

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

For Graduate Teaching Fellows in the African Studies Program 2016-2017

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The supervisory individual who shall oversee the implementation of this GDRS is the African Studies Director or the director's representative.

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1.0 GENERAL INFORMATION

1.1 This Document

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships offered by the African Studies Program. The relationship between graduate teaching fellows (GTFs) and the University, as a whole, is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon (University) and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GTFs and the African Studies Program. This document does not apply to work-study or other staff hired in African Studies or the Oregon Consortium for International and Area Studies (OCIAS). Access to this document and amendments will be provided to faculty and students, as well as to the Graduate School and the GTFF. This document and its amendments may be viewed or printed from the Graduate School website.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 The Program will give priority to GTF appointments. All graduate students employed by the Program at .20 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. The Program will hire graduate student employees only when unique or unusual circumstances arise that cannot be accommodated by an increase in the FTE of current GTFs and/or the creation of a new GTF position in the program.

2.2 GTF appointments are determined by the African Studies Program faculty during winter and spring term discussions relating to our curriculum and the academic needs of African Studies minors for the next academic year.

2.3 The number of GTF positions available varies each term and is subject to the budgetary constraints on African Studies and the University.

2.4 Priority in African Studies' allocation of GTF positions is to advise undergraduates, select teaching assistants for several regularly taught or required courses in the African Studies Minor, assist with promotion of African Studies on the UO campus and within Oregon, contribute to fundraising and grant writing for African Studies, help organize and manage academic presentations such as Baobab Lectures (by faculty and invited guests) and Acacia Seminars (by students).

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

2.6 In recent years one GTF position has been offered for assistance with grant administration.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Preference is given to graduate students who have a) demonstrated interest and experience in African Studies, and b) who have held no more than four terms of GTF positions in African Studies. Preference is also given to new students to whom a GTF position is offered as part of recruitment.

3.11 Some courses may require previous experience with the course subject. Qualifications for these positions are determined by the course instructor, in discussion with the African Studies Director.

3.2 The University Graduate School requires that a GTF be enrolled for and complete a minimum of 9 graduate credit hours towards the degree per term of appointment.

3.21 In addition, the African Studies requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

4.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

4.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. (See section 6.0.)

4.11 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.

4.12 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.

4.13 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.

4.2 Satisfactory progress shall be assessed by criteria established by each GTF's graduate degree program.

5.0 APPLICATION PROCESS

5.1 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.

5.2 It is the Program's responsibility to provide the University with recommendations for GTF appointments. (Article 17, Section 1)

5.3 Normal procedure: Position announcements for the next academic year shall be made by the end of the prior spring term, and will be posted on the Graduate School web site. Announcements for the upcoming academic year will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the website of the Graduate School for a minimum of 30 days. Copies of the announcement will be forwarded to the GTFF. In cases where only a one-term GTF appointment is available, position announcements will be posted on the Graduate School web site a minimum of 10 days prior to start of the relevant term.

5.4 Whenever feasible, GTF appointments for the upcoming academic year will be made in the spring of the prior year. A number of GTF positions may be reserved for incoming students.

5.41 The maximum appointment for an individual GTF shall be six terms under usual circumstances.

5.5 In hiring emergencies, such as a serious illness of an already hired GTF, announcements shall be posted on the Graduate School website (for a minimum of 10 business days)

5.6 Applicants shall submit a letter of interest indicating all positions in which they are interested and for which they consider themselves qualified, with information describing those qualifications; a current vita; an application form, and the name, address, telephone number, and e-mail address, if available, of two referees.

5.7 Completed applications shall be brought to the OCIAS office by the deadline specified on the announcement.

5.8 Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

5.81 The letter of offer shall state the terms of the appointment including the position description, duration, salary rate and amount of FTE.

6.0 APPOINTMENT SELECTION PROCESS

6.1 Recommendations for appointment and reappointment shall be made by a faculty committee appointed by the African Studies Director.

6.2 Appointments and reappointments shall be based on an evaluation of qualifications described in the candidate's letter of interest and vita; and when possible, the program solicits the following information from the student's academic program: progress in their graduate degree; any prior GTF evaluations; and evaluation by the candidate's academic advisor. If necessary, the referees will be consulted. 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.

6.4 If no qualified students apply or are available for a particular position, the faculty committee may decide to reopen the application process for the position.

6.41 Generally, the same process will be repeated. However, the program reserves the right to proceed to fill the position as it would in an emergency appointment situation.

7.0 APPOINTMENT AND REAPPOINTMENT

7.1 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.

7.2 "Satisfactory Progress toward Graduate Degree" of students currently enrolled in a graduate program is required whether they are applying for an initial appointment or for reappointment.

7.21 The "Satisfactory Progress toward Graduate Degree" requirement is not applicable for the first term of a proactive recruitment appointment.

7.3 Financial need can only be considered to the extent that a candidate explicitly articulates such need in their application. This articulation is the only criterion that can be considered as the African Studies Program is not privy to confidential financial records, nor does it have the authority to request them.

7.31 Financial need will only be considered in the case of two equally qualified candidates.

7.4 GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8)

7.5 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.

7.6 Reappointments are not automatic, nor are they guaranteed.

7.7 In the case of continuation in the same position, the African Studies Program may decide to continue with the same GTF in the position without any new announcement of the position.

7.8 Performance Evaluation: GTFs in the African Studies Program shall undergo a mid-term evaluation by their supervisor.

7.81 For undergraduate adviser and program assistant, the African Studies Program Director shall write a mid-term review each academic term based on criteria outlined by the African Studies Program faculty. The GTF shall sign and date the review to demonstrate it has been read.

7.82 For teaching assistants, the faculty member teaching the course shall write a mid-term evaluation of the teaching assistant's work based on criteria outlined at the beginning of the term by the faculty member. The GTF shall sign and date the review to demonstrate it has been read.

7.83 For research assistants, the faculty member supervising the research shall write a mid-term evaluation of the GTF's work based on criteria outlined by the supervising faculty member at the beginning of the term. The GTF shall sign and date the review to demonstrate it has been read.

8.0 WORKLOAD

8.1 GTFs are typically appointed in the African Studies Program at the following full-time equivalent levels (FTE) and corresponding total workloads. (Article 21)

- 8.11 .20 FTE appointments require up to 88 hours per term.
- 8.12 .30 FTE appointments require up to 131 hours per term.
- 8.13 .37 FTE appointments require up to 163 hours per term.
- 8.14 .40 FTE appointments require up to 175 hours per term.
- 8.14 .49 FTE appointments require up to 215 hours per term

8.2 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.

8.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time attending class, assisting with grading, substituting other GTFs in the event of sick leave etc.

8.22 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.

8.23 If GTFs are required to work at special events, conferences, assist in language fairs or other similar non-routine activities, they shall be given written notice fifteen calendar days before the event (Article 9, Section 8).

8.24 Sick leave substitution hours are built into your FTE (see Article 9, Work Agreement/Work Assignment). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Program Director if you believe you will likely exceed the total hours allocated for substitute work.

8.3 Summer Session

Appointment level of GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

For four- or eight-week courses during summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

- 3 credit classes – minimum .30 FTE appointment
- 4 or 5 credit classes – minimum .37 FTE appointment

9.0 WORK ASSIGNMENTS

9.1 The African Studies Program anticipates five types of GTF work assignments as follows (duties may combined in a single position, provided the work load does not exceed the maximum number of hours specified in Section 1 (Article 21)

9.11 Undergraduate adviser/program assistant. The 175 hours for this .40 FTE position shall include weekly office hours to advise International Studies majors on program requirements,

and hours for facilitating the undergraduate minor application process, doing graduation clearances, presenting African Studies information to interested groups, fundraising and grant writing, coordinating and organizing Baobab Lectures, Acacia, Seminars and other public events, communication and coordination with partners on and off campus.

9.12 Teaching assistant/grader. The 175 hours for this .40 FTE position shall include attending class meetings, grading assignments, meeting with the instructor, and holding office hours to meet with students.

9.13 Teaching assistant/discussion leaders. Fifteen hours of work per week for this .40 FTE position includes attending class; and assisting with research, class preparation, grading, and some administrative activities. It may also include small group activity, leading discussions, and up to 4 sick leave substitution hours per term.

9.14 Research assistant positions are associated with research projects conducted and supervised by individual faculty. These are typically .40 FTE positions. The 175 hours of work for these .40 FTE positions may be spent conducting independent writing, editing, research activities and grant-development activity associated with research undertaken by an African Studies Faculty Member; or may include program development activities in the African Studies Program.

9.2 Graduate Duties and Responsibilities Statement:

9.21 GTFs shall receive their copy of this GDRS at the time of hire.

9.22 The GTF may request a meeting with her/his supervisor or program director to obtain clarification of her/his duties and responsibilities.

9.23 The Program will orient the new GTFs to resources utilized to fulfill the appointment at the beginning of each quarter.

9.3 Graduate Teaching Fellows in African Studies will be assigned shared, lockable office space in Prince Lucien Campbell Hall. GTF offices contain one phone, one or more desks, and one or more computers, for GTF use. GTFs may use their offices, or the OCIAS conference room located in PLC 175 A, for private discussions with students or faculty. In addition, GTFs may utilize the work space of the OCIAS computer lab, located in PLC 172, a room to which GTFs may be issued a key for after-hours access. GTFs with teaching assignments will be provided with desk copies of all required course texts. Office supplies, photocopies, fax, scanner and printouts are available in the main OCIAS office, PLC 175.

10.0 HEALTH AND SAFETY INFORMATION

10.1 Accident Reporting and Workers' Compensation

10.11 The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-3192.

10.12 All University of Oregon employees, including GTFs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injury, illnesses or diseases that arise out of or in the course and scope of employment.

10.13 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 Report (SIAR) with the GTF. If, as a result of the accident, the GTF requires medical care, a 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 the Office of Risk Management.

- 10.14 Oregon laws prohibit discrimination or retaliation by an employer against a GTF for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).
- 10.15 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.
- 10.16 An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF believes there is some confusion about salary or workers' compensation benefits, contact EHS immediately.
- 10.17 As required by ORS 659A -659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.
- 10.18 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.
- 10.19 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 346-3192 or visit the department's web site at <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>.
- 10.20 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the office manager. 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).
- 10.21 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. First aid supplies and MSDS are in the OCIAS administrative manager's office at 175 Prince Lucien Campbell Hall.

11.0 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/sites/aaeo.uoregon.edu/files/attachments/AAEO%20Booklet%20Color.pdf>

More information is available at the Office of Affirmative Action and Equal Opportunity website: <http://aaeo.uoregon.edu/>

12.0 ABSENCE POLICY

12.1 NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from your supervisor. 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 your supervisor 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 your supervisor 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.

12.2 COVERAGE FOR TEACHING GTFs. If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform your supervisor so he/she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

12.3 MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

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

12.5 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>