

AFRICAN STUDIES PROGRAM

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

GRADUATE EMPLOYEES

2020-2022

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The supervisory individual who shall oversee the implementation of this GDRS is the African Studies Director or the director's representative.

Revised: June 2020

1.0 GENERAL INFORMATION

- 1.1 The purpose of this GDRS is to clarify information concerning Graduate Employee (GE) appointments offered by the [African Studies Program](#). The relationship between graduate employees (GEs) and the [University of Oregon](#) (University), as a whole, is governed by the [Collective Bargaining Agreement](#) (CBA) between the University of Oregon (University) and the [Graduate Teaching Fellows Federation](#) (GTFF). This document details the specific relationship between GEs and the African Studies Program. This document does not apply to work-study or other staff hired in African Studies or the [Oregon Consortium for International and Area Studies](#) (OCIAS). Access to this document will be provided to faculty and students, as well as to the Graduate School and the GTFF. This document may be viewed or printed from the [Graduate School](#) website.
- 1.2 GE Tuition Waiver and Fees Subsidy information can be found on the [Graduate School website/GE salary and benefits](#).

2.0 AVAILABILITY OF GRADUATE EMPLOYMENT

- 2.1 GE appointments are determined by the African Studies Program faculty during winter and spring term discussions relating to our curriculum and the academic needs of African Studies minors for the next academic year.
- 2.2 The number of GE positions available varies each term and is subject to the budgetary constraints on African Studies and the University.
- 2.3 Priority in African Studies' allocation of GE positions is to advise undergraduates, select teaching assistants for several regularly taught or required courses in the African Studies Minor, assist with promotion of African Studies on the UO campus and within Oregon, contribute to fundraising and grant writing for African Studies, help organize and manage academic presentations such as Baobab Lectures (by faculty and invited guests) and Acacia Seminars (by students).
- 2.4 The program makes an effort to distribute GE opportunities to as many students as possible.
- 2.5 In recent years one GE position has been offered for assistance with grant administration.

3.0 ELIGIBILITY REQUIREMENTS

- 3.1 Preference is given to graduate students who have a) demonstrated interest and experience in African Studies, and b) who have held no more than four terms of GE positions in African Studies. Preference is also given to new students to whom a GE position is offered as part of recruitment.

- 3.11 Some courses may require previous experience with the course subject. Qualifications for these positions are determined by the course instructor, in discussion with the African Studies Director.
- 3.2 The University Graduate School requires that a GE be enrolled for and complete a minimum of 9 graduate credit hours towards the degree per term of appointment.
- 3.21 In addition, the African Studies requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

- 4.1 Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment. (See [section 6.0](#))
 - 4.11 A GE appointment is the method by which departments can offer financial support to eligible students in a graduate degree program, and should be beneficial to the student's development in that program. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.
 - 4.12 African Studies is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.
 - 4.13 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.
- 4.2 Satisfactory progress shall be assessed by criteria established by each GE's graduate degree program.

5.0 APPLICATION PROCESS

- 5.1 As described in Article 9 of the [GTFF CBA](#) each potential GE shall be given a copy of the appointment or reappointment criteria at the time of application.
- 5.2 It is the Program's responsibility to provide the University with recommendations for GE appointments. (Article 17 of the [GTFF CBA](#))

- 5.3 Normal procedure: Position announcements for the next academic year shall be made by the end of the prior spring term, and will be posted on the Graduate School web site. 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 on the website of the Graduate School for a minimum of 30 days. Copies of the announcement will be forwarded to the GTFF. In cases where only a one-term GE appointment is available, position announcements will be posted on the Graduate School web site a minimum of 10 days prior to start of the relevant term.
- 5.4 Whenever feasible, GE appointments for the upcoming academic year will be made in the spring of the prior year. A number of GE positions may be reserved for incoming students.
- 5.41 The maximum appointment for an individual GE shall be six terms under usual circumstances.
- 5.5 In hiring emergencies, such as a serious illness of an already hired GE, announcements shall be posted on the Graduate School website (for a minimum of 10 business days)
- 5.6 Applicants shall submit a letter of interest indicating all positions in which they are interested and for which they consider themselves qualified, with information describing those qualifications; a current vita; an application form, and their name, address, telephone number, and e-mail address, if available, of two referees.
- 5.7 Completed applications shall be brought to the OCIAS office by the deadline specified on the announcement.
- 5.8 Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17 [GTFF CBA](#))
- 5.81 The letter of offer shall state the terms of the appointment including the position description, duration, salary rate and amount of FTE.

6.0 APPOINTMENT SELECTION PROCESS

- 6.1 Recommendations for appointment and reappointment shall be made by a faculty committee appointed by the African Studies Director.
- 6.2 Appointments and reappointments shall be based on an evaluation of qualifications described in the candidate's letter of interest and vita; and when possible, the program solicits the following information from the student's academic program: progress in their graduate degree; any prior GE evaluations; and evaluation by the candidate's academic advisor. If necessary, the referees will be consulted. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.

6.3 If no qualified students apply or are available for a particular position, the faculty committee may decide to reopen the application process for the position.

6.31 Generally, the same process will be repeated. However, the program reserves the right to proceed to fill the position as it would in an emergency appointment situation.

7.0 APPOINTMENT AND REAPPOINTMENT

7.1 GEs will be employed year-to-year rather than term-to-term, whenever feasible. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position.

7.2 "Satisfactory Progress toward Graduate Degree" of students currently enrolled in a graduate program is required whether they are applying for an initial appointment or for reappointment.

7.21 The "Satisfactory Progress toward Graduate Degree" requirement is not applicable for the first term of a proactive recruitment appointment.

7.3 Financial need can only be considered to the extent that a candidate explicitly articulates such need in their application. This articulation is the only criterion that can be considered as the African Studies Program is not privy to confidential financial records, nor does it have the authority to request them.

7.4 GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8 of the [GTFF CBA](#))

7.5 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.

7.6 Reappointments are not automatic, nor are they guaranteed.

7.7 In the case of continuation in the same position, the African Studies Program may decide to continue with the same GE in the position without any new announcement of the position.

7.8 Performance Evaluation: GEs in the African Studies Program shall undergo a mid-term evaluation by their supervisor.

7.81 For undergraduate adviser and program assistant, the African Studies Program Director shall write a mid-term review each academic term based on criteria outlined by the African Studies Program faculty. The GE shall sign and date the review to demonstrate it has been read.

7.82 For teaching assistants, the faculty member teaching the course shall write a mid-term evaluation of the teaching assistant's work based on criteria outlined at the beginning of

the term by the faculty member. The GE shall sign and date the review to demonstrate it has been read.

- 7.83 For research assistants, the faculty member supervising the research shall write a mid-term evaluation of the GE's work based on criteria outlined by the supervising faculty member at the beginning of the term. The GE shall sign and date the review to demonstrate it has been read.

8.0 WORKLOAD

- 8.1 GEs are typically appointed in the African Studies Program at the following full-time equivalent levels (FTE) and corresponding total workloads. (Article 22 of the [GTFF CBA](#))

- 8.11 .20 FTE appointments require up to 88 hours per term.
8.12 .30 FTE appointments require up to 131 hours per term.
8.13 .37 FTE appointments require up to 163 hours per term.
8.14 .40 FTE appointments require up to 175 hours per term.
8.14 .49 FTE appointments require up to 215 hours per term

- 8.2 For the purpose of setting the workload, and thus FTE, for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work

8.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time attending class, assisting with grading, substituting other GEs in the event of sick leave etc.

8.22 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.

8.23 If GEs are required to work at special events, conferences, assist in language fairs or other similar non-routine activities, they shall be given written notice fifteen calendar days before the event (Article 9 of the [GTFF CBA](#)).

8.24 Hours for sick leave substitution for another GE per department substitution policy or department approved training toward successful GE performance are built into your FTE (Article 9 of the [GTFF CBA](#)). 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 the Program Director if you believe you will likely exceed the total hours allocated for substitute work.

- 8.3 Summer Session - Appointment level of GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the

course for which the GEs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

For four- or eight-week courses during summer session, minimum FTE appointments of GEs with the same responsibilities described above shall be:

3 credit classes – minimum .30 FTE appointment

4 or 5 credit classes – minimum .37 FTE appointment

9.0 WORK ASSIGNMENTS

9.1 The African Studies Program anticipates five types of GE work assignments as follows (duties may be combined in a single position, provided the work load does not exceed the maximum number of hours specified in Article 22 of the [GTFF CBA](#)).

9.11 Undergraduate adviser/program assistant. The 175 hours for this .40 FTE position shall include weekly office hours to advise African Studies minors on program requirements, and hours for facilitating the undergraduate minor application process, doing graduation clearances, presenting African Studies information to interested groups, fundraising and grant writing, coordinating and organizing Baobab Lectures, Acacia, Seminars and other public events, communication and coordination with partners on and off campus.

9.12 Teaching assistant/grader. The 175 hours for this .40 FTE position shall include attending class meetings, grading assignments, meeting with the instructor, and holding office hours to meet with students. Up to 4 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

9.13 Teaching assistant/discussion leaders. GE17.5 hours of work per week for this .40 FTE position includes attending class; and assisting with research, class preparation, grading, and some administrative activities. It may also include small group activity and leading discussions. Up to 4 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

9.14 GEs who carry the sole responsibility for a course shall include 40 hours of class time (including proctoring exams), 20 hours of office hours (2 hours per week), 115 hours of preparation and up to 3 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance.

9.15 Research assistant positions are associated with research projects conducted and supervised by individual faculty. These are typically .40 FTE positions. The 175 hours of work for these .40 FTE positions may be spent conducting independent writing, editing, research activities and grant-development activity associated with research undertaken by an African Studies Faculty; or may include program development activities in the African Studies Program.

9.2 Graduate Duties and Responsibilities Statement

- 9.21 GEs shall receive their copy of this GDRS at the time of hire.
 - 9.22 The GE may request a meeting with their supervisor or program director to obtain clarification of their duties and responsibilities.
 - 9.23 The Program will orient the new GEs to resources utilized to fulfill the appointment at the beginning of each quarter.
- 9.3 Graduate Employees in African Studies will be assigned shared, lockable office space in Prince Lucien Campbell Hall. GE offices contain one or more desks, for GE use. GEs may use their offices, or the OCIAS conference room located in PLC 175 A, for private discussions with students or faculty. In addition, GEs may utilize the work space of the OCIAS computer lab, located in PLC 172, a room to which GEs may be issued a key for after-hours access. GEs with teaching assignments will be provided with desk copies of all required course texts. Office supplies, photocopies, fax, scanner and printouts are available in the main OCIAS office, PLC 175. A phone can be made available in the OCIAS office, if needed.

10.0 HEALTH AND SAFETY INFORMATION

10.1 Accident Reporting and Workers' Compensation

- 10.11 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.
- 10.12 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.
- 10.13 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 Workplace Injury Report 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 <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.
- 10.14 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).

- 10.15 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.
- 10.16 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 Safety and Risk Services immediately.
- 10.17 ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.
- 10.2 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>.
- 10.3 Reporting Safety Hazards.
- 10.31 GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the Unit Manager, Melissa Bowers, 541-346-2850.
- 10.32 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).
- 10.21 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. First aid supplies and MSDS are in the OCIAS Unit Manager's office at 175 Prince Lucien Campbell Hall.

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

12.0 ABSENCE POLICY

12.1 NOTIFICATION.

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor and the unit manager 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 the department with 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 the department, you may designate someone to make your notification and provide the necessary information to your supervisor and office manager 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.

12.2 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. In no instance shall a GE be required to pay for a substitute.

If the African Studies Program Head or the Unit Manager (Melissa Bowers) asks you to substitute for another GE who is on sick leave, you will earn hourly compensation of 1.5 times your current rate.

For GEs teaching their own lab or full course, keep in mind: (1) regarding substitutes, the CBA states that in no instance shall a GE be required to pay for a substitute and if no substitute is found, the department may elect to cancel a class; (2) the CBA states that whenever possible, the GE (or a designee if the GE cannot do so themselves) will provide the department with information about where they left off (e.g., in the previous class in the case of a teaching GE).

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.

12.3 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.

12.4 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).

- 12.5 Sick Leave - Effective January 1, 2016, GEs began receiving paid sick leave.
- 12.51 GEs accrue sick leave in “days”
 - 12.52 If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you will be charged a “day” of sick leave.
 - 12.53 You accrue two days per term you work; you accrue an additional day during your first appointment in a school year.
 - 12.54 Sick leave is accrued at the start of each term.
 - 12.55 You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year.
 - 12.56 Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances.
 - 12.57 Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.).
 - 12.58 To record and report your sick leave, please email David Schmunk, schmunkd@uoregon.edu.

12.6 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-labor-relations/employee-groups-cbas>.