

General Duties and Responsibilities Statement
Department of Mathematics
Graduate Teaching Fellowships
2009-2010

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1.0 General Information

1.1 This Document

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the Department of Mathematics. The relationship between GTFs 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 GTFs and the Department of Mathematics. The document does not apply to work-study or other staff hired in the Department of Mathematics.

Access to this manual will be provided to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation.

This document and its amendments may be viewed or printed from the Graduate School website.

1.2 GTF Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GTFs 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. Graduate Teaching Fellows must pay \$150 of the mandatory fees set by the Oregon University System (**assessed at \$538.00 per term in 2008-2009; fees are subject to change without additional notice.**) Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

1.3 Graduate Teaching Fellows Federation

Most Graduate Teaching Fellows at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon. Upon signed acceptance of an offer, the GTF will be sent a copy of the Collective Bargaining Agreement and other information pertinent to the appointment.

1.4 Supervisor

The Department Head shall oversee the implementation of GDRS within the Department of Mathematics.

2.0 Availability of Graduate Teaching Fellows

- 2.0.1** The number of instructional GTF positions available is subject to the budgetary constraints of the Department and the University.
- 2.0.2** The priority is to staff regular required courses such as Math 111 and to provide assistance to faculty where needed.

2.1 The Department

- 2.1.1** Makes an effort to distribute GTF opportunities to as many qualified students as possible.
- 2.1.2** Encourages opportunities through other means such as scholarships, work-study and grant funded research assistants.
- 2.1.3** In recent years instructional GTF positions have been offered by the Department for teaching in courses such as Math 111, 112, 211-2-3, 246-7, 251-2-3 as well as assistance in Math 241-2-3, 231-2-3.

3.0 Eligibility Requirements

- 3.1** Enrollment in a graduate program at the University of Oregon.
- 3.2** The University Graduate School requires that a GTF be enrolled for a minimum of minimum of 9 graduate credit hours per term of appointment.

4.0 Application Process

- 4.1** There are two classes of GTF appointment in the Department of Mathematics: instructional and research assistant. The application process is different for the two types.
- 4.2** It is the Department's responsibility to provide the University with recommendations for GTF appointments. (Article 17, Section 1).
- 4.3** Announcement of available instructional appointments for the upcoming academic year will be made by announcement in the Special Issue of the *AMS Notices* and posted on the website of the Department of Mathematics.
- 4.4** A brief description of each position's responsibilities, FTE and qualifications will be available in the department office
- 4.5** Instructional positions offered by the Department, which are not included in the spring term application pool, will be filled by following a similar application and selection process as outlined in this statement.
- 4.6** From time to time emergency appointments may be necessary. In such cases the Department will give priority to current qualified graduate students in the department who did not previously receive an appointment, and/or to GTFs in the department whose current FTE could be raised to include the required workload without exceeding .49 FTE.
- 4.7** Completed applications for instructional appointments shall be returned to the Department by March 1 of the preceding spring.

5.0 Appointment Selection Process

- 5.1** Ultimate responsibility for appointing and reappointing Graduate Teaching Fellows rests with the Department Head.
- 5.1.1** In making decisions with regard to appointment and reappointment, the Department Head will be guided by the recommendations of the Appointments Subcommittee of the Graduate Affairs Committee.
- 5.1.2** The Graduate Affairs Committee including subcommittees is composed of faculty members appointed by the Department Head with the advice of the Executive Committee of the Department of Mathematics.
- 5.2** In general there will be two kinds of Graduate Teaching Fellow appointments and/or reappointments: regular and term.
- 5.2.1** Regular new instructional GTF appointees are those selected in open competition after full and careful consideration of the following:
- 5.2.1.1** Academic records as evidenced by previous degrees, grades and test scores including the Graduate Record Exam and the Graduate Record Math Subject Exam.
- 5.2.1.2** Recommendations.
- 5.2.1.3** Achievements in mathematics as evidenced by performance in mathematics courses.
- 5.2.1.4** Perceived ability for success in a graduate program as evidenced by recommendations by former instructors.
- 5.2.1.5** Predicted performance as teachers of lower-division mathematics courses as evidenced by previous teaching experience or expressed interest and desire to teach and quality of spoken English. Usually all GTF appointments made using recurring GTF funds will be in the regular category.
- 5.2.2** Term GTF appointees are those selected from qualified applicants to meet immediate emergency departmental teaching needs. They are usually supported by non-recurring funds. The Department assumes no obligation to reappoint a term GTF appointee at the expiration of the specified period of appointment.

5.3 Reappointments:

5.3.1 Regular appointees may expect to be reappointed at progressive levels dependent on the following:

5.31.1. Maintenance of satisfactory progress in a degree program. See Section 8.

5.3.2 Acceptable performance of assigned duties, possibly including.

5.32.1 Student evaluations of teaching performance.

5.32.2 Consultation with supervising faculty.

5.32.3 Performance information brought to the attention of the Department Head.

5.3.3 A GTF who fails to satisfy the criteria for reappointment may petition the Graduate Appointments Subcommittee of the Graduate Affairs Committee for reconsideration of reappointment.

5.4 GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations.

5.5 Reappointments are not automatic, nor are they guaranteed. The Department of Mathematics does not normally reappoint any GTF for more than

5.5.1 two years for a student in the Master's and/or Pre-PhD. programs;

5.5.2 four years for a student in the Ph.D. program.

5.6 No graduate student will be appointed as a GTF for a total of more than six years.

6.0 Workload

6.1 Workloads for GTFs shall be prorated on the percentage basis of FTE. For example, workloads for GTFs appointed in the Department of Mathematics are given below at the various full-time equivalent levels (FTE). (Article 19).

A summer GTF appointment is for one term.

6.1.1 .20 FTE appointments require up to 88 hours per term, or 264 hours per academic year.

6.1.2 .30 FTE appointments require up to 132 hours per term, or 396 hours per academic year.

6.1.3 .40 FTE appointments require up to 176 hours per term, or 528 hours per academic year.

6.1.4 .49 FTE appointments require up to 215 hours per term, or 645 hours per academic year.

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

6.2.1 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, proctoring placement examinations, etc. in addition to time spent actually teaching.

6.2.2 The distribution of work assignment duties is considered to be reflective of average breakdowns within this normative standard. 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 hours.

6.2.3 Where the workload is broken down into GTF duties and is designated as a "minimum" number of hours, the GTF will be required to fulfill the specified time commitment.

7.0 Work Assignments

7.1 The Department of Mathematics typically appoints GTFs at 0.49 FTE with the following type of assignments:

7.1.1 Teaching positions (Instructional Appointments):

7.1.1.1 Full course responsibility.

7.1.1.2 Laboratory/discussion section responsibility.

7.1.1.3 Teaching Assistant: assist faculty member who teaches a course.

7.1.2 Research assistant

7.2 Full course responsibility Instructional GTF

7.2.1 In-class contact hours: Minimum hours per week/term: 3
Usual hours per week/term: 4

7.2.1.1 Conduct lectures, lead review sessions.

7.2.2 Preparation hours: hours per week/term: 6-8

7.2.2.1 Prepare lectures.

7.2.2.1.1 Submit midterm exams to course coordinator prior to exam date.

7.2.2.1.2 May adapt or develop syllabus and course materials.

7.2.3 Contact hours outside the classroom: hours per week/term: 4

7.2.3.1 Office hours - a combined total of 4 hours per week in scheduled office hours and organized help sessions.

7.2.4 Performance evaluation: hours per week/term: 3-4

7.2.4.1 Grading quizzes, midterm exams, final exams, special projects.

7.2.4.2 Read homework papers and/or supervise any assigned paper markers.

7.2.4.3 Maintain and submit grading record in compliance with the departmental and University regulations.

7.2.5 Other responsibilities:

7.2.5.1 Proctor placement examinations hours/term:
4

7.2.5.2 May assist in preparing the final exam

7.2.5.3 Proctor the final exam hours/term:3

7.2.5.4 Administer student course evaluations. hours/term:1

7.2.5.5 Attend meetings of course instructors. hours/term: 8

7.3 Laboratory/discussion section Instructional GTF:

7.3.1 **In-class contact hours** hours per week/term: 4

7.3.2 Conduct discussion sessions, lead review sessions, may teach in the instructor's absence.

7.3.3 May attend lectures.

7.3.4 **Preparation hours:** hours per week/term: 6-8

7.3.4.1 Prepare discussion sections.

7.3.4.2 May construct quizzes.

7.3.5 Contact hours outside the classroom: hours per wk/term:4

7.3.5.1 Office hours - a combined total of 4 hours per week in scheduled office hours and organized help sessions.

7.3.6 Counseling, tutoring, special consultations.

7.3.7 Performance evaluation: hours per week/term: 3-4

7.3.7.1 Grading quizzes and exams.

7.3.7.2 May read homework papers or supervise assigned paper markers.

7.3.7.3 Proctor midterm and final exams.

7.3.8 Other responsibilities:

7.3.8.1 Assist with placement exams.
hours/term: 4

7.3.8.2 Administer student course evaluations:
hours/term: 1

7.3.8.3 Meet with course instructor:
hours per week/term: 1

7.4 Teaching Assistant – Instructional GTF:

7.4.1 Contact hours outside the classroom:
hours per week/term: 5

7.4.1.1 Office hours - may hold 5 hours per week in scheduled
office hours and organized help sessions.

7.4.2 Performance evaluation: hours per week/term: 12

7.4.2.1 Read homework papers.

7.4.2.2 May grade quizzes, exams.

7.4.3 Other responsibilities:

7.4.3.1 May assist with placement exams. hours/term: 4

7.4.3.2 Proctor exams. hours/term: 4

7.4.3.3 Meet with instructor hours/term:

7.5 Research assistant:

7.5.1 Meet with advisor. hours per week/term: 4

7.5.2 Independent research. hours per week: 15

7.5.3 Other responsibilities:

7.5.3.1 Proctor placement examinations. hours/term: 4

7.6 GTF appointments other than .49 FTE

7.7.1 Workload will be prorated accordingly.

7.7 GTF summer appointments are typically .37 FTE (162 hours/term)

7.8.1	In-class contact hours	hours/term:	38
7.8.2	Lecture Preparation.	hours/term:	30-38
7.8.3	Contact hours outside the classroom.	hours/term:	32
7.8.4	Grading homework and quizzes	hours/term	28-38
7.8.5	Grading Final Exam	hours/term	4
7.8.6	Other contracted	hours/term	8

8.0 Satisfactory Progress Toward Graduate Degree

8.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. See Section 5.3.

8.1.1 A GTF 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 GTFs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

8.1.2 Verifying satisfactory progress of a GTF toward his/her graduate degree is the responsibility of the hiring unit (employer), whether or not that unit is also the GTF's graduate degree program.

8.1.3 At the end of each academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments during that year. The Graduate School will notify a GTF's graduate degree program if the GTF's academic performance during the appointment period fell below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward his/her graduate degree and issue its approval before a GTF reappointment can be made to that student.

8.2 The criteria used to assess satisfactory progress toward the graduate degree are the same for all graduate students in the Department of Mathematics, whether or not they also hold a GTF position in the Department of Mathematics.

8.3 Criteria used in assessing satisfactory progress toward a graduate degree in the Department of Mathematics shall be as follows:

8.3.1 Students in the Master's program:

8.3.1.1 The basic criterion:

8.3.1.1.1 Complete 12 credit hours per term of courses, reading courses or thesis work appropriate for the higher degree in mathematics being sought.

8.3.1.1.2 Maintain at least a GPA of 3.0 ("B" average) each term. The GPA will be computed for coursework meeting the requirements of the graduate degree.

8.3.1.2 The appropriateness of coursework (8.3.1.1.2) is as determined by the GAC.

8.3.1.3 The program of study will be agreed in writing in consultation with the student's official advisor prior to the commencement of fall term of each academic year. Any changes to this program during the academic year will be approved in writing by the student's official advisor.

8.3.1.4 The Department of Mathematics does not normally offer more than two years of GTF support for a student who is a candidate for a Master's degree.

8.3.2 **Students in the Pre-PhD. program:**

8.3.2.1 The basic criterion:

8.3.2.1.1 Complete 12 credit hours per term of courses, reading courses or thesis work appropriate for the higher degree in mathematics being sought.

8.3.2.1.2 Maintain at least a GPA of 3.0 ("B" average) each term. The GPA will be computed for coursework meeting the requirements of the graduate degree.

8.3.2.2 The appropriateness of coursework (8.3.2.1.2) is as determined by the GAC.

8.3.2.3 The program of study will be agreed in writing in consultation with the student's official advisor prior to the commencement of fall term of each academic year. Any changes to this program during the academic year will be approved in writing by the student's official advisor.

8.3.3 Satisfactory progress is interpreted to mean that a student will take the written Qualifying Examination that is administered just prior to the beginning of fall term at the end of one or two years in the Pre-PhD. program, as deemed appropriated by the student's official advisor. (See Qualification section of the Graduate Student Handbook).

8.3.4 The Department of Mathematics does not normally offer more than two years of GTF support for a student in the Pre-PhD. program who does not take the written Qualifying Examination in the appropriate and timely fashion.

8.4 **Students in the PhD program:**

8.4.1 The basic criterion:

8.4.1.2 Complete 15 credit hours per term of courses, reading courses or thesis work appropriate for the higher degree in mathematics being sought.

8.4.1.3 Maintain at least a GPA of 3.0 (“B” average) each term. The GPA will be computed for coursework meeting the requirements of the graduate degree

8.4.2 The appropriateness of coursework (8.3312) is as determined by the GAC.

8.4.3 The program of study will be agreed in writing in consultation with the student’s official advisor prior to the commencement of fall term of each academic year will be approved in writing by the student’s official advisor

8.4.4 Satisfactory progress is interpreted to mean that a student will satisfy the Language Requirement and pass the oral Comprehensive Examination by June of the year after the year that the student is admitted into the Ph.D. program.

8.4.5 Satisfactory progress is interpreted to mean that a student will substantially complete all requirements for the Ph.D. within four years of being admitted into the Ph.D. program.

9.0 Health and Safety Information

9.1 Workers Compensation and Accident Reporting (mandatory section)

9.11 The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.

- 9.12 All University of Oregon employees, including GTFs, 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.
- 9.13 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 GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Supervisor's Accident Investigation Report (SAIR) with the GTF. If, as a result of the accident, the GTF 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 GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers' compensation information and forms are available at <http://oehs.uoregon.edu/workerscomp/>. Forms can also be obtained from Departmental office managers or EHS.
- 9.14 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).
- 9.15 In addition to medical expenses related to the injury/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF'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 GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.
- 9.16 An injured GTF 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 GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF believes there is some confusion about salary or workers' compensation benefits, contact EHS immediately.
- 9.17 ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

9.2 Health and Safety Requirements The University acknowledges an obligation to provide a safe and healthy environment for GTFs and agrees to do in accordance with applicable local, state and federal laws pertaining to occupational safety and health. To this end, a department's GDRS should address the following topics

and the person(s) responsible coordinating them as they apply to each appointment.

(The Office of Environmental Health and Safety can assist departments in each of these areas.)

9.21 Safety Information (mandatory section) 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 346-3192 or visit the department's web site at <http://oehs.uoregon.edu>

9.22 Reporting Safety Hazards (mandatory section) GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative. Other resources 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).

9.23 During fall term orientation, all new GTFs will view a New Employee Safety Orientation video. Evacuation meeting point for Fenton Hall is the Pioneer Father Statue and the Fountain for Deady Hall. Departmental representative is the Assistant Department Head.

9.24 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies.

Materials describing the above are held in the Mathematics Department's main office. The person responsible for maintaining this information is the Assistant Department Head.

10.0 Discrimination Grievance Procedures

A copy of the AAEO Discrimination Grievance Procedures is available online at:

<http://aaeo.uoregon.edu/boklet.html>