

General Duties and Responsibilities Knight Campus Graduate Internship Program 2020-22

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by the Knight Campus Graduate Internship Programs (KCGIP). The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon (UO) and the Graduate Teaching Fellows Federation (GTFF). This GDRS details the specific relationship between GEs and KCGIP. This document does not apply to work-study, hourly student employees, or other staff hired in KCGIP.

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. GEs must pay \$61 of the mandatory fee subsidy (per quarter during the academic year – fall, winter, spring); **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 Teaching Fellows Federation (GTFF)

All Graduate Employees (including administrative, research and teaching GEs) at the UO 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 UO. Links to the CBA and to this GDRS are provided in the GE appointment contract signed by each student who accepts a GE appointment.

Implementation of this KCGIP GDRS is overseen by Knight Campus leadership and the Directors of KCGIP.

DATE OF THIS GDRS REVISION: June 2020

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS (GEs)

The availability of GE appointments are programmatically determined by Knight Campus leadership and directors of KCGIP. 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 KCGIP, the priority is to staff regular required courses and to provide assistance to faculty where needed.

Not all of the following courses are offered every year, and GEs may be hired for courses not listed below:

- CH 667, CH 668, CH 669, CH 670, CH 677M, CH 678M, CH 679M, CH 601, CH 610
- PHYS 626, PHYS 627, PHYS 628, PHYS 610, PHYS 677M, PHYS 678M, PHYS 679M, PHYS 601
- BI 621, BI 622, BI 623, BI 624, BI 625, BI 630, BI 631, BI 601, BI 610

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined between May and September for fall term, between October and December for winter term, and between January and March for spring term.

In recent years, GE assignments during the academic year in KCGIP have included:

- Discussion Section Leader
- Laboratory Section Leader
- Research Assistant

SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer term is usually determined between the months of February and May. In recent years, GE assignments during the summer in KCGIP have included:

- Instructor of Record
- Laboratory Section Leader
- Discussion Section Leader
- Research Assistant

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in KCGIP are:

- Graduate students enrolled at the UO in Bioengineering or other departments, but who have a degree in Chemistry, Physics, Biology, or a closely related field, and who have met the criteria identified in section 5 of this document (Appointment and Reappointment).

Required experience or credentials include:

Graduate students from outside the Bioengineering, Chemistry, Physics, Biology, Computer and Information Science, and Math Departments should have at least a bachelor's degree in a closely related field, awarded from an accredited institution; and have demonstrated excellence in communication and interpersonal skills necessary for effective classroom instruction. Recommendations from academic or work supervisors may help to demonstrate teaching and communication skills. An interview may also be used.

GE applicants should have taken a course equivalent to the one for which they are applying. If it is a laboratory course, they should have experience with similar laboratory equipment and techniques used in the course being offered at the UO. It is the responsibility of the applicant to document this experience by supplying relevant course syllabi along with their application. Syllabi or other supporting information should indicate the types of laboratory work done and the textbook used for the course.

Interest, desire, and prediction of performance may be considered in addition to previous experience if the quality of the GE's application as a whole is high.

When making teaching appointments from a pool of GE applicants (see below for how pool is created), students with the required background and qualifications for the course under consideration will be appointed in the following order:

For the Knight Campus Graduate Internship Program:

1. Current PhD students from Chemistry, Physics, Biology, Human Physiology, Anthropology and Computer and Information Science
2. Incoming PhD students from Chemistry, Physics, Biology, Human Physiology, Anthropology and Computer and Information Science
3. Incoming and current PhD Bioengineering students
4. Graduate students from other departments

In the case of students who have previously held a GE appointment, only students with satisfactory faculty supervisor and student evaluations will be considered.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each Academic Year 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, KCGIP requires that a GE maintain their studies in residence at the UO during each term of appointment.

4.0 APPLICATION PROCESS

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:

- Students are notified of opportunities through the recruitment process or directly from their faculty advisor.

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

- A continuing graduate student aligns themselves with a lab or program. This is usually achieved through an informal, in-person interview with the Principal Investigator (PI) or program director. The hiring unit will check the students file to determine if they are in good academic standing.
- Positions are communicated to the continuing graduate students by research PIs and/or advisors.

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):

- Graduate students are notified of opportunities directly from their current supervisors or advisors.
- Positions that are available to graduate students from any discipline will be advertised by posting in spring term (and as needed) a brief description of each position's duties and responsibilities, FTE, and appointment and reappointment qualifications with the GTFF office, and on the websites of the Graduate School.

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

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

- Available positions will be communicated to faculty and PhD students within the Knight Campus and/or affiliated departments.
- Positions that are available to graduate students from any discipline will be advertised by posting a brief description of each position's duties and responsibilities, FTE, and appointment and reappointment qualifications with the GTFF office, and on the websites of the Graduate School and Human Resources.

From time to time, in KCGIP, emergency appointments may be necessary.

In such cases, these positions will be announced and filled in the following ways:

- The KCGIP instructors, program Directors or the Knight Campus Academic Operations Staff shall first review the files of any candidates remaining in the open pool.

- If none is qualified or available, the Academic Business Coordinator may contact departments thought to have graduate students with the necessary training for the particular emergency opening (e.g. Geography, Anthropology, etc.) and ask that the opening be advertised to graduate students in those departments.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, KCGIP's standing committee of at least three members includes: The Knight Campus PI/instructor or program director, the student's advisor, the Knight Campus Academic Business Manager or coordinator.

Also, in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible.
- 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. It is common to receive an appointment offer prior to receiving a specific 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.
- *Interviews:* Finalists may be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria

- *Instructor of Record (full course responsibility)*: The Instructor of Record would only be assigned to doctoral students who have advanced to candidacy.
- *Discussion Section Leader*: No additional qualifications beyond the general criteria.
- *Laboratory Section Leader*: No additional qualifications beyond the general criteria.
- *Administrative GE*: Work criteria based on need but generally related to recruitment, professional development, and advanced administrative tasks outlined in a position advertisement.
- *Research Assistant*: Assignment related criteria may be determined based on the lab and institute and would be outlined in a position advertisement.

Teaching 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 teaching position, the selection committee or director 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. However, the department reserves the right to proceed to fill the position as it would an emergency appointment (described in Section 4).

GE performance is evaluated at the end of every term. Evaluations are completed by the faculty supervisors in charge of the course. The supervisor evaluates the GE using the following prompts:

- Demonstrated an adequate understanding of the material for this course
- Present at meetings and labs, kept office hours, and attended lecture (if required)
- On-time and prepared
- A fully-engaged participant and actively looked for ways to help the students
- Met grading deadlines
- Used good judgment when grading (thoughtful and fair)
- Communicated effectively with students, faculty supervisor, and staff

The supervisor may also provide a narrative on the evaluation that addresses strengths and weaknesses.

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

In KCGIP, GEs are most commonly appointed at the following full-time equivalent level (FTE) and corresponding total workload:

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

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 KCGIP.

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. GEs may also request documentation of the expected time for each component of the assignment.

DUTIES BY WORK ASSIGNMENT

Teaching GEs:

Teaching for the academic year and summer are appointed in KCGIP at the following full-time equivalent levels (FTE) and corresponding total workloads. (Article 20).

0.49 FTE for a four-credit course. The workload breaks down as follows: in-class contact hours (teaching and administering exams) = 32 hours, preparation (syllabus, lectures etc.) = 120 hours, holding office hours = 20 hours, grading and other student evaluation = 40 hours, miscellaneous = 3 hours; total = 215 hours per term.

Discussion Section Leader:

Discussion section leader appointments require graduate assistants to conduct several discussion sections each week. Duties include attendance in the corresponding lecture, leading discussions, assistance with grading, holding office hours, and other course-related duties as assigned by the faculty member teaching the lecture. GEs appointed at 0.49 FTE may be assigned up to eleven 50-minute discussion sections per week. GEs should confer with the faculty in charge of the course about time expectations for the various duties.

Normal workloads for this type of assignment, including those required for a lecture-only course, will be 215 hours per term and are made at the 0.49 FTE level.

Laboratory Section Leader:

This type of assignment requires preparation for and instruction in the teaching laboratory. Normal workload is 6 to 8 hours of laboratory contact time per week, plus office hours, attendance at lectures and laboratory preparatory sessions, record keeping, and grading. This may consist of two labs of three or four-hour length; four labs of two-hour length; or eight one-hour lab/discussion sections. In addition to teaching in the laboratory sections, GEs attend lectures, hold office hours, and assist with grading and other course-related duties as assigned by the faculty in charge of the lecture. GEs should

confer with the faculty in charge of the course about time expectations for the various duties. Appointments of this kind will typically be at 0.49 FTE, but may be appointed at a lower FTE (down to 0.2) if fewer sections are assigned.

Research Assistant:

Research Assistants work under the supervision of faculty in a research setting. The goals of the research proposal and experimental results set the requirements for the time to be spent in research activities.

KCGIP research assistants are normally appointed at 0.49 FTE.

GE Training Provisions

- 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 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.
- Workload will be addressed between GE and supervisor at the time of the GE's request for specific training.

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 541-346-8912 or 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. 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 Environmental Health and Safety Policy may be found on the library website, <https://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 representatives may also be contacted:

- Bioinformatics – Stacey Wagner (sdwagner@uoregon.edu)
- Polymer – Casey Check (ccheck@uoregon.edu)
- Optics – Nima Dinyari (kdinyari@uoregon.edu)
- Semi – Fuding Lin (flin@uoregon.edu)
- Sensors – Jess Lohrman (jlohrman@uoregon.edu)
- Bioengineering – Jim Hutchison (hutch@uoregon.edu)

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 and first aid supplies: Each laboratory room and each laboratory preparation room has a first aid kit. Material safety data sheets (MSDS) are maintained by the laboratory preparators in the laboratory preparation rooms in CAMCOR and Knight Campus. Emergency procedures and evacuation plans can be found in

display cases in the hallways outside the lab rooms in CAMCOR and Knight Campus. A more extensive list for material safety data sheets is maintained in the Office of Environmental Health and Safety (EHS), 541-346-3192.

Use of Personal Protective Equipment:

In cases in which hazardous materials are used in KCGIP teaching laboratories, one of the KCGIP Laboratory Preparators, will provide appropriate training and safety equipment such as rubber gloves, safety goggles, or facemasks.

Required safety training and appropriate departmental record keeping:

In courses that could expose students to blood-borne pathogens, GEs are required to attend a university offered training session on this topic. The instructor for the course ensures that students have had this training. Informal safety training for things such as proper disposal of broken glassware or chemicals is given during weekly laboratory preparation sessions, when appropriate, by the laboratory preparators.

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/secretary.

CRITERIA USED TO ASSESS SATISFACTORY PROGRESS

Coursework:

Complete a minimum of 9 credits and a maximum of 16 credits per term, during the academic year, toward the graduate degree.

Grades:

Maintain a cumulative GPA of 3.0 or better for all graded courses. The GPA will be computed for coursework meeting the requirements of the graduate degree. At any one time, a student shall have no more than two incompletes. All incompletes shall be completed within one year of incurring them.

Research:

The ultimate, and by far the most important, requirement for the PhD degree is that the student pursues a research program to a point where a dissertation can be prepared. Satisfactory progress toward this end is evaluated annually by the student's advisor and thesis committee.

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.

11.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the GTFF. 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 of the GTFF Collective Bargaining Agreement.

Questions and Information detailing the KCGIP ' GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be emailed your PI, track director or to Jodi Myers, myers2@uoregon.edu.

Workspace:

Office and building keys are typically issued through the Card and Key Office in the Erb Memorial Union (EMU). A deposit may be required. Access to buildings, classrooms, and labs is authorized either by the Knight Campus office or the CAMCOR lab office.

Private Meeting Space:

Should you need space in which to hold office hours or conduct work related to your GE appointment, please contact Jodi Myers, myers2@uoregon.edu.

Access to Telephones and Computers:

GEs may use a phone in the Knight Campus or CAMCOR offices for work related phone calls. Likewise,

if someone needs to reach a GE, they may call KCGIP and a staff member will take a message and forward it to the GE.

Computers and printers are available upon request.

There is also workstations in the Knight Campus Office that are equipped with a networked computer, which may be used by GEs in the event an alternative is not available.

Access to Office Supplies, Photocopies and Printouts:

Copiers and printers are available upon request. Prior approval is required before copies are made at Kinko's or somewhere else off campus.

KCGIP maintains an inventory of instructional supplies and equipment to support the department's teaching functions. Please contact your PI, track director or Jodi Myers, myers2@uoregon.edu, for assistance.

A fairly extensive video library is available at the Science Library. All lab rooms are equipped with LCD projectors, computers, and DVD players.

GE Assistance:

GE assistance is assigned to the Instructor of Record using the same process as when the course is taught by a faculty member.

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 your supervisor (the instructor/director assigned to your course if you are teaching, your PI if you are a research GE, or the Chemistry, Physics, and Biology staff if you are the primary instructor of record for a course). If possible, notify your supervisor in advance of the scheduled work assignment or class that you are unable to attend. If you are able, please attempt to make contact by both phone and email. Do not cancel the class without permission from your supervisor. To the extent possible, provide information about where you left off (e.g., in the previous class in the case of a teaching GE).

In the case that you are unable to directly notify your supervisor, 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 workweek, 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.

Make-up Work:

Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

Planned Absence:

If you are planning an approved absence during any working days of the term, be sure your supervisor knows how to reach you (if possible).

Substitution:

If KCGIP Track Lead asks you to substitute for 1) another GE who is on sick leave and 2) with notice less than 24 hours and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate.

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 Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.