

# General Duties and Responsibilities for The Graduate School 2020 – 2022

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## 1.0 GENERAL INFORMATION

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employee appointments (GEs) offered by the Graduate School. 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 (GTFF). This GDRS details the specific relationship between GEs and the Graduate School.

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

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

Kate Mondloch, Interim Vice Provost & Dean, Graduate School

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## 2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GES)

The availability of GE appointments are programmatically determined by the Graduate School Vice Provost and Dean and department leadership. The number of GE positions available is subject to the budgetary constraints on the Graduate School and the University, and is based on the Graduate School's specific need for one or more GEs.

The Graduate School makes an effort to distribute GE opportunities to as many students as possible.

#### ACADEMIC YEAR and SUMMER APPOINTMENTS

The availability of GE appointments for the upcoming academic year and/or summer is usually determined spring of the preceding academic year. Occasionally, the Graduate School may hire GEs in the summer. In recent years, GE assignments during the academic year in the Graduate School have included only administrative GEs.

### **3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS**

The Graduate School posts open position announcements, including a description of duties and responsibilities, FTE, and required and preferred qualifications for appointments on the Graduate School's "GE Openings" webpage for a minimum of 10 business days. Emergency appointments are posted in the same manner.

Any student enrolled in a UO master's or doctoral program is eligible for a GE appointment in the Graduate School. Continuing students must be making satisfactory progress toward their degree according to the Graduate School and their academic unit's requirements.

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

### **4.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, the Graduate School's standing committee of at least three members includes: the supervisor of record for the position, and two other Graduate School employees with relevant job knowledge as determined by the dean.

For any satellite programs located outside of the Graduate School, but under its purview, the committee will consist of three members of faculty and/or administration in the program for which the graduate student will be hired.

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 and (B) specific criteria relating to the particular GE work assignment.

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

- Recommendations from academic or work supervisors: 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, previous employment or other experience relevant to the GE position available.
- Interviews: Finalists will be interviewed and evaluated based on their performance and responses.

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

Preference will be given to those candidates who have specific experience or credentials necessary to perform the work assignment.

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, the same application process described in Section 4 and appointment/reappointment process described here will be repeated.

**Evaluation**

Performance of GEs in this employing unit are evaluated at the end of the academic year for all GEs. Evaluations are performed by the supervisor of record, with input from staff members whose work intersects with the work of the GE. The GE will be asked to submit a self-assessment as part of their evaluation.

The criteria used for evaluation include all criteria set forth as required and preferred qualifications on the position announcement will be measured during evaluation. In addition, the GE's ability to successfully perform each of the duties outlined in the in the position announcement will be evaluated.

**5.0 WORKLOAD & WORK ASSIGNMENTS**

For the purpose of setting the workload (and thus FTE) for a particular GE position, the Graduate School shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. In the Graduate School, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

GEs hired for the summer term are typically hired at the following full time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (Up to 88 hours per term)
- .40 FTE (Up to 175 hours per term)
- .49 FTE (Up to 215 hours per term)

## 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 the Graduate School, duties for the following types of GE work assignments are as follows:

### **Graduate Recruitment & Diversity GE**

- *Recruitment*: assist in the development, implementation, and assessment of initiatives:
  - Deliver presentations to prospective graduate students
  - Create recruitment events
  - Assist with sharing the recruitment lists (McNair Scholars and National Name Exchange) with the departments
  - Research and report on national graduate school recruitment, retention, and diversity efforts
  - Assist with the operation of international student ambassadors program
- *Inclusion*: assist in the development, implementation, and assessment of initiatives:
  - Work with the Director of Diversity and Inclusion to expand and promote diversity efforts for graduate students across campus:
    - Identify department and campus-wide efforts and best practices to support inclusion and success
    - Support community building and peer mentoring within and among graduate student groups and individuals
  - Assess the needs of various student populations quantitatively and qualitatively and integrate findings into programming
  - Serve as a peer support resource to current and prospective graduate students
  - Assist with the operation of an international peer advisor program
  - Assist in the development, implementation, and assessment of the Graduate School's Promising Scholars (PSA) cohort initiative:
    - Host Reception for incoming PSA recipients and past (current student) recipients
    - Promote community support and engagement for all PSA recipients (e.g., facilitate regular social events, update and distribute local community resource list, etc.)
    - Assist with the design of quarterly development events open to PSA recipients exclusively
    - Facilitate a peer mentoring program for first-year Promising Scholars

- Up to 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
- Other duties as assigned

### **Database & Report Management GE**

#### **GradWeb**

- Monitor [gradweb@uoregon.edu](mailto:gradweb@uoregon.edu) email and respond to questions, forward to appropriate staff member, and/or work with developers to problem solve as needed
- Assist with maintenance of GradWeb servers e.g., analyzing logs, monitoring disk space and applying security patches as directed by the system administrator
- Complete work on GradWeb user manual

#### **Data Requests and Surveys**

- Support Graduate School with data requests and surveys

#### **Slate Implementation and Evaluation**

- Support GS efforts to develop Slate as potential grad tracking system.

#### **Other**

- Up to 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

### **Communications GE**

- Design and produce print publications for Graduate School events and communications; provide design expertise for publications and materials; provide related technical support to staff;
- Produce web & social media communications (e.g., Twitter, Facebook, LinkedIn, Versatile PhD);
- Draft and oversee dissemination of Graduate School Weekly Update emails regarding scholarship, funding, and professional development opportunities;
- Assist in development of communication strategies for Graduate School events, such as: New Graduate Student Orientation and Mandatory Training, the annual Graduate Student Research Forum, professional development and recruitment events;
- Assist in development of communication strategies for graduate student recruitment, including best practices toolkit for recruitment communication strategies for distribution to programs, marketing materials (fliers, videos, etc.), email correspondence, social media outreach, etc.
- Complete all work with a strong focus on attention to detail, copy editing and brand-building
- Attend Graduate School staff meetings
- Support all communications efforts through the completion of other duties as assigned
- Up to 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

### **Family Issues GE**

- Provide information about available UO child care facilities and subsidy programs;
- Answer questions, address concerns, and meet with students and their families to provide information about resources available on and off campus;
- Publicize graduate student family resources via the Graduate School website and other communication channels (e-mails, list serves, letters to new graduate students, social media, etc.);
- Research and report on national trends in graduate student support and resource service efforts;
- Develop and implement innovative programs and services to support graduate students and their families;
- Support and develop Graduate School partnerships with other UO departments (such as UO Housing, International Affairs, University Counseling and Testing Center) as well as with outside institutions/organizations that provide services for graduate students and their families;
- Help produce Graduate School events such as *Night at the Museum* and New Graduate Student Orientation;
- Serve on the ASUO Child Care Subsidy review committee as needed;
- Collaborate with the GTFF Parent Caucus Chair and attend relevant meetings;
- Keep the President of the GTFF and the Dean of the Graduate School updated on activities;
- Perform other duties related to the support of graduate students and their families as assigned
- Up to 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

### **Training**

Six hours of your FTE are available for training per academic year.

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.

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 be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution

## **6.0 HEALTH AND SAFETY INFORMATION**

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

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

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

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the 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. 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: Lisa Howard 541-346-7632

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:**

Emergency procedures and first aid supplies are stored in the Graduate School's copy room, Room 125 of Susan Campbell Hall.

## **7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

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

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. 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.

The Graduate School is an administrative unit. Satisfactory progress is determined by each GE's graduate program. See that program's 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**

Each GE in the Graduate School is provided with a designated desk and chair within an office with working locks. The work space is safe and appropriate with properly and securely installed furnishings. Each GE has a computer and easy access to a phone. Office supplies, photocopies, and printouts can be found in the Copy Room (Room 125 SCH). Necessary supplies can be requested following normal office protocol. Contact Lisa Howard 6-7632 for more information.

## **10. ABSENCES**

**NOTIFICATION.** If you are unable to attend work at the scheduled time, you must notify your direct supervisor(s) as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide the department with information about where you left off with your work.

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 your supervisor 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.

**SUBSTITUTION.** Generally, the department will not use substitutes for absent GEs. However, in the event the GE is out ill, and the department requests another GE to substitute, the department will pay 1.50 times the substituting GE's normal rate.

**MAKE-UP WORK.** Generally, for duties missed not related to a class meeting, please check in with your direct supervisor(s) to determine when and how the missed work will be made up.

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

**SICK LEAVE TRACKING.** Sick leave must be reported on the monthly timesheets. Timesheets are due the 15<sup>th</sup> of each month for the previous month (example, the timesheet for September 1-30 is due October 15).

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