

General Duties and Responsibilities for Office of Admissions

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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: Jim Rawlins
Applicable year: 2016-17

DATE OF THIS GDRS REVISION: 05/05/2016

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS (GTFs)

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 required courses (including the following courses) and to provide assistance to faculty where needed:

N/A

This GTF employing unit: (Select all that apply.)

- makes an effort to distribute GTF opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

The availability of GTF appointments for the upcoming academic year is usually determined:

Spring term prior to upcoming academic year

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

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader
- Research Assistant
- Administrative GTF
- Supervisory GTF (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS

Does unit hire GTFs in Summer? No

If yes, the availability of GTF appointments for the upcoming summer term is usually determined:

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

Select all that apply.

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader

- Research Assistant
- Administrative GTF
- Supervisory GTF (e.g., practicum supervisor)

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

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

- Graduate students pursuing a Master's or Doctoral degree at the University of Oregon in any discipline will be eligible to apply for a GTF position.
- Preference will be given to those with demonstrated ability in areas relevant to the particular GTF assignment.
- 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.
- In addition, the Office of Admissions requires that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

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:

University of Oregon graduate students pursuing a master's or doctoral degree are eligible to apply.

Students will be considered in the following order:

Preference will be given to those with demonstrated ability in areas relevant to the particular GTF assignment.

Instructions to unit: Be sure to distinguish between the various groups of eligible students listed above. If the unit reserves some positions for incoming students, include that here.

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

The Office of Admissions does not have a maximum number.

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 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: Yes

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

This unit routinely posts its positions 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: Yes

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:

For those available to graduate students from any discipline, a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications will be posted with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1). As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment or reappointment criteria at the time of application.

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

For those available to graduate students from any discipline, a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications will be posted with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1). As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment or reappointment criteria at the time of application.

SUMMER TERM APPOINTMENTS

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s): N/A

Generally, the application process for incoming students includes: N/A

Generally, the application process for continuing students includes: N/A

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 following way(s): N/A

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

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

Assistant Director for Multicultural Recruitment, Associate Director for Outreach and Recruitment, and Director of Admission. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTFs supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.

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

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility): N/A

For a Discussion Section Leader: N/A

For a Laboratory Section Leader: N/A

For a Teaching Assistant: N/A

For a Grader: N/A

For a Research Assistant: N/A

For an Administrative GTF:

Applicants for specific GTF positions will be required to submit an application and curriculum vitae.

After assessing the qualifications of the candidates, the hiring unit will interview those most qualified for the specific GTF position.

Appointments will be based on evaluation of each candidate's qualifications with respect to:

- General criteria regarding appointments for the particular types of work assignments available.
- Previous employment or other experience relevant to the GTF position.
- Interest, desire, and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole.
- Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.
- 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.

If no qualified students apply or are available for a particular position, the Office of Admissions or Committee may decide to reopen the application process for the position.

For a Supervisory GTF: N/A

(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:

- knowledge of UO multicultural resources, programs, and organizations.
- superior oral/written communication skills and public speaking experience.
- event/program planning experience.
- excellent interpersonal and organizational skills.
- experience working with people from a wide variety of educational and socio-economic backgrounds
- familiarity with admissions systems and/or educational recruitment practices.

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, same application process described in Section 4 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 4).

Performance of GTFs in this employing unit are evaluated:

- At the end of every term
- During spring term
- At the end of the academic year for GTFs appointed fall, winter and spring
- At the end of the summer term for summer GTFs

Evaluations are performed by:

Assistant Director for Multicultural Recruitment

The criteria used for evaluation include:

- Satisfactory progress in graduate study as defined by published Graduate School policy and departmental policy specific to the GTF's particular major.
- Satisfactory performance of duties of the position as determined by the GTF's immediate supervisor and the head of the hiring unit.
- In the case of the continuation of the same position, the hiring unit may decide to continue with the same GTF in the position without any new announcement of the position.

5.0 WORKLOAD AND 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 Blackboard, 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:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)

.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

Instructor of Record: N/A

Discussion Section Leader: N/A

Laboratory Section Leader: N/A

Teaching Assistant: N/A

Grader: N/A

Research Assistant: N/A

Administrative GTF:

- **Projects:** Lead programmer for annual admitted student visitation program (spring, 2014). Assist with the organization of multicultural recruitment activities including monthly visitation programs, scholarship activities, and other special projects as assigned.
- **Liaison:** Coordinate the involvement of UO students, faculty, and staff in multicultural recruitment programming.
- **Supervision:** Provide direct supervision to a team of undergraduate, recruiters. Coordinate their activities involving visitation programming and special projects.

Supervisory GTF:

N/A

6.0 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 346-8912 or 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 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>.

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: Susan Stumpf, Office Manager, 541-346-1292

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: located in Admissions' supply cabinet.

Use of Personal Protective Equipment: N/A

Required safety training and appropriate departmental record keeping: N/A

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 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 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 academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

an academic unit with no graduate degree program. Satisfactory progress is determined by each GTF's graduate program. See that program's GDRS for more information.

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

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document:

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:

For a GTF in Office of Admissions who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.

Grades:

For a GTF in Office of Admissions who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.

Examinations:

For a GTF in Office of Admissions who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.

Research: N/A

Language Requirements: N/A

Teaching Requirement: N/A

Skill/Practicum/Internship Requirement: N/A

Advancement to Candidacy: N/A

Other: N/A

The process for evaluating satisfactory progress toward graduate degree is as follows:

For a GTF in Office of Admissions who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.

Failure to make satisfactory progress toward the graduate degree shall be assessed by criteria established by that GTF's graduate degree program.

8.0 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/AAEO%20Booklet%20Color.pdf>

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 online or in another document:

Information is found in New Employee Handbook. This binder is kept in Susan Stumpf's office (Office Manager). This information is available at the request of the employee.

List location or source of information about GTF work environment.

Workspace:

Doors are locked prior to 7a and after 5p, M-F and all day on Saturdays, Sundays, and holidays.

Private Meeting Space: N/A

Access to Telephones and Computers:

Access to telephone and computer is available during standard working hours, M-F, 8a-5p

Access to Office Supplies, Photocopies and Printouts

Access to office Supplies, photocopies and printouts is available during standard working hours, M-F, 8a-5p

GTF Assistance: N/A

10.0 ABSENCES

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify Luis Renteria as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to reach Luis Renteria 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 Luis Renteria 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 not related to a class meeting, please check in with Luis Renteria 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 Luis Renteria 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>