

1 **Article X4**

2 **GE Training and Professional Development**

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4 **Section 1.** The parties acknowledge the importance of continued paid training for GEs ~~throughout their~~
5 ~~graduate career~~ in order to promote professional development and improve job skills. The employer shall
6 be responsible for establishing a minimum standards of and compensation for initial and continuing
7 training for all GEs. All trainings described in this Article shall be compensated at each GE's current
8 hourly rate, except when specified otherwise.

9 **Section 2.** The University shall establish a training advisory committee consisting of:

- 10 a) Two (2) GEs appointed by the GTFF,
11 b) A representative from the Graduate School,
12 c) A representative from Human Resources,
13 d) A representative of the Teaching Engagement Program (TEP), and
14 e) A member of the Graduate Council

15 This committee shall meet at least once every term. It shall define minimum standards for GE training, by
16 establishing learning goals, best practices, and training guidelines pertaining to the successful
17 performance of a GE's work assignment. ~~Departments shall be responsible for adopting a department~~
18 ~~level training schedule that meets these standards. The development of this schedule shall be made in~~
19 ~~consultation with the GEs employed in that department.~~ This committee shall provide a report of these
20 training standards to departments and encourage departments to implement them.

21 This committee can also make recommendations to the Dean of the Graduate School on training
22 innovations.

23 **Section 3.** All GEs shall complete four (4) hours of required employment training by the University
24 during the academic term in which the GE begins their first GE appointment. The training will address
25 but will not be limited to:

- 26 a) Achieving an inclusive work environment including: cultural competency, equity and inclusion,
27 disability access, issues of mental health, etc.,
28 b) Discrimination and sexual harassment policies including: GE reporting obligations, the ADA,
29 Title IX, etc.,
30 c) Other employee-related policies and procedures including: sick leave and time and hour
31 reporting, and
32 d) General employment information including: information about services, programs, and offices
33 that would be useful to GEs in their roles.

34 The four (4) hours of mandatory training will be compensated by a stipend equivalent to four (4) hours of
35 pay at their current hourly rate. The parties agree that four (4) hours of training accounts for no more than
36 0.009 FTE and in no case shall the GE's FTE exceed 0.50 due to the training.

37 **Section 4.** GEs ~~shall be~~ are encouraged to pursue up to six (6) hours of training per term per academic
38 year through university or department approved programs, such as TEP, and other workshops and

39 trainings related to successful performance of GE duties. Hours used for this purpose by GEs shall be
40 compensated at that GE's current hourly rate.

41 GEs may be compensated for these training hours either through:

42 a) hourly compensation at that GE's current hourly rate.

43 b) or by accounting for the hours within their regular work assignment if job training hours at
44 approved programs are specified in the workload allocation form, a relevant and specific job
45 description in the department GDRS, or documented list of individual training courses and/or
46 activities for that GE.

47 **Section 5. GE Participation in Curriculum Development**

48 The University encourages departments to include GE representatives on committees dealing with
49 undergraduate curricula and/or educational innovation. Departments that do not include GEs on such
50 committees shall request comments and feedback from GEs employed in the department at least fifteen
51 (15) days prior to implementing changes related to undergraduate curricula and/or educational innovation.
52 Departments shall respond to these comments and feedback no more than ten (10) days after
53 implementation of such changes through a letter to all GEs employed in the department.

54 Departments shall have at least one (1) GE representative on committees dealing with undergraduate
55 curriculum and/or educational innovation.

56 **Section 6. GE Evaluations of Past Course Assignments**

57 GEs are encouraged to may prepare written or oral reports evaluating course content, teaching methods,
58 examinations, grading and other matters concerning courses for which they have served as a GE, and
59 submit them to the appropriate supervisor and/or unit head. Such reports may be made anonymously, and
60 under no circumstances shall t~~These reports shall not result in discipline,~~ exposure to inappropriate
61 behavior as described in Appendix D, or as justification for altering future work assignments. These
62 reports shall not result in discipline except in cases where such reports violate University policies
63 regarding discrimination, harassment, and inappropriate workplace behavior, or are in contravention to
64 the law.

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