1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee (GE) positions 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.

About GE Tuition and Fees
Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Employees must pay $61 of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

About the Graduate Teaching Fellows Federation (GTTF)

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTTF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTTF 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.

The individual who shall oversee the implementation of this GDRS is:
Kiersten Muenchinger, Department Head, or Interim Department Head
Kiersten@uoregon.edu

DATE OF THIS GDRS DOCUMENT: 10/31/2018

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 provide assistance to faculty where needed for the academic year and summer term.

This GE employing unit: (Select all that apply.)

☐ 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 of GE appointments for the upcoming academic year is usually determined during winter and spring terms by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the Department of Product Design website and through emailing currently enrolled graduate students in the Department of Product Design.

Application forms will be available to prospective applicants on the department’s website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the posted deadline (usually early March).

In recent years, GE assignments during the academic year in this GE employing unit have included: (Select all that apply.)

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

SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer term is usually determined during winter and spring terms by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the Department of Product Design website and through emailing currently enrolled graduate students in the Department of Product Design.

Application forms will be available to prospective applicants on the department’s website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the posted deadline (usually early March). In recent years, GE assignments during the summer in this GE employing unit have included: (Select all that apply.)

- [ ] Instructor of Record
- [ ] Discussion Section Leader (full course responsibility)
- [ ] Laboratory Section Leader
3.0 ELIGIBILITY REQUIREMENTS

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

Graduate students enrolled in the Master of Science in Sports Product Design.

Graduate students in Product Design who are in good standing and making satisfactory academic progress are eligible for GE appointments.

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 in Product Design who are making satisfactory academic progress eligible for GE appointments, which includes a minimum total 3.0 GPA.

Graduate students outside the Department of Product Design, making satisfactory progress in a related discipline, may be considered if they possess special skills appropriate to a particular position if there are no departmental grads available or qualified.

Content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio, may be required and stated in the announcement description.

Students will be considered in the following order:

For GE positions which are filled through the department’s open application process, preference is given to the best qualified GE applicant for each position. If the applicant
pool for a particular position has more than one equally qualified candidate, preference will be given to graduate students in the Department of Product Design.

The department may reserve some GE appointments for the purpose of recruiting graduate students who bring exceptional capabilities or perspectives to the program. If the department has made a commitment of GE support as part of an offer of admission, the student is expected to apply for all GE positions for which they are qualified.

MS students in Sports Product Design in good standing, incoming and continuing, receive available GE assignments based on 1) content knowledge and skills specific to the work assignment 2) academic merit 3) past performance and 4) program familiarity.

For continuing students, assessment of academic merit is based on GPA, capstone project progress and faculty rankings and recommendations. The latter is of particular importance in the Department of Product Design as the focus of the MS program is the development of a rigorous design practice. The Department relies on the faculty to judge the commitment to studio practice and inquiry, as well as progress on the capstone body of work.

For incoming students, assessment of academic merit is based on GPA, letters of reference, previous relevant experience, admissions ranking, quality of work and academic progress.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows: 2 years, or 8 consecutive quarters.

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). The Department of Product Design has no enrollment/credit hour requirement beyond that of the Graduate School.

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

4.0 APPLICATION PROCESS

This unit posts positions via its website and direct emails to all graduate Product Design students. When positions are posted on the department website and/or through direct emails, each position includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment.
This unit may post its positions via the Graduate School’s “GE Openings” page. When positions are posted on the GE openings page, each position includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days.

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:

The range of potential GE positions are listed on the department’s website.

In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the stated deadline (usually mid-late March). Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

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

During winter term by posting a brief description of each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the department website and through emailing currently enrolled graduate students in the Department of Product Design. Further information about each position is available from the supervising faculty. Departmental office staff will direct applicants to the appropriate supervisor.

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):

Generally, the application process for incoming students includes:

Incoming students are not eligible for summer GE positions prior to the first term of enrollment.

Generally, the application process for continuing students includes:

Application forms will be available to prospective applicants on the department’s website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the posted deadline (usually mid-late March).
Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

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 announcement will be filled by following a similar application and selection process as outlined above. When new positions become available, the department will send an email to Product Design graduate students inviting them to apply to any new GE positions that were not listed in the spring call for applications. The department will also post new position descriptions to the Graduate Teaching Fellows Federation office, and the Department of Product Design website. Applications for these new positions will be due by a specified deadline that is at least 10 working days after the announcement is distributed.

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 head shall review the existing pool of GE applicants who have not yet received appointments to determine if there are any students who have already expressed interest in receiving a GE appointment who are qualified for the duties of a particular emergency appointment. In the event that there are no qualified members of the pool, the Department will send an email to all of the department’s graduate students inviting applications. The email will explain any special circumstances the emergency appointment requires.

5.0 APPOINTMENT AND REAPPOINTMENT

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

The Graduate Director, one additional faculty member and the Head of the Product Design Department.

Appointments and reappointments will be based evaluation of each candidate’s qualifications with respect to the following criteria:

1) Specific abilities related to the work assignment.
2) Academic Merit; measures of merit (Academic Credentials) are described below.
3) Past Performance. Performance in previous GE positions will be considered in subsequent appointment decisions. An assessment of past performance will be based on student evaluations and/or supervisors’ evaluations. Written supervisor evaluations will be done each term and made available to both the student and the Graduate Director for review. For incoming students, past performance in related positions may be considered. Consideration will be given for a positive working arrangement between
a GE and the supervising faculty. Recommendations from the supervising faculty will be solicited by the Graduate Committee. The recommendation includes comments about the individual’s qualifications relative to the specific work assignment.

4) Program Familiarity. Some assignments require familiarity with the undergraduate curriculum, technical shops and the functioning of the studio community. Familiarly with that program, based on the student’s academic concentration, personal research commitment and previous experience will be considered.

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate’s qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

**(A) General criteria include (in no particular order):**

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):
N/A

For a Discussion Section Leader:
N/A

For a Laboratory Section Leader:
N/A

For a Teaching Assistant:
N/A

For a Grader:
N/A

For a Research Assistant:

This includes content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

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, but these may include:

Specific abilities related to the work assignment.

Subject area knowledge.
Communication skills.

Time management skills.

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

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, 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

Evaluations are performed by:

The instructor/supervisor to which the student is assigned.

The criteria used for evaluation include:

Criteria vary depending on the position description. Evaluations address performance in the execution of assigned duties.

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)
During the summer work assignments and workload may differ from work assignments and workload during fall, winter and spring (e.g., in the academic year, GEs with full course responsibility for 4 credit courses that are appointed at .49 FTE, may be appointed at .30 FTE or greater in the summer).

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 are as follows:

DUTIES BY WORK ASSIGNMENT

Instructor of Record:
N/A

Discussion Section Leader:
N/A

Laboratory Section Leader:
N/A

Teaching Assistant:
N/A
Research Assistant:

The work distribution for research assignments varies significantly depending on the nature of the research project and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected distribution of hours and workload expectations at the start of each term. GEs may expect to assist faculty with:

- Making industry and research connections via phone or email.
- Research proposal or report preparation
- Grant preparation
- Literature, materials and image searches
- Construction of 2D and 3D prototypes
- Construction of 2D and 3D final projects
- Testing new research equipment or methods
- Testing of physical models
- Laboratory experiments and collecting data
- Preparation of drawings
- Management of external fabricators and manufacturers
- Conducting surveys
- Presentation of research at meetings and conferences
- Creation, preparation and teaching of workshops for K-12 students
- Exhibition design

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 Environmental Health and Safety (EHS). If you have any questions about the program, please call 541-346-8316 or 541-346-2907.

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 Workplace Injury Report form with the GE. If, as a result of the accident, the GE requires medical care, a Workers’ Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers’ compensation information and forms are available at https://safety.uoregon.edu/injury-reporting-and-workers-compensation. 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.
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://safety.uoregon.edu/environmental-health-and-safety

Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

Reporting Safety Hazards:

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

All GEs are directed to call the College of Design Facilities Manager:
Kyle Harshbarger 541-346-2055 for non-threatening emergencies and 6-6666 for threatening emergencies.
Brooke Freed, Dir of Operations, College of Design, (541) 346-3633

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:

The College of Design Facilities manager is responsible for evacuation plans. All exits located on floor plans of studios supplied by EHS. First Aid kits are maintained by the College Facilities Manager and are explained during shop safety training. General emergency information for the school’s classrooms and general use spaces is available from the College of Design Director of Facilities in Eugene or the facilities staff of the White Stag Block in Portland.

Use of Personal Protective Equipment:

Personal Protective Equipment for GE use in the school shops, such as goggles and ear plugs, are available from the shop supervisors or supervising faculty. Other project-specific equipment will be provided by faculty supervisors as needed.

Required safety training and appropriate departmental record keeping:

GEs who are assigned to use or supervise student use of any of the school’s fabrication shops are required to complete the department’s standard safety training for general shop use and for the specific equipment that the GE will use. Training will be provided by the department’s
shop supervisors, who will also keep records of safety training on behalf of the department. Supervising faculty may provide additional safety training pertaining to a GE’s specific assignment.

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 a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE’s graduate degree program. The GE’s progress toward the degree is assessed based on criteria established by the GE’s graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE’s graduate degree program if the GE’s academic performance during the appointment period falls below the Graduate School’s 3.0 GPA standard. 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.

☐ an 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.

☐ an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE’s graduate program. See that program’s GDRS for more information.
Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Following the Graduate School requirements for progress, available at: https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress

Coursework:

All coursework, grade requirements, and exam requirements as stated in the Department of Product Design website: http://artdesign.uoregon.edu/pd/grad/sports-product-design

Grades:

Maintenance of a minimum 3.0 GPA.

Examinations:

All coursework, grade requirements, and exam requirements as stated in the Department of Product Design website: http://artdesign.uoregon.edu/pd/grad/sports-product-design

Research:

In the Winter term of the 2nd year, students must make a thesis proposal for the SPD Capstone Project. Failure to have the proposal accepted by the Graduate Director indicated inadequate preparation and progress. SPD MS students may convene a second meeting to present the proposal for approval in the Winter of the 2nd year. Because the focus of the SPD MS program is the development of a rigorous, independent inquiry and practice, the Department relies on the judgement of the faculty to assess the quality and depth of work.

Language Requirements:

N/A

Teaching Requirement:

N/A

Skill/Practicum/Internship Requirement:

N/A

Advancement to Candidacy:

N/A

Other:

The process for evaluating satisfactory progress toward graduate degree is as follows:
The Graduate School will review academic transcripts of all Product Design graduate students holding GE appointments for compliance with the Graduate School’s standard for good standing.

The department will review graduate student academic files to determine compliance with additional criteria for satisfactory progress required for each of the department’s graduate degree programs.

Students who fail to make satisfactory progress will not be eligible for GE appointments until: they regain satisfactory progress status as determined by the Graduate School, and they have received a positive evaluation for eligibility to advance to the next design studio level, if a Department of Product Design review is required, or they have received a positive evaluation from their primary academic advisor or their Capstone committee indicating that they have regained satisfactory progress status.

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:

Workspace:
All graduate students enrolled in studios or as a research assistant in the Department of Product Design have assigned workstations in studio or a research laboratory. Workstations in studios have a movable desk. Workstations in research laboratories are outfitted according to the specific requirements of the research work. GEs who need private workspace for confidential work such as grading or test preparation may schedule the use of office space that is shared with other GEs or adjuncts. GEs can also reserve meeting rooms or unoccupied classrooms that are normally scheduled by the department for this purpose.

GEs may work in our fabrication labs. All labs are secured with punch code or magnetic locks; the punch codes are changed each term to ensure that only authorized and enrolled students can access the studios. All infrastructure, furniture and equipment is regularly maintained by staff, and there is responsive support for security and repairs.

**Private Meeting Space:**

Teaching GEs with responsibilities as instructor of record or as lab/discussion leader have access to private meeting space in shared offices. GEs can also reserve meeting rooms or unoccupied classrooms that are normally scheduled by the department for this purpose.

**Access to Telephones and Computers:**

GEs have access to telephones necessary to carry out work assignments in the Department’s meeting rooms and can be scheduled as such. The School of Art + Design office in Eugene and the College of Design office in Portland also have telephones available during business hours.

GEs have access to public or general use student computers in various locations in Lawrence Hall in Eugene or the White Stag Block in Portland. Most of these computers are equipped with software typically provided to departmental staff. Computers equipped with specialized software that are needed for some types of GE assignments are available in the school’s computing labs or in the research laboratory to which the GE has been assigned. GEs based in Eugene can also check out laptops for up to 4 hours during week days, or for use over a weekend from the Faculty and Student Services desk in Eugene. In Portland laptops are available for teaching use through the library and learning commons in Portland. These laptops are equipped with the Department’s standard software package. GEs needing access to specialized software in order to complete work assignments can make arrangements through their faculty supervisor. GEs who are instructors of record should consult with the department head.

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

GEs have access to office supplies, equipment (such as cameras, projectors or laptops) and copying services through the College of Design Facilities Services in Eugene. GEs who are directly supervised by faculty can arrange for keys, equipment check out, and copy codes by having their faculty supervisor sign the appropriate authorization forms available from Facilities Support Services. Office supplies can be obtained from FSS or the School of Art + Design office.

GEs appointed in Portland can request office supplies, printouts, photocopies and access to equipment from the DSGN Administration in Portland. GEs working independently as
instructors of record have access to necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. They can bring their authorization forms to the department staff for signatures and should consult with department staff prior to the start of their appointment to learn about the type and amount of supplies and services available. Most supplies, copying and printing needs can be obtained at the school during normal business hours. GEs must obtain prior approval before making any unusual or after-hours purchases for which they expect reimbursement.

The office of Facilities Support Services is located on the first floor of Lawrence Hall: equipment can be reserved and checked out. For class handouts, campus copies can be accessed through FSS.

GEs can obtain keys or codes for the spaces they use, through the School of Art + Design office or the Portland College of Design office.

**GE Assistance**

In the Department of Product Design, GEs who work as instructors of record generally are not assigned to workloads that would require GE assistance. In exceptional circumstances, if a GE is the instructor of record in a course that requires GE assistance, GEs will be appointed following the procedures outlined in this document for all other GE appointments.

### 13.0 ABSENCES

**Absences (Articles 28 and 29)**

Documented absences due to participation in jury duty, a recognized election (e.g., an international GE required to travel to a consular office to vote), or immigration proceedings, will be permitted with no reduction in FTE or loss of pay. Election-related absences and immigration proceeding-related absences may be limited to five days. See Article 28 for specific text.

[The following, found in Article 29, applies to absences related to illness, injury, or medical appointment/procedure for the GE, their child, partner or parent, and to absences related to bereavement and birth/adoption.]

**Notification**

When needing to be absent, a GE is expected to notify their supervisor or other designated faculty/staff member as early as possible and before the first assigned duty on the day to be missed.

- If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor 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 faculty member. 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 your supervisor 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 supervisor 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 your supervisor so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.
- SUBSTITUTION. Sick leave substitution hours are built into your FTE (see section 6.0 Workload and 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 department head if you believe you will likely exceed the hours allocated in Section 5.0.
- MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor 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 your supervisor 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 28 and 29 of the UO-GTTF Collective Bargaining Agreement, https://hr.uoregon.edu/er/uos-bargaining-units-cbas.

Your sick leave contains unique elements, so please note the following:

- You accrue sick leave in “days”
- If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you will be charged a “day” of sick leave
- You accrue two days per term you work; you accrue an additional day during your first appointment in a school year
- Sick leave is accrued at the start of each term
- You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year
- Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances
- Please notify your faculty supervisor for your course as soon as possible when you have foreseeable sick leave (surgery, etc.) so that coverage can be made.

To record and report your sick leave, please respond promptly to emails sent by the Department office for monthly reporting.