

1 **Article X4**

2 **GE Training and Professional Development**

3  
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.~~

5  
6  
7  
8  
9  
10 **Section 1.** The university is responsible for identifying, creating, and providing opportunities for professional development and training to enhance and build the capacity, skills, excellence, and professionalism of GEs to enable them to contribute effectively and creatively to the University's mission.

11  
12  
13  
14 **Section 2.** The University shall establish a training advisory committee consisting of:

- 15 a) Two (2) GEs appointed by the GTFF,
- 16 b) A representative from the Graduate School,
- 17 c) A representative from Human Resources,
- 18 d) A representative of the Teaching Engagement Program (TEP), and
- 19 e) A member of the Graduate Council

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

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

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

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

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

43 **Section 4.** GEs shall be encouraged to pursue up to six (6) hours of training per term per academic  
44 year through university or department approved programs, such as TEP, and other workshops and  
45 trainings related to successful performance of GE duties. Hours used for this purpose by GEs shall be  
46 compensated at that GE's current hourly rate.

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

- 48 a) hourly compensation at that GE's current hourly rate.
- 49 b) or by accounting for the hours within their regular work assignment if job training hours at  
50 approved programs are specified in the workload allocation form, a relevant and specific job  
51 description in the department GDRS, or documented list of individual training courses and/or  
52 activities for that GE.

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

#### 58 **Section 5.** GE Participation in Curriculum Development

59 The University encourages departments to include GE representatives on committees dealing with  
60 undergraduate curricula and/or educational innovation. Departments shall inform GEs when changes to  
61 undergraduate curricula are made which have a substantial impact on GE work conditions. , and request  
62 GEs may submit written feedback from GEs on changes to curricula. Departments shall respond to this  
63 feedback in writing to the GE who submitted feedback no later than twenty (20) days after the changes in  
64 curricula are made.

65 ~~Departments that do not include GEs on such committees shall request comments and feedback from GEs~~  
66 ~~employed in the department at least fifteen (15) days prior to implementing changes related to~~  
67 ~~undergraduate curricula and/or educational innovation. Departments shall respond to these comments and~~  
68 ~~feedback no more than ten (10) days after implementation of such changes through a letter to all GEs~~  
69 ~~employed in the department.~~

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

#### 72 **Section 6.** GE Evaluations of Past Course Assignments

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