

WAYNE MORSE CENTER FOR LAW AND POLITICS

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
GRADUATE EMPLOYEE APPOINTMENTS**

2021-2022

CONTENTS

- 1.0 General Information
- 2.0 Availability of Graduate Employee Appointments (GEs)
- 3.0 Eligibility Requirements
- 4.0 Application Process
- 5.0 Appointment and Reappointment Selection Process
- 6.0 Criteria to be Considered
- 7.0 Workload
- 8.0 Work Assignments
- 9.0 Absence Notification Procedure
- 10.0 Health and Safety Information
- 11.0 Satisfactory Progress toward Graduate Degree
- 12.0 Discipline and Discharge
- 13.0 Discrimination Grievance Procedures
- 14.0 Work Environment

The supervisory individual who shall oversee the implementation of this GDRS is:
Rebecca Dinwoodie, CoDirector, Wayne Morse Center for Law and Politics.

Revised: December 8, 2021

1.0 GENERAL INFORMATION

- a) The purpose of this GDRS is to clarify information concerning Graduate Employee appointments (GEs) offered by the Wayne Morse Center for Law and Politics (hereinafter, Wayne Morse Center). The Collective Bargaining Agreement (CBA) between the University and the Graduate Teaching Fellows Federation (GTFF) governs the relationship between GEs and the University as a whole. This GDRS details the specific relationship between GEs and the Wayne Morse Center; it does not apply to work-study, hourly student employees, or other staff hired in the Wayne Morse Center.

Access to this document will be provided to faculty and students, as well as to the Division of Graduate Studies and the Graduate Teaching Fellows Federation. This document and its amendments may be viewed or printed from the Division of Graduate Studies website: <https://gradschool.uoregon.edu/funding/ge/gdrs>.

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS

- a) The number of GE positions available is subject to the budgetary constraints on the department and the University, and is based on the department's need for one or more GEs.

3.0 ELIGIBILITY REQUIREMENTS

- a) Graduate students pursuing a Master's, Doctoral or Juris Doctor degree at the University of Oregon in any discipline will be eligible to apply for a GE position.
- b) Preference will be given to those with demonstrated ability in areas relevant to the particular GE assignment.
- c) Typically, only graduate students enrolled in the Department of Political Science are eligible for Instructor-of-Record positions for Political Science courses that are administered by the Wayne Morse Center. If a need arises and no qualified candidates are available from students majoring in the Department of Political Science, a qualified student from another department may be hired.
- d) GEs must be able to communicate in both written and spoken English sufficient to allow for the adequate transmission of ideas to students, and between students and the GE. Non-native speakers of English who accept GEs for teaching-related positions must submit a score for the Test of Spoken English (TSE) or SPEAK test to the Division of Graduate Studies. Please see <https://gradschool.uoregon.edu/funding/ge/international#english-language-proficiency> for current SPEAK test score requirements. Individuals scoring below the minimum scores on the SPEAK or the TSE will be required to attend language support classes (at no additional charge to the student) and may be subject to limitations on the kinds of activities they may carry out as GEs. The TSE is available at many TOEFL testing sites. If a TSE score is not submitted to the Division of Graduate Studies in advance of arrival on campus, non-native-speaker students

must take the SPEAK test at the University of Oregon prior to the first term of appointment.

- e) Students are required to be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment.
- f) GEs must maintain their studies in residency at the UO during each term of appointment.
- g) GEs must maintain Satisfactory Progress toward Degree, as outlined in section 11. For non-Political Science students, the home department must confirm satisfactory progress.
- h) GE appointment offers are merit-based.
- i) Graduate Employee Eligibility Requirements for Levels:
“GEs shall be advanced to the appropriate level of the salary scale at the beginning of the term immediately following that during which the criteria for advancement were met.” (CBA Article 22, Section 2)
 - 3.i.1 GE I – Regularly enrolled graduate students admitted to a graduate degree program or doctoral students who are not eligible for a GE II or GE III appointment.
 - 3.i.2 GE II – Regularly enrolled graduate students who have:
 - 3.i.2.1 Master’s degree in the same or cognate field
 - 3.i.2.2 Successfully completed a qualifying examination toward a doctoral degree, or
 - 3.i.2.3 Completed 45 credit hours toward a doctoral degree and have a written recommendation of the head of their major department
 - 3.i.3 GE III – Regularly enrolled doctoral students who have advanced to candidacy
- j) To be eligible for an Instructor-of-Record position, the student must be advanced to candidacy and must defend their Ph.D. prospectus at least one term prior to teaching a course.

4.0 APPLICATION PROCESS

- a) As described in Article 9 of the Collective Bargaining Agreement, each GE shall be given a copy of this GDRS, including appointment and reappointment criteria, at the time of hire.
- b) Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office,

and on the websites of the Division of Graduate Studies and Human Resources (CBA Article 17, Section 1).

- c) GE appointments shall comply with the Federal and University Affirmative Action regulations.
- d) Applicants for specific GE positions will be required to submit an application and a curriculum vita.
- e) It is the department's responsibility to provide the University with recommendations for GE appointments. (CBA Article 17, Section 1).
- f) From time to time emergency appointments will be necessary. In such cases, the senior faculty fellow and/or department codirector will make selections in consultation with the appropriate department committee.
- g) Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1).

5.0 APPOINTMENT AND REAPPOINTMENT SELECTION PROCESS

- a) Recommendations for appointment and reappointment shall be made to the department codirector by the hiring committee.
- b) The hiring committee is a standing committee made up of at least three members, as is required by the Collective Bargaining Agreement.
- c) For GE Instructor-of-Record positions, the senior faculty fellow in consultation with the graduate student faculty advisor as well as the hiring committee shall make such recommendations.
- d) 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.
- e) In addition to criteria indicated under sections 3 and 6, a prospective Instructor-of-Record's previous background in the subject area will be taken into consideration.
- f) Candidates will be rank-ordered based upon the criteria outlined in "Eligibility Requirements" (Section 3) and "Criteria to be Considered" (Section 6).
- g) After assessing the qualifications of the candidates, the hiring committee will interview those most qualified for the specific GE position.
- h) If no qualified students apply, the department codirector or appropriate committee may decide to reopen the application process for the position. Generally, the same process will be repeated. However, the department reserves the right to proceed to fill the position as it would in an emergency appointment situation.

- i) An appointment may be rescinded by the department within ten (10) calendar days of issuance of the offer unless payable work is requested by the University and performed by the GE. Once an appointment has been accepted and the rescission period has passed, it may not be rescinded or reduced except for good cause shown (CBA Article 17, Section 3).
- j) In the case of continuation of the same position, the department may decide to continue with the same GE in the position without a new announcement.
- k) Appointments and reappointments are not automatic, nor are they guaranteed.
- l) Based on the Wayne Morse Center's needs and funding, a position may be discontinued after the term of appointment is over.
- m) GEs in the Wayne Morse Center will be evaluated at the end of the academic year by the supervisor on criteria set out in the initial appointment.
- n) If the Center has the need and funding for a particular GE position to continue for more than one year, the hiring committee shall convene to determine whether to offer a reappointment to the current GE.
- o) Reappointment shall be based on the student's demonstrated ability to successfully carry out the duties set out in the job description; demonstrated interest in the Wayne Morse Scholars program and its students; and timeliness and effectiveness of communication with Scholars, Center staff, UO employees, visiting speakers, and business vendors.

6.0 CRITERIA TO BE CONSIDERED

- a) Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as:
 - 6.a.1 Academic credentials. Candidates will be ranked based on academic achievement.
 - 6.a.2 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 will give substantial consideration to the other appointment or reappointment criteria.
 - 6.a.3 Previous experience. For teaching GE appointments, having previously taught or taken the course where the GE appointment is offered. For non-teaching GE appointments, previous employment or other experience relevant to the GE appointment available.
- b) Student evaluations, if applicable, will also be reviewed and considered for reappointment. See "Work Assignments" below.
- c) Financial need will not be considered.

7.0 WORKLOAD

- a) GEs are appointed in the Wayne Morse Center at specified full-time equivalent levels (FTE) and corresponding total workloads (CBA Article 22). The normal workloads in the department are as follows:

FTE	Hours Per Term
.10	44
.20	88
.30	131
.40	175
.49	215

- b) To be awarded a Graduate Employee appointment, combined FTE of assignments must total .20 or greater.
- c) For the purpose of setting the workload (and thus FTE) for a particular GE appointment, the department shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work.
- d) Workload includes performance of all duties of the work assignment. For example, the workload for an administrative assignment would include time spent planning events, making telephone and email inquiries, inputting data, training volunteers, etc. in addition to time spent actually coordinating events. Time spent traveling to and from Wayne Morse Center events outside of Eugene, for example Wayne Morse Scholar field trips to Salem and Portland, is also considered part of the GE's workload.
- e) The distribution of workload among work assignment duties (section 8.0) 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.

8.0 WORK ASSIGNMENTS

- a) The distribution of time actually spent on duties may vary from week to week. GEs will not be asked to work more than 15% of the quarter's total FTE assignment in any one week, except by mutual agreement of the GE and supervisor in advance. The workload per term must be within the designated number of total workload hours. The supervising faculty should take into consideration the GE's class load. A GE may not work above the assigned FTE without approval from the department codirector.

b) During the regular academic year, the Wayne Morse Center typically has two types of GE classifications: Instructor-of-Record and Administrative.

8.b.1 **Instructor-of-Record:** have full responsibility for teaching a course. Estimated time distribution below is based on a 4 credit course.

- 8.b.1.1 Workload Allocation Forms for Instructors-of-Record are voluntary. If the Instructor-of-Record would like to have a Workload Allocation Form that details specific duties and a breakdown of time commitment, they must request one from the senior faculty fellow no later than one week prior to the start of the assignment (1 hour).
- 8.b.1.2 First-time Instructors-of-Record will work with their faculty mentor to develop a course syllabus and consult with them throughout the term on their teaching assignment and any issues that may arise (3 hours).
- 8.b.1.3 In-class contact hours include conducting lectures, leading review sessions, and proctoring examinations (32 hours).
- 8.b.1.4 Preparation hours include, but are not limited to: preparing lecture and any review sessions; developing a syllabus, course materials, and reading lists; constructing examinations and quizzes. Preparation may also include creation of online content for web-based courses (90 hours).
- 8.b.1.5 Contact hours outside classroom include holding a minimum of 2 office hours per week between the hours of 9:00 am and 5:00 pm; making provision for special consultation, as needed (25 hours).
- 8.b.1.6 Per article 10 of the *GTFF Collective Bargaining Agreement* (CBA), GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, and clean work environment. Instructors-of-Record are responsible for cleaning their own workstations and working together to keep the workroom clean and organized (1 hour).
- 8.b.1.7 Grading examinations (22.5 hours midterm; up to 8 hours special project or paper if teaching an upper-division course with 30 in-class contact hours; 30 hours final examination; 1.5 hours recording grades).
- 8.b.1.8 Self-evaluation, feedback, and collaboration with the senior faculty fellow (2 hours).
- 8.b.1.9 Instructor-of-Record performance evaluations are performed by the senior faculty fellow and are based on their work in the above terms and on their supervisory role, if applicable. The

senior faculty fellow will consider student feedback, course evaluations, self-evaluations, and feedback from department staff.

- 8.b.2 **Administrative:** assist coordination of the Wayne Morse Scholars program and provide general department support. Distribution of duties may vary based on need and appointment FTE.
- 8.b.2.1 Lead on staffing and logistics for the Wayne Morse Scholars program, including overseeing the recruitment, application and selection process for Scholars, coordinating logistics for orientation, leadership development experiences, and skills trainings, assisting senior faculty fellow with logistics and administration issues for Political Science seminar, coordinating field trips and visiting speakers, assisting with evaluation of the Wayne Morse Scholars program. brainstorm best systems for storing and tracking information about recruitment, contacts, past field trips, etc. (70%)
 - 8.b.2.2 Coordinate Law Fellow staffing at all applicable WMC events. (10%)
 - 8.b.2.3 Attend meetings as needed, interact with staff and students at the Wayne Morse Center. (10%)
 - 8.b.2.4 Assist with developing systems for other programs at the Center, including that for alumni. (5%)
 - 8.b.2.5 Assist with ongoing administrative activities of the center. (5%).
 - 8.b.2.6 Per article 10 of the *GTFF Collective Bargaining Agreement* (CBA), GEs have the same responsibility as other academic and administrative employees to maintain a safe, healthy, and clean work environment. Administrative GEs are responsible for cleaning their own workstations and working together to keep the office clean and organized.
 - 8.b.2.7 Administrative GE performance evaluations are performed by the department codirector and are based on their work in the above terms. The codirector will consider student feedback, self-evaluations, and feedback from department staff members. The criteria used for evaluation include the following: Knowledge; Planning/Organizing/Timeliness; Analysis; Creativity/Initiative; Quality; Professionalism; Dependability; Interpersonal Skills/Communications; Versatility; Continuous Improvement; Other.

- c) A combined **Instructor-of-Record/Administrative** GE position may be offered to an Instructor-of-Record if the course taught is less than four credits, and it is desired by the department to include administrative duties to offer a .49 FTE GE position.

9.0 ABSENCE NOTIFICATION PROCEDURE

- a) This procedure documents the department's expectations for communication and coordination of absences due to personal illness, injury, medical appointment or procedure, or other disabling medical conditions; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; or bereavement. This also applies to the birth or adoption of a new child, and to both parents if both parents are GEs. GEs should be familiar with Articles 28 and 29 of the GTFF Collective Bargaining Agreement.
- b) If a GE is unable to attend work or meet a class at the scheduled time, they should contact their direct supervisor(s) as soon as possible, but no later than 8 a.m. on the day of absence. In all cases, GEs are expected to provide their supervisor(s) with pertinent information on where they left off, so that, if necessary, adequate coverage can be arranged. A GE who is an Instructor-of-Record should report to the senior faculty fellow and department codirector; if it is determined that a class session must be cancelled, it is the instructor's duty to email the class list.
- c) When an absence is foreseeable, the GE should notify their supervisor(s) and the department codirector as soon as possible, but no later than 10 days prior to the date of leave, so that adjustments to GE duties can be arranged.
- d) If the GE is going to be absent from scheduled office hours or an event due to unexpected illness or family emergency, the GE must notify the department codirector via text or voice message to 541-556-3732 or, if that is not possible, email Rebecca Dinwoodie and Dan Tichenor as early as possible before the first assigned duty on the day to be missed.
- e) In the case that the GE will miss a Wayne Morse Center event, class or lunch at which she or he has responsibilities, the Center may ask that the GE attempt to find a substitute. Rebecca Dinwoodie will also try to find a substitute. Whenever possible, the GE or her/his designee will provide Rebecca Dinwoodie with information about which responsibilities are being handed off.
- f) If a GE will miss more than five days in a term for any reason or will be absent for a period of greater than five working days (one week), they may be entitled to Family and Medical Leave as described in Article 29 Section 7 of the GTFF CBA. In both scenarios, the GE must consult with their supervisor(s). After consulting with their supervisor(s), the GE must contact the Division of Graduate Studies by sending an email to graduatestudies@uoregon.edu (Cc the Graduate Coordinator). The Division of Graduate Studies will coordinate any necessary adjustments to the GE's assignment, such as adjusting the assignment and duties or reducing the GE's FTE for the term. Absences that are eligible for Family and Medical Leave should also be reported to the Office Manager to ensure proper reporting with Human Resources.

- g) If a GE is absent for a work assignment (such as a class, meeting, office hours, or discussion session), regardless of the length of the absence that day, they must report a “day” of sick leave by submitting a GE – Sick Leave Report. The report must be signed by the supervisor and submitted to the department’s accounting coordinator by the 16th of each month.
- h) Sick leave taken for reasons outside of the scope of Article 29 of the GTFF CBA may result in discipline up to and including termination. The University may only initiate a disciplinary process when the University has an articulable basis for doing so with observable evidence.

10.0 HEALTH AND SAFETY INFORMATION

a) Accident Reporting and Workers’ Compensation

- 10.a.1 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.
- 10.a.2 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.
- 10.a.3 The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Workplace Injury Report with the GE. If, as a result of the accident, the GE requires medical care, a Workers’ Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers’ compensation information and forms are available at <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.
- 10.a.4 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).
- 10.a.5 In addition to medical expenses related to the injury/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.
- 10.a.6 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.

10.a.7 ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

b) Safety Information

10.b.1 (1) 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>.

c) Reporting Safety Hazards

10.c.1 GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Rebecca Dinwoodie, Department CoDirector, 541-346-3730.

10.c.2 Other resources on campus to report such information include 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).

d) Emergency Procedures, Evacuation Plans, Material Data Safety Sheets (MSDS) and First Aid Supplies

10.d.1 Emergency procedures manual and MSDS (if applicable) are posted in communal spaces and copy rooms. Evacuation plans are located in hallways throughout Knight Law Center. First aid supplies are available in building complex as indicated on posted building maps. Evacuation plans were removed from the building by the Facilities Department as they deemed them out of date and unnecessary. Building occupants are to use the lighted exit signs for evacuation.

10.d.2 For Instructor-of-Record GEs teaching a Political Science course, the Department of Political Science Emergency Response Plan and kits are located in PLC 804 and PLC 910.

11.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

- a) Satisfactory progress toward a graduate degree is a requirement of GE appointments and reappointments.
- b) 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. As a matter of policy, an individual appointed as a GE should be regarded primarily as a graduate student providing service as part of a learning experience, rather than solely as an employee whose education is secondary.
- c) The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.
- d) During the academic year, the Division of Graduate Studies reviews academic transcripts of all graduate students holding GE appointments. The Division of Graduate Studies will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Division of Graduate Studies' 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.
- e) Students are responsible for ensuring their continued progress toward completion of degree requirements, including compliance with credit hour, incomplete, and coursework grade requirements, GPA, and all deadlines and requirements established by the Division of Graduate Studies and/or their academic department; this includes deadlines for submitting administrative paperwork.

12.0 DISCIPLINE AND DISCHARGE

- a) 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.

13.0 DISCRIMINATION GRIEVANCE PROCEDURES

- a) 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>.

14.0 WORK ENVIRONMENT

- a) The Wayne Morse Center employs Instructors-of-Record and Administrative GEs. At the time of hire and as policies and personnel change, the Center, through the

codirector, provides each GE with information regarding the availability of resources necessary to aid in the successful completion of their assignment.

b) Supervisors are expected to be attentive to GE working conditions and to create opportunities to assess the needs of their GEs to find out which systems currently work, and which may need re-evaluation.

c) Working Space.

14.c.1 GEs are provided with an open space in the Wayne Morse Center suite, and access to meeting rooms that may be used to conduct meetings and work.

14.c.2 GEs are provided a working environment that is safe and secure. Wayne Morse Center staff and GEs regularly review GE workspaces to ensure that safe working conditions are being met. GEs are issued keys to access the building and suite within which their office space is located.

14.c.3 Suite, room, and/or building keys may be obtained through Wayne Morse Center CoDirector Rebecca Dinwoodie.

d) Access to Telephones and Computers.

14.d.1 All equipment necessary to carry out work assignments is provided in or in close proximity to GE workspace.

14.d.2 GEs have access to telephones and computers insofar as they are necessary for their work assignment. Telephones are sufficient in quantity so that they are easily accessible for both GE needs and the contact needs of co-workers.

14.d.3 Most GEs are expected to use their own computers but will be given access to specialized computers and servers when such access is necessary for the completion of their assignments. The software that may be necessary for the completion of their assignments is also available on GEs' computers at no personal cost to the GE. GEs are responsible for following all UO computer security policies regarding the use of computers on campus.

e) Access to Office Supplies, Photocopies and Printouts.

14.e.1 All equipment necessary to carry out work assignments is provided in or in close proximity to GE workspace.

f) Training.

14.f.1 We make every effort to inform GEs of on-campus training opportunities that would assist them on their jobs as well as future career goals.