

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT (GDRS)

Department of Landscape Architecture

2019-2020

Table of Contents

1.0	General Information
2.0	Availability of Graduate Employment Appointments (GE's)
3.0	Application Process and Eligibility Requirements
4.0	Appointment & Reappointment Process
5.0	Workload and Work Assignments
6.0	Health & Safety
7.0	Satisfactory Progress Toward Graduate Degree
8.0	Discrimination Grievance Procedures
9.0	Work Environment
10.0	Absences

1.0 GENERAL INFORMATION

1.1 About this document

The purpose of this GDRS is to clarify information concerning Graduate Employee (GEs) positions offered by the Department of Landscape Architecture. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University and the Graduate Teaching Fellows Federation (GTFF). This GDRS details the specific relationship between GEs and the Department of Landscape Architecture.

This document does not apply to work-study, hourly student employees, or other staff hired in the Department of Landscape Architecture.

Copies of this document are available upon request. It may be viewed or printed from the Graduate School website.

1.2 GE Tuition and Fees

Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Employees must pay \$61 per quarter of the mandatory fees set by the Oregon University System; **fees are subject to change without additional notice.** Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

1.3 Graduate Teaching Fellows Federation

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's option. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

1.4 Document Version and Implementation

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

Roxi Thoren, Department Head

DATE OF THIS GDRS REVISION: 4/15/2019

ACADEMIC YEAR for GDRS: 2019–2020

Contact Information for Person Completing/Submitting this GDRS
Shaun Haskins, haskins@uoregon.edu

2.0 AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS

The Department of Landscape Architecture faculty programmatically determines the availability of GE appointments. The number of GE positions available is subject to the budgetary constraints on this department and the University, and is based on the department's specific need for one or more GEs. In this department, the priority is to staff regular required courses, including the following courses, and to provide assistance to faculty where needed:

LA 260	Understanding Landscapes
LA 326	Plants: Fall
LA 327	Plants: Winter
LA 337	Design for a Sustainable World
LA 362	Landscape Technologies I
LA 366	Landscape Technologies II
LA 4/513	Analyzing Landscape Systems
LA 4/515	Computers in Landscape Architecture
LA 4/517	Computer-Aided Landscape Design
LA 4/540	Intro to Landscape Planning Analysis
LA 4/541	Principles of Applied Ecology
LA 4/574	History of Landscape I
LA 4/575	History of Landscape II
	Research Fellow

The Department makes an effort to distribute GE opportunities to as many students as possible, and encourages teaching and financial opportunities through such other means as teaching assistants, scholarships, work study, and grant-funded research assistants.

2.1 Academic Year Appointments

The availability of GE appointments for the upcoming academic year is usually determined during winter and spring terms. In recent years, GE assignments during the academic year in this department have included:

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

2.2 Summer Term Appointments

The availability of GE appointments for the upcoming summer term is usually determined during spring terms. In recent years, GE assignments during the summer in this GE employing unit have included Instructor of Record and Teaching Assistant.

3.0 APPLICATION PROCESSES AND ELIGIBILITY REQUIREMENTS

3.1 Notification of Positions

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

The digital application will be available to prospective applicants via the department's website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the stated deadline (usually mid- to late March). Applicants may indicate an interest in a single position, specific positions, or in all positions on the application.

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

The digital application will be available to current students via the department's website and an email sent to all current graduate students. During winter term, a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications will be posted on the Department of Landscape Architecture website.

Occasionally, positions will be identified outside the normal appointment cycle. In such cases, the Department will advertise the position at the School of Architecture and Environment office and notify graduate students by e-mail. The response time may be shortened significantly.

3.2 Academic Year Appointments

Each potential GE shall be given a copy of the appointment or reappointment criteria at the time of application. Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

Completed applications shall be submitted electronically to the Department.

3.3 Summer Term Appointments

Summer term appointments are made in the same cycle as academic year appointments, and by the same process.

3.4 Eligibility

Students eligible for a GE appointment in the Department of Landscape Architecture are:

- Graduate students enrolled full time in the Department of Landscape Architecture; and
- Graduate students enrolled at the UO in other departments who have specific experience or credentials necessary to perform the work assignment.

Preference is given to graduate students in the Department of Landscape Architecture.

Experience or credentials required in order to be considered, include: content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Teaching appointments require the ability to communicate effectively with students, orally, graphically, and in writing. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

The Graduate School requires that students be enrolled for and successfully complete a minimum of nine graduate credit hours toward the degree during each term of a GE appointment and must make satisfactory progress toward their degree by the standards of the University of Oregon and this department in order to be eligible for a GE appointment.

In addition, this department requires that a GE maintain studies in residency at the University of Oregon during each term of the appointment.

4.0 APPOINTMENT and REAPPOINTMENT PROCESS

4.1 Selection Committee

In accordance with the CBA, the department's standing committee of at least three members includes: the MLA director, PhD director, and the department head with input by departmental faculty. In practice, the committee is a committee of the whole, and in addition to those faculty members above, includes all departmental faculty members supervising GE positions the following summer and academic year.

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.

GE 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 department, and (C) specific criteria relating to the particular GE work assignment.

4.2 Selection Criteria

(A) General criteria for any appointment

- *Academic Credentials.* For incoming students this is evidenced by previous degrees, grades, and test scores. 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.
- *Financial need* will be considered in evaluating two or more equally qualified candidates.

(B) Assignment-related criteria

- For an Instructor of Record (full course responsibility): PhD student with excellent background in course content area.
- For a Discussion Section Leader: excellent background in course content area.
- For a Teaching Assistant: appropriate expertise.
- For a Grader: appropriate expertise.
- For a Research Assistant: appropriate skills and experience.
- For an Administrative Assistant: appropriate administrative background.

(C) Specific criteria relating to the GE work assignment

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

4.3 Selection Process

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

Consideration will be given for a positive working arrangement between a GE and the faculty member with whom the GE will work, and input will be solicited from the faculty supervisor. The Committee and the faculty member will jointly agree on the selection with final approval by the Department Head.

For those GE positions where the GE is not working directly and closely with a faculty member, the Committee shall recommend the best candidate to the Department Head.

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 3 and appointment/reappointment process described in Section 4 will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment, described in Section 3.

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

4.4 Evaluation

Performance of GEs in this department is evaluated at the end of every term.

Evaluations are performed by the supervising faculty member(s) to whom the student is assigned.

The criteria used for evaluation include evaluative statements made by faculty members with whom the GE has worked. These give an appraisal of the GE's performance in carrying out their responsibilities and are based on faculty members' observations and on course evaluation forms which ask that the GE's performance be evaluated by students. The criteria considered in the evaluations include:

- maintenance of high academic standards,
- effective communications with students and between GE and supervising instructor, and
- the timely and effective discharge of all duties, such as reviews, discussion sections, office hours, grading of exams and papers, and assistance with assignments.

5.0 WORKLOAD AND WORK ASSIGNMENTS

5.1 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, the department considers what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this department, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (88 hours per term or up to 264 hours per academic year)
- .30 FTE (131 hours per term or up to 393 hours per academic year)
- .40 FTE (175 hours per term or up to 525 hours per academic year)

5.2 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 department.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

In the Department of Landscape Architecture, duties for the following types of GE work assignments are as follows:

Instructor of Record: Studio (.40 FTE)	Typical work hours
In-class contact hours	108
Preparation (of syllabus, class sessions, course materials, etc.)	30
Office hours	10
Student performance evaluation	10
Exit interviews with students	
Maintain and submit grading records	
Other responsibilities	10
Administer and attend the final review for the studio	
Participate as a reviewer in one other final review assigned by the department	
Instructor of Record: Non-studio (.30 FTE)	Typical work hours
In-class contact hours	36
Preparation (of syllabus, class sessions, course materials, etc.)	30
Office hours	20

Grading and providing written evaluation of student performance	40
Other responsibilities	4
Participate as a reviewer in one studio final review assigned by the department	

Teaching Assistant (.20 or .30 FTE)

The distribution of hours by activity type varies significantly by course and the specific needs of the individual faculty member. Supervising faculty and GEs are expected to document the expected range/distribution of hours and workload expectations at the start of each term. Activities assigned to GEs may include any combination of:

In-class contact hours	20-40
Conduct lectures, laboratory or discussion sections	
Attend lectures	
Assist with lectures, presentations, and field trips	
Preparation hours	10-20
Assist instructor with class preparation	
Attend course planning meetings	
Assist with course material preparation	
Out of class contact hours	10-20
Provide assistance to students working on assignments	
Office hours	
Grading and providing written evaluation of student performance	20-30
Other responsibilities	4
Participate as a reviewer in one studio final review assigned by the department	

Research Assistant

The work distribution for research assignments varies significantly depending on the nature of the research project and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected distribution of hours and workload expectations at the start of each term.

In recent years, research GEs have spent time assisting faculty with:

- Research proposal or report preparation
- Laboratory experiments
- Conducting surveys
- Digital modeling of environmental systems
- Literature, materials and image searches
- Testing new research equipment or methods
- Field surveys
- Preparation of drawings

Administrative Assistant

The work distribution for administrative assignments varies significantly depending on the nature of the work and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected range/distribution of hours and workload expectations at the start of each term.

Research Fellow

Graduate students on dissertation fellowships, Promising Scholar Awards, or other awards/fellowships where the only work expectation is the student’s own research.

6.0 HEALTH AND SAFETY INFORMATION

6.1 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 541-346-8912 or 541-345-8316.

All University of Oregon employees, including GEs, are covered by workers’ compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, 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.

6.2 Safety Information

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety>. 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 at <http://ehs.uoregon.edu/>.

6.3 Reporting Safety Hazards

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following representative may also be contacted:
Brooke Freed, Dir of Operations, College of Design, (541) 346-3633

Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

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).

Emergency procedures, evacuation plans, and first aid supplies are located in the school office in 237 Lawrence Hall and maintained by the administrative assistant.

6.4 Use of Personal Protective Equipment:

Personal Protective Equipment for GE use in the school shops, such as goggles and ear plugs, are available from the shop supervisors or supervising faculty. Hardhats for construction site tours are available to check out from the College of Design Faculty and Student Services desk. Other project-specific equipment will be provided by faculty supervisors as needed.

6.5 Required safety training and appropriate departmental record keeping

GEs who are assigned to use or supervise student use of any of the school's fabrication shops are required to complete the department's standard safety training for general shop use and for the specific equipment that the GE will use. Training will be provided by the department's shop supervisors, who will also keep records of safety training on behalf of the department. Supervising faculty may provide additional safety training pertaining to a GE's specific assignment.

7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether 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.

7.1 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.

7.2 Departmental Criteria

For a GE in the Department of Landscape Architecture who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program.

The criteria used to assess satisfactory progress toward a graduate degree in the Department of Landscape Architecture, along with the process by which satisfactory progress is assessed, can be found online or in another document:

The Department of Landscape Architecture MLA Handbook

https://archenvironment.uoregon.edu/sites/archenvironment2.uoregon.edu/files/mla-handbook_092117.pdf

The Department of Landscape Architecture PhD Handbook

https://archenvironment.uoregon.edu/sites/archenvironment2.uoregon.edu/files/phd_handbook_120417.pdf

The Criteria used to assess satisfactory progress is the same for all graduate students of the Department of Landscape Architecture, whether or not they also hold a GE position in the Department.

7.3 Process for evaluating satisfactory progress toward graduate degree

The Graduate School will review academic transcripts of all landscape architecture graduate students holding GE appointments for compliance with the Graduate School's standard for good standing.

The department will review graduate student academic files to determine compliance with additional criteria for satisfactory progress required for each of the department's graduate degree programs.

Students who fail to make satisfactory progress will not be eligible for GE appointments until: they regain satisfactory progress status as determined by the Graduate School, and they have received a positive evaluation for eligibility to advance to the next design studio level, or they have received a positive evaluation from their primary academic advisor or their thesis or dissertation committee indicating that they have regained satisfactory progress status.

8.0 DISCRIMINATION GREIVANCE 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: <https://aaeo.uoregon.edu/content/discrimination-complaints-and-procedures>

9.0 WORK ENVIRONMENT

The work environment and materials provided to Landscape Architecture GEs include the following:

9.1 Workspace

All graduate students enrolled in studios or as a research assistant in the Department of Landscape Architecture have assigned workstations in studio or a research laboratory. Workstations in studios have a shelf and a lockable cabinet. Workstations in research laboratories are outfitted according to the specific requirements of the research work. GEs who need private workspace for confidential work such as grading or test preparation may schedule the use of office space that is shared with other GEs or adjuncts. GEs can also reserve meeting rooms or unoccupied classrooms that are normally scheduled by the department for this purpose.

9.2 Private Meeting Space

Teaching GEs with responsibilities as instructor of record or as lab/discussion leader have access to private meeting space in shared offices. GEs can also reserve meeting rooms or unoccupied classrooms that are normally scheduled by the department for this purpose.

9.3 Access to Telephones and Computers

GEs have access to telephones necessary to carry out work assignments in the School's meeting rooms and can be scheduled as such. GEs have access to public or general use student computers in various locations in Lawrence Hall. Most of these computers are equipped with software typically provided to departmental staff. Computers equipped with specialized software that are needed for some types of GE assignments are available in the school's computing labs or in the research laboratory to which the GE has been assigned. GEs can also check out laptops for up to 4 hours during week days, or for use over a week-end from the Faculty and Student Services desk. GEs needing access to specialized software in order to complete work assignments can make arrangements through their faculty supervisor. GEs who are instructors of record should consult with the department head

9.4 Access to Office Supplies, Photocopies and Printouts

GEs have access to office supplies, equipment (such as cameras, projectors or laptops) and copying services through the College of Design Facilities Support Services desk. GEs who are directly supervised by faculty can arrange for keys, equipment check out, and copy codes by having their faculty supervisor sign the appropriate authorization forms available from Facilities Support Services. GEs working independently as instructors of record have access to necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. They can bring their authorization forms to the school staff for signatures and should consult with the department head prior to the start of their appointment to learn about the type and amount of supplies and services available. Most supplies, copying and printing needs can be obtained at the school during normal business hours. GEs must obtain prior approval before making any unusual or after-hours purchases for which they expect reimbursement.

9.5 GE Assistance

In the Department of Landscape Architecture, GEs who work as instructors of record generally are not assigned to workloads that would require GE assistance. In exceptional circumstances, if a GE is the instructor of record in a course that requires GE assistance, GEs will be appointed following the procedures outlined in this document for all other GE appointments.

10.0 ABSENCES

10.1 Notification:

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor 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, the primary instructor. 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 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.

10.2 Class Coverage

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.

10.3 Make-up Work

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.

10.4 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).

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