

General Duties and Responsibilities

Classics

2017-18

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1.0 General Information

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by the Classics Department. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and this GE hiring unit.

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

DATE OF THIS GDRS REVISION: 5/1/2017

2.0 Availability of Graduate Fellowships

The availability of GE appointments are programmatically determined by department faculty in the case of academic units. The number of GTF positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In the Classics Department the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

Classics 110, Classics 201, Classics 202, Classics 314, Classics 303, Latin 101, 102, 103

The Classics Department makes an effort to distribute GE opportunities to as many students as possible and encourages financial opportunities through such other means as scholarships, work study, and grants.

In recent years, GE assignments during the academic year in the Classics Department have included Instructor of Record, Discussion Section Leader and Research Assistant.

This unit hires GEs in the summer term. The availability of GE appointments for the upcoming summer term is usually determined by December 5. In recent years, GE assignments during the summer in the Classics Department have included Instructor of Record for teaching Beginning Latin.

3.0 Application Process and Eligibility Requirements

Students eligible for a GE appointment in the Classics Department are all students accepted in the MA program in Classics. Students enrolled in other UO graduate programs that have appropriate experience and/or credentials are also eligible for GE positions in this unit. In all cases, preference is given to the Classics department's own students.

For the position of teaching Beginning Latin, knowledge and understanding of the field of Latin is required. Applicants must have the ability and desire to work with students, have strong grammar skills and good organizational and record-keeping abilities.

For leading discussion sections in the large lecture courses, knowledge and understanding of the field of Classics is required. Applicants must have the ability and desire to work with students, have strong writing skills and good organizational and record-keeping abilities.

Students will be considered in the following order: students admitted to the MA program in Classics will be given priority. Preference will be given to those with demonstrated ability in areas relevant to the particular GE assignment.

The Classics Department has established a maximum number of reappointments for which a student is eligible. This is up to two years (6 terms) of appointment for students in the MA program in Classics.

The application for graduate admission in Classics is considered the application for a GE appointment.

SUMMER TERM APPOINTMENTS

Students are selected by the standing committee of the department based on their competency in Latin. Students in the MA program in Classics should communicate their availability and desire to teach summer courses to the department head by December 5 of the year before.

GE position vacancies outside of the normal appointment cycle will be posted on the Graduate School GE jobs available website.

From time to time, the Classics Department may need an emergency appointment to fill a vacant GE position. The standing committee of the department will review applications on file, and appoint students with proper experience and competency in the subject matter.

4.0 Appointment and Reappointment Process

In accordance with the CBA, the Classics Department's standing committee of at least three members includes the Department Head, the Graduate student adviser and a senior faculty member in the department.

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.

General criteria include 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.

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.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general 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 open the application process for the position to graduate students from other units. The department will use the same application process described in Section 3. However, the

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

The availability of GE appointments for the academic year and for summer term is generally posted in March and GEs are generally selected by April 15. Each candidate will be sent a notice of the hiring decision with five working days after the decision has been made. The appointment status and the specific assignment are outlined at the same time.

Performance of GEs in the Classics Department is evaluated at the end of the academic year for GEs appointed fall, winter and spring. Performance of GEs in the summer term is evaluated at the end of summer term. Evaluations are performed by the instructor for the course or the GE supervisor. The criteria used for evaluation include overall teaching abilities, meeting deadlines, accuracy of grading, student comments, interaction with instructor, and ability to teach the material.

5.0 Workload and Work Assignments

Assignment Type-Related Criteria

For an Instructor of Record, full course responsibility includes teaching Beginning Latin for one hour per day, 5 days per week, the grading of assigned examinations and student papers, and attending weekly meetings with faculty supervisor.

For a Discussion Leader, responsibilities include attending lectures, leading discussion sections, grading papers and exams and assisting the instructor of record in course preparation.

For a Teaching assistant, responsibilities include attending lectures, grading papers and exams and assisting the instructor of record in course preparation.

Classics GE assignments as a discussion leader are appointed at .40 FTE. The maximum number of hours per term a GE can be expected to work for a .40 FTE position is 175 hours per term, an average of 16 hours per week. Up to 5 hours per term can be used for sick leave coverage to substitute for another GE. The program director or lecturer will determine if a substitute is necessary.

A GE who is the sole instructor of a course is appointed at .49 FTE during the academic year. The maximum number of hours per term a GE can be expected to work for a .49 FTE position is 215 hours per term, an average of 19 hours per week. During the summer term, the sole instructor GE is appointed at .37 FTE.

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 346-8912 or 346-8316.

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the 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-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury/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 (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>

Reporting Safety Hazards:

GEs that identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Office Manager of Classics Department 541 346 4069

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

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies: room 311 Susan Campbell Hall.

7.0 Satisfactory Progress Toward the Graduate Degree

The criteria used to assess the satisfactory progress toward a graduate degree in the Classics Department along with the process by which satisfactory progress is assessed, can be found online:

<http://classics.uoregon.edu/programs/graduate-program/master-of-arts/>

The criteria used to assess satisfactory progress toward a graduate degree in the Classics Department are as follows:

Coursework: Complete at least 45 credits of graduate-level work, which must include one seminar (ARH, HIST, GRK, LAT, or CLAS 507), Introduction to Philological Methods (CLAS 611), and at least 9 credits in the 600-699 level courses taken in residence.

Grades: Pass with a grade of mid-B or better five courses in Greek and/or Latin authors.

Examinations: Pass a translation examination in one modern language, usually French or German. This requirement may be fulfilled with a standardized examination offered by the university or by the translation of a significant scholarly text.

Language Requirements: Pass with a mid-B or better five courses in Greek/and/or Latin authors.

The Graduate Advisor will evaluate the graduate student once per quarter. If the student's grades fall below a 3.0 GPA or is the student receives a grade below a "B" in a Greek or Latin course the student will have one term to remedy the GPA and will need to pass an additional language course with a "B" or better. The advisor will take into consideration the student's motivation and resourcefulness, commitment to scholarly projects, and independent, creative and original thinking in the evaluation of the student's eligibility to continue in the program. The advisor will meet with the student to discuss and remedy the situation.

Failure to make satisfactory progress toward the graduate degree.

When the student's grades fall below 3.0 average as per the graduate school policy for GE positions, the student is disqualified from applying for such positions. If the student continues beyond one quarter to earn grades below a "B" in Greek and Latin graduate courses, then he or she is disqualified from the

Classics MA program. In order to regain satisfactory progress status in the graduate program the student must bring his or her GPA back to a 3.0 after one quarter and earn a “B” or higher in Greek and Latin 511 language classes.

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.

8.0 Discrimination Grievance Procedures

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online (<http://aaeo.uoregon.edu/content/raise-concern>).

9.0 Work Environment

GEs with teaching positions, either as instructor of record or as discussion leader or teaching assistants, will be provided with an office suitable for private meetings with safe furniture, working locks, and properly and securely installed partitions and shelving. They will also be provided a telephone and a computer equipped with software necessary to carry out work assignments. They will also have access to the copy machine, fax machine, scanner, printing supplies and office supplies at no personal cost.

Classics GEs who work as instructors of record are not assigned to workloads that would require GE assistance.

10.0 Absences

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

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

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

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

Sick leave substitution hours are built into your FTE (see Section 5, Work Agreement/Work Assignment). The department will attempt to use substitutes evenly. In some cases, expertise in a subject of availability will determine a substitution. Please track your substituting hours and notify Prof. Malcolm Wilson, Department Head, if you believe you will likely exceed the total hours allocated for substitute work.

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

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify the Instructor of Record how to reach you (if possible).

MORE INFO. More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>