

*University of Oregon*  
*School of Music and Dance*

Graduate Employee  
**General Duties and  
Responsibilities  
Statement**

**2020-2022**

(Last Revised: June 30, 2020)



UNIVERSITY  
OF OREGON

School of Music and Dance  
University of Oregon  
Eugene, Oregon

**School of Music and Dance  
General Duties and Responsibilities Statement (GDRS)**

**TABLE OF CONTENTS**

<b>1.</b>	<b>General Information.....</b>	<b>3</b>
	1.1 Purpose of this Document	
	1.2 Purpose of Graduate Employee Positions	
	1.3 GE Tuition and Fees	
	1.4 Graduate Teaching Fellows Federation (GTFF)	
	1.5 School of Music and Dance GDRS Music Supervisor	
	1.6 GE Work Environment	
<b>2.</b>	<b>Availability of Graduate Employee Positions (GEs).....</b>	<b>3</b>
<b>3.</b>	<b>Eligibility Requirements and Application Process.....</b>	<b>4</b>
	3.1 Eligibility Requirements	
	3.2 Application Process	
<b>4.</b>	<b>Appointment Process and Reappointments.....</b>	<b>5</b>
	4.1 Appointment Process	
	4.2 Reappointments	
<b>5.</b>	<b>Workload and Work Assignments .....</b>	<b>6</b>
	5.1 Workloads	
	5.2 Individual GE Workload Agreement	
	5.3 GE Assignments and Types	
	5.4 GE Trainings	
<b>6.</b>	<b>Health and Safety.....</b>	<b>9</b>
	6.1 Accident Reporting and Workers' Compensation	
	6.2 Safety Information	
	6.3 Reporting Safety Hazards	
<b>7.</b>	<b>Satisfactory Progress .....</b>	<b>11</b>
	7.1 Determining Satisfactory Progress as a GE	
	7.2 Determining Satisfactory Progress Toward a Graduate Degree	
<b>8.</b>	<b>Discrimination Grievance Procedures .....</b>	<b>15</b>
	8.1 Mandatory Reporting and Harassment Prevention	
	8.2 Discrimination Grievance Procedures	
<b>9.</b>	<b>Work Environment.....</b>	<b>15</b>
<b>10.</b>	<b>Absences.....</b>	<b>16</b>
	10.1 Notification	
	10.2 Coverage for Teaching GEs	
	10.3 Make-up Work	
	10.4 Planned Absences	
	10.5 More Information	
	<b>Sample Individual GE Workload Agreement Form.....</b>	<b>18</b>

# 1. General Information

## ***1.1 Purpose of this Document***

The purpose of this document is to clarify information concerning music Graduate Employee Positions offered by the School of Music and Dance (SOMD). The relationship between a Graduate Employee (GE) and the University as a whole is governed by a Collective Bargaining Agreement (CBA) between the University and a union, the Graduate Teaching Fellows Federation (GTFF). This document details the relationship between music GEs and the SOMD. It does not apply to work-study students or other faculty or staff in the School. This document and its amendments may be viewed or printed from the Graduate School website. Copies of this document are made available to the GTFF, as well as faculty and students, upon request.

## ***1.2 Purpose of Graduate Employee Positions***

GEs play important roles in the academic mission of the School and contribute directly to the quality of instruction delivered to undergraduate students. The SOMD regards GE recipients as professionals and expects them to perform their work according to the highest professional standards. GEs, however, are students first. Both GEs and faculty members must work to assure that the GE's work does not interfere with the student's degree progress. The first priority of GEs must be the completion of the graduate degrees they seek, and that priority is to be maintained throughout a GE appointment.

In some important ways, however, GEs are also part of the faculty. They are often teachers of classes and, as such, represent the University of Oregon to the students. GEs who assist instructors also provide critical services to the students. Many participate in curricular discussions with their supervisors and other faculty members, and all are invited to attend SOMD faculty meetings if they wish.

## ***1.5 School of Music and Dance GDRS Music Supervisor***

The individual who shall supervise the implementation of the *General Duties and Responsibilities Statement* (GDRS) in the School of Music and Dance is Leslie Straka, Associate Dean, School of Music and Dance.

## ***1.6 GE Work Environment***

Information about the physical workspace of GEs, including access to computers, phones, and office supplies, is available in the *Office Manual for Music GEs 2020-21*.

# 2. Availability of Graduate Employee Positions (GEs)

The School of Music and Dance offers a variety of music GEs. Duties vary from year to year depending on the SOMD's needs but normally include most of the following:

- Athletic Bands
- Cello (Graduate String Quartet/Studio Instruction/Community program instruction)
- Composition
- Conducting (Choral, Orchestral, and Wind Ensemble)
- Intermedia Music Technology
- Jazz Studies
- Music Education
- Musicology and Ethnomusicology
- Music Theory
- Piano (Studio Instruction, Collaborative Piano, Piano Pedagogy, Opera Accompanist)
- Saxophone
- Trumpet

- Tuba/Euphonium
- Viola (Graduate String Quartet/Studio Instruction/Community program instruction)
- Violin (Graduate String Quartet/Studio Instruction/Community program instruction)
- Voice

Other GEs may be added as needed.

GE appointments are program-driven and determined by the SOMD faculty and administration. The number of GE positions available is subject to budgetary constraints on the SOMD and the University of Oregon. Early each calendar year, SOMD faculty members inform the Associate Dean about new or changing GE needs for the following academic year. The Associate Dean consults with the Dean about possible changes, reductions, or additions to the GE appointments. New GE applicants and current GEs who wish to renew their appointments are considered for available positions. Students interested in GEs are encouraged to apply for positions and to discuss their interests with the chair(s) of the area(s) in which they are applying.

Academic year assignments have included:

- Instructor of Record (full responsibility for a course)
- Laboratory/Discussion/Review Leader (full responsibility for laboratory, discussion, or review section)
- Teaching Assistant
- Conductor or Coach (of a musical ensemble)
- Studio Instructor
- Performer
- Studio Accompanist
- Research Assistant
- Administrative Assistant

Summer Term Appointments: The SOMD occasionally hires GEs as Instructors of Record. Summer term appointments are available to current (continuing) students only.

All appointments are subject to:

- a) Sufficient enrollment in the course or area of study to permit continuation of the position.
- b) Availability of sufficient funds in the budget.

### **3. Eligibility Requirements and Application Process**

**3.1 Eligibility Requirements.** To be eligible for music GE appointments in the SOMD, students must be admitted to, and enrolled as full-time students in, a University of Oregon SOMD graduate music degree program during each term in which GE appointments are held.

Please note that because SOMD GE positions are often closely aligned to specific degree/area programs, preference is usually given to applicants in the programs associated with that particular GE position.

The Graduate School requires that GEs successfully complete a minimum of nine credit hours of graduate work (i.e., a full-time load) appropriate to their degree programs each term of the appointment.

**3.2 Application Process.** Position announcements for the upcoming academic year are listed on the SOMD website.

SOMD Graduate Employee Positions may involve any one or more of the following, sometimes in combination: classroom instruction, assisting with ancillary classroom duties, grading, conducting ensembles, coaching ensembles, group performance instruction, individual performance instruction, program administration, or solo or group performance. Positions range from an FTE (full-time equivalence) of .20 to .49, with most GEs at .20 FTE. Criteria for appointment and reappointment are listed in Section 4 of this document; workloads and work assignments are discussed in Section 5.

Application information and forms can be found online at: <http://music.uoregon.edu/apply/graduate-music/financial-aid>.

Academic year GE positions are filled no sooner than February of the academic year prior to possible appointment, but as soon thereafter as appropriate candidates are identified.

## 4. Appointment Process and Reappointments

GE appointments and reappointments shall comply with Federal and University Affirmative Action regulations. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee gives substantial consideration to the other appointment or reappointment criteria. In addition, no fixed number of positions will be reserved for incoming or continuing graduate students, and no appointment shall create any automatic right, interest or expectation in any other appointment beyond its specific terms. If no qualified students apply or are available for a particular position, the Area Chair and Associate Dean may decide to reopen the application process for the position or to seek other kinds of employees for the duties.

**4.1 Appointment Process.** GE appointments will be filled by the Associate Dean in consultation with appropriate faculty members and after approval of the Dean, as soon as the need for the position, its priority, the appointee, and available funding can be determined.

Appointments and reappointments are based upon evaluation of each candidate's qualifications with respect to the general criteria regarding appointments in the SOMD and specific criteria relating to the particular GE work assignment. Where deemed necessary, an interview by telephone or in person may be conducted.

The Area faculty select the candidate, with the final approval of the Associate Dean and the Dean as necessary. Depending on the nature of the GE position, criteria for selecting initial appointees may be drawn from the following:

- (a) Academic potential of the student, as evidenced by application materials.
- (b) Applicant's ability to communicate in writing and verbally, and the ability to organize and explain their thinking.
- (c) Applicant's recommendations from academic or work supervisors, and personal or application statements.
- (d) Where appropriate, the candidate's musical performance (through live or recorded presentation).
- (e) Candidate's interest and amount of knowledge in subject to be taught in a particular assignment.
- (f) Previous teaching, performance, or related experience, especially in the area of the assignment.
- (g) The ability to maintain a positive working relationship with the faculty member with whom the GE will work.

- (h) Other criteria as deemed important by the faculty members making the decision.

**4.2 Reappointments.** GEs will be employed year-to-year rather than term-to-term whenever feasible. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position. GE reappointments are not automatic, nor are they guaranteed. In addition to the criteria listed in *Section 4.1 Appointment Process* above, reappointments will be based on:

- (a) Satisfactory progress toward completion of the student's degree as determined by the student's supervisor, advisor, and the Director of Graduate Studies.
- (b) Satisfactory performance of previous GE duties as determined by the supervising teacher (who does a formal annual evaluation at least once each year) and other knowledgeable faculty members, student course evaluations, and the Director of Graduate Studies.
- (c) Number of years the GE has had an appointment, the typical limit being two years for a master's student and three or four for a doctoral student.
- (d) Applicant pool.

## 5. Workload and Work Assignments

**5.1 Workloads.** GEs are appointed in the SOMD at the following full-time equivalent (FTE) rates and corresponding total workloads, based on 11 weeks per term:

<b>FTE</b>	<b>Per Week</b>	<b>Per Term</b>	<b>Per Academic Year</b>
.20	8 hours	88 hours	264 hours
.25	10 hours	110 hours	330 hours
.30	12 hours	131 hours	393 hours
.35	14 hours	153 hours	459 hours
.40	16 hours	175 hours	525 hours
.45	18 hours	198 hours	594 hours
.49	19 hours	215 hours	645 hours

(To determine the hours required per term for a particular GE position with an FTE not listed above, multiply the FTE by 438.)

The FTE for a GE who has sole responsibility for teaching a course or is listed as the instructor of record shall be based on the academic credit value of the course for which the GE is responsible. (Sole responsibility is understood to mean sole individual preparing and teaching of class(es) assigned.) A three-credit course will carry a minimum FTE appointment of .40, and a four-credit course will carry a minimum FTE appointment of .49.

For four- or eight-week courses during summer session, minimum FTE appointments of GEs with the same responsibilities described above shall be minimum .30 FTE for three-credit classes, and minimum .37 FTE for four- or five-credit classes.

Workloads include performance of all duties of the work assignment. For example, the hours specified above include in-class time, preparation, office hours (as applicable), grading papers, and other activities related to the assignment, as specified by the supervisor.

- Music GEs are expected to fulfill course-related advising and administrative duties for a total that normally does not exceed 15 hours per term.

- Applied performance studies (for enrolled university students) will receive one half-hour of load credit for each half-hour lesson and preparation time up to one quarter-hour for each one hour of teaching. Preparation time for all Community Music Institute instruction varies, and is determined by the Community Music Institute director.
- Coaching small ensembles and conducting sectional rehearsals will grant 3 hours of load credit for each 2.5 hours of contact and up to one half-hour of preparation.
- Class performance instruction will grant one hour of load credit for each hour of class instruction and up to one half-hour of preparation.
- Attendance at faculty meetings is recommended but not required. The meetings are optional unless the contract specifies otherwise.
- Official meetings with supervising faculty members shall be determined at the beginning of the term and included in the workload of the GE.
- Initial class preparation will be granted where a class is being taught for the first time. The amount of time will be determined with the supervising faculty member and Director of Graduate Studies. Observation of classes is considered part of class preparation and is to be included in the hours allotted for class preparation.
- Attendance at juries and auditions may be part of the GE load. The times for attendance by GEs and the workload credit shall be worked out with the Area Chair or supervising faculty member.

**5.2 Individual GE Workload Agreement.** A copy of the form titled *Individual GE Workload Agreement* (a sample of which is included at the end of this document) must be completed by each GE in consultation with the faculty supervisor, signed by the GE and the supervising faculty member at the start of each academic term and returned to the Music Graduate Office for approval and filing. The form is designed to make clear the responsibilities of the position and the limits of these responsibilities for both the GE and the supervising faculty member. If duties change during the appointment, a new copy of the form must be completed and signed by the two parties.

**5.3 GE Assignments and Types.** The SOMD typically has nine types of GE assignments, although some assignments are a mixture of the descriptions below. For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for music GE assignments.

***Instructor of Record (full responsibility for a course)***

- This assignment normally includes responsibility for all in-class contact hours, including conducting lectures and discussions, leading laboratory or review sessions, and reading student papers.
- It also normally includes preparation of all class-related activities and course syllabi, preparing or adapting course materials, constructing and administering examinations and quizzes, maintaining grade records and reporting grades, and holding office hours (which may not exceed 15 hours per term). In the SOMD, GEs who work as instructors of record are not assigned to work loads that would require GE assistance.

- In addition, this assignment may include other responsibilities such as attending departmental and supervisor's meetings and other professional responsibilities related to the teaching assignment.

***Laboratory/Discussion/Review Leader (full responsibility for laboratory, discussion, or review sections)***

- In-class hours include conducting laboratory, drill, discussion, or review sections and attending lectures or rehearsals as needed.
- There are also preparation hours for the laboratory, discussion, and review sections; the preparation of lesson plans, if needed; adapting existing course materials; and preparing examinations and quizzes if needed.
- Contact hours outside the classroom, including office hours (which may not exceed 15 hours per term).
- In addition, this appointment may include reading and grading papers, examinations, quizzes, and special projects; tutoring; maintaining attendance and grade records; reporting grades; and other responsibilities.

***Teaching Assistant***

- In-class contact includes teaching assigned classes, attending the professor's lectures or rehearsals as assigned, teaching in the instructor's absence, leading review sessions and discussions, and similar activities.
- Preparation hours include such things as preparation of lectures, assisting the instructor in preparing course-related materials or activities, constructing examinations and quizzes, and adapting existing course materials.
- Contact hours outside the classroom, including office hours (which may not exceed 15 hours per term).
- In addition, this appointment may include reading and grading papers, examinations, quizzes and projects; tutoring; maintaining attendance and grade records; reporting grades; and other responsibilities.

***Conductor or Coach (of a musical ensemble)***

- In this assignment, the GE has full or partial responsibility to conduct or coach a musical ensemble.
- Depending on the degree of responsibility carried by the GE, the assignment will include establishing ensemble membership, scheduling of performances, logistics in setting up rehearsals and concerts (including program copy to the publicity office), selection of repertoire for performances, and planning and conducting rehearsals and performances.
- Additional responsibilities may include performance evaluations in cooperation with supervising teacher, maintaining grade records, and reporting grades.
- Contact hours outside the classroom, including office hours and assistance with individual parts (which may not exceed 15 hours per term).

***Studio Instructor (of applied lessons)***

- In-class hours include teaching individual or group lessons in vocal or instrumental performance, and conducting or assisting with performance classes.
- Preparation hours include selecting repertoire for the lessons, determining the lesson schedule, selecting student repertoire, and evaluating student progress.

- Contact hours outside the classroom may involve minimal advising and office hours since the regular one-on-one instructional format provides for this personal evaluation and advising. Evaluations of student performance may include attendance at jury examinations, studio classes, recitals or concerts, maintaining grade records, and reporting grades.

### ***Performer***

- Rehearsals and performances as assigned by supervisor
- Preparation of repertoire

### ***Studio Accompanist***

- Accompany studios as assigned by supervisor
- Preparation of repertoire for studio lessons, juries, and recitals

### ***Research Assistant***

- This assignment involves locating, assembling, organizing, and preparing materials related to the supervisor's duties and otherwise conducting research on topics specified by the supervisor.
- It also includes regular meetings with the supervisor to determine the nature of assignments and the progress being made in the research.

### ***Administrative Assistant***

- Perform duties as assigned by supervisor

**5.4 GE Trainings.** GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as TEP, and other workshops and trainings related to successful performance of GE duties. GEs may be compensated for these training hours either through: 1) hourly compensation at that GE's current hourly rate or 2) by accounting for the hours within their regular work assignment if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual training courses and/or activities for that GE.

GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments. Nothing in this section shall trigger time-and-a-half substitution pay as described in ARTICLE 29 if a substitute is required to cover the duties of a GE who is engaged in training. The GE who substitutes shall be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution.

## **6. Health and Safety**

**6.1 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 541-345-8316.

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 Workplace Injury Report 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 <https://safety.uoregon.edu/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. 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 Safety and Risk Services immediately.

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

**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 (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

**6.3 Reporting Safety Hazards.** GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: David Mason, Director of Facilities Services (541)346-5679.

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

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

- First aid supplies are available at the Receptionist's desk and in Beall Hall Box Office.
- Information about emergency and evacuation procedures are posted near all exits from the Music Building
- Material safety data sheets are available in the offices of the Director of Facilities Services and Dean's Executive Assistant.

## 7. Satisfactory Progress

**7.1 Determining Satisfactory Progress as a GE.** There are two methods of evaluating the work of GEs: evaluations by the GE's supervisor and evaluations by students for GEs who are Instructors of Record.

### ***Evaluation of GEs by the Supervising Faculty Member***

The supervising faculty member for each GE will prepare a written evaluation of the GE's work and review it with the GE at least once each academic year. A copy of the evaluation, signed by the GE and the supervisor to indicate they have read it, is returned to the Music Graduate Office for placement in the GE's personnel file. This evaluation will be based on the following criteria, as appropriate to the GE's assignment:

### ***Suggested Criteria for Evaluating Instructors (Instructors of Record, Laboratory/Discussion/Review Leaders, Teaching Assistants):***

1. The instructor makes course objectives for the course clear to the students.
2. The materials the instructor presents during the quarter reinforce the stated objectives of the course.
3. The instructor gives assignments that are clearly defined and are helpful in gaining comprehension of the course material and objectives.
4. The required and recommended materials are consistent with the catalog description of the course.
5. The instructor's explanations, leading of class discussions, and other class activities, are effective and productive.
6. The instructor stimulates critical, analytical, and creative thinking about the subject matter.
7. The instructor is receptive to questions, ideas, and opinions.
8. The instructor's interactions with the students are courteous.
9. The instructor's praise and criticism is fair and impartial and represents accurately the students' achievement.
10. The instructor's grading procedures for the course are clear, fair, and impartial.
11. Student grades assigned by the instructor accurately represent achievement in the course.
12. The instructor is punctual (i.e., beginning and ending class on time).
13. The instructor's pace in covering material during the term is reasonable.
14. Any course requirements requiring additional personal time are reasonable.
15. The instructor is reasonably available for conferences.

### ***Suggested Criteria for Evaluating GEs as Conductors and Coaches:***

1. The conductor posts rehearsal and performance schedules with a reasonable amount of notice.
2. The conductor is sufficiently prepared for rehearsals and performances.
3. The conductor exhibits a thorough knowledge of the scores being rehearsed.
4. The conductor's rehearsals are well organized and paced.
5. The conductor's rehearsal techniques improve group performance.
6. The conductor's gestural technique improves group performance.
7. The grading criteria for the course are clear, reasonable, and impartial.
8. The conductor provides a variety of repertoire.
9. The conductor projects confidence on the podium.

10. The conductor effectively diagnoses difficulties and suggest remedies.
11. The conductor is reasonably available for conferences outside the rehearsal.
12. The conductor stimulates critical, creative thinking and discussion about the music being performed.
13. The conductor is punctual (i.e., beginning and ending rehearsals on time).
14. The conductor successfully balances the amount of rehearsal time spent working with individuals or sections with the amount of time spent working with the entire ensemble.
15. The conductor's interactions with the students are courteous and helpful.

***Suggested Criteria for Evaluating GEs as Studio Instructors:***

1. The instructor demonstrates a constructive approach to the student's development as a performer.
2. The assigned material and repertoire are appropriate to the student's level of ability and goals.
3. The instructor communicates clearly what the student should prepare for each lesson.
4. The instructor demonstrates or explains how musical passages may be enhanced through improved technique and/or interpretation.
5. Where appropriate, the instructor helps students understand differences among musical styles.
6. The instructor demonstrates an interest in individual students and their development.
7. The instructor's criteria for evaluating student progress are clear, fair, and impartial.
8. The instructor adequately diagnoses difficulties and suggests remedies.
9. The instructor provides appropriate guidance in practice techniques.
10. The instructor encourages students to perform.
11. The instructor praises and criticizes students fairly and impartially, in accordance with achievements.
12. The instructor's lessons are held on schedule, begin on time, run full-length, and are efficient and well organized.
13. The instructor exhibits a thorough knowledge of the music and technical materials being studied.
14. The instructor stimulates appropriate analytical and musical thinking about the music being performed.
15. The instructor's interactions with the students are courteous and helpful.

***Suggested Criteria for Evaluating GEs as Performers:***

1. The performer is well prepared for all rehearsals and performances.
2. The performer attends all scheduled rehearsals and performances.
3. The performer is punctual.
4. In ensemble rehearsal settings, the performer is thoroughly engaged and contributes to the improvement of the overall performance.
5. When representing the UO, the performer acts in a manner that reflects positively on the University and the School of Music and Dance.

***Suggested Criteria for Evaluating GEs as Studio Accompanists:***

1. The accompanist is well prepared for all rehearsals and performances.
2. The accompanist attends all scheduled rehearsals and performances.
3. The accompanist is punctual (i.e., beginning and ending rehearsals on time).
4. The accompanist's interaction with the student and studio teacher are courteous and helpful.

***Suggested Criteria for Evaluating GEs Functioning as Research Assistants:***

1. The research assistant performs all duties as assigned and in a timely fashion.
2. The work of the research assistant is consistently of a high caliber.
3. The research assistant submits any written work in an acceptable manner employing appropriate grammar, writing, punctuation, and formatting skills.
4. The research assistant contributes positively to a cordial, professional relationship with the supervisor.

***Suggested Criteria for Evaluating GEs Functioning as Administrative Assistants:***

1. The administrative assistant performs all duties as assigned and in a timely fashion.
2. The administrative assistant regularly checks in with the supervisor.
3. The work of the administrative assistant is consistently of a high caliber.
4. The administrative assistant contributes positively to a cordial, professional relationship with the supervisor.

***Evaluations of GEs by Students***

Some GEs are evaluated each term by their students. Student evaluations are accessible electronically to the GE and Assistant Dean. These evaluations may be examined by supervising faculty members as part of the review process.

***Review of GE Evaluations by the Director of Graduate Studies***

The Associate Dean will review the evaluations of each GE and, where problems are apparent, discuss those issues with the GE and take actions as needed.

***Evaluations by the Faculty Advisors (See Section 7.2 below)***

**7.2 Determining Satisfactory Progress Toward a Graduate Degree.** GEs have the same responsibility for adhering to the Graduate School's and SOMD's policies and procedures as other graduate students. Individuals appointed as GEs are officially students first and employees second. Because they are regarded primarily as graduate students, making progress toward the degree to which they have been admitted is required for continuation of a GE appointment (and for consideration for a reappointment).

***Evaluations of GE Degree Progress by the Graduate School***

At the end of each term the Graduate School reviews transcripts of all graduate students holding GE appointments. The Graduate School will notify the Director of Graduate Studies if the GE has failed to complete satisfactorily at least nine graduate credits applicable to the GE's degree program during the term. The Director must then review the student's progress toward their graduate degree and

recommend continuation before the GE is allowed to continue in the appointment. Failure to complete the required course load and duties may result in changes in salary payments and/or ability to retain a GE appointment.

The Graduate School will also notify the Director of Graduate Studies if the GE's cumulative grade point average (GPA) has fallen below 3.0 during the appointment period. In such cases the Director of Graduate Studies will be asked to review the student's progress toward their degree program and may be asked to document a plan for GPA improvement before a GE reappointment can be made.

### ***Evaluations by the School of Music and Dance***

Over the course of each academic year, each GE is evaluated with respect to their graduate degree progress. This part of the evaluation is therefore an assessment of the GE as a graduate student and is the responsibility of the GE's faculty advisor, with assistance from the Director of Graduate Studies. If desirable, the Graduate Committee, the Dean, or other informed faculty members may be asked to contribute to the evaluation.

### ***Criteria used in assessing a GE's progress toward a music graduate degree in the School of Music and Dance***

1. Each GE must satisfactorily complete a minimum of nine graduate credits per term in coursework directly associated with the SOMD graduate degree program to which the GE has been admitted.
2. Each GE must maintain a cumulative and yearly GPA of 3.0 or better. The GPA will be computed only on coursework related to the requirements for the SOMD graduate degree.
3. Each music GE must successfully complete the SOMD's music graduate entrance examinations and remedial coursework by the end of the fall term of the student's second year in the program.
4. Each GE must complete in a timely fashion the specified courses in the degree program to which they have been admitted.
5. No GE may accumulate more than six credits of incompletes at any one time.
6. No GE may accumulate more than two grades of "C+" or lower.
7. Each GE must complete all courses specified by title or category in the appropriate degree program on a graded basis.
8. Each GE must meet the deadlines specified in the degree program to which they have been admitted. These deadlines are specified in the printed material on each degree program and in the *Procedures and Policies* (available on the SOMD website)
9. Each GE must make timely progress on theses, projects, or recitals as determined by the student's advisor and the appropriate music area faculty.
10. Each GE must pass all degree requirements by at most the second attempt with the exception of language examinations. If two efforts to pass a degree requirement do not result in a satisfactory grade (B- or better) or other appropriate faculty approval, further enrollment as a graduate music major will be permitted only by a successful petition to the Music Graduate Committee.
11. Each GE must complete all degree requirements within seven years. For master's degree students the seven-year time limit starts with the beginning of the term of the earliest course recorded on the degree checklist. For doctoral degree students the seven-year time limit begins with the term of matriculation. If the seven-year period is exceeded in the doctorate, an additional year of residence or a new set of comprehensive examinations, or both will be required. If the seven-year limit is reached without completing any graduate degree, the student must apply for, and receive, an extension of the time limit from the Director of Graduate

Studies (who may refer the question to the Graduate Committee) and from the Graduate School before continuing in the program.

In the event that a GE fails to make satisfactory progress toward the graduate degree, the student may be given a warning with sets of conditions to meet by specified times. If the student fails to meet those conditions without adequate explanation, the student may be disqualified at the end of the term.

## **8. Discrimination Grievance Procedures**

### **8.1 Mandatory Reporting and Harassment Prevention**

All University of Oregon employees have a legal duty to report incidents of child abuse and prohibited discrimination, including sexual harassment and sexual assault. For more information, please see the Office of Affirmative Action & Equal Opportunity website: <http://aaeo.uoregon.edu/sexual-harassment-assault/other-related-resources/employee-legal-reporting-responsibilities>

University employees, including GEs, are required to complete the Workplace Harassment Prevention online training within 90 days after beginning employment.

Ensuring understanding and support of our policy regarding prohibited discrimination and harassment is critical to creating and maintaining a welcoming and inclusive community. As a result, Preventing Workplace Harassment training is required for all University faculty, staff, and GEs. The training is presented in two modules, and is intended to better inform university employees about behaviors that constitute prohibited discrimination and harassment and to clarify employees' understanding of their duty to report credible information regarding incidents of prohibited discrimination and harassment, including all forms of sexual harassment and sexual violence. Instructions for completing the online training and access to the modules are available on the HR website set forth at: <https://hr.uoregon.edu/learning-development/workplace-harassment-discrimination-prevention>

### **8.2 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>).

## **9. Work Environment**

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

Information detailing Music GE work environments (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found in the Office Manual for Music GEs, available online on the "Info for Grad Students" page: <https://music.uoregon.edu/current-students/info-graduate-music-students>

### **Access to Telephones and Computers:**

There is a phone for GE use in the GE workroom (Music 205): 541-346-3759. The Collier House GE office phone is 541-346-7364.

Computers and a printer are available for use only by Music GEs in Music 205. **This equipment is solely for work directly related to GE duties.**

## 10. Absences

### 10.1 Notification

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the appropriate course instructor/GE 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 the appropriate course instructor/GE 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 GE). If you are able, please attempt to reach the appropriate course instructor/GE 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 the appropriate course instructor/GE supervisor using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School and the SOMD Associate Dean (Istraka@uoregon.edu). The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

### 10.2 Coverage for Teaching GEs

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution. If you are asked to substitute with less 24 hours' notice, and you perform the substitution, you will earn hourly compensation of 1.50 time your current rate unless the GDRS, your job description, or workload allocation sets aside hours for substituting (e.g., Community Music Institute). All requests for Sick Leave related absences should be reported to the SOMD via the online GE Sick Leave Form found on the Info for Grad Students website: <https://music.uoregon.edu/current-students/info-graduate-music-students>

For non-sick leave related absences, 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 the appropriate course instructor/GE supervisor so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

Please note that substitute pay is applicable only when a GE is (1) substituting for another GE who is sick and (2) has received departmental approval for the substitution. Substitute pay is *not* applicable for coverage for any reason other than claimed sick time.

### 10.3 Make-up Work

Generally, for duties missed not related to a class meeting, please check in with the appropriate course instructor/GE supervisor to determine when and how the missed work will be made up.

### 10.4 Planned Absences

If you are planning an approved absence during any working days of the term, be sure to notify the appropriate course instructor/GE supervisor how to reach you (if possible).

### **10.5 More Information**

More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.

# Sample Individual GE Workload Agreement Form



UNIVERSITY  
OF OREGON

SCHOOL OF MUSIC AND DANCE  
**Music Graduate Office**  
(541) 346-5664 • gradmus@uoregon.edu • music.uoregon.edu

## Individual GE Workload Agreement

GE Name:			Term(s) this agreement covers:		FTE:	
	<i>Last Name</i>	<i>First Name</i>		<i>Term(s) &amp; year</i>		

GE Faculty Supervisor: (please print name)

With your faculty supervisor, please list each activity you will perform, along with how many hours per week and how many hours per term for each activity. For the purpose of this form, there are eleven weeks in the term. A list of sample activities can be found on the back of this sheet.

Weekly Activities (example: classroom teaching)	Hours per week	Hours per week x 11 = Hours per term

Other Activities (example: attending juries)	Hours per term
Total hours per term	

**You and your supervisor must sign and date this form. Keep a copy for your own records, and submit the original to the Music Graduate Office by the end of the first week of the term.**

**School of Music and Dance**

GE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>MUSIC GRADUATE OFFICE ONLY: Rec'd</b> _____
--