Psychology Departmental Policy Regarding GTFs and Missed Classes

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record, or in cases where you are the instructor of record, you must notify the Department Head and chair of the Graduate Education Committee. This notification should occur as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. To the extent possible, when providing this notification, provide as much information as possible about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to make this notification both by phone and email. If you are a teaching assistant in a class, do not cancel the class without permission from the instructor of record.

In the case that you are unable to provide this notification, you may designate someone to make your notification and provide the necessary information to the individuals listed above using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GTF and the department on any adjustment due to the GTF’s absence.

COVERAGE FOR TEACHING GTFs or GTFs WHO TEACH LAB SECTIONS. If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform the Department Head and the chair of the Graduate Education Committee (if you are sole instructor) or the instructor of record (if you teach lab sections), so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

MAKE-UP WORK. If you are a GTF who is a teaching assistant, please check with the instructor of record to determine when and how any missed work will be made up.

PLANNED ABSENCES. If you are a GTF who is a teaching assistant and you are planning an approved absence during any working days of the term, be sure to notify the instructor of record how to reach you (assuming it will be possible to reach you). If you are a GTF who is instructor of record, notify the Department Head and undergraduate secretary that you will be gone and provide information how to reach you (again, if it will be possible to reach you).

MORE INFORMATION. More information about GTF absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, [http://hr.uoregon.edu/er/labor-agreements](http://hr.uoregon.edu/er/labor-agreements)