

General Duties and Responsibilities for Sociology 2020-2022

TABLE OF CONTENTS

1.0	GENERAL INFORMATION	1
2.0	AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS	1
3.0	APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS	2
3.1	APPLICATION PROCESS	2
3.2	ELIGIBILITY REQUIREMENTS	3
4.0	APPOINTMENT AND REAPPOINTMENT	3
5.0	WORKLOAD AND WORK ASSIGNMENTS	5
5.1	WORKLOAD	5
5.2	WORK ASSIGNMENTS	6
6.0	HEALTH AND SAFETY INFORMATION	7
7.0	SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE	8
8.0	DISCRIMINATION GRIEVANCE PROCEDURES	10
9.0	WORK ENVIRONMENT	10
10.0	ABSENCES	10

1.0 GENERAL INFORMATION

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) in 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. 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

DATE OF THIS GDRS REVISION: **7/1/2020**

EFFECTIVE YEAR: 2020-22

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS

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.

In this GE employing unit, the priority is to staff regular required courses and to provide assistance to faculty where needed. Priority is given to 200- and 300-level courses.

This GE employing unit will make an effort to distribute GE opportunities to as many students as possible and will reserve a number of appointments for incoming students.

Academic Year Appointments:

In recent years, GE assignments during the academic year in this GE employing unit have included:

- Instructor of Record (full course responsibility)
- Discussion Section Leader
- Teaching Assistant (TA)
- Research Assistant
- Research Fellow

Summer Term Appointments:

In recent years, GE assignments during the summer in this GE employing unit have included:

- Instructor of Record
- Research Assistant

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS**3.1 APPLICATION PROCESS****Academic Year Appointments (AY):**

In fall term after the faculty teaching schedule has been established, an email is sent to all graduate students informing them of Instructor of Record positions for the upcoming year. The entire year's Instructor of Record appointments are finalized in the same term. In the spring term, the next year's Teaching Assistant appointments are finalized for the fall term and drafted for the winter and spring terms. For the latter terms, TA appointments are finalized after the Registrar releases each term's class schedule in preparation for student registration. All incoming graduate students are given GE positions for the year and informed of their assignments via email.

Summer Term Appointments:

In fall term after the faculty teaching schedule has been established, an email is sent to all graduate students informing them of Instructor of Record positions for the upcoming summer. That summer's appointments are usually finalized in the preceding spring term.

For both AY and summer Instructor of Record positions, applicants must submit an online teaching application that includes a proposal for each course in the form of a 1-2 page document with a course title, description, a realistic selection of possible required readings, a draft course schedule, and a brief plan for advertising the class. Students applying to teach for the first time (since fall 2018) must also request that their advisor send a brief email of support regarding their readiness to serve as an Instructor of Record.

Occasionally, positions will be identified outside of the normal appointment cycle. An email will be sent to all students informing them of any positions that become available outside of the normal appointment cycle

Emergency appointments may occasionally be necessary. In such cases, during the regular academic year, if an instructor vacates a course less than 12 weeks before it is to begin, the

Associate Department Head may appoint an Instructor of Record. During the summer, the Department Head or Associate Department Head may make such last-minute appointments. In these situations, the Department will give priority to qualified sociology graduate students who applied for Instructor of Record positions but did not receive an appointment. If no qualified GEs are available, the Department may choose to fill such a position with an adjunct instructor, by having a regular faculty member change their teaching assignments, or in other appropriate ways.

3.2 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in sociology are graduate students in the Department of Sociology. In cases of urgent need when there are no eligible and available sociology graduate students, the Department may hire from a pool of other graduate students.

The Graduate School additionally 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 7.0).

Additionally, students must have completed their Master's degree in Sociology [or another social science discipline] to be hired as Instructors of Record. All students admitted to the Department of Sociology's graduate program are currently given 15 terms of funding, as long as they continue to make satisfactory progress toward their degree (see Section 7.0), which can be used in any fall, winter, or spring term within their first seven years, if they choose to accept funding.

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's own students who are in residency at the UO during a given term of appointment.

4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, Sociology's standing committee of at least three members is made up of the Associate Department Head, who drafts the GE assignments, the Director of Graduate Studies, and either (1) a faculty member from the Staff Development Committee as chosen by the chair of the Staff Development Committee or (2) the full Staff Development Committee (chaired by the Associate Department Head), if the SDC is not conducting a faculty search that

year. In addition, the standing committee includes a graduate student representative nominated by the sociology Graduate Forum.

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 3.2, as well as general criteria for GE assignment:

General criteria:

- **Academic progress:** Students who have been out of good standing for more than two consecutive terms according to the departmental policies outlined in the graduate handbook will be considered the lowest priority for all GE positions.
- **Intentional distribution of TA positions associated with discussion sections:** Consideration will be given to equitably distribute the TA assignments that require GE's to lead discussion sections, primarily for Soc 204 and 207, as these appointments are also associated with a higher FTE. The department will also try to avoid assigning first-year graduate students to courses with sections in their first term at the UO.
- **Recommendations from past and preferred supervisors:** Consideration will be given for a positive working arrangement between a TA and the instructor 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 TA positions, preference is given to students who have served the fewest terms as discussion leaders for SOC 204 and SOC 207. For instructor of record positions, preference is given for students who have taught the fewest courses, received the most funding, and have not taught for another unit to whose resources they have priority access, i.e. Environmental Studies for joint SOC/ENVS students.

For academic-year (AY) terms, the process of TA assignment begins with the consideration of (1) the relative "supply and demand" for GEs in each term, (2) the department's allocation of

tuition waivers, (3) departmental initiatives, and (4) special arrangements and their implications. Students are assigned to section-leading assignments in introductory level courses (up to two terms per AY) if they have had a low percentage of these assignments in their history of sociology TA assignments and if they are in their first and second year in the graduate program. First-year students are assigned to non-section leading courses in their first term in the program, typically the fall term. The work history percentage of Soc 204/207 appointments (section-leading courses) is used, along with student and faculty preferences for select courses, to assign students to the remaining courses across the three academic-year terms.

In general, students have the highest priority for TA assignment if (1) they are Sociology-degree students, (2) they have not depleted their guaranteed funding, (3) they are in good standing, and (4) they are in residence at UO. Fall term GE assignments are reviewed and adjusted for conflicts with students' intended coursework or other constraints. After the Registrar finalizes the classroom schedules for the winter and spring terms, TA assignments are reviewed and adjusted for conflicts with students' intended sociology coursework. Before, and at the start of, every term, course enrollments are reviewed, and if necessary, TA assignments are adjusted accordingly. For the last new assignments for a term, typically of students who have depleted their guaranteed funding, students have higher priority if they are international students, have received less total funding from the department, have made more academic progress, and have been in the graduate program for fewer total years.

Evaluations are performed by the supervisor (the instructor of record for teaching assistants and discussion leaders) and reported at the faculty review of graduate progress in the spring term. The criteria used for evaluation include effective performance of GE responsibilities, including appropriate interactions with other GEs, students, and faculty. GE instructors should report their evaluations to their faculty advisor for sharing with the Associate Department Head in advance of the spring review.

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 includes preparation time, office hours and time spent interacting with students via email or the campus learning management system (currently 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:

.40 FTE (Up to 175 hours per term or up to 525 hours per academic year)

.49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

5.2 WORK ASSIGNMENTS

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.

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

Duties for specific types of GE work assignments are as follows:

Instructor of Record:

.49 FTE. These students have complete responsibility for teaching a given course, including preparation and conduct of classes, examinations, grading, and other needed duties. Classes usually meet for 3 hours each week. Other instructional responsibilities (up to three hours per term) include sick leave substitution for other GE instructors of record and attending workshops/trainings related to successful performance of GE duties. These instructors may allot the remaining hours of their appointment among other duties as they see fit. No additional duties will be assigned them during these terms.

Discussion Section Leader:

.49 FTE. The assistance can include the construction and grading of tests, leading group discussions, keeping office hours to provide individual help to students, attending the faculty member's lectures, monitoring examinations, giving occasional lectures, and other duties agreed upon by the GE and the faculty member. Other instructional responsibilities (up to three hours per term) include sick leave substitution for other GEs and attending workshops/trainings related to successful performance of GE duties. GEs should consult with the faculty member to whom they are assigned early each term to clarify expectations regarding the hours devoted to specific workload and responsibilities.

Teaching Assistant:

.40 FTE. The assistance can include the construction and grading of tests, leading group discussions, keeping office hours to provide individual help to students, attending the faculty member's lectures, monitoring examinations, giving occasional lectures, and other duties

agreed upon by the GE and the faculty member. Other instructional responsibilities (up to three hours per term) include sick leave substitution for other GEs and attending workshops/trainings related to successful performance of GE duties. GEs should consult with the faculty member to whom they are assigned early each term to clarify expectations regarding the hours devoted to specific workload and responsibilities.

Research Assistant:

Duties as agreed upon by the GE and the faculty supervisor.

6.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers' Compensation:

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 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 overpayments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

Safety Information:

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, <http://ehs.uoregon.edu/> Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

Reporting Safety Hazards:

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Graduate Coordinator, Sharon Kaplan.

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: First aid supplies are located in the cupboard by the sink in 711 PLC. Evacuation plans are located in the hallway next to the stairwells and the elevator. Emergency procedures are posted in 736 PLC and 609 PLC.

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. Sociology 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 Sociology, regardless of where the GE is employed.

During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify sociology if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. Sociology 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.

Criteria Used to Assess Satisfactory Progress:

Several criteria, detailed below, are used to evaluate whether students are making satisfactory progress.

- Coursework. Students are expected to complete 55 graduate credits, including the required courses listed in the Graduate Student Handbook, by the end of the first six terms of enrollment. Twenty additional course credits and 18 dissertation credits need to be completed to earn the Ph.D.
- Grades. Students are expected to earn at least a B in all courses.
- Research. Progress on research is assessed by the student's adviser based on criteria and timeline negotiated between the student and adviser.
- Completion of Milestones. Students must meet the following deadlines for completing specific program requirements:
 - The Master's paper must be completed within six terms of enrollment in the program.
 - The comprehensive exam must be completed within three terms of the completion of the Master's paper.

- The dissertation proposal must be defended within four terms of the completion of the comprehensive exam.

Failure to meet one criterion is not automatically considered as failure to make satisfactory progress, but rather the criteria are evaluated as a whole to reach this decision. The Director of Graduate Studies has primary responsibility for evaluating progress with the input from the faculty as a whole in a faculty meeting at the end of the Spring term where each student is discussed.

At the end of each academic year, the Director of Graduate Studies will send a letter to each student informing them of their progress in the program, based on the assessment of the faculty, and informing them if they are not making satisfactory progress.

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 student section of the AAEO Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>

9.0 WORK ENVIRONMENT

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

Information on the graduate student workplace environment, including but not limited to, office space, computers, office supplies, photocopies, telephone access, scanning, and fax machines, can be found in the "Information for GE's" handout given out to all incoming graduate students at orientation. This handout can also be found on the department's Canvas webpage.

10.0 ABSENCES

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record if you are a TA for the course, or the Associate Department Head if you are the sole instructor, 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 the instructor of the course if you are a TA. 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 the required contact person 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 the required person 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.

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

COVERAGE FOR TEACHING GE'S USING SICK LEAVE. Sick leave substitution hours are built into your FTE (see Section 5, Work & Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Associate Department Head and the Graduate Coordinator, if you believe you will likely exceed the hours allocated in Section 5.

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.

MAKE-UP WORK. Generally, for duties missed while a TA not related to a class meeting, please check in with the instructor 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 the department on 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-GEF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>

