

# *General Duties and Responsibilities for Information Services 2020-2023*

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## 1.0 GENERAL INFORMATION

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and this GE hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

### **Contact Information for Person Completing/Submitting this GDRS:**

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541-346-4141

The individual who shall oversee the implementation of this GDRS is:

Abhijit Pandit, Chief Information Officer, Information Services, [apandit@uoregon.edu](mailto:apandit@uoregon.edu)

DATE OF THIS GDRS REVISION: 08/05/2022

## 2.0 AVAILABILITY OF GRADUATE APPOINTMENTS

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

N/A (Strategic Alliance)

This GE employing unit: (Select all that apply.)

- Makes an effort to distribute GE opportunities to as many students as possible.
- Encourages financial opportunities through such other means as scholarships, work study, and grants.
- Reserves a number of appointments for incoming students.

### ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined: March/April each year

In recent years, GE assignments during the academic year in this GE employing unit have included:

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

### SUMMER TERM APPOINTMENTS

Does unit hire GEs in summer?

Yes, as needed

If yes, the availability of GE appointments for the upcoming summer term is usually determined:

Winter Term

In recent years, GE assignments during the summer in this GE employing unit have included:

Select all that apply.

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

### 3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are enrolled in a Master's or PhD program in the appropriate academic department for each position.

Note regarding graduate programs and departments that employ GEs:

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered include:

Required knowledge and experience will vary per position and will be clearly outlined in the position announcement.

Students will be considered in the following order:

All students in the required academic program who apply fully by the posted application review date will be considered.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

GEs may be reappointed as long as they are eligible academically and demonstrate satisfactory performance.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment Yes

#### **4.0 APPLICATION PROCESS**

##### **ACADEMIC YEAR APPOINTMENTS**

Information about the availability of positions for the upcoming academic year or necessary summer appointments will be shared with incoming and continuing graduate students in the following ways:

- Departmental GE staff
- Email distribution lists or physical postings in Academic Units
- Information Services Career website

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):

- Departmental GE staff
- Email distribution lists or physical postings in Academic Units

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced via the IS Careers website.

#### **5.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes:

Recommendations for appointments and reappointments will be made to the Vice Provost for Information Services/CIO by a hiring committee specific to each GE position recruited. The committee may consist of the Unit Director, GE supervisor, one or more other unit staff members as deemed appropriate by the Unit Director, or some combination thereof. Committees work in close contact with academic department heads/deans to identify students that would be strong candidates.

Also 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 in order to determine whether they are adequately qualified for a GE position.

- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular GE position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

**(A) General criteria include (in no particular order):**

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will 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 give substantial consideration to 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 will be interviewed and evaluated based on their performance and responses.
- Financial need will be considered in evaluating two or more equally qualified candidates.

**(B) Assignment Type-Related Criteria**

For an Administrative GE:

Candidates will be rank-ordered based on criteria listed in each positions specific announcement. The hiring committee will attempt to award GE positions from the list of candidates as their ranking indicates, but reserves the right to deviate from this order to meet the needs of the Unit or to identify a candidate better qualified to fill a specific position.

**(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).** See the position announcements for details, but these may include:

- Academic Credentials
- Satisfactory progress towards degree

- Previous Experience
- Recommendations from academic or work supervisors
- Interviews, application statements, and English proficiency

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment (also described in Section 4).

Performance of GEs in this employing unit are evaluated:

- At the end of every term
- During spring term
- At the end of the academic year for GEs appointed fall, winter and spring
- At the end of the summer term for summer GEs

Evaluations are performed by:

Supervisor of record. Each GE appointment within Information Services has an identified supervisor.

The criteria used for evaluation include:

- Performance of duties as outlined in position announcement
- Satisfactory progress on assigned projects or tasks

## 6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

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

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)

- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

## 7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. 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 individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

In this GE employing unit, duties for the following types of GE work assignments are as follows:

### DUTIES BY WORK ASSIGNMENT

#### **Administrative GE:**

Directed by a professional staff member in the student's academic field, the GE will perform research, complete projects, and document progress and related information as required.

## 8.0 HEALTH AND SAFETY INFORMATION

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 541-346-8912 or 541-345-8316.

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it

on behalf of the GE. Workers' compensation information and forms are available at <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

#### **Safety Information:**

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. 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, <http://ehs.uoregon.edu/> Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

#### **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:

Patrick Moore  
pmoore1@uoregon.edu

541-346-4141



Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

**Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:** 2nd floor of Computing Center, Mail Room 259

## 9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

This GE employing unit is:

- An academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.
- An academic unit with no graduate degree program. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.
- An administrative, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

### Criteria Used to Assess Satisfactory Progress

Satisfactory progress is determined by each GE's graduate program. See that program's website or GDRS for more information.

## 10.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

## 11.0 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 student section of the AAEO

Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>.

## 12.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Information on GE work environment can be obtained from each GE supervisor.

### **Workspace:**

Furnishings are standard for an office environment and safe for use by all GEs and staff members. Computer workstations should remain locked when not in use. All GEs will be issued keys to offices for their unit as required to perform work duties.

### **Access to Telephones and Computers:**

GEs will have access to a computer as required to perform job duties. Access to a shared phone may be arranged if necessary to complete the duties of the position.

### **Access to Office Supplies, Photocopies and Printouts**

Standard office supplies, copiers, scanners, and printers are available in the second floor mail room. A limited version of this equipment and supplies may be found on the first floor mail area.

## 13.0 ABSENCES

### **Absence Notification:**

If you are unable to attend work at your scheduled time, you must notify your direct supervisor as soon as possible, including, if possible, in advance of the scheduled work hours that you are unable to attend. You may give this notification via email or phone call/message.

In the case that you are unable to directly notify your supervisor, you may designate someone to make your notification and provide the necessary information to them using the above 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 GE and the department on any adjustment due to the GE's absence.

**Substitution:**

Information Services does not anticipate using substitutes for our administrative GEs. In the event that your direct supervisor asks you to substitute for another GE who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate.

**More Information:**

Regarding GE 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 29 of the UO-GTFF Collective Bargaining Agreement,

<http://hr.uoregon.edu/er/labor-agreements>