

General Duties and Responsibilities for Presidential Initiative in Data Science

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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 the Presidential Initiative in Data Science (DSI) and related units (e.g., the data science undergraduate program). 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.

The implementation of this GDRS is overseen by DSI leadership.

DATE OF THIS GDRS REVISION: 11/19/2021

Effective Academic Year: 2021-2022

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GES)

The availability of GE appointments is 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, researchers, and administrators where needed.

This includes present DSCI courses (e.g., DSCI 101, DSCI 102, DSCI 311) and others that may be developed in the future.

This GE employing unit:

- 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.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined:

Between February and May for fall term, between October and December for winter term, and between January and March for spring term. GE appointments in the academic year may include:

- Discussion Section Leader
- Laboratory Section Leader
- Teaching Assistant
- Research Assistant
- Research Fellow

SUMMER TERM APPOINTMENT

The availability of GE appointments for the upcoming summer term is usually determined between the months of February and May. GE appointments in the summer may include:

- Instructor of Record
- Research Assistant

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are:

Students enrolled in UO graduate programs or departments who have appropriate experience and/or credentials are eligible for GE positions in this employing unit.

Experience or credentials required in order to be considered include:

Graduate students should have at least a bachelor's degree in Computer Science, Math, Data Science, or a closely related field, awarded from an accredited institution within the past four years. They should have a GPA of at least 3.5 (where 4.0 =A) in Computer Science, Math, Data Science, and other coursework relevant to the specific teaching assistant position for which they are applying. Demonstration of excellence in communication and interpersonal skills necessary for effective classroom instruction are also required. Recommendations from academic or work supervisors may help to demonstrate teaching and communication skills. An interview may also be conducted.

GE applicants should have taken a course equivalent to the one for which they are applying. It is the responsibility of the applicant to document this experience by supplying relevant course syllabi along with their application.

Interest, desire, and prediction of performance may be considered in addition to previous experience if the quality of the GE's application as a whole is high.

When making teaching appointments from a pool of GE applications, students with the required background and qualifications for the course under consideration will be appointed with a priority toward currently enrolled graduate students in departments with strong data science affiliations, such as: CIS, Psychology, Biology, Geography, Math, and the Knight Campus Graduate Internship Program. Effort will be taken to appoint from a wide diversity of student experiences.

In the case of students who have previously held a GE appointment, only students with satisfactory faculty supervisor and student evaluations will be considered.

4.0 GE APPLICATION PROCESS

This unit has graduate students apply for consideration for GE. Their application summarizes their experience and expertise. They are also strongly encouraged to attach a resume or CV.

ACADEMIC YEAR APPOINTMENTS

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

- Students are notified of opportunities through the recruitment process in their home department or directly from their faculty advisor and/or DSCI academic leadership.

SUMMER TERM APPOINTMENTS

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s):

- Positions are communicated to continuing graduate students by research PIs, faculty advisors, and/or DSI leadership.

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):

- Available positions will be communicated to faculty and PhD students in affiliated departments.
- Positions that are available to graduate students from any discipline will be advertised by posting a brief description of each position's duties and responsibilities, FTE, and appointment and reappointment qualifications with the GTFF office, and on the websites of the Graduate School and Human Resources.

From time to time, in the Data Science Initiative, emergency appointments may be necessary.

5.0 APPOINTMENT AND REAPPOINTMENT

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

DSCI Program Director, DSCI Director of Undergraduate Studies, DSI Executive Director, DSI Director of Operations

Also, in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible.
- Reappointments are not automatic, nor are they guaranteed.
- 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, (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 a graduate program at the UO, 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.
- Need. Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

Academic credentials, recommendations from academic or work supervisors, previous experience, interview.

For a Discussion Section Leader:

Academic credentials, recommendations from academic or work supervisors, previous experience

For a Laboratory Section Leader:

Academic credentials, recommendations from academic or work supervisors, previous experience

For a Teaching Assistant:

Academic credentials, recommendations from academic or work supervisors, previous experience

For a Research Assistant:

Academic Credentials, recommendations from academic or work supervisors, previous experience

For a Research Fellow:

These positions follow from scholarships (e.g., Promising Scholar, NSF Graduate Research Fellowship) and are not awarded by the unit.

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

GE performance is evaluated at the end of every term.

Evaluations for positions associated with courses are performed by supervising faculty members and reported to DSCI Program Director. For positions not associated with courses, evaluations are performed by supervising faculty members and reported to the DSI Executive Director.

The criteria used for evaluation include:

- Performance on tasks and responsibilities
- Oral communication skills
- Written communication skills

The supervisor may also provide a narrative on the evaluation that addresses strengths and weaknesses of the GE.

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 Canvas, 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 level (FTE) and corresponding total workload:

- .45 FTE (Up to 197 hours per term or up to 591 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.

Duties for the following types of GE work assignments are as follows:

DUTIES BY WORK ASSIGNMENT

Instructor of Record:

This GE position has major responsibility for a lecture section of a course. The department will specify the general outline and objective of the course. The GE is responsible for developing the detailed syllabus, preparing and giving lectures to the class, writing and grading of exams and lab exercises, assigning grades, and holding office hours to assist students. This responsibility is normally assigned only to GEs with some teaching experience or promise.

- In class contact 3 hrs per week
- Preparation of class material 7 hrs per week
- Grading exams and lab exercises 6 hrs per week
- Office hours 2 hrs per week
- Substitution for another GE on sick leave and/or training, up to a total of 8 hours per term

Discussion Section Leader:

Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.

- Class discussion sections 2 hrs per week
- Office Hours 3 hrs per week
- Preparation of materials 4 hrs per week
- Grading and logistical support 9 hrs per week
- Substitution for another GE on sick leave and/or training, up to a total of 8 hours per term

Laboratory Section Leader:

Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.

- Class discussion sections 2 hrs per week
- Office Hours 3 hrs per week
- Preparation of materials 4 hrs per week
- Grading and logistical support 9 hrs per week
- Substitution for another GE on sick leave and/or training, up to a total of 8 hours per term

Teaching Assistant:

Duties may include lecturing at discussion sections, office hours, lab exercise and exam grading, preparation of materials, and general logistical support.

- Class discussion sections 2 hrs per week
- Office Hours 3 hrs per week
- Preparation of materials 4 hrs per week
- Grading and logistical support 9 hrs per week
- Substitution for another GE on sick leave and/or training, up to a total of 8 hours per term

Research Assistant:

Duties involve directed research under the supervision of a faculty member, and may also include helping the faculty member in various capabilities such as programming or running experiments. These positions are funded by faculty grants and, as such, the responsible faculty member makes their assignments. Weekly workload reflects FTE level.

Research Fellow:

Duties involve directed research based on fellowship rules. In these cases, the student's research is often the focal point, as opposed to a Research Assistant where research occurs under the supervision of a faculty member. These positions are funded by scholarships, which are selected by outside entities (UO Grad School, Federal funding agencies, etc.). Weekly workload reflects FTE level.

TRAINING

GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as TEP, and other workshops and trainings related to successful performance of GE duties.

GEs may be compensated for these training hours either through:

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

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 CBA 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.

8.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers' Compensation:

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 346-8912 or 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 (EH&S) is responsible for the University's safety program. For questions or information regarding any of these programs, contact EH&S 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: Gretchen Drew, Director of Operations – gdrew@uoregon.edu

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:

203 Pacific Hall

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.

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 or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not 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.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School'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 GE should consult with the GDRS for their academic program and/or inquire with their academic program's graduate coordinator/secretary for specific information about satisfactory progress criteria.

10.0 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>

11.0 WORK ENVIRONMENT

Questions and Information detailing the DSI GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc; and GE assistance) can be emailed to the GE's supervisor or to datascience@uoregon.edu. Facilities and resources are to be accessed in fulfillment of the GE appointment in DSI and are not available for general use.

Workspace:

Each GE is provided access to a shared office space with desks that can be used on a temporary basis (1-2 hours) in fulfillment of the GE appointment, prox access to the building, and a code to the office suite.

Private Meeting Space:

GEs should contact datascience@uoregon.edu to schedule private meeting space for office hours or conduct work related to their GE appointment.

Access to Telephones and Computers:

GEs are given access to a computer for use in fulfillment of the GE appointment. A shared phone line is available in Pacific 203.

Access to Office Supplies, Photocopies and Printouts

Access to office supplies, photocopies, and printouts for use in fulfillment of the GE appointment are available in the DSI suite.

12.0 ABSENCES

NOTIFICATION

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from your supervisor. To the extent possible, provide information about where you left off (e.g., in the previous class in the

case of a teaching GE). If you are able, please attempt to reach your supervisor by both phone and email.

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 Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

COVERAGE FOR TEACHING GEs

If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform your supervisor so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

SUBSTITUTION WITH MORE THAN 24 HOURS NOTICE

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.

SUBSTITUTION WITH LESS THAN 24 HOURS NOTICE

Sick leave substitution hours are built into your FTE (see Section 7, Work & Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify your supervisor if you believe you will likely exceed the hours allocated in Section 7.

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

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify your supervisor how to reach you (if possible).

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 Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>