

General Duties and Responsibilities for the Department of Earth Sciences 2020-2022

1.0 GENERAL INFORMATION..... 1  
2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS ..... 2  
3.0 ELIGIBILITY REQUIREMENTS ..... 3  
4.0 APPLICATION PROCESS ..... 4  
5.0 APPOINTMENT AND REAPPOINTMENT ..... 6  
6.0 WORKLOAD ..... 9  
7.0 WORK ASSIGNMENTS ..... 9  
8.0 HEALTH AND SAFETY INFORMATION..... 17  
9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE ..... 16  
10.0 DISCIPLINE AND DISCHARGE ..... 19  
11.0 DISCRIMINATION GRIEVANCE PROCEDURES ..... 20  
12.0 WORK ENVIRONMENT ..... 20  
13.0 ABSENCES..... 19

**1.0 GENERAL INFORMATION**

*About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between 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.

*About GE Tuition and Fees*

Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Employees are responsible for \$61 per term of their mandatory fees set by the Oregon University System; **fees are subject to change without additional notice**. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

*About the Graduate Employees Federation (GTFF)*

All Graduate Employees (including administrative, research and teaching GEs, as well as research fellows) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

The individual who shall oversee the implementation of this GDRS is:  
Earth Sciences Department Head, Josh Roering.

DATE OF THIS GDRS REVISION: ~~6/18/2020~~6/29/2020

## **2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS**

The availability of GE appointments are programmatically determined by department 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 priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

101 Exploring Planet Earth	334 Sedimentology and Stratigraphy
102 Exploring Earth's Environment	350 Structural Geology
103 Exploring Earth History	351 Structural Geology Problems
110 People, Rocks, and Fire	352 Structural Geology Laboratory and Field
137 Mountains and Glaciers	353 Geologic Hazards
201 Dynamic Planet Earth	363 Computational Tools for Earth Sciences
202 Earth's Surface and Environment	406 Field Geology <i>Offered summer session only; meets in the field for six weeks (3 sets of 2 week sessions)</i>
203 History of Life	410 Experimental Course: [Various Topics]
213 Geology of National Parks	414 Igneous and Metamorphic Petrology
304 The Fossil Record	415 Field Geophysics
305 Dinosaurs	418 Earth and Environmental Data Analysis
306 Volcanoes and Earthquakes	420 Geocommunication
307 Oceanography	425 Geology of Ore Deposits
308 Geology of Oregon and the Pacific Northwest	433 Paleobotany
310 Earth Resources and the Environment	434 Vertebrate Paleontology
311 Earth Materials	435 Paleopedology
315 Earth Physics	438 Geobiology
316 Introduction to Hydrogeology	440 Sedimentary Basin Analysis
318 Introduction to Field Methods	441 Hillslope Geomorphology
331 Mineralogy	451 Hydrogeology
332 Introduction to Petrology	

452 Neotectonics and Quaternary Geology  
453 Tectonics  
454 Fluid Dynamics  
455 Mechanical Earth  
462 Environmental Geomechanics  
463 Computational Earth Science

466 Geodynamics  
467 Fault Mechanics  
468 Introduction to Seismology  
471 Thermodynamic Geochemistry  
472 Aqueous-Mineral-Gas Equilibria  
473 Isotope Geochemistry

This GE employing unit:

- makes an effort to distribute GE opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

#### ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined:  
Just prior to the graduate admissions deadline.

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

- Instructor of Record
- Laboratory Section Leader
- Teaching Assistant
- Research Assistant
- Research Fellow

#### SUMMER TERM APPOINTMENTS

Does unit hire GEs in Summer? Yes

If yes, the availability of GE appointments for the upcoming summer term is usually determined:  
In April

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

- Teaching Assistant
- Research Assistant

### 3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are those enrolled in a graduate degree program in the department who will be in residence at the UO during their appointment.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also

eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered include:

Candidates for GE position are expected to have some prior experience or exposure to the topics in the course, and have an appropriate skill set (i.e. laboratory, field, or mathematical abilities) to teach the material and evaluate student performance.

Students will be considered in the following order:

Graduate students in Earth Sciences (all incoming students will be considered for GE appointments in the Department of Earth Sciences; all students currently holding GE appointments in the department will be considered for reappointment unless restrictions on reappointment apply; all students currently enrolled who do not have GE appointments are considered for appointment).

In the event that no graduate students within the department are qualified for a particular GE position, the position may be filled by selection of a graduate student from some other academic unit. Eligible students from outside of the department must meet equivalent standards for scholarship, academic promise, and satisfactory progress toward a degree that are required of graduate students within the Department of Earth Sciences.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

Students are generally supported for 2 years as Master's and 5 years as PhD.

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 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment: Yes

#### **4.0 APPLICATION PROCESS**

The selection procedures differ for teaching assistants and research assistants, and are described below.

##### **ACADEMIC YEAR APPOINTMENTS**

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

##### **Teaching Assistants: Review and Selection**

###### *Review process*

--Incoming students who will not receive financial support as research assistants are automatically considered for teaching assistant positions. The student's transcripts, Graduate Record Examination scores, and letters of recommendation for application to the graduate program will be reviewed in the selection.

--Students currently enrolled who have not held a previous GE appointment may supplement their files periodically with letters of recommendation or other materials pertinent to the selection criteria (see Section 4.2).

#### *Selection Process*

The Department of Earth Sciences Admissions and Awards Committee is charged with responsibility for maintaining high admissions standards for entering graduate students, and for making recommendations for the award of teaching assistantships. The committee consists of three faculty members who solicit input from all other tenure-related Earth Science faculty and meet as needed to review admissions applications, recommend recipients for annual departmental awards, and select graduate students to receive teaching assistantship appointments. The selection process begins in January of each year for admissions during the following school year. The committee develops a ranked list of all students eligible at that time for TA appointments, including qualified applicants for admission to the department. The ranking of eligible candidates and the selection of persons for teaching assistantships are made primarily on the basis of scholarship and academic promise. The following criteria have been developed by the department to guide the Graduate Admissions and Awards Committee in making recommendation for appointment and reappointment of teaching assistants.

--Scholarship and academic promise are judged on the basis of each student's academic course record, letters of recommendation from faculty who know the student well, and performance on the Graduate Record Examination General Test.

--Criteria for appointment are the same for all students, incoming and currently enrolled. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.

--Award recipients are notified in writing as soon as a final decision is made. Persons not chosen in the first round of selection remain candidates should vacancies occur through declination of offers or resignations.

--The Associate Head coordinates the assignments of GEs to classes. If we need more than previously awarded the Associate Head solicits applicants.

#### **Research Assistants: Application and Selection**

##### *Application Process*

Faculty members who have grant money for the award of a research assistantship may solicit applications from interested incoming or currently enrolled graduate students. The students must, of course, meet all requirements for eligibility in the graduate program.

##### *Selection Process*

The individual faculty member selects the student who is best qualified to fill the research assistant position. Criteria for selection typically include the following: academic performance, specific research skills, and interest in the research problem.

### **Reappointment**

Criteria for reappointment are detailed in Section 6. Graduate Employees who meet the criteria below are eligible for reappointment as teaching assistants or research assistants, in competition with all other entering and currently enrolled graduate students who are applying for assistance.

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

An email is sent out to the faculty asking which students they will or will not support for the coming Academic Year. By this time, faculty members should have already talked with their students and informed them whether they will be employed in teaching or research positions. Those who are not supported with a research position are then put in teaching positions by our Associate Head. An email with the list of proposed GEs is sent to all faculty and students. There are a few revisions before a final list is sent out. This is done in June of each year to meet the Fall appointment deadline set by the Graduate School. There are quarterly adjustments, and these are handled about 6 weeks prior to the upcoming term.

### **SUMMER TERM APPOINTMENTS**

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s):

Generally, the application process for incoming students includes:

Our only summer term GEs are for Field Camp. Because new students arrive in September, Field Camp GEs are selected from existing students based on field capabilities and a desire to participate.

Generally, the application process for continuing students includes:

A request for students interested in being a TA for Field Camp is sent out, and they respond to the request.

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

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:

Via email.

## **5.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, this GE employing unit's standing committee, the Department of Earth Sciences Admissions and Awards Committee.

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

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

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

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and the 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.

**Reappointment Criteria and Information**

Reappointment criteria also includes the satisfactory performance of duties.

The reappointment of all Graduate Employees is subject to the availability of funds. In the event that funding for a Graduate Employee position is exhausted or terminated, the Graduate Employee becomes eligible for reappointment as a TA or RA in competition with other entering and currently enrolled graduate students.

**Reappointment Limits:**

-- Time limits: MS candidates who meet the criteria above may be reappointed as teaching assistants up to a total of two years at 0.49 FTE; Ph.D. candidates who meet the criteria above may be reappointed as teaching assistants up to a total of four years at 0.49 FTE to include any previous support as a MS candidate.

-- A student whose GE appointment has been terminated, pursuant to Article 16 of the GTFF Collective Bargaining Agreement, may be considered for future appointments. Each case would

be considered on its individual merit by the Admissions and Awards Committee and the full faculty, if appropriate.

**(B) Assignment Type-Related Criteria**

For an Instructor of Record (full course responsibility):

Prior experience as GE for the course and familiarity with material.

For a Laboratory Section Leader:

Graduate Employees appointed as teaching assistants are expected to demonstrate standards of instruction appropriate to a major university. Evaluation of teaching performance may be made by the departmental Graduate Employees supervisor and the faculty member who shares responsibility for the course(s) taught by the teaching assistant. This is generally done on an informal basis. A GE may request a formal evaluation by their supervisors or students during any term. Evaluation may include, but not be limited to, the following criteria: attendance at assigned duties, maintenance of appropriate standards of student performance, maintenance of appropriate conduct in teacher-student interactions, fair evaluation and grading of student performance, and satisfactory evaluation by students. Deficiencies in any area will be brought to the attention of the GE, with recommendations to improve performance.

For a Teaching Assistant:

Graduate Employees appointed as teaching assistants are expected to demonstrate standards of instruction appropriate to a major university. Evaluation of teaching performance may be made by the departmental Graduate Employee's supervisor and the faculty member who shares responsibility for the course(s) taught by the teaching assistant. This is generally done on an informal basis. A GE may request a formal evaluation by their supervisors or students during any term. Evaluation may include, but not be limited to, the following criteria: attendance at assigned duties, maintenance of appropriate standards of student performance, maintenance of appropriate conduct in teacher-student interactions, fair evaluation and grading of student performance, and satisfactory evaluation by students. Deficiencies in any area will be brought to the attention of the GE, with recommendations to improve performance.

For a Research Assistant:

Graduate Employees appointed as research assistants are expected to demonstrate standards of research appropriate to the goals of the investigation. Evaluation of research performance will be made by the principal investigator of the supporting research project.

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 department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated:  
At the end of every term

Evaluations are performed by:  
Instructor of record.

The criteria used for evaluation include:  
See above.

## 6.0 WORKLOAD

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 Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:  
0.49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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

### DUTIES BY WORK ASSIGNMENT

#### Instructor of Record:

GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall have minimum 0.49 FTE appointments. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

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Such GE appointments require considerable poise and experience to navigate the duties and responsibilities that come with preparing and delivering content for a satisfying undergraduate educational experience. A faculty supervisor will be assigned to mentor GEs in this role. Approximate workload distribution is as follows:

1	In-class contact hours --Conduct laboratory sections	4032 hours
2	Preparation hours --Prepare laboratory exercises --Adapt or develop syllabus and laboratory material --Prepare examinations and quizzes	630 hours
3	Contact hours outside the classroom --Office Hours (typically three hours/week) --Counseling, tutoring and special consultations --Field trips	20 hours
4	Performance evaluation --Reading and grading of lab reports, quizzes and exams --Maintain and submit grading records in compliance with departmental and university regulations.	4025 hours
5	<u>Other responsibilities</u> <u>--Administer student course evaluations</u> <u>--Attend meetings with faculty supervisor</u>	10 hours
<del>6</del>	<del>Sick leave substitution hours</del> <del>--Sick leave substitution hours to perform the responsibilities of another GE who has reported sick.</del> <del>--Optional training hours</del>	<del>Potential workload hours</del> <del>5 hours</del>
Total		1755 hours

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Discussion Section Leader:

Conducting discussion sections. Teaching assistants conduct discussions under the close supervision and co-operation of the faculty member who has responsibility for the course. Full-time (0.49 FTE) teaching assistants are normally assigned to conduct four to five one-hour discussion sections in a given term. Per term course load distribution is approximately:

1	In-class contact hours --Conduct discussion sections (4-5 per week)	50 hours
2	Preparation hours --Prepare discussion exercises	30 hours
3	Contact hours outside the classroom --Office hours (typically two hrs/wk) --Counseling, tutoring and special consultations	30 hours
4	Performance evaluation --Reading and grading of discussion reports --Assistance in grading exams for the lecture phase of the course.	20 hours
5	Other responsibilities --Attend meetings with faculty supervisor and other GEs to plan discussion sections	20 hours
6	<del>Potential workload hours</del> 5 hours <del>Sick leave substitution hours</del> <u>--Sick leave substitution hours to perform the responsibilities of another GE who has reported sick.</u> <del>--Optional training hours -- Perform responsibilities of another GE who who has reported sick.</del>	
	Total	155 hours

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All GEs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.

**Laboratory Section Leader:**

Teaching introductory general geology (i.e. EARTH 101, 102, 103) laboratory sections. The labs are under the supervision of a faculty member, but teaching assistants have full responsibility for instruction. A full-time (0.49 FTE) teaching assistant normally teaches at least three one-hour laboratory sessions per term. The distribution of workload hours in an average term is approximately as follows:

1	In-class contact hours --Conduct laboratory sections	45 hours
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2	Preparation hours --Prepare laboratory exercises --Adapt or develop syllabus and laboratory material --Prepare examinations and quizzes	30 hours
3	Contact hours outside the classroom --Office Hours (typically two hours/week) --Counseling, tutoring and special consultations	30 hours
4	Performance evaluation --Reading and grading of lab reports, quizzes and exams --Maintain and submit grading records in compliance with departmental and university regulations.	35 hours
5	Other responsibilities --Administer student course evaluations --Attend meetings with faculty supervisor	10 hours
6	<u>Potential workload hours</u> <u>--Sick leave substitution hours to perform the responsibilities of another GE who has reported sick.</u> <u>--Optional training hours</u> <u>--Perform responsibilities of another GE who who has reported sick.</u>	<u>5 hours</u> <u>Sick leave substitution</u> <u>5 hours</u>
	Total	155 hours

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All GEs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.

**Teaching Assistant:  
Work Assignments and Normative Workloads**

GEs are appointed in the Department of Earth Sciences at the following full time equivalent levels (FTE) and corresponding total workloads (assuming there are 11 weeks to a term). (Article 21)

--0.20 FTE appointments require up to 88 hours per term, or 264 hours per academic year.

--0.30 FTE appointments require up to 131 hours per term, or 393 hours per academic year.

--0.40 FTE appointments require up to 175 hours per term, or 525 hours per academic year.

--0.49 FTE appointments require up to 215 hours per term, or 645 hours per academic year.

For the purpose of setting the total workload (and thus FTE) for each GE position, the Department of Earth Sciences has considered what constitutes a workload sufficient to perform the work assignment satisfactory.

The GE workloads indicated above are considered to be average loads. The distribution of time actually spent in different duties related to the basic teaching assignment may vary from week to week or term to term in a given academic year. Also, a teaching assistant may have assigned duties that fall under more than one of the categories. For example, a teaching assistant in the department may teach a general geology laboratory and also handle a discussion section or sections or assist in grading in some other course. In any case the total hours spent in service to the department will not exceed the figures given above.

Instruction and assistance in upper division and graduate-level laboratory classes. Teaching assistants in most of these classes do only a minor amount of direct instruction (lecturing) but they assist in preparing the laboratory (making up specimen sets, etc.), supervise and assist students during the assigned lab period, grade laboratory exercises, and consult with students outside the laboratory during office hours. Full time teaching assistants are normally assigned to supervise two laboratory sessions per week with the following distribution of work hours per term:

1	In-class contact hours --Conduct laboratory sections	60 hours
2	Preparation hours --Prepare laboratory exercises --Adapt or develop syllabus and laboratory material --Prepare examinations and quizzes	25 hours
3	Contact hours outside the classroom --Office hours (typically two hours/wk) --Counseling, tutoring and special consultations	25 hours
4	Performance evaluation --Reading and grading of lab reports, quizzes and exams of undergraduate students --Maintain and submit grading records in compliance with departmental and university regulations.	30 hours
5	Other responsibilities --Administer student course evaluations --Attend meetings with faculty supervisor	10 hours

6	Potential workload hours	5 hours
	<del>--Sick leave substitution hours to perform the responsibilities of another GE who has reported sick.</del>	
	<del>--Optional training hours</del>	<del>Sick leave substitution</del>
	hours	5 hours
	<del>--Perform responsibilities of another GE who who has reported sick.</del>	
	Total	155 hours

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Summer Field Camp Graduate Employees.

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The summer field camp is 3 sections of two-week upper division, undergraduate course taught during the summer. It is taught in different locations in Oregon, Idaho, and Montana. GEs assisting with this course are required to travel with the instructors and students. The Department of Earth Sciences requests special permission from the Graduate School to pay the GE full time (1.0 FTE) for ~~the~~ each two-week period in order to perform the work assignment satisfactorily. The total hours are calculated by multiplying the maximum number of allowable hours for a 0.49 GE (215 for a ten-week term) by two, then dividing by two weeks. The nature of the assignment dictates that the GE be 'on call' 24 hours a day during the field camp. However, the hours below fairly represent the actual hours spent in formal contact.

1	In-field contact hours	180 hours
	--Conduct discussion sections	
2	Preparation hours	24 hours
	--Prepare field exercises	
3	Performance evaluation	40 hours
	--Reading and grading of exercises	
	--Assistance in grading exams for the lecture phase of the course	
4	Other responsibilities	18 hours
	--Attend meeting with field camp team planning purposes	
	Total	262 hours

Teaching introductory general geology courses – Summer Session.

The FTE for GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GEs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

For four- or eight-week courses during summer session, minimum FTE appointments of GEs with the same responsibilities described above shall be:

3 credit classes – minimum 0.30 FTE appointment

4 or 5 credit classes – minimum 0.37 FTE appointment

1	In-class contact hours --Conduct laboratory sections	32 hours
2	Preparation hours --Prepare laboratory exercises --Adapt or develop syllabus and laboratory material --Prepare examinations and quizzes	30 hours
3	Contact hours outside the classroom --Office Hours (typically three hours/week) --Counseling, tutoring and special consultations --Field trips	20 hours
4	Performance evaluation --Reading and grading of lab reports, quizzes and exams --Maintain and submit grading records in compliance with departmental and university regulations.	25 hours
5	<u>Potential workload hours</u> <u>--Sick leave substitution hours to perform the responsibilities of another GE who has reported sick.</u> <u>--Optional training hours</u> <u>hours</u> <u>--Perform responsibilities of another GE who who has reported sick.</u>	5 hours   Sick leave substitution 5 hours
Total		112 hours

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#### Clarification of Teaching Duties

Preparation time. Preparation time will vary with the type of assignment as noted above. GEs are expected to prepare class handouts and laboratory handouts as needed, organize sets of laboratory specimens, and maintain departmental teaching materials and equipment in useable condition. In some instances GEs are also required to attend course lectures and weekly TA meetings as additional preparation to teach laboratories or lead discussions.

Outside contact with students. GEs are required to hold office hours to assist students in their courses. Office hours may be scheduled on a regular basis (once or twice a week) and/or by appointment. The number of office hours held will vary with the type of course. As a general guideline, the department recommends two office hours per week for every four in-class hours per week. GEs should report their office hours to their supervising faculty member and to the departmental receptionist who maintains a list of GE offices and office hours for student access.

Other responsibilities. These duties may include projecting films and slides for faculty, proctoring examinations, assisting with field trips, and occasional lecturing to classes when the professor responsible for a class is absent from campus. The nature and extent of these duties may vary from term to term and with the individual teaching assistant. The average time spent by teaching assistants in these types of duties is about 10 hours per term.

Sick leave substitution hours. Sick leave substitution hours are built into your FTE (see Section 16, Absences). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution.

All GEs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.

**Research Assistant:**

The duties of research assistants are set by the individual faculty member who pays the research assistant's salary from grant funds. Such duties may include, but are not limited to: operating scientific research equipment; developing and/or operating data analysis software; collecting data in the field; and writing and editing portions of scholarly papers. The supervising faculty member will provide the research assistant with a written or oral statement of duties during the first week of the term in which the RA is appointed. One 'contact' hour in the laboratory performing duties mutually agreed upon by the research assistant and the faculty member is considered to be one hour of work under the GTFF contact.

All GEs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.

[-GE training provisions \(pursuant to Article 31, Section 4 of the UO-GTFF Collective Bargaining Agreement\):](#)

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

[GEs will 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.](#)

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[GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments. Nothing in this 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 have their work duties adjusted to compensate for the substitution.](#)

## **8.0 HEALTH AND SAFETY INFORMATION**

### **Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 345-8316.

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

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

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

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

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

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

### **Safety Information:**

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

**Reporting Safety Hazards:**

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Sandy Thoms, Business Manager, 541-346-4691

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

**Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:**

Copies of emergency procedures are located in the departmental office, 100 Cascade. The person responsible for maintaining them is the office manager, Sandy Thoms.

Evacuation plans are located in the departmental office, 100 Cascade. The person responsible for maintaining them is the office manager, Sandy Thoms.

First aid supplies for the department are located in the departmental office, 100 Cascade. The person responsible for maintaining them is Sandy Thoms.

**Use of Personal Protective Equipment:**

Use of Personal Protective Equipment. In the Department of Earth Sciences, individual faculty members supervise their own research and teaching labs. Those faculty members provide training to their students as needed. Required protective equipment is provided for the students by the researcher

**9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making

satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

**Graduate School Minimum GPA:** During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator.

This GE employing unit 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.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online.

#### **Satisfactory Progress toward the Graduate Degree**

All graduate students are expected to make satisfactory progress each term towards the completion of their degrees. Students must meet this standard to be eligible for departmental support in the form of either a teaching or research GE position. The guidance or thesis/dissertation committee evaluates each student's progress at least once a year (typically in the spring).

The criteria used to assess satisfactory progress toward a graduate degree in Earth Sciences, along with the process by which satisfactory progress is assessed, can be found online:

<http://earthsciences.uoregon.edu/graduate-program/>

Failure to make satisfactory progress toward the graduate degree

If it is decided that a student's academic progress is unsatisfactory, the faculty committee will issue a warning to the student, outline a specific set of expectations for the future, and create a plan for the student to follow that will remedy the situation. In rare circumstances, the committee may rescind the offer for future GE support. Any assessment or conditions that arise from the committee meeting will be presented to the student in writing and included in the student's academic file.

## **10.0 DISCIPLINE AND DISCHARGE**

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree

--Article 16 states: "No GE shall be disciplined or discharged except for just and sufficient cause. Disciplinary sanctions shall be imposed in accordance with the principles of progressive discipline where the application of such principles is appropriate."

--Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree. The Department of Earth Sciences adheres to the policies and procedures described in Article 16 of the Collective Bargaining Agreement.

### **11.0 DISCRIMINATION GRIEVANCE PROCEDURES**

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Employees Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, <https://investigations.uoregon.edu/how-report>.

### **12.0 WORK ENVIRONMENT**

This section provides information about GE facilities and services described in Article 10, Section 2 of the GTFF Collective Bargaining Agreement - information detailing this unit's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance).

#### **Workspace:**

Graduate Employees in Earth Sciences will be assigned shared, lockable office space in Cascade Hall, Cascade Annex, Pacific Hall, or Volcanology. GE offices contain one or more desks for GE use. In offices that include shelving and partitions, the shelving and partitions will be properly and securely installed; furnishings in GE offices will be appropriate and safe. GEs may use their offices for private discussions with students or faculty. Easy and reasonable access to telephones and computers will be provided either in labs or in the main office to carry out GE work assignments.

#### **Private Meeting Space:**

See "Workspace" (above) and the department's Guide to Graduate Study. Link can be found at the bottom of this webpage: <https://earthsciences.uoregon.edu/graduate-program/>

#### **Access to Telephones and Computers:**

See "Workspace" (above).

#### **Access to Office Supplies, Photocopies and Printouts**

See the Earth Sciences Department's Guide to Graduate Study. Link can be found at the bottom of this webpage: <https://earthsciences.uoregon.edu/graduate-program/>

### GE Assistance

In the Earth Sciences department, GEs who work as instructors of record are not assigned to course workloads that would require GE assistance.

## 13.0 ABSENCES

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from the instructor. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GE). If you are able, please attempt to reach the instructor by both phone and email.

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

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

COVERAGE FOR TEACHING GEs USING SICK LEAVE. Sick leave substitution hours are built into your FTE (see Section 7, Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify both the Department Business Manager (Sandy Thoms) and the Associate Department Head (~~Josh Roering~~[Dave Sutherland](#)) if you believe you will likely exceed the hours allocated in Section 7.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with the instructor to determine when and how the missed work will be made up.

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

MORE INFO. More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in ~~Articles 27 and 28~~[Article 29](#) of the UO-GTFF Collective Bargaining Agreement,

<https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.

<http://hr.uoregon.edu/er/labor-agreements>

## 14. TRAINING