

General Duties and Responsibilities for the Department of Indigenous, Race, & Ethnic Studies, 2020-23

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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 individuals who shall oversee the implementation of this GDRS are:
The Director of Graduate Studies and Donella-Eliz. Alston Cleveland,
Indigenous, Race, and Ethnic Studies Department Coordinator

DATE OF THIS GDRS REVISION: July 25, 2020

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

ACADEMIC YEAR APPOINTMENTS

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

In recent years, GE assignments during the academic year in this GE employing unit have included: Instructor of Record (full course responsibility), Discussion Section Leader 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.

3.1 ELIGIBILITY REQUIREMENTS

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

1. Students admitted to the IRES PhD program, and admission to UO graduate programs as a master's or doctoral degree-seeking student in other units
2. Significant knowledge of Asian American, Arab American, Black, Chicanx/Latinx, Native 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, indigeneity, or intersectionality
3. Admission to UO graduate program as a master's or doctoral degree-seeking student
4. Significant knowledge of Asian American, Arab American, Black, Chicax/Latinx, Native 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
8. For some positions, relevant research skills

Students will be considered in the following order:

1. Admitted IRES PhD students who meet the qualifications and apply for GE positions.
2. Applications by non IRES PhD students received by the review date listed in our ad are evaluated next; late applications follow
3. Applications from GEs currently holding appointments in Indigenous, Race, and 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 their 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, Cinema Studies, Education Studies, English, History, Planning, Public Policy and Management, Political Science, Sociology, SOJC, Theatre Arts and Women's, Gender and Sexuality 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 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 as soon as reasonably possible 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.

5.1 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 IRES 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, Asian American, Arab American, Black, Chicax/Latinx, Native 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 Asian American, Arab American, Black, Chicax/Latinx, Native 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 Asian American, Arab American, Black, Chicanx/Latinx, Native American, comparative ethnic studies, and/or women ofcolor 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 Asian American, Arab American, Black, Chicanx/Latinx, Native American, comparative ethnic studies, and/or women ofcolor 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 Asian American, Arab American, Black, Chicanx/Latinx, Native American, comparative ethnic studies, and/or women ofcolor feminisms
3. Record of academic excellence
4. Strong interdisciplinary background
5. Specific research skills may be required, depending on the project in question

For an Administrative GE:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of Asian American, Arab American, Black, Chicanx/Latinx, Native American, comparative ethnic studies, and/or women ofcolor feminisms
3. Administrative skill set will vary according to faculty/department needs. Past positions have required: ability to learn web development software and InDesign 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 Asian American, Arab American, Black, Chicanx/Latinx, Native American, comparative ethnic studies, and/or women ofcolor 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 Indigenous, Race, and 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.

Research assistants are evaluated by the faculty supervisor on their ability to complete assigned tasks in a thorough and timely manner.

All GE's are evaluated on completing their responsibilities in a timely fashion and all GE's involved in teaching will be evaluated on their ability to use Canvas effectively.

6.1 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, (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 58-68hrs 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 - .49 FTE / up to 215 hrs per term

Working as a Research Assistant in Ethnic Studies may involve a wide-variety of tasks. This may include working on a faculty member’s research or assisting in departmental projects. Given the range of possibilities, there is no set of standard expectations. Instead, each research assistant will devise a workplan and with their supervisor at the beginning of the term which will lay-out how their time will be spent.

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:

Indigenous, Race, and Ethnic Studies does not currently have this type of position.

Training

IRES GEs are encouraged to pursue training particularly around teaching race and working with diverse student populations. For trainings to be counted as IRES GE work time, they must be department approved programs, such as TEP, and other workshops and trainings related to successful performance of GE duties in IRES. These trainings must be approved by the supervising instructor. GE time spent in approved trainings will be accounted in their regular work assignment.

GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments. Nothing in this section shall trigger time-and-a-half substitution pay as described in ARTICLE 29 if a substitute is required to cover the duties of a GE who is engaged in training. The GE who substitutes shall be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution.

8.0 HEALTH AND SAFETY

INFORMATION Accident Reporting and

Workers’ Compensation:

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 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 Workplace Injury Report 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>.

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 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 Safety and Risk Services 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, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/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 Cleveland, 541-346-0901 (IRES Department Coordinator).

Other resources on campus to report such information include the Safety and Risk Services, 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 IRES supply closet, and main office. Both areas are readily accessible to all members of the IRES department—this includes GEs.

Fire evacuation routes are posted throughout the building. Departmental contacts: Department Coordinator & Departmental 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. IRES PhD students will be evaluated in the Spring of every academic year to insure GE's maintain satisfactory progress toward the degree. Because Ethnic Studies hires students from many different units, we cannot verify that each GE from non-IRES departments is making satisfactory progress toward their degree. However, supervising faculty check-in regularly with their GE's to assess their progress and well-being. Any concerns will be communicated to the home department and/or advisor. 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.

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 Office of Investigations and Civil Rights Compliance 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 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 Alder Building conference room (rm. 111). Arrangements for use of the Ethnic Studies conference room must be made in consultation with the IRES Department Coordinator or Departmental Assistant. Two additional offices on the third floor of Alder Building may also be used for private conferences. These rooms are shared with the Creative Writing Program, and used for this same purpose. GEs may check out the key to either room from the IRES main office. If a given GE has an office in another department, they are not required to use the IRES offices.

Access to Telephones and Computers:

The GE office (rm. 303) is equipped with one phone, and 3 desktop computers.

Access to Office Supplies, Photocopies and Printouts

General office supplies are kept in the IRES supply closet. All GEs may have access to these supplies by obtaining the key to the supply closet from IRES office staff or faculty. If particular types of supplies are needed, (for example, items for ergonomic or alter-able accommodation), GEs should contact the Department 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 IRES department's photocopier, which is located in the IRES 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 IRES 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 Indigenous, Race, and 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 Coordinator.

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

Substitution with More than 24 Hours Notice

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their duties adjusted to account for the substitution.

Substitutions With Less Than 24 Hours Notice

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 *Article 29 of the UO-GTFF Collective Bargaining Agreement*, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.