

**2020-22 General Duties and Responsibilities Statement (GDRS)
Graduate Employees
College of Education (COE)
Department of Educational Methodology, Policy, & Leadership (EMPL)**

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1.0 GENERAL INFORMATION

About this document

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) positions offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation (GTFF). 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 revision date of this GDRS is July 1, 2020. This GDRS is valid from 2020-2022.

Implementation Oversight

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

- Keith Zvoch, Professor and Department Head, kzvoch@uoregon.edu, (541) 346-1401

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GES)

The availability of GE appointments is programmatically determined by department faculty. 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.

This GE employing unit 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 and posted on the COE GE Information website in February. Some positions may be posted at a later date if the need for additional GE positions is established.

Possible positions may include:

- Administrative GE
- Instructor of Record
- Research Assistant
- Research Fellow
- Teaching Assistant

Some positions may combine instructional and research activities throughout the year. Search announcements will provide specific details regarding the combination of duties during the academic year. In this case a separate contract will be issued each term designated research or instruction and outlining expectations for the term.

Instructional GEs who receive an appointment that spans the academic year (fall, winter, and spring terms) may be assigned to service as an instructor of record some terms and as a teaching assistant other terms, depending on the needs of the department.

Incoming Quantitative Research Methods in Education (QRME) Doctoral Students

A number of appointments will be reserved for new or returning students in the Quantitative Research Methods in Education PhD program who have terms of guaranteed support remaining from their admission letters.

Summer Term Appointments

This unit does occasionally hire GEs in Summer.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Application Process for all Terms (Including Summer)

Positions are announced on the College of Education's GE [website](#), generally in early February.

The announcements are posted for a minimum of 10 business days. Students are encouraged to

submit applications within 10 days of the announcement being posted. Announcements, position descriptions, required application materials, and application instructions can be found on the COE website: <https://coe.uoregon.edu/gtf/>. Each candidate will be sent a notice of the hiring decision via email.

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be posted on the COE GE Information website.

Incoming QRME students do not need to apply; positions will be reserved for them.

For all GE positions in the College of Education, eligible students are those who:

- Have been admitted to a degree-granting graduate program at the University of Oregon, and
- Are maintaining satisfactory progress toward their degree
 - According to the Graduate School, and
 - According to criteria established by that GE's graduate degree program

Currently, doctoral students may receive up to 4 years of GE appointments.

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 7).

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 APPOINTMENT AND REAPPOINTMENT PROCESS

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

- Academic Program Director or Administrator Licensure Program Director
- 2 core faculty members

Experience or credentials required in order to be considered include:

- Demonstrated skills in written, oral, and interpersonal communications
- Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
- Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues

Applicants will be considered in the following order:

- Ph.D. students in the EMPL department
- EDLD D.Ed. students
- Other doctoral students in the College of Education
- EMPL Master's students
- Master's students in the College of Education
- Doctoral students from outside the College of Education

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 may be interviewed and evaluated based on their performance and responses. Interviews may be conducted via telephone.
- **Direct Appointments** - Direct appointments to GE positions may be made to students who are awarded a Graduate Employee position (in their academic department) as part of their admissions acceptance.

(B) Assignment type-related criteria.

General qualifications required or preferred for most positions in EMPL include:

- Demonstrated skills in written, oral, and interpersonal communications
- Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
- Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues. For incoming students, this criterion will be assessed based on the potential for professionalism and quality interactions with COE faculty, students and

colleagues as evidenced in a candidate's application materials for program admittance, GE application materials, and communications with department members.

(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 3 above for how to access these position announcements).

See the position announcements for details, but these may include:

- Experience with curriculum development and project management in a self-directed environment
- Experience in web design and use of technology for distributed education
- Demonstrated ability to work effectively and professionally with a diverse group of faculty
- Ability to work with minimal direction

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

Time limits for position appointments and reappointments

- GE positions may be held by the same student for a maximum of 4 consecutive years. Departments may choose to allow a GE to continue with the position beyond 4 years if there is no other qualifying student.
- 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. However, the department reserves the right to request that all students reapply to be considered for positions for which a new announcement has been posted.

No qualified applicants for a position and emergency appointments

If no qualified students apply for a particular position as of the date of the selection meeting, the selection committee or department head may decide to do any of the following:

- Leave the position posted
- Revise and re-post the position
- Fill the position as it would an emergency appointment. In such cases, the GE hiring committee will select amongst available and qualified applicants from current pool(s). If a successful applicant is not found, the Department Head or Committee may decide to reopen the application process for the position.
- In the case of an instructor of record or practicum supervisor position, remove the GE position and fill the need by hiring an adjunct instructor or practicum supervisor from the appropriate job pool.

GE performance evaluation

Performance of GEs in this employing unit are evaluated:

- At the end of the first term of the appointment
- At the end of the academic year

Evaluations are performed by supervising faculty, including Program Directors. The position description defines the duties and criteria upon which evaluations are based.

5.0 WORKLOAD AND WORK ASSIGNMENTS

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:

FTE	Maximum Work Hours per Term	Average Hours per Week (based on 11-wk term)	Maximum Work Hours per Academic Year
.20	88	8	264
.25	110	10	330
.30	131	12	393
.35	153	14	459
.40	175	16	525
.45	197	18	591
.49	215	19	645

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 BY WORK ASSIGNMENT

Instructor of Record – duties include:

- Course preparation
- Classroom teaching
- Preparation and evaluation of student assignments and exams
- Scheduled office hours for assisting students
- Attend university/department approved training related to GE duties

Administrative GE – duties include:

- Assist faculty and staff with gathering class materials for all Administrator Licensure Program (ALP) courses
- Work with Canvas course building tasks for preliminary administrator licensure (PreAL) and professional administrator licensure (ProAL) classes
- Distribute surveys to ALP students, compile data, and prepare reports for ALP faculty and EMPL Department Head
- Manage projects as needed
- Attend university/department approved training related to GE duties
- Note: Administrative GEs are paid on a salary basis and will be required to track their time on the timesheet provided by their supervisor. Administrative GEs understand that except as otherwise required by law, the university will pay them a fixed salary every month regardless of the number of hours actually worked that month.

Research Assistant – duties include:

- Conduct literature reviews to support faculty research
- Analyze data collected by faculty
- Attend research meetings
- Perform tasks as assigned by supervising faculty
- Attend university/department approved training related to GE duties

Teaching Assistant – duties include:

- Attend lectures
- Interact with students outside of the classroom, via office hours or by appointment
- Assist primary instructor with posting lecture materials or other tasks
- Attend university/department approved training related to GE duties

Research Fellow

Students who are awarded competitive Dissertation Fellowships, Promising Scholar Awards, or other awards/fellowships by the Graduate School will receive Research Fellow GE appointments. The only work expectation for these appointments will be the student's own dissertation research. Supervision for this GE appointment will be the student's program advisor or other appropriate faculty member (e.g., another dissertation committee member or

the PhD Program Director). Research Fellow GE's may attend university/department approved training related to GE duties.

Training

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

GEs may be compensated for these training hours 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 Training 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

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 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>.

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 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. 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: Jennifer McGovney, Business Manager, jmcgov@uoregon.edu, 541-346-2453.

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

Location of Emergency Procedures, Evacuation Plans, and First Aid Supplies

- Emergency procedures, including evacuation plans, are posted on the wall in the kitchen area in Lokey 102D.
- A first aid kit is located in the kitchen area in Lokey 102D.

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

Satisfactory Progress for all EMPL students

Criteria used to assess satisfactory progress toward the EMPL doctoral degree are the same for both D.Ed. and Ph.D. students. These policies align with Graduate School policies and requirements and are located in program manuals. Links to manuals may be found at: <https://coedocs.uoregon.edu/display/StudentResources/EMPL>

Satisfactory Progress for GEs Enrolled in Programs other than EMPL

GEs enrolled in programs other than EMPL will be evaluated based on criteria used by the particular program in which they are currently enrolled.

Satisfactory Progress for all UO Graduate Students

Requirements for being in good standing and maintaining satisfactory academic progress with the UO Graduate School include, but are not limited to, complying with the Student Conduct Code, continuous enrollment, appropriate course load, grades and time limit. Details are found on the Graduate School website: <http://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>.

Failure to make satisfactory progress will result in disqualification from consideration for a GE position. The students' academic progress will be evaluated each round of applications per the criteria listed above.

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

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

The department information for Graduate Employees regarding workspace, private meeting space, access to telephones, computers, office supplies, photocopies and printing, and any additional available technology is below. Access to office supplies and technology resources will be determined by, and appropriate to, the GE position. Supplies shall be available during

standard working hours at no personal costs to GEs and will not preclude limitations placed upon the supervisors or instructors of record.

Workspace

Currently, EMPL has defined workspaces for GEs. All options include locking doors (keys will be issued upon request) and adequate furnishings and may include a shared workstation or office within the department space.

Access to Telephones and Computers

Upon request, GEs will be provided access to a telephone and adequate technology for carrying out the specific needs of their position during standard working hours (M-F 8am-5pm).

Access to Office Supplies, Photocopies and Printouts

GEs are given access to all necessary office supplies, copy machines, scanners, fax machines, etc. for reasonable use for GE duties associated with the assignment at no out-of-pocket expense.

10.0 ABSENCES

Absence Notification

If a GE is unable to attend work at the scheduled time, they must notify the department as soon as possible, including, if possible, in advance of the scheduled work assignment or class that they are unable to attend. A GE should not cancel a class without permission from their supervisor or the program director. To the extent possible, the GE should provide the department with information about where they left off (e.g., in the previous class in the case of a Teaching GE).

GEs who are instructors of record should contact the following to ensure the department is notified:

- Business Manager, Jennifer McGovney: 541-346-2453 or jmcgov@uoregon.edu
- LEADS Program Director, Kathleen Scalise: 541-346-0893 or kscalise@uoregon.edu
- Student Academic Services (only if above contacts cannot be reached): 541-346-3405 or coesas@uoregon.edu

GEs who are teaching assistants should contact the instructor of record.

In the case that a GE is unable to directly notify the department, they may designate someone to make their notification and provide the necessary information to the department using this protocol.

If a GE is going to miss more than one work week, they or their 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.

Reporting Sick Leave

When a GE is absent for a work assignment (such as a class, meeting or lab), regardless of the length of absence that day, they will be charged a day of sick leave.

To record and report sick leave, GEs will use the Educational Methodology, Policy, and Leadership GE Monthly Leave Report provided by COE Finance. The Leave Report should be completed whenever sick leave is used, signed by the GE and supervisor, and returned to the coordinator by the 10th of the following month.

Substitution

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.

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, a GE should check-in with their supervisor to determine when and how the missed work will be made up.

Planned Absences

If a GE is planning an approved absence during any working days of the term, they must notify Kathleen Scalise or a department representative on how to reach them (if possible).

Additional Information

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>.