General Duties and Responsibilities for Educational Methodology, Policy, and Leadership

1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) positions offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Employees Federation (GTFF). This GDRS details the specific relationship between GEs and this GE hiring unit.

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

The individual who shall oversee the implementation of this GDRS is:
Gerald Tindal, Professor and Department Head

DATE OF THIS GDRS REVISION: 5/2/17
EFFECTIVE ACADEMIC YEAR: 2017-18

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments is programmatically determined by department faculty. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit’s specific need for one or more GEs.
This GE employing unit encourages financial opportunities through such other means as scholarships, work study, and grants.

**ACADEMIC YEAR APPOINTMENTS**
The availability of GE appointments for the upcoming academic year is usually determined and posted in February. Some positions may be posted at a later date if the need for additional GE positions is established.

In recent years, GE assignments during the academic year in this GE employing unit have included:
- Administrative GE
- Teaching Assistant (TA positions for research and methodology courses may occur)

**SUMMER TERM APPOINTMENTS**
This unit does sometimes hire GEs in Summer.

### 3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

**Application Process**
Positions are announced on the College of Education’s website, generally in early February. Currently enrolled students are notified via email communications when jobs are posted and encouraged to access information and to submit applications for GE positions if interested. Students applying to the EDLD doctoral program are encouraged (via application information on the department website) to access information and to submit applications for GE positions if interested. Announcements, position descriptions, and application instructions found at [https://coe.uoregon.edu/gtf/](https://coe.uoregon.edu/gtf/).

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

When positions are identified outside of the normal appointment cycle, announcements are posted on the COE website and notice of such is sent via email to EDLD doctoral students and to other COE academic departments for disbursement to all graduate students.

In the event that an emergency appointment is necessary, the search committee will select amongst available and qualified applicants from the current applicant pool(s). If none, announcements are posted on the COE website and notice of such may be sent via email to EDLD doctoral students and to other COE academic departments for disbursement to all graduate students.

**Eligibility Requirements**

Students eligible for a GE appointment in this GE employing unit are:
- COE Graduate students making satisfactory progress toward their degree.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE 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:
- Demonstrated skills in written, oral, and interpersonal communications
- Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
- Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues

Students will be considered in the following order:
- EDLD Ph.D. students
- EDLD D.Ed. students
- Other doctoral students in the College of Education
- Masters students in the College of Education
- Doctoral students from outside the College of Education

Currently, doctoral students may receive up to 4 years of GE appointments.

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 GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

In accordance with the CBA, this GE employing unit’s standing committee of at least three members includes:
- Academic Program Director or Administrator Licensure Program Director
- 2 core faculty members

Also in accordance with the CBA:
- GEs 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 GE 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 GE employing unit and (C) specific criteria relating to the particular GE work assignment.

**Time limits for position appointments**
GE positions may be held by the same student for a maximum of 4 consecutive years. Departments may choose to allow a GE to continue with the position beyond 4 years if there is no other qualifying student.
(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 GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

- **Previous experience.** For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

- **Interviews.** Finalists will be interviewed and evaluated based on their performance and responses. Interviews may be conducted via telephone.

(B) Assignment Type-Related Criteria

For an Administrative GE:

- Demonstrated skills in written, oral, and interpersonal communications
- Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
- Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues. For incoming students, this criterion will be assessed based on the potential for professionalism and quality interactions with COE faculty, students and colleagues as evidenced in a candidate’s application materials for program admittance, GE application materials, and communications with department members.

(C) All criteria specific to a particular GE 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:

- Experience with curriculum development and project management in a self-directed environment
- Experience in web design and use of technology for distributed education
- Demonstrated ability to work effectively and professionally with a diverse group of faculty
- Ability to work with minimal direction

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 the 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 GEs in this employing unit are evaluated:
- At the end of the first term of the appointment
- At the end of the academic year

Evaluations are performed by supervising faculty, including Program Directors. The position description defines the duties and criteria upon which evaluations are based.

5.0 WORKLOAD & WORK ASSIGNMENTS

Workload

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 GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs 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)

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. GEs 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 GE 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 GE is required to fulfill that specific time commitment.

DUTIES BY WORK ASSIGNMENT

Academic Programs GE:
- Support department conferences and other events, including EMPL’s Executive Leadership Institute held in June. Serve as liaison to presenters, coordinate conference schedule, site details, multimedia support, and outreach. Co-direct New Student Orientation offered each fall to EMPL incoming students.
- Work with College of Education recruiting and marketing office to develop materials and recruitment strategies for Master’s, D.Ed, and Ph.D. programs.
- Compile the weekly electronic newsletter, The Compass, for all EMPL students.
• Research, compile, and report data in support of program development and other department initiatives.
• Assist in the integration of faculty research with EMPL academic programs by working directly with individual faculty researchers and through department-affiliated research centers on specific projects.
• Manage projects as needed.

Program Development GE:
• Work with D.Ed. faculty concentration leaders to coordinate activities within and between concentrations.
• Support concentration leaders in student advising coordination and delivery.
• Act as liaison between concentration leaders, departmental faculty, and D.Ed. program directors.
• Support concentration leaders in curriculum and course development, including online and blended delivery approaches, and development of online course assets.
• Assist in the integration of faculty research with EMPL academic programs by working directly with individual faculty researchers and through department-affiliated research centers on specific projects.

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 (541) 346-8912 or (541) 346-8316.

All University of Oregon employees, including GEs, 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 GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE 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 GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. 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 GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE’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 GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE 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 GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE 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/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment . 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:
GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:
Tiffany Yep, Coordinator of Finance and Operations
tyep2@uoregon.edu, 541-346-2453

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:
Ed Methodology, Policy, and Leadership kitchen/workroom, 102 Lokey Education Bldg. See the department’s Administrative Program Assistant for assistance.
Jennifer McGovney
102 Lokey Education Bldg
541-346-5171

7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE 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 GEs 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 GE position. For GE's, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE'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 their graduate degree and issue its approval before a GE 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 GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GE 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.

Criteria used to assess satisfactory progress toward the EMPL doctoral degree are the same for both D.Ed. and Ph.D. students. These policies align with Graduate School policies and requirements and are located in program manuals. Links to manuals may be found at each program's website:

Ph.D.: [https://education.uoregon.edu/program/educational-leadership-phd](https://education.uoregon.edu/program/educational-leadership-phd)
D.Ed.: [https://education.uoregon.edu/program/educational-leadership-ded](https://education.uoregon.edu/program/educational-leadership-ded)

**Criteria Used to Assess Satisfactory Progress**

The criteria used to assess satisfactory progress toward a graduate degree in this unit, such as coursework, grades, examinations, research, internships, and advancement to candidacy are outlined in program manuals available on the EMPL website: [http://education.uoregon.edu/empl](http://education.uoregon.edu/empl)

Student progress is evaluated by the student's faculty advisor and will be discussed with the supervisor at the required Spring term GE evaluation discussions. Concerns are documented on the GE evaluation form.

When the GE is a D.Ed. student, their progress is noted in their individual second year comprehensive program audit. Audits are performed by the Student Services Coordinator and results are reported to the student and their advisor. Elements of student progress that comprise the audit are: GPA; course completion requirements to date; competency completion requirements
to date; policy documents (i.e. resume, planned program) required to advance to candidacy; and 
full-time and residency requirement completion.

When the GE is a Ph.D. student, the same evaluation process is followed by the Student Services 
Coordinator in conjunction with the student’s advisor. Evaluations of Ph.D. student degree progress 
are conducted at the request of the advisor, rather than at a particular point in the program.

Failure to make satisfactory progress toward the graduate degree: 
Students are encouraged to meet with their faculty advisor each term to discuss future coursework 
and any individual issues faced by the student. Should a student require redirection, that would 
occur as an agreement between the student and their faculty advisor.

8.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the 
Graduate Employees Federation. For discrimination grievances that pertain to a GE’s role as a 
student, graduate students should refer to the student section of the AAEO Discrimination 
Grievance Procedures online (http://aaeo.uoregon.edu/content/raise-concern).

9.0 WORK ENVIRONMENT

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

Information detailing this unit’s GE work environment (work space; access to telephones, 
computers and private meeting space, supplies and equipment, etc.; and GE assistance) is captured 
in this document.

The department information for Graduate Employees regarding workspace, private meeting space, 
access to telephones, computers, office supplies, photocopies and printing, and any additional 
available technology is below. Access to office supplies and technology resources will be 
determined by, and appropriate to, the GE position. Supplies shall be available during standard 
working hours at no personal costs to GEs and will not preclude limitations placed upon the 
supervisors or instructors of record.

Workspace:
Currently, EMPL has defined workspace provided within the graduate student workroom for GEs. 
All options include locking doors (keys will be issued upon request) and adequate furnishings and 
may include a shared workstation or office within the department space.

Access to Telephones and Computers:
GEs will be provided access to a telephone and adequate technology for carrying out the specific 
needs of their position during standard working hours (M-F 8am-5pm).
Access to Office Supplies, Photocopies and Printouts
GEs are given access to all necessary office supplies, copy machines, scanners, fax machines, etc for reasonable use for GE duties associated with the assignment at no out-of-pocket expense.

10. ABSENCES

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. 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 GE). 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 GE and the department on any adjustment due to the GE’s absence.

SICK LEAVE. Effective January 1, 2016, GEs receive paid sick leave, which accrues at the rate of two days leave per contracted term, with an additional day during the first appointment in a school year.

- When a GE is absent for a work assignment (such as a class, meeting or lab), regardless of the length of absence that day, they will be charged a day of sick leave.
- To record and report sick leave, GEs will use the Educational Methodology, Policy, and Leadership GE Monthly Leave Report provided by Administrative Program Assistant Jennifer McGovney (jmcgov@uoregon.edu; 541-346-5171). The Leave Report should be completed whenever sick leave is used, signed by the GE and supervisor, and returned to the coordinator by the 10th of the following month.

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.

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).

MORE INFO. More information about GE 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/employee-labor-relations/uo-bargaining-units-chas