GDRS for Oregon Forensics
2017-2018

Contact Information for Person Completing/Submitting this GDRS:

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee positions (GEs) 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 Teaching Fellows Federation. 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.

About GE Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Teaching Fellows must pay $140 of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Teaching Fellows (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

The individual who shall oversee the implementation of this GDRS is:

Trond Jacobsen, Ph.D.
Director of Forensics and University Forum
Robert Clark Honors College

DATE OF THIS GDRS REVISION: 5/15/2017

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE 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 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.
In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed: NA

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

- Makes an effort to distribute GE 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 GE appointments for the upcoming academic year is usually determined: WINTER TERM

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

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

SUMMER TERM APPOINTMENTS
Does unit hire GEs in Summer? YES

If yes, the availability of GE appointments for the upcoming summer term is usually determined: SPRING TERM

In recent years, GE assignments during the summer in this GE 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 GE
- Supervisory GE (e.g., practicum supervisor)

3.0 ELIGIBILITY REQUIREMENTS
General Duties and Responsibilities for University of Oregon Forensics Program

Students eligible for a GE appointment in this GE employing unit are: Current University of Oregon graduate students pursuing (or at least admitted and planning to attend) a master's or doctoral degree in any discipline are eligible to apply.

Note regarding graduate programs and departments that employ GEs: 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 educational focus in rhetoric, speech and communication, or related disciplines
- Proven ability to proactively reach out to students to schedule regular meetings and practice.
- Experience developing and managing summer debate institutes for high school students.
- Proven track record of successful recruiting efforts, particularly recruitment of students from traditionally under-served communities.
- Experience participating on a forensics programs that compete on national and regional level.
- Demonstrated knowledge of the full range of forensic events is required.
- The successful applicant must demonstrate clear, specific progress towards an advanced degree reasonably related to the activities of competitive speech and debate.

Students will be considered in the following order:
- Participation in an academic program which is reasonably related to the activities of competitive speech and debate, including scheduling frequent meetings and practice rounds with students in the forensics program
- Direct experience with a collegiate forensics program, including but not limited to budget preparation; cost accounting; planning and conducting events such as speech and debate and mock trial tournaments; summer workshops; and, public forum speech and debate events.
- Direct experience teaching and judging a full range of forensic events.
- Demonstrated ability to manage travel responsibilities, school performance, and on-campus coaching duties all at the same time.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows: A GE in a Master’s program will be renewed no more than three times. A GE who is a doctoral candidate will be allowed no more than seven 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 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: Yes

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School’s “GE 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:

Positions for the upcoming year are announced to the members of Oregon Forensics and posted online in collaboration with and through the Graduate School at the University of Oregon. Postings will also be placed in publications/websites where such positions are commonly advertised, such as those maintained by CEDA, NPDA, and other debate associations.

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

SUMMER TERM APPOINTMENTS
In general, Oregon Forensics does not provide summer term GE appointments. 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): Information about the availability of non-standard appointments will be coordinated through the UO Graduate School to ensure proper procedures are followed when making new appointments. 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: Information about the availability of emergency appointments will be coordinated through the UO Graduate School to ensure proper procedures are followed when making new appointments.

5.0 APPOINTMENT AND REAPPOINTMENT
In accordance with the CBA, this GE employing unit’s standing committee of at least three members includes:

The standing committee shall consist of (a) the Director of Forensics; (b) current GEs whose contract is not renewed do to graduation and (c) a student representative of the forensics program, which is presumptively the president of the debate or mock trial teams.

Also in accordance with the CBA:

GEs will be appointed year-to-year rather than term-to-term where budget permits such commitments but yearly appointments are not guaranteed. 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.

(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 non-teaching GE positions, previous employment or other experience relevant to the GE position available.

- Interviews. Finalists may 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 GE:

1. Experience relevant to administering a large and dynamic forensics program. Must be able to demonstrate instruction resulted in significantly improved student competitor performance.

2. Experience in planning and conducting the events typically associated with collegiate forensics programs, such as debate tournaments; summer debate/speech workshops; and public forum speaking events.

3. Success in conducting travel and participation in forensics tournaments.

4. Ability to address audiences with varying levels of forensics expertise.

5. Demonstrated success in budgeting; cost accounting; planning; and managing a successful high school or college forensics program or comparable experience.

For a Supervisory GE: N/A

(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 participating on one or more successful forensics programs competing at both the national and regional levels.
- Knowledge and skills to teach and judge the full range of forensic events.
- Ability to work in collaboration with students and team members and university partners to accomplish goals and tasks for the administration and instruction of the Oregon Forensics.
- Demonstrated excellence in communication and interpersonal habits of communication.
- The successful applicant must demonstrate clear, specific progress towards an advanced degree reasonably related to the activities of competitive speech and debate.

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 GEs in this employing unit are evaluated:

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

Evaluations are performed by: Director of Forensics using criteria.

### 6.0 WORKLOAD

Workload includes performance of all prescribed duties of the work assignment. 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:

- ☒ .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)
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 when averaged over contract period. 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.

In this GE employing unit, duties for the following types of GE 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 GE:**

Under the supervision and direction of the Director of Forensics the GE will assist in the administration and operational duties necessary to run the UO Forensics Program. Examples of these duties include, but are not limited to, regular supervision of students in speech, debate, and mock trial at times proactively scheduled by the GE, development of the Oregon Global Debate Institute summer workshop, recruitment, event/tournament coordination, travel arrangement, correspondence management, program development, outreach development and administration, event promotion, event staff oversight/supervision, working with UO departments as directed to ensure the Forensics program is implementing and following UO policy and procedure related to administration and operations of the program. This position also requires assisting with oversight of the Forensics budget. Forensics GE must be prompt in providing all receipts and related documentation and complete and comprehensive travel reports for review by Forensics Coordinator and to the Clark Honors College finance team.

This position requires travel. The Oregon Forensics (debate and mock trial) participate in approximately 13 tournaments each year. The GE chosen for this position must be available and willing to travel for participation and attendance of approximately 75% of the tournaments attended by Oregon Forensics for tournament oversight and administration and logistics. The GE must demonstrate insurability for the use of both private rental vehicles as well as responsibility for operating state motor pool vehicles. The GE must be able to manage and chaperone college students
while traveling to off campus speech and debate events. The GE must comply with all accounting and travel reporting procedures.

*Time Allocation:* The GE will be held to the contractual limit keyed to their FTE. This time will be "averaged," as an attempt to balance the academic needs of the GE with the needs of the forensics program.

**Supervisory GE: N/A**

### 8.0 HEALTH AND SAFETY INFORMATION

**Accident Reporting and Workers’ Compensation:**

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 346-2958 or 346-2907.

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 Supervisor’s Accident Investigation Report (SAIR) 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://facilities.uoregon.edu/](http://facilities.uoregon.edu/). Forms can also be obtained from Departmental office managers or EHS.

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 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 EHS 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 policy library: [http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment](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 (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, [http://facilities.uoregon.edu/ehs](http://facilities.uoregon.edu/ehs).

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:

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. Emergency situations may also be reported to the Department of Public Safety; the Eugene Police Department; and/or the Eugene Fire Department. Off-campus resources also include the local OSHA office and the Bureau of Labor and Industries (BOLI).

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:

See the Director of Forensics.

Use of Personal Protective Equipment: N/A

Required safety training and appropriate departmental record keeping:

Each GE must be trained in basic CPR and first aid. Having a certificate establishing current proficiency in CPR and first aid, and "on file" with the Director of Forensics is required. GEs will study and learn driving safety concepts, whether issued by the state of Oregon Motor Pool or any other department or agency to which the University of Oregon forensics program is responsible. Finally, the GE must learn all applicable rules, policies, and regulations applicable to University of Oregon employees as they pertain to protecting the safety and welfare of the forensics students while conducting their events on behalf of the University of Oregon.

9.0 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 GEs, 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 his/her 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.
- An academic unit with no graduate degree program. Satisfactory progress is determined by each GE’s graduate program. See that program’s GDRS for more information.
- An administrative, research, or non-academic unit. Satisfactory progress is determined by each GE’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: N/A

Criteria Used to Assess Satisfactory Progress
The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

- **Coursework:** See Other
- **Grades:** See Other
- **Examinations:** Research: See Other
- **Language Requirements:** See Other
- **Teaching Requirement:** See Other
- **Skill/Practicum/Internship Requirement:** See Other
- **Advancement to Candidacy:** See Other

Other: The criteria used to assess satisfactory progress toward a graduate degree in this unit are as
determined by the candidate’s academic graduate program. Failure to (1) make satisfactory academic progress, (2) regain satisfactory academic progress status, and/or (3) disqualification from the forensics GE position, will be judged by the graduate program in which the GE is pursuing this advanced degree. Any GE appointment or renewal which occurs at a time when the GE is not in "satisfactory academic standing" shall be void in its inception, and will be withdrawn immediately upon discovery of the lack of satisfactory academic progress.

The process for evaluating satisfactory progress toward graduate degree is as follows: Director of Forensics will meet with GE at the end of each term and discuss degree progress. Director of Forensics will verify degree process annually (usually Spring term). The Director of Forensics reserves the right to verify academic progress at any time during the year. Failure to make satisfactory progress toward the graduate degree: GEs must make satisfactory progress toward the graduate degree per Graduate School requirements. Failure to meet the academic qualification can result in termination of the GE contract.

10.0 DISCIPLINE AND DISCHARGE

A GE 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 GE of deficiencies in their work performance or progress toward the degree.

11.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows 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.

12.0 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) can be found online: http://blogs.uoregon.edu/forensics/

Workspace:
876 East 12st Avenue Suite 2, Eugene, OR 97403

Private Meeting Space:
876 East 12st Avenue Suite 2, Eugene, OR 97403

Access to Telephones and Computers:
GEs assigned this position will be provided keys to the work space and will have access at all times.

Access to Office Supplies, Photocopies and Printouts
Access to office supplies, photocopies and printouts will be provided, within the budget of the University of Oregon Forensics program. Oregon’s commitment to “paperless” debate and sound environmental policies dictates that printed material be kept to a minimum.

GE Assistance: NA
13.0 ABSENCES

A Forensics GE unable to attend work at the scheduled time must notify Director of Forensics as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. If assigned to teach a class, the GE should not cancel a class without permission from Director of Forensics. 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).

In the event you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to Tonya White in the Clark Honors College using this protocol.

If missing 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.

If the Director of Forensics asks Forensics GE to substitute for another GE who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with Director of Forensics 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 Director of Forensics 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/er/labor-agreements](http://hr.uoregon.edu/er/labor-agreements).