

General Duties and Responsibilities

Academic Extension

2016-17

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1.0 GENERAL INFORMATION

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by Academic Extension. The Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation governs the relationship between GTFs and the University as a whole. This GDRS details the specific relationship between GTFs and Academic Extension.

This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

The individuals who shall oversee the implementation of this GDRS are Sandra Gladney, Executive Director and Paul Katz, Associate Director.

DATE OF THIS GDRS REVISION: 05/09/2016
 Effective Academic Year: 2016-2017

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF appointments is programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit’s specific need for one or more GTFs.

This GTF employing unit:

makes an effort to distribute GTF opportunities to as many students as possible.

ACADEMIC YEAR APPOINTMENTS

The availability of GTF appointments for the upcoming academic year is usually determined by: April 15.

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

Administrative GTF

SUMMER TERM APPOINTMENTS

This unit does not hire GTFs in summer term.

3.0 ELIGIBILITY REQUIREMENTS/APPLICATION PROCESS

Students eligible for a GTF appointment in this GTF employing unit are:

- All students accepted and enrolled in a graduate degree program at the University of Oregon having specific experience/credentials necessary to perform the work assignment.

Experience or credentials required in order to be considered include:

- Currently enrolled in a graduate degree program at the University of Oregon and having specific experience/credentials necessary to perform the work relevant to current program needs.

Students will be considered in the following order:

- Doctoral students over Masters
- Students who have previous satisfactory GTF experience in Academic Extension over beginning students

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

- Maximum number of reappointments is one time/one year for master's students, and two times/two years for Ph.D. students.
- 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 GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 7).
- In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

This unit routinely posts its position via the Graduate School's "GTF Openings" page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days.

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:

- Position announcements for the upcoming academic year will be made by posting with the Graduate School and the Graduate Teaching Fellows Federation at the time the position is made available.

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

- Position announcements for the upcoming academic year will be made by posting with the Graduate School and the Graduate Teaching Fellows Federation at the time the position is made available.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

EMERGENCY APPOINTMENTS

From time to time, in this unit, emergency appointments may be necessary. In such cases, these position will be announced and filled in the following ways:

- Each open position is posted on the Graduate School website. The position announcement includes a brief description of each position's duties and responsibilities, FTE, and appointment and reappointment qualifications. All positions will be announced, and the application period open, for at least 10 business days.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

In accordance with the CBA, this GTF employing unit's standing committee of at least three members includes:

AE Executive Director, and two persons who engage with the program area in which the GTF will work.

Also in accordance with the CBA:

- GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are not employed term-by-term in order to determine whether they are adequately qualified for a GTF 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 GTF 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 GTF employing unit and (C) specific criteria relating to the particular GTF 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 GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria

For an Administrative GTF:

- Previous experience/credentials in, or current learning objectives related to, the specific program in which the GTF will work

(C) All criteria specific to a particular GTF work assignment are specified in position announcements (see Section 3 above for how to access these position announcements).

See the position announcements for details, but these may include:

- No reoccurring specific criteria as each position announcement will vary based on current program need.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, 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. General, same application process described in Section 3 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 3)

Performance of GTFs in this employing unit are evaluated:

- At the end of every term

Evaluations are performed by the direct supervisor in program area and/or the Executive Director.

The criteria used for evaluation include:

- Criteria set forth in the position description; information gathered from persons that interacted with the GTF in program activity.

5.0 WORKLOAD & 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 GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GTF employing unit, GTFs 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 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. GTFs 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 GTF 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 GTF is required to fulfill that specific time commitment.

In this GTF employing unit, duties for the following types of GTF work assignments are as follows:

DUTIES BY WORK ASSIGNMENT

Administrative GTF:

- Coordinate instructional problems with various professional schools and colleges
- Market programs to specific audiences and the general public
- Work with faculty, staff and students in the management of programs
- Establish/maintain links with both on-campus units and off-campus agencies
- Support ongoing research and evaluation of applied research projects
- Work with faculty conducting research in Academic Extension programs as assigned

6.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Worker's 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 541-346-8316.

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.

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 Report (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>.

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 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.

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.

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/policy/by/1/08-health-and-safety/safety>. 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:

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

Todd Gauthier, Program Manager, Facilities and Events – 541-346-2065

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).

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

First Aid supplies and emergency procedures are located in AE office at Baker Downtown Center, suite 110.

7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because 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, individuals appointment as GTFs 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 towards a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF's progress toward the degree is assessed based on criteria established by the GTF's graduate degree program, regardless of where the GTF is employed.

Graduate School Minimum GPA: 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. Students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: <https://gradschool.uoregon.edu/policies-procedures/satisfactoryprogress>

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GTF employing units, the GTF should refer to the GDRS for his/her academic program and/or inquire with the graduate program director or graduate coordinator/secretary. This GTF employing unit is an administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF's graduate program. See that program's website, handbook and GDRS for more information on satisfactory academic progress criteria.

8.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination, 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 at <http://aaeo.uoregon.edu/booklet.html>

9.0 WORK ENVIRONMENT

This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Information detailing this unit's GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found below:

Workspace will be located at one of the AE office suites, based on the specific program in which the GTF is employed.

Workspace:

A GTF will be given a designated desk and chair space within an AE office suite. AE office suites have working locks on doors, which are safe and appropriate, as well as properly and securely installed furnishings.

Access to Telephones and Computers:

A GTF will be given a designated computer and phone. Computer support is available through our onsite computer technician.

Access to Office Supplies, Photocopies and Printouts:

Office copier, printers and fax machines are available. Please see front desk for any questions about machines.

10.0 ABSENCES

Absence Notification:

If you are unable to attend work at the scheduled time, you must notify your director supervisor as soon as possible, including, if possible in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide the department with information about where you left off. If you are able please attempt to reach your direct supervisor by both phone and email.

If 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 direct supervisor and/or the executive 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.

Sick Leave:

GTFs are required to use a sick "day" on any day in which they miss assigned work, regardless of the duration of the assignment (e.g. one hour lecture, half hour of office hours, 3 hour lab, etc.).

Make-up Work:

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

More Info:

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 at <http://hr.uoregon.edu/er/labor-agreements>.