2015-2016
GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

GRADUATE TEACHING FELLOWSHIPS
American English Institute
College of Arts and Sciences

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This document and its amendments may be view or printed from the Graduate School website.
http://gradschool.uoregon.edu/gtf/rights-and-responsibilities/gdrs
1.0 GENERAL INFORMATION

1.1 Role and Purpose
A GTF appointment is the method by which departments can offer financial support to promising students in a graduate degree program and should be beneficial to the student's development in that program. As a matter of policy, individuals appointed as GTFs should be regarded primarily as graduate students providing service as part of a learning experience rather than solely as employees whose education is secondary. In the AEI, the GTF role is viewed as professional development with transferable skills that may be beneficial to future employment.

The purpose of the GDRS is to clarify policies and procedures concerning Graduate Teaching Fellowships (GTFs) offered by the American English Institute. The relationship between GTFs and the University of Oregon as a whole is governed by the Collective Bargaining Agreement (CBA) between the University and the Graduate Teaching Fellows Federation (GTFF). This GDRS details the specific relationship between GTFs and the American English Institute. This GDRS does not apply to work-study students, student readers, or other staff hired by the American English Institute.

The American English Institute does not offer any degree programs, but provides English as a Second Language education for matriculated students through the American English for International Students (AEIS) program and for non-matriculated students through the Intensive English Program (IEP) students. Because of the ESL-focus of the AEI courses, the majority of the GTF appointments in the AEI are awarded to graduate students in the both the Theoretical Linguistics PhD program and the Language Teaching Specialization MA Program. All funding is subject to enrollment and budgetary considerations. The American English Institute welcomes applications for GTF from other related departments and/or fields.

The AEI Academic Director, in consultation with the AEI Executive Director is responsible for the implementation of the GDRS.

1.2 Graduate Teaching Fellows Federation
All Graduate Teaching Fellows at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's discretion, although payment of monthly dues or an equivalent is required under the fair share agreement. (CBA Article 4, Section 4). Levels of appointment and minimum salary level 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 GTF appointment contract signed by each student who accepts GTF appointments.

1.3 GTF Tuition and Fees
While holding an appointment in the AEI, GTFs are required to maintain and complete a minimum of 9 graduate credit hours. GTFs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and if they successfully complete the assignment at .20 FTE or greater. All students are assessed non-instructional mandatory fees set by the Oregon University System (OUS), of which each GTF is responsible for paying $61 per quarter during the academic year. Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22 (copy available on the UO Graduate School website as a PDF https://gradschool.uoregon.edu/gtf/definition).
Note: These fees are not covered for GTFs during the summer term. **Fees are subject to change without additional notice.**

**1.4 Teaching**
The American English Institute supports the University’s academic mission as a provider of international education. The AEI embodies the University’s purpose of “fostering the next generation of transformational leaders and informed participants in the global community” by providing GTFs to doctoral and master’s level candidates.

As the result of a lengthy collaborative relationship, the AEI has engaged in an MOU with the Department of Linguistics to provide a targeted number of GTF positions for 2015-18. Any future MOU beyond 2018 must be renegotiated with the AEI Executive Director. The number of GTFs available is not static from one MOU to the next, and will depend on enrollment and budget.

Potential students from other related departments are welcome and can receive GTFs, with or without an MOU.

**2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS**

**2.1 Appointment Determinations**
Graduate Teaching Fellowships in the American English Institute are programmatically determined by the AEI Academic Director in consultation with program directors, IEP Academic Director and AEI Executive Director, as a regular part of planning for the next academic year.

Teaching appointments are available to qualified graduate students in second language acquisition, language pedagogy, and teaching-related departments such as the Department of Linguistics and the College of Education.

Research GTF appointments are occasionally available to qualified graduate students in areas that support the AEI mission.

All appointees (current UO students) must be in good academic standing and maintain satisfactory academic progress toward their degree.

**2.2 Number of Appointments**
The number of academic year appointments is subject to enrollment and budgetary constraints of the AEI and the University and the Memorandums of Understanding between individual departments. AEI may be able to offer additional term-by-term appointments to qualified GTFs dependent upon enrollment and program need.

**2.3 Academic Year Appointments**
The AEI has a limited number of academic year GTF appointments. In 2015-18, the AEI signed an MOU with the Department of Linguistics that discusses GTF allocation with one appointment reserved for the Language Teaching Specialization program. Additional GTF positions will be determined by programmatic need, budget and enrollment at the time of AY year planning.
2.4 One-term Appointments
In addition to the academic year appointments, the AEI often has the opportunity for graduate students to teach on a short-term basis, depending on the available programs. This appointment may be limited to one term.

2.5 Summer Term Appointments
The American English Institute does not typically have GTF appointments during the summer. Only in cases of a significant increase in enrollment above that which would be expected in a summer term would GTFs be solicited to teach an additional term. In cases in which the enrollment permits the appointment of GTFs, AEI will give preference to GTFs who have previously worked at AEI.

2.6 Types of GTF Assignments
Teaching GTFs are primarily assigned to teach courses that match their skills and fit within their FTE requirement. Currently those are oral communication skills courses in the 7-level non-matriculated student program (IEP) or in the matriculated student program (AEIS).

Research GTFs are assigned to specific projects, not to exceed the limits of the FTE assigned, under the direct supervision of the project manager.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Initial Eligibility
Graduate students wishing to be considered for initial appointment as a GTF in the American English Institute must:

- be accepted and enrolled in a graduate program (master’s or doctorate) of the University of Oregon,
- be enrolled for a minimum of 9 graduate credit hours towards the degree during each term of a GTF appointment,
- maintain residency at the UO in Eugene during each term of appointment,
- demonstrate the ability and credentials necessary to perform the work assigned by completing an application following position description directions,
- meeting minimum UO requirements in English language ability, including near-native like proficiency for non-native speakers of English. This will be determined by UO’s language proficiency scores and an oral interview with the Academic Director.

3.2 Participation in Training and Orientation
In addition, during the first term of employment, Teaching GTFs must be willing to participate in an AEI New Employee Orientation with the Faculty Mentor/s. It is important that the GTF work closely with the program coordinator or designee throughout the initial teaching term, including but not limited to review of class preparation and lesson planning, class structure, observations and coaching as required by AEI and as deemed necessary by program coordinator and faculty mentors.
4.0 APPLICATION PROCESS, APPOINTMENT, & REAPPOINTMENT

4.1 Role of AEI in the Application Process
Because the AEI is not a degree-granting program, the application is not from a student’s graduate application. Therefore, it is the AEI’s responsibility to provide the University with recommendations for GTF appointments (CBA Article 17, Section 1).

4.1a GTF Position Availability and Notification
The department will write and retain position descriptions for recurring types of GTF assignments (duties and responsibilities, FTE and workload, and appointment and reappointment qualifications) GTF applications for open positions for the next academic year will be sought during the preceding winter term. Per the Department of Linguistics MOU for 2015-18, seven positions will be “pre-filled”. The creation of additional positions will depend on program need, budget and enrollment.

4.1b Application Process
When available, these positions will be posted on the Graduate School’s “Current GTF Openings” page (https://gradschool.uoregon.edu/gtf-openings).

Qualified students from graduate programs at the University may apply for available GTFs at the AEI. This unit posts its positions on the Graduate School’s “GTF Openings” webpage (https://gradschool.uoregon.edu/gtf-openings), which includes a brief description of duties, responsibilities, FTE, and required qualifications for appointment and reappointment for each position. Each posting will be available for a minimum of 10 business days.

A potential candidate must submit a complete application to the AEI Academic Director, which includes a letter summarizing the applicant’s teaching experience, CV, and list of three references. (CBA Article 17, Section 1). For academic year appointments, this will typically be in the winter preceding the academic year, whereas term-by-term appointments will be filled in an ongoing manner.

All decisions about GTF applications for the AEI are either:
1) made jointly by the Department of Linguistics and AEI for GTFs whose degree-conferring department is the Department of Linguistics, or
2) made by the AEI GTF Appointment Committee, which is chaired by the Academic Director, based on the criteria listed in 3.1 and 3.2 above.

4.1c Appointment Policy for Non-Native Speakers of English
For teaching appointments, the AEI considers that clear oral communication with non-matriculated or matriculated students, and the ability to understand readily and respond appropriately to these students’ idiomatic speech and writing are essential for teachers in the AEI. The following guidelines are meant to provide a basis for decisions affecting the GTF appointment of graduate students whose first language is not English and who may not demonstrate proficiency.

The standards required by the Graduate School and AEI for the appointment of GTFs (the SPEAK test and subsequent training) are considered to be minimum for instruction at the UO but not sufficient standards for the appointment of GTFs to teach English language classes in the AEI. Potential non-native English speaking GTFs must complete an oral proficiency interview with the Academic Director or
Executive Director and may be asked to submit to an additional writing sample depending on the potential assignment.

4.2 INITIAL APPOINTMENT

4.2a Application Process
The AEI Academic Director and program directors, in consultation with the Executive Director, will consider applications for GTFs from students from other departments upon receipt of a complete application packet by the deadline published by the department. (CBA Article 17, Section 1).

- As described in Article 9 of the CBA, each GTF applicant shall be given a copy of the appointment or reappointment criteria as part of the application materials.
- The GTF Appointment Committee will review applications, identify potential candidates, and schedule interviews as appropriate.
- Each applicant will be sent a notice of hiring decision within five working days after the decision has been made. (CBA Section 17, Article 1)
- An emergency GTF appointment can be made. In such cases the Executive Director will make the appointment after consultation with the Academic Director, and relevant program assistant director/coordinate.

4.2b Preference
Preference will be given to those with demonstrated ability in areas relevant to the particular GTF assignment. Students will be considered in the following order:

- students who have previously received an appointment at AEI and satisfactorily completed all work assignments,
- students with prior experience in an ESL or EFL classroom.
- students who are working in related departments such as Linguistics, Romance Languages, or International Studies or the College of Education.

NOTE: The University of Oregon Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours per term of appointment.

4.3 REAPPOINTMENT
The manner by which GTFs are evaluated should itself be a source of learning, and should be a reliable source of supervisory support.

4.3a Yearly Academic Progress as a Condition for Appointment
Each GTF will be evaluated by the terms of their degree-conferring program department for eligibility for continued GTF appointment, based on appropriate progress, as determined by the degree program. Prior to assigning GTF appointments, the AEI Academic Director or delegate will consult with the degree program directors.

4.3b Limits on Renewal of Appointment
Assuming satisfactory progress in graduate study, satisfactory teaching, and availability of budget resources, graduate students are most commonly appointed as GTFs as indicated in the statement of
expectation in each section listed in 5.1 and 5.2. The AEI uses the degree-conferring department’s criteria for "satisfactory progress in graduate study."

Graduate students in Master’s degree programs will be eligible for GTFs up through their 6th term of graduate work (see MA program and, MA program applicants.) Graduate students in PhD programs are eligible for appointment as described above. For such GTFs, progress toward the degree should be that which is stated in their home department's catalog description of graduate degree requirements. A statement will be required from the Head of their home department certifying appropriate progress is being maintained in order for the student to be considered for reappointment.

### 4.3c Conditions Determining Reappointment

Reappointments are not automatic, nor are they guaranteed. For GTFs reappointments shall be contingent upon:

- a. quality of instruction
- b. availability of departmental resources
- c. normal progress toward the MA or PhD (see 5.1 and 5.3)
- d. satisfactory teaching as determined by student and staff evaluations.
- e. previously existing MOUs with other departments

Reappointment decisions are made based on these criteria as well as on the student's progress toward the degree and satisfactory teaching performance based on student evaluations and supervisor observations (See section 5.0). The expectations of GTFs is that they will improve as they gain experience. The specific criteria is:

- Student Evaluations: minimum of 3.7 (cumulative).
- Mentoring Evaluation: For summative observations, the presence of low scores (needs improvement) indicates a need for active responsiveness to feedback at the least, and marginal improvement at best.
- Preparation and participation in relevant meetings.

### 4.4 TRAINING & EVALUATIVE MEASURES

The AEI strives to provide its international students with high quality instruction and an engaging teaching and learning environment. Knowing this, each evalulative measure should be viewed as a learning tool for GTFs to become more experienced instructors and as preparation for their future teaching career.

#### 4.4a Training

Extensive training will be provided to GTFs in both the IEP and the AIES program. Training comes in numerous formats including, but not limited to:

- Initial Orientation
- Meetings with GTF Supervisor/Mentor
- Collaborating with Lead Teachers
- Participating in AEI professional development opportunities
- Midterm meetings
- Observation, observation preparation and debrief
- Instructor meetings
4.4b Evaluation
The evaluation tools for GTFs emphasize teaching quality and will be:

- Student Evaluations
- GTF Supervisor Observations
- Once-per-term meetings at midterm with the GTF Supervisor and/or relevant program leader (of AEIS, IEP, or eLearning) to determine areas to be further developed, to recognize areas of mastery or partial mastery, to arrange for any additional observation or support by program leaders, mentors, lead teachers, etc.

4.5 NON-RENEWAL OF APPOINTMENT
During the spring term, the GTF Supervisors or Academic Director will warn any GTF whose appointment may not be renewed for non-budgetary reasons. At any time, such a warning may be sent by the Academic Director. Criteria for terminating a graduate teaching fellowship include:

- unsatisfactory teaching
- failure to make progress toward the degree
- failure to maintain an adequate GPA
- violations of Department or University policies or procedures.

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GTF of deficiencies in her or his work performance or progress toward the degree.

5.0 WORKLOAD AND WORK ASSIGNMENT
Duties of the appointment vary according to the specific assignment or program. The usual types of appointments are outlined below.

Appointments are generally offered at .49 FTE. The structures described for each of these assignments are suggestions and guidelines offered to illustrate how the appointment can be met while staying within the prescribed hours (per quarter) specified in the GTFF contract (Article 20): 215 hours for .49 FTE. Differences in teaching style and the need for teachers to work out their own schedules make it hard to prescribe fixed numbers of hours to be devoted to each aspect of these appointments. GTFs are encouraged to consult with their supervisors about methods of course preparation and teaching efficiency that will help them work effectively within the GTFF Contract limits. GTFs are encouraged to consult with their supervisors if they find themselves spending more time on their courses than the 215 hours for .49 appointments specified in the GTFF contract (Article 20).

All GTFs appointed to the AEI, regardless of their assignments, are required to attend the All AEI Meetings, generally held near the start and end of the term. New GTF appointees are required to attend an Orientation training with the Faculty Mentors. GTFs may be assigned duties during the week prior to the start of term and instruction but within the contract period. Meetings are announced in the Academic Schedule and via emails from program coordinators on AEINews.
5.1 Types of Teaching Appointments (.49 FTE)

**Intensive English Program**
The IEP is for non-matriculated students or conditionally admitted students. GTFs teach Oral Communications Skills Classes (Levels 0-6)

**American English for International Students (AEIS)**
The AEIS program is for those matriculated university students who have not tested out of English classes. GTFs teach Academic Reading, Academic Writing, Academic Oral Communication Skills.

5.2 Other Types of Appointments

From time to time, it may be possible that AEI will have openings for GTFs in the areas of eLearning, research, curriculum or program development, teacher training, etc.

The AEI may also have research opportunities for GRFs. These opportunities will depend on the needs of the program and will be under the supervision of the project manager.

When available, these positions will be posted on the Graduate School’s GTF Openings page (https://gradschool.uoregon.edu/gtf-openings).

5.3 Workload in the AEI

Graduate Teaching Fellows with an academic year contract and appointed to .49 FTE teach one course per term, or 3 courses per year. These teaching GTFs are Instructors of Record for their courses. As instructors of record, they are expected to prepare for courses with guidance from the supervisors, follow program-designated curriculum to the extent required to meet established student learning objectives, grade and return homework and assignments in a timely manner, and turn in course grades by posted deadlines.

Duties of the appointment include classroom instruction, a minimum of 2 office hours per week during the term, and attendance at all mandatory AEI meetings. All instructor meetings relevant to their course (team meetings, level meetings) and Start of Term and end-of term informational meetings. Meetings are announced in the Academic Schedule and via emails from program coordinators on AEINews.

The requirements for this appointment include participation in orientation week plus 9 weeks of classroom instruction per term. In the IEP, team meetings at each level are held regularly. GTFs are required to attend these collaborative meetings, as they are an extension of supervisory guidance via a cohort of teachers, led by a lead teacher, who can lend needed support and answer questions. While expectations for workload contributions for GTFs are lower than the Career Track faculty, active participation in the meetings is essential not only for the personal support they provide, but also for ongoing curriculum development.

GTFs are required to hold two regularly scheduled office hours on campus for students and the instructor must be available for occasional conferences outside of class.

*For Teaching GTF appointments in the IEP program:*
These classes meet for 6 hours per week.

*For Teaching GTF appointments in the AEIS program:*
These classes meet for 4 hours per week.
5.4 Workspace/Private Meeting Space/Equipment
All GTF appointments who are not assigned an office space in their home departments will be provided a safe working environment with shared office space which has working locks on the doors, properly and securely installed partitions (if relevant) and shelving, appropriate furnishings, and a computer. The office space will be equipped with adequate desks for the number of occupants of that office and one guest chair for each desk. It may be necessary for GTFs to share desks if space requires it.

When sharing an office with others, it is expected that schedules will be mutually worked out so that each instructor has private time for student conferences.

GTFS will have easy and reasonable access to telephones necessary to carry out work assignments. GTFS will have easy and reasonable access to computers equipped with software typically provided instructional staff and as related to GTF assignments. GTFS at AEI may be provided with a laptop computer for use during the instructional term.

5.5 Access to Office Supplies /Photocopier and Printouts
GTFS will have the same access to office supplies, photocopies and printouts as NTTF and Adjunct instructors in the AEI. Office supply areas are available in all AEI office buildings. Besides the multi-function copiers, these areas are equipped with general supplies such as white and colored paper, staplers, paper cutter, etc. Every effort is made to provide the tools to assist instructors in their preparation of class materials. Additional supplies can be requested in the AEI office.

6.0 HEALTH AND SAFETY INFORMATION

6.1 Work Environment
Once appointments are made, teaching GTFs will receive information regarding office assignments and teaching support resources, including access to computers, printers and copy machines. These resources are described in detail in the 2014-16 AEI Faculty and Staff Handbook available on the AEI Network folder: AEI Public.

6.2 Safety Information
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/

6.3 Reporting Safety Hazards
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representatives may also be contacted: AEI Executive Director Dr. Cheryl Ernst (541-246-2911, cheryle@uoregon.edu); AEI Academic Director Britt Johnson, 541-346-8780, brjohns@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: AEI Main Office, Pacific Hall 107.

6.4 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 541-346-8912 or 541-345-8316.

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

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GTF. If, as a result of the accident, the GTF requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers’ compensation information and forms are available at http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF’s average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

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

7.0 REQUIREMENTS FOR SATISFACTORY PROGRESS TOWARDS GRADUATE DEGREE
Because a graduate student’s primary goal is the degree, academic study must be paramount. Satisfactory progress toward a graduate degree is a University imposed requirement of GTF appointment or reappointment. The degree-conferring department sets the primary requirements for
satisfactory progress. AEI will not be the degree-conferring department for any of its GTFS; therefore there must be regular, term-by-term communication between the degree-conferring department and AEI.

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

8.1 Right to Petition
For an exception to any of the above regulations, a graduate student may petition the AEI Executive Director and the AEI Academic Director, who will consult with the relevant program director.

9.0 ABSENCE PROCEDURES

9.1 Substitution Policy for all instructors
The AEI prefers to cover all IEP classes rather than cancel them. IEP Classes are only canceled or merged in rare cases through arrangement with the AEI Associate Director of the IEP or the, IEP Coordinator. For other AEI teaching assignments, check with the appropriate Coordinator (AEIS, eLearning, Special Programs). Check information on Canvas (Blackboard) under Departmental Docs> Absence Request and Reporting. AEIS instructors may cancel one class. In this situation the instructor should notify students and provide extra assignments on Canvas (Blackboard) to make up for the missed class time.

All IEP substitutions, whether it be for medical, professional or personal reasons, should go through aeisub@uoregon.edu from 7:00 am to 4:00 pm or through the IEP Coordinator if after or before hours. In case of the need for an emergency substitute, please try to call the night before if you think you are going to be ill the next day. The earlier the notification, the more likely it is that a substitute can be found.

Teachers requesting subs for AEI-sanctioned professional travel: If an instructor must miss class due to supervisor-approved professional travel such as presenting at a conference, the AEI may provide a substitute. In Fall 2014, the AEI Professional Development and Travel Funding Committee created guidelines related to this topic.

9.2 Leaves of Absence
Students who need to take a period of time off from teaching during their GTF appointment period may apply for a formal leave of absence from the graduate program and must simultaneously notify AEI of the request. A UO Graduate School REQUEST FOR LEAVE OF ABSENCE form and a letter describing the purpose of the request is to be submitted to the Director of Graduate Studies. If the request is approved, all steps of academic progress are "frozen" for the period of the leave. According to Graduate School policies regarding leaves of absence, no coursework can be taken or University resources used during the leave.
In some cases where personal circumstances warrant, academic progress may be altered slightly by the Director of Graduate Studies. In those cases where the alteration would add eligible years of GTF appointment, the exception must also be approved in advance by the Appointments’ Committee.