General Duties and Responsibilities for
The Graduate School
2017-18

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1.0  GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GEs) offered by the Graduate School. 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 (GTFF). This GDRS details the specific relationship between GEs and the Graduate School.

This document does not apply to work-study, hourly student employees or other staff hired in the Graduate School.

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

Scott L. Pratt, Dean, Graduate School
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.

The Graduate School makes an effort to distribute GE opportunities to as many students as possible. Please note that all positions are subject to the unit’s and the university’s budgetary constraints.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year and/or summer is usually determined spring of the preceding academic year. In recent years, GE assignments during the academic year in the Graduate School have included only administrative GEs.

3.0 ELIGIBILITY REQUIREMENTS

Any student enrolled in a UO master’s or doctoral program is eligible for a GE appointment in the Graduate School.

Experience or credentials preferred in order to be considered include:

Graduate Diversity & Retention GE

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

- Excellent communication skills with regard to writing, editing, research, and presentation;
- Experience working with student organizations, student services, or diverse student populations;
- Experience researching, summarizing, and simplifying complex information and communicating it to different audiences;
- Demonstrated ability to coordinate outreach efforts and events within the university and to communicate with outside partners/community members;
- Ability to work well in diverse team and group settings, and manage multiple projects; and
- Strong interpersonal, time-management, and organizational skills.
- Other “pluses”: Direct experience with survey development, event planning, recruitment, quantitative analysis, and/or writing, copy-editing, and digital content development.
Data Management & Web GE

University of Oregon graduate students pursuing a master’s or doctoral degree in any discipline are eligible to apply. Applicants with knowledge of the following will be considered:

- Programming Languages: PHP, ASP, ASP.NET, C#, HTML, CSS, Javascript.
- Databases: SQL Server 2005/2012, MySQL
- Tools: Dreamweaver Photoshop, Microsoft Visual Studio.
- Experience designing and programming web based applications in both classic ASP and ASP.NET using C#.
- Experience with content management systems like Drupal and WordPress.
- A strong understanding of relational database concepts.
- Experience writing stored procedures and using data transformation services to import/export data.
- Experience writing highly optimized SQL queries and generating ad hoc reports.

Communications GE

University of Oregon graduate students pursuing a master’s or doctoral degree in any discipline are eligible to apply.

- Excellent communication skills with regard to writing, editing, research, and presentation;
- Experience summarizing and simplifying complex information, and communicating it to different audiences;
- Demonstrated knowledge of the principles of digital design, photography, and videography;
- Professional experience and/or successfully completed coursework in public relations, advertising, communications, etc.;
- Experience with Adobe Photoshop, InDesign and Illustrator, and demonstrated skills in desktop publishing;
- Demonstrated experience with Facebook, Twitter, LinkedIn and other social media;
- Experience with website content management;
- Strong time management, organizational skills;
- Demonstrated understanding of event and project management.

Strategic Communications GE

University of Oregon graduate students pursuing a master’s or doctoral degree in any discipline are eligible to apply.

- Excellent communication skills with regard to writing, editing, research, and presentation;
- Experience summarizing and simplifying complex information, and communicating it to different audiences;
- Demonstrated knowledge of the principles of digital design, photography, and videography;
- Professional experience and/or successfully completed coursework in public relations, advertising, communications, etc.;
- Demonstrated experience with Facebook, Twitter, LinkedIn and other social media;
- Experience with website content management;
- Strong time management, organizational skills.
Family Issues GE
University of Oregon graduate students pursuing a master’s or doctoral degree in any discipline are eligible to apply.

• Familiarity with on and off campus family services;
• Excellent communication skills with regard to writing, editing, and presentation;
• Experience gathering and summarizing complex information and communicating it clearly to different audiences;
• Experience working with graduate students, student organizations, and university services, departments and programs;
• Ability to coordinate events within the university and to communicate with outside partners/community members;
• Ability to work well in team settings, and to manage multiple projects; and
• Strong interpersonal, time-management, and organizational skills.

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

4.0 APPLICATION PROCESS

The Graduate School routinely posts its positions for the academic year and/or summer 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. Emergency appointments are posted in the same manner.

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

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, the Graduate School’s standing committee of at least three members includes: the supervisor of record for the position, an administrator in the Graduate School with relevant job tasks, and an employee within the Graduate School with relevant job knowledge.

For any satellite programs located outside of the Graduate School, but under its purview, the committee will consist of three members of faculty and/or administration in the program for which the graduate student will be hired.

Also in accordance with the CBA:
• GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE 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 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 and (B) 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, grades and 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, previous employment or other experience relevant to the GE position available.

• Interviews: Finalists will be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria

Preference will be given to those candidates who have specific experience or credentials necessary to perform the work assignment.

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.

Evaluation

Performance of GEs in this employing unit are evaluated at the end of the academic year for all GEs. Evaluations are performed by the supervisor of record, with input from staff members whose work intersects with the work of the GE. The GE will be asked to submit a self-assessment as part of their evaluation.
The criteria used for evaluation include all criteria set forth as required and preferred qualifications on the position announcement will be measured during evaluation. The GE’s ability to successfully perform each of the duties outlined in the position announcement.

6.0 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 Canvas, 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 the Graduate School, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .40 FTE (Up to 175 hours per term or up to 525 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. 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 the Graduate School, duties for the following types of GE work assignments are as follows:

**Graduate Recruitment & Diversity GE**

- Assist Graduate School in targeting department and campus-wide diversity-centric recruitment efforts and in promoting the value of having a diverse graduate student population;
- Research and report on national graduate school recruitment, retention, and diversity efforts;
- Support and develop Graduate School relationships/partnerships with International Affairs, Enrollment Management, Division of Equity and Inclusion, Center on Diversity and Community (CoDaC), graduate programs, and outside institutions/organizations as they relate to issues of equity, inclusion, and diversity;
- Provide support for Graduate School involvement in implementing the Division of Equity and Inclusion’s IDEAL framework;
• Research, report, and write copy for a variety of recruitment webpages and publications (e-mails, letters, flyers, brochures, etc.) targeting potential graduate students, faculty, staff, and outside institutions/organizations;

• Provide support to graduate student organizations with missions related to fostering diversity, such as the UO Women in Graduate Sciences, the Alliance of Graduate Students for Diversity, and Rehearsals for Life;

• Provide support for the coordination of events for the Graduate School, including but not limited to Orientation, 3MT, and the Graduate School’s annual graduate student research forum, in which a diverse range of students participate;

• Assist in the research, creation, and execution of retention initiatives including Graduate School trainings and workshops;

• Assist in the answering of inquiries, many of which originate from international applicants;

• Support all diversity and retention efforts through the completion of other duties as assigned.

Database & Web Management GE

• Build new web-based forms or features for the Graduate School business application GradWeb using ASP or ASP.NET.

• Provide technical support to GradWeb users.

• Maintain the Graduate School website built in Drupal on the LAMP stack by applying security patches, installing and updated modules, and removing old content.

• Modify and debug existing programs or SQL queries.

• Assist with the maintenance of a group of web servers by analyzing logs, monitoring disk space and applying security patches.

Communications GE

• Devise story ideas and draft articles, interviews, and news pieces that serve the unit’s mission and strategic communications plan;

• Provide design expertise for publications and materials; provide related technical support to staff;

• Produce web & social media communications (e.g., Twitter, Facebook, LinkedIn, Versatile PhD, Pinterest);

• Draft and oversee dissemination of monthly e-newsletter to grad students;

• Assist in development of communication strategies for the annual Graduate Student Research Forum and other Graduate School events;

• Support all strategic communications efforts through the completion of other duties as assigned.

Strategic Communications GE

• Assist with development and implementation of strategic communications plan;

• Devise story ideas and draft articles, interviews, and news pieces that serve the unit’s mission and strategic communications plan;
• Locate, research, and develop alumni contacts through web data mining;
• Draft content and oversee dissemination of annual alumni newsletter;
• Support other strategic communications efforts through the completion of other duties as assigned.

Family Issues GE
• Provide information about available UO child care facilities and subsidy programs;
• Answer questions, address concerns, and meet with students and their families to provide information about resources available on and off campus;
• Publicize graduate student family resources via the Graduate School website and other communication channels (e-mails, list serves, letters to new graduate students, social media, etc.);
• Research and report on national trends in graduate student support and resource service efforts;
• Develop and implement innovative programs and services to support graduate students and their families;
• Support and develop Graduate School partnerships with other UO departments (such as UO Housing, International Affairs, University Counseling and Testing Center) as well as with outside institutions/organizations that provide services for graduate students and their families;
• Help produce Graduate School events such as Night at the Museum and New Graduate Student Orientation;
• Serve on the ASUO Child Care Subsidy review committee as needed;
• Prepare and present a quarterly report on activities and issues to the President of the GTFF and the Dean of the Graduate School;
• Perform other duties related to the support of graduate students and their families as assigned.

8.0 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 541-345-8316.

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](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](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/](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](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: Nancy Willcox-Trent, 541-346-2808. 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:**

Emergency procedures and first aid supplies are stored in the Graduate School’s copy room, Room 125 of Susan Campbell Hall.
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 their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

The Graduate School is 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.

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 the Graduate School’s GE work environment (work space; access to telephones, computers, supplies and equipment, etc): Each GE is provided with a designated desk and chair within an office with working locks. The work space is safe and appropriate with properly and securely installed furnishings. Each GE has a computer and easy access to a phone. Office supplies, photocopies, and printouts can be found in the Copy Room (Room 125 SCH). Necessary supplies can be requested following normal office protocol. Contact Nancy Willcox-Trent at 6-2808 for more information.

13.0 ABSENCE NOTIFICATION PROCEDURE

SICK LEAVE. To record and report sick leave, GEs should directly email Cortney McIntyre (541-346-5134/cortneym@uoregon.edu) or Tori Byington (541-346-2461/byington@uoregon.edu) with the date(s) they used or will use sick leave.

Generally, the department will not use substitutes for absent GEs. However, in the event the GE is ill, and the department requests another GE to substitute, the department will pay 1.50 times the substituting GE’s normal rate.

NOTIFICATION. If you are unable to attend work at the scheduled, you must notify Cortney McIntyre or Tori Byington as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide the department with information about where you left off with your work. If you are able, please attempt to reach Cortney McIntyre or Tori Byington 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 Cortney McIntyre or Tori Byington 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.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with Cortney McIntyre or Tori Byington 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 Cortney McIntyre or Tori Byington 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.