

Contact Information for Person Completing/Submitting this GDRS:

Jodi Myers

myers2@uoregon.edu

6-4787

and

Dean Livelybrooks

dlivelyb@uoregon.edu

6-5855

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees (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.

About GE Tuition and Fees

Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours each term. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. During the regular academic year, Graduate Employees must pay \$61 of the mandatory fees set by the University of Oregon; this amount increases during summer term. **Fees are subject to change without additional notice.** Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

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

Dean Livelybrooks

This GDRS is valid for 2019-20

DATE OF THIS GDRS REVISION: 5/16/2019

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

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

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

Laboratories: PHYS 204-206, PHYS 431-433, PHYS 290, PHYS 391, PHYS 491-493. Tutorials: PHYS 201-203 and PHYS 251-253. Assistance in Grading: PHYS 101, ASTR 121-123, PHYS 152-155, PHYS 161-162, PHYS 171, PHYS 181, PHYS 201-203, PHYS 251-253, and PHYS 351-353.

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

- 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:

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

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

- Instructor of Record
- Discussion/Tutorial Section Leader
- Laboratory Section Leader
- Research Assistant
- Research Fellow
- Administrative GE

- Supervisory GE (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS

Does unit hire GEs in Summer? Yes

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

by mid-April.

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

Select all that apply.

- Instructor of Record
- Discussion/Tutorial Section Leader
- Laboratory Section Leader
- Research Assistant
- Research Fellow
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

3.0 APPLICATION PROCESS & ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are:

All students enrolled in a graduate degree program.

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.

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 as determined by the department head.
- 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 GE 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 GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7).

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 APPOINTMENT & REAPPOINTMENT 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.

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, though the Graduate Studies Committee has established a formal process, including review of student statements and short interviews, that serves to help students align with research groups. In addition, the hiring lab or research institute will check the student's file to determine if they are in good academic standing. 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 GE 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 GE appointment and the selection criteria listed in Section 3.0 will be applied.

In accordance with the CBA, this GE 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 GE Coordinator.

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.

(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 member with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GEs 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):

-The Department does not employ GEs as Instructors of Record.

For a Discussion/Tutorial Section Leader:

Adequate command of English and familiarity with course material being taught.

Completion of department- and otherwise-provided safety, first aid and CPR trainings (see Section 6.0).

For a Laboratory Section Leader:

Adequate command of English and familiarity with course material being taught.
Undergraduate laboratory experience.

Completion of department- and otherwise-provided safety, first aid and CPR trainings (see Section 6.0).

For a Teaching Assistant:

Adequate command of English and familiarity with course material being taught.

Completion of department- and otherwise-provided safety, first aid and CPR trainings (see Section 6.0).

For a Research Assistant:

General criteria regarding appointments for the particular types of research assignments available.

Previous employment or other experience relevant to the GE position.

Interest, desire, and prediction of performance may be considered in lieu of previous experience based on the GE's application as a whole.

Consideration will be given for a positive working arrangement between a GE and the faculty member with whom the GE will work.

Completion of department- and otherwise-provided safety, first aid and CPR trainings (see Section 6.0).

For a Research Fellow:

Must be nominated for award or fellowship by the department and subsequently awarded.

For an Administrative GE:

The Physics Department does not employ Administrative GEs.

For a Supervisory GE:

The Physics Department does not employ Supervisory GEs.

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

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the 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 GEs in this employing unit are evaluated:

- At the end of every term
- During spring term
- At the end of the academic year for GEs appointed fall, winter and spring
- At the end of the summer term for summer GEs

Evaluations are performed by:

The faculty member assigned as supervisor for a particular GE.

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

- The criteria used for selection decisions
- On the evaluation of the faculty member with primary responsibility for the course with which the GE 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 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)

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

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment. 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 a student's 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. Students should track their substituting hours and notify the Department Head if they believe they will likely exceed the total hours allocated for substitute work.

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

DUTIES BY WORK ASSIGNMENT

Instructor of Record:

Not applicable

Discussion/Tutorial Section Leader:

A GE 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. A GE acting as a tutorial leader will be responsible for explaining student tutorial

assignments, assisting students, and submitting tutorial section attendance data and grades. These duties include, also, those regarding the Drop-In Help Center and a weekly office hour found under the “ Teaching Assistant duties.” All first-time Discussion/Tutorial Assistants must attend our TA training held the week before classes begin. 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. All first-time Lab Section Leaders must attend our TA training held the week before classes begin. 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. All first-time Graders must attend our TA training held the week before classes begin. 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.

Research Fellow:

Research Fellows are responsible for performing research related to their thesis/dissertation. No specific job duties required for Research Fellows as they are considered “non-service” GE appointments.

Administrative GE:

Not applicable

Supervisory GE:

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 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://facilities.uoregon.edu/ehs>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

Reporting Safety Hazards:

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

Jodi Myers, Education Programs Manager.

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

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 Billy Scannell.

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

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

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

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

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.

an academic unit with no graduate degree program. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE'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 with a B- or better by the end of Year 2. In some instances, when students have completed equivalent courses elsewhere, the Director of Graduate Studies can waive select core requirements for specific students.

The student is to round out their 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. Students will be required to repeat any graduate courses taken in which a grade of B- or below is earned. (Is this correct? Or is it just below a B-?)

Examinations:

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.

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 DISCIPLINE & 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.

9.0 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>

10.0 WORK ENVIRONMENT

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

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

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 GE's have communal telephones in the graduate student lounge. There are many computers available in the lounge, with a range of software necessary for dealing with their teaching assignments. GE's working in teaching labs also have access to computers and printers in those labs.

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

Access to Office Supplies, Photocopies and Printouts

Teaching assistant GEs 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 GEs have the lounge facilities available to them (including mailboxes), 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.

GE Assistance

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

11.0 ABSENCES

NOTIFICATION. Teaching GEs 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 unable to reach the course instructor by phone or email, contact the Department of Physics Education Programs Manager at (541) 346-4787.

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

Research GEs should notify their advisor about absences.

If a GE is going to miss more than one work week, the student 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 USING SICK LEAVE. If possible, GEs should attempt to find an appropriate substitute to take their class or other duties and notify the department of the proposed substitute. If a GE is unable to do this, they should inform the course instructor so they 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 a Graduate Employee's 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. GEs are expected to track their substituting hours and notify the Department Head if they believe they 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 GEs should check in with their research advisor for making up work.

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

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 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>