

DEPARTMENT OF POLITICAL SCIENCE

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
GRADUATE EMPLOYEE APPOINTMENTS**

2020– 22

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**The supervisory individual who shall oversee the implementation of this GDRS is:
Political Science Department Head, in conjunction with the department’s Director of Graduate Studies.**

Revised: June 11, 2020

1. GENERAL INFORMATION

- a) The purpose of this GDRS is to clarify information concerning Graduate Employee appointments (GEs) offered by the Department of Political Science. The Collective Bargaining Agreement (CBA) between the University and the Graduate Teaching Fellows Federation (GTFF) governs the relationship between GEs and the University as a whole. This GDRS details the specific relationship between GEs and the Department of Political Science; it does not apply to work-study, hourly student employees, or other staff hired in the Department of Political Science.

Access to this document will be provided to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation. This document and its amendments may be viewed or printed from the Graduate School website:

<https://gradschool.uoregon.edu/funding/ge/gdrs>.

2. AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS

- a) All graduate students employed by the department at .2 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Employee appointment, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of a new GE position (CBA Article 17 Section 4).
- b) The number of GE positions available is subject to the budgetary constraints on the department and the University, and is based on the department's need for one or more GEs.
- c) In recent years, GE positions have been offered by the Department for assisting in classes with large enrollment, which may include: grading, leading discussion sections, assisting faculty with research projects, and performing as instructor-of-record for courses that graduate students are qualified to teach.

3. ELIGIBILITY REQUIREMENTS

- a) Typically, only graduate students enrolled in the Department of Political Science are eligible for GE appointments. If a need arises and no qualified candidates are available from students majoring in the Department of Political Science, a qualified student from another department may be hired.
- b) GEs must be able to communicate in both written and spoken English sufficient to allow for the adequate transmission of ideas to students, and between students and the GE. Non-native speakers of English who accept GEs for teaching-related positions must submit a score for the Test of Spoken English (TSE) or SPEAK test to the Graduate School. Please see <https://gradschool.uoregon.edu/funding/ge/international#english-language-proficiency> for current SPEAK test score requirements. Individuals scoring below the minimum scores on the SPEAK or the TSE will be required to attend language support classes (at no additional charge

to the student) and may be subject to limitations on the kinds of activities they may carry out as GEs. The TSE is available at many TOEFL testing sites. If a TSE score is not submitted to the Graduate School in advance of arrival on campus, non-native-speaker students must take the SPEAK test at the University of Oregon prior to the first term of appointment.

- c) Students must be fully admitted by the Department, Graduate School, and Office of Admissions into the Department's graduate program.
- d) Students are required to be enrolled for and successfully complete a minimum of 9 Political Science graduate credit hours towards the degree during each term of a GE appointment.
- e) GEs must maintain their studies in residency at the UO during each term of appointment.
- f) GEs must maintain Satisfactory Progress toward Degree, as outlined in section 11. For non-Political Science students, the home department must confirm satisfactory progress.
- g) GE appointment offers are merit-based.
- h) Graduate Employee Eligibility Requirements for Levels:
 "GEs shall be advanced to the appropriate level of the salary scale at the beginning of the term immediately following that during which the criteria for advancement were met." (CBA Article 22, Section 2)
 - (1) GE I – Regularly enrolled graduate students admitted to a graduate degree program or doctoral students who are not eligible for a GE II or GE III appointment
 - (2) GE II – Regularly enrolled graduate students who have:
 - (a) Master's degree in the same or cognate field
 - (b) Successfully completed a qualifying examination toward a doctoral degree, or
 - (c) Completed 45 credit hours toward a doctoral degree and have a written recommendation of the head of their major department
 - (3) GE III – Regularly enrolled doctoral students who have advanced to candidacy.
- i) To be eligible for an Instructor-of-Record position, the student must be advanced to candidacy and must defend their Ph.D. prospectus at least one term prior to teaching a course.

4. APPLICATION PROCESS

- a) As described in Article 9 of the Collective Bargaining Agreement, each GE shall be given a copy of this GDRS, including appointment and reappointment criteria, at the time of hire.
- b) Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (CBA Article 17, Section 1).

- c) It is the department's responsibility to provide the University with recommendations for GE appointments. (CBA Article 17, Section 1).
- d) From time to time emergency appointments will be necessary. In such cases, the department head will make selections in consultation with the appropriate department committee.
- e) Three application processes have been identified below:

(1) New prospective graduate students

- (a) The department provides prospective graduate students with information regarding GEs and the application procedure at the time that Graduate Admission Application information is requested.
- (b) Prospective graduate students must indicate their interest in a Graduate Employee appointment on the department's online application during the admissions process.
- (c) GE appointment offers for incoming students may include consecutive academic years.
- (d) GE appointment decisions for new students are made by approximately March 15. Students are asked to respond by April 15.
 - (i) An appointment may be rescinded by the department within ten (10)-calendar days of issuance of the offer unless payable work is requested by the University and performed by the GE. Once an appointment has been accepted and the rescission period has passed, it may not be rescinded or reduced except for good cause shown (CBA Article 17, Section 3).

(2) Returning students with a continuous GE Appointment

- (a) Returning GEs will be automatically reviewed for reappointment.
- (b) Reappointments are contingent upon satisfactory academic progress (see section 11 below), positive annual reviews, and the availability of funds and positions. Students who have reached ABD (All But Dissertation) status will be expected to teach one or more course(s) each academic year. Eligibility rules outlined above apply.
- (c) Returning GEs may indicate the desired FTE for each term (see "Workload" below) by providing a request no later than May 1 for the following academic year.
- (d) To be eligible for an Instructor-of-Record position, the student must be advanced to candidacy and must defend their Ph.D. prospectus at least one term prior to teaching a course.
- (e) GE appointment decisions for these students will be made within approximately 5 business days after the Annual Review.

- (i) An appointment may be rescinded by the department within ten (10)-calendar days of issuance of the offer unless payable work is requested by the University and performed by the GE. Once an appointment has been accepted and the rescission period has passed, it may not be rescinded or reduced except for good cause shown (CBA Article 17, Section 3).

(3) Returning students with no previous GE appointment, after loss of an appointment, or after initial funding offer has been exhausted

- (a) To be considered for an appointment, students must complete a Graduate Funding Opportunity Application and required documentation by May 1 for the following academic year.
- (b) Appointments are contingent upon satisfactory academic progress (see section 11 below), positive annual reviews, and the availability of funds and positions. Students who have reached ABD (All But Dissertation) status will be expected to teach one or more course(s) each academic year. Eligibility rules outlined above apply.
- (c) To be eligible for an Instructor-of-Record position, the student must be advanced to candidacy and must defend their Ph.D. prospectus at least one term prior to teaching a course.
- (d) GE appointment decisions for these students will be made within approximately 5 business days after the Annual Review.
 - (i) An appointment may be rescinded by the department within ten (10)-calendar days of issuance of the offer unless payable work is requested by the University and performed by the GE. Once an appointment has been accepted and the rescission period has passed, it may not be rescinded or reduced except for good cause shown (CBA Article 17, Section 3).
- (e) If additional Instructor-of-Record positions become available during the regular academic year or for Summer Session, the department will notify currently enrolled graduate students. This notification will include deadline dates, application procedures, and other pertinent information.

5. APPOINTMENT AND REAPPOINTMENT SELECTION PROCESS

- a) Recommendations for appointment and reappointment shall be made to the department head.
 - (1) For prospective and returning GE appointments, the Admission and Awards Committee shall make such recommendations. The committee shall be comprised of three or more faculty members appointed by the Department Head.
 - (2) For GE Instructor-of-Record positions, the department head in consultation with the graduate student faculty advisor as well as the Admission and Awards Committee

shall make such recommendations.

- (3) While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.
 - (4) In addition to criteria indicated under sections 3 and 6, a prospective Instructor-of-Record's previous background in the subject area will be taken into consideration.
 - (5) Candidates will be rank-ordered based upon the criteria outlined in "Eligibility Requirements" (Section 3) and "Criteria to be Considered" (Section 6).
- b) If no qualified students apply, the department head or appropriate committee may decide to reopen the application process for the position. Generally, the same process will be repeated. However, the department reserves the right to proceed to fill the position as it would in an emergency appointment situation.
 - c) In the case of continuation of the same position, the department may decide to continue with the same GE in the position without a new announcement.
 - d) 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.
 - e) Appointments and reappointments are not automatic, nor are they guaranteed. Students will be considered in the following order:
 1. Returning Ph.D. students with a continuous GE appointment
 2. Incoming Ph.D. students
 3. Returning Ph.D. students that have applied for additional funding after initial offer has been exhausted
 4. Returning Ph.D. students with no previous GE appointment or who are reapplying after loss of an appointment
 - f) Appointments may include a combination of GE classification types, including TA, Grader, RA, and Instructor-of-Record. Assignments are based on department instructional and research needs.

6. CRITERIA TO BE CONSIDERED

- a) Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as:
 - (1) Academic credentials. For incoming students, this is evidenced by their *Statement of Purpose*, previous degrees, grades, and test scores, etc. Consideration will be given to academic credentials and interest, with the intention of admitting a cohort that aligns with faculty research and teaching capacities. For students currently enrolled in the

department, candidates will be ranked based on academic achievement.

- (2) Recommendations from academic or work supervisors. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- (3) Previous experience. For teaching GE appointments, having previously taught or taken the course where the GE appointment is offered. For non-teaching GE appointments, previous employment or other experience relevant to the GE appointment available.
- b) Grading, Teaching and/or Research Assistant performance evaluations, which are based on the work listed in the GE’s Workload Allocation Form, will be reviewed and considered for reappointment. See “Work Assignments” below.
- c) Student evaluations, if applicable, will also be reviewed and considered for reappointment or appointment after loss of an award or initial funding offer has been exhausted. See “Work Assignments” below.
- d) Financial need will not be considered.

7. WORKLOAD

- a) GEs are appointed in the Department of Political Science at specified full-time equivalent levels (FTE) and corresponding total workloads. (CBA Article 22). The normal workloads in the department are as follows:

FTE	Hours Per Term
.10	44
.20	88
.30	131
.40	175
.49	215

- b) To be awarded a Graduate Employee appointment, combined FTE of assignments must total .20 or greater.
- c) For the purpose of setting the workload (and thus FTE) for a particular GE appointment, the department shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work.
- d) GEs who have full responsibility for teaching a class (Instructor-of-Record) for Fall, Winter, or Spring terms will have appointments of .49 FTE during the terms in which they are teaching. For Summer term, they will have appointments of .40 FTE for 4-8 week courses (4 credit hours), or .20 FTE for 2 credit hour 2-day weekend courses. No additional duties will be

assigned during these terms.

8. WORK ASSIGNMENTS

- a) The distribution of time actually spent on duties may vary from week to week. GEs will not be asked to work more than 15% of the quarter's total FTE assignment in any one week, except by mutual agreement of the GE and supervisor in advance and included on the *Workload Allocation Form* (see below). The workload per term must be within the designated number of total workload hours. The supervising faculty should take into consideration the GE's class load. A GE may not work above the assigned FTE without approval from the department head.
- b) 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 (CBA Article 31, Section 4). These training hours shall be pooled with Sick Leave Substitution hours and are built into the GE's FTE on the *Workload Allocation Form* (see CBA Article 9, Work Agreement/Work Assignment).
 - (1) GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments.
 - (a) Adjustments to assignments or workload allocations due to a colleague's absence, in order to attend a training, are not considered substitution.
 - (2) Sick Leave Substitution hours are pooled with training hours on the *Workload Allocation Form* and apply only to Sick Leave Substitution with less than 24 hour notice (see Absence Notification Procedure below).
- c) During the regular academic year, the Department of Political Science typically has four types of GE classifications:
 - (1) **Teaching assistants:** will assist faculty in roles where major duties are designed to impart knowledge to students, such as leading one or more discussion sections, mentoring, giving guest lectures, running review sessions, etc. (.10, .20, .30 or .40 FTE).
 - (a) The department head and/or associate department head, with assistance of preference rankings from faculty and GEs, makes GE assignments each term.
 - (b) Consideration will be given for a positive working arrangement between a teaching assistant and the faculty person with whom the assistant works.
 - (c) A *Workload Allocation Form* detailing specific duties and a breakdown of time commitment should be given no later than Friday of week 1 of the term of appointment (on a term-by-term basis) by those individual faculty members with whom the GE will be working. If the faculty member does not provide one, the GE should request one.

- (d) In-class contact hours generally include attending lectures, leading discussion sections, leading review sessions and occasionally teaching in the instructor's absence.
- (e) A minimum of 5 hours will be set-aside in each TA/Grader Workload Allocation Form for Training/GE Sick Leave Substitution/Misc. Duties. See section 9 below for Absence Notification Procedures.
- (f) Preparation hours include preparing discussions, review sessions, or lectures; developing reading lists or material; reading course material; constructing or assisting with construction of examinations and quizzes; and proctoring exams.
- (g) Contact hours outside the classroom shall include a minimum of 1 office hour per week between the hours of 9:00 am and 5:00 pm for .30 and .40 FTE. Office hours for teaching assistants with less than .30 FTE will be determined by the faculty member. Office hours must be accounted for on the *Workload Allocation Form*.
- (h) Per article 10 of the *GTFF Collective Bargaining Agreement (CBA)*, GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, and clean work environment. All Workload Allocation Forms will have a mandatory one (1) hour of Clean Work Environment assigned. GEs are responsible for cleaning their own workstations and working together to keep the workroom clean and organized.
- (i) Performance evaluation shall be based on their work in the above terms and, where relevant, on their reading and grading papers, examinations, or quizzes and their maintaining and submitting grading records in compliance with the department's and University regulations. Faculty must discuss evaluation content with the GE prior to submission.
- (j) On rare occasions, the department may assign a GE as a Teaching Assistant for a GE Instructor-of-Record led course. In such cases, the department will:
 - (i) Make every effort to maximize the distance between the Instructor-of-Record and the assisting GE, in order to minimize the conflict of interest between the two GEs.
 - (ii) Require Instructors-of-Record to meet with the Department Head no later than Wednesday of Week 1 of the term to discuss the Instructor-of-Record's supervisory role and to outline the assisting GE's specific duties and time commitments on a *Workload Allocation Form*
 - (iii) Since GEs do not evaluate GEs the Department Head will complete performance evaluations for GEs assigned to Instructors-of-Record. Evaluations will be based on self-evaluations and feedback solicited by the

Department Head.

- (2) **Grader:** will assist faculty with grading and other administrative support (.10, .20, .30 or .40 FTE)
- (a) The department head and/or associate department head, with assistance of preference rankings from faculty and GEs, makes GE assignments each term.
 - (b) Consideration will be given for a positive working arrangement between a teaching assistant and the faculty person with whom the assistant works.
 - (c) A *Workload Allocation Form* detailing specific duties and a breakdown of time commitment should be given no later than Friday of week 1 of the term of appointment (on a term-by-term basis) by those individual faculty members with whom the GE will be working. If the faculty member does not provide one, the GE should request one.
 - (d) In-class contact hours may include attending lectures.
 - (e) A minimum of 5 hours will be set-aside in each TA/Grader Workload Allocation Form for Training/GE Sick Leave Substitution/Misc. Duties. See section 9 below for Absence Notification Procedures.
 - (f) Preparation hours may include reading course material; constructing or assisting with construction of examinations and quizzes; and proctoring exams.
 - (g) Contact hours outside the classroom shall include a minimum of 1 office hour per week between the hours of 9:00 am and 5:00 pm for .30 and .40 FTE. Office hours for teaching assistants with less than .30 FTE will be determined by the faculty member. Office hours must be accounted for on the *Workload Allocation Form*.
 - (h) Per article 10 of the *GTFE Collective Bargaining Agreement (CBA)*, GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, and clean work environment. All Workload Allocation Forms will have a mandatory one (1) hour of Clean Work Environment assigned. GEs are responsible for cleaning their own workstations and working together to keep the workroom clean and organized.
 - (i) Performance evaluation shall be based on their work in the above terms and, where relevant, on their reading and grading papers, examinations, or quizzes and their maintaining and submitting grading records in compliance with the department's and University regulations. Faculty must discuss evaluation content with the GE prior to submission.
 - (j) On rare occasions, the department may assign a GE as a Grader for an

Instructor-of-Record led course. In such cases, the department will:

- (i) Make every effort to maximize the distance between the Instructor-of-Record and the assisting GE, in order to minimize the conflict of interest between the two GEs.
 - (ii) Require Instructors-of-Record to meet with the Department Head no later than Wednesday of Week 1 of the term to discuss the Instructor-of-Record's supervisory role and to outline the assisting GE's specific duties and time commitments on a *Workload Allocation Form*
 - (iii) Since GEs do not evaluate GEs the Department Head will complete performance evaluations for GEs assigned to Instructors-of-Record. Evaluations will be based on self-evaluations and feedback solicited by the Department Head.
- (3) **Research assistants:** will assist faculty or the department head in conducting research related to the faculty member's or department head's research and professional activities (.10, .20 or .30 FTE).
- (a) A *Workload Allocation Form* detailing specific duties and a breakdown of time commitment should be given at the time of appointment (on a term-by-term basis) by those individual faculty members with whom the GE will be working. If the faculty member does not provide one, the GE should request one.
 - (b) Specific duties will be determined by the faculty member involved and may include any activities related to the faculty member's research and professional activities.
 - (c) A minimum of 2 hours will be set-aside in RA Workload Allocation Forms for Training/Misc. Duties. Workload Allocation Forms for RAs are not required to include GE Sick Leave Substitution hours, as the nature of the work should not require substitution due to absence.
 - (d) Per article 10 of the *GTFB Collective Bargaining Agreement (CBA)*, GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, and clean work environment. All Workload Allocation Forms will have a mandatory one (1) hour of Clean Work Environment assigned. GEs are responsible for cleaning their own workstations and working together to keep the workroom clean and organized.
 - (e) Performance evaluation shall be based on their work in the above terms and on their performance of the duties assigned by the professor. The professor will provide evaluation of the GE's performance, which they must discuss with the GE prior to submission.

- (4) **GE Instructors-of-Record:** have full responsibility for teaching a course (.49 FTE). Estimated workload hours for duties are indicated in each section below.
- (a) Workload Allocation Forms for Instructors-of-Record are voluntary. If the Instructor-of-Record would like to have a Workload Allocation Form that details specific duties and a breakdown of time commitment, they must request one from the department head no later than two weeks prior to the start of the assignment (1 hour).
 - (b) First-time Instructors-of-Record will work with their faculty mentor to develop a course syllabus and consult with them throughout the term on their teaching assignment and any issues that may arise (3 hours).
 - (c) In-class contact hours include conducting lectures, leading review sessions, and proctoring examinations (32).
 - (d) Preparation hours include, but are not limited to: professional development training, preparing lecture and any review sessions, developing a syllabus, course materials, and reading lists, constructing examinations and quizzes, Preparation may also include creation of online content for web-based courses (90 hours).
 - (e) Contact hours outside classroom include holding a minimum of 2 office hours per week between the hours of 9:00 am and 5:00 pm; making provision for special consultation, as needed (25 hours).
 - (f) Per article 10 of the *GTFB Collective Bargaining Agreement (CBA)*, GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, and clean work environment. Instructors-of-Record are responsible for cleaning their own workstations and working together to keep the workroom clean and organized (1 hour).
 - (g) Grading examinations (22.5 hours midterm; up to 8 hours special project or paper if teaching an upper-division course with 30 in-class contact hours; 30 hours final examination; 1.5 hours recording grades).
 - (h) Self-evaluation, feedback, and collaboration with the Department Head (2 hours).
 - (i) Instructor-of-Record performance evaluations are performed by the Department Head and are based on their work in the above terms and on their supervisory role, if applicable. The Department Head will consider student evaluations, self-evaluations, and feedback from the I-of-R and assigned TAs/Graders.

- (j) Instructors-of-Record who are assigned to a course for which the workload falls above a .49 FTE will be given GE assistance as determined by the Department Head. Therefore, estimated workload hours for grading will reduce and be replaced with hours for supervision. In these rare occasions, the department will make every effort to ensure that the Instructor-of-Record will be a senior GE in comparison to their assigned GE assistance
 - (k) Instructors-of-Record who are assigned GE teaching assistant(s)/grader(s) are required to consult the Department Head no later than Wednesday of Week 1 (and earlier if possible) of the term to discuss the Instructor-of-Record's supervisory role and to outline the assisting GE's specific duties and time commitments on a *Workload Allocation Form* (1 hour).
 - (l) Instructors-of-Record who are responsible for teaching a course with discussion sections and has been assigned a GE teaching assistant may need to substitute for their assigned GE if no other GEs are available to substitute. Instructors-of-Record are responsible for tracking their hours. The Department Head must pre-approve substitution time.
 - (m) Additional hours for the following may be included for Instructors-of-Records with assigned GEs: Workload allocation creation, supervision, communication, and collaboration with assigned GE teaching assistant(s)/grader(s), if applicable (15 hours).
 - (n) Since GEs do not evaluate GEs the Department Head will complete performance evaluations for GEs assigned to Instructors-of-Record. Evaluations will be based on self-evaluations and feedback solicited by the Department Head.
- d) During Summer term, the Department of Political Science typically has two types of GE work assignments, as follows:
- (1) **GE Instructors-of-Record for 4 credit hour course (.40 FTE):**
 - (a) The FTE for GEs who have sole responsibility for teaching a course and/or are listed as the Instructor-of-Record shall be based on the academic credit value of the course for which the GEs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation and teaching of classes assigned to them.)
 - (b) In-class contact hours include conducting lectures, leading review sessions, and proctoring examinations (32 or 40 hours).
 - (c) Preparation hours include preparing lecture and any review sessions, developing a syllabus, course materials, and reading lists, constructing examinations and quizzes (90 hours).

- (d) Contact hours outside classroom including office hours; making provision for special consultation, as needed (6 hours).
- (e) Grading examinations (17.5 hours midterm; up to 8 hours special project or paper if teaching an upper-division course with 30 in-class contact hours; 20 hours final examination; 1.5 hours recording grades).
- (f) Per article 10 of the *GTFF Collective Bargaining Agreement (CBA)*, GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, and clean work environment. Instructors-of-Record are responsible for cleaning their own workstations and working together to keep the workroom clean and organized (1 hour).
- (g) Self-evaluation, feedback, and collaboration with the Department Head (2 hours).
- (h) Instructor-of-Record performance evaluations are performed by the Department Head and are based on their work in the above terms. The Department Head will consider student evaluations, self-evaluations, and feedback from the I-of-R.

(2) GE Instructors-of-Record for 2 credit hour course (.20 FTE):

- (a) In-class contact hours include conducting lectures, leading review sessions, and proctoring examinations (10 hours).
- (b) Preparation hours include preparing lecture and any review sessions; developing a syllabus, course materials, and reading lists, constructing examinations and quizzes (47 hours).
- (c) Contact hours outside classroom including office hours; making provision for special consultation, as needed (3 hours).
- (d) Grading examinations and papers (16.5 hours final examination; 10 hours grading optional papers, 1.5 hours recording grades).
- (e) Per article 10 of the *GTFF Collective Bargaining Agreement (CBA)*, GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, and clean work environment. Instructors-of-Record are responsible for cleaning their own workstations and working together to keep the workroom clean and organized (1 hour).
- (f) Self-evaluation, feedback, and collaboration with the Department Head (2 hours).
- (g) Instructor-of-Record performance evaluations are performed by the

Department Head and are based on their work in the above terms. The Department Head will consider student evaluations, self-evaluations, and feedback from the I-of-R.

9. ABSENCE NOTIFICATION PROCEDURE

- a) This procedure documents the department's expectations for communication and coordination of absences due to personal illness, injury, medical appointment or procedure, or other disabling medical conditions; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; or bereavement. This also applies to the birth or adoption of a new child, and to both parents if both parents are GEs. GEs should be familiar with Articles 28 and 29 of the GTFF Collective Bargaining Agreement.
- b) If a GE is unable to attend work or meet a class at the scheduled time, they should contact their direct supervisor(s) as soon as possible, but no later than 8 a.m. on the day of absence. In all cases, GEs are expected to provide their supervisor(s) with pertinent information on where they left off, so that, if necessary, adequate coverage can be arranged. A GE who is an Instructor-of-Record should report to the Department Head; if it is determined that a class session must be cancelled, it is the instructor's duty to email the class list.
 - (1) GEs assigned to cover the responsibilities of an absent GE with less than 24 hours' notice, will use the Sick leave substitution hours that are built into the GE Workload Allocation Forms.
 - (1) GEs are responsible for tracking these hours.
 - (2) The supervisor(s) and Department Head may assign GEs to substitution for other GEs. The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution.
 - (3) The Department Head must preapprove substitution duties beyond the allocated time, which would result in hourly pay at 1.5 times the normal rate.
 - (a) If substitution duties beyond the allocated time are approved, the GE will be asked to report their time directly to the Department Head in an email; including dates, start/end times, and duties.
 - (2) GEs 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.
 - (1) These substitution duties must be preapproved by the Department Head
- c) When an absence is foreseeable, the GE should notify their supervisor(s) and the Department Head as soon as possible, but no later than 10 days prior to the date of leave, so that adjustments to GE duties can be arranged. If the planned absence is during a time period when assignments have not yet been made, the GE should notify the department head.
- d) If a GE will miss more than five days in a term for any reason or will be absent for a period of greater than five working days (one week), they may be entitled to Family and Medical Leave as described in Article 29 Section 7 of the GTFF CBA. In both scenarios, the GE must consult with their supervisor(s). After consulting with their supervisor(s), the GE must contact the

Graduate School by sending an email to gradsch@uoregon.edu (Cc the Graduate Coordinator). The Graduate School will coordinate any necessary adjustments to the GE's assignment, such as adjusting the assignment and duties or reducing the GE's FTE for the term. Absences that are eligible for Family and Medical Leave should also be reported to the Office Manager to ensure proper reporting with Human Resources.

- e) If a GE is absent for a work assignment (such as a class, meeting, office hours, or discussion session), regardless of the length of the absence that day, they must report a "day" of sick leave by submitting a *GE – Sick Leave Report*, which can be found on the department's website at: <https://casitweb.uoregon.edu/psforms/>. The report must be signed by the supervisor and submitted to the Graduate Coordinator by the 16th of each month.
- f) Sick leave taken for reasons outside of the scope of Article 29 of the GTFF CBA may result in discipline up to and including termination. The University may only initiate a disciplinary process when the University has an articulable basis for doing so with observable evidence.
- g) Absences for reasons outside of Articles 28 and 29 may be approved at the discretion of the supervisor(s). Requests of this nature should be submitted at least two weeks in advance so that reallocation of duties can be addressed. Shifts in duties to accommodate this type of absence request are not considered substitutions, and are therefore not counted against the allocated "GE Sick Leave Substitution/Misc. Duties" hours and are not eligible for overtime pay. If approved, the GE and supervisor(s) are responsible for ensuring that duties are fulfilled and the GEs do not exceed their contracted FTE.

10. HEALTH AND SAFETY INFORMATION

- a) Accident Reporting and Workers' Compensation
 1. The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.
 2. 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.
 3. 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>.
 4. 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).

5. In addition to medical expenses related to the injury/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.
6. 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.
7. ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

b) Safety Information

- (1) 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>.

c) Reporting Safety Hazards

- (1) GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Kristina Mollman, Department Manager, 541-346-4863.
- (2) Other resources on campus to report such information include Safety and Risk Services, 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).

- d) The Department Emergency Response Plan and kits are located in PLC 804 and PLC 910. The response plan is also posted online in the Instructor Guide.

11. SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

- a) Satisfactory progress toward a graduate degree is a requirement of GE appointments and reappointments.
- b) 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, an individual appointed as a GE should be regarded primarily as a graduate student providing service as part of a learning experience, rather than solely as an employee whose education is secondary.

- c) The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.
- d) During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.
- e) For a GE in the Department of Political Science who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program.
- f) Criteria used to assess satisfactory progress toward a graduate degree in the Department of Political Science, along with the process by which satisfactory progress is assessed, can be found in the department's Master's Program Requirements, found here: <http://polisci.uoregon.edu/graduate/master-program/>, and the Ph.D. Program Requirements, found here: <http://polisci.uoregon.edu/graduate/doctoral-program/>.
- g) Students are responsible for ensuring their continued progress toward completion of degree requirements, including compliance with credit hour, incomplete, and coursework grade requirements, GPA, and all deadlines and requirements established by the Graduate School and/or the Department of Political Science; this includes deadlines for submitting administrative paperwork.

12. DISCIPLINE AND DISCHARGE

- a) A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF *Collective Bargaining Agreement*. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

13. DISCRIMINATION GRIEVANCE PROCEDURES

- a) 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 Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

14. Work Environment

- a) Each graduate student in the Department of Political Science is given a departmental Graduate

Student Manual during orientation, which details information about the department's GE work environment, private meetings spaces, access to telephone, computers and office supplies.

This manual can also be accessed on the department's website at:

<https://casitweb.uoregon.edu/psforms/>.