General Duties and Responsibilities for Computer and Information Science Department

TABLE OF CONTENTS

1.0 GENERAL INFORMATION ........................................................................... 1
2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GTFs) ............................................ 2
3.0 ELIGIBILITY REQUIREMENTS ....................................................................... 3
4.0 GTF APPLICATION PROCESS ....................................................................... 4
5.0 APPOINTMENT AND REAPPOINTMENT ............................................................ 6
6.0 WORKLOAD .......................................................................................... 8
7.0 WORK ASSIGNMENTS ............................................................................... 9
8.0 HEALTH AND SAFETY INFORMATION ............................................................ 11
9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE ...................... 12
10.0 DISCRIMINATION GRIEVANCE PROCEDURES..................................................... 15
11.0 WORK ENVIRONMENT ................................................................ ............. 15
12.0 ABSENCES ........................................................................................ 16

1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs 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 GTFs and this GTF hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

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

Head of the Graduate Education Committee, Hank Childs

DATE OF THIS GDRS REVISION: 5/13/2016
Effective Academic Year: 2016-2017
2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GTFs)

The availability of GTF 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 GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit’s specific need for one or more GTFs.

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

CIS 105, 110, 111, 115, 122, 210, 211, 212, 313, 314, 315, 330, 415, 425, CIT 281, 381, 382, 383

This GTF employing unit:

- makes an effort to distribute GTF 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 GTF appointments for the upcoming academic year is usually determined:

Between mid to late winter when prospective students are offered "Department-funded", and on occasion research-funded GTF positions. These are formal offer letters that clarify both admissions and funding. Offers which are not accepted by April 15th of the admission year are pulled, and the offer is extended to second-round applicants who would qualify for funding.

Prior to the start of any academic term, but no later than two weeks prior to that term, non-funded students who have GTF applications on file may get one-term GTF appointments. The availability of such positions is subject to fluctuations in undergraduate enrollment as well as vacancies that occur when other current students switch to research GTF positions, take leave or graduate. Any appointment later than two weeks prior to the term start may occur in an emergency situation.

Contracts for renewable positions held by current students are generally completed in the spring but no later than the Graduate School’s July deadline.

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

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
SUMMER TERM APPOINTMENTS
Does unit hire GTFs in summer? Yes

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

During Spring term

In recent years, GTF assignments during the summer in this GTF employing unit have included:
Select all that apply.

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader
- Research Assistant
- Administrative GTF

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are:
All students enrolled in the master’s or doctoral program in Computer Science.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF 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:

Satisfactory grades in Computer Science and Math course work relevant to the specific teaching assistant positions.

Students will be considered in the following order:

Preference shall be given to Graduate students enrolled in the Master’s or PhD program of Computer and Information Science. Regarding the GTF pool: Priority will be given for PhD
pool candidates over Master’s pool candidates. Only if the pool is exhausted will the CIS Department advertise outside the Department.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

Master’s students are eligible for department support through their sixth term in the graduate program; and if they take longer to complete their MS, they may remain in the pool for GTF consideration.

The department will make every effort to reappoint PhD students whose academic performance and progress, as well as performance as a teaching or research GTF, are satisfactory. Subject to annual evaluation of progress and performance, PhD students are guaranteed Department support in their first five years of graduate study at the University of Oregon, as per their original admissions/offer letters.

For students who enter the Master’s program and then transfer to the PhD program, the five year guarantee for Department support includes all time in the graduate program, including time in the Master’s program.

After five years in the program (overall), PhD students who do not have support through research may be included in the department’s GTF Pool.

4.0 GTF APPLICATION PROCESS

This unit has graduate students apply for consideration for GTF. Their application summarizes their experience and expertise. They are also strongly encouraged to attach a resume or CV.

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:

Newly admitted students are required to submit a GTF application by hard copy or as a PDF in an email to the Graduate Coordinator if they wish to be considered for GTF positions in the department, whether it is for teaching assistance or research. They are also strongly encouraged to attach a resume or CV.

GTF research positions are not generally posted, although on occasion faculty members will post a position notice on the Computer Science grads-mail email list. Generally a faculty member will ask to look at the pool GTF applications on file to review for potential hiring.
Some positions are acquired after non-paid research is done for a particular faculty member through individualized study credits. All new students are oriented in the fall on the availability of this option as a way to get to know about research.

One to two GTF positions each academic year with Networking Services (NS) are designated for our students through a collaborative agreement. These positions are filled over the summer, for 9-month contracts starting fall term, and the selection involves a review of the pool applicants. The NS positions may be offered to continuing or new students. These position announcements are sent to grads-mail@cs.uoregon.edu, and are posted for a minimum of 10 working days on the Graduate School Graduate Employment site.

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:

Newly admitted students are required to submit a GTF application by hard copy or as a PDF in an email to the Graduate Coordinator if they wish to be considered for GTF positions in the department, whether it is for teaching assistance or research. They are also strongly encouraged to attach a resume or CV.

New PhD students are guaranteed research-funding from the department for the summer after their first year in the program, contingent on good academic progress and developing a research plan with a faculty member. Guaranteed summer funding in the first year is part of the original admission/offer letter the PhD applicant receives.

Generally, the application process for continuing students includes:

A GTF application and a resume or CV (see above) remains on file with the department. These may be referenced by faculty for research positions over the summer. Other types of GTF positions available to our students are the ones for teaching summer courses. During late winter term or early spring an instructor in our department, the Summer Program Coordinator, sends an announcement about the positions via our CS grads-mail email list, and interested students send their applications to him/her.
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):

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:

Remaining pool applications are reviewed. If no qualified students are left in the pool for a
particular position, the Department Head or Committee may decide to reopen the application
process for the position and notify students via the CS grads-mail email list.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three
members includes:

Graduate Education Committee Head, Department Head, Office Manager and Graduate
Coordinator.

Also in accordance with the CBA:
• GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs
  are not employed term-by-term in order to determine whether they are adequately
  qualified for a GTF 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 GTF 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 GTF employing unit and (C) specific criteria relating to the particular GTF 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 GTF and the faculty person with
whom the GTF will work. While appointment or reappointment criteria may include
the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

- Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF 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):
Academic Credentials, recommendations from academic or work supervisors, previous experience, interview.

For a Discussion Section Leader:
Academic Credentials, recommendations from academic or work supervisors, previous experience

For a Laboratory Section Leader:
Academic Credentials, recommendations from academic or work supervisors, previous experience

For a Teaching Assistant:
Academic Credentials, recommendations from academic or work supervisors, previous experience

For a Grader:
Academic Credentials, recommendations from academic or work supervisors, previous experience

For a Research Assistant:
Academic Credentials, recommendations from academic or work supervisors, previous experience

For an Administrative GTF:
Academic Credentials, recommendations from academic or work supervisors, previous experience, interview.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general and then assignment type-related. This applies to positions that become available outside the normal appointment cycle as well.
Performance of GTFs in this employing unit are evaluated: Mid-term evaluation

Evaluations are performed by supervising faculty members. In cases where the GTF is not working directly with a course, but rather a more general or administrative Department assignment, the evaluation is done by the Department Head.

The criteria used for evaluation include:

- Performance on tasks and responsibilities
- Oral communication skills
- Written communication skills

Department GTFs in Computer and Information Science will be evaluated at or shortly following midterm during every term for which they hold a GTF appointment; and the procedures are the same for initial as well as for continuing appointments.

A midterm evaluation form, provided by the Graduate Coordinator on behalf of the Graduate Education Committee, is completed and signed by the Professor with whom the student is doing GTF work. Then the professor meets with the GTF to discuss his/her performance and obtain the student’s signature before the form is returned to the Graduate Coordinator.

Research advisors for first-year summer-funded PhDs report directly to the Graduate Education Committee and do not use the GTF Evaluation form. The focus of their report is on whether the PhD student has demonstrated sufficient research skills.

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GTF employing unit, GTFs are most commonly appointed at the following full time equivalent level (FTE) and corresponding total workload:

.45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GTFs 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 GTF 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 GTF is required to fulfill that specific time commitment.

In CIS, duties for the following types of GTF work assignments are as follows:

DUTIES BY WORK ASSIGNMENT

Instructor of Record:
This GTF position has major responsibility for a lecture section of a course. The department will specify the general outline and objective of the course. The GTF is responsible for developing the detailed syllabus, preparing and giving lectures to the class, writing and grading of exams and lab exercises, assigning grades, and holding office hours to assist students. This responsibility is normally assigned only to GTFs with some teaching experience or promise.

- In class contact 3 hrs per week
- Preparation of class material 7 hrs per week
- Grading exams and lab exercises 6 hrs per week
- Office hours 2 hrs per week
- Substitution for another GTF on sick leave, up to a total of 8 hours per term

Discussion Section Leader:
Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.

- Class discussion sections 2 hrs per week
- Office Hours 3 hrs per week
- Preparation of materials 4 hrs per week
- Grading and logistical support 9 hrs per week
- Substitution for another GTF on sick leave, up to a total of 8 hours per term

Laboratory Section Leader:
Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.
• Class discussion sections 2 hrs per week
• Office Hours 3 hrs per week
• Preparation of materials 4 hrs per week
• Grading and logistical support 9 hrs per week
• Substitution for another GTF on sick leave, up to a total of 8 hours per term

Teaching Assistant:
Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.
• Class discussion sections 2 hrs per week
• Office Hours 3 hrs per week
• Preparation of materials 4 hrs per week
• Grading and logistical support 9 hrs per week
• Substitution for another GTF on sick leave, up to a total of 8 hours per term

Grader:
Grader GTFs shall grade any or all of the following for up to 18 hrs per week:
• Examinations
• Quizzes
• Papers

Research Assistant:
Duties involve directed research under the supervision of a faculty member, and may also include helping the faculty member in various capabilities such as programming or running experiments. These positions are funded by faculty grants and, as such, the responsible faculty member, not their Graduate Education Committee, makes their assignments. Weekly workload reflects FTE level.

Administrative GTF:
The WICS (Women in Computer Science) GTF works 18 hours a week as the leader of the department WICS student group, which includes both Graduates and Undergraduate students. The purpose of WICS is to provide UO CIS women with benefits that contribute to their success in Computer Science. WICS is also interested in increasing the number of women in the field of Computer Science as a whole. Towards these ends the WICS GTF promotes and/or facilitates a variety of projects that may include, but are not limited to, the following:
• scholarships
• K-12 outreach
• tutoring
• mentoring
• lecture series
• educational/career workshops
8.0 HEALTH AND 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 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. 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.

Safety Information:
The University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety. The Office of
Environmental Health and Safety (EH&S) is responsible for the University’s safety program. For questions or information regarding any of these programs, contact EH&S at 541-346-3192, or visit their website, http://ehs.uoregon.edu/. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

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

**Office Manager**
541-346-1375

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:**
CIS Front Office, Office Manager

---

9.0 **SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because 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, individuals appointed as GTFs 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 GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF’s graduate degree program. The GTF’s progress toward the degree is assessed based on criteria established by the GTF’s graduate degree program, regardless of where the GTF is employed.

**Graduate School Minimum GPA:** During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF’s graduate degree program if the GTF’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 her/his graduate degree and issue its approval before a GTF reappointment can be made to that student.
The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online and in two documents:

1. COMPUTER AND INFORMATION SCIENCE DEPARTMENT Ph.D. PROGRAM Policies:
   https://www.cs.uoregon.edu/Education/PhD_Policies.php

2. MS Degree Checklist: https://www.cs.uoregon.edu/Education/Masters.php

The requirements are also summarized here:

Criteria Used to Assess Satisfactory Progress
The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:
MS and PhD requirements (see either the CIS Ph.D. PROGRAM Policies document or the MS Degree Checklist available at: https://www.cs.uoregon.edu/Education/PhD_Policies.php And https://www.cs.uoregon.edu/Education/Masters.php, respectively).

Grades:
MS students need to maintain a 3.00 GPA or higher. As per the MS Degree Checklist, core and cluster classes only count towards the degree if they are B- or better. Electives must be no lower than C to count towards the degree.

PhD students should keep their GPA at 3.50 or higher. See the PhD Policies document for details on grades in the core classes.

Examinations:
Two examinations are integral to making progress in the PhD Program. They are the Directed Research Project (DRP) and the Area Examination.

Completion of the DRP is required by fall of the second year if the student enters with an MS degree in Computer Science, and by spring of the second year with a BS degree in Computer Science. Should a student fail the DRP, the Department may ask the student to leave the PhD Program, or the student will be allowed to repeat the DRP no more than once. The second DRP must be successfully completed within three quarters of residence following the decision.

Completion of the Area Exam should be no more than a year following the DRP. Should the student fail the Area Exam, the exam may be retaken only once.

For more details regarding the DRP and the Area Exam, see the CIS PhD Policies document.

Research:
Research advisors for first-year summer-funded PhDs report directly to the Graduate Education Committee (GEC). The focus of their report is on whether the PhD student has
demonstrated sufficient research skills for their first PhD hurdle, the Directed Research Project. Insufficient progress may result in a warning from the GEC to the student. Research Progress is evidenced by a successful DRP, passing the Area Exam and approval of the Dissertation (or Thesis) Proposal. A research advisor is required to make progress on research. PhD students are expected to actively publish their research.

A DRP Contract Proposal and approved DRP Committee is required by the end of the fourth term in residence or before the summer term in which departmental support is going to be paid to the student, whichever is sooner.

Following the passing of the DRP (above in the Examinations section), the PhD student will form his/her Dissertation Advisory Committee (DAC). The main role of the DAC is to advise the student up until the scheduling of the Defense.

The DAC also needs to approve the Area Exam Proposal, which should be on file 6 months after completion of the DRP. From that point forward the DAC will hold an annual review of the student at a meeting before the fifth week of winter term.

The Approval for the Dissertation Proposal should be on file within six months of the completion of the Area Examination. See the CIS PhD Policies handout for more details.

**Teaching Requirement:**
CIS 610 Teaching Effectiveness course is required for all new non-research GTFs. This course is only taught in the fall, and all new PhDs are alerted to the requirement in material sent to them by the Graduate Coordinator via email over the summer prior.

**Advancement to Candidacy:**
The PhD student advances to candidacy in the term that the Area Examination is passed.

The process for evaluating satisfactory progress toward graduate degree is as follows:

Early in spring term the Graduate Education Committee (GEC), based on the reports from the Dissertation Advisory Committee as well as the student and his/her research supervisor, will discuss the quality of each student’s work, any issues for concern, and any areas for special commendation. The result of the deliberations and recommendations in each case will be communicated to the Department Head, and either s/he or the Head of the GEC will give reports to the respective PhD students.

Failure to make satisfactory progress toward the graduate degree:

For PhD students: Through the Annual Review process the Graduate Education Committee makes a recommendation to the Department Head. Based on this review, a formal letter
from the Department Head or Director of Graduate Studies is issued which clearly specifies any academic improvements or research progress needed by the student as well as specific remediation timelines. Following a remediation period in which to restore status, the student is notified in writing that they have either regained satisfactory progress status or have been disqualified from the Department’s degree program.

For Master’s students: Such a determination is made by the Graduate Education Committee based on relevant academic information provided by the Graduate Coordinator. Based on this review, a formal letter from the Department Head or Director of Graduate Studies is issued which clearly specifies any academic improvements or research progress needed by the student as well as specific remediation timelines. Following a remediation period in which to restore status, the student is notified in writing that they have either regained satisfactory progress status or have been disqualified from the department’s degree program.

10.0 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/AAEO%20Booklet%20Color.pdf

11.0 WORK ENVIRONMENT

Information detailing CIS’s GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found online or in another document: http://www.cs.uoregon.edu/Education/Survival_vGuide/

Workspace:
Each GTF is provided office space, which is shared with other students. Also, each GTF has an individual desk, Prox Access to the building, and a key that opens the stairwell door as well as their assigned office.

Private Meeting Space:
Contact the CIS front office to schedule private meeting space. Three rooms in Deschutes are available for scheduling private meetings: Rms 160, 200 and 260. When available, there is also rm 127, the Undergraduate Peer Advising Lounge.
Access to Telephones and Computers:
Every GTF is given access to a computer and a telephone.

Access to Office Supplies, Photocopies and Printouts
Access to office supplies, photocopies, and printouts are available in the Department front office, M-F 9:00 a.m. to 5:00 p.m.

12.0 ABSENCES

NOTIFICATION
If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from your supervisor. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to reach your supervisor by both phone and email.

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to your supervisor using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GTF and the department on any adjustment due to the GTF’s absence.

COVERAGE FOR TEACHING GTFs
If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform your supervisor so he/she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

Sick leave substitution hours are built into your FTE (see Section 7, Work & Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify your supervisor if you believe you will likely exceed the hours allocated in Section 7.

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

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify your supervisor how to reach you (if possible).
MORE INFO. More information about GTF 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