General Duties and Responsibilities for Center for the Study of Women in Society

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs 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. This GDRS details the specific relationship between GTFs and this GTF hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

About 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 System; 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.
About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Teaching Fellows (including administrative, research and teaching GTFs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GTF appointment contract signed by each student who accepts a GTF appointment.

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

DATE OF THIS GDRS REVISION: 8/15/2015

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF 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 GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit's specific need for one or more GTFs.

In this GTF employing unit, the priority is to support the research mission of the center staff regular required courses (including the following courses) and to provide assistance to faculty where needed: Does not apply.

This GTF employing unit: (Select all that apply)

☐ makes an effort to distribute GTF opportunities to as many students as possible.
☐ encourages financial opportunities through such other means as scholarships, work study, and grants.
☐ reserves a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

The availability of GTF appointments for the upcoming academic year is usually determined:

In spring before the new academic year.

In recent years, GTF assignments during the academic year in this GTF employing unit have included:

☐ Instructor of Record
☐ Discussion Section Leader (full course responsibility)
☐ Laboratory Section Leader
☐ Teaching Assistant
☐ Grader
☐ Research Assistant
☐ Administrative GTF
SUMMER TERM APPOINTMENTS

Does unit hire GTFs in summer?
No

If yes, the availability of GTF appointments for the upcoming summer term is usually determined:
NA

In recent years, GTF assignments during the summer in this GTF employing unit have included:
Select all that apply.

☐ Instructor of Record
☐ Discussion Section Leader (full course responsibility)
☐ Laboratory Section Leader
☐ Teaching Assistant
☐ Grader
☐ Research Assistant
☐ Administrative GTF
☐ Supervisory GTF (e.g., practicum supervisor)

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are:
University of Oregon graduate students pursuing a master's or doctoral degree in any discipline are eligible to apply. Preference will be given to applicants with demonstrated ability in the areas relevant to the assignment of each position.

Note regarding graduate programs and departments that employ GTFs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF positions in this employing unit. In all cases, preference is given to the department or program’s own students.

Experience or credentials required in order to be considered include:

For the Administrative Assistant-Multimodal Publishing and Collaboration postion: University of Oregon graduate students pursuing a master’s or doctoral degree in media studies in the School of Journalism and Communication. Preference will be given to applicants with demonstrated ability in the areas relevant to the assignment of each position.

For the Administrative Assistant-Development and Database GTF position: Database experience; Microsoft Excel experience; knowledge of online survey tools; excellent organization skills and ability to work both independently and in close coordination with others.
For the Administrative Assistant-Office and Events GTF position: Proficiency with Microsoft Office and Excel; experience organizing conferences and events; ability to work independently and as part of a team in an office setting; excellent oral and written communications skills; ability to engage and interact with the public; familiarity with the Center’s research mission; ability to work effectively with faculty, staff, and students from a variety of diverse backgrounds.

Students will be considered in the following order:
Those with an interest in women and gender or related experience or areas of study would be considered above those who do not have an interest in the mission of our Center as long as they have demonstrated ability in the areas relevant to the assignment.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
There is no maximum number as long as the position is still available.

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 GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 9).

In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School’s “GTF 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: Yes

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:

Posted on Graduate School website.

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

Posted on Graduate School website. Sent via email to various grad lists associated with the Center and other departments as required.

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):

Generally, the application process for incoming students includes:
N/A

Generally, the application process for continuing students includes:
N/A

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

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):
N/A

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:
N/A

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
The center director, associate director, and assistant to the director, but this varies with the position. A member of the advisory board may also be one of the committee members.

Also in accordance with the CBA:

- GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are not employed term-by-term in order to determine whether they are adequately qualified for a GTF 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 GTF 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 GTF employing unit and (C) specific criteria relating to the particular GTF work assignment.

(A) General criteria include (in no particular order):

4
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 GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.

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

Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):
N/A

For a Discussion Section Leader:
N/A

For a Laboratory Section Leader:
N/A

For a Teaching Assistant:
N/A

For a Grader:
N/A

For a Research Assistant:
N/A

For an Administrative GTF:

For the Administrative Assistant-Multimodal Publishing and Collaboration position: multimodal media production experience; photoshop or illustrator experience, knowledge of free Internet resources for streaming and hosting online media; experience with one or more of the following: WordPress, HTML, and/or PHP editing; experience with social media and social marketing.

For the Administrative Assistant-Development and Database Management position: continue compiling information and materials on former CSWS grantees and WGS alumna for reports on the impact of
gender-related teaching and research at UO; working with development to implement our development plan; work to restructure the data, input process, and “tags” for the CSWS database in order to realign it with our development goals, as outlined in our 2014 report on development; and also work with the director to improve systems for tracking outcomes related to research grants, including online surveys for grantees and reports on grantee outcomes. The outcome surveys will feed directly into the newly restructured database. The GTF will also work closely with our Dissemination Specialist to integrate the center’s development work with our programs like the Northwest Women Writers Symposium and Road Scholars.

For the Office and Events Coordinator position: provide administrative, technical, and secretarial assistance to the CSWS staff, the Advisory Board, GTFs, and Research Interest Group (RIG) coordinators. This position will provide general coordination and support for events sponsored by the Center.

For a Supervisory GTF:
N/A

(C) All criteria specific to a particular GTF work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include:

See position announcement.

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 GTFs in this employing unit is evaluated:

☑ At the end of every term
☐ During spring term
☐ At the end of the academic year for GTFs appointed fall, winter and spring
☐ At the end of the summer term for summer GTFs

Evaluations are performed by:
The Center's director will evaluate the performance of the GTF.

The criteria used for evaluation include:
The ability to perform the tasks in a competent and timely manner with minimal supervision.
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 Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GTF employing unit, GTFs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 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. GTFs 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 GTF 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 GTF is required to fulfill that specific time commitment.

In this GTF employing unit, duties for the following types of GTF work assignments are as follows:

DUTIES BY WORK ASSIGNMENT

Instructor of Record:
N/A

Discussion Section Leader:
N/A

Laboratory Section Leader:
N/A
Teaching Assistant:
N/A

Grader:
N/A

Research Assistant:
N/A

Administrative GTF:
This depends on the FTE of the appointment. It also includes staff meetings from time to time and face to face meetings with the supervisor. The duties in these administrative assistant positions cannot be categorized by hours per week or per term per duty or function since they fluctuate, but hours per week are generally equal based on FTE.

Supervisory GTF:
N/A

8.0 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/. 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 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.

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

**Safety Information:**
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 541-346-3192 or visit their website, http://facilities.uoregon.edu/ehs

**Reporting Safety Hazards:**
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:
Megan Burdick, Administrative Assistant, 541-346-2262 as 2nd to contact.

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 in the hall supply closet. We have no materials that require MSDS. Evacuation plans are on the door next to the closet by the exit door near room 349.

**Use of Personal Protective Equipment:**
N/A

**Required safety training and appropriate departmental record keeping:**
Use of copier and computers and printers are supplied by the supervisor or the office coordinator.

**9.0 Satisfactory Progress Toward the Graduate Degree**
Because 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, individuals appointed as GTFs 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 GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF’s progress toward the degree is assessed based on criteria established by the GTF’s graduate degree program, regardless of where the GTF is employed.

Graduate School Minimum GPA: 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.

Satisfactory academic progress shall be assessed by criteria established by that GTF’s graduate degree program, see the relevant program's website or GDRS for more information. Additionally students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: https://gradschool.uoregon.edu/policies-procedures/satisfactoryprogress

10.0 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.

11.0 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/AAEO%20Booklet%20Color.pdf

12.0 WORK ENVIRONMENT

This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.
Information detailing this unit’s GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found online or in another document:

Hard copy document can be obtained from office coordinator or accountant.

**Workspace:**
Each GTF has his/her own office or shares an office with one other person.

**Private Meeting Space:**
They can use our meeting rooms or their own office, if private. They do not meet with students.

**Access to Telephones and Computers:**
Access to Telephones and Computers are available at any time of the day. Each GTF has a key to the building, main office entrance, and their own office as well as two meeting rooms.

**Access to Office Supplies, Photocopies and Printouts**
Office supplies are located in the supply closet. Photocopy machine is located in room 344 along with a fax machine. There is a scanner in the reception area. Each GTF has access to a printer.

**GTF Assistance**
N/A

**13.0 ABSENCE NOTIFICATION PROCEDURE**

NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify Carol Stabile 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 Carol Stabile by both phone and email. GTFs are also encouraged to inform Megan Burdick if they will not be able to attend work or complete an assignment on time, although they do not report to her.

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 Carol Stabile 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 GTF and the department on any adjustment due to the GTF’s absence.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with Carol Stabile 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 Carol Stabile how to reach you (if possible).

MORE INFO. 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