

General Duties and Responsibilities for The Graduate School 2023 – 2025

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee appointments (GEs) offered by the Division of Graduate Studies. 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 (GTFF). This GDRS details the specific relationship between GEs and the Division of Graduate Studies.

This document does not apply to work-study, hourly student employees or other staff hired in the Division of Graduate Studies.

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

Krista Chronister, Vice Provost for Graduate Studies, Division of Graduate Studies

DATE OF THIS GDRS REVISION: 1/30/2023

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2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GES)

The availability of GE appointments is programmatically determined by the Vice Provost for Graduate Studies and Division leadership. The number of GE positions available is subject to the budgetary constraints on the Division and the University and is based on the Division's specific need for one or more GEs.

ACADEMIC YEAR and SUMMER APPOINTMENTS

The availability of GE appointments for the upcoming academic year and/or summer is usually determined winter of the preceding academic year. Occasionally, the Division may hire GEs in the summer.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

The Division of Graduate Studies posts open position announcements, including a description of duties and responsibilities, FTE, and required and preferred qualifications for appointments on the Division's "GE Openings" webpage for a minimum of 10 business days. Emergency appointments are posted in the same manner.

Any student enrolled in a UO master's or doctoral program is eligible for a GE appointment in the Division. Continuing students must be making satisfactory progress toward their degree according to the Division and their academic unit's requirements.

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

4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, the Division of Graduate Studies' standing committee of at least three members includes: the supervisor of record for the position and at least two other UO employees with relevant job knowledge as determined and approved by the Vice Provost for Graduate Studies.

For any satellite programs located outside of the Graduate School, but under its purview, the committee will consist of three members of faculty and/or administration in the program for which the graduate student will be hired.

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. GEs are permitted to hold a Division GE position for a maximum of 2 years. Exceptions will be considered and approved by the Vice Provost for Graduate Studies. Reappointments are based on the GE maintaining satisfactory academic progress as defined in detail in section 7.0, GE work performance, and ability to fulfill the GE's duties and responsibilities.
- In the case of the continuation of a particular 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 and (B) specific criteria relating to the particular GE work assignment.

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

- Recommendations from academic or work supervisors: Although appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must consider the other appointment or reappointment criteria.
- Previous experience, previous employment, or other experience relevant to the GE position available.
- Interviews: Finalists will be interviewed and evaluated based on their performance and responses.
- References: Finalists will submit names and contact information for references. The committee will contact the references and consider the information that referees share in the appointment or reappointment process.

(B) Assignment Type-Related Criteria

Preference will be given to those candidates who have specific experience or credentials necessary to perform the work assignment.

If no qualified students apply or are available for a particular position, the selection committee or Vice Provost may decide to reopen the application process for the position. Generally, the same application process described in Section 4 and appointment/reappointment process described here will be repeated.

Evaluation

Performance of GEs in this employing unit are required to be evaluated at mid-year and end-of-year. Ongoing performance feedback outside of formal evaluations is encouraged throughout the year. Evaluations are performed by the supervisor of record. The GE will be asked to submit a self-assessment as part of their evaluation.

The criteria used for evaluation include all criteria set forth as required and preferred qualifications on the position announcement will be measured during evaluation. In addition, the GE's ability to successfully perform each of the duties outlined in the in the position announcement will be evaluated.

5.0 WORKLOAD & WORK ASSIGNMENTS

For the purpose of setting the workload (and thus FTE) for a particular GE position, the Division of Graduate Studies shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. In the Division of Graduate Studies, GEs are most appointed at the following full-time equivalent levels (FTE) and corresponding total workloads:

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

GEs hired for the summer term are typically hired at the following full-time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (Up to 88 hours per term)
- .40 FTE (Up to 175 hours per term)
- .49 FTE (Up to 215 hours per term)

WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties reflects average breakdowns within the normative standard of the total workload. The time spent on duties may vary weekly, 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 the Division of Graduate Studies, duties for the following types of GE work assignments are as follows:

- **Diversity GE**
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- Work with the Director of Diversity and Inclusion to expand and promote diversity initiatives for graduate students across campus:
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- Serve as a peer support resource to current and prospective graduate students:
 - Manage email communication and respond to current and prospective graduate student inquiries, concerns, and feedback professionally and in a timely manner
 - Deliver presentations to programs and peers to support inclusion and success
 - Coordinate resource workshops and materials to respond to graduate student needs
 - Build relationships with grad student leadership groups and UO affinity spaces across campus; advocate for graduate student needs
 - Build relationships with community spaces outside of the UO who support underrepresented graduate students
- Collaborate with Division staff to create and distribute graduate student resource/gradCONNECT event communications
- Plan and host at least one gradCONNECT event per term
- Assist with the development and operations of the Promising Scholars cohort initiatives:
 - Host the welcome reception for incoming Promising Scholars Award recipients
 - Facilitate mentoring and leadership development for cohort members
- Assist with coordination of program recruitment lists (e.g., McNair Scholars, National Name Exchange, GEM)
- Assist with development and operations of international student ambassadors' program

- Periodically host prospective students on campus visits
- Meet at least once a term with GTFF Vice President(s) of Equity
- Participate in Division of Graduate Studies-led events (e.g., Welcome BBQ, Resource Fair, Grad Forum, etc.); periodically represent the Division of Graduate Studies at graduate-student-serving community events
- Research and increase awareness of best practices to support inclusion and academic success of underrepresented graduate students
- Up to 6 hours of training per academic year through University or department approved programs, such as MyTrack, and other workshops and trainings related to successful performance of GE duties
- Other duties as assigned
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Multicultural GE

Work with the Director of Professional Development and Career Preparation to support the retention and professional development of graduate students with diverse identities and underrepresented minorities.

Duties:

- *Professional Development*: assist in the development, implementation, and assessment of professional development opportunities:
 - Work with Coordinator of Events and the Division Communications Team to develop, expand and promote workshops and webinars
 - Research and report on national graduate school recruitment, retention, and diversity efforts
 - Assist with furthering or creating retention and professional development activities for international and other underrepresented students
- *Diversity Initiatives*: assist in the development, implementation, and assessment of initiatives:
 - Assess the needs of various student populations quantitatively and qualitatively and integrate findings into programming
 - Develop and coordinate diversity initiatives that support student retention
 - Build relationships with relevant campus stakeholders
 - Serve as a peer support resource to current and prospective graduate students

Communications GE

Duties:

- Design and production of Division student and staff communications, including lead development and distribution of student newsletter, presentations, and news stories;
- Produce web & social media communications (e.g., Twitter, Facebook, LinkedIn, Versatile PhD);
- Assist Events Coordinator in distribution of Division events communications;
- Assist in development of communication strategies for graduate student recruitment, including best practices toolkit for recruitment communication strategies for distribution to programs, marketing materials (fliers, videos, etc.), email correspondence, social media outreach, etc.
- Complete all work with a strong focus on attention to detail, copy editing and brand-building

- Support all communications efforts through the completion of other duties as assigned
- Up to 6 hours of training per academic year through University or department approved programs, such as Central Communications and Information Services, and other workshops and trainings related to successful performance of GE duties

Family GE

Duties:

- Work with the Director of Diversity and Inclusion to expand and promote diversity initiatives for graduate students across campus:
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- Serve as a peer support resource to current and prospective graduate students:
 - Manage email communication and respond to current and prospective graduate student inquiries, concerns, and feedback professionally and in a timely manner
 - Provide information about available UO childcare facilities and subsidy programs
 - Coordinate resource workshops and produce supporting materials to respond to graduate student family interests and needs
 - Build relationships with graduate student leadership groups, UO resource hubs (e.g., UO Housing, HR, University Counseling, etc.) across campus; advocate for graduate parent needs
 - Build relationships with community spaces outside of the UO who support graduate student families
- Collaborate with Division staff to create and distribute graduate student resource/gradFAMILIES event communications
- Plan and host at least one gradFAMILIES event per term
- Maintain family resources in the One Stop on the Division of Graduate Studies website; publicize resources through Division of Graduate Studies' newsletter
- Assist with development and operations of international student ambassadors' program to support international graduate students with families
- Meet at least once a term with the GTFF Parent Caucus Chair
- Research and propose opportunities (e.g., grants, events on or off campus, key partnerships, etc.) to better support graduate student families
- Participate in Division of Graduate Studies-led events (e.g., Welcome BBQ, Resource Fair, Grad Forum, etc.); periodically represent the Division of Graduate Studies at graduate-student-serving community events
- Research and increase awareness of best practices to support inclusion and academic success of graduate student parents
- Up to 6 hours of training per academic year through University or department approved programs, such as MyTrack, and other workshops and trainings related to successful performance of GE duties
- Other duties as assigned

Training

Six hours of your FTE are available for training per academic year.

GEs are encouraged to pursue up to six (6) hours of training per academic year through University or department approved programs, such as those offered by MyTrack, the NCFDD, Career Center, Central Communications, etc.

GEs will be compensated for these training hours by accounting for the hours within their regular work assignment.

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

6.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers' Compensation:

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 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, due to the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the injury or illness, the GE cannot 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. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE 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 Safety and Risk Services 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, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/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: Lisa Howard 541-346-7632

Other resources on campus to report such information Safety and Risk Services, 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:

Emergency procedures and first aid supplies are stored in the Division's copy room, Room 125 of Susan Campbell Hall.

7.0 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.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Division of Graduate Studies Minimum GPA: During the academic year, the Division reviews academic transcripts of all graduate students holding GE appointments. The Division will notify a GE's graduate

degree program if the GE's academic performance during the appointment period falls below the Division's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

The Division of Graduate Studies is an administrative unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

8.0 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 Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

9.0 WORK ENVIRONMENT

Each GE in the Division of Graduate Studies is provided with a designated desk and chair within an office with working locks. The work space is safe and appropriate with properly and securely installed furnishings. Each GE has a computer. Office supplies, photocopies, and printouts can be found in the Copy Room (Room 125 SCH). Necessary supplies can be requested following normal office protocol. Contact your direct supervisor for more information.

10. ABSENCES

NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify your direct supervisor(s) as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide your supervisor with information about where you left off with your work.

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 your supervisor using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Assistant Vice Provost for Graduate Studies. The Division of Graduate Studies will coordinate with you and your supervisor on any adjustment due to your absence.

SUBSTITUTION. The department will not use substitutes for absent GEs. However, if the GE is out ill and the department requests another GE to substitute, the department will pay 1.50 times the substituting GE's normal rate.

MAKE-UP WORK. For duties missed not related to a class meeting, please check in with your direct supervisor(s) to determine when and how the missed work will be made up.

PLANNED ABSENCES. If you are planning an approved absence during any term's working days, tell

your direct supervisor(s) how to reach you (if possible).

SICK LEAVE TRACKING. Sick leave must be reported on the monthly timesheets. Timesheets are due the 15th of each month for the previous month (example, the timesheet for September 1-30 is due October 15).

MORE INFO. More information about 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 Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-groups-cbas> .