

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT for
UO ONLINE in
THE OFFICE OF THE PROVOST
WINTER 2024**

CONTENTS

- 1.0 General Information
- 2.0 Availability of Graduate Employment
- 3.0 Application Process and Eligibility Requirements
- 4.0 Appointment & Reappointment Process
- 5.0 Workload & Work Assignments
- 6.0 Health and Safety
- 7.0 Satisfactory Progress Toward Graduate Degree
- 8.0 Discrimination Grievance Procedure
- 9.0 Work Environment
- 10.0 Absences

1.0 GENERAL INFORMATION

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

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

Robert Voelker-Morris
Associate Director, UO Online
rmorris1@uoregon.edu
541-346-1934

DATE REVISED: November 21, 2023

2.0 AVAILABILITY OF GRADUATE EMPLOYMENT

GE appointments are programmatically determined by UO Online's Associate Vice Provost for UO Online and other senior leadership and are typically available during the academic year.

The number of GE positions available is subject to the budgetary constraints on the Division and the University, and GE allocations are based on UO Online's specific need for one or more GEs.

Academic Year Appointments

The availability of GE appointments for the upcoming academic year is usually determined during the preceding spring term.

Summer Term Appointments

UO Online does not hire GEs in the summer unless funding is available to cover the costs.

3.0 APPLICATION PROCESS & ELIGIBILITY REQUIREMENTS

Graduate students pursuing a master's or doctoral degree at the University of Oregon in any discipline are eligible to apply for a GE position. Continuing students must be making satisfactory progress toward their degree according to the Division of Graduate Studies and their academic unit's requirements.

Preference will be given to students with experience teaching undergraduate students at the university or community college level, and students may be given preference in a field related to the work of this department or at the doctoral level.

UO Online posts its position announcements, including a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment on the Division of Graduate Studies' "GE Job Openings" webpage for a minimum of 10 business days (Article 17, Section 1). Announcements are also posted at relevant offices and departments on campus.

Completed applications shall be returned to the Department by a specified deadline as noted on the announcement. Applications will consist of a letter of interest detailing qualifications for the position, relevant work experience, educational background, and academic/career goals; and a resume/CV.

Applicants who would add to the diversity of the workplace are strongly encouraged to apply.

Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made (Article 17, Section 1).

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the same manner as detailed above.

The Division of Graduate Studies requires that students be enrolled for and successfully complete a minimum of nine (9) graduate credit hours towards their degree during each term of a GE appointment. Further, students must be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7).

4.0 APPOINTMENTS AND REAPPOINTMENT PROCESS

In accordance with the CBA, the GE hiring unit's standing committee shall consist of at least three members. 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 position, the same student may continue in (i.e., be reappointed to) the GE position without any new announcement of the position.

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
UO ONLINE in THE OFFICE OF THE PROVOST
2024**

General criteria include (in no particular order):

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. 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.
- While appointment or reappointment criteria may include the recommendation of the person who will act as the GEs supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- General criteria regarding appointments for the particular types of work assignments available and specific qualifications based on requirements, preferences and duties cited in the job announcement.
- Previous employment or other experience relevant to the GE position available.
- Interest, desire and prediction of performance.
- Experience working with college age individuals through teaching or teaching support.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well. If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described in Section 4 and appointment/reappointment process described here will be repeated.

5.0 WORKLOAD & WORK ASSIGNMENTS

UO Online GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

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

For the purpose of setting the workload (and thus FTE) for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

Primary Responsibilities of UO Online GEs.

- The GE will work alongside UO Instructional Designers, and other campus stakeholders to understand and support research-informed practices shown to enhance student success in the online environment.
- The GE may support multiple online classes across different disciplines. Unlike content presentation, grading, or assignment feedback, expertise in the specific course content is not required—instead the GE will explore scholarly research about teaching online and will help implement strategies to augment student learning.
- Creation and facilitation of student surveys, outreach to students, creation of tools to help students grow self-efficacy and develop learning skills, and authoring of accessible content in a Universal Design for Learning (UDL) framework.

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
UO ONLINE in THE OFFICE OF THE PROVOST
2024**

- The GE will be on-site at UO Online for a half day each week; other work can typically be completed from a location of the GE's choice.
- Scheduled work hours are typically during 8:00 AM - 5:00 PM, Monday-Friday.

Workload includes performance of all duties of the work assignment as best as can be determined based on the specific tasks written in the specific scope of work relating to a GE assignment. The distribution of workload among various duties is reflective of average breakdowns within the normative standard of the total workload. The distribution of time spent on duties may vary from week to week. However, the workload per term should be within the designated number of total workload hours. 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 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.

6.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers' Compensation

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

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

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

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

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
UO ONLINE in THE OFFICE OF THE PROVOST
2024**

prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact Safety and Risk Services immediately.

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

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).

Safety Information.

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>.

The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>.

Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

Reporting Safety Hazards.

GEs that identify safety hazards and issues are encouraged to discuss them immediately with their supervisor: Robert Voelker-Morris, Associate Director, rmorris1@uoregon.edu, 541-346-1934

The following unit representative may also be contacted:

- 1) Carolyn Vogt, Online Ops Mgr/Exec Assistant, carolynv@uoregon.edu, 541-346-2831

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).

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

Location of emergency procedures, material data safety sheets (MSDS) and first aid supplies: Located in the breakroom, Prince Lucien Hall (PLC) room 49. Evacuation plans posted in main hallway.

7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

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, individuals appointed as GEs should be regarded primarily as

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
UO ONLINE in THE OFFICE OF THE PROVOST
2024**

graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

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.

Satisfactory progress is determined by each GE's graduate program. See that program's website, handbook or GDRS for more information

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.

UO Online, as an administrative unit, defers to the GE's academic department and checks with them annually at the time of contract renewal (generally in May of each academic year).

8.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

9.0 WORK ENVIRONMENT

The work environment and materials provided to the UO Online GEs include the following:

GE Assistance

Workspace

UO Online provides an office, workspace, or shared office space for GE's with working locks on doors and/or cabinets, and safe and appropriate furnishings, some of which are securely affixed to the walls (i.e. overhead bins, desktops). GE's will be issued a key for access to their workspace and will have their UO ID properly coded for building access.

Private Meeting Space

When meeting with UO Online colleagues and instructors each GE will have a confidential meeting space (based on scheduling office hours that are not in conflict with each other).

Access to Telephone and Other Equipment

GEs will have access to Teams UO Online GE role account phone, and other equipment necessary to carry out work assignments. This equipment is available during the office work hours, Monday-Friday, 8:00am-5:00 pm.

Access to Computer

UO Online will provide access to a department managed laptop. This laptop is to be used only for UO Online designated work and can be used during assigned remote work times. GEs may elect to

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
UO ONLINE in THE OFFICE OF THE PROVOST
2024**

use their own laptop computers. In either situation GEs must follow the University's Acceptable Use of Computing Resources Policy found at <https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=30997>.

Access to Office Supplies, Photocopies and Printouts

GEs working in UO Online will have access to office supplies necessary to accomplish tasks associated with their assignments as directed by their supervisor. Each GE is provided access to make copies. A main office printer and copier is available to GEs as needed in their day to day work. Access to these supplies is available, at a minimum, during our standard business hours—Monday through Friday, 8:00am-5:00pm.

10.0 ABSENCES

Notification

If you are unable to attend work at the scheduled time, you must notify Robert Voelker-Morris as soon as possible, including, if possible, in advance of the scheduled work assignment. In cases where your absence results in the need for assistance with rescheduling appointments, or making corrections to your posted schedule, please also contact other necessary staff.

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 Division of Graduate Studies. The Division of Graduate Studies will coordinate with the GE and the department on any adjustment due to the GE's absence.

Make-Up Work

Generally, for duties missed, please check in with Robert Voelker-Morris 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 Robert Voelker-Morris of how to reach you (if possible).

GE Sick Leave

Effective January 1, 2016, Graduate Employees receive paid sick leave. For further detail on how this sick leave operates, please refer to Article 29 of GTFF collective bargaining agreement. Some of the important elements include:

- GEs will accrue and use sick leave in days.
- If a GE is absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, they will be charged a day of sick leave.
- GEs accrue two days per each term worked, and will accrue one additional day during their first appointment in an academic year (Fall-Summer); Sick leave is accrued at the start of each term.
- GEs can accrue a maximum of ten (10) days of sick leave which can roll over year-to-year.

**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
UO ONLINE in THE OFFICE OF THE PROVOST
2024**

- Except for parental leave, GEs must exhaust sick leave prior to taking unpaid leave or reducing their GE appointment for illnesses or other covered circumstances.
- If the department asks a GE to substitute for another GE who is on sick leave with notice of less than 24 hours, the GE will receive hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate.
- GEs should notify their departments as soon as possible when they have foreseeable sick leave (surgery, etc.).
- GEs must record and/or report sick leave on their timesheets which are due on the first Friday of each month.

GE sick leave use will need to be recorded in Banner by the employing department. Due to Banner's design, GEs' sick leave will appear as "hours" but will count as "days." For instance, at the start of an appointment, Banner and DuckWeb will display three hours of sick leave available. The actual time available to the GE is three "days."

More 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 Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/graduate-teaching-fellows-federation>.