

**General Duties and Responsibilities for Women’s, Gender and Sexuality Studies
Department 2020-2022**

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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 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.

The individual who shall oversee the implementation of this GDRS is: Director of Graduate Studies, email wgs@uoregon.edu

DATE OF THIS GDRS REVISION: 6/27/2020

2.1 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS (GEs)

The availability of GE appointments are programmatically determined by deans of schools 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:

WGSS 101, 201, 221, 250, 251, 303, 321,351.

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:

Spring term

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
- Teaching Assistant Grader
- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS

Does unit hire GEs in Summer? Yes

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
- Teaching Assistant Grader

Research Assistant Administrative GE

Supervisory GE (e.g., practicum supervisor)

3.1 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are graduate students enrolled at the University of Oregon in other departments or programs who have the credentials and experience necessary to perform the work assignment.

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:

1. Admission to a University of Oregon graduate program.
2. Substantial background in women's and gender studies.
3. Collaborative experience.
4. Record of academic excellence and/or important experience in women's and gender issues.
5. Strong interdisciplinary background.
6. Cross-cultural sensitivity.
7. Ability to work independently.

Preference will be given to enrolled WGSS graduate certificate students.

GEs in the Department of Women's, Gender, and Sexuality Studies may apply for reappointment. Reappointment is contingent upon the successful and satisfactory completion of the duties outlined in 7 (Work Assignments), as well as upon satisfactory progress toward a graduate degree. If teaching performance of a GE is clearly outstanding, as measured by student evaluations and other relevant criteria, the hiring committee may reappoint a GE.

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.

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School's "GE Openings" page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days.

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:

Position announcements for the upcoming academic year will be made by posting a brief description of each position's duties and responsibilities, FTE, and workload, and appointment and reappointment qualifications (Article 17, Section 1) with the university Office of Affirmative Action, the Graduate School, the office of the GE, and other appropriate locations, by mailing to other departments and potentially interested groups, and by other means consistent with Department objectives and constraints.

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

See above.

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): Posted on the Graduate School jobs website, sent to the department email listserv and sent to the GE.

Positions are conditional on the interest and quality of applications received, their fit with Department needs, and courses enrolling the minimum number of students.

Each candidate will be sent a notice of the hiring decision within 10 business 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): GE positions offered by the Department that are not included in the winter/spring term application pool will be filled by a process similar to the one above.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:

In such cases the Department will give priority to qualified graduate students who have applied for a GE position in the Department but did not receive an appointment, and/or to

qualified GEs who have applied for an appointment in the Department whose current FTE could be raised to include the required workload without exceeding .49 FTE.

5.1 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee constitutes at least three faculty members from the Department of Women's, Gender, and Sexuality Studies.

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 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

Instructor of Record (full course responsibility):

- 101: GEs will act as section leaders for WGS 101: Introduction to Women's, Gender,

and Sexuality Studies course in fall quarter, and will teach this course independently in winter and spring terms. Responsibilities include class administration, lectures, office hours, weekly sessions with faculty supervisors and evaluation and grading of students' performance. Lectures will be scheduled throughout the week.

- Other: GEs may teach select courses independently depending on department needs. Responsibilities include class administration, lectures, office hours and evaluation and grading of students' performance. Lectures will be scheduled throughout the week.

Grader:

Although duties may vary somewhat by the quarter, the successful candidate will assist with grading, attend classes, and hold office hours. The courses for which they may act as a GE vary from year to year but may include: WGSS 201: Introduction to Queer Studies; WGSS 221: Bodies and Power, WGSS 251: Transnational and Indigenous Feminisms, WGSS 250: Gender, Literature, & Culture, WGSS 303: US Women's and Gender History; WGSS 321: Feminist Perspectives: Identity, Race, Culture; and WGSS: 351 Decolonial Feminisms.

(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).

Candidates will serve as section leaders for WGSS 101: Introduction to Women's, Gender, and Sexuality Studies course in fall quarter, and will teach this course independently in winter and spring terms. Responsibilities include class administration, lectures, office hours, weekly sessions with faculty supervisors and evaluation and grading of students' performance. Lectures will be scheduled throughout the week. See the position announcements for additional details.

Candidates will be rank-ordered based first on 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, the same application process described in Section 4 and appointment/reappointment process described here will be followed. 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:

Once a year

Each 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 the faculty instructor for WGSS 101 or the instructor for the class being graded.

The criteria used for evaluation may include student evaluations, supervisor class observation, and/or a review of course materials prepared by the graduate student.

6.1 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 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 will 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

Instructor of Record:

The typical full-time (.49 FTE) teaching position is full course responsibility for three terms of WGS 101 (4 credits) during the academic year.

Work Assignment: the typical GE assignment in Women's, Gender, and Sexuality Studies is to teach WGSS 101: Introduction to Women's, Gender, and Sexuality Studies for three terms of the academic year.

In-class contact hours.....40 hours per term

- Conduct lectures, discussions, media presentations, etc.

Preparation hours 127 hours per term

- Prepare lectures, discussions, media presentations, etc (approximately 80 hours).
- Adapt syllabus and other course materials (approximately 12 hours).
- Prepare examinations and other student assignments (approximately 25 hours).
- GEs meet with the lead faculty instructor for 101 and other teaching staff for two hours biweekly (approximately 10 hours per term).

Contact hours outside classroom 30 hours per term

- Hold office hours, approximately three hours per week during terms in which the GE is teaching WGSS 101.

Performance evaluation. 60 hours per term

- Read and grade papers, exams, journals, special projects and other course assignment
- Maintain the subject grade records in compliance with the Department's and university's regulations.

Other responsibilities..... 24 hours per term

- Informal advising upon request.
- Attend Department staff meetings as appropriate.
- Pedagogy Trainings

GEs may attend Women's, Gender and Sexuality Studies Committee meetings at their option and may serve on subcommittees.

Grader:

- attend all classes
- grade 80 students' work throughout the term
- hold weekly office hours

Workload and work assignments for summer GE appointments will be contingent on the content of the summer course proposal and the resultant course schedule and syllabus, as negotiated between the GE and the director of the Department of Women's, Gender and Sexuality Studies.

Discussion Section Leader: NA

Laboratory Section Leader: NA

Teaching Assistant: NA Research

Assistant: NA Administrative

GE: NA Supervisory GE: NA

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 will be compensated for these training hours through 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.*

8.0 ABSENCE POLICY

ABSENCE NOTIFICATION.

Note: "Supervisor" for WGS 101 instructors is the 101 faculty lead assigned each year. "Supervisor" for WGS graders is the instructor of record for the class the grader is working on.

If you are unable to attend work at the scheduled time, 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 a class without permission from your supervisor. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GE).

In the case that you are unable to directly notify the department, 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.

SUBSTITUTION.

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

1) Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will receive hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate.

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>

9.0 HEALTH AND SAFETY

INFORMATION Accident Reporting and

Workers' Compensation:

The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.

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 Supervisor's Accident Investigation Report (SAIR) 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://facilities.uoregon.edu/>. Forms can also be obtained from Departmental office managers or EHS.

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/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 EHS 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 programs. For questions or information regarding any of these programs, contact EH&S at 541- 346-3192 or visit their website, <http://facilities.uoregon.edu/ehs> 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:

Josie Mulkins, WGSS Office/Budget Manager, 541-346-5529, jmulkins@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:

A first-aid kit is located in the Department of Women's, Gender, and Sexuality Studies in Hendricks 315B and is maintained by the office staff.

Hendricks Hall emergency procedures and evacuation plans are located in a notebook in Hendricks 119B. In the event of an emergency, the Office of Public Safety (OPS) should be called at 346-6666. In a non-emergency situation, OPS may be called at 346-5444. Material Safety Data Sheets (MSDS) may be obtained, if needed, through the Facilities Services Department at 346-2770.

10.1 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.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

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.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document:

Criteria Used to Assess Satisfactory Progress

WGSS is not a degree-granting department. In order to assess satisfactory progress toward a graduate degree, the Department will request unofficial transcripts, letters of recommendation from faculty members who have worked with the candidate, as well as a letter from the degree-granting department or school confirming that the student is making satisfactory progress toward the degree.

11.0 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.

12.0 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>)

13.0 WORK ENVIRONMENT

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

Information detailing this unit's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be requested in from the office manager during normal working hours.

Workspace:

GEs are assigned to shared office spaces in Hendricks Hall on the 3rd floor. The office is a locked space to which they will have a key; it has desks to accommodate more than one GE working at a given time; there are book shelves available for storage of materials related to the WGS teaching position; the office has chairs available for meetings with students. GEs are expected to arrange office hours so that they will be able to hold private meetings with students, if necessary.

Private Meeting Space:

Private meeting spaces needs beyond GE offices should be scheduled with the front office staff. There are two conference rooms available on the 3rd floor.

Access to Telephones and Computers:

GEs have access to a computer in their office. If a GE requests it “virtual voicemail” is available for students to leave messages and the front office has telephones which can be used if needed.

Access to Office Supplies, Photocopies and Printouts

All supplies and copies necessary for instruction related to WGS will be supplied by the department. They will have access to the copy machine and scanner as necessary to prepare for and conduct class instruction.

GE Assistance

In Women’s, Gender and Sexuality Studies, GEs who work as instructors of record are not assigned to workloads that would require GE assistance.

