

**General Duties and Responsibilities Statement (GDRS)**  
**University of Oregon**  
**Department of Theatre Arts**  
**2019-2020**  
Revised 2019

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## **1.0 General Information**

The Collective Bargaining Agreement (CBA) between the University of Oregon 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 this GE hiring unit.

This document does not apply to hourly student employees or other staff hired in this GE unit.

The individual who shall oversee the implementation of this GDRS is the Department Head for Theatre Arts in consultation with the Director of Graduate Studies.

## **2.0 Availability of Graduate Employee (GE) Appointments**

The number of GE positions available is subject to the budgetary constraints of the GE employing unit and the University, and is based on the unit's specific programmatic need for one or more GEs.

In this GE employing unit, the priority is to staff required courses such as TA 250 - Acting I, TA - 251 - Acting II, and TA 252 - Acting III. GE assignments may also include serving as discussion and laboratory section leaders for TA 271 - Intro to Theatre, TA 211 - Theatre Production I, and TA 212 - Theatre Production II.

Teaching assistant assignments are not common, but do occasionally occur.

This GE employing unit, (the Department of Theatre Arts):

- Makes an effort to distribute GE opportunities to as many students as possible.
- Encourages financial opportunities through scholarships and grants.
- Reserves a number of appointments for incoming students.

The availability of GE appointments for the upcoming academic year is usually determined: January-June.

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

- Instructor of Record
- Discussion Section Leader
- Laboratory Section Leader

This GE unit does not offer summer appointments.

### **3.0 Application Process and Eligibility Requirements**

Students eligible for a GE appointment in this GE employing unit are:

- 3.1 Eligible students for a GE appointment in the Department of Theatre Arts are all degree-seeking, enrolled Graduate students in the Department of Theatre Arts.
- 3.2 The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.
- 3.3 In addition, the Department of Theatre Arts requires that a GE maintain their studies in residency at the University of Oregon during each term of appointment.
- 3.4 The Department of Theatre Arts requires that a GE maintain a G.P.A. of 3.5 or better

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

Students will be considered in the following order:

- PhD & MFA students enrolled in the Theatre Arts Department at the UO
- MA students enrolled in the Theatre Arts Department at the UO
- Qualified UO graduate students enrolled in other departments

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

- MA Students - up to and not exceeding 6 terms
- MFA Students - up to and not exceeding 9 terms
- PhD students - up to and not exceeding 12 terms

The Graduate School requires that students successfully complete a minimum of 9 graduate degree credit hours during each term of a GE appointment and make satisfactory progress in order maintain eligibility for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

It is the Department's responsibility to provide the University with recommendations for GE appointments. (Article 17, Section 1)

As described in Article 9 of the Collective Bargaining Agreement, each potential GE shall be given a copy of the appointment/reappointment criteria at the time of application. Position announcements for the upcoming academic year will be made:

- by the Department Faculty for those GE positions for which only graduate students in the Department of Theatre Arts are eligible. Assignments are made based on qualifications and curricular need.
- by posting with the Graduate School, the GE Federation and in the Department of Theatre Arts a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. (Article 17, Section 1)

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

As described in Article 9 of the Collective Bargaining Agreement, each potential GE shall be given a copy of the appointment/reappointment criteria at the time of application. Position announcements for the upcoming academic year will be made:

- by the Department Faculty for those GE positions for which only graduate students in the Department of Theatre Arts are eligible. Descriptions of all positions are posted in the department, and graduate students are asked to notify the Graduate Director of their interest in specific assignments: Assignments are then made based on qualifications and academic need
- by posting with the Graduate School, the GE Federation and in the Department of Theatre Arts a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. (Article 17, Section 1)

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:

- Any Theatre Arts graduate student who is attending without the benefit of a GE and tuition waiver will be considered first. If all have GE's, the department will seek volunteers from our current pool of department GEs who wish to add to their current FTE (usually starts at 0.40 FTE). The department will consider all who express interest and divide the responsibilities based on Faculty consensus and approval, to a maximum of 0.49 FTE.

## 4.0 Appointment and Reappointment Process

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

- If an MFA candidate: the Theatre Arts Department Head and at least 2 MFA Faculty
- If an MA or PhD candidate: the Theatre Arts Department Head and at least 2

PhD Faculty Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE 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 GE 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 GE employing unit and (C) specific criteria relating to the particular GE 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 GE and the faculty person with whom the GE will work. 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.
- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE 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):

- For teaching GE positions, the additional criterion will be previous teaching experience or previously taking the course where the GE position is offered

For a Discussion Section Leader:

- For Discussion Leader GE positions, the additional criterion will be previous teaching experience or previously taking the course where the GE position is offered.

For a Laboratory Section Leader:

- For laboratory leader GE positions, the additional criterion will be previous employment or other experience relevant to the GE position available.

For a Teaching Assistant:

- For teaching assistant GE positions, the additional criterion will be previous teaching experience or previously taking the course where the GE position is offered.

## **(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).**

See the position announcements for details, but these may include: Academic preparation & Production experience

- For teaching GE positions, the additional criterion will be previous teaching experience or previously taking the course where the GE position is offered.
- For non-teaching GE positions, the additional criterion will be previous employment or other experience relevant to the GE position available.
- For any candidate, the Committee may consider recommendations from academic or work supervisors, or may request an interview or written statement.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described in Section 4 will be repeated. However, the department reserves the

right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit is evaluated:

- Informally: via classroom observation and discussion, annually. More than one classroom observation per year may be requested by the graduate instructor. Additional observation may also be requested of the graduate instructor if the Department Head or faculty supervisor perceives need for more oversight or support towards improvement.
- Formally: if course evaluations or observations indicate the need for adjustment or correction – a form clarifying concerns and recommending steps for improvement will be completed at the end of the academic year for GEs appointed fall, winter and spring

Evaluations are performed by:

- Supervising Faculty and Department Head of Theatre

Arts The criteria used for evaluation include:

- Each GE will be evaluated annually.
- Student evaluations of each course conducted by a GE will be administered using standard department forms for both computed and anecdotal evaluations.
- Faculty who have teaching assistants may choose to provide an opportunity for student evaluation of the GE participation in the course. This is optional depending on the nature of the assignment.

## 5.0 Workload & Work Assignments

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 GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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 GE 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 GE is required to fulfill that specific time commitment.***

In this GE employing unit, duties for the following types of GE work assignments are as follows:

### **DUTIES BY WORK ASSIGNMENT**

#### **Instructor of Record:**

Full Course Responsibility GE (0.49 FTE)

- In-class contact hours: 3-6 hours per week: conduct lectures and seminars
- Preparation hours: 5-8 hours per week: prepare lectures and seminars; adapt or develop syllabus and course materials; construct examinations and quizzes
- Contact hours outside the classroom: 2 hours per week: office hours: one hour per week,

at the discretion of the GE; counseling and tutoring as required by students in the class, not to exceed one hour per week.

- Performance Evaluations: 10 hours per term: reading and grading papers, exams, quizzes, lab reports, special projects as appropriate to course materials; maintain and submit grading records in compliance with the department's and the University's regulations.
- Other responsibilities: 4 hours per term: attend meetings; substitution.

### **Discussion Section Leader:**

Discussion Leader GE (0.40 FTE)

- In-class contact hours: 4-8 hours per week: conduct laboratory or discussion sections, lead review sessions, and teach in the instructor's absence; attend lectures; assist with lecture/lab demonstrations, field trips, etc.
- Preparation hours: one hour per week: prepare demonstrations, laboratory or discussion sessions.
- Contact hours outside the classroom: one hour per week. Consisting of office hours: one hour per week; counseling, tutoring, special consultations.
- Performance Evaluations: 0-15 hours per term: reading and grading papers, exams, quizzes, lab reports, special projects as appropriate to course material and content; maintain and submit grading records in compliance with the department's and the University's regulations.
- Other responsibilities: two hours per term: proctor exams for 0-2 hours; administer student course evaluations for one half-hour; substitution.

### **Laboratory (Shop) Section Leader:**

Laboratory Leader GE (0.40 FTE)

- In-class contact hours: 4-8 hours per week: conduct laboratory or discussion sections, lead review sessions, and teach in the instructor's absence; attend lectures; assist with lecture/lab demonstrations, field trips, etc.
- Preparation hours: one hour per week: prepare demonstrations, laboratory or discussion sessions
- Contact hours outside the classroom: one hour per week. Consisting of office hours: one hour per week; counseling, tutoring, special consultations.

- Performance Evaluations: 0-15 hours per term: reading and grading papers, exams, quizzes, lab reports, special projects as appropriate to course material and content; maintain and submit grading records in compliance with the department's and the University's regulations.
- Other responsibilities: two hours per term: proctor exams for 0-2 hours; administer student course evaluations for one half-hour; substitution.

### **Teaching Assistant:**

Teaching Assistant GE (0.40 FTE)

- In-class contact hours: 4-8 hours per week: conduct laboratory or discussion sections, lead review sessions, and teach in the instructor's absence; attend lectures; assist with lecture/lab demonstrations, field trips, etc.
- Preparation hours: one hour per week: prepare demonstrations, laboratory or discussion sessions
- Contact hours outside the classroom: one hour per week. Consisting of office hours: one hour per week; counseling, tutoring, special consultations.
- Performance Evaluations: 0-15 hours per term: reading and grading papers, exams, quizzes, lab reports, special projects as appropriate to course material and content; maintain and submit grading records in compliance with the department's and the University's regulations.
- Other responsibilities: two hours per term: proctor exams for 0-2 hours; administer student course evaluations for one half-hour; substitution.

## **6.0 Health and Safety**

### **Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 541-346-8912 or 541-345-8136.

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 Supervisor's Accident Investigation Report

(SAIR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at

<http://orm.uoregon.edu/content/injury-reporting-andworkers-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/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

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

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

### **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 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:**

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

- Technical Director Bradley Branam (346-4185) or Production Manager Janet Rose (346-4195).
- 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).

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

- First aid supplies are kept in the costume shop - MTC 123, the scene shop, Robinson Theatre, and the Theatre Arts department office located in VIL 216. Material data safety sheets (MSDS) are kept in both the Costume and Scene shops.

**Use of Personal Protective Equipment:**

Use of Personal Protective Equipment: Gloves, safety goggles, ear plugs, and face masks may be necessary for use in the scene shop and costume shop. Bradley Branam is responsible for coordinating training and distributing the equipment.

**Required safety training and appropriate departmental record keeping:**

Required safety training and appropriate departmental record keeping. Scene shop and costume shop GEs must attend at the beginning of the academic year the orientation on safe operation of equipment, machinery, tools, and hazardous waste procedures. The records for the training will be kept in the student GE files in the Theatre Arts department office.

## **7.0 Satisfactory Progress toward Graduate Degree**

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

Graduate School Minimum GPA: 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. Students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: [https://gradschool.uoregon.edu/policies-procedures/satisfactory progress](https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress)

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator. This GE employing unit is an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

### **Criteria Used to Assess Satisfactory Progress**

The criteria used to assess satisfactory progress is the same for all graduate students of Theatre Arts, whether or not they also hold a GE position in the department. The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

#### **Coursework:**

- Course work: complete three courses per term towards the graduate degree

#### **Grades:**

- Maintain a term GPA of 3.5. The GPA will be computed for course work meeting the requirements of the graduate degree.
- Maintain progress toward the terminal project as determined by the advisor.

#### **Examinations:**

- Ph.D. students, typically at the end of their second year of coursework prepare over summer to take Qualifying Exams in fall, in order to advance to candidacy. The steps and format for these exams is described fully in the Theatre Arts Graduate Handbook, accessible via the Theatre Arts Department website: <http://theatre.uoregon.edu/graduate-handbook/>
- MFA Students: During the second year in residence the student will submit a portfolio to qualify for their final project.

#### **Research:**

- Student research towards the M.F.A. includes a "qualifying project" (see MFA Handbook) and presentation to faculty in order to advance towards the final project and paper culminating the degree.
- Student research towards the M.A. is monitored chiefly by the Faculty advisor, and may include committee oversight if progress is not satisfactory.

- Student research towards the Ph.D. involves Qualifying Exams after the second year of coursework, and required completion and approval of a prospectus for the dissertation in the term following successful completion of the exams.

**Language Requirements:**

- M.A. and Ph.D. requirements for language proficiency may be met by transcript evidence of successful completion of second-year competence within five years prior to admission for the degree, or by equivalent coursework during degree progress, or by special arrangement with the Theatre Arts Director of Graduate Studies.

**Skill/Practicum/Internship Requirement:**

- These vary for the M.F.A. and students should consult the MFA Handbook, accessible via our department's website: <http://theatre.uoregon.edu/handbooks/mfa-handbook/> and <http://theatre.uoregon.edu/graduate-handbook/>

**Advancement to Candidacy:**

- See Theatre Arts Graduate Student Handbook: <http://theatre.uoregon.edu/graduate-handbook/>

**Other:**

- Ability to complete the graduate degree satisfactorily: Utilizing the above objective criteria, in relation to the above projects, examinations, and factors, a subjective evaluation of the student's ability to complete the graduate degree will be made. Assessments will be made of the student's motivation and resourcefulness; commitment and devotion to scholarly projects; independent, creative, and original thinking.

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

Near the end of every spring term, the Director of Graduate Studies will gather comments on graduate student academic work from the full faculty and will summarize these comments in a letter to each student. This letter will provide the graduate student with the collective faculty's evaluative responses to the student's academic and artistic progress and make recommendations for future progress. A copy of this letter will be sent to the student and one will be copied for the student's file in the department office. In addition, the graduate student must meet with their advisor (and other faculty when schedules permit) to discuss their progress.

Failure to make satisfactory progress toward the graduate degree

In the rare instance that a student's academic progress is found unsatisfactory, specific guidelines for immediate improvement will be outlined for the next term, Following a grace period of one term in which to restore status, the student is notified in writing that he or she has either regained satisfactory progress status or has been disqualified from the department's degree program.

## Failure of Candidacy

At any phase, a juried opinion may remove the student from the program. Such a decision would be based on noted deficiencies in some facet of the student's demonstrated work record and failure to demonstrate corrective growth based on previous evaluations.

## **10.0 Discrimination Grievance Procedures**

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Employees 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>.

## **9.0 Work Environment**

### **Workspace:**

- Theatre Arts GE will have their own safe and appropriate desk, office chair, and shelf unit located in GE offices in VIL 107-109.

### **Private Meeting Space:**

- All teaching-related GEs will have access to a space suitable for private meetings. This space is located in VIL 107 and is a separate room with a door that closes, as well as VIL 216D (conference room).

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

- A telephone is located in both GEs offices (VIL 107-109) and is accessible to all GEs to carry out work assignments. A computer is available to all GEs (located in VIL 107) as well as in VIL 308 (the Theatre Arts Computer Lab.)

### **Access to Office Supplies, Photocopies and Printouts:**

- All TA GEs will have access to all needed supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors or teaching assignments, so as not to incur or to severely limit any out-of-pocket costs. In addition to office supplies, all TA GEs will have full access to format printers, a copy machine, a fax machine, and a scanner located in VIL 216 and VIL 308.

### **GE Assistance:**

- In the Department of Theatre Arts, GEs who work as instructor of record are not assigned to workloads that would require GE assistance.

## **10.0 Absences**

- Each GE is responsible for familiarizing themselves with department policies and procedures for reporting Sick Leave.
- Please see also Article 28 of the Collective Bargaining Agreement, “Paid and Unpaid Absences.”

Flex hours/swapping are not permitted for sick leave. GEs are not obligated to make up their sick-leave time. This applies only to sick leave. Any/all other kinds of leave (conferences, personal, etc.) are not covered by this policy and appropriate arrangements should be made in advance with the appropriate faculty supervisor. Make-up hours may be appropriate and flex/trading is allowed for absence other than sick leave.

### **Sick Leave:**

GEs are responsible for reporting leave promptly and in accordance with our department’s standards. This is done once a month via an email sent out by our Business Manager (mgreig@uoregon.edu). Even if a GE has previously emailed notice of leave, the GE must respond to this monthly email. Regardless of hours absent, a FULL DAY of sick leave will be applied to each absence, even if that only includes one class/shift of labor.

### **Substitution:**

A GE who takes sick leave should not apply private pressure on another GE to substitute for class, and the department makes no promise of a substitute instructor for classes when an instructor is on sick leave.

Nevertheless, voluntary substitution is permitted, and sick leave substitution hours are built into every GE’s FTE (see Section 7, Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. GEs should track their substituting hours and notify the DGS if they believe they will likely exceed the hours allocated in Section 7.

### **For Shop Supervisors:**

Report absence to: direct supervisor and copy Business Manager.

In most cases, there will not be need for/access to a substitute. If there is need to secure a substitute, the supervisor may ask the GE to assist in this process when able.

### **For Instructors of Record:**

Report absence to: Department Head and copy department Business Manager.

In most cases, your class will be cancelled for that day. In the event of extended medical leave and a substitute being arranged. The Department Head may ask the GE to assist in this process when able.

### **For Teaching Assistants:**

Report absence to: faculty instructor and copy department Business Manager. No need to request substitute instructor.