

General Duties and Responsibilities for School of Planning, Public Policy and Management

June 2020

TABLE OF CONTENTS

1.0 GENERAL INFORMATION	1
About This Document.....	1
2.0 AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS.....	1
Academic Year Appointments	2
Summer Term Appointments	2
3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS	3
Application Process	3
4.0 APPOINTMENT AND REAPPOINTMENT	5
General Criteria include (in no particular order)	5
Assignment Type-Related Criteria.....	5
Instructor of Record (full course responsibility)	5
Discussion Section Leader	6
Laboratory Section Leader	6
Teaching Assistant.....	6
Research Assistant.....	6
Research Fellow.....	6
5.0 WORKLOAD AND WORK ASSIGNMENTS.....	7
Work Assignments.....	8
Duties By Work Assignment	8
Instructor of Record	8
Discussion Section Leader	8
Laboratory Section Leader	9

Teaching Assistant.....	9
Policy About GE Assignment In A Graduate Course	9
Conflict of Interest, Disclosure and Opt-out.....	9
Teaching Labs	10
Managing Student Groups in Workshops.....	10
Grading Objective Assignments and Exams.....	11
Research Assistant.....	11
Administrative GE.....	12
6.0 HEALTH AND SAFETY INFORMATION.....	12
Accident Reporting and Workers' Compensation	12
Safety Information.....	12
Reporting Safety Hazards	13
7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE	13
Criteria Used to Assess Satisfactory Progress.....	14
Coursework	14
Grades	14
Other	14
8.0 DISCRIMINATION GRIEVANCE PROCEDURES.....	14
9.0 WORK ENVIRONMENT	14
Workspace.....	14
Private Meeting Space.....	15
Access to Telephones and Computers	15
Access to Office Supplies, Photocopies and Printouts.....	15
10. ABSENCES.....	15
Sick Leave	16

1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employment (GEs) offered by the School of Planning, Public Policy and Management (PPPM). 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 Employees Federation. This GDRS details the specific relationship between GEs and PPPM.

This document does not apply to work-study, hourly student employees or other staff hired in PPPM.

The individual who shall oversee the implementation of this GDRS is Richard D. Margerum, School Director.

Revised: June 2020

Effective Academic Year: 2020-2022

2.0 AVAILABILITY OF GRADUATE EMPLOYEE POSITIONS

The availability of GE appointments are programmatically determined by School faculty in the case of academic units and by unit leaders in the case of non-academic units. 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 first priority is to staff regular, required courses (including the following courses) and to provide assistance to faculty where needed: PPPM 201 Introduction to Public Policy, PPPM 205 Introduction to City Planning, PPPM 280 Introduction to the Nonprofit Sector, PPPM 340 Climate Change Policy, PPPM 413 and 656 Quantitative Methods, PPPM 625 & 626 Community Planning Workshop, and other courses as number of positions allows, and student registration warrants.

The second priority is to support research aligned with PPPM research in key areas. PPPM GE positions focused on research will generally be limited to doctoral students. The School of PPPM Director will determine the number of GE terms allocated to research.

- New students who are admitted to the doctoral program and accept the offer of GE support will generally be offered a research GE position in their first year using the following process:
 - The Doctoral Program Director will work with the student's Pre-Doctoral Committee to identify a defined research position and supervisor. This may include a call for GE research positions from the Committee.
 - The research supervisor (faculty member) will be required to identify specific goals and report on research progress. If the School Director determines a lack of progress on these goals, the Director may assign a new supervisor.
- Under some circumstances, the School Director may allocate PPPM GE positions for research positions when they involve funded research partnerships or institutional priorities.

- Under some circumstances, the School Director may allocate GE positions for research positions to support doctoral students in the completion of their dissertation. This support may be initiated by the student petition process described below. It is contingent on the student demonstrating academic progress and should not extend beyond three terms.

Masters Students

PPPM awards GE position based on merit, using selection criteria specific to each position. When several candidates for a particular position are judged to be equally rated, we attempt to balance GE distribution across our three graduate programs. We also reserve a number of appointments for incoming students as recruitment incentives.

Doctoral Students

The PPPM PhD in Planning and Public Affairs was launched in 2020. PPPM awards GE positions to a limited number of doctoral students. These students are generally awarded a full year of support in their first year, and in their acceptance letter the School usually commits to several years of support for the student to complete their doctoral studies (subject to GE funding).

Academic Year Appointments

The availability of GE appointments for the upcoming academic year is usually determined as follows:

Winter term, the school's GE committee (Bob Choquette, chair, Grant Jacobsen, Josh Bruce, Renee Irvin, Ben Clark, and Dyana Mason, members) reviews the faculty's requested GE positions and descriptions for the next academic year, and with PPPM School Director approval determines the GE positions to be offered in May. This committee will also review and assign School of PPPM positions offered at other times of the year.

PPPM will first fill GE positions that have been previously awarded to specific students as part of their recruitment to PPPM, such as recipients of Promising Scholar awards, or for doctoral students. The remaining positions will be advertised as described below in the Application Process section.

GE assignments during the academic year in PPPM may include:

- Sole instructor (usually limited to doctoral students)
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Research GE
- Research Fellow
- Supervisory GE (e.g., practicum supervisor)

Summer Term Appointments

Masters students are generally not hired by the unit for the summer term. Depending on funding availability, doctoral students may be hired for the summer for teaching or research duties. Summer GE appointments will generally be prioritized for continuing doctoral students. This process will usually be completed in Spring term using the same process as the Academic Year appointments.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in PPPM are all students enrolled in the School of PPPM doctoral and master's programs.

Experience or credentials required to be considered include the degree to which the applicant meets the qualifications as specified in the job description. Factors that may be considered in this evaluation include academic performance, previous coursework, related work experience, and student interest.

Students will be considered within the following circumstances:

- Some GE positions are reserved for entering and continuing doctoral students.
- Some GE positions are reserved for entering master's students as recruitment incentives.
- 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 to be eligible for a GE appointment (see Section 7).
- PPPM requires that a GE maintain their studies in residency at the UO during each term of appointment.

Application Process

Doctoral Students

Research GE Positions for Doctoral Students:

- Incoming students who are admitted to the doctoral program and accept the offer of GE support will generally be offered a research GE position in their first year. As noted above, this position will be determined by the PhD Program Director in consultation with the Pre-Dissertation Committee and the doctoral student. If an incoming student turns down the research GE position, they may be allocated a teaching GE position.
- Selection of research GE positions awarded in other situations (e.g., not an incoming student) will follow the following process:
 1. Information about research GE positions and the selection criteria will be shared through the student listserv;
 2. Applicants will be asked to provide information as specified in the announcement;
 3. The faculty member supervising the position will provide their ranking of applicants;
 4. The GE Committee will consult with the PhD Program Director and allocate positions.

Teaching GE Positions for Doctoral Students:

- Incoming or continuing doctoral students who have been promised GE support, but who do not have a research GE will be assigned a teaching GE in one of the following manners:
 1. Teaching Assistant Roles: The GE Committee will provide a list of GE assignments to doctoral students. Each student will work with their advisors and the PhD Program Director to identify potential teaching assistant assignments based on their expertise and experience. They will submit appropriate application materials to the instructor, who will rank applicants. The GE Committee will allocate the positions based on student and instructor preferences.

2. Sole Instructor Roles: Doctoral students with sufficient teaching experience may apply to be the sole instructor for courses. Applications are available from the PhD Program Director, and they will usually need to be submitted to the School of PPPM Director by the first Friday of Winter term for the following academic year. Applications may be for one or more terms of teaching. They will be reviewed by the Curriculum Committee, who will evaluate the course, instructor qualifications, and determine the term(s) in which the course will be offered.

Masters Students

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

- In April, an email announcement of the availability of positions with job descriptions will be sent to the PPPM incoming master's students list serve.

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

- In April, an email announcements of the availability of positions with job descriptions will be sent to the PPPM graduate student's list serve.

Generally, the application process for incoming students includes:

1. a 200-word response describing why the applicant is qualified for each position they are applying for;
2. resume; and
3. rank ordering or GE preferences if the applicant is applying to more than one position; and two references. Admission recommendation letters will be used in place of references for incoming graduate students.

Generally, the application process for continuing students includes:

1. a 200-word response describing why the applicant is qualified for each position they are applying for;
2. resume; and
3. rank ordering or GE preferences if the applicant is applying to more than one position; and two references.

Open GE positions will generally be advertised two weeks prior to the application submission deadline.

Each candidate will be sent a notice of the hiring decisions within five working days after the decisions have been made.

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):

- Email announcement of the availability of position(s) with the job description(s) will be made to all (continuing and incoming) PPPM master's students.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the same manner as described above.

4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, PPPM's GE committee consists of at least three members.

- The school director appoints committee members to the GE Committee in the same manner as appointment of members of all other school committees.

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 to determine whether they are adequately qualified for a GE position.

Reappointments are not automatic, nor are they guaranteed. 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.

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 school, candidates may 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.

Assignment Type-Related Criteria

Instructor of Record (full course responsibility)

- Lecturing or teaching experience preferred
- Excellent written and oral communication skills
- Interest in working with undergraduate students on writing and research skills
- Interest and background or experience in course topic

- Strong academic record

Discussion Section Leader

- Applicants should have a strong academic background, excellent organizing skills, and interest in teaching/pedagogy. Strong interpersonal skills are also important for working and interacting with students. A basic understanding of the history and theory related to the planning, public policy, and management fields
- Organized and detail oriented
- Some knowledge of Canvas or ability to get some training on programming Canvas for quizzes
- Ability to be empathetic with struggling students, yet firm in relation to expectations and quality of work

Laboratory Section Leader

- Above average performance in the specific course (e.g., PPM 534, 613, 656) and/or a strong background with appropriate computer program (Stata, ArcGIS, Microsoft Excel, etc.)
- Teaching experience preferred
- Excellent communication skills and ability to work with undergraduate students
- An excellent academic record

Teaching Assistant

- Demonstrates excellent comprehension of the material
- Quantitative skills
- Organized and detail oriented
- Some knowledge of Canvas or ability to get some training on programming Canvas for quizzes
- Demonstrated skill in the use of word processing, spreadsheet, database and graphics programs
- An excellent academic record
- Excellent communication skills and ability to work with undergraduate students
- Ability to attend class meetings

Research Assistant

- Completion of appropriate graduate-level coursework
- Excellent organizational skills and attention to detail
- Familiarity with relevant software including Microsoft Office, ArcGIS, search engines and library research databases
- Demonstrated academic interest in a broad range of areas relating to social policy
- Ability to complete work reliably and accurately on a timely basis

Research Fellow

- Match of the interests of the research fellow and assigned supervising faculty

All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include strong academic record, background or interest in course or research area, effective written and oral communication skills.

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.

If no qualified students apply or are available for a particular position, the selection committee or school director may decide to reopen the application process for the position. Generally, the same application process described in Section 3 and appointment/reappointment process described here will be repeated. However, the school reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 3).

Performance of GEs in PPPM are evaluated at the end of every term.

Evaluations are performed by their supervising faculty member.

The criteria used for evaluation include:

- Quality of work
- Timeliness of the work
- Professionalism in communication and interaction
- Commitment to promoting and enhancing diversity and equity

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

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

0.25 FTE (Up to 110 hours per term or up to 330 hours per academic year)

0.30 FTE (Up to 131 hours per term or up to 393 hours per academic year)

0.35 FTE (Up to 153 hours per term or up to 459 hours per academic year)

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

0.45 FTE (Up to 197 hours per term or up to 591 hours per academic year)

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

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 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.

In PPM, duties for the following types of GE work assignments are as follows:

Duties By Work Assignment

Instructor of Record

- Full course responsibility
- In-class contact hours
- Conduct lectures, laboratory or discussion sections, lead review sessions; Prepare lectures, lecture demonstrations, or discussion sessions
- Develop syllabus and course materials
- Construct examinations and quizzes
- Contact hours outside the classroom
- Hold office hours
- Counseling, tutoring, special consultations
- Performance evaluation
- Reading and grading papers, exams, quizzes, lab reports, special projects
- Maintain and submit grading records in compliance with the school's and the University's regulations

Discussion Section Leader

- In-class contact hours
- Conduct lectures, laboratory or discussion sections, lead review sessions, teach in instructor's absence
- Attend lectures
- Assist with occasional field trips
- Preparation hours
- Prepare lectures, lecture demonstrations, or discussion session
- Adapt or develop syllabus and course materials

- Construct examinations and quizzes
- Contact hours outside the classroom
- Conduct office hours
- Counseling, tutoring, special consultations Performance evaluation
- Reading and grading papers, exams, quizzes, lab reports, special projects
- Maintain and submit grading records in compliance with the school's and the University's regulations

Laboratory Section Leader

- Same as discussion section leader

Teaching Assistant

- Same as discussion section leader

Policy About GE Assignment In A Graduate Course

The UO and PPPM are committed to providing the highest quality education to graduate students. On rare occasions, a Graduate Employee (GE) is assigned to assist in a graduate course due to large enrollment of students in the course or to the specific nature of the course (e.g., lab requirements, the number of assignments, a workshop course). This policy, developed in collaboration with the Graduate School, is intended to ensure that graduate students in the class receive instruction and evaluation from the faculty member(s) assigned to the course and not the GE and to minimize the potential for conflicts of interest.

The use of GEs in graduate PPPM courses is appropriate only when the GE has already mastered the course material being taught at the highest level and only in the following limited situations:

- The graduate course in question has a lab component which requires the use of a GE to assist students with completing assignments which require specific equipment or specific software packages. Examples of such courses include PPPM 656 Quantitative Methods and PPPM 534 Urban GIS.
- The graduate course in question has a large enrollment or an unusually large number of assignments. In such cases, GEs may assist the course instructor with grading assignments which are objective in nature. Examples of such courses include PPPM 656 Quantitative Methods and PPPM 684 Public and Nonprofit Financial Management.
- The graduate course in question is a workshop and involves managing groups of students working on projects for outside agencies and organizations. Examples of such courses include PPPM 625 & 626 Community Planning Workshop and PPPM 638 Capstone.
- The graduate course has significant logistical components, events, or external relations roles in which the student is assisting with organizing these activities. Examples of such courses include: PPPM 623 Professional Development and PPPM 687 Nonprofit Board Governance.

If a GE assists with a graduate level course, the school and the course instructor will ensure that the follow policies are followed:

Conflict of Interest, Disclosure and Opt-out

- The School and the course instructor will be responsible for reviewing the enrollments of courses to ensure that GEs are not taking coursework with students in the course for which they are a GE during the same term.
- If there is no possible way to avoid this situation then the GE will not assist in any formal or informal evaluation for students with whom they are also currently classmates.
- The course instructor will be solely responsible for all evaluation of any students that have a conflict of this type.
- This conflict and the above steps to rectify the conflict will be stated in the course syllabus. The course syllabus shall delineate the GE's responsibilities for the course. In addition, the course syllabus shall include the following statements: "If you are concurrently taking any courses with the GE assigned to this course, please let the instructor know. The GE will not be involved with any review of assignments for students in this course who are taking other courses concurrently. If you do not want a GE to read assignments or assist in other evaluative duties, or assist in workshop supervision (not including project coordination), then notify the instructor of record and they will assume those responsibilities."
- GEs will not enter grades in a grade book, electronic (e.g., Canvas) or written, or have access to the grade book unless all students are assigned random numbers and the GE cannot view student names, social security numbers, student IDs, or other potentially identifying information.

Teaching Labs

- GE may teach lab sessions for courses which require students to complete specific assignments using specialized equipment or computer software available in a lab setting. Examples include PPPM 656 Quantitative Methods, PPPM 534 Urban Geographic Information System.
- The content of the lab session will be determined by the course instructor, not by the GE. For example, the lab session may be focused on completing a particular assignment. In such cases, the assignment will be created by the course instructor.
- The lab session must not constitute more than 33% of the contact hours in the course. For example, a course that has three hours of classroom time and 1.5 hours of lab is acceptable. If the lab session exceeds of 33% of the total contact hours, then the course instructor must be present during the lab sessions.

Managing Student Groups in Workshops

A GE may be assigned to manage student group projects in workshop courses such as PPPM 625 & 626 Community Planning Workshop.

GEs in a workshop course may not engage in the following activities:

- Grading assignments and tests
- Entering grades into a system (e.g., Canvas) in which the GE can see student names, student ID numbers, social security numbers or other identifiable information

GEs in a workshop course may engage in the following activities:

- Providing feedback on workshop activities that do not affect the student's grade
- Providing an occasional lecture in class or leading a portion of class time that is no more than 10% of all course lectures
- Have office hours and answer questions about ongoing project work and project-based assignments
- Assist with course organization including Canvas site (with the exception of managing the grade-book section)
- Organize and facilitate team meetings
- During group activities in the course, provide feedback to students working on the group activity (e.g., role-plays)
- Observe students conducting course-related practicum activities and provide feedback if that feedback is not related to grades on assignments or in the course. This may include, for example, assignments related to project-based work
- Attend weekly supervision meetings facilitated by the practicum coordinator and/or the course instructor of record
- Participate in pre-service training activities related to practicum and student teaching (orientation, practicum meetings as needed)

Grading Objective Assignments and Exams

- A GE may assist in grading assignments or exams only if the assignment or exam in question is objective in nature. Examples would include assignments in Quantitative Methods or Financial Management courses.
- The course instructor will provide the GEs with a clear answer key which will guide the grading process. The answer key must indicate the correct answer for each question and the appropriate assignment of points for correct answers. This answer must be made available to all students in the class so that they can verify the accuracy of the grading process.
- If a GE assists in reviewing assignments and providing comments, then the faculty member must review and provide their own comments. Students will receive only the faculty member's comments.
- In grading assignments or exams, the GE must not be able to view the student names or otherwise identify students. The course instructor will assign a random ID number (not their student ID or SSN) to each student in the class. Students in the class will identify their assignments and exams using this random ID number. The GE will record grades according to this random ID and the course instructor will link the grades to individual student names without the assistance of the GE.
- Any exceptions to the GE policy and this addendum must be submitted to the program director and school director and then to the Graduate School at least one term prior to the requested exceptions (and well before the established Graduate School deadline for GE appointment paperwork for the term in question). Such exceptions will only be approved on a case-by-case basis.

Research Assistant

- Research Activities - Library research, analyses, writing, editing, graphics work.

Administrative GE

- Assist school director and program directors in administration and development of the school.
- Assist undergraduate director in advising undergraduate majors and recruitment of undergraduate students.

6.0 HEALTH AND SAFETY INFORMATION

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 at <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: Tash O'Brien, PPPM Business Operations Manager, nar@uoregon.edu, 105 Hendricks Hall, 541-346-3229.

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

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies: Tash O'Brien, PPPM Business Operations Manager, nar@uoregon.edu, 105 Hendricks Hall, 541-346-3229.

Required safety training and appropriate school record keeping:

Public Safety driver certification and van training for Motor Pool vehicle use as needed.

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. PPPM 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. Students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: <http://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>.

PPPM is an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit. For PPPM, the Graduate Coordinator is Bob Choquette, Room 106 Hendricks Hall, 541.346.3851, or choquett@uoregon.edu

The criteria used to assess satisfactory progress toward a graduate degree in PPPM, along with the process by which satisfactory progress is assessed, can be found online at <https://blogs.uoregon.edu/pppm/resources/student-handbooks/> to access current Student Handbooks for each of the master's programs.

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework

Complete 9 or more credits of core and elective courses per term. Students without GE positions can maintain satisfactory progress on a part-time basis, minimum 3 credits per term.

Grades

Maintain a 3.0 or higher GPA.

Other

The process for evaluating satisfactory progress toward graduate degree is as follows:

- Each term, program directors review summary term GPA and cumulative GPA for satisfactory progress. Mid-program reviews are done after a student has completed 36 credits.
- Failure to make satisfactory progress toward the graduate degree: If term and cumulative GPA falls below 3.0. Student has until the end of the current academic year to raise GPA to 3.0.

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 GE Collective Bargaining Agreement.

Workspace

- Graduate Employees in PPPM will be assigned shared, lockable office space in Hendricks Hall or other appropriate space as needed. GEs should expect to share office space, desks and equipment with up to 4 other GEs per room. Office keys will be issued, and a locking file

cabinet made available as needed. The undergraduate advising GE is assigned an individual office. Community Planning Workshop GEs are assigned to 26A-D or another appropriate space as identified by the School Director.

- PPPM follows all university and fire standard safety regulations. GEs are not allowed to bring personal lamps that are considered dangerous by these standards, such as halogens. When door locks do not function properly, the GE is to report this to Tash O'Brien, PPPM Business Operations Manager, nar@uoregon.edu, 105 Hendricks Hall, 541.346.3229.

Private Meeting Space

- Arrangements can be made for individual use of office space during office hours especially for teaching assistants meeting with students.

Access to Telephones and Computers

- GE-shared offices contain one telephone with access to voice mail, and one or more computers for shared use.
- Computer work stations will be shared by up to 4 GEs (the PPPM computer lab is also available for computer work). Software is available, or will be made available, that is necessary to perform GE duties, upon request through the faculty supervisor. During GE office hours, those students have first priority on the use of the office computer/s.

Access to Office Supplies, Photocopies and Printouts

GEs can be assigned a photocopy code for the school copier for any work related to their GE duties. Community planning workshop GEs share a printer and get office supplies from IPRE staff in room 223.

Assignments for the faculty should be sent attached to email back to the faculty member or a PPPM staff member for printing (preferred). Office supplies that are normally ordered for the school will be available to GEs as needed, upon request. For use of the photocopier on behalf of the faculty supervisor, the GE will be assigned a copy code access number. Access is available during regular office hours 8-5 Monday through Friday.

10. ABSENCES

If you are unable to attend work at the scheduled time, you must notify the instructor of record and Tash O'Brien, PPPM Business Operations Manager, nar@uoregon.edu, 105 Hendricks Hall, 541.346.3229, 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 a class without permission from your supervising faculty.

In the case that you are unable to directly notify the school, you may designate someone to make your notification and provide the necessary information using this protocol.

If the PPPM School Director asks you to substitute for another GE who is on sick leave, you will earn hourly compensation of 1.5 times your current rate.

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

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the school on any adjustment due to the GE's absence.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervising faculty 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 faculty 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 Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.

Sick Leave

GEs accrue sick leave in "days."

If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you will be charged a "day" of sick leave.

You accrue two days per term you work; you accrue an additional day during your first appointment in a school year.

Sick leave is accrued at the start of each term.

You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year.

Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances.

Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.)

To record and report your sick leave, please email Tash O'Brien (nar@uoregon.edu).