



Comparative Literature Graduate Employee Policy Manual

General Duties and Responsibilities Statement
2017–18

The supervisory individual who shall oversee the implementation of this GDRS is:
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1.0 GENERAL INFORMATION

1.1 This Manual

The purpose of this manual is to clarify information concerning Graduate Employee Positions (GEs) offered by the Department of Comparative Literature. The relationship between GEs and the University, as a whole, is governed by the Collective Bargaining Agreement (CBA) between the University and the Graduate Employees Federation (GTFF). This manual details the specific relationship between GEs and the Department of Comparative Literature.

1.2 Graduate Employees Federation

Most Graduate Employees at the University of Oregon are represented by a union, the Graduate Employees Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues, or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GEF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

2.0 AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS

2.1 Determination of available positions

The availability of GE appointments are determined by the Department Head in consultation with the Department Faculty. The number of GE positions available is subject to the budgetary constraints on the department, the College of Arts and Sciences, and the University.

The Department's priority is to staff regularly offered courses such as COLT 211, COLT 212, and COLT 360 and to provide assistance to faculty teaching larger lecture courses such as COLT 101/102/103 or COLT 231/232/233.

The Department typically has a very limited number of administrative positions available. For more information see, Section 9 below: "**Work Assignments.**"

Assignments as graders or research assistant are not common, but do occasionally occur.

2.2 Other funding opportunities

In order to accommodate as large a number of qualified comparative literature students as possible, and also to give COLT graduate students an opportunity to teach literature in translation as early as possible in their doctoral career, some comparative literature doctoral students may be appointed by the Department of Comparative Literature to serve as teaching assistants for lecture courses taught in other literature departments. Such appointments are Comparative Literature appointments and supervised by the Comparative Literature Director of Pedagogy; appointees are also expected to meet regularly with the instructor of record for the course.

In addition to providing four years of funding to eligible students, the Comparative Literature Department also recommends qualified graduate students for GE positions in participating departments. If appointed, GEs in such positions are funded and supervised by the participating department itself.

The Department also encourages financial opportunities through such other means as scholarships, fellowships, research grants, and awards.

2.3 Academic Year Announcement

The availability of GE appointments for the upcoming academic year is usually determined in December of the prior academic year.

In recent years, GE assignments during the academic year have primarily included Instructor of Record (.49 FTE) and Teaching Assistant/Discussion Leader (.40 FTE). The Department also may offer Administrative GE positions such as *nomad* Editor, and/or Research Assistant positions depending on department needs and available funding.

2.4 Summer Term Announcement

Availability of Summer Term GE appointments for the upcoming summer term is usually determined in November of the prior year.

A limited number of Instructor of Record (.40 FTE) GE positions are typically available for Summer Terms.

Occasionally Administrative and/or GE positions are available at variable FTE depending on programmatic needs and available funding.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Comparative Literature Doctoral Program Enrollment

Graduate students enrolled in the Comparative Literature doctoral degree program are eligible to apply for a GE position.

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 this department's own students.

3.2 Graduate School Enrollment Requirement

The Graduate School requires that a GE be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment.

3.3 Satisfactory Progress toward the Graduate Degree

Satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Refer to **Section 4 below: "Satisfactory Progress Toward Graduate Degree"** for requirements of the Comparative Literature Doctoral Program.

3.4 English language

The Department of Comparative Literature considers that clear oral communication with undergraduate students, and the ability to understand readily and respond appropriately to these students' idiomatic speech and writing, are essential for teachers of literature at the University of Oregon. The following guidelines are meant

to provide a basis for decisions affecting the GE appointment of international graduate students who may not demonstrate these abilities.

The standards required by the Graduate School and A.E.I. for the appointment of GEs (the SPEAK test and subsequent training) are considered to be minimum but not sufficient standards for the appointment of GEs to teach literature in the Department of Comparative Literature. The Graduate School and the Department of Comparative Literature may stipulate further, more rigorous qualifications for GE appointments. For more information about the SPEAK test and Graduate School policies regarding GEs for non-native speakers, see:

<http://gradschool.uoregon.edu/GE/GE-related-policies/SPEAK>

3.5 Residency

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

3.6 Eligibility Requirements for Specific Positions

Instructor of Record (full course responsibility) – Academic Year

Advancement to Candidacy; successful completion of COLT 608 (or COLT 613 prior to Fall 2013); a recent teaching observation on file. For students applying to teach an upper division course, this observation should be for a literature or writing course designed and taught by the student (e.g. COLT 211/212 or WR 121/122).

Instructor of Record (full course responsibility) – Summer Session

Students who have completed COLT 608 and have at least one year of teaching experience are eligible to design and teach a course for Summer Session.

Discussion Section Leader

Concurrent enrollment or completion of COLT 608 (or COLT 613 prior to Fall 2013).

Teaching Assistant

Concurrent enrollment or completion of COLT 608 (or COLT 613 prior to Fall 2013)

4.0 SATISFACTORY PROGRESS TOWARD THE 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.

Satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Article 16 of the GEF Collective Bargaining Agreement outlines procedures for informing the GE of deficiencies in their progress toward the degree.

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.

"Satisfactory Progress Toward the Graduate Degree" includes timely completion of the Comparative Literature Doctoral Program benchmark requirements, maintaining the required GPA, and completing courses by the course deadline.

4.1 Program Benchmark Requirements

Timely completion of the Program's benchmark requirements is a minimum condition for reappointment. The following is an outline of a typical Comparative Literature PhD student's progress. While some details might vary -- depending on the funding situation or linguistic expertise of individual students -- the basics should remain the same.

1st Year of graduate study

- COLT 613: Translation Pedagogy or COLT 616: Transmedial Aesthetics
- COLT 614 ("Intro to Comparative Literature") or 615 ("Intro to Theory")
- Complete language requirement in 1st language other than English (will need to complete requirements in two languages by end of third year)
- Identify Interim Adviser (by Spring term)
- Satisfactory First-Year Conversation
- Total of at least 4 additional approved courses by the end of the year

2nd Year of graduate study

- COLT 613 or 616
- COLT 614 or 615
- Identify Adviser of Record
- Satisfactory Second-Year Review
- Total of at least 5 additional approved courses by the end of the year

3rd Year of graduate study

- Completion of all coursework requirements (cumulative total of 18 approved courses, including distribution and specialization requirements)
- Have completed language requirement in 2nd language other than English
- Selection of Exam Committee (by Winter)
- Approval of exam statement and reading list (by Spring)

4th Year of graduate study

- Successful completion of Qualifying Exams (Fall)
- Selection of Dissertation Committee (by Winter)
- Submission of approved Prospectus (Spring)
- Satisfactory Prospectus Conversation (Spring)
- Advancement to Candidacy

5th Year of graduate study

- Dissertation

6th Year of graduate study

- Dissertation

7th Year of graduate study?

Depending on a student's dissertation topic, their initial linguistic training, external circumstances (etc.), a seventh year of graduate study may be deemed appropriate by the Director of Graduate Studies. In general, the Director of Graduate Studies, in consultation with the Faculty, shall determine what "satisfactory progress toward the degree" entails in such situations. (Please note that students applying for GE appointments in other departments are subject to that unit's definition of "satisfactory progress." For instance, the English Dept. limits GE eligibility to six terms following Advancement.)

4.2 GPA

In addition to timely completion of the Doctoral Program's requirements, Comparative Literature defines "satisfactory progress" as maintaining a GPA of 3.50 or better in all graduate coursework at the UO.

4.3 Incomplete Grades

COLT students are strongly advised to avoid Incompletes; where an Incomplete does, however, prove necessary, the grade should be resolved within three months. Failure to resolve Incompletes within a timely manner or accumulation of more than one Incomplete at any given time is likely to preclude a GE appointment.

5.0 APPLICATION PROCESS**5.1 Academic Year Appointments**Incoming Graduate Students

Information about the availability of positions for the upcoming year will be shared with incoming graduate students in the official acceptance letter.

Continuing Graduate Students

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in an e-mail to the colt-g list-serve, with reference to detailed information available on the COLT Courses web site.

Applicants may indicate an interest in a single position or multiple positions on the form.

The deadline for applications to be submitted is the first Friday in February unless announced otherwise.

5.2 Summer Term Appointments

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in an e-mail to the colt-g list-serve, with reference to detailed information available on the COLT Courses web site.]

5.3 Reopening the Application Process

If no qualified students apply for 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 5.1 and 5.2 above will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment, as described below.

5.4 Emergency Appointments

From time to time emergency appointments may be necessary. In such cases, these positions will be announced:

- (a) in an e-mail to the colt-g list-serve, with reference to detailed information available on the COLT Courses web site, and
- (b) to other units via flyer for posting and/or e-mail if sufficient applications are not received through internal department announcements.

6.0 APPOINTMENT AND REAPPOINTMENT**6.1 Appointment Committee**

In accordance with the CBA, this GE employing unit's standing appointment committee of at least three members is the Comparative Literature Department's Graduate Committee, which is comprised of the Director of Graduate Studies (chair), the Department Head, and department faculty (one or more members of the tenure-track department faculty).

6.2 Appointment procedures in accordance with the CBAAppointment terms

- (a) 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

- (a) Reappointments are not automatic, nor are they guaranteed.
- (b) 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.

Notification

- (a) Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

6.3 Criteria for Appointment and Reappointment: Academic Year

Appointment decisions will be made according to the following criteria (not necessarily in this order):

6.31 Academic CredentialsIncoming students:

In general, incoming students are admitted with a .40 GE appointment in COLT. However, when the number of incoming students exceeds the number of .40 appointments available, appointments will be determined by the relative "academic promise" of these candidates, as evidenced by previous degrees and grades, test scores, etc.

Returning students:

While in general COLT doctoral students can expect 4 years of funding support through COLT, appointment and reappointment are not automatic.

"Satisfactory Progress toward Graduate Degree" is required whether they are applying for an initial appointment or for reappointment. Refer to section 4 of this document. Students having Incompletes remaining on their transcript in Winter term (when decisions regarding reappointment are made) may be denied reappointment. "Satisfactory progress," however, is a minimum requirement. Candidates may also be ranked based on academic achievement. When the number of candidates exceeds the number of positions available, these rankings will help determine appointments.

6.32 Previous experience

For teaching GE positions, experience includes previous teaching or previously taking the course. For non-teaching GE positions, experience includes previous employment or other experience relevant to the position.

Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GE's application as a whole. For this reason, statements on the application may be reviewed as part of the (re)appointment process and interviews may be conducted.

Recommendations from academic or work supervisors.

6.33 Performance

In order to secure reappointment, the performance of GEs in Comparative Literature must be satisfactory. See Section 7 below "**Performance Evaluations**" for procedures and criteria.

6.34 Assignment-specific criteria

In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement and on the COLT Courses web site.

6.35 Financial need

Except when evaluating two or more equally qualified candidates, financial need will not be considered.

6.4 Criteria for Appointment and Reappointment: Summer Term

A very limited number of appointments are available for summer session teaching. Except in cases where special skills and experience are needed, teaching appointments will be made based on the following criteria (not necessarily in this order):

- (a) appropriate qualifications, including strong teaching record
- (b) demonstrated financial need (e.g. for international students unable to secure other summer employment)
- (b) "marketability" and feasibility of proposed course
- (c) lack of previous summer teaching appointments
- (d) seniority and experience

6.5 Non-Renewal of Appointment

As early as is convenient, but no later than Spring term, the Department Head shall send a warning to any GE whose appointment may not be renewed for other than budgetary reasons. Criteria for terminating a Graduate Employee appointment include:

- (a) unsatisfactory teaching
- (b) failure to make satisfactory progress toward the degree
- (c) failure to maintain an adequate G.P.A.
- (d) violations of Department or University policies or procedures

6.6 Notification

Students are notified of the appointment decision by means of an e-mail generated from the COLT Courses website. Students are typically notified by Week 8, Winter Term, and acceptance of the offer is requested by the end of Winter Term.

For Instructors of Record, assignments are typically announced when the application is accepted by message conveyed through the COLT Courses website.

For all other positions, assignments are usually announced via direct e-mail by the end of the academic year.

For Summer Session applications, notification of the application acceptance and assignment is via direct e-mail by the end of Fall Term.

7.0 PERFORMANCE EVALUATIONS

7.1 Performance Evaluation Procedure

Evaluations are performed by the Director of Pedagogy as well as other Department faculty.

Performance evaluation entails the review of course design and syllabi during the GE application process, coverage of assigned material, the review of student course evaluations at the end of each term, classroom observations (see below), availability in office hours, adherence to university and department policies and procedures, and general professionalism.

Article 16 of the GEF Collective Bargaining Agreement outlines procedures for informing the GE of deficiencies in their work performance.

7.2 Classroom Observations

In addition to the procedures listed above, classroom observations are conducted for all Comparative Literature GEs during their first year of appointment and in one of their first terms of teaching as instructor of record. Typically, the Director of Pedagogy visits each GE's classroom at least once, and writes a letter of appraisal based on the visit. That letter is provided to the student, who is given a formal opportunity to respond. Both letter and, if appropriate, the student's response, are placed in the student's personnel file. Students and supervisors are urged to meet and discuss these evaluations.

8.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, and time spent interacting with students via email and Blackboard, etc. in addition to time spent actually teaching. In setting the workload (and the 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:

- .09 FTE (Up to 39 hours per term or up to 118 hours per academic year)
- .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)

9.0 WORK ASSIGNMENTS

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

9.1 Instructor of Record

Lower-Division Course

Appropriate 215-hour workload (.49 FTE) for lower-division (e.g. COLT 211-212) assignments:

- 40 hours in class (4 hrs. per week)
- 20 hours office hours (2 hrs. min per week)
- 75 hours prep (if using teaching assistant: include additional 40 hrs. prep time: e.g. for additional consultation/debriefing/oversight)
- 80 hours grading (if using teaching assistant: subtract 40 hrs.)

Upper Division Course

Appropriate 215-hr workload (.49 FTE) for upper-division (e.g. COLT 350, 360, 399) assignments:

- 30 hours in class (3 hrs. per week) :
- 20 hours office hours (2 hrs. min per week)
- 85 hours prep (if using teaching assistant: include additional 56 hrs. prep time: e.g. for additional consultation/debriefing/oversight)
- 80 hours grading (if using teaching assistant: subtract 56 hrs.)

Summer Term Course

Positions are funded at .40 FTE and have a workload of 175 hours per term. The following outline represents a reasonable and appropriate distribution of work over the 4-week summer term:

- 40 hours in class (10 hrs. per week)
- 16 hours office hours (4 hrs. min per week)
- 60 hours prep
- 59 hours grading

9.2 Instructor of Record/Substitute GE

The Instructor of Record/Substitute GE assignment may be made in the case when an Instructor of Record's assigned course has enrolled 75% or less of the maximum number of students assigned to the course. With this designation, the GE may be assigned by the director of pedagogy to substitute for another GE who is absent in the same term due to a situation covered under Article 28 ("Paid and Unpaid Absences") of the Collective Bargaining Agreement.

If the course has enrolled between 50 and 75% of the maximum number of students, the GE will reduce the number hours designated for grading by 25%. During the course of the term, the GE may be assigned to substitute teach up to two classes for another GE(s).

If the course has enrolled less than 50% of the maximum number of students, the GE will reduce the number of hours designated for grading by 50%. During the course of the term, the GE may be assigned to substitute teach up to four classes for another GE(s).

9.3 Discussion Section Leader

A typical 175-hour workload (.40 FTE) might break down as follows:

- 50 hours in class
- 35 hours in prep (includes reading, film viewing if applicable)
- 10 hours in office hours
- 10 hours in consultation/debriefing with primary instructor (e.g. 1 hr/class)
- 70 hours grading (including any online discussion monitoring)

9.4 Discussion Section Leader/Substitute GE

The Discussion Section Leader/Substitute GE assignment may be made in the case when a Discussion Section Leader's assigned course has enrolled 75% or less of the maximum number of students assigned to the course. With this designation, the GE may be assigned by the director of pedagogy to substitute for another Discussion Section Leader GE who is absent in the same term due to a situation covered under Article 28 ("Paid and Unpaid Absences") of the Collective Bargaining Agreement.

If the course has enrolled between 50 and 75% of the maximum number of students, the GE will reduce the number hours designated for grading by 25%. During the course of the term, the GE may be assigned to substitute teach up to two classes for another GE(s).

If the course has enrolled less than 50% of the maximum number of students, the GE will reduce the number of hours designated for grading by 50%. During the course of

the term, the GE may be assigned to substitute teach up to four classes for another GE(s).

9.5 Teaching Assistant for Discussion-Based Courses

The job responsibilities for this appointment are as follows:

- 70% of the grading for the class (e.g. grading responsibility for 35 of 50 students).
- Facilitation and evaluation of student discussion (e.g. responsibility for monitoring and assessing an online discussion board).
- Responsibility for designing and conducting one course period during the term.
- Regular consultation with primary instructor regarding the content and direction of the course.

A typical 175-hour workload (e.g. .40 FTE) might break down as follows:

- 40 hours in class (per week: two 2-hr course periods)
- 45 hours in prep (includes reading, film viewing if applicable)
- 10 hours in office hours
- 10 hours in consultation/debriefing with primary instructor
- 70 hours grading (including any online discussion monitoring)

9.6 Teaching Assistant for Discussion-Based Course/Substitute GE

The Teaching Assistant for Discussion-Based Course/Substitute GE assignment may be made in the case when a Teaching Assistant for Discussion-Based Course's assigned course has enrolled 75% or less of the maximum number of students assigned to the course. With this designation, the GE may be assigned by the director of pedagogy to substitute for another Discussion Section Leader GE or another Teaching Assistant for Discussion-Based Course who is absent in the same term due to a situation covered under Article 28 ("Paid and Unpaid Absences") of the Collective Bargaining Agreement.

If the course has enrolled between 50 and 75% of the maximum number of students, the GE will reduce the number hours designated for grading by 25%. During the course of the term, the GE may be assigned to substitute teach up to two classes for another GE(s).

If the course has enrolled less than 50% of the maximum number of students, the GE will reduce the number of hours designated for grading by 50%. During the course of the term, the GE may be assigned to substitute teach up to four classes for another GE(s).

9.7 Grader

A typical 88 hour workload (.20 FTE) might break down as follows:

- 30 hours in class
- 10 hours in prep (includes reading, film viewing if applicable)
- 10 hours in office hours
- 5 hours meeting with supervisor (i.e. instructor of record)
- 33 hours grading

9.8 Grader/Substitute GE

The Grader/Substitute GE assignment may be made in the case when a Grader's assigned course has enrolled 75% or less of the maximum number of students assigned to the course. With this designation, the GE may be assigned by the director of pedagogy to substitute for another GE who is absent in the same term due to a situation covered under Article 28 ("Paid and Unpaid Absences") of the Collective Bargaining Agreement. The GE will be asked to substitute only for GEs in positions which the substituting GE is eligible to hold.

If the course has enrolled between 50 and 75% of the maximum number of students, the GE will reduce the number hours designated for grading by 25%. During the course of the term, the GE may be assigned to substitute teach up to two classes for another GE(s).

If the course has enrolled less than 50% of the maximum number of students, the GE will reduce the number of hours designated for grading by 50%. During the course of the term, the GE may be assigned to substitute teach up to four classes for another GE(s).

9.9 Research Assistant:

Appointment may range from .09 to .49 FTE. GEs serve as research assistants for individual Comparative Literature faculty. Although some effort is made to assign GEs to faculty members pursuing similar research goals, most commonly GEs will conduct research outside of their primary interests. Typical tasks require basic research skills as opposed to specialized knowledge: e.g. indexing, fact-checking and/or proofreading manuscripts; collecting and reviewing scholarship in a given field; retrieving and photocopying documents. At the beginning of a term of employment, the faculty member and GE will write up a "research contract" articulating tasks and expectations for the term. This contract must be signed and approved by the Director of Graduate Studies, as well as the faculty member and GE. The contract may include a range of general and possible activities. GEs may be assigned to more than one faculty member in any given term.

9.6 Administrative GE

9.61 Nomad Mentorship Coordinator

This position is typically offered at .09 FTE and appointed in conjunction with a .40 teaching assistantship. Mentorship Coordinators serve on the editorial board of the Comparative Literature undergraduate journal, *nomad*, and coordinate the Nomad Mentorship Program.

9.62 Capstone Mentor

This position is typically offered at .49 FTE. Capstone Mentors work with the COLT 415 Capstone Seminar leader; they help COLT 415 students develop an independent research project or thesis prospectus. Duties include: attending all weekly seminar sessions and completing reading assignments for the course; meeting on a weekly basis with enrolled students; reading student writing for the seminar and offering verbal commentary and critique.

9.63 Graduate Editor of *nomad*

Each year promising undergraduate scholars are selected to participate in the Nomad Mentorship Program. The essays produced in the course of that

program are vetted and edited by graduate students; the best of these are published annually in the journal itself. The Graduate Editor is responsible for overseeing all aspects of the journal's publication, from soliciting essays to submitting the final copy for publishing. The Graduate Editor works closely with the Mentorship Coordinators, as well as with other graduate students (who serve as mentors while the essays are being researched and written) and with the undergraduate authors themselves.

The appointment as *nomad* editor is for one term per year at .49 FTE. The position is renewable from year to year.

9.64 Associate Editor of *nomad*

The Associate Editor works closely with the Graduate Editor and the Nomad Mentorship Coordinators. This appointment is typically considered a training opportunity for the future Graduate Editor of *nomad*.

9.65 Villard Scholar

The Villard Scholar works as a research assistant for a Comparative Literature Faculty. The appointment is .09 FTE.

9.66 Administrative Assistant to the Department

Duties determined by the Department Head. Appointment may range from .09 to .49 FTE.

10.0 ABSENCE POLICY

10.1 Comparative Literature Absence Policy

The Department of Comparative Literature's GE Absence Policy is attached as Appendix A to this document.

10.2 Collective Bargaining Agreement

This Comparative Literature Absence Policy is in compliance with article 28 in 2014-16 UO-GEF Collective Bargaining Agreement (CBA). Please refer to CBA for additional policies governing GE absences.

11.0 HEALTH AND SAFETY INFORMATION

11.1 Accident Reporting and Workers' Compensation:

The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.

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://facilities.uoregon.edu/>. Forms can also be obtained from Departmental office managers or EHS.

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 EHS immediately.

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

11.2 Safety Information:

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, <http://ehs.uoregon.edu/>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

11.3 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: Cynthia Stockwell, Office/Project Manager

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

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

- Emergency procedures are posted on the Comparative Literature Office bulletin board, 313 Villard
- Evacuation plans are posted on the walls of Villard Hall
- First aid supplies are located in the Comparative Literature Office cupboard, 313 Villard

11.5 Use of Personal Protective Equipment

Not applicable

11.6 Required safety training and appropriate departmental record keeping:

GEs accompanying class field trips may be asked to drive a 12-passenger van. The University provides this training.

12.0 DISCIPLINE AND DISCHARGE

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

13.0 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>

14.0 WORK ENVIRONMENT

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

14.1 Workspace

The Department provides shared office space for GE employees. GEs may access their offices at any time on a shared basis. The Department of Comparative Literature provides working locks on doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.

GEs should plan to vacate their assigned office within one week of termination of their employment. GEs employed from one academic year to the next but not during the Summer Term may be assigned office space during the intervening summer months when space is available.

14.2 Private Meeting Space

GEs sharing an office should coordinate their office hours to ensure that meetings are held privately when the topic of discussion involves grades, classroom behavior or other sensitive issues. Telephone messages should be monitored to ensure that the contact needs of students are met.

14.3 Access to Telephones and Computers

The Department of Comparative Literature provides shared use of telephones.

The Department of Comparative Literature provides shared computer access to all GEs for their professional activities. Computer workstations are available at any time. Standard software for word processing and Internet use is provided. GEs should not download software/graphics/games/screen savers/etc. onto Comparative Literature computers unless these materials are related to their employment.

14.4 Access to Office Supplies, Photocopies and Printouts

GEs are allowed 1000 copies or prints per term for teaching purposes. Packets of reading materials for courses should be reproduced at area copy shops, should conform to copyright fair use principles, and should be paid for by the students.

Supplies, Photocopies and Printouts

The Department of Comparative Literature provides shared access to the department printer/copier to be used for instructional purposes. GEs are afforded permission to print/copy in black and white. GEs needing to reproduce materials in color for instructional purposes should contact the Office Manager for assistance.

Office Supplies

The Department provides office supplies necessary for carrying out teaching duties. Paper is available in the COLT office at all times. Printer toners and other office supplies may be requested from the Office Manager during standard work hours.

Textbooks.

GEs teaching a discussion section for a lecture class will be provided a desk copy of textbooks at no cost to themselves. GEs teaching their own class are responsible for obtaining their own textbook desk copies and desk copies for any teaching assistants directly from publishers.

Security.

Offices must be locked at all times when not occupied. GEs are responsible for following all UO computer security policies regarding the use of computers on campus. GEs will be issued keys to their office, the COLT office and Villard Hall. GEs are responsible for following all UO policies regarding keys. Security concerns should be reported to the Office Manager.

14.5 GE Assistance

In the Department of Comparative Literature, GEs who work as instructors of record are not assigned to workloads that would require GE assistance except in the case of medium size discussion-based courses which typically enroll 50 students and for which a Teaching Assistant is assigned.

Appendix A. Attendance and Planned/Unplanned Absence Policy for Comparative Literature GEs

Updated 11 May 2016

This policy is in compliance with the 2014-16 UO-GEF Collective Bargaining Agreement (CBA). Please refer to Articles 27-28 of the CBA for additional policies governing GE absences: <http://hr.uoregon.edu/er/labor-agreements>

Contacts

Director of Pedagogy (DOP): Asst. Prof. Tze-Yin Teo (tteo2@uoregon.edu)

Comparative Literature Office Manager: Cynthia Stockwell (cstock@uoregon.edu)

General notes concerning responsibilities and absences

Fall term GE appointments begin on September 16 and spring term appointments end on June 15. During the period of your appointment, you are expected to meet all of your obligations as a GE.

For teaching positions, these obligations include:

- Attending Comparative Literature Orientation (week 0 of Fall term)
- Teaching all your assigned classes
- Holding posted office hours in accordance with departmental guidelines: *either* (a) two hours a week if teaching your own class, *or* (b) one hour a week if working as a teaching assistant (or as established in consultation with your Instructor of Record (IOR))
- For Teaching Assistants (TAs): attending lecture and regular weekly meetings with the IOR (you and the IOR should come to agreements about these matters before the start of classes each term)

If you *must* miss a class or a session of office hours, it is absolutely essential that you notify the department. Please follow the detailed protocol(s) relevant to your situation as described below. If you are unable to directly notify the department, you may designate someone to make your notification.

Absences of More than a Week

If you will miss more than five days in a term for any reason, you or your designee *must* contact the Graduate School (see Article 28, section 6) *in addition to* contacting the relevant departmental personnel. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

In such cases, include the Graduate School contact (Laura Jacek, jacek@uoregon.edu) on all correspondence with Comparative Literature personnel as outlined in the relevant protocols below.

Absences Covered by Articles 27 & 28 of the CBA

The following situations are covered by Article 28: “short and long term absences due to personal illness, injury, medical appointment or procedure, or other disabling medical condition; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; or bereavement... [What follows] also applies to the birth or adoption of a new child, and to both parents if both parents are GEs.”

Article 27 covers absences related to Jury Duty, Election Days and Immigration Proceedings. The protocol for Planned Absences will apply.

A. PLANNED ABSENCES

For Instructor of Record GEs

1. If possible, plan around this event when constructing your syllabus. Do your utmost to provide ample notice of your absence to your students.
2. At least one month before the first day of your planned absence, notify the DOP (with a copy to the Comparative Literature office) in writing about your absence. Provide the dates and circumstances of your absence (in accordance with Section 7 item c of Article 28), as well as any supporting documentation as necessary. If the circumstances do not permit one month’s notice, inform the DOP (with a copy to the Comparative Literature office) as soon as possible.
3. Write to your students about your arrangements for them.
 - For short-term absences, ensure that your students have clear instructions on how to proceed in your absence (e.g. a Canvas assignment or test) and when you will hold replacement office hours if applicable. If your existing syllabus does not account for this event, provide an updated syllabus for your students as soon as possible.
 - For longer-term absences requiring a substitution, inform your students of your absence and its likely duration. Provide the DOP with information about where you left off with the class.
4. Once you are able to return to work, check in with the DOP and any substitutes to learn about what happened in your absence.

For Teaching Assistant/Discussion Section Leader GEs

1. Notify your IOR of your planned absence as soon as possible. Initiate a conversation with your IOR to design an appropriate course of action, involving the DOP in your preparations and conversation as necessary.
2. At least one month before the first day of **your planned absence, notify the** Director of Pedagogy and your IOR (with a copy to the Comparative Literature office) in writing about your absence. Provide the dates and circumstances of your absence (in accordance with Section 7 item c of Article 28), as well as any supporting documentation as necessary. If the circumstances do not permit one month’s notice, inform the DOP and IOR (with a copy to the Comparative Literature office) as soon as possible.
3. Write to your students about your and your IOR’s arrangements for them.

- For short-term absences, ensure that your students have clear instructions about the course of action upon which you and your IOR have agreed. Notify your students about replacement office hours if applicable.
 - For longer-term absences requiring a substitution, inform your students of your absence and its likely duration. Provide your IOR and DOP with information about where you left off with the class.
4. Once you are able to return to work, check in with your IOR, the DOP and any substitutes to learn about what happened in your absence.

For Administrative GEs:

1. Notify your supervisor (with a copy to the Comparative Literature office) in writing at least one month before the first day of your planned absence. Provide the dates and circumstances of your absence (in accordance with Section 7 item c of Article 28), as well as any supporting documentation as necessary. If the circumstances do not permit one month's notice, do so as soon as possible.
2. You and your supervisor will work together to plan around your absence, notifying the Comparative Literature office manager of your plan.

B. UNPLANNED ABSENCES**For Instructor of Record GEs**

1. Notify the DOP (with a copy to the Comparative Literature office) in writing about your absence as soon as possible. Provide the dates and circumstances of your absence (in accordance with Section 7 item c of Article 28), as well as any supporting documentation as necessary.
2. Write to your students about your arrangements for them as soon as you are able.
 - For short-term absences, ensure as far as possible that your students have clear instructions on how to proceed in your absence (e.g. a Canvas assignment or test) and when you will hold replacement office hours if applicable.
 - For longer-term absences requiring a substitution, inform your students of your absence and its likely duration. Provide the DOP with information about where you left off with the class.
3. Once you are able to return to work, check in with the DOP and any substitutes to learn about what happened in your absence.

For Teaching Assistant/Discussion Section Leader GEs

1. Notify the DOP and your IOR (with a copy to the Comparative Literature office) in writing about your absence as soon as possible. Provide the dates and circumstances of your absence (in accordance with Section 7 item c of Article 28), as well as any supporting documentation as necessary.
2. Write to your students about your arrangements for them as soon as you are able.
 - For short-term absences, ensure as far as possible that your students have clear instructions on how to proceed in your absence (e.g. a Canvas

assignment or test) and when you will hold additional office hours if applicable.

- For longer-term absences requiring a substitution, inform your students of your absence and its likely duration. Provide the IOR and DOP with information about where you left off with the class.
3. Once you are able to return to work, check in with your IOR, the DOP and any substitutes to learn about what happened in your absence.

For Administrative GEs

1. Notify your supervisor (with a copy to the Comparative Literature office)
2. Once you have returned to work, check in with your supervisor.

Absences Not Covered by Articles 27 & 28 of the CBA

A. PLANNED ABSENCES

Examples of these might include attending a conference or other professional event, attending a wedding in a different city, or observing a religious holiday with family in a different city.

Approval for planned absences not covered by the CBA is not guaranteed. If your absence is approved, either your IOR, the DOP, or your supervisor (in the case of Administrative GEs) will work with you to design an appropriate solution. Please note that by University policy, make-up classes cannot be required of students.

For Instructor of Record GEs

1. Write to the DOP (with a copy to the Comparative Literature office) at least one month before the first day of your planned absence (and preferably before finalizing your syllabus). Provide the dates and circumstances of your absence. Include information about how you plan to make up for missed classes and/or office hours if applicable.
2. If you receive approval from the DOP, write to your students about your arrangements for them.
3. For short-term absences, ensure that your students have clear instructions on how to proceed in your absence (e.g. a Canvas assignment or test) and when you will hold replacement office hours if applicable. If your existing syllabus does not account for this event: provide an updated syllabus for your students as soon as possible.
 - For longer-term absences requiring a substitution, inform your students of your absence and its likely duration. Provide the DOP with information about where you left off with the class.
4. Once you are able to return to work, check in with the DOP and any substitutes to learn about what happened in your absence.

For Teaching Assistant/Discussion Section Leader GEs

1. Write to your IOR and the DOP (with a copy to the Comparative Literature office) at least one month before the first day of your planned absence. Provide the dates and circumstances of your absence. Propose ideas about

how you may make up for missed classes and/or office hours if applicable-- you may consult with either the IOR or DOP in advance if necessary. Please note that it is always helpful and courteous to your IOR to provide as much notice as possible.

2. If you receive approval from both your IOR and the DOP, write to your students about your and your IOR's arrangements for them.
 - For short-term absences, ensure that your students have clear instructions about the course of action upon which you and your IOR have agreed. Notify your students about additional office hours if applicable.
 - For longer-term absences requiring a substitution, inform your students of your absence and its likely duration. Provide your IOR and DOP with information about where you left off with the class.
3. Once you are able to return to work, check in with your IOR, the DOP and any substitutes to learn about what happened in your absence.

For Administrative GEs

NB: The absence policy applies to Administrative GEs only if they miss a scheduled meeting, event, or deadline.

1. Write to your supervisor (with a copy to the Comparative Literature office) in writing at least one month before the first day of your planned absence. Provide the dates and circumstances of your absence (in accordance with Section 7 item c of Article 28). If the circumstances do not permit one month's notice, do so as soon as possible.
2. If your absence is approved by your supervisor, you and your supervisor will work together to plan around your absence, notifying the Comparative Literature office manager of your plan.

B. UNPLANNED ABSENCES

These may include all forms of non-medical emergencies.

For both IORs and TAs: It is understandable if neither you nor a designee are able to seek approval in advance. Nonetheless, as soon as you become aware of the need to cancel class or office hours, it is essential that you notify the relevant persons.

For Instructor of Record GEs

1. Notify the DOP (with a copy to the Comparative Literature office) in writing about your absence as soon as possible. Provide the dates and circumstances of your absence.
2. Write to your students about your arrangements for them.
 - For short-term absences, ensure as far as possible that your students have clear instructions on how to proceed in your absence (e.g. a Canvas assignment or test) and when you will hold additional office hours if applicable.
 - For longer-term absences requiring a substitution, inform your students of your absence and its likely duration. Provide the DOP with information about where you left off with the class.

3. Once you are able to return to work, check in with the DOP and any substitutes to learn about what happened in your absence.

For Teaching Assistant/Discussion Section Leader GEs

1. Notify the DOP and your IOR (with a copy to the Comparative Literature office) in writing about your absence as soon as possible. Provide the dates and circumstances of your absence.
2. Write to your students about your arrangements for them.
 - For short-term absences, ensure as far as possible that your students have clear instructions on how to proceed in your absence (e.g. a Canvas assignment or test) and when you will hold additional office hours if applicable.
 - For longer-term absences requiring a substitution, inform your students of your absence and its likely duration. Provide the IOR and DOP with information about where you left off with the class.
3. Once you are able to return to work, check in with your IOR, the DOP and any substitutes to learn about what happened in your absence.

For Administrative GEs

The absence policy applies to administrative GEs only if they miss a scheduled meeting, event, or deadline.

1. Notify your supervisor (with a copy to the Comparative Literature office) in writing as soon as possible. As far as possible, provide the dates, likely duration, and circumstances of your absence (in accordance with Section 7 item c of Article 28).

Coverage for Teaching GEs Using Sick Leave (Article 28)

Sick leave substitution hours are built into the FTE of select GE appointments (outlined in Section 9, Work Assignments). These will be determined by the department at the beginning of the term on the basis of enrollment. GEs and any relevant IORs will be notified of the adjusted appointment at the beginning of the term if there is a possibility that they will be called upon to substitute for another GE. The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability may determine a substitution. If you are substituting for a fellow GE as part of your appointment, please track your substituting hours and notify the Director of Pedagogy and Office Manager of hours used.