

# College of Arts and Sciences: Social Science Instructional Lab (SSIL) GTFs

## GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

### GRADUATE TEACHING FELLOWSHIPS 2017-18

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### **1.0 GENERAL INFORMATION**

The supervisory individual who shall oversee the implementation of this GDRS is:  
Ben Brinkley, CASIT Interim Director.

Date of this GDRS Revision: May 1, 2017  
Academic year for which this GDRS is valid: 2017-18

#### *About This Document*

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by SSIL in the area of GIS. The relationship between GTFs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GTFs and SSIL. This document does not apply to work-study or other staff hired by CASIT.

Access to this manual will be provided to 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.

## *Graduate Teaching Fellows Federation (GTFF)*

Most Graduate Teaching Fellows at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues, or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon. Upon signed acceptance of an offer, the GTF will be sent a copy of the Collective Bargaining Agreement and other information pertinent to the appointment.

## **2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS**

The SSIL GTF positions are available for the main academic year, which includes the 11-week terms of Fall, Winter, and Spring. The positions are not available during the summer term or breaks in between terms. These positions' continuance is subject to Geography department budgetary constraints.

SSIL GTFs are selected and employed by the Department of Geography.

## **3.0 APPLICATION AND ELIGIBILITY REQUIREMENTS**

University of Oregon graduate students pursuing a masters or doctoral degree in Geography are eligible to apply for the GIS GTF position.

Students with interest in the Geography emphasis GIS GTF position must review the GDRS of the Department of Geography in order to learn how to apply.

The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.

In addition, CASIT and SSIL require that a GTF maintain their studies in residency at the U of O during each term of appointment.

Position announcements for the upcoming academic year will be made by the Department of Geography.

## **4.0 APPOINTMENT AND REAPPOINTMENT**

The Department of Geography will forward recommended candidates to the Director of CASIT.

Reappointments are not automatic, nor are they guaranteed. Returning GTFs, at CASIT and SSIL discretion, may be offered a contract renewal before the end of their existing contract period. In the case of the continuation of a particular position, the same GTF may continue in the particular GTF position without any new announcement of the position.

Recommendations for appointment and reappointment shall be made by the CASIT Director in consultation with the Department of Geography.

## **5.0 WORKLOAD AND WORK ASSIGNMENTS**

GTF positions are .40FTE, which includes regularly scheduled office hours and office hours by appointment. This applies only to the 11-week terms for Fall, Winter, and Spring.

GTFs are appointed at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)

- .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
- .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
- .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
- .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

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

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time serving at registration, etc. in addition to time spent actually teaching.

The distribution of workload among work assignment duties (8.0) 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.

Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GTF will be required to fulfill that specific time commitment.

GIS GTF assignments will be performed under the supervision of the SSIL Lab Manager, and in the event that primary supervisor is unavailable, the CASIT Director.

### *Work Assignments*

GIS GTFs typically have two types of GTF work assignments as follows:

- Lab Assistant
- Lab Consultant

CASIT Data Services typically has one type of GTF work assignments as follows:

- Lab Assistant

The following statement of duties and workload, based on a .40 FTE, is generic, and for illustration purposes only. The total hours per week per term listed for each of the types of GTF work assignments is the upper limit workload.

### **Lab Assistant Work Schedule Example:**

Managing Data	(9 hours per week)
<ul style="list-style-type: none"><li>• Reading and transporting data</li><li>• Subsetting data</li><li>• Converting and formatting data</li><li>• Archiving data</li><li>• General Client meetings</li></ul>	
Statistical support for users	(2 hours per week)
<ul style="list-style-type: none"><li>• Lab consulting</li><li>• Create Lab documentation</li><li>• Researching data sources</li></ul>	
Answer questions	(2.5 hours per week)
Scanning and pressing CDs	(.5 hours per week)
Other responsibilities	(2 hours per week)
<ul style="list-style-type: none"><li>• Create brochures, newsletter</li><li>• Work on Data Services Web page</li></ul>	

### **Lab Consultant Work Schedule Example:**

GIS Software Consultation	(9 hours per week)
<ul style="list-style-type: none"><li>• Answer user questions</li><li>• Write documentation for software</li></ul>	
Staff Software Training	(2 hours per week)
<ul style="list-style-type: none"><li>• Prepare materials for training</li></ul>	

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|-------------------------------|----------------------|
| Install/optimize GIS software | (2.5 hours per week) |
| Curate GIS Data               | (.5 hours per week)  |
| Other responsibilities        | (2 hours per week)   |
- Assist SSIL Lab Manager as needed
  - Work on GIS website
  - Staff the SSIL labs and offer consultation in person and by phone for online education

## 6.0 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 GTFs, 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 GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Supervisor's Accident Investigation Report (SAIR) with the GTF. If, as a result of the accident, the GTF 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 GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers' compensation information and forms are available at <http://facilities.uoregon.edu/?q=node/360>. 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 GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF'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 GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GTF 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 GTF receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF 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.

#### *Health and Safety Requirements.*

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

#### **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 (EH&S) is responsible for the University's safety programs. 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 346-3192 or visit the department's web site at <http://facilities.uoregon.edu/ehs>.

#### **Reporting Safety Hazards**

GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative, which is the Interim Director, Ben Brinkley.

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**

Evacuation plans are posted on the building walls near all exits, three exits at two locations in total. First Aid supplies are located directly across from the Consulting office and three doors down from the Data Services office in room 460G. An MSDS is not necessary for these assignments or building location. Emergency Procedures are located in notebook titled "Emergency Procedures" in the consultant office.

## **7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. (See section 6.0.)

A GTF 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 GTFs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The hiring unit (in this case, Geography) is responsible for verifying that a GTF is making satisfactory progress toward their degree, whether or not the hiring unit is also the GTF's graduate degree program.

During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF's graduate degree program if the GTF'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 GTF reappointment can be made to that student.

For SSIL GTFs, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program in the Department of Geography.

## **8.0 DISCRIMINATION & GRIEVANCE PROCEDURES**

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

## **9.0 WORK ENVIRONMENT**

A copy of the SSIL GTF GDRS is available from the CASIT Business Manager. SSIL GTFs will provide consultation in an open help desk environment.

## **10.0 ABSENCE NOTIFICATION AND SICK LEAVE**

GTFs who are unable to attend work at the scheduled time are responsible for informing their supervisor of any absences or changes to the agreed upon work schedule, and must notify their

supervisor by email as soon as possible including, if possible, in advance of the scheduled work assignment that the GTF will be unable to attend.

In the case that you are unable to directly notify CASIT, you may designate someone to make your notification and provide the necessary information requested in the above paragraph.

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 GTF and CASIT on any adjustment due to the GTF's absence.

If the CASIT Director or Lab Manager asks you to substitute for another GTF who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate. Substitute pay is only given for approved substitutions due to GTF illness.

More information about GTF 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>.