GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
Center for Latino, Latina and Latin American Studies (CLLAS)
GRADUATE TEACHING FELLOWSHIPS
2015-16

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The supervisory individual who shall oversee the implementation of this GDRS is: Lynn Stephen, Co-director and Gerardo Sandoval, Co-director

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1.0 GENERAL INFORMATION
1.1 This Manual
The purpose of this manual is to clarify information concerning Graduate Teaching Fellowships (GTFs). 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 manual details the specific relationship between GTFs and the hiring unit named on the first page of this document. This manual does not apply to work-study or other staff.

_This document and its amendments may be viewed or printed from the Graduate School website._

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

1.3 Graduate Teaching Fellows Federation
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

2.1 GTF appointments are determined based upon:

2.11 Availability of funding for GTF positions.

2.12 Specific need for a GTF.

2.13 The Department will give priority to GTF appointments. All graduate students employed by the department at .2FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Teaching Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GTFs and/or the creation of new GTF position.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Graduate students pursuing a Master's or Doctoral degree at the University of Oregon in any discipline will be eligible to apply for a GTF position.

3.2 Preference will be given to those with demonstrated ability in areas relevant to the particular GTF assignment.

3.3 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.

4.0 APPLICATION PROCESS
4.1 Appointments of GTFs in this unit will be made in accordance with the University of Oregon’s "Personnel Practices: Graduate Teaching Fellows" policy statement.

4.2 As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment or reappointment criteria at the time of application.

4.3 Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the University’s Office of Affirmative Action, the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section).

5.0 APPOINTMENT SELECTION PROCESS

5.1 Applicants for specific GTF positions will be required to submit an application and a curriculum vita.

5.12 The standing committee of the department will be made up of at least three members.

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

5.2 After assessing the qualifications of the candidates, the hiring unit will interview those most qualified for the specific GTF position.

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

5.31 General criteria regarding appointments for the particular types of work assignments available.

5.32 Previous employment or other experience relevant to the GTF position.

5.33 Interest, desire, and prediction of performance may be considered in lieu of previous experience based on the GTF’s application as a whole.
5.34 Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.

5.35 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.

5.4 If no qualified students apply or are available for a particular position, the hiring unit may decide to reopen the application process for the position.

6.0 APPOINTMENT AND REAPPOINTMENT

6.1 Based on the program's needs and funding, a position may be discontinued after the term of appointment is over.

6.2 GTF appointments and reappointments shall comply with the Federal and University Affirmative Action regulations.

6.3 GTF reappointments shall be dependent upon the following:

   6.31 Satisfactory progress in graduate study as defined by published Graduate School policy and departmental policy specific to the GTF's particular major.

   6.32 Satisfactory performance of duties of the position as determined by the GTF's immediate supervisor and the head of the hiring unit.

6.4 In the case of the continuation of the same position, the hiring unit may decide to continue with the same GTF in the position without any new announcement of the position.

6.5 GTFs will be employed year-to-year rather than term-to-term, whenever feasible. GTFs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GTF position.

7.0 WORKLOAD

7.1 GTFs are appointed in the Center for Latino/a and Latin American Studies at the following full time equivalent level (FTE) variable and corresponding total workloads are identified below. (Article 20)
7.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.

7.12 .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.

7.13 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.

7.14 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

7.2 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.

7.21 The distribution of workload among work assignment 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.

7.3 Workload (Summer Session)
7.31 GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

7.32 For four- or eight-week courses during summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

- 3 credit classes – minimum .30 FTE appointment
- 4 or 5 credit classes – minimum .37 FTE appointment

8.0 WORK ASSIGNMENTS

8.1 Works with the co-directors and assistant director to coordinate events, administer grants, and manage projects.

8.12 Coordinates CLLAS events, including airfare, hotels, food, and venues for speakers.
8.13. Coordinates Latino Roots traveling exhibit, including logistics, communications, public outreach, and distribution of associated materials to schools, libraries and universities, and other institutions.

8.14. Supports advisory board and subcommittee members and co-coordinators by scheduling meetings, writing minutes and reports, facilitating contact between committee members and with other stakeholders, development officers, deans, and others.

8.15. Produces and distributes effective publicity materials, both physically and electronically

8.16. Conducts outreach to larger Oregon and national constituencies (including businesses, possible funders, foundations, and other universities)

8.17. Coordinates logistics for faculty collaboration and graduate student research grants and related grantee presentations

8.18. Works with the director and assistant director to collect, organize, and present data on federal grant opportunities, Latino/a and Latin American Studies focused scholarship, and student and faculty research

8.19. Attends all CLLAS events

8.2. Works with co-directors and assistant director to network with OU academic departments and with the Latino and larger local and statewide communities.

9.0 HEALTH AND SAFETY INFORMATION

9.1 Accident Reporting and Workers’ Compensation

9.11 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.

9.12 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.

9.13 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 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://oehs.uoregon.edu/workerscomp/. Forms can also be obtained from Departmental office managers or EHS.

9.14 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).

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

9.16 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 his/her 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.

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

9.2 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.
9.21 Safety information. The University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety. 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 web site at http://oehs.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.

9.22 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative. In the department of CSWS and CLLAS, the departmental representative is Theresa Wilhelm, office coordinator. Other resources to report such information include EH&S, a Safety Advisory Committee representative, a GTFF union representative, OSHA, or the Bureau of Labor and Industries.

9.23 Use of Personal Protective Equipment. Any personal protective equipment that is required for the GTFs position and a schedule for training in its use is identified in a safety page attached to this document. In the department of CSWS and CLLAS, the person responsible for coordinating the training and distribution of equipment is N/A. Safety training records for the department are kept in N/A.

9.24 Copies of emergency procedures, evacuation plans, and materials data safety sheets are located in the main file cabinets. First aid supplies for the department, are located in the supply closet (bottom right cabinet) in hallway across from the work room (344 Hendricks). The person responsible for maintaining items mentioned above for the Hendricks Hall location is Theresa Wilhelm. The secondary location of CSWS offices is in the UO Annex. Emergency procedures, etc. are located in a storage slot in the workroom of suite 4. The first aid supplies are located in the bathroom cabinet in suite 4.

10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

10.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment.
10.11 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.

10.12 The hiring unit (employer) is responsible for verifying that a GTF is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GTF's graduate degree program.

10.13 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 her/his graduate degree and issue its approval before a GTF reappointment can be made to that student.

10.2 Satisfactory academic progress shall be assessed by criteria established by that GTF's graduate degree program.

11.0 DISCIPLINE AND DISCHARGE

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

12.0 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/booklet.html).

13.0 ABSENCE NOTIFICATION PROCEDURE

13.1 Notification. If you are unable to attend work at the scheduled time, you must notify Eli Meyer, Assistant Director as soon as possible, including, if possible, in advance of the scheduled work assignment. To the extent possible, provide the department with information about where you left off. If you are able, please attempt to reach the assistant director 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 the assistant director 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 GTFF and the department on any adjustment due to the GTF’s absence.

13.2 Planned absences. If you are planning an approved absence during any working days of the term, be sure to notify the assistant director how to reach you (if possible).

13.4 More information. 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

APPENDIX A: Work Environment

Center for Latino, Latina and Latin American Studies
Guidelines for Work Environment
CLLAS employs GTFs as research and, occasionally, administrative assistants. At the time of hire and as policies and personnel change, the Center, through the supervising research PI or administrator provides each GTF with information regarding the availability of resources necessary to aid in the successful completion of their assignment. Supervising PIs are expected to be attentive to GTF working conditions and to create opportunities to assess the needs of their GTFs to find out which systems currently work and which may need re-evaluation.

Working Space:
CLLAS provides GTFs office space at 337 Hendricks hall.

Building and office or suite keys:
Suite, room, and/or building keys can be obtained through the CSWS office Coordinator (shared space with CLLAS) in Hendricks Hall, room 340. An email must be sent from your supervisor to the office coordinator to start the process. It takes two days from the initial request by the student to get a key.

Access to office supplies:
All CLLAS GTFs have access to supplies necessary to accomplishing the tasks associated with their assignments (e.g., photocopies, general office supplies, desk copies of books, and software) at no cost to them. GTFs are provided with ID codes for copying. The code is supplied by their supervisor, or they can check with the CLLAS accountant for that information.
**Access to telephones and computers:**

GTFs have access to telephones and computers in the CLLAS office. Telephones are sufficient in quantity so that they are easily accessible for both GTF needs and the contact needs of co-workers. Computer access is freely available during the usual workweek as well as evenings and weekends. Most GTFs have their own assigned computer as well as access to specialized computers and servers when such access is necessary for the completion of their assignments. The software that may be necessary for the completion of their assignments is also available on GTFs’ computers at no personal cost to the GTF. GTFs are responsible for following all UO computer security policies regarding the use of computers on campus.