

General Duties and Responsibilities for Ethnic Studies Department, 2017-18

Table of Contents

1.0	GENERAL INFORMATION	1
2.0	AVAILABILITY OF GRADUATE FELLOWSHIPS	2
3.0	ELIGIBILITY REQUIREMENTS	2
4.0	APPLICATION PROCESS	3
5.0	APPOINTMENT AND REAPPOINTMENT	4
6.0	WORKLOAD	7
7.0	WORK ASSIGNMENTS.....	7
8.0	HEALTH AND SAFETY INFORMATION	11
9.0	SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE	12
10.0	DISCIPLINE AND DISCHARGE	13
11.0	DISCRIMINATION GRIEVANCE PROCEDURES.....	13
12.0	WORK ENVIRONMENT	14
13.	ABSENCE POLICY.....	15

1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee positions (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 Employees 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 HoSang, Ethnic Studies Department Head; Donella-Eliz. Alston, Ethnic Studies
Office Coordinator

DATE OF THIS GDRS REVISION: April 26, 2017

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:

ES 101, Intro to Ethnic Studies
ES 250, Intro to African American
Studies ES 252, Intro to Asian American
Studies ES 254, Intro to
Chican@/Latin@Studies ES 256, Intro to
Native American Studies ES 258, Intro to
Pacific Islander Studies ES 352, Social
Equity & Criminal Justice
ES 399, various topics

This GE employing unit 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.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined by what classes Ethnic Studies is offering, and the availability of faculty to teach them.

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), Teaching Assistant, Grader, Research Assistant, and Administrative GE.

SUMMER TERM APPOINTMENTS

Up until 2016, Ethnic Studies had not hired a GE for summer term since 2005. Summer term GE appointments are given very sparingly. They are determined by departmental need.

In recent years, GE assignments during the summer in this GE employing unit have included Instructor of Record positions only.

3.0 ELIGIBILITY REQUIREMENTS

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

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, Pacific Islander, comparative ethnic studies, and/or women of color feminism.
3. For some positions, teaching experience is required.
4. Record of academic excellence

5. Strong interdisciplinary background

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:

1. Demonstrated ability to work with students from diverse backgrounds.
2. Solid training in theories of race, ethnicity, or indigeneity.
3. Admission to UO graduate program as a master's or doctoral degree-seeking student.
4. Significant knowledge of African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, Pacific Islander, comparative ethnic studies, and/or women of color feminism.
5. For some positions, teaching experience is required.
6. Record of academic excellence
7. Strong interdisciplinary background

Students will be considered in the following order:

1. Applications received by the review date listed in our ad are evaluated first; late applications follow. Ethnic Studies does not have its own graduate program at this point, so there is no distinction between in-house and external applications.
2. Applications from GEs currently holding appointments in Ethnic Studies and who have consistently demonstrated a firm grasp of Ethnic Studies pedagogy are generally given preference over new applicants for those positions.

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).

In addition, this GE employing unit requires that a GE maintain her/his studies in residency at the UO during each term of appointment. Non-resident GEs may be appointed on a case by case basis.

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School's "GE Openings" page, which, for 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:

Ethnic Studies posts its annual call for applications between mid-February and mid-March. We

post to the Grad School web site, and the Ethnic Studies web site. We also distribute our ad electronically and/or in hard copy to the departments of our Participating Faculty. This includes: Anthropology, Education Studies, English, History, Planning, Public Policy and Management, Political Science, Sociology, Theatre Arts and Women's and Gender Studies.

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:

An informal offer letter will be distributed to GEs with current appointments in ethnic studies, or to GEs who have demonstrated a proficiency with ethnic studies pedagogy.

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):

An informal offer letter will be distributed to GEs with current appointments in ethnic studies, to GEs who have demonstrated a proficiency with ethnic studies pedagogy or to GEs identified as Alternates or Perspective Alternates in our GE hire pool.

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:

An informal offer letter will be distributed to GEs with current appointments in ethnic studies, to GEs who have demonstrated a proficiency with ethnic studies pedagogy or to GEs identified as Alternates or Perspective Alternates in our GE hire pool.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes a committee of 3 ES faculty members, one of whom may or may not be the department head.

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 University, 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.
- 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):

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of racial frameworks, African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, comparative ethnic studies, and/or women of color feminisms.
3. Teaching experience with students from diverse backgrounds
4. Record of academic excellence
5. Strong interdisciplinary background

For a Discussion Section Leader:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, comparative ethnic studies, and/or women of color feminisms
3. Record of academic excellence
4. Strong interdisciplinary background
5. Teaching experience with students from diverse backgrounds

For a Laboratory Section Leader:

n/a

For a Teaching Assistant:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.

2. Significant knowledge of African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, comparative ethnic studies, and/or women of color feminisms
3. Record of academic excellence
4. Strong interdisciplinary background

For a Grader:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student
2. Significant knowledge of African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, comparative ethnic studies, and/or women of color feminisms
3. Record of academic excellence
4. Strong interdisciplinary background

For a Research Assistant:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student
2. Significant knowledge of African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, comparative ethnic studies, and/or women of color feminisms
3. Record of academic excellence
4. Strong interdisciplinary background

For an Administrative GE:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, comparative ethnic studies, and/or women of color feminisms
3. Administrative skill set will vary according to faculty/department needs. Past positions have required: ability to learn Dreamweaver and InDesign program in order to develop materials for a conference; ability to learn basic office administrative skills (copying, faxing, filing, etc.)

For a Supervisory GE:

N/A for this department

(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:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of African American, Chicana/Chicano, US Latina/Latino, Native American, Asian American, Arab American, comparative ethnic studies, and/or women of color feminisms
3. teaching experience with students from diverse backgrounds
4. Record of academic excellence
5. Strong interdisciplinary background

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

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described in Section 4 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. Evaluations are performed by Ethnic Studies' faculty.

The criteria used for evaluation include:

Instructors are evaluated based upon their ability to lecture and lead the class; Ethnic Studies faculty members conduct a classroom observation. GE assignments are evaluated based upon their appropriateness for the course level and content. Student evaluations are considered for the GE's ability to lead the course through complex material.

Discussion leaders are evaluated on their ability to lead students through complex material, assist them with their assignments, grade assignments appropriately based upon the course content and level and fulfill their duties punctually and in communication with the faculty instructor.

Graders are evaluated on their ability to evaluate students' written work, given the course content and course level.

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)
- .30 FTE (Up to 131 hours per term or up to 393 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 are as follows:

DUTIES BY WORK ASSIGNMENT

Instructor of Record:

.49 FTE, up to 215 hours per term total

In-class contact hours ----- 30 hrs per term:

*Conduct lectures, lead review sessions, field trips, etc.

Preparation hours ----- 80 hrs per term

*Prepare lectures, lecture demonstrations, discussion sessions and submit a teaching plan

*Adapt or develop syllabus & course materials

*Construct examinations and quizzes

Contact hours outside the classroom ----- 30 hrs per term

*Office hours

*Advising, tutoring, special consultations

Performance Evaluation ----- 50 hrs per term

*Reading & grading papers, exams, quizzes, lab reports, special projects

*Maintain and submit grading records in compliance with the department's and the University's regulations

Other Responsibilities ----- 25 hrs per term

*Assist with registration

*Proctor exams

*Attend meetings (departmental and with faculty supervisor)

*Substitute for absent GEs

Discussion Section Leader:

.45 FTE up to 175 hrs per term total

In-class contact hours ----- 60 hrs per term

*Conduct discussion sections, lead review sessions

*Attend lectures

*Assist with lecture/lab demonstrations, field trips, etc.

Preparation hours ----- 50 hrs per term

*Prepare discussion sessions

Contact hours outside the classroom ----- 20 hrs per term

*Office hours

*Advising, tutoring, special consultations

Performance Evaluation ----- 30 hrs per term

*Reading & grading; papers, exams, quizzes, lab reports, special projects

*Maintain & submit grading records in compliance with the department's and the University regulations

Other responsibilities ----- 15 hrs per term

*Proctor exams

*Attend meetings: departmental, with faculty supervisor

*Substitute for absent GEs

Teaching Assistant:

TEACHING ASSISTANT GE @ .49 FTE, (Writing Tutor position; up to 215 hrs per term)

Preparation hours ----- 80 hrs per term

*Consulting with ES or ES affiliated faculty members to become acquainted with advanced courses/course material for a given term

*Works closely with students individually or in groups on issues relating to the writing process

Contact hours outside the classroom ----- 110 hrs per term

*Office hours

*Counseling, tutoring, special consultations

Other responsibilities ----- 25 hrs per term

*Attend meetings: departmental, with faculty supervisor

*Substitute for absent GEs

TEACHING ASSISTANT GE @ .40 FTE, (up to 175 hrs per term)

In-class contact hours ----- 60 hrs per term

*Conduct: lead review sessions

*Attend lectures

*Assist with: lecture/lab demonstrations

Preparation ----- 5 hrs per term

Contact hours outside the classroom ----- 20 hrs per term

*Office hours

*Advising, tutoring, special consultations

Performance Evaluation ----- 75 hrs per term

*Reading & grading; papers, exams, quizzes, special projects
*Maintain & submit grading records in compliance with the department's and the University regulations

Other responsibilities ----- 15 hrs per term

- *Proctor exams
- *Attend meetings: departmental, with faculty supervisor
- *Substitute for absent GEs

TEACHING ASSISTANT GE @ .30 FTE (up to 131 hrs per term)

In-class contact hours ----- 31 hrs per term

- *Attend lectures
- *Assist with: lecture/lab demonstrations
- *Substitute for absent GEs

Contact hours outside the classroom ----- 50 hrs per term

- *Office hours

Performance Evaluation ----- 50 hrs per term

- *Reading & grading; papers, special projects

TEACHING ASSISTANT GE @ .20 FTE, (up to 88 hrs. per term total)

Consulting with instructor 20-30 hrs per term

Assisting with special projects 68-58 hrs per term

Grader:

.40 FTE, up to 175 hrs per term

In-class contact hours ----- 60 hrs per term

- *Attend lectures
- *Assist with: lecture/lab demonstrations, field trips, teach in the instructor's absence, etc.

Contact hours outside the classroom -----20 hrs per term

- *Advising, tutoring, special consultations

Performance Evaluation -----80 hrs per term

- *Reading & grading; papers, exams, quizzes, special projects
- *Maintain & submit grading records in compliance with the department's and the University regulations

Other responsibilities -----15 hrs per term

- *Proctor exams
- *Attend meetings: departmental, with faculty supervisor
- *Substitute for absent GEs

Research Assistant:

.20 - .40 FTE / 88-175 hrs per term

- *Consulting with instructor----- 25-60 hrs per term

*Filing, scanning, copying documents ----- 10-35 hrs per term

*Researching using electronic/hardcopy journals, books, etc.,
as directed by ES faculty member ----- 53-80 hours per term

Administrative GE:

.20 - .40 FTE / 88 - 175 hrs per term

*Consulting with instructor----- 25-60 hrs per term

*Data entry, emailing, filing, scanning, copying documents ----- 63-115 hrs per term

Supervisory GE:

Ethnic Studies does not currently have this type of position.

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 541-346-8912 or 541-345-8316.

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>.

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 or 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 his/her regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

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

Safety Information:

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

Reporting Safety Hazards:

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Donella-Elizabeth Alston, 541-346-0901 (ES Office Coordinator).

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:

First aid supplies are kept in the ES supply closet, which is readily accessible to all members of the ES department—this includes GEs.
Fire evacuation routes are posted throughout the building.
Departmental contacts: Office Coordinator & ES Office Assistant

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 his/her 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 her/his 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 his/her academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GE employing unit is 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.

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 Employees Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, <http://aeo.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 below:

Workspace:

Ethnic Studies has 1 GE office (Alder 303). The office assignments are generally made at the beginning of the new school year by the Office Coordinator. If a given GE has an office in another department, they are not required to use the Ethnic Studies GE office. All GEs are given keys, (via the Public Safety key requisition process), to ES office spaces. This includes Alder 303 as well as the ES main office. Building access codes are also assigned. Arrangements for use of the Ethnic Studies conference room must be made in consultation with the ES Office Coordinator or Staff.

Private Meeting Space:

GEs are encouraged to utilize their assigned office as private meeting space. Because this office is a shared one, blocks of time are available for private meeting space in the ES conference room. Arrangements for use of the Ethnic Studies conference room must be made in consultation with the ES Office Coordinator or Staff. If a given GE has an office in another department, they are not required to use the Ethnic Studies offices.

Access to Telephones and Computers:

The GE office is equipped with one phone, and 3 desktop computers.

Access to Office Supplies, Photocopies and Printouts

General office supplies are kept in the ES supply closet. All GEs may have access to these supplies by obtaining the key to the supply closet from ES office staff or faculty. If particular types of supplies are needed, (for example, items for ergonomic or alter-able accommodation), GEs should contact the Office Coordinator. All GE office stations are stocked with appropriate office supplies at the beginning of the new school year. These include paper, pens, pencils, staplers, etc.

All GEs have access to the ES department's photocopier, which is located in the ES Main Office. All GEs are assigned keys to the main office. This copier is a networked machine, and so serves as a central printer for our GEs, faculty and staff. The photocopier also allows for

scanning and faxing. If more than 100 copies of a given document are required, GEs are advised to obtain a Copy Request Form for use at the Campus Copy Center at the EMU. The Office Coordinator and office Staff have these forms.

All GEs have access to the photocopier and office supplies as stipulated above. There is also a laser printer in the GE office. Access to the Copy Request Forms are only available during normal business hours.

GE Assistance

In the Department of Ethnic Studies, GEs who work as instructors of record are not assigned to workloads that would require GE assistance.

13. ABSENCE POLICY

Notification. If a GE is unable to attend work at the scheduled time or to meet a class as scheduled, they must notify either the Instructing Professor (or the Department Head if the former does not apply), as soon as possible, including, if possible, in advance of the scheduled work assignment or class(s) that will be impacted by the absence. Classes may not be canceled without permission from either the Instructing Professor, (or the Department Head if the GE is the Instructor of Record). To the extent possible, the GE will provide the department with information about the latest classwork covered (e.g., in the previous class in the case of a teaching GE). If the GE is able, they are asked to attempt to reach either the Instructing Professor or the Department Head by both phone and email.

Please also cc the Department Manager.

In the case that the GE is unable to directly notify the department, they may designate someone to make the notification and provide the necessary information to either the Instructing Professor (or the Department Head if the GE is the instructor of record), using this protocol.

If the GE is going to miss more than one work week, the GE or the GE's 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 Using Sick Leave

Substitutions for Grader GEs and GEs with Discussion Sections. Sick leave substitution hours are built into GE FTE (see *Section 7, Work Assignments*). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. GEs are asked to track their substituting hours and notify their Instructing Professor (or the Department Head, if the GE is the Instructor) if it is believed that hours spent substituting for absent GEs will likely exceed the hours allocated in Section 7.

The GE is asked to attempt to find an appropriate substitute to take their class(s) and notify the Department Head/Instructing Professor of the *proposed* substitute. **Substitutes can only be assigned by Instructing Professors, (or the Department Head, if the GE is the Instructor).** If the GE is unable to propose a substitute, they must inform the Department Head/Instructing Professor so that they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

Make-up Work. Generally, for duties missed not related to class meetings, GEs are asked to check in with the Department Head (or the Instructing Professor), to determine when and how the missed work will be made up.

Planned Absences. If the GE is planning an approved absence during any working days of the term, they must be sure to notify the Department Head (or the Instructing Professor), with their contact information, (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>