

**2016-17 Academic Year
General Duties and Responsibilities Statement
Graduate Teaching Fellowships
Office of Academic Advising**

TABLE OF CONTENTS

1.0	GENERAL INFORMATION	1
2.0	AVAILABILITY OF GRADUATE FELLOWSHIPS.....	2
3.0	ELIGIBILITY REQUIREMENTS	3
4.0	APPLICATION PROCESS.....	3
5.0	APPOINTMENT AND REAPPOINTMENT	4
6.0	WORKLOAD	5
7.0	WORK ASSIGNMENTS.....	5
8.0	ABSENCES.....	6
9.0	HEALTH AND SAFETY INFORMATION	6
10.0	SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE.....	8
11.0	DISCIPLINE AND DISCHARGE	8
12.0	DISCRIMINATION GRIEVANCE PROCEDURES.....	9
13.0	WORK ENVIRONMENT.....	9

1.0 GENERAL INFORMATION

About This Document

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

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

The individual who shall oversee the implementation of this GDRS is Kimberly Johnson, Director of the Office of Academic Advising

DATE OF THIS GDRS REVISION: **5/11/2016**

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF appointments are 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.

In this GTF employing unit, the priority is to staff regular undergraduate advising appointments and to provide assistance to professional advisors where needed.

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 during the preceding spring term.

In recent years, GTF assignments during the academic year in this GTF employing unit been Administrative GTFs.

Summer Term Appointments

Academic Advising does not typically hire GTFs in the summer.

3.0 ELIGIBILITY REQUIREMENTS

Graduate students must be enrolled in a master's or doctoral program to be eligible for a GTF appointment in this GTF employing unit.

Note regarding graduate programs and departments that employ GTFs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF 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:
Enrollment in a master's or doctoral degree program.

Priority consideration will be given to graduate students with experience working with undergraduate students and/or with experience/credentials in academic advising/counseling.

This GTF employing unit has established the maximum number of reappointments for which a student is eligible is two reappointments.

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 GDRS Section 9).

In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

Academic Advising routinely posts its position announcements, including a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment on the Graduate School's "GTF Openings" webpage and the Human Resources website for a minimum of 10 business days (Article 17, Section 1). Announcements are also posted at relevant offices and departments on campus including the 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, and/or Sociology).

Generally, the application process includes submitting the following by the posted due date: a letter of interest detailing your qualifications for the position, relevant work experience, educational background, and academic/career goals; a resume; and two letters of reference.

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 same manner as detailed above.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit's standing committee of at least three members includes Lori Manson, Melina Pastos, and Tom Bush.

Also in accordance with the CBA, GTFs will be appointed year-to-year rather than term-to-term, whenever feasible.

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 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.
- Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Administrative GTF: Counseling/advising experience and interest in research or teaching.

(C) All criteria specific to a particular GTF work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

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

- Counseling/advising experience and interest in research or teaching.
- Bilingual applicants and/or applicants who would add to the diversity of the workplace are strongly encouraged to apply.

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. Generally, the same application process described in Section 4 and appointment/reappointment process described here will be repeated.

Performance of GTFs in this employing unit are evaluated during spring term and performed by the Director or Associate Director of the Office of Academic Advising.

The criteria used for evaluation include:

Whether the GTF has built competencies in informational, relational, and conceptual skills. Can they work accurately in a timely manner (they have learned to guide an appointment and convey timely, consistent, and accurate information)? Can they demonstrate listening, oral, and written skills that convey accurate information in a professional and sensitive manner? Do they have a sense and can they demonstrate their understanding of where advising fits in the larger picture of the university?

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. 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 the Office of Academic Advising, 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)

7.0 WORK ASSIGNMENTS

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 Administrative GTF work assignments are as follows:

Approximately 161 hours/term = Meet with students for drop-in advising and by appointment.

Attend staff meetings, maintain regular office hours. Approximately 54 hours = Assist with special projects and report preparation. Represent Academic Advising at events, including New Student Orientations.

8.0 ABSENCES

Sick Leave:

The Office of Academic Advising provides and administers sick leave to GTF's in accordance with CBA Article 28. Use of sick leave is reported following University payroll policies and procedures.

Absence Notification Procedure:

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify Lori Manson 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 Lori Manson 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 Lori Manson 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.

MAKE-UP WORK. Generally, for duties missed, please check in with Lori Manson 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 Lori Manson 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, <http://hr.uoregon.edu/er/labor-agreements>

9.0 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 346-2958 or 346-2907.

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 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://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>. Forms can also be obtained from departmental office managers or ORM.

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/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 (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>.

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:

Stephanie Dresie Chaney, Office Manager Office of Academic Advising, 541-346-8309

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: Most of these items are located in the workroom/kitchen area in 364 Oregon Hall. Contact the Office Manager in Academic Advising for additional information.

10.0 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 appointed 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 toward 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. 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.

This GTF employing unit is an administrative, non-academic unit. Satisfactory progress is determined by each GTF's graduate program. See that program's GDRS for more information.

11.0 DISCIPLINE AND DISCHARGE

A GTF 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 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 at <http://aaeo.uoregon.edu/booklet.html>

13.0 WORK ENVIRONMENT

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

Workspace:

The GTFs will be provided a shared office with a working lock on the door. The Office of Academic Advising will provide a key to the door for any GTF's which share this office. Doors are to be fully open when GTF's are advising students, and closed and locked when not in use. The GTFs will be provided with all the tools necessary to do the job.

Private Meeting Space:

When the GTF office is in use by another advisor, other OAA offices or conference rooms may be used for private meetings.

Access to Telephones and Computers:

GTFs will be provided with access to a telephone (including a long distance code). GTFs will also have login ability to a local computer with appropriate software to perform the necessary functions of the job. Software access includes, but is not limited to, Microsoft Office products, BANNER, and a campus-wide advising program.

Access to Office Supplies, Photocopies and Printouts:

The administrative GTFs will work under the direction of the Associate Director of Academic Advising. They will be provided full access to necessary office supplies, photocopier, fax machine, and printers at no cost to the GTF. Access to office supplies is limited to normal office hours.