

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 graduate career in order to promote professional development and improve job skills. The employer shall be responsible for establishing a minimum standards of and compensation for initial and continuing training for all GEs. All trainings described in this Article shall be compensated at each GE's current 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 the GE level I minimum rate at their current hourly rate. The parties agree that four (4) hours of
36 training accounts for no more than 0.009 FTE and in no case shall the GE's FTE exceed 0.50 due to the
37 training.

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

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

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

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

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

48 GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to
49 work assignments. Nothing in this section shall trigger substitution pay if a substitute is required to cover
50 the duties of a GE who is engaged in training (Article 29).

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

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

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

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

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

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