

2020-2022 General Duties and Responsibilities Statement (GDRS)

Graduate Employees

College of Education (COE)

Grant Management Units (GMUs) including: Behavioral Research and Teaching (BRT), Center for Equity Promotion (CEQP), Center on Teaching and Learning (CTL), DESTNY, Early Childhood CARES, Educational and Community Supports (ECS), and Oregon Education Science Laboratory (OESL)

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee positions (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 GEs and this GE hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The revision date of this GDRS is June 8, 2020. This GDRS is valid from 2020-2022.

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

- The Directors/Unit Heads of the individual Grant Management Unit(s).

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GES)

The availability of GE appointments in the College of Education, Grant Management Units (GMUs) is determined as opportunities become available with notification of funded awards. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University.

In the GE employing GMUs, GE positions are typically limited to Research Assistant assignments. Appointments are typically available during the academic year only (Fall, Winter, and Spring Terms). Appointments for Summer Term GEs are determined as funding opportunities become available. When summer GE positions are available, GEs appointed during the academic year may be renewed into a similar assignment in the summer.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Information about the availability of GE positions in this unit will be shared with incoming and continuing graduate students via the COE GE Information [website](#). The COE GE website includes general information about how to become a GE, common GE-related questions and answers, and application procedures. Announcements, position descriptions, required application materials, and application instructions can be found on the COE website: <https://coe.uoregon.edu/gtf/>. For each position, postings include a brief description of duties and responsibilities, FTE (when available), and preferred qualifications for appointment and reappointment. The announcements are posted for a minimum of 10 business days. Students are encouraged to submit applications within 10 days of the announcement being posted.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment, and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7). This unit has not established a maximum number of reappointments for which a GE is eligible.

Summer Enrollment: As per the CBA, Article 19, Section 1- Graduate students who do not require academic credit to satisfy program or degree requirements, or who find that needed or required courses are not offered in summer term, may be appointed to summer term GE positions. Those who receive such summer GE appointments are exempt from the graduate credit enrollment requirement. A GE is required to register for a minimum of 3 credits during summer term when they are starting their program in summer term.

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

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

- For some positions, only Doctoral students are eligible to apply

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

Selection Committee

Each Research and Outreach GE Appointment Committee makes recommendations for appointment and reappointment of GE positions. In accordance with the CBA, this GE employing unit has a standing committee of at least three members, reflecting the content specialization of the position and may include one member with a business/management perspective in the unit. These three members may include the Unit Director; Associate Director(s); Principal Investigator, Project Directors; Project Coordinators; other key project personnel; and the Unit Business Manager. The GMU Director may appoint additional members to the committee, or delegate participation to other individuals, to establish an appropriate hiring committee for a given GE 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):

- Previous experience
- Content knowledge and skills related to position
- Technical / analytical skills
- Demonstrated ability to establish positive interpersonal relations
- Additional qualifications as cited in the individual GE position posting

NOTE: 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 most cases, preference is given to the College of Education's department or program's own students (job announcement will specify preference).

(B) Assignment Type-Related Criteria

Graduate students admitted to a degree-granting program in the College of Education with specific experience or credentials necessary to perform the work assignment are eligible to apply. Applicants must demonstrate satisfactory progress toward a graduate degree and be enrolled for a minimum of 9 credits each term of their appointment. Other factors to be considered when reviewing and ranking applicants include:

- content knowledge or skills related to the position criteria;
- previous experience;
- availability during scheduled work hours;

- past performance as documented in written GE evaluations or recommendations from academic supervisors;
- previous teaching evaluations; and
- quality of an applicant's application materials.

Refer to the individual position posting for additional requirements specific to each position. Some GE appointments may not be possible for graduate students whose required coursework conflicts with GE work hours or location.

NOTE: Preference will be given to qualified doctoral students in the College of Education.

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

Criteria is project-specific and defined when the position description is created. Applications will be evaluated to identify candidates who meet the eligibility criteria (see Section 3). Candidates meeting eligibility criteria will then be rank-ordered based upon an overall their qualifications demonstrated in their application in relation to the eligibility criteria, the general assignment type-related criteria, and specific criteria referred to above.

Financial need does not play a role in either the initial hiring or retention of a candidate. Finalists will be identified and interviewed, and then the hiring committee will make a hiring decision. This process also applies to positions that become available outside the normal appointment cycle.

In the case of a continuing GE position, the unit may opt to reappoint a GE without any new announcement of the position. Decisions about reappointment will be made based on a review of GE performance evaluations, feedback from students, faculty and staff in the College of Education, and recommendation of the GE's supervisor.

Time Limits for Position Appointments and Reappointments

- 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 GE, the unit may opt to reappoint the same student to a particular GE position without any new announcement of the position.

No Qualified Applicants for a Position

If no eligible and/or qualified students apply or are available for a particular position, the selection committee 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, in this situation, the unit reserves the right to fill the position by making an emergency appointment while the application and hiring process is repeated.

GE Performance Evaluation

Work performance of GEs in this employing unit are evaluated at the end of the academic year for GEs appointed fall, winter and spring and at the end of the summer term for summer GEs.

Performance evaluations will be the responsibility of the Principal Investigator or the Project Director or their designee who is in a supervisory role of the GE.

5.0 WORKLOAD AND WORK ASSIGNMENTS

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

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

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

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. At the beginning of each academic year, some units may provide GE Workload Allocation Agreement forms that the GE and their supervisor may use to review workload and assignments. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

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

DUTIES BY WORK ASSIGNMENT

In this GE employing unit, duties for the following types of GE work assignments are as follows:

Research Assistant

Assist with research, outreach, and/or development activities as outlined in the job description. Specific responsibilities for each position vary. Typical duties include:

- Conduct intake assessments, summarize results in written reports, and share results with parents
- Set assessment schedules for each term. Coordinate the collection and data entry of assessment data
- Provide support to unit's research projects, including developing content, participating in data collection, delivering technical assistance to partners, and writing research summaries
- Create resources for parents and other family members about education opportunities
- Conduct analyses and dissemination efforts a federally funded grant
- Write grants to secure new federal funding for new grants
- Assist with organization and facilitation of the work of center/unit, group, or organization, including but not limited to scheduling meetings, agenda-setting and note-taking, organizing and attending colloquiums for internal and external researchers
- Perform statistical analyses, with either quantitative or qualitative data
- Enter and manage data in electronic datasets
- Help in the preparation of IRB applications and project reports
- Conduct literature reviews
- Participate in manuscript development activities
- Participate in conferences and presentations
- Participate in project meetings
- Attend university/department approved training related to GE duties

Training

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

GEs may be compensated for these training hours by accounting for the hours within their regular work assignment if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual training courses and/or activities for that GE.

GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments.

6.0 HEALTH AND SAFETY

Accident Reporting and Workers' Compensation

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.

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

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Workplace Injury Report with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact Safety and Risk Services immediately.

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

Safety Information:

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

Reporting Safety Hazards

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor, unit business manager, student services coordinator, or the building manager.

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

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies should be discussed with supervisor or unit business manager.

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

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 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.

This GE employing unit is an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. GEs should see their own academic program's website or GDRS for more information.

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 GTFF Collective Bargaining Agreement.

Each research or outreach unit in the College of Education will provide information to graduate teaching fellows regarding workspace, private meeting space, access to telephones, computers, office supplies, photocopies and printing, and any additional available technology. Access to office supplies and technology resources will be determined by, and appropriate to, the GE position. Supplies shall be available during standard working hours at no personal costs to GEs and will not preclude limitations placed upon the supervisors or instructors of record.

Workspace

Appropriate workspace is provided to all GE's. If GE's have concerns about workspace, they should discuss their concerns with their immediate supervisor.

Private Meeting Space

Not applicable to GEs who are Research Assistants.

Access to Telephones and Computers

GEs will have access to telephones and research unit computers. GEs may share workspace telephones.

Access to Office Supplies, Photocopies and Printouts

GEs have access to office supplies, photocopies and printouts. GEs will not assume any personal costs for the purposes of meeting their job requirements. These are available during standard working hours for the office of Student Academic Services (8-5, Mon- Fri).

10.0 ABSENCES

If a GE is unable to attend work at the scheduled time, they must notify their immediate supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment that they are unable to attend. To the extent possible, they must provide their supervisor with information about what work they were scheduled to complete during the time, so plans may be made to complete it in their absence if necessary. If their supervisor is out of the office, they should contact their unit's Business Manager.

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

If a GE is going to miss more than one work week, they or their designee must contact the Graduate School. The Graduate School will coordinate with the GE and their research/outreach unit on any adjustment due to the GE's absence.

Reporting Sick Leave

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

To record and report sick leave, GEs will use the GE Monthly Leave Report provided by the unit's Business Manager or Payroll Coordinator. The Leave Report should be completed whenever sick leave is used, signed by the GE and supervisor, and returned to the coordinator.

Make-up Work

Generally, for duties missed, the GE must check-in with their immediate supervisor to determine when and how the missed work will be made up.

Planned Absences

If a GE is planning an approved absence during any working days of the term, the GE must notify their immediate supervisor.

Additional Information

More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.