

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

ACCESSIBLE EDUCATION CENTER GRADUATE TEACHING FELLOWSHIPS

2016-17

CONTENTS

- 1.0 General Information
- 2.0 Availability of Graduate Teaching Fellowships (GTFs)
- 3.0 Eligibility Requirements
- 4.0 Application Process
- 5.0 Appointment Selection Process
- 6.0 Appointment & Reappointment
- 7.0 Workload
- 8.0 Work Assignments
- 9.0 Health and Safety Information
- 10.0 Satisfactory Progress Toward Graduate Degree
- 11.0 Discipline and Discharge
- 12.0 Discrimination Grievance Procedure
- 13.0 Work Environment
- 14.0 Absences

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

**HILARY GERDES, SENIOR DIRECTOR
ACCESSIBLE EDUCATION CENTER**

Revised: May 13, 2016

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GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

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 Accessible Education Center (“AEC”). 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 Accessible Education Center. This document does not apply to work-study or other staff hired in the Accessible Education Center.

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

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 GTF appointments are programmatically determined by the Director of the Accessible Education Center, and are typically available during the academic year.

2.2 The number of GTF positions available is subject to the budgetary constraints on the Department and the University.

2.3 The Department:

2.31 Makes an effort to distribute GTF opportunities to as many students as possible.

2.32 Gives priority to GTF appointments. All graduate students employed by the department at 0.2 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Teaching Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GTFs and/or the creation of new GTF position.

2.4 In recent years GTF positions have been offered by the AEC to provide direct student support and to develop intervention programs as well as general support to AEC office functions.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Eligible students for a GTF appointment in the Accessible Education Center are:

3.11 Graduate students enrolled at the University of Oregon in a master’s or doctoral program. Students in a field related to the work of this department, e.g. counseling, psychology, or educational administration may be given preference.

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

- 3.2 Preference is given to students with experience advising, counseling, or teaching undergraduate students with disability/access experience, and/or with credentials in the specific program area of the work assignment.
- 3.3 The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.
 - 3.31 In addition, the Accessible Education Center requires that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

4.0 APPLICATION PROCESS

- 4.1 It is the Department's responsibility to provide the University with recommendations for GTF appointments (Article 17, Section 1).
- 4.2 Position announcements for the upcoming academic year for Institutional Priority positions will be made by posting with relevant offices and departments on campus a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. The posting places will include: the Office of Affirmative Action and the Graduate School, GTF Federation, Center for Multicultural Academic Excellence, Career Center, Counseling Center, and departments relevant to the particular GTF position (e.g. Counseling Psychology, Educational Leadership, Psychology, or Sociology). The postings will also appear on the websites of the Graduate School and Human Resources (Article 17, Section 1). Announcements for Strategic Alliance positions (defined by an alliance between the Accessible Education Center and an academic unit and supported in part by the Graduate School) will be forwarded to the academic unit for posting.
- 4.3 Completed applications shall be returned to the Department by a specified deadline as noted on the announcement, usually in late spring.
- 4.4 Applicants may indicate an interest in a single position, specific positions, or in all positions in the letter of interest they submit as part of the application process.
- 4.5 Applicants who would add to the diversity of the workplace are strongly encouraged to apply.
- 4.6 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)

5.0 APPOINTMENT SELECTION PROCESS

- 5.1 Recommendations for appointment or reappointment shall be made to the Department Head by the Accessible Education Center GTF Committee.

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

- 5.11 Recommendations for initial appointment will be made by a selection committee, made up of at least two members, including but not limited to staff members who will supervise and/or work with the GTF.
- 5.12 Recommendations for reappointment shall be made by a committee made up of at least two members, including but not limited to staff members who have worked with the GTF.
- 5.13 While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF's supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.
- 5.2 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:
 - 5.21 General criteria regarding appointments for the particular types of work assignments available within the Department, and
 - 5.22 Specific criteria relating to the specific GTF work assignment. These may include experience working with college age individuals through teaching, advising, or counseling, and specific experience or demonstrated interest in accessible education/disability issues.
 - 5.23 Previous employment or other experience relevant to the GTF position available;
 - 5.24 Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole.
- 5.3 Consideration will be given for a positive working arrangement between a GTF and the academic staff persons with whom the GTF will work.
- 5.4 If no qualified students apply or are available for a particular position, the Department Head or Committee may decide to reopen the application process for the position.
 - 5.41 Generally, the same process described in Section 4 will be repeated. However, the Accessible Education Center reserves the right to proceed to fill the position as it would in an emergency appointment situation (also described in Section 4).
- 5.5 The criteria used for evaluation is based on overall effectiveness of carrying out the requirements of the position. This includes reliability and dependability, effectiveness of direct student interactions and support, participation and contributions to staff meetings and other work of the team, accuracy and promptness of case notes, quality and completion of other projects as assigned.

6.0 APPOINTMENTS AND REAPPOINTMENTS

- 6.1 GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations (Article 8-Non-Discrimination).
- 6.2 Reappointments are not automatic, nor are they guaranteed.

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

- 6.3 Evaluation of GTF work performance takes place annually, usually during spring term.
- 6.4 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.
- 6.5 In the case of the continuation of the same position, the Department may decide to continue with the same GTF in the position without any new announcements.
- 6.6 GTFs will be employed year-to-year rather than term-to-term, whenever feasible. GTFs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GTF position.

7.0 WORKLOAD

- 7.1 GTFs are appointed in the Accessible Education Center at the following full time equivalent levels (FTE) and corresponding total workloads (Article 21).
 - 7.11 0.20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
 - 7.12 0.30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
 - 7.13 0.40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year
 - 7.14 0.49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.
- 7.2 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.
 - 7.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time and office hours, in addition to time spent actually teaching.
 - 7.22 The distribution of workload among work assignment duties (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.
 - 7.23 The workload is broken down by work assignment duties and is designated as a "minimum" number of hours the GTF will be required to fulfill that specific time commitment.

8.0 WORK ASSIGNMENTS

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

Primary Responsibilities of AEC GTFs: Assist the Accessible Education Center staff in the coordination of services and the provision of appropriate accommodations, as well as inclusive design strategy development. This may include individual or group counseling/advising or coaching, student mentoring, program development, and active participation at orientation activities and other events. Meet with students individually or in groups to provide skill development and support in the areas of college adjustment/transition, motivation, time management, and organization. Assist with or coordinate outreach and intervention initiatives. There will be opportunities for disability awareness event and/or community outreach planning. Assist with the development of written and electronic materials. Scheduled work hours during 8-5 M-F.

8.1 GTF work assignments in the Accessible Education Center are as follows:

8.11 Non-teaching positions:

8.111 Administrative/Program Support positions

* Accessible Education Center Counselor
FTE is typically 0.49

* Accessible Education Center GTF
FTE is typically 0.49

8.2 Responsibilities may include the following (hours per term are approximate):

8.21 Non-teaching positions:

* *Accessible Education Center Counselor @ 0.49 FTE* (215 hours/term)

8.211 Advising/counseling Hrs per term: approx. 107

Maintain regular office hours. Meet with students requesting information on the Accessible Education Center, eligibility criteria, range of services and support available. Provide individualized and group support and counseling to meet disability related academic challenges.

8.212 Program planning and support Hrs per term: approx. 81

Under supervision of faculty adviser, provide input and planning for particular program area (e.g. community building, academic intervention initiatives).

8.213 Other responsibilities Hrs per term: approx. 27

Provide general assistance to the Accessible Education Center staff, coordinate special projects, and participate in the Accessible Education Center staff meetings and outreach programs, as time allows.

* *Accessible Education Center GTF @ 0.49 FTE* (215 hours/term)

8.214 Program planning and support Hrs per term: approx. 160

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

Maintain regular office hours. Under supervision of faculty adviser, provide direction and planning for particular program area. May hire, supervise and schedule student employees. Provide individualized or group academic support to students.

- 8.215 Other responsibilities Hrs per term: approx. 55
Provide general assistance to the Accessible Education Center staff as needed; coordinate special projects, and participate in the Accessible Education Center staff meetings and outreach programs, as time allows.

9.0 HEALTH AND SAFETY INFORMATION

9.1 Accident Reporting and Workers' Compensation

- 9.11 The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call (541) 346-8912 or (541) 346-8316.
- 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 Safety Incident or Accident Form (SIAR) 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://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.
- 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.

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

- 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 ORM 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 so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

- 9.21 **Safety Information.** The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety>. 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, <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>.

9.22 Reporting Safety Hazards.

GTFs that identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:

- 1) Rebecca A. Lynn, Office Administrator, 541-346-1065
- 2) Hilary Gerdes, Senior Director, 541-346-1063

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

- 9.23 **Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies.** Contact the Administrative Specialist in AEC for the location of these items. (Most are located in the central workroom of 164 Oregon Hall).

10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

10.1 General Information

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

- 10.11 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.
- 10.12 The hiring unit (employer) is responsible for verifying that a GTF is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GTF's graduate degree program.
- 10.13 Satisfactory progress is determined by each GTF's graduate program. See that program's website, handbook or GDRS for more information
- 10.14 During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF's graduate degree program if the GTF'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 her/his graduate degree and issue its approval before a GTF reappointment can be made to that student.

The Accessible Education Center, as an administrative unit, defers to the GTF's academic department and checks with them annually at the time of contract renewal (generally in May of each academic year).

11.0 DISCIPLINE AND DISCHARGE

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree.

12.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online (<http://aaeo.uoregon.edu/booklet.html>).

13.0 WORK ENVIRONMENT

The work environment and materials provided to the Accessible Education Center GTFs include the following:

GTF Assistance

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

13.1 Workspace

The Accessible Education Center (“AEC”) provides a shared office space for our two GTF’s with working locks on doors, and safe and appropriate furnishings, some of which are securely affixed to the walls (i.e. overhead bins, desktops). GTFs are provided this shared office, and each GTF will be issued a key to the office and to the Oregon Hall 164 office suite door. When meeting with students each GTF will have a confidential meeting space (based on scheduling office hours that are not in conflict with each other).

13.2 Private Meeting Space

When meeting with students each GTF will have a confidential meeting space (based on scheduling office hours that are not in conflict with each other).

13.3 Access to Telephones and Computers

GTFs in AEC will have access to telephones (including long distance access codes), computers with appropriate software, 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.

13.4 Access to Office Supplies, Photocopies and Printouts

Administrative GTFs working in the Accessible Education Center will have access to office supplies necessary to accomplish tasks associated with their assignments as directed by their supervisor. Each GTF is provided the AEC copy code to make copies. In addition, if the GTF needs to make personal copies, a small charge is assessed to all staff for these personal copies. Printers are available to GTFs as needed in their day to day work. There is a fax machine available for business-related faxing as well as a scanner for business related scanning purposes. Access to these supplies is available, at a minimum, during our standard business hours—Monday through Friday, 8:00am-5:00pm.

14.0 ABSENCES

14.1 Notification

If you are unable to attend work as scheduled, you must notify the Director 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 student appointments, or making corrections to your posted schedule, please also contact the Front Desk Manager. 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 the Director 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 GTF and the department on any adjustment due to the GTF’s absence.

14.2 Make-Up Work

Generally, for duties missed, please check in with the Director to determine when and how the missed work will be made up.

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
ACCESSIBLE EDUCATION CENTER
2016-17

14.3 Planned Absences

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

14.4 GTF Sick Leave

Effective January 1, 2016, Graduate Teaching Fellows began receiving paid sick leave. This sick leave will operate differently than sick leave for other employee groups. For further detail, please refer to Article 28 of GTFF collective bargaining agreement. Some of the important elements include:

- 14.41 GTFs will accrue and use sick leave in “days”
- 14.42 If a GTF 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
- 14.43 If the department asks a GTF to substitute for another GTF who is out sick, the substituting GTF will earn hourly compensation of 1.5 times their current rate unless the GTF’s GDRS, job description, or workload allocation sets aside hours for substituting
- 14.44 GTFs should notify their departments as soon as possible when they have foreseeable sick leave (surgery, etc.)
- 14.45 GTFs must record and/or report sick leave on AEC’s GTF timesheet due on the 1st Friday of each month.

GTF sick leave use will need to be recorded in Banner by the employing department. Due to Banner’s design, GTFs’ 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 GTF is three “days.”

14.5 More Information

More information about GTF absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements> .