



General Duties and Responsibilities Statement for Graduate Employees in Hiring Unit: Cinema Studies

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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 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 Department Head w/ Graduate Student Liaison.

Availability of Graduate Employee Positions

GE assignments in this unit may include:

- Instructor of Record
- Discussion Section Leader
- Non-Teaching GE Assignments (rare)

Academic Year Appointments

The availability of GE appointments for the upcoming academic year is typically determined as follows:

GE Appointments are decided by the Cinema Studies Department Head, Associate Department Head, and Graduate Liaison. During Winter term, the Cinema Studies Graduate Student Liaison reviews the faculty's requested GE positions and descriptions for the next academic year, and in consultation with the Department Head and Budget Manager determines the GE positions to be offered in May. Positions will be advertised as described below in the Application Process section.

Summer Term Appointments

The availability of GE appointments for the upcoming summer term is typically determined as follows:

On occasion appointments may be available for summer session teaching. Applications are solicited late in Winter term or early in Spring term from doctoral students who have been judged eligible for a GE appointment by the Graduate Liaison. Except in cases where special skills and experience are needed, teaching appointments will be made based on the following criteria:

- appropriate qualifications, especially demonstrated quality of teaching and demonstrated ability to teach successfully without supervision;
- seniority;
- lack of previous summer teaching appointments; and
- successful progress toward the degree. Summer appointments will be made by the Associate Department Head, in consultation with the Department Head and Graduate Liaison.

Eligibility, Application, and Selection

Students wishing to be considered for initial appointment as a GE in Cinema Studies must be accepted and enrolled in a UO graduate program and must be in good standing and maintain satisfactory academic progress as defined by their departments. Before the first term of appointment, all new GEs must participate in a Cinema Studies pedagogy workshop.

Students from other graduate programs that have a signed Memorandum of Understanding may apply for GE positions in the Department. GE applications for the next academic year are sought during the preceding Winter and Spring terms. Applications are solicited through the Division of Graduate Studies. Eligible students are welcome to apply by providing the required application materials, as listed on the job position description(s). All decisions about GE applications for the regular three terms (Fall, Winter, and Spring) of the academic year are made by the Cinema Studies Graduate Liaison, Department Head and Associate Department Head based on the criteria listed in the previous section above.

Reappointment decisions are made based on these criteria as well as on the student's progress toward the degree and satisfactory teaching performance (see below). The University of Oregon Division of Graduate Studies requires that a GE be enrolled for a minimum of 9 graduate credit hours per term of appointment.

Summer GE Appointments.

Applications are solicited late in Winter term or early in Spring term from doctoral students who have been judged eligible for a GE appointment by the Graduate Liaison, DH and ADH (see above for criteria.)

Appointments and Reappointments

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 to determine if they are adequately qualified for a GE position.
- Reappointments are not automatic and not guaranteed.
- 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.

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 Cinema Studies Standing Committee will comprise the Department Head, Graduate Student Liaison, and Associate Department Head. These positions will rotate according to the terms of appointment for each position as determined in the departmental governance documents.

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 this unit will be shared with graduate students in the following ways:

The Department of Cinema Studies will list available GEs through the Division of Graduate Studies, as well as through channels such as (but not limited to) the Cinema Studies website, and through communications with eligible departments (departments that have signed MOUs with CS). This process will be the same for academic year and for the summer.

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.

Selection Criteria

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to general and specific assignment eligibility criteria.

General Criteria

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the school, candidates may 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 consider the other appointment or reappointment criteria.
- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
- Interviews. Finalists may be interviewed and evaluated based on their performance and responses.

Specific Assignment Type-Related Criteria

Instructor of Record

- Experience assisting with the course
- Interest and background or experience in course topic
- Note: Instructors of record for GEs is very rare in Cinema Studies

Discussion Section Leader

- Interest and background or experience in course topic

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](#)

As Cinema Studies does not have a Graduate Program, GE's should reference their academic program's handbook and/or website for additional satisfactory progress requirements.

Evaluation of GE Performance

The performance of GEs is evaluated each year by supervising faculty members.

The criteria used for evaluation include evaluative statements made by faculty members with whom the GE has worked. These give an appraisal of the GE's performance in carrying out their responsibilities and are based on faculty members' observations. 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.

GEs will be given a notice at least 14 business days prior to an evaluative observation.

When a faculty member has the responsibility for evaluating a GE, the GE shall have the opportunity to submit to the department additional questions appropriate to the evaluation of the GE's teaching performance. The department shall administer these questions concurrent with the regular department student evaluation.

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](#).

Workload and Work Assignment

Full-Time Equivalent (FTE)

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

- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

Duties of the appointment vary according to the specific assignment. The usual types of appointments are outlined below. Differences in teaching style and the need for teachers to work out their own schedules make it hard to prescribe fixed numbers of hours to be devoted to each aspect of these appointments.

The structures described for each of these assignments are suggestions and guidelines offered to illustrate how the appointment can be met while staying within the prescribed hours (per quarter) specified in the [GTFF CBA](#) (Article 20): 175 for .40 FTE and 215 for .49 FTE. GEs are encouraged to consult with their supervisors about methods of course preparation and teaching efficiency that will help them work effectively within the [GTFF CBA](#) limits.

All GEs assigned to teach in Cinema Studies are required to attend the CINE Fall Orientation meeting.

GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as TEP, and other workshops and trainings related to successful performance of GE duties. GEs may be compensated for these training hours by accounting for the hours within their regular work assignment, if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual training courses and/or activities for that GE. 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.

TEACHING APPOINTMENTS (.49 FTE)

Lower-Division Media Course

There are two different types of lower-division teaching assignments: assignments to discussion sections of large lecture courses and assignments as instructor of record to a 100- or 200-level cinema course. Both assignments are .49 FTE and are described below.

Sole Responsibility of a lower-division cinema course:

GEs pursuing PhDs and advanced to candidacy are eligible for a .49 FTE per term assignment for sole teaching responsibility of a lower-division cinema course when they have completed the following requirements: been advanced to candidacy; have taught a minimum of a full year of teaching in the History of Motion Pictures sequence (usually two full years); completed a separate training program (such as the completion of ENG 608, Teaching Literature and Film and Media or a Cinema Studies equivalent); demonstrated satisfactory prior teaching performance; and shown appropriate academic preparation for the course to be assigned.

Teachers of lower-division cinema courses are expected to design their courses in accordance with University-wide and departmental policies on General Education courses, and in consultation with the Associate Head and Graduate Liaison. The following outline represents an appropriate distribution of work over a term in lower-division cinema courses for which GEs have sole responsibility:

40 hours in class

70 hours preparation

30 hours office hours (3 hours per week) 72 hours grading

03 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

GEs having difficulty working within contractual workload norms should consult with the Associate Department Head. While teaching cinema, the GE is supervised by the Associate Department Head and the Department Head.

Teaching Assistants in Large Lecture Courses (Discussion Sections)

First-time GEs in Cinema Studies are usually assigned to the large lecture sections of CINE 265, 266, 267 History of the Motion Picture sequence and other Film and Media courses. Preferred eligibility criteria for these appointments are:

- Enrollment in a University of Oregon graduate program.
- Substantial background and/or current academic coursework or research in film and media studies.
- Experience collaborating and grading preferred.
- Strong interdisciplinary background.
- Commitment to equity, diversity, and inclusion.
- Ability to work independently.
- Previous teaching experience.

Duties of this assignment will consist of assisting the professor in course preparation; attending each class meeting; conducting weekly discussion sections related to the course content (in most cases, 2 sections per appointee/per week); evaluation and grading of critical papers and projects; meeting with students during regularly scheduled office hours.

The following outline represents an appropriate distribution of work over a term for such assignments:

- 60 hours in class (one 1-hour lecture/one 3-hour lecture and screening/two 1- hour discussion sections per week)
- 30 hours in preparation
- 30 hours office hours
- 10 hours meeting with supervisor and other GEs
- 82 hours grading
- 03 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance

GEs given these assignments are supervised by the professor of the assigned lecture course as well as the Associate Department Head and/or the Department Head.

Summer Term

The majority of Summer term courses assigned to GEs are scheduled for the first eight weeks of the Summer Session. The workload involved in the 4-credit courses follows very closely that which is required for a regular 10-week course. According to the policy regarding appointment of GEs to summer teaching (see Summer Term Appointments under Availability of Graduate Employee Positions), only experienced PhD students with training in Cinema Studies are granted summer teaching.

The following outline represents a reasonable and appropriate distribution of work over the summer term (this is provided only as a general guideline; variations are likely depending on the individual and the course requirements):

40 hours in class (4 two-hour class meetings per week) 32 office hours (4 hours minimum required per week) 60 hours preparation 78 hours grading
3 hours for substitution

Summer assignments for sole teaching responsibility of a lower-division cinema or equivalent class (4-credit classes) will involve a total of 215 hours for the eight-week session. This appointment will therefore be at a .49 FTE.

GEs are required to attend orientation meetings and activities during the week prior to the first day of Fall term classes and as needed during Winter and Spring terms.

Workload

GE appointments at .49 FTE in the Cinema Studies Department involve teaching one course per term, 3 courses per year. GEs in a PhD program who are preparing for major field exams or writing dissertations may request a 2-1-0 teaching schedule.

Duties of the appointment include classroom teaching (four hours a week) and a minimum of 3 hours of office hours per week during the term. In addition, GEs are expected to attend one or two mandatory staff meetings a year (usually during the week prior to Fall term registration).

The majority of appointments in the Cinema Studies Department are as Teaching Assistants in large lecture classes, with some—usually for advanced Ph.D. students with previous Teaching Assistant experience—stand-alone classes in cinema. More specific duties of the appointments are described below in relation to the different types of appointments available in the Cinema Studies Department.

GEs are encouraged to consult with their supervisors about methods of course preparation and ways to make their teaching more efficient if they find themselves spending more time on their courses than the 175 hours per quarter for .40 FTE appointments or 215 hours for .49 FTE appointments specified in the [GTFF CBA](#) (Article 22).

Non-Teaching GE Appointments

Research and/or Administrative. Research and/or Administrative GE appointments in the Department of Cinema Studies are made only when research funds or other support are available for this purpose. The duties required of a Research/Administrative GE will be worked out with the supervising faculty member and may include both administrative and research components. 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 by the FTE in the GTFF CBA. In some

cases, annual Research/Administrative assignments may include a term of teaching, in which case the Teaching Appointment guidelines will apply.

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.

Duties by Work Assignment – Fall, Winter, and Spring

Instructor of Record

- 40 hours in class
- 70 hours preparation
- 30 hours office hours (3 hours per week)
- 72 hours grading
- 03 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

Duties by Work Assignment – Summer Term

Instructor of Record

- In-class contact hours (6 hours per week)
- Develop syllabus and course materials (10 hours – prior to start of classes)
- Hold office hours (2 hours per week)
- Sick leave substitution (5 hours per term)
- Online will adhere to the same expectations unless noted above.

Discussion Section Leader

- In-class contact hours (6 hours per week)

Providing GE Instructors of Record with GE Assistance

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

Health, Safety, and Work Environment

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](#).

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. More information is available via [Safety and Risk Services](#). Accident reporting protocols specific to this unit are further detailed here <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.

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: Lauren Pinchin (lpinchin@uoregon.edu).

Other resources on campus to report such information 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).

Workspace Policies and Procedures

GE office space will be assigned in PLC. 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 PLC 177
 - Access to private meeting space (for GEs who are instructors of record or lab/discussion leaders) in PLC 023 and some GEs have offices in their home departments.
- Easy and reasonable access, at least during standard working hours, to:
 - Computers equipped with software typically provided other departmental staff and 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 PLC 177.

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.

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>.

Absence Procedures

Absence Notification

If a GE is unable to attend work at the scheduled time, the GE must notify their instructor, the Graduate Student Liaison or the Associate Department Head 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 their instructor or Graduate Student Liaison or Associate Department Head. 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 their instructor or the Graduate Student Liaison.

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. The Division of Graduate Studies will coordinate with the GE and the unit on any adjustments necessary due to the GE's absence.

Coverage For Teaching GEs Using Sick Leave

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 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 notify Emily Cornell, Graduate Program Specialist (ecornell@uoregon.edu) if they believe they will exceed the hours allocated in the Workload & Work Assignment section of this GDRS.

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.

Planned Absences

If a GE is planning an approved absence during any working days of the term, the GE must notify their instructor or the Graduate Student Liaison how to reach them (if possible).

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>.

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](#)