

**2020-2022 General Duties and Responsibilities Statement (GDRS)
Graduate Employees
College of Education (COE)
Department of Education Studies (EDST)**

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1.0 GENERAL INFORMATION

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 July 1, 2020. This GDRS is valid from 2020-2022.

Implementation Oversight

The individual charged with overseeing implementation of the processes outlined in this GDRS is:

- Dr. Jenefer Husman, EDST Department Head, jhusman@uoregon.edu, 541-346-9564

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GES)

Overview

Most GE positions for the summer and following academic year are posted on the COE GE Information [website](#) each February. The majority of these positions are classroom-based, teaching-related assignments that are programmatically determined by department program directors and faculty based on expected course enrollments. Occasionally, non-classroom-based (administrative or research) assignments are also available as needs arise within the department and funding is available. All positions are subject to the department's and the university's budgetary constraints.

Summer Term Appointments

The department usually offers one to three summer GE positions. Possible positions may include:

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

When summer GE positions are available, GEs appointed during the academic year may be renewed into a similar assignment in the summer.

Academic Year Appointments

The department usually offers 30-35 term GE positions during the academic year with attention to grouping and awarding these positions so as to cover all three terms of an academic year whenever possible. Positions are generally identified and posted in February for the following academic year. Some positions may be posted at a later date if the need for additional GE positions is established.

Possible positions may include:

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

Instructional GEs who receive an appointment that spans the academic year (fall, winter, spring terms) may be assigned to service as an instructor of record some terms and as a teaching assistant other terms, depending on the needs of the department.

Incoming Critical and Sociocultural Studies in Education (CSSE) doctoral students

During academic years when new students are beginning in the CSSE program, a number of appointments will be reserved for them.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Application Process for all Terms (Including Summer)

Positions are announced on the College of Education's GE [website](#), generally in early February. Students applying to the EDST doctoral program are encouraged (via application information on the department website) to access information and to submit applications for GE positions if interested.

Announcements, position descriptions, required application materials, and application instructions can be found on the COE website: <https://coe.uoregon.edu/gtf/>. 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.

Incoming CSSE students do not need to apply; positions will be reserved for them.

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

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

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).

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

Selection Committee

The EDST GE Selection committee consists of:

- Program Director
- 2 other core faculty members

General qualifications required or preferred for most positions in EDST include:

- COE graduate student in good standing with research interests in teacher education or learning theory
- Demonstrated expertise in specific course content
- Demonstrated skills in written, oral, and interpersonal communications
- Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
- Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues

Applicants will be considered in the following order of preference:

1. CSSE students who are making satisfactory progress toward degree and have not yet used all the terms of GE funding offered to them at time of admission
2. All other CSSE students who are making satisfactory progress toward degree
3. Other doctoral students in the College of Education
4. Doctoral students from outside the College of Education
5. Masters students in the College of Education

Positions Available Outside the Normal Schedule & Emergency Appointments

Occasionally, positions will be identified outside of the normal February-April appointment cycle. These positions will be posted on the COE website for a minimum of 10 business days unless the Department Head deems an emergency appointment is necessary. In such cases, the position will not be posted, and the GE Selection Committee will select from the pool of available and qualified applicants from previous postings.

Evaluation of Candidate's Qualifications by Selection Committee

Appointments and reappointments will be based on evaluation of each candidate's qualifications, including but not limited to:

- Order of preference (listed above)
- Strength of applicant's letter in calling out specific knowledge, skills, and experiences that match the position posting qualifications
- Recommendations from academic or work supervisors. Consideration will also be given to try to ensure a positive working arrangement between a GE and the faculty person with whom the GE will work.
- GE instructor of record evaluations from students
- GE evaluations by supervising faculty. Performance of GEs in EDST is evaluated:
 - At the end of the academic year for GEs appointed fall, winter and spring
 - At the end of the summer term for summer GEs
 - For those with varying appointments GE's will be evaluated at the end of each unique appointment
- Finalists may be interviewed and evaluated based on their performance and responses. Interviews may be conducted via telephone.

For Teaching Assistant GEs, the evaluator will be the Instructor of Record. Instructor of Record GEs will be evaluated by a tenure track faculty member who has previously taught the course or has specific course content expertise. Administrative and Research GEs will be evaluated by the supervising faculty or staff member.

Direct Appointments

Direct appointments to GE positions may be made to students who are awarded a Graduate Employee position (in their academic department) as part of their admissions acceptance.

Time Limits for Position Appointments and Reappointments

GE positions may be held by the same student for a maximum of 4 consecutive years. Departments may choose to allow a GE to continue with the position beyond 4 years if there is no other qualifying student.

In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular position without any new announcement of the position. However, the department reserves the right to request that all students reapply to be considered for positions for which a new announcement has been posted. Reappointments are not automatic, nor are they guaranteed.

No Qualified Applicants for a Position

If no qualified students apply for a particular position as of the date of the selection meeting, the selection committee or department head may decide to do any of the following:

- Leave the position posted
- Revise and re-post the position
- Fill the position as it would an emergency appointment. In such cases, the GE hiring committee will select amongst available and qualified applicants from current pool(s).
- In the case of an instructor of record or practicum supervisor position, remove the GE position and fill the need by hiring an adjunct instructor or practicum supervisor from the appropriate job pool.

GE Performance Evaluation

Performance of GEs in EDST is evaluated at the end of the GE appointment.

- For GEs appointed for one term, an end-of-term evaluation will be conducted.
- For GEs appointed fall, winter and spring, the evaluation would occur at the end of the 9-month academic year.

Evaluations are performed by the instructor of record, direct supervisor or graduate program director. Faculty will document their evaluation using College of Education GE Evaluation Forms. GEs assigned to teach courses, discussions or labs will also be evaluated by students using the University's standard course evaluation process.

5.0 WORKLOAD AND WORK ASSIGNMENTS

Workload includes performance of all duties associated with the primary 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, in addition to time spent actually in the classroom. In setting the full time equivalent (FTE) levels for a particular GE position, the department considers what constitutes a workload sufficient to perform the work assignment satisfactorily.

GEs are most commonly appointed at the following FTE levels and corresponding total maximum work hours:

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

The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the maximum total work hours. GEs are encouraged to track how they spend their work time and to contact their supervisors early in the term if it seems as if they will not be able to stay within the maximum work hours for the term.

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.

Work Assignments

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

Instructor of Record - limited to undergraduate courses except in rare circumstances

Duties include:

- Course preparation
- Classroom teaching
- Preparation and evaluation of student assignments and exams
- Scheduled office hours for assisting students
- Attend university/department approved training related to GE duties

Discussion Section Leader Teaching Assistant

Duties include:

- **In class contact hours:** lead discussion sections, assist with class presentations and activities, teach in the instructor’s absence
- Attend all large group meetings
- **Preparation:** help develop/adapt syllabus and course materials, assist with preparation of lectures, prepare laboratory or field experiences, demonstration or simulation activities, help construct examinations/quizzes
- **Performance evaluation:** help read and grade papers, maintain and submit grading records, provide constructive and evaluative feedback

- **Contact hours outside the classroom:** maintain office hours, provide academic assistance to students
- Attend university/department approved training related to GE duties

Teaching Assistant

Duties include:

- **In class contact hours:** conduct laboratory work, lead discussion sections, assist with class presentations and activities, teach in the instructor's absence
- **Preparation:** help develop/adapt syllabus and course materials, assist with preparation of lectures, prepare laboratory or field experiences, prepare demonstration or simulation activities, help construct examinations/quizzes
- **Contact hours outside the classroom:** maintain office hours, provide academic assistance to students
- **Performance evaluation:** help read and grade papers, maintain and submit grading records, provide constructive and evaluative feedback
- Attend university/department approved training related to GE duties

Research Assistant

Duties include:

- **Conduct literature reviews to support faculty research:** Read, critique and summarize published work; compare and contrast ideas; identify relationships and significant ideas relevant to faculty research; document citations
- **Analyze data collected by faculty:** Compile and prepare data for analysis; conduct statistical analysis of data; interpretation and analytical summarization of data
- Attend research meetings
- Perform tasks as assigned by supervising faculty
- Attend university/department approved training related to GE duties

Research Fellow

Students who are awarded competitive Dissertation Fellowships, Promising Scholar Awards, or other awards/fellowships by the Graduate School will receive Research Fellow GE appointments. The only work expectation for these appointments will be the student's own dissertation research. Supervision for this GE appointment will be the student's program advisor or other appropriate faculty member (e.g., another dissertation committee member or the CSSE Program Director). Research Fellow GE's may attend university/department approved training related to GE duties

Administrative GE

Duties include:

- Coordinate projects and attend meetings with university, state and school district personnel
- Provide advising/counseling support services for students in departmental programs
- Develop and maintain documents and systems for project management, tracking and

organization

- Coordinate acquisition and analysis of data for program evaluation
- Support faculty or staff in various administrative projects depending on department need
- Attend university/department approved training related to GE duties
- Note: Administrative GEs are paid on a salary basis and will be required to track their time on the timesheet provided by their supervisor. Administrative GEs understand that except as otherwise required by law, the university will pay them a fixed salary every month regardless of the number of hours actually worked that month.

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. Nothing in this Training section shall trigger time-and-a-half substitution pay as described in ARTICLE 29 if a substitute is required to cover the duties of a GE who is engaged in training. The GE who substitutes shall be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution.

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. The following unit representative may also be contacted: Jennifer McGovney, Business Manager, jmcgov@uoregon.edu, 541-346-2453.

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

Location of Emergency Procedures, Evacuation Plans, and First Aid Supplies:

- Emergency procedures, including evacuation plans, are posted on the walls near the copy machines in Lokey 124 and Lokey 130, and on the bulletin board in the kitchen area in Lokey 124.

- A first aid kit is located in the kitchen of Lokey 124 in the cabinet above the sink.

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

Satisfactory Progress for all CSSE Students

Criteria used to assess satisfactory progress toward the CSSE PhD, and the policy to be followed in cases where satisfactory progress is not met, can be found in the CSSE Handbook on the CSSE website: <https://education.uoregon.edu/csse/phd>.

Satisfactory Progress for EDST GEs Enrolled in Programs other than CSSE

GEs enrolled in programs other than EDST will be evaluated based on criteria used by the particular program in which they are currently enrolled.

Satisfactory Progress for all UO Graduate Students

Requirements for being in good standing and maintaining satisfactory academic progress with the UO Graduate School include, but are not limited to, complying with the Student Conduct Code, continuous enrollment, appropriate course load, grades and time limit. Details are found on the Graduate School website: <http://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>.

Failure to make satisfactory progress will result in disqualification from consideration for a GE position. The students' academic progress will be evaluated each round of applications per the criteria listed above.

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 the GTTF Collective Bargaining Agreement.

Workspace

GEs will be provided workspace that is consistent with provisions for all other EDST staff and faculty, which includes working locked doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.

Private Meeting Space

GEs will be provided with access to space suitable for private meetings for GEs with teaching assignments either as instructor of record or as lab/discussion leader.

Access to Telephones and Computers

Upon request, GEs will be provided easy and reasonable access to a telephone and to computers equipped with software typically provided other departmental staff and as it relates to GE assignments, during standard working hours (Monday – Friday, 8 am – 5 pm).

Access to Office Supplies, Photocopies and Printouts

GEs will be given access to all necessary office supplies, copy machines, scanners, fax machines, etc. for reasonable use for GE duties associated with the assignment at no out-of-pocket expense. GEs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. Access to these supplies shall be available at least during departmental standard working hours (Monday – Friday, 8 am – 5 pm).

GE Assistance

In the Department of Education Studies, GEs who work as instructors of record are not assigned to workloads that would require GE assistance. However, in the rare circumstance that a course with an instructor of record GE also has an enrollment greater than 50 it may be necessary to assign a supporting GE to meet the needs of the course. In this circumstance GEs supporting instructor of record GEs will be hired and evaluated in accordance with graduate school policy.

10.0 ABSENCES

Education Studies GE absence policy

If a GE is unable to attend work at the scheduled time, they must notify their supervisor and the Director of Undergraduate Degree Programs, Alison Schmitke (schmitke@uoregon.edu; 541-346-1708) as soon as possible, including, if possible, in advance of the scheduled work assignment or class that they are unable to attend. A GE should not cancel a class without permission from their supervisor or program director. To the extent possible, a GE should provide the department with information about where they left off (e.g., in the previous class in the case of a teaching GE).

In the case that a GE is unable to directly notify the department, they may designate someone to make their notification and provide the necessary information to the Director of Undergraduate Degree Programs, Alison Schmitke (schmitke@uoregon.edu; 541-346-1708) using this protocol.

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 the department 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 Education Studies GE Monthly Leave Report provided by Business Manager Jennifer McGovney (jmcmgov@uoregon.edu; 541-346-2453). The Leave Report should be completed whenever sick leave is used, signed by the GE and supervisor, and returned to the coordinator by the 10th of the following month.

Substitution

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.

Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will receive hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate

Make-up Work

Generally, for duties missed not related to a class meeting, the GE should check in with their 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 supervisor and/or directors (Alison Schmitke or Audrey Lucero) should be provided with contact information.

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>.