

# General Duties and Responsibilities for Lundquist College of Business PhD GEs

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## 1.0 GENERAL INFORMATION

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employment 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 (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:

Andrew Verner, PhD Program Director  
averner@uoregon.edu  
6-3251

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## **2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS**

The availability of GE appointments is 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:

ACTG 211, ACTG 212, ACTG 213, ACTG 352, ACTG 470, BA 215, BA 315, BA 316, BA 317, BA 318, DSC 330, DSC 335, FIN 311, FIN 314, FIN 316, MGMT 321, MGMT 410, MGMT 453, MKTG 311, MKTG 360, MKTG 420, MKTG 470, BE 425

This GE employing unit 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, and reserves a number of appointments for incoming students.

### **ACADEMIC YEAR APPOINTMENTS**

The availability of GE appointments for the upcoming academic year is usually determined by February 1.

In recent years, GE assignments during the academic year in this GE employing unit have included Instructor of Record, Teaching Assistant, and Research Assistant.

### **SUMMER TERM APPOINTMENTS**

This unit does hire GEs in Summer. The availability of GE appointments for the upcoming summer term is usually determined by May 1.

In recent years, GE assignments during the summer in this GE employing unit have included Instructor of Record and Research Assistant.

## **3.0 ELIGIBILITY REQUIREMENTS**

Students eligible for a GE appointment in this GE employing unit meet the following qualifications:

- Ph.D. students in an academic program in a given department within the Lundquist College of Business.
- 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 LCB's own students.

Appointments will be based on an evaluation of each candidate's qualifications with respect to:

- General criteria regarding appointments for the particular types of work assignments available within the Department.
- Specific criteria relating to the specific GE work assignment.
- Past scholastic performance
- Past experience
- GMAT or GRE scores
- Personal recommendations and interests as expressed in the letters of purpose submitted with their applications for the graduate program.
- An interview may also be required.

Every applicant admitted to a LCB doctoral program is automatically awarded a .49 FTE GE appointment. This GE position is renewed for four additional years, provided the student is making satisfactory progress toward the degree and maintains a competent level of performance in assigned duties.

While the Lundquist College of Business observes a general policy of making consecutive appointments for doctoral level GEs up to a maximum of five such appointments, additional appointments may be made when this is dictated by Lundquist College of Business needs with respect to staff, provided such additional appointments would not hamper the student's progress toward their academic objectives. There is, however, neither implied or explicit promise nor obligation on the part of Lundquist College of Business to make appointments beyond the fifth year.

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, Lundquist College of Business doctoral programs require that a GE maintain their studies in residency at the UO during each term of appointment.

#### **4.0 APPLICATION PROCESS**

##### **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:

All incoming PhD students automatically qualify for GEs and are informed accordingly.

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

PhD students are reappointed for four years, assuming satisfactory academic progress and competent performance of duties.

## SUMMER TERM APPOINTMENTS

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s):

Subject to LCB teaching needs in the summer, summer Ph.D. GE positions will be filled first by continuing doctoral students who have requested a summer teaching assignment by February 15 and who are making satisfactory progress toward their degree. Depending on departmental needs, Research Assistant GEs will be awarded to a small number of continuing PhD students.

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

Generally, there are no incoming PhD students in the summer.

Occasionally, positions will be identified outside of the normal appointment cycle or in the case of an emergency. These appointments will be made in the same way as regular term appointments.

## **5.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, this GE employing unit's standing committee for appointments includes at least three members. Recommendations for Ph.D. GE appointments shall be made to the Associate Dean for Academic Affairs of the College, by the departmental Ph.D. coordinator and the Director of the Doctoral Program.

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, (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 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.

**(B) Assignment Type-Related Criteria**

For an Instructor of Record (full course responsibility):

- All PhD GEs must teach 5 courses in their respective discipline as part of their preparation for the degree and subsequent academic career.

For a Teaching Assistant:

- Sometimes PhD GEs in Accounting are assigned as TAs to introductory accounting courses.

For a Research Assistant:

- All academic departments use their own PhD students to assist in the research of departmental faculty.

**(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).**

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 the academic year for GEs appointed fall, winter and spring, and at the end of the summer term for summer GEs. Evaluations are performed by Departmental PhD Coordinators. The criteria used for evaluation include academic progress, information gathered from research supervisor, and student course evaluations.

## **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 this GE employing unit, GEs are most commonly appointed at .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.

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 LCB doctoral programs, duties for the following types of GE work assignments are as follows:

### **DUTIES BY WORK ASSIGNMENT**

#### **Instructor of Record:**

The Lundquist College of Business typically appoints PhD GEs at a .49 FTE for teaching one or two courses plus either TA or RA duties during the academic year. In some cases an experienced GE who has already advanced to candidacy may be assigned three courses in an academic year. As an instructor of record, the GE is expected to carry out a variety of duties including:

- Preparation of course materials including a course syllabus
- Construction of quizzes and exams
- Grading assignments, quizzes, exams and case
- Maintaining and submitting grading records in compliance with department and university regulations
- Maintaining office hours and being able to counsel students
- Conducting lectures and leading class discussions

GEs who are instructors of record are expected to maintain one hour of in-class contact per week for each hour of course credit (e.g., four credit class would be scheduled to meet for four hours a week during the term), and to schedule a minimum of two hours per week of office hours.

When an appointment is made for a specified FTE level, the supervising faculty member and the GE will determine prior to the term or before the end of the first week of class the duties and requirements of the appointment. Any problems should be resolved by the Director of the Ph.D. program prior to the end of the second week of class.

### **Teaching Assistant:**

The duties of the teaching assistant are to assist one or more faculty or GEs who have full teaching responsibilities for a course or courses by carrying out a variety of duties, including some mixture of the following:

- Assisting with preparation of course materials
- Assisting with the construction of quizzes and exams
- Assisting with grading assignments, quizzes, exams, and cases
- Assisting with maintaining and submitting grading records in compliance with department and university regulations
- Assisting with audio-visual material
- Delivering occasional lectures
- Leading discussion and review sessions
- Attending class lectures
- Maintaining office hours and counseling students

Because the exact duties of a Teaching Assistant may vary considerably with the nature of the course or courses for which assistance is being provided, there is no way to spell out in advance all of the possible duties and time commitments a TA may be expected to perform. When an appointment is made for a specified FTE level, the supervising faculty member and the GE will determine prior to the term or before the end of the first week of class the requirements and time demands for the position. The TA is required to work no more than the total number of hours associated with their FTE level. Any problems should be resolved by the Director of the Ph.D. Program prior to the end of the second week of class.

### **Research Assistant:**

The duties of the research assistant are to assist the principal investigator of a research project in the conduct of research. Because the exact duties vary considerably with the nature of the

project, there is no way to spell out in advance all the possible duties an RA may be expected to perform. When an appointment is made for a specified FTE level, the supervising faculty member and the GE will determine prior to the term or before the end of the first week of class the requirements and time demands for the position. The RA is required to work no more than the total number of hours associated with their FTE level. Any problems should be resolved by the Director of the Ph.D. Program prior to the end of the second week of class.

## **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>.

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: LCB Facilities Manager Frank Sharpy, 6-4794.

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:**

First aid supplies are located in the Building Management Office, 311 Lillis.

## **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.

LCB doctoral programs is an academic unit with a graduate degree program. The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

**Coursework:**

Course work for Ph.D. GEs:

Complete a minimum of 9 hours per term toward the graduate degree.

Completion of the following course work as determined by major department, or in general:

- 9 courses in the major area of concentration.
- 5 courses in statistics and research methods.
- 3 courses in behavioral science/econ/math tool area outside the Lundquist College of Business.

**Grades:**

- Maintain a cumulative GPA of 3.0 or better. The GPA will be computed for course work meeting the requirements of the graduate degree.
- Graduate students must convert a graduate course incomplete (I) into a passing grade within one calendar year of the assignment of the incompletes.
- It is the expectation of the Lundquist College of Business that students shall be limited to two graduate course incompletes. Exceptions: dissertation credits and qualified extenuating circumstances as documented by program staff.

**Examinations:**

- The Ph.D. student must pass written comprehensive examinations in her/his major as specified within each department.

**Research:**

- Ph.D. students must also complete one or more research papers as specified by each department. These papers are typically required to be completed by the beginning of fall term after the student's first and/or second year(s) in the program.

**Teaching Requirement:**

- 5 courses as Instructor of Record with acceptable student course evaluations.

**Advancement to Candidacy:**

- The Ph.D. student is advanced to candidacy for the Ph.D. degree upon satisfactorily completing all of the course work requirements, comprehensive examination requirements, research paper requirements, and upon recommendation by their advisory committee to the Graduate School of Management and the Graduate School of the University.

**Other:**

- Each student's department, utilizing the above objective criteria, will make a subjective evaluation of the student's ability to complete the graduate degree. This evaluation will include assessments of the student's motivation and resourcefulness; commitment and devotion to scholarly projects; and independent, creative, and original thinking.
- The student's department has primary responsibility for monitoring the student's progress toward their degree. An annual written evaluation will be provided to the student following the end of each academic year during which the student is in residence.
- Deficiencies on any of the criteria for satisfactory progress will be communicated to the student in their annual evaluations. Opportunities for remediation of unsatisfactory progress will be specified in writing.
- The Doctoral Program Director is responsible for overseeing each department's evaluation process.
- Failure to make satisfactory progress toward the graduate degree

**Termination from the Doctoral Program**

The Doctoral Program Committee may terminate a student's participation in the Ph.D. program if the student fails to satisfy any of the program requirements and upon the recommendation of a majority of the student's advisory or dissertation committee. After consultation with the student's advisory or dissertation committee, the Doctoral Program Committee must vote on termination under one or more of the following conditions:

- Failure to make satisfactory progress toward advancement to candidacy;
- A GPA below 3.0 for two consecutive terms;

- Failure to complete a dissertation within three years after the student is advanced to candidacy; or
- Any time a member of the advisory dissertation committee requests a vote.

The student has the right to petition the Doctoral Program Committee to reconsider the termination. The advisory or dissertation committee vote must be transmitted in writing to the Doctoral Program Committee for review and placed in the student's file. A student dropped from the program is notified in writing with reasons for termination clearly explained, and a copy of the letter placed in the student's file.

## **10.0 DISCIPLINE AND DISCHARGE**

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GEF 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 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://aeo.uoregon.edu/content/raise-concern>.

## **12.0 WORK ENVIRONMENT**

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

### **Workspace:**

Each doctoral student shall be allocated a personal desk, chair, and filing cabinet. All doctoral GEs shall be assigned a shared office space or carrel, typically within one of the PhD student rooms. Doctoral GEs have 24/7 building access via electronic key cards and codes.

### **Private Meeting Space:**

All doctoral GEs shall have access to and be mutually accommodating in arranging with their office mates for scheduled, pre-determined private office hours in the designated GE Meeting/Lounge rooms during the terms in which they are teaching. All doctoral GEs can also request use of one of the college's small conference rooms if their office cannot accommodate their meeting needs.

### **Access to Telephones and Computers:**

All doctoral students shall be allocated a unique Lundquist College of Business phone number. This phone number is for messages only. Messages will be received in the student's designated email program. All doctoral students are expected to check for and respond to messages in a timely manner.

All doctoral students shall have the sole and personal use of a reasonable, functional desktop or laptop computer. Networked storage shall also be allocated to each student sufficient to accommodate the needs of their research.

### **Access to Office Supplies, Photocopies and Printouts**

Departments shall provide each doctoral student with a reasonable budget consistent with other instructional faculty for networked printing services, photocopies, office supplies, and incoming and outgoing facsimiles per each course taught. Reasonable networked printing, photocopying, facsimiles, and office supplies for research and other projects shall be funded for each doctoral student by their department.

### **GE Assistance**

In LCB, GEs who work as instructors of record generally are not assigned to workloads that would require GE assistance. Exceptions shall be cleared by PhD program director, department head, and by the Associate Dean for Academic Affairs.

## **13.0 ABSENCES**

### **Notification**

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

### **Coverage for Teaching GEs**

If the department head asks you 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 not related to a class meeting, please check in with your supervising faculty member 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 the department 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-GEF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.