

General Duties and Responsibilities for The Oregon Advanced Computing Institute for Science & Society

TABLE OF CONTENTS

1.0	GENERAL INFORMATION	1
2.0	AVAILABILITY OF GRADUATE FELLOWSHIPS (GES)	2
3.0	ELIGIBILITY REQUIREMENTS	Error! Bookmark not defined.
4.0	GE APPLICATION PROCESS.....	2
5.0	APPOINTMENT AND REAPPOINTMENT	2
6.0	WORKLOAD	3
7.0	WORK ASSIGNMENTS	Error! Bookmark not defined.
8.0	HEALTH AND SAFETY INFORMATION	4
9.0	SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE	5
10.0	DISCRIMINATION GRIEVANCE PROCEDURES.....	6
11.0	WORK ENVIRONMENT	6
12.0	ABSENCES	6

1.0 GENERAL INFORMATION

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

This GDRS details the specific relationship between research GEs hired into research positions in the Oregon Advanced Computing Institute for Science and Society (OACISS).

The individual who shall oversee the implementation of this GDRS is:
OACISS Director, Allen Malony

DATE OF THIS GDRS REVISION: 7/15/2020
Effective Academic Year: 2020-2021

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GES)

The availability of GE appointments are programmatically determined by research active OACISS faculty/staff and the OACISS Director. 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 maintain active research programs and to provide assistance to faculty where needed. All GE appointments are graduate research fellowships.

OACISS makes an effort to distribute GE opportunities to as many students as possible based on available research funding, and encourages financial opportunities through such other means as training grants, fellowships, and scholarships.

3.0 ELIGIBILITY REQUIREMENTS

Graduate students pursuing a Master's or Doctoral degree at the University of Oregon in any science discipline will be eligible to be considered for a GE position in OACISS. Preference will be given to those with demonstrated ability in areas relevant to the OACISS research agenda. Most often graduate students will come from the Computer and Information Science Ph.D. Program.

4.0 GE APPLICATION PROCESS

OACISS will institute a formal application process for graduate students to apply for consideration for GE. The application will ask the graduate student to summarize their experience and expertise. They are strongly encouraged to attach a resume or CV.

OACISS offers academic year and term-by-term GE appointments, including summer terms. The availability of positions is generally determined a term in advance, depending on knowledge and anticipation of research funding. A GE position will be announced on the OACISS website.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes: the OACISS director, OACISS senior research staff, and the student's advisor. Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible.
- Reappointments are not automatic, nor are they guaranteed.
- The same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

(A) General criteria include (in no particular order):

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, and so on. 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 OACISS staff 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 consideration to the other appointment or reappointment criteria.
- Previous experience. 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 Type-Related Criteria

For a Research Assistant:

Academic Credentials, recommendations from academic or work supervisors, previous experience

For a Research Fellow:

These positions follow from scholarships (e.g., Promising Scholar, NSF Graduate Research Fellowship) and are not awarded by the OACISS.

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

Performance of GEs in this employing unit are evaluated periodically by the supervising OACISS staff and OACISS Director.

The criteria used for evaluation include:

- Performance on tasks and responsibilities
- Oral communication skills
- Written communication skills

6.0 WORKLOAD AND WORK ASSIGNMENT

Workload includes performance of all duties of the work assignment. In setting the workload (and thus FTE) for a particular GE position, OACISS consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

The following full time equivalent levels (FTE) and corresponding total workloads are available for appointments with appropriate circumstances:

.20 FTE (Up to 88 hours per term or up to 264 hours per academic year)

- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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.

In this GE employing unit, GE are most commonly appointed at

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

The majority of work assignment is as a Research Assistant. Standard appointments are at .49FTE, which is generally 19 hours/week or 215 hours/term, up to 645 hours per academic year. Occasionally, appointments at a lesser level are appropriate at not less than .20 FTE or 88 hours/term. The typical assignment consists of research activities directed by the major professor or laboratory supervisor.

During the summer, OACISS can offer GE appointments at different FTE levels up to 1.0 FTE.

8.0 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 346-8912 or 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.

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 program. 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:

Office Manager
541-346-2401

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:

OACISS Office, Office Manager

9.0 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.

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.

Because the majority of OACISS graduate students supported by GE appointments are CIS graduate students, the criteria used to assess satisfactory progress toward a graduate degree in OACISS (department), along with the process by which satisfactory progress is assessed, can be found online and in two documents:

1. COMPUTER AND INFORMATION SCIENCE DEPARTMENT Ph.D. PROGRAM Policies:
https://www.cs.uoregon.edu/Education/PhD_Policies.php

2. MS Degree Checklist: <https://www.cs.uoregon.edu/Education/Masters.php>

10.0 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>

11.0 WORK ENVIRONMENT

Information detailing OACISS's GE work environment can be found online at the OACISS website. OACISS has research space

12.0 ABSENCES

ABSENCE NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify your supervising PI as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide information about where you left off.

In the case that you are unable to directly notify your PI, you may designate someone to make your notification and provide the necessary information to your PI via phone or email.

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.

Coverage for GE Using Sick Leave: Generally, the unit will not use substitutes for absent GEs. However, in the event the GE is out ill, and the unit requests another GE to substitute, the unit will pay 1.50 times the substituting GE's normal rate.

MAKE-UP WORK. Please check in with your supervising PI to determine when and how the missed work will be made up.

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify your supervising PI how to reach you (if possible).

MORE INFO. More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>