

**2017-2018  
GENERAL DUTIES AND RESPONSIBILITIES STATEMENT**

**GRADUATE TEACHING FELLOWSHIPS  
American English Institute  
College of Arts and Sciences**

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

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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 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. As a matter of policy, individuals appointed as GEs 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 GE 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 (GEs) offered by the American English Institute. The relationship between GEs 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 (GE). This GDRS details the specific relationship between GEs 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 GE 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 GE 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 (GE). 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 GE 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 GE appointments.

### ***1.3 GE Tuition and Fees***

While holding an appointment in the AEI, GEs are required to maintain and complete a minimum of 9 graduate credit hours. GEs 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 GE is responsible for paying \$61 per quarter during the academic year. Details of GE 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/GE/definition>).

Note: These fees are not covered for GEs 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 GEs 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 GE positions for 2015-18. Any future MOU beyond 2018 must be renegotiated with the AEI Executive Director. The number of GEs 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 GEs, 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 and coordinators, and the 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 GE 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 GEs dependent upon enrollment and program need.

### ***2.3 Academic Year Appointments***

The AEI has a limited number of academic year GE appointments. In 2015-18, the AEI signed an MOU with the Department of Linguistics that discusses GE allocation with one appointment reserved for the Language Teaching Specialization program. Additional GE 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 GE appointments during the summer. Only in cases of a

significant increase in enrollment above that which would be expected in a summer term would GEs be solicited to teach an additional term. In cases in which the enrollment permits the appointment of GEs, AEI will give preference to GEs who have previously worked at AEI.

## ***2.6 Types of GE Assignments***

Teaching GEs 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 GEs 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 GE 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 GE 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. UO's language proficiency scores and an oral interview will determine this with the Academic Director.

### ***3.2 Participation in Training and Orientation***

In addition, during the first term of employment, Teaching GEs must be willing to participate in an AEI New Employee Orientation with the GE Supervisor. Additionally, it is important that the GE work closely with the program coordinator or designee throughout the GE's period of service, 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 GE Supervisor.

## **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 employment application is not from a student's graduate school application. Therefore, once departments have sent their pool of qualified applicants to the AEI, it is the AEI's responsibility to provide the University with recommendations for GE appointments (CBA Article 17, Section 1).

#### ***4.1a GE Position Availability and Notification Through Department of Linguistics Application***

The department will write and retain position descriptions for recurring types of GE assignments (duties and responsibilities, FTE and workload, and appointment and reappointment qualifications) GE applications for open positions for the next academic year will be sought during the preceding winter term. Per the AEI/Department of

Linguistics MOU some positions are designated for Linguistics students. The creation of additional positions will depend on program need, budget and enrollment.

All decisions about GE applications from the Department of Linguistics for the AEI are made jointly by the Department of Linguistics and AEI for GEs whose degree-conferring department is the Department of Linguistics

#### **4.1b Application Process for Open GE Positions**

When available, these positions will be posted on the Graduate School's "Current GE Openings" page (<https://gradschool.uoregon.edu/GTF-openings>).

Qualified students from graduate programs at the University may apply for available GEs 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 GE applications for open positions are made by the AEI GE Appointment Committee, which is chaired by the Academic Director, and served by the IGE Coordinator and the GE Supervisor, 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 GE 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 GEs (the SPEAK test and subsequent training) are considered to be **minimum** for instruction at the UO but not sufficient standards for the appointment of GEs to teach English language classes in the AEI. Potential non-native English speaking GEs 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 GEs 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 GE applicant shall be given a copy of the appointment or reappointment criteria as part of the application materials.
- The GE 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 GE 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/coordinator.

#### **4.2b Preference**

Preference will be given to those with demonstrated ability in areas relevant to the particular GE 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 GE be enrolled for a **minimum** of 9 graduate credit hours per term of appointment.

#### **4.3 REAPPOINTMENT**

The manner by which GEs 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 GE will be evaluated by the terms of their degree-conferring program department for eligibility for continued GE appointment, based on appropriate progress, as determined by the degree program. Prior to assigning GE 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 re-sources, graduate students are most commonly appointed as GEs 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 GEs 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 GEs, 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 GEs 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 expectation of GEs 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, evidence of low performance (needs improvement) indicates a need for active responsiveness to feedback and consistent marginal improvement, enough to meet minimal standards at the AEI.
- 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 evaluative measure should be viewed as a learning tool for GEs to become more experienced instructors and as preparation for their future teaching career.

### **4.4a Training**

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

Required

- Initial Orientation
- Meetings with GE Supervisor
- Meetings with Lead Teachers
- Midterm meetings and workshops
- Observations
  - Minimum of three observation, including observation preparation and debrief, during first term
  - Minimum of one observation including observation preparation and debrief, during subsequent terms
- Course/Level Team meetings

Supplemental

- Participating in AEI professional development opportunities

## **4.4b Evaluation**

The evaluation tools for GEs emphasize teaching quality and will be:

- Student Evaluations
- GE Supervisor Observations
- Once-per-term meetings at midterm with the GE Supervisor and/or relevant program leader (of AEIS, IEP, or Innovative Programming) 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.
- Year-end evaluation

## **4.5 NON-RENEWAL OF APPOINTMENT**

During the spring term, the GE Supervisors or Academic Director will warn any GE whose appointment may not be renewed for non-budgetary reasons. At any time, the Academic Director may send such a warning. Criteria for terminating a graduate teaching fellowship include:

- a. Unsatisfactory teaching or not meeting program expectations
- b. Failure to demonstrate improvement in all areas related to employment
- c. Failure to make progress toward the degree
- d. Failure to maintain an adequate GPA
- e. Violations of Department or University policies or procedures.

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GE Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their 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 GE 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. GEs are encouraged to consult with their supervisors about methods of course preparation and teaching efficiency that will help them work effectively within the GE Contract limits. GEs 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 GE contract (Article 20).

All GEs 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 GE appointees are required to attend an initial orientation training with the GE Supervisors. GEs 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 the AEI listserve..

### **5.1 Types of Teaching Appointments (.49 FTE)**

#### *Intensive English Program*

The IEP is for non-matriculated students or conditionally admitted students. GEs' teaching assignments will depend on program need and the skills and background the GE brings.

### *American English for International Students (AEIS)*

The AEIS program is for those matriculated university students who have not tested out of English classes. GEs 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 GEs 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 GE Openings page (<https://gradschool.uoregon.edu/GE-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 GEs 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 (SOT) and End-of-Term (EOT) informational meetings. Meetings are announced in the Academic Schedule and via emails from program coordinators to the AEI faculty listserve. As part of professional expectations, record keeping, meeting instructional deadlines, reading and responding to email by the end of the day or within 24 hours.

All programs have regular pre-term and ongoing meetings. GEs 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 course-specific questions.

While expectations for workload contributions for GEs are lower than the Career Track faculty, active participation in the meetings is essential not only for the professional support they provide, but to confirm that curricular objectives are met.

GEs are required to hold two regularly scheduled office hours on campus for students and the instructor must be available for additional student support when necessary.

*For Teaching GE appointments in the IEP program:*

These classes meet for 6 hours per week.

*For Teaching GE appointments in the AEIS program:*

These classes meet for 4 hours per week.

## **5.4 Workspace/Private Meeting Space/Equipment**

All GE 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 GEs 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.

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

## **5.5 Access to Office Supplies /Photocopier and Printouts**

GEs 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 Agate Hall 100, 103, 208 and 224. 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 Facilities office, Room 105.

# **6.0 HEALTH AND SAFETY INFORMATION**

## **6.1 Work Environment**

Once appointments are made, teaching GEs 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 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/>

## **6.3 Reporting Safety Hazards**

GEs 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](mailto:cheryle@uoregon.edu)); AEI Academic Director Britt Johnson, 541-346-8780, [brjohns@uoregon.edu](mailto: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 GE 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**

Office of Risk Management (ORM) administers the University's Workers' Compensation Program. If you have any questions about the program, please call 541-346-8912 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 Safety Incident or Accident Report (SIAR) 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 or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. 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.

## **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 GE 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 GEs; 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, 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>)

## **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**

#### **Sick Leave**

Per Article 28 in the CBA, GEs will accrue and use sick leave in days.

- If a GE is absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, they will be charged a "day" of sick leave.
- GEs accrue two days per term they work; they accrue an additional day during their first appointment in an academic year (Fall-Summer)
- Sick leave is accrued at the start of each term
- GEs can accrue a maximum of ten (10) days of sick leave which can roll over year to year
- Except for parental leave, GEs must exhaust sick leave prior to taking unpaid leave or reducing their GE appointment for illnesses or other covered circumstances
- GEs should notify their department as soon as possible when they have foreseeable sick leave (surgery, etc.)
- GEs must report a sick day to the Substitute Coordinator (per AEI policy, see 9.2 below) and record sick leave on the AEI Timesheet, which is submitted to GE Supervisor.
- GE sick leave use will need to be recorded in Banner by the employing department. Note, due to Banner's design, GEs' sick leave will appear as "hours" but will count as "days." For instance, at the start of an appointment, Banner and DuckWeb will display three hours of sick leave available. The actual time available to the GE is three "days."
- In the AEI, GEs are not asked to substitute teach.

### **9.2 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 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 to make up for the missed class time.

**Per the AEI Procedure Handbook, for all IEP substitutions, whether it be for medical, professional or personal reasons, should go through [aeisub@uoregon.edu](mailto: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 who are 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.

### **9.3 Leaves of Absence**

Students who need to take a period of time off from teaching during their GE 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 GE appointment, the exception must also be approved in advance by the Appointments' Committee.