

**GEOGRAPHY DEPARTMENT**  
**General Duties & Responsibilities**  
**(GDRS)**  
**2017-2018**

## General Duties and Responsibilities for Geography

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### 1.0 GENERAL INFORMATION

#### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE hiring unit. 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.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is: Daniel Gavin

DATE OF THIS GDRS REVISION: 5/01/2017      ACADEMIC YEAR 2017-18

## 2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE 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 this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

Geography 141, 142, 181, 201,202, 204, 205, 208, 209, 214, 321, 322, 323, 341, 342, 343, 421, 425, 427, 481, 486, 491, 493.

This GE employing unit:

- makes an effort to distribute GE opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

### ACADEMIC YEAR APPOINTMENTS

The availability for GE appointments for the upcoming academic year is usually determined by the end of spring quarter the year prior, at which time the students are notified of their funding status.

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

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader
- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

## SUMMER TERM APPOINTMENTS

The Department of Geography accepts applications for summer term teaching GEs in January. The department will notify applicants of its decision around the end of April.

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

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader
- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

### 3.0 ELIGIBILITY REQUIREMENTS

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

- Graduate students enrolled in the Department of Geography who are admitted to the program and who have applied for financial support.
- Graduate students enrolled at the University of Oregon in interdisciplinary programs with an emphasis in Geography and who have specific experience necessary to perform the work assignment.

Note regarding graduate programs and departments that employ GEs:

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: Graduate students enrolled in other University of Oregon programs and who have specific experience necessary to perform the work assignment.

### 4.0 APPLICATION PROCESS

#### ACADEMIC YEAR APPOINTMENTS

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

- Announcement of available positions for the upcoming academic year will be made by informing all applicants to the Geography graduate program that they may apply for financial aid, which

includes the possibility of a GE. This information is on the Department's web page under Graduate Program Admissions.

- GE positions that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment qualifications with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources: (Article 17, Section 1).
- Positions offered by the Department that are not included in the Spring term application pool will be filled by following the evaluation process outlined in this statement in section 5.0. These positions will be filled at the first faculty meeting after the need has been identified.
- Applicants will be considered for all assignments available.
- Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:
  - An email communication from the Graduate Director (or GE director) in May giving the preliminary assignments for the year.
- Department requires all current graduate students to fill out a form each January containing information on future plans and support needs. The Department will announce a deadline for this information.

#### 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 the following way(s):

- Incoming graduate students start GE assignments during the fall term. The Education in Geography (EDGE) summer MA program hires graduate students in the second year of the EDGE program.
- Generally, the application process for continuing students includes:
  - In January the department will begin fill teaching assignments for summer sessions one and two. Graduate students are notified via Geography Department list serve that anyone interested in summer teaching send the summer coordinator an email with classes they are interested in teaching and a CV.
  - Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made, normally in February. These letters will state that the offer is contingent on sufficient enrollment to support the course. This level of enrollment will be determined before week 9. A final appointment letter will be issued at this time.
  - Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):
    - Positions offered by the Department that are not included in the Spring term application pool will be filled by following the evaluation process outlined in this statement in section 5.1 These positions will be filled at the first faculty

- meeting after the need has been identified.
- 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:
    - The Department will give priority to qualified graduate students in the Department who had applied for GE positions but did not receive an appointment and/or to qualified GEs in the Department whose current FTE could be raised to include the required workload without exceeding .49 FTE.

## 5.0 APPOINTMENT AND REAPPOINTMENT

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

Recommendations for appointment and reappointment shall be made to the Department Head by the Geography faculty. This meets and exceeds the requirement that "the recommendations will be made by the standing committee of the department that will be made of at least three members." Initial appointments of GEs are made by the Department Head based on evaluation of all applicants developed by the Geography faculty at a faculty meeting.

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 academic promise of the new students and the quality of work of the students in residence. "Satisfactory Progress Toward Graduate Degree" is a minimal requirement of all reappointment candidates. See 9.0. Satisfactory performance as a GE in the execution of assigned duties (see section 7.0) is also required. GEs who conduct their own courses or lead laboratory or discussion sections also will be evaluated on the basis of student evaluations. In addition to the (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, the committee will also consider the following:

- Consideration will be given to the adequacy of the applicants' training in the specific content of courses to which GEs will be assigned.
- Consideration will be given for a positive working arrangement between a GE and the faculty person with whom the GE will work.
- While consideration will be given to the recommendation of the person who will act as the GE's supervisor, or from academic or work supervisors, the committee will give substantial consideration to the other appointment or reappointment criteria.

- The Department Head or the faculty will interview students if additional information is needed.
- Financial need will not be considered (except may be used in evaluating two or more equally qualified candidates).

This GE employing unit has established a maximum number of reappointments for which a student is eligible:

Appointments up to a total of two years are made to master's candidates if they are making satisfactory progress toward a degree (see 9.0). Satisfactory performance as a GE is also required. Ph.D. candidates may be appointed up to a total of 3 years if they are making satisfactory progress toward a degree. Satisfactory performance as a GE is also required. No student will receive support for more than four years, except under unusual circumstances or to meet specific teaching needs of the Department. Unusual circumstances will not be defined ahead of time.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9.0).

This GE employing unit does not require that a GE maintain their studies in residency at the UO during each term of appointment.

**(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 evaluated based on academic achievement.
- 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): Extensive experience and knowledge of relevant teaching methods and subject matter

For a Discussion Section Leader: Basic background in subject matter

For a Laboratory Section Leader: Basic background in subject matter

For a Teaching Assistant: N/A

For a Grader: N/A

For a Research Assistant: Ability to fulfill the responsibilities as set forth by the Principal Investigator

For an Administrative GE: N/A

For a Supervisory GE: N/A

**(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.

Candidates will be considered 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 and appointment/reappointment process described here 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 are evaluated:

- At the end of every term
- During spring term
- At the end of the academic year for GEs appointed fall, winter and spring
- At the end of the summer term for summer GEs

Faculty (TTF and NTTF) instructing a course with GEs as graders or teaching assistants will evaluate the performance of GEs in their course. The Director of Graduate Studies will evaluate all GEs assigned to teach as instructors of record, and will coordinate faculty (TTF and NTTF) evaluation of all GEs assisting in courses taught by another GE.

Criteria used to determine teaching performance includes evaluation of the student's substantive command of the material / topic; level of organization and effectiveness in running classes / discussion sections, etc.; classroom pedagogy (including but not limited to rapport with students, engagement and enthusiasm in the classroom, clear and respectful communication with students); grading skill and timeliness in completing assignments from instructor of record.

## 6.0 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 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:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

## 7.0 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 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 might be as follows (distribution of work assignments is determined by the instructor of record; the following are average examples):

### DUTIES BY WORK ASSIGNMENT

#### Instructor of Record:

Full Course Responsibility GE (0.49 FTE/term)

In-class contact hours . . . . . hours per term: 40

Conduct lectures, laboratory or discussion sections, and lead review sessions, proctor exams

Preparation hours . . . . . hours per term: 90

Prepare lectures, lecture demonstrations, laboratory or discussion sessions, adapt or develop syllabus and course materials, construct examinations and quizzes, develop and maintain course web page

Contact hours outside the classroom . . . . . hours per term: 35

Hold office hours (two hours per week) for counseling, tutoring, special consultations

Performance evaluation . . . . . hours per term: 50

Read and grade papers, exams, quizzes, maps, special projects, maintain and submit grading records in compliance with the Department and University regulations.

**Discussion Section Leader:**

Teaching Assistant GE leading sections (0.2 FTE/term)

In-Class contact and assisting faculty in class. . . hours per term: 50

Attend lectures, assist with AV, field trips, proctor exams, meet sections

Preparation, contact outside the classroom and performance evaluation . . . hours per term: 38

Prepare for sections, hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page

Teaching Assistant GE leading sections (0.4 FTE/term)

In-Class contact and assisting . . . . . hours per term: 70

Attend lectures, assist with AV, field trips, proctor exams, meet sections

Preparation, contact outside the classroom and performance evaluation . . . hours per term: 91

Prepare for sections, hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page

Discretionary time . . . . . hours per term: 14

May include substitution for an absent GE in the same or another course.

**Laboratory Section Leader:**

Teaching Assistant GE leading sections (0.2 FTE/term)

In-Class contact and assisting faculty in class. . . . . hours per term: 50

Attend lectures, assist with AV, field trips, proctor exams, meet sections

Preparation, contact outside the classroom and performance evaluation . . . hours per term: 38

Prepare for sections, hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page

Teaching Assistant GE leading sections (0.4 FTE/term)

In-Class contact and assisting . . . . . hours per term: 70

Attend lectures, assist with AV, field trips, proctor exams, meet sections

Preparation, contact outside the classroom and performance evaluation . . . hours per term: 91

Prepare for sections, hold office hours for counseling, tutoring, special consultations, grade

assignments and exams, develop course web page

Discretionary time . . . . . hours per term: 14  
May include substitution for an absent GE in the same or another course.

**Teaching Assistant:**

Teaching Assistant GE not leading sections (0.2 FTE/term)

In-Class contact and assisting . . . . . hours per term: 30  
Attend lectures, assist with AV, field trips, proctor exams

Preparation, contact outside the classroom and performance evaluation . . . hours per term: 31  
Hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page.

Discretionary time . . . . . hours per term: 27  
Flexible time to accommodate various teaching styles and course diversity. May include substitution for an absent GE in the same or another course.

**Grader:**

Grader GE not leading discussion sections (0.4 FTE/ term)

In-Class contact and assisting . . . . . hours per term: 30  
Attend lectures, assist with AV, field trips, proctor exams

Preparation, contact outside the classroom and performance evaluation . . . hours per term: 118  
Hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page.

Discretionary time . . . . . hours per term: 27  
May include substitution for an absent GE in the same or another course.

**Research Assistant:**

Research Assistant GE (0.2 FTE/term or 0.4 FTE/term or 0.49 FTE/term)

Research Activities . . . hours per term: 88 for 0.2; 175 for 0.4; 215 for 0.49  
Assists faculty member with academic research project, reporting directly to supervising faculty member

**Administrative GE:**

N/A

**Supervisory GE:**

N/A

## 8.0 HEALTH AND SAFETY INFORMATION

### **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 Safety Incident or Accident Report (SIAR) 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>. Forms can also be obtained from Departmental office managers or ORM.

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 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/>.

**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: Director of Graduate Studies Xiaobo Su (541-346-4568) and / or Department Head Daniel Gavin (541-346-5787).

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:** Materials describing the above are held in the Geography Department main office and in the Physical Geography laboratories. The person responsible for maintaining this information in the main office is the Office Manager. The person responsible for maintaining this information in the Physical Geography laboratories is the appropriate Lab manager.

**Use of Personal Protective Equipment:** The laboratories in which safety equipment is needed are the McDowell, Gavin, and Silva labs in Pacific (under construction until January 2018), where the following personal safety equipment is used and stored:

1) eye protection, 2) lab coats 3) gloves for acid, 4) bib for acid, 5) a respirator, 6) calcium gluconate (HF antidote), 7) face mask for acid, 8) fume hoods (not a "personal" item but essential), 9) eye wash faucet.

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

The labs where this safety equipment is used and necessary are run by Professors Gavin and Silva. Incoming grad students take the laboratory safety course in the fall offered by Environmental Health and Safety office <http://ehs.uoregon.edu/training>

This course is a 3-hour session covering chemical hazards, the UO Chemical Hygiene Plan, emergency procedures, safety practices, and regulations suitable for new graduate students, other new UO lab workers, and as a refresher for existing staff. Laboratory-specific and abbreviated courses are available upon request.

Apart from having GEs take this safety course, Professor Gavin provides detailed lab guidelines regarding hazardous chemicals and coordinates all of the safety-related issues in the lab (215 Pacific, the location of the wet lab where dangerous chemicals are stored and used). Professor Gavin keeps the "personal protective equipment" up to date and maintains a record of student safety training.

GEs who drive state vans for field trips or other department business are required to take the University of Oregon's van training class and hold a current University of Oregon Driver Certification Card. GEs must renew their driver certification cards annually.

## **9.0 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 their 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. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

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/secretary.

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.
- academic unit with no graduate degree program. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.
- administrative, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

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

<http://geography.uoregon.edu/graduate/gradhandbook/>

## **10.0 DISCIPLINE AND DISCHARGE**

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.

## **11.0 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>.

## 12.0 WORK ENVIRONMENT

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

Information detailing this unit's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found online or in another document: Work Environment and Materials--These policies apply to all graduate students

Department Office Hours: The department office is open from 8:00 until 12:00 noon and from 1:00 to 5:00 p.m. Monday through Friday. Activities involving the department office (copying, picking up mail, etc.) should be done during open office hours.

**Workspace:** Office Space: All GEs will have their own desk space, usually in an office shared with other GEs. These shared offices have working locks, as well as at least one workstation with internet connections. GEs are responsible for making sure office doors are locked when they leave their office.

**Private Meeting Space:** Conference Rooms: The Geography Department has a small conference room that may be reserved for student conferences. Reservations may be made in the main office, 107 Condon Hall.

**Access to Telephones and Computers:** Phones: Telephone service is provided in most graduate student offices. Campus calls require only a 5- digit number beginning with 6; dial 9 + the 10-digit number for local off-campus calls. Long distance calls for university business require an authorization code. These are issued to faculty and staff. All research related or university business long distance calls need to be authorized by a faculty member who should lend you their authorization code. Personal long distance calls can be made by dialing 9 + 0+ ten digit number, wait for second dial tone, and dial your own calling card number. Phones in the main office are not available for general use.

Fax machine: The department fax machine is available for official University business only. Fax services for personal use (both sending and receiving) are available at the University of Oregon Bookstore, the Erb Memorial Union Ticket Office (sending only), or the Copy Shop located at 539 E. 13<sup>th</sup> Avenue.

Computers: The computers in the Geography Faculty and Graduate Student Research Lab in Condon 167 (the Kariel Lab) provide computing resources for teaching activities and research projects conducted by faculty and graduate students. This lab is accessible via a key code (available to all graduate students who sign a user agreement) 24 hours a day. In addition, graduate students have access to a shared computer in most of the graduate student offices for GE related work, viewing email, web browsing and homework. Use of lab and office computers and other computer resources and facilities within the Geography department binds the user to adhere to professional computing standards and ethics while using its resources and facilities. Refer to University of Oregon Computing Center Use Policy to obtain guidelines for the appropriate use of computing resources at the University of Oregon.

Unauthorized use of the network, unauthorized use of others files, copying software, and using the network to break a system are considered violations of professional standards and ethics in computing. Installing software, viewing pornography, game playing, abusing equipment, and other actions deemed unacceptable are not tolerated. Computer users may not install their own software into the computers without prior written approval of the department head. Geography Department software must never be copied. This is a violation of copyright law.

Contact the Geography Department computer support technician for help with department computing resources.

**Access to Office Supplies, Photocopies and Printouts:** Copy machine: A coin operated photocopier is available in the Knight Library for public use. Use of the department copiers should be limited to class materials (classes for which you are the GE, not the ones that you are taking) and grant related copying. Our machine has double-sided copy capability which we encourage you to use whenever feasible. Large jobs of 50 copies or more should go to Printing Services, which usually has at least a 24-hour turnaround time. There's a lot of competition for the copy machine so plan ahead. Please don't expect to interrupt someone else's job because your class is beginning in ten minutes. Note on color copying (either in the department or at printing services): Limit color copies to 1 or 2 pages for exams for large classes.

Printing: A printer capable of black & white as well as color printing is available for graduate students in the Kariel Computing Lab.

Supplies: The department furnishes supplies related to teaching or assisting with classes. Things like chalk, wet and dry erase pens, pencils, thumbtacks, and transparencies are provided. Letterhead stationery and envelopes are available for departmental business.

**GE Assistance:** If graduate students accept to teach a course as instructor of record we keep the workload within a .49 GE appointment. Graduate student instructors are assigned GEs as assistants if the course has discussion sections / labs and/or when the enrollment size merits GE assistance given the nature of the course.

## 13.0 ABSENCES

ABSENCE 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 instructor of record with information about where you left off (e.g., in the previous class in the case of a teaching GE). If you are able, please attempt to reach the instructor of record by both phone and email.

If you are unable to directly notify the instructor of record, 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 instructor of record of the proposed substitute. If you are unable to notify the instructor of record, inform the department's GE Director so s/he can assist in finding a substitute. In no instance shall a GE be required to pay for a substitute and 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 7.0 for sample Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the instructor of record if you believe you will likely exceed the hours allocated in Section 7.0 (if you are unable to notify the instructor of record, inform the department's GE Director).

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>