



# **General Duties and Responsibilities Statement for Graduate Employees in Hiring Unit: Anthropology**

Revised June 2024

## **1.0 About This Document**

Article 9 of the UO-GTFF Collective Bargaining Agreement (CBA) requires that each department or employing unit prepare a General Duties and Responsibilities Statement (GDRS) describing the conditions under which GE (Graduate Employee) assignments are made. The relationship between graduate employees (GEs) and the University is governed by the CBA. This GDRS details the policies and procedures of this hiring unit (hereafter referred to as “the unit”).

The individual who shall oversee the implementation of this GDRS is the Director of Graduate Studies for Anthropology (DGS). For Fall 2023-to Spring 2025 Lynn Stephen and Stephen Frost are sharing this role.

## 2.0 Availability of Graduate Employee Positions

### **2.1 GE assignments in this unit may include:**

- Instructor of Record
- Teaching Assistant GE
- Laboratory Section Leader
- Research GE

### **2.2 Academic Year Appointments**

The availability of GE appointments for the upcoming academic year is determined by the number of GE positions allocated to the Department by the College of Arts and Sciences. In addition, the specific GEs that are available term by term are affected by the undergraduate curriculum, which must offer a balance of courses across subfields, and at different levels (100, 200, 300, 400 etc.) - those required by other programs to be offered, and those that are a part of the core education offerings for all undergrads. GE assignments thus are largely determined by the undergraduate curriculum and availability of GEs allocated to the department. The Department of Anthropology strives to make all of its GE appointments at .48 FTE, but this is subject to funding from CAS.

### **2.3 Summer Term Appointments**

The availability of GE appointments for the upcoming summer term is determined by curricular needs and sufficient enrollment to support the position.

Depending on funding availability, doctoral students may be hired for the summer for teaching or research duties. Summer GE appointments will generally be prioritized for continuing doctoral students. This process will usually be completed in the Spring term.

## 3.0 Eligibility, Application, and Selection

The department of Anthropology guarantees five years of funding to all students who are admitted; thus, students do not apply for GEs. After the first year, reappointment is contingent on making satisfactory progress in the program.

Our GE selection process begins with a survey conducted by ASU7 grad staff in the spring of the academic year for which GEs are hired.

### **3.1 Appointments and Reappointments**

#### **In accordance with the CBA:**

For graduate students in the Anthropology program, GEs will be appointed year-to-year rather than term-to-term, whenever feasible.

- Reappointments are not automatic and not guaranteed. *They depend on timely progress in the Anthropology program.*
- In the case of the continuation of a particular position, the same student may continue in the GE position without any new announcement of the position.

**Students eligible for a GE appointment in ANTH are:**

- Graduate Students enrolled in the Department of Anthropology, in good standing, and who meet all other *positions and eligibility requirements*.
- Graduate students enrolled at the University of Oregon in programs with academic background which overlaps with skills necessary to successfully assist in the Anthropology courses or labs, and who have specific experience necessary to perform the work assignment.
- Minimum enrollment in graduate credits to be eligible for a GE are set by the Division of Graduate Studies.

Eligibility is determined by the departmental annual faculty review of graduate students. When full review is not possible, the Graduate Studies Committee will determine eligibility. The Director of Graduate Studies assigns eligible GEs to courses. To ensure departmental teaching and curricular needs are met, assignments are made in consultation with the Director of Undergraduate Studies and the instructors of record for the courses to which GEs will be assigned.

**3.2 What Counts Toward Guaranteed Funding Offers**

The years of funding offered to a graduate student upon admission consist of all forms of university support including but not limited to GE appointments in the academic unit and outside the academic unit. Most large external fellowships also count toward the years of guaranteed funding. Before applying for and accepting an external fellowship, a graduate student should contact their Department Head or Director of Graduate Studies to learn more about how external funding will affect their years of funding guaranteed upon admission.

**3.3 Standing Committee**

Per the GTFF CBA, each hiring unit that appoints GEs shall have a standing committee, made up of at least three members, to evaluate GE applications. The departmental graduate studies committee serves this role for Anthropology. In AY 2023-2024 the standing committee consisted of Steve Frost and Lynn Stephen as CO-DGs and third member Scott Fitzpatrick.

**3.4 Open GE Postings and Application Process**

Students may search the Division of Graduate Studies [GE postings website](#) for open GE jobs across the university. All open GE positions are posted to this website for a minimum of 10 days.

Information about the availability of GE assignments in the Department of Anthropology will be shared with graduate students in the following ways:

The open GE applications (regular AY)

- Positions that remain unfilled after ANTH departmental Grads have been assigned will be advertised on the division of graduate studies website and sent to Graduate Student listservs in other units.
- Application process is included in the open GE posting.
- Applicants are reviewed by the DGS and the faculty member who will be the position's direct supervisor.

**3.41 GE positions will be assigned as follows:**

1. Incoming Students who have been promised GE support.

2. Continuing graduate students in the department in good standing making timely progress as determined in the departmental annual review of graduate students (see 3.7 below) prioritizing those who have not exceeded their 5 years of guaranteed support.
3. Qualified Graduate Students from other departments.

### **3.42 Regular Year GEs:**

Spring Term of the preceding Academic year a survey will be sent to all graduate students in the Program. The survey will ask which appointments the GE has held before, and which they would like to hold in the coming AY.

Incoming graduate students are informed of their GE assignments at the same time as continuing students in accordance with the GTFF-CBA. Currently, this is at least 3 weeks prior to the beginning of the appointment.

All continuing graduate students in good standing who are making timely progress will be eligible and automatically considered for GE appointments. Timely progress and good standing in the Anthropology Graduate Program are assessed by an annual faculty-level departmental review. Any student not wishing to receive a GE in the following year should inform the Director of Graduate Studies as early as possible.

If there are no Anthropology students able to fill a GE position, other students from any unit may apply. Such position announcements for the upcoming academic year will be posted on the website of the Division of Graduate Studies (Article 17, Section 1). The post will include responsibilities, FTE and workload, and appointment and reappointment qualifications.

From time-to-time emergency appointments may be necessary. Examples include but are not limited to: [A grad student currently, assigned to GE for a course in the upcoming term, withdraws from the program with limited warning a week prior to the start of term; A grad student receives a prestigious fellowship prior to the start of the term but after the GE position notification deadline; A grad student assigned to GE for a course in the upcoming term, must seek on-leave status due to factors outside their control]

In such cases the Department will give priority to qualified graduate students in good standing in the department who 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, and/or to qualified GEs in the department who are eligible under Article 20 [[GTFF-CBA Article 20](#)]. The Department reserves the right to fill the position in accordance with existing affirmative action and University of Oregon Personnel Policy regulations.

### **3.43 Summer Term GEs:**

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students during the preceding spring quarter through a survey sent to all Anthropology graduate students.

Summer GE appointments are made based on availability of courses that are needed to satisfy curricular needs as outlined in section 3.4.1. Availability of GE positions for summer terms is based on courses meeting minimum enrollment levels to support the GE position.

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. In addition to the selection criteria noted above for GE appointments and reappointments, specific qualification criteria may be developed for particular positions, especially research funded positions and those where a GE will have sole responsibility for a course. In such cases, the specific criteria will be stated in the announcement description.

From time to time, in this unit, emergency appointments may be necessary.

### **3.5 General Eligibility Requirements**

To hold a GE appointment at the UO, a student must be an admitted, full-time (9 credits per term) master's or doctoral student in good academic standing. University requirements for good academic standing are detailed on the [Division of Graduate Studies website](#) and academic program requirements for good academic standing are detailed in the program's graduate student handbook or program website.

Students enrolled in any UO graduate programs or departments who have appropriate experience and/or credentials are eligible for GE positions in ANTH, provided all eligible ANTH departmental graduate students have received GE appointments. Preference is given to ANTH departmental Grads first, before seeking GEs from outside the unit.

### **3.6 Selection Criteria**

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to assignment eligibility criteria as detailed below. Academic year appointments are prioritized in the following order:

- Anthropology students in good standing who have not exceeded their committed support.
- Anthropology students in good standing who have exceeded their committed support.
- Graduate students in other units with relevant backgrounds and experience.

GE appointments will be made as much as possible in keeping with ANTH graduate student preferences for GE assignments as they are communicated in the interest survey. Appointments will be made in consideration of both specific needs for areas of experience and/or expertise and student preferences. Specific needs include 1) qualifications (e.g., previous teaching, coursework, or other relevant experience in the subfield) shared in the "interest survey" and 2) input from faculty who teach within a subfield about the graduate students' capacity to teach in the area.

For students who have exceeded their committed support, the level of GE support previously received in the Department of Anthropology is considered. Students with less previous support will be prioritized, all other things being equal.

Selection criteria for summer appointments are made on the same basis as those for the academic year, except:

- Amount of remaining committed support is not considered
- Previous levels of support, with priority given to those who have received less.

### **3.7 Satisfactory Progress Requirements**

All graduate students are subject to university and academic program standards for satisfactory academic progress. You can find those policies here:

[Division of Graduate Studies Satisfactory Progress Policy](#)

The Department of Anthropology's satisfactory progress is discussed in the Anthropology Graduate Student Handbook:- [Anthropology Department Satisfactory Progress](#)

### **3.8 Evaluation of GE Performance**

In the department of Anthropology, the performance of GEs is evaluated by supervising faculty members. Faculty members with whom the GE has worked will give an appraisal of the GE's performance in carrying out their responsibilities. Course evaluation forms which ask that the GE's performance be evaluated by students may also be considered.

The criteria considered in the evaluations include:

- Maintenance of high academic standards,
- Effective communications with students and between GE and supervising instructor.
- The timely and effective discharge of all duties, such as reviews, discussion sections, office hours, grading of exams and papers, and assistance with presentations, images, etc.

Prior notice of evaluative observations is not required, but in Anthropology prior notice will be given 1-week in advance to the observation whenever possible. The GE will be told either at the beginning of the class that an observation or evaluation is to be made and share concerns with the graduate studies committee or DGS (see 3.3).

### **3.9 Mandatory GE Training Requirements**

Article 31 of the CBA requires that all GEs complete (a) a workplace harassment and discrimination training and (b) four hours of required employment training during the first academic term in which a GE begins their first GE appointment.

Training address employment topics such as inclusive work environments, discrimination and sexual harassment policies, and other employee-related policies.

More information about these GE trainings is on the [Division of Graduate Studies website](#).

## **4.0 Workload and Work Assignment**

### **4.1 Full-Time Equivalent (FTE)**

In this unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .48 FTE (Up to 211 hours per term or up to 633 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

For setting the GE workload, the unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. 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 supervision.

The distribution of workload among various duties reflects average breakdowns within the normative standard of the total workload. The time spent on duties may vary weekly, but the workload per term should be within the designated number of total workload hours.

Contract hours do not include time spent learning the course subjects or teaching technology (e.g., online/remote course tools, Canvas) due to GE's unfamiliarity of the subjects or technology.

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 duties varies widely from established expectations. GEs and supervisors may create a workload allocation form to help establish expectations or use the [workload allocation form](#) provided by the Division of Graduate Studies.

#### **4.2 Duties by Work Assignment – Fall, Winter, Spring, and Summer**

During the regular academic year, GEs with full course responsibility are appointed at 0.49 FTE (approx. 215 hours) during the term teaching. Summer Session GEs with full course responsibility are appointed at 0.49 FTE. Duties will include all those normally associated with teaching a course: preparation of course syllabus, lectures, preparation and grading of assignments and exams, holding regular weekly office hours for consultation with students, etc. A typical breakdown of the hours per term spent in the fulfillment of these duties is as follows:

##### **4.21 Instructor of Record - Full Course Responsibility GE (0.49 FTE/term)**

A typical breakdown of the hours per term spent on these duties follows:

- In-class contact hours (estimate: 40-50 hours per term) Prepare lectures, demonstrations or laboratory sessions.
- Research, planning, and preparation time (estimate: 10 hours per term)
- Grading / Evaluation (estimate: 60-80 hours per term) Read and grade papers, exams, quizzes, lab reports and special projects, maintain and submit grading records in compliance with department and University regulations.
- Hold office hours (estimate: 20-30 hours per term)
- Contact hours outside the classroom (estimate: 40 hours per term) GEs typically hold 2-3 office hours per week; GE may conduct counselling, tutoring and special consultations.
- Sick leave substitution (estimate: 5 hours per term)

The number of hours required for each type of task will vary depending on factors such as GE experience, number of students in the course, course level, and types of assignments.

#### **4.22 Discussion Section Leader - Teaching Assistant GE leading sections (0.48 FTE/term)**

All GEs appointed to lead Discussion sections are expected to teach course content and perform their duties in line with the expectations of the instructor of record for the course.

The normal duties of a GE appointed at 0.48 FTE in the Department of Anthropology to teach discussion sections shall be the teaching of four (4) one-hour long discussion sections each week, together with all grading tasks that normally accompany such activity. It may also include other grading tasks related to the lecture portion of the course to which the discussion sections are attached. In addition, each GE with such a load will be expected to attend the lecture portion of the same class not to exceed four (4) contact hours per week. Experience demonstrates that for GEs of normal ability the total work required will not exceed 211 hours per academic term.

A typical breakdown of the hours per term spent on these duties follows:

- Lecture Attendance (estimate: 30 hours per term)
- Discussion sections (estimate: 40-60 hours per term) Conduct discussion sections, lead review sessions, teach in the instructor's absence, assist with lab demonstrations
- Research, planning, and preparation time (estimate: 10 hours per term)
- Grading/Proctoring (estimate: 75-85 hours per term) Read and grade papers, exams, quizzes, lab reports, and special projects; maintain and submit grading records in compliance with the department's and the course instructor's requirements and regulations; proctor examinations
- Sick leave substitution (estimate: 5 hours per term)
- Office Hours (estimate: 20 hours per term)

#### **4.23 Laboratory Section Leader - Teaching Assistant GE leading sections (0.48 FTE/term)**

All GEs appointed to lead Laboratory sections are expected to teach course content and perform their duties in line with the expectations of the instructor of record for the course.

The normal duties of a GE appointed at 0.48 FTE in the Department of Anthropology to teach laboratory sections shall be the teaching of four (4) one-hour long laboratory sections each week, together with all grading tasks that normally accompany such activity. It may also include other grading tasks related to the lecture portion of the course to which the laboratory sections are attached. In addition, each GE with such a load will be expected to attend the lecture portion of the same class not to exceed four (4) contact hours per week. Experience demonstrates that for GEs of normal ability the total work required will not exceed 211 hours per academic term.

A typical breakdown of the hours per term spent on these duties follows:

- Lecture Attendance (estimate: 30 hours per term)
- Laboratory sections (estimate: 40-60 hours per term) Set up, take down, and conduct laboratory sections, lead review sessions, teach in the instructor's absence, assist with lab demonstrations
- Research, planning, and preparation time (estimate: 10 hours per term)
- Grading/Proctoring (estimate: 75-85 hours per term) Read and grade papers, exams, quizzes, lab reports, and special projects; maintain and submit grading records in compliance with the department's and the course instructor's requirements and regulations; proctor examinations
- Sick leave substitution (estimate: 5 hours per term)



- Office Hours (estimate: 20 hours per term)

Laboratory GE appointments in the Department of Anthropology are made when funds are available for this purpose. The duties are worked out with the supervising faculty and typically include: ensuring that lab users follow lab protocols, answering student questions, monitoring use of lab equipment and computers, supervising PLE students, keeping the lab in good condition, and maintaining the integrity of collections, etc.

#### **4.24 Teaching Assistant (0.48 FTE/Term)**

GE appointments for Teaching Assistants or Readers in the Department of Anthropology will normally be made at 0.48 FTE. Duties will include grading for no fewer than one (1) nor more than two (2) courses of approximately four hours credit, and may include attendance and assistance in lecturing and proctoring of exams, as deemed necessary by the course instructor(s). Experience has indicated that these duties can be performed by GEs of normal ability in the hours per term allotted them according to the GTFF contract (see above).

#### **4.25 Research GE (0.40 - 0.49 FTE/Term)**

Research Assistant GE appointments in the Department of Anthropology are made only when research funds are available for this purpose. The duties required of a Research Assistant will be worked out with the supervising faculty member. The FTE of the appointment will be determined by available funding and the amount of work required, but the total number of hours worked per academic term will not exceed the limits specified above.

#### **4.3 Providing GE Instructors of Record with GE Assistance**

When known, this unit will inform, in writing, GEs who work as instructors of record how assistance from other GEs shall be apportioned. This information shall be shared with GEs at least two weeks before a term starts and is subject to change.

## **5.0 Health, Safety, and Work Environment**

### **5.1 Safety Information**

The University of Oregon Safety Policy may be found [here](#). 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](#).

### **5.2 Accident Reporting and Workers' Compensation**

All work-related injuries or illnesses require reporting, regardless of severity, as soon as reasonably possible; within 24 hours. Injury reporting assists in identifying potential hazards, abatement of hazards, and delivery of safety training. To report a work injury or illness, please complete the "Workplace Injury Report" below and email to [workinjury@uoregon.edu](mailto:workinjury@uoregon.edu). More information is available via [Safety and Risk Services](#).

### **5.3 Reporting Safety Hazards**

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor, and then contact ASU7 Operations ([operationsasu7@uoregon.edu](mailto:operationsasu7@uoregon.edu)) The following unit representative may also be contacted: The department head and director of graduate studies.

Other resources on campus to report such information to: Safety and Risk Services, a Safety Advisory Committee representative (<https://safety.uoregon.edu/content/safety-advisory-committee>) or a GTFF

union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

#### **5.4 Workspace Policies and Procedures**

GE office space will be assigned in 365/366 Condon Hall, Per Article 10 of the CBA, GEs will have:

- Workspaces with:
  - Working locks on doors and windows.
  - Properly and securely installed partitions and shelving.
  - Safe and appropriate furnishings.
  - The same custodial services on the same schedule as other similar spaces in the unit or building/facility.
  - A desk space in a room that can be locked and with no more than 2 GEs assigned to share that desk.
  - Access to all-gender bathrooms comparable to other employee groups. Information about the location of all-gender bathrooms on campus is available on the [Dean of Students website](#).
  - Indoor workspace(s) kept at a reasonable temperature and air quality/pollution level in compliance with OR-OSHA.
  - Kitchen space like what faculty and staff have access to can be found in CON 309.
  - Access to private meeting space (for GEs who are instructors of record or lab/discussion leaders) is available in CON 366 and CON 365 desks are assigned based on need, with additional spaces reservable by Operations ([operationsasu7@uoregon.edu](mailto:operationsasu7@uoregon.edu))
- Easy and reasonable access, at least during standard working hours, to:
  - Computers equipped with software typically provided for other departmental staff as it relates to GE assignments.
  - Wireless internet (or an ethernet connection if wireless is not available) to carry out work assignments.
  - A telephone number and voicemail or other messaging service (for all GEs with duties requiring phone use).
  - Office supplies necessary to accomplish the tasks associated with their assignments, as directed by their supervisors. Supplies may be accessed in CON 308, and restocking requests are reported to, and submitted by, Operations ([operationsasu7@uoregon.edu](mailto:operationsasu7@uoregon.edu)).

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

All Information is posted or available in specific laboratories and on file in the department of Anthropology's academic service unit. Contact: ASU7 Operations staff ([operationsasu7@uoregon.edu](mailto:operationsasu7@uoregon.edu)).

Use of Personal Protective Equipment: No specialized equipment is required

Required safety training and appropriate departmental record keeping: No safety training is required.

The labs do not store or contain hazardous materials or waste.

Food and drink are not allowed in labs.

#### **5.5 Workplace Accommodations**

GEs shall give notice of their need for workplace accommodation by submitting a request form at <https://hr.uoregon.edu/interactive-disability-accommodation-process>. Upon receiving this notice, the

University shall acknowledge receipt within ten (10) days and initiate the interactive process within fourteen (14) days. Each request for accommodation must be assessed on a case-by-case basis and may include modifications such as ergonomic furniture, assistive software, reserved parking, air quality standards, masking, and work location. Requesting accommodation is a protected activity. GEs who participate in the interactive process shall not be subject to retaliation, including when initial requests for accommodations are made.

Accommodation requests that are denied may be grieved under Article 13.

See Article 13, Section 9 of the [UO-GTFF CBA](#) for more information about workplace disability accommodations for GEs.

## 6.0 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 Office of Investigations and Civil Rights Compliance reporting procedures at <https://investigations.uoregon.edu/how-report>.

## 7.0 Absence Procedures

### **7.1 Absence Notification**

If a GE is unable to attend work at the scheduled time, the GE must notify their direct supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that the GE is unable to attend. The GE should not cancel a class without permission from the department head or director of graduate studies. To the extent possible, the GE should provide the unit with information about where they left off with their GE responsibilities (e.g., in the previous class in the case of a teaching GE).

In the case that a GE is unable to directly notify the hiring unit, the GE may designate someone to notify the unit and provide the necessary information to the department head or director of graduate studies.

If the GE is going to miss more than one work week, the GE, or GE's appointed designee, must contact the Division of Graduate Studies at [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu). The Division of Graduate Studies will coordinate with the GE and the unit on any adjustments necessary due to the GE's absence.

### **7.2 Coverage For Teaching GEs Using Sick Leave**

#### **More than 24 hour's notice:**

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution. Except in addressing coverage needs resulting from absences pursuant to the Family and Medical Leave provisions of the CBA, no adjustments will be made that would cause a GE's appointment to exceed .49 FTE per term.

#### **Less than 24 hours notice:**

Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will account for the hours within their regular work assignment. Sick leave substitution hours are built into a GE's FTE (see Workload & Work Assignment section of this GDRS). The GE should track their

substituting hours and contact the instructor of record if they believe they will exceed the hours allocated in the Workload & Work Assignment section of this GDRS.

### **7.3 Make-Up Work**

Generally, for duties missed not related to a class meeting, the GE should check in with the GE supervisor to determine when and how the missed work will be made up.

### **7.4 Planned Absences**

If a GE is planning an approved absence during any working days of the term, the GE must notify their supervisors and the (co)director of graduate studies and how to reach them (if possible).

### **7.5 More Information**

More information about GE absences and Family/Medical Leave can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement and at <https://hr.uoregon.edu/oregon-paid-family-and-medical-leave>.

## **8.0 Resources for GEs and Supervisors**

[UO-GTFF Collective Bargaining Agreement](#)

[Division of Graduate Studies GE Policies and Procedures](#)

[GE Onboarding Checklist](#)

[GE Workload Allocation Form Example](#)

[Division of Graduate Studies Contact Information](#)