should refer to the GDRS for their academic program and/or inquire with the graduate program director of graduate coordinator/secretary.

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

During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

### **Criteria Used to Assess Satisfactory Progress**

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

- **Coursework:** Complete 9 credits per term toward the graduate degree.
- **Grades:** Maintain a 3.0 GPA
- **Comprehensive Examinations: Successfully completed within suggested departmental guidelines.**
- **Research:** For PhD. Students - prospectus approval/qualifying paper approval by the end of 3rd year.
- **Language Requirements:** N/A
- **Teaching Requirement:** N/A
- **Skill/Practicum/Internship Requirement:** N/A

Advancement to Candidacy: For PhD. Students - prospectus approval and comprehensive examination by the end of 3rd year.

The process for evaluating satisfactory progress toward graduate degree is as follows: Each year, the graduate advisor will review the transcripts of all EALL graduate students to ensure that students are making satisfactory progress toward their degree; criteria to be evaluated include appropriate course selection (at least nine credits per term must be in a relevant area of study as approved by a departmental advisor), maintaining a minimum 3.0 GPA, timely progress toward examination and thesis deadlines, and academic integrity. Failure to make satisfactory progress toward the graduate degree Students will receive a notice from the department that must advise their timeframe for completing the degree. Any deviation from the timeline will result in the termination of the contract.

### **10.0 DISCIPLINE AND DISCHARGE**

A GE 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 GE of deficiencies in their work performance or progress toward the degree.

### **11.0 DISCRIMINATION GRIEVANCE PROCEDURES**

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, (<http://aaeo.uoregon.edu/content/raise-concern>).

### **12.0 WORK ENVIRONMENT**

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

#### **Workspace:**

All GEs will be provided appropriate office space with a desk to use for tasks related to their job assignments. The vast majority of EALL GEs have assignments in teaching while a small minority may have assignments in research or administration. Office space is shared by multiple GEs usually based on teaching focus; for example, Japanese GEs will share offices together, Chinese GEs will share offices together, and Korean GEs will share an office together. When there is a schedule conflict, those who wish to use an office for their own studies should give priority to those who need the office to get their job done, such as preparing for teaching. If there is a need for an office change during the regular year, it will be arranged at the discretion of the GE's supervisor (usually either the language program coordinator or the director of the graduate program).

The department expects GEs to use their good judgment regarding safety, security, energy conservation, and professionalism when accessing and using departmental facilities and equipment. Keep the door and windows of the mailroom locked if you are accessing it after the office hours. The copy room has a security keypad and should remain locked with all windows locked and lights turned off when you are the last person leaving the room.

#### **Private Meeting Space:**

The department does not have a designated conference room. It is suggested that GEs sharing an office stagger their office hours to allow for student advising. If a large meeting space is needed, it can be reserved through the Registrar's web site, by submitting a Classroom Request Form, [http://registrar.uoregon.edu/facnstaff/classroom\\_reservation\\_request/](http://registrar.uoregon.edu/facnstaff/classroom_reservation_request/). When you make a classroom reservation, be sure to include either the undergraduate/graduate secretary's name as a contact person to facilitate directing students as needed.

**Access to Telephones and Computers:**

Each office is equipped with a single telephone. All phone extensions are on the University-wide CallXpress system. Each office should create their message to the system that states the names of all the GEs assigned to the office and their office hours. EALL GE offices are typically furnished with a computer and a printer. Make printouts on departmental printers for departmental business only. Avoid printing long documents on departmental printers to avoid creating backlogs and jams. Each office has both wired and wireless internet access facilitating the use of personal laptops.

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

Copy machine - The department copy machine is available for GEs preparing quick, small jobs of teaching materials and is located in 306 Friendly Hall, accessed by a security pad. Use of the copier is limited to copies of classroom materials for classes you are teaching. It should never be used for personal copies (such as copying materials for classes you are taking). GEs are responsible for preparing their own classroom materials but the office staff will be happy to show you how to use the machines. When feasible, please use alternatives to photocopying, such as creating a course packet for students to purchase, placing items on e-reserve at the library, and placing items on your Canvas course site.

Scanner - the copy machine is also a scanner and available for GE usage.

Fax Machines - The fax machine is located in the EALL office, 308 Friendly Hall, and available for use for department business-related purposes. Access is limited to the office hours, Monday through Friday 8:30 am - 4:30 pm

Supplies needed for instructional use and other job-related tasks are housed in a locked cabinet in the department mailroom, 306 Friendly Hall. The key to the cabinet is located in the departmental office, 308 Friendly Hall, and can be accessed Monday through Friday 8:30 am to 4:30 pm. If the supplies are not in the cabinet or if you use the last of a supply, please note it on the cabinet door and it will be reordered. Supplies are only for use as an instructor, not for use as a student! Please reuse an item whenever possible such as reusing old binders, using the backside of recycled paper for drafts of documents and handouts, reusing audio/visual tapes whenever possible, sharing transparency sets between different sections of the same course, etc.

Mailboxes – The University mail service is to be used for business-related purposes only.

Each GE is assigned a mailbox in 306 Friendly. Check your box daily as we often put materials in your box that may require immediate attention. The box should be emptied daily so that there is room for new materials and so that important documents do not get lost. Please do not use your box for a filing cabinet. Please keep in mind that the mailroom is an open area to the public during the main office's hours; any document that may be considered sensitive or confidential such as students' tests and papers should be put in an envelope with the addressee's name clearly labeled to ensure confidentiality.

## **GE Assistance**

In the East Asian Languages and Literatures Department, GEs who work as instructors of record are not assigned to workloads that would require GE assistance.

### **13. ABSENCE NOTIFICATION PROCEDURE**

If a GE is unable to attend work at the scheduled time or meet a class as scheduled, the GE must notify the instructor of record as soon as possible, preferably in advance of the scheduled work assignment or class to be missed. Do NOT cancel the class without permission from the instructor of record. To the extent possible, provide the department with information about where the lesson left off (e.g., in the previous class in the case of a GE). If the GE is able, the GE should attempt to reach the instructor of record by both phone and email.

If the GE is unable to notify the instructor of record or department, the GE may designate someone to make the notification and provide the necessary information to the instructor of record using this protocol.

If the GE will be missing more than one work week, the GE or their designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

**COVERAGE FOR TEACHING GES** – With the supervisor's approval the GE may attempt to find an appropriate substitute to take the class. The GE must inform the instructor of record when staff changes occur.

**MAKE-UP WORK.** Generally, for duties missed not related to a class meeting, please check in with the instructor of record to determine when and how the missed work will be made up.

**PLANNED ABSENCES.** If the GE is planning an approved absence during any working days of the term, the GE should provide the instructor of record with their contact information.

**MORE INFO.** More information about GE absences – including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition – can be found in Articles 27 & 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.

**14. SICK LEAVE POLICY** – Sick leave substitution hours are built into the GE's FTE (see Article 7, Work Agreement/Work Assignment). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. GEs should track their substituting hours and notify the supervising faculty if the substitute hours are likely to exceed the allocation stated on the Ge workload document.

