University Housing

GRADUATE EMPLOYEE

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

2017-2018
CONTENTS

1.0 General Information
2.0 Availability of Graduate Employees (GEs)
3.0 Application Process and Eligibility Requirements
4.0 Appointment & Reappointment Process
5.0 Workload and Work Assignments
6.0 Health & Safety Information
7.0 Satisfactory Progress toward Graduate Degree
8.0 Discrimination Grievance Procedures
9.0 Work Environment
10.0 Absences

Last revised: May 12, 2017
1.0 GENERAL INFORMATION
1.1 About this Statement
The purpose of this Graduate Employee General Duties and Responsibilities Statement (GDRS) is to clarify information concerning Graduate Employees (GEs) offered by University Housing. The relationship between GEs and the University of Oregon, as a whole, is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation (GTFF). This statement details the specific relationship between GEs and University Housing. This statement does not apply to work-study, hourly student employees, or other staff hired by University Housing.

1.11 The supervisory individual who shall oversee implementation of this General Duties and Responsibilities Statement is Michael Griffel, Director, University Housing and a dotted line reporting relationship with Anna Schmidt-MacKenzie, Director of Residence Life and Educational Initiatives.

1.12 Access to this manual will be provided to administrative faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation. This document and its amendments may be viewed or printed from the Graduate School website.

1.13 This GDRS is effective for the 2017-2018 academic year, and was last revised May 12, 2017.

2.0 AVAILABILITY OF GRADUATE EMPLOYEES (GEs)
The availability of GE appointments in University Housing is determined by the Director of Housing. Employment will be at .49 FTE for research or administrative duties. Appointments are made for the academic year, and are at the discretion of University Housing. University Housing reserves the right to not offer the GE position(s). All positions are subject to the department’s and university’s budgetary constraints.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS (GEs)
As described in Article 9 of the CBA, each potential GE shall be given a copy of the appointment or reappointment criteria at the time of application.

3.1 GE positions in University Housing are available to graduate students from any discipline. Position 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 (CBA, Article 17, section 1). Position announcements will be posted within the Graduate School, the GE Federation, the websites of the Graduate School, Human Resources website, the Office of Affirmative Action and Equal Opportunity, and also in departments in which qualified candidates may be identified and available.

3.2 Interested applicants, whether incoming or continuing, are asked to apply by submitting the following:
- A cover letter outlining interest and skills related to this position.
- A current vita or resume
- At least two letters of recommendation, one of which must be from the applicant’s advisor & address applicant’s progress towards degree.
- Responses to supplemental questions.

3.3 From time to time emergency appointments will be necessary. In such cases the director shall reserve the right to fill the position as they see fit.

3.4 Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made. (CBA, Article 17, Section 1)
Eligibility of students for GE appointments in University Housing is established by being:

3.51 Accepted and enrolled in a graduate degree program at the University of Oregon. Continuing students must be making satisfactory progress toward the degree according to the Graduate School and the academic unit’s requirements.

3.52 No graduate student can be prohibited from applying for any GE position within University Housing. All graduate students pursuing a graduate degree are eligible for GE appointments within University Housing.

Preference is given to:

3.61 Students with skills, experience, credentials, and interests relevant to the duties of the position.

3.62 Students who have previous satisfactory GE performance in The Division of Student Services & Enrollment Management and/or other similar positions over students without previous satisfactory GE performance.

Students must meet Graduate School minimum enrollment requirements (9 graduate credits per term of appointment).

**APPOINTMENT AND REAPPOINTMENT PROCESS**

The standing GE hiring committee of the department will typically be made up of three members: Director University Housing, Director of Residence Life and Educational Initiatives and one additional administrator.

While appointment or reappointment criteria may include the recommendation of the person who will act as the GEs supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.

Appointments and reappointments will be based on evaluations with respect to:

4.1 Specific criteria relating to the particular GE assignment:

4.11 Strong knowledge and experience with conducting educational and/or social sciences data analysis

4.12 12 credits in Research Methods and/or Statistics

4.13 Demonstrated commitment to diversity, equity and inclusion

4.14 Experience with program assessment and/or evaluation

4.15 Ability to successfully work with students, faculty members, and staff from diverse group

4.16 Strong written and verbal communication skills

4.17 Desire and ability to successfully contribute to and support the implementation of the University Housing’s Learning Outcomes, other strategic initiatives

Initial appointment criteria and consideration shall include:

4.21 Previous experience relevant to the specific GE position available as described in the application materials and determined through an interview process.

4.22 Recommendations from previous work supervisors.

4.23 Ability to fulfill time commitment and/or a specific time schedule.

4.24 GE appointments and reappointments shall comply with the federal and the university Affirmative Action Plans. (CBA Article 8, section 2)

4.25 Rank determined through candidate meeting the criteria to the highest degree

4.26 Applicant materials will be reviewed by the hiring committee

4.27 All candidates’ written application materials will be evaluated on the criteria on a 5-point scale for each criteria. Finalists will be evaluated based upon their written materials and their interview evaluated on the criteria on 5-point scale.
4.28 GE performance evaluations provide feedback for growth, development, and may help in guiding continuation of employment, rehiring and informing information provided for references.
4.29 GE performance evaluations are conducted toward the conclusion of each academic term.
4.210 The general timing of selection will be late spring/early summer.
4.211 Students who are not selected for this position will be notified by email within 5 business days of the decision. Students who have been selected will be notified by phone or in person.
4.212 Appointment offered and the specific assignment may be determined at a later date.
4.213 Successful completion of criminal background check required.
4.214 Preference will be given to those who meet the criteria to the highest degree.
4.215 GEs will be employed year-to-year rather than term-to-term whenever feasible. GEs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position.
4.216 Generally, financial need will not be considered except when needing to evaluate two or more equally qualified candidates.

4.3 If no qualified graduate students apply or none are available for a particular position from the applicant pool, the director or committee may decide to reopen the application process for the position.
4.31 Generally, the same process will be repeated.

4.4 GE appointments and reappointments shall comply with the federal and university Affirmative Action regulations.

4.5 Reappointment criteria and consideration include:
4.51 Satisfactory performance of previous duties shall also be considered in all instances of reappointments for the same position. Evaluation of such performance shall be based on evaluation by supervisor.
4.52 Reappointments are not automatic, nor are they guaranteed.
4.53 In case of the continuation of the same position, University Housing may decide to continue with the same GE in the position without any new announcements.
5.0 WORKLOAD AND WORK ASSIGNMENTS

5.1 GEs are appointed in University Housing at the following full-time equivalencies (FTE) and represent the minimum corresponding workloads:

5.11 .40 (175/term and 525/year) FTE appointments require up to 88 hours per term, or up to 264 hours.

5.12 .45 (197/term and 591/year) FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.

5.13 .49 (215/term and 645/year) FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

5.2 For the purpose of setting the workload (and thus FTE) for a particular GE position, the supervisor shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

5.21 Workload includes performance of all duties of the work assignment, including the tasks listed in section 5.3.

5.22 For most GEs, the total workload will not exceed these corresponding hours. It is, however, recognized that individual differences do exist, causing some GEs to spend greater or lesser amounts of time in accomplishing the same assignment. The corresponding hours, therefore, may not refer to the actual time spent by a particular GE, but rather what a GE might accomplish given the same assignment.

5.23 Time actually spent on duties may vary from week to week but the time spent per term should fall within the designated number of hours (determined by FTE) for the term.

5.24 This is a Fall/Winter/Spring appointment only.

5.25 It is the responsibility of both the GE and their supervisor to maintain regular contact regarding the assigned workload in order to allow for timely adjustment in workload before imbalances occur.

5.3 Assessment Analyst duties include:

5.31 Curricular assessment of University Housing programs and services: Analyze, summarize and interpret departmental assessment activities in terms of relationships with curricular outcomes including GPA, retention, and graduation.

5.32 Compile research and assessment reports that align with University, Division and departmental mission and goals.

5.33 Identify and share appropriate data throughout the institution, other institutions and multi-site studies for benchmarking data.

5.34 Integrate data from multiple assessment sources to provide a unified picture of progress toward fulfilling the departments’ strategic plans and learning outcomes.

5.35 Recommend future areas of inquiry to benefit the department.

5.36 Ensure all analyses complies with/meets national, state, local law, as well as university laws, policies, guidelines, and ethical standards.

5.37 Recommend appropriate steps to continually improve the effectiveness of departmental assessment efforts.

5.38 Provide support to unit directors and other departmental employees in helping to conceptualize, design, analyze, and present assessment results.

5.39 Co-develop and/or co-author assessment analyses, reports, executive summaries and assessment/evaluation components of documents, reports, articles, etc.

5.310 Provide department staff, as appropriate, with analysis of collected data to guide and inform for current and future practice.
6.0 HEALTH & SAFETY INFORMATION

6.1 Accident Reporting and Workers’ Compensation

6.11 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.

6.12 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.

6.13 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 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.

6.14 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).

6.15 In addition to medical expenses related to the injury/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the 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.

6.16 An injured GE who is unable to work may not receive both salary compensation from worker’s 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.

6.17 ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

6.2 Health and Safety Requirements.

The university acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

6.21 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](http://ehs.uoregon.edu/safety-advisory-committee).

### 6.22 Reporting Safety Hazards
GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the Director of Housing Facilities Services at 541-346-6794. 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).

### 6.23 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies.
The evacuation plan is updated and maintained by the Facilities Manager. The Walton Custodial Coordinator (Walton CC at 6-4201) University Housing is responsible for the following: Posting a copy of the Emergency Procedure Chart provided through Safety and Risk Services, a Walton floor map designating emergency escape routes and the first-aid kit, which are all located in in F119 at the Walton CC Desk.

### 6.24 Any required safety training and use of required personal protective equipment will be provided at no cost to the GE by University Housing.

### 7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

**7.1 Satisfactory academic progress toward a graduate degree is a requirement of GE appointment and reappointment.**

**7.11** 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. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

**7.12** University Housing is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE’s graduate degree program.

**7.13** During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify the 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.

**7.2** Satisfactory academic progress shall be assessed by criteria established by that GE’s Graduate degree program. Current academic requirements used to determine satisfaction progress towards graduate degree can be found at: [https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress](https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress).

### 8.0 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 ([https://aaeo.uoregon.edu/](https://aaeo.uoregon.edu/)).
9.0 WORK ENVIRONMENT

9.1 The work environment and materials provided to University Housing’s GEs include the following:

9.11 Workspace
A GE will be provided with a desk and chair space, typically in a shared workspace within University Housing. Private Meeting Space Access for meetings in University Housing’s conference rooms may be made available during normal business hours, M-F.

9.12 Access to Telephones and Computers
Use of a computer and telephone (as needed) will be made available during normal business hours, M-F. GEs in University Housing will have access to telephones, computers with appropriate software, and other equipment necessary to carry out work assignments.

9.13 Access to Office Supplies, Photocopies and Printouts
Use of the department’s copy, scanner, and fax machines and office supplies for approved work is provided at no personal cost to the GE and are made available during normal business hours, M-F.

9.14 Misc. Access
The GEs will be given access to anything needed to accomplish the tasks associated with their assignment at no personal cost to the GEs and does not preclude limitations placed upon the supervisor of record.

10.0 ABSENCES

10.1 Notification

10.11 If a GE is unable to attend work at the scheduled time, the GE must notify the GE’s supervisor, in advance, or as soon as possible.

10.12 To the extent possible and necessary, the GE should provide the department with information about work that has a deadline or a high priority that must be completed before the GE is able to return to work. If possible, the GE should attempt to reach the supervisor by both phone and email.

10.13 In the case that the GE is unable to directly notify the department, the GE may designate someone to notify the department and provide necessary information to the GE’s supervisor using this protocol.

10.14 If the GE plans or foresees that the GE will miss more than one work week, the GE or the GE’s designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustments arising from the GE’s absence.

10.2 Coverage for GE Using Sick Leave.
Generally, the department will not use substitutes for absent GEs.

10.3 Make Up Work
Generally, for duties missed, the GE will check in with their supervisor to determine when and how the missed work will be made up.

10.4 Planned Absences
If the GE is planning an approved absence during any working days of the term, the GE should notify their supervisor how the GE may be reached, if possible.

10.5 More Information.
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.