

## General Duties and Responsibilities for School of Journalism and Communication

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### 1.0 GENERAL INFORMATION

DATE OF THIS GDRS REVISION: 9/3/2021

YEARS FOR WHICH THIS GDRS IS VALID: 2020-2022

The individual who shall oversee the implementation of this GDRS is  
Julianne H. Newton, Doctoral Program Director

### 2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University.

In this GE employing unit, the priority is to staff regular required courses (including but not limited to the following courses) and to provide assistance to faculty where needed:

J100 Media Professions  
J101 Grammar for Communication  
J201 Mass Media and Society  
J211 Gateway to Media  
J212 Writing for Communicators  
J213 Fact or Fiction  
J320 Gender and Diversity in the Media

J330,331 Video Production  
J340 Principles of Adverstising  
J342 Creative Strategist  
J350 Principles of Public Relations  
J365 Photojournalism  
J385 Communication Law  
J387 Media History  
J396 International Communication  
J397 Media Ethics  
J412 Topics (depending on enrollment levels)  
J460 Advertising and Culture  
J461 Newspaper Editing  
J467 Communication in Developing Countries  
J494 Strategic Communication Research Methods

This GE employing unit: (Select all that apply.)

- 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:

During the spring and summer preceding the academic year of appointment.

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

- Instructor of Record
- Teaching Assistant
- Laboratory Section Leader
- 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:

During the spring term preceding summer term of appointment. Typically only PhD students are given GE appointments in the summer, except under unusual circumstances.

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

Select all that apply.

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

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

Students eligible for a GE appointment in this GE employing unit are

- Graduate students enrolled in the School as Ph.D. or master's degree candidates in Communication and Media Studies who have not already held two- or three-quarter GE appointments in the School during each of the two academic years, for master's students, and four academic years for Ph.D. students.
- When the School is unable to find qualified GE applicants among its own admitted or current graduate students, graduate students enrolled in other departments at the university may be considered. However, we will offer a GE to an SOJC PhD or master's student, even if they are beyond their 4 or 2 year eligibility period, before going outside the school.

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:

- Evidence of teaching and/or media experience that would qualify the applicant to teach or otherwise assist the faculty member with the specific subject(s) or tasks involved.
- Academic promise, as suggested by such indicators as undergraduate/graduate GPA, GRE scores, written papers or exhibits, faculty recommendations.
- Applicant's financial need and the SOJC's desire to recruit the applicant as a graduate student.
- The above criteria are listed in the order of importance.

Students will be considered in the following order:

1. Ph.D. candidates
2. Master's candidates in Communication and Media Studies

3. Master's candidates in our professional programs are only eligible under exceptional circumstances.

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

Ph.D. candidates - maximum four years total GE funding, with the possibility of additional appointments if the need arises

Master's candidates - maximum two years total GE funding, with the possibility of additional appointments if the need arises

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. Exceptions to this requirement will be considered only under exceptional circumstances. To request an exception to this requirement, please contact the Doctoral Program Director or the Graduate Student Services Manager.

## 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:

At the time an admission offer is extended to the student, the department will include information about whether or not the offer includes a GE appointment. The SOJC Graduate Programs Office determines specific assignments during the summer prior to matriculation based on teaching needs, students' skills and backgrounds, and scheduling constraints.

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

All eligible students in the Communication and Media Studies master's and PhD programs will be considered for GE assignments each year as long as they are within the limits of the guaranteed funding period (see "ELIGIBILITY") and are making satisfactory academic progress.

The Graduate Programs Office will solicit input from continuing GEs as to their teaching interests and preferences to assist in the assignment process. Every attempt is made to provide students with assignments that match up with their interests and preferences, though ultimately assignments are based on departmental teaching needs.

## 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:  
Incoming eligible graduate students matriculate fall term and are therefore not considered for appointment summer term.

Generally, the application process for continuing students includes:  
The Doctoral Program Director calls for applications from eligible Ph.D. candidates for summer appointments in winter term as soon as teaching needs are determined.

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):  
In such cases, the Doctoral Program Director and/or Graduate Student Services Manager will make the appointment, consulting with other relevant parties (e.g., the associate dean, area heads, etc.) when appropriate.

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:  
In such cases, the Doctoral Program Director will make the appointment, consulting with other relevant parties (e.g., the associate deans, area heads, etc.) when appropriate.

### **4.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes:  
Doctoral Program Director, Associate Dean, PhD Advisory Committee (consisting of at least five graduate faculty).

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.

**(C) Criteria specific to a particular GE work assignment**

These may include:

-Previous professional experience relevant to the GE position(s) available

-Academic credentials:

Incoming students – previous grades and degrees, test scores (GRE, plus English proficiency for students whose native language is not English)

Continuing students – satisfactory progress toward the degree, previous supervising faculty evaluations (administered by the Graduate Program Office each term)

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:

Supervising faculty are encouraged to submit faculty evaluations (forms are distributed to all supervising faculty during finals week)

The criteria used for evaluation include:

Evaluations from supervising faculty

## 5.0 WORKLOAD AND WORK ASSIGNMENTS

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 this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .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)

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:\***

Prepare syllabus and order textbooks (5 hrs./term)

Prepare for and conduct class periods (2-4 hrs./week)  
Prepare, administer and grade exams and assignments (3 hrs./week)  
Maintain office hours, contact with students outside class (2 hrs./week)  
Compute and assign final grades (5 hrs./term)  
Total hours per week: 19.5 during the fall, winter, and spring terms (.49 FTE)\*  
Total hours per term: 215 during the fall, winter, and spring terms (.49 FTE)\*

*\*In the fall, winter, and spring terms of the academic year, GEs with full course responsibility for 4 credit courses are to be appointed at .49 FTE, but in the summer term, they are appointed at .40 FTE.*

**Laboratory Section Leader:**

Attend lecture (if required by supervising faculty) (2-4 hrs./week)  
Conduct labs (5 hrs./week hrs.)  
Maintain office hours, contact with students outside class periods (2 hrs./week)  
Administer and grade exams and assignments (4 hrs/week.)  
Meet with other lab section leaders and supervising instructors (1 hr./week)  
Total hours per week: 16  
Total hours per term: 175

**Teaching Assistant:**

Attend lectures (2-4 hrs./week)  
Maintain office hours, contact with students outside class periods (4-6 hrs./week)  
Administer and grade exams and assignments (4-6 hrs./week)  
Meet with supervising instructor (1 hr/week)  
Various other administrative duties as needed (copying, scantrons, etc.)  
Total hours per week: 16  
Total hours per term: 175

**Research Assistant:**

Duties depend on the project but can include:  
coding, computer analysis, library research (copying articles, checking footnotes, etc.)  
Proofreading  
Meeting with supervising faculty as needed (or required)  
Total hours per week: 16  
Total hours per term: 175

**Research Fellow:**

Conduct research

Total hours per week: 16  
Total hours per term: 175

### **Training**

Per the GE training provisions in Article 31, Section 4, 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 may be compensated for these training hours by accounting for the hours within their regular work assignment if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual training courses and/or activities for that GE.

GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments. Nothing in this 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 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://ehs.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: Tom Rozinski, 224 Allen Hall, 541-346-9061, [rozinski@uoregon.edu](mailto:rozinski@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 (MSDS) and first aid supplies:**

219 Allen Hall, Faculty Services Office

**7.0 SATISFACTORY PROGRESS TOWARD 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 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 or in another document:

SOJC Graduate Student Handbook given to each new student at orientation in the fall, available in hard copy in the SOJC Graduate Programs Office, or online at: [sojctstudent.uoregon.edu/graduate/student-handbook/](http://sojctstudent.uoregon.edu/graduate/student-handbook/)

**Criteria Used to Assess Satisfactory Progress**

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

**Coursework:**

Nine graduate credits per term with satisfactory progress toward the degree by taking required coursework each term.

**Grades:**

Maintain at least a 3.25 overall graduate GPA.

**Examinations:**

See handbook

**Research:**

See handbook

**Language Requirements:**

See handbook

**Teaching Requirement:**

See handbook

**Skill/Practicum/Internship Requirement:**

See handbook

**Advancement to Candidacy:**

Comprehensive exams are taken by the doctoral candidate after all Ph.D. coursework is completed. Details are available in the SOJC Graduate Student Handbook.

**Other:**

See handbook

The process for evaluating satisfactory progress toward graduate degree is as follows: Recommended timelines to ensure satisfactory progress toward the graduate degree for each of our graduate programs are described in the SOJC Graduate Student Handbook. An evaluation of coursework and School requirements are done by the Graduate Program Office staff when the student applies for degree (master's students) and at the end of every year by the Doctoral Program Director and PhD Advisory Committee (for doctoral candidates).

Failure to make satisfactory progress toward the graduate degree

Should a student evidence unsatisfactory work (grades of C or lower in an SOJC graduate level class, for example), the student's primary advisor and the head of the student's individual graduate program work closely with the student to ensure their success in future terms.

## **8.0 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.

## **9.0 DISCRIMINATION 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>

## **10.0 WORK ENVIRONMENT**

This section provides information about GE facilities and services described in Article 10 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) can be found online or in another document:

SOJC Graduate Student Handbook (see <http://journalism.uoregon.edu/students/grad/>) and information provided to the student at orientation.

### **Workspace:**

Our GE offices in Allen Hall and 1715 Franklin provide adequate space for GEs. Shared carrels with computers (if requested), and private space to meet with students are provided.

Both spaces are accessed by keys issued to GEs. Allen Hall can be accessed 24/7 by proxy card issued to all GEs.

### **Private Meeting Space:**

There are conference rooms in Allen available to GEs to book for private space with students. Students may reserve these spaces at <https://webcheckout.uoregon.edu/>

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

By vote, SOJC GEs do not require telephones. All GEs are provided with desktop computers (shared), if requested.

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

All GEs have access to all necessary office supplies, photocopying and printouts needed for their GE assignment each term.

GEs whose assignments involve use of specific software shall be provided with access to the software.

### **GE Assistance**

GE instructor of record is afforded the same service, supplies, and support as any teaching faculty or adjuncts. GE instructors of record should contact Faculty Services to request supplies and support: [sojcfacultyservices@uoregon.edu](mailto:sojcfacultyservices@uoregon.edu)

GEs working under the direction of an instructor of record (as teaching assistants, lab leaders, or discussion section leaders) and research GEs shall have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. These shall be available at no personal cost to the GEs and does not preclude limitations placed upon the supervisors or instructors of record.

GEs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. Access to these supplies shall be available at least during departmental standard working hours.

## **11.0 ABSENCES**

### **Notification**

Per Article 29, Paid and Unpaid Absences, if you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor as soon as possible, and, 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 your supervisor. To the extent possible, provide your supervisor 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 your supervisor 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 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.

### **Coverage For Teaching GEs**

Please work with your supervisor to determine if a substitute must be found or if the class

may be cancelled.

### **Substitution With More Than 24 Hours Notice**

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.

### **Substitution With Less Than 24 Hours Notice**

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

### **Make-Up Work**

Generally, for duties missed not related to a class meeting, please check in with your supervisor 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 supervisor how to reach you (if possible).

### **Sick Leave Tracking**

Each month GEs will be asked to report any sick leave taken using an online reporting form. The SOJC Human Resources Manager or Operations Coordinator will email all GEs monthly with instructions.

### **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>.