

Department of Chemistry and Biochemistry

General Duties and Responsibilities Statement

2017-2018

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1.0 GENERAL INFORMATION

This Document:

The purpose of the document is to clarify information concerning Graduate Employee Appointments (GEs) offered by the Department of Chemistry and Biochemistry (the Department). The Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF) governs the relationship between GEs and the University, as a whole. This document details the specific relationship between GEs and the Department. This document does not apply to work-study or other staff hired in the Department.

Access to this document and amendments 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.

The supervisory individual who shall oversee the implementation of this GDRS is Andrew H. Marcus, Department Head.

Revised 5/1/17

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS

The faculty programmatically determines GE appointments. The number of teaching GE positions available is subject to the budgetary constraints on the Department and the University. The number of research GE positions is subject to funding by research grants.

The Department faculty has a policy that all Ph.D. graduate students accepted into the program are supported either by the Department for teaching or by grants for research for at least four years depending upon Departmental resources.

GE positions are typically offered by the Department for laboratory courses under the direction of a faculty member in courses such as CH 227, CH 237, CH 337 and CH 417, CH 429, CH 438 and CH 467. The priority is to staff regular required courses and to provide assistance to faculty where needed as in the support of large undergraduate lecture courses such as general and organic chemistry.

The Department makes an effort to distribute GE opportunities to as many students as possible.

Gives priority to GE 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 Employee Appointment, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of new GE position.

Encourages financial opportunities through such other means as scholarships, work study, and grants.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Application Process:

It is the Department's responsibility to provide the University recommendations for GE appointments.

Position announcements for the upcoming academic year:

Will be made by the Assistant Department Head for teaching positions or by individual faculty for research positions in September. Graduate students from other departments may apply with the Assistant Department Head or individual faculty for appointment. Positions are not posted outside the Department because there are few non-Chemistry and Biochemistry graduate students who are qualified to teach or do research.

Positions 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 Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section).

The Assistant Department Head will fill positions offered by the Department, which are not included in the Spring Term application pool, as they are identified.

Applications for reappointment are not necessary for Chemistry and Biochemistry graduate students.

Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

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

Students eligible for a GE appointment in the Department are:

Graduate students enrolled in the Department as Ph.D. students or Master's students.

Graduate students enrolled at the University of Oregon in other departments, but who have completed the same undergraduate course, or who have experience with the particular research for which they are employed.

Preference is given to incoming Ph.D. students, followed by active Chemistry and Biochemistry Ph.D. students that have not yet fulfilled their teaching requirements for their degree, then active Chemistry and Biochemistry Ph.D. students that have fulfilled their teaching requirement but need

financial support at faculty request. If there is an excess of unfilled TA positions, these will be allocated to master's students and graduate students in other departments based on previous academic performance and teaching experience at the discretion of the Department.

The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment. In addition, the Department requires that a GE maintain their studies in residency at the U of O during each term of appointment.

4.0 APPOINTMENT AND REAPPOINTMENT

Selection:

Each year a certain number of GE teaching positions are reserved for incoming Ph.D. graduate students. Competition for these positions shall be limited to the pool of incoming Chemistry and Biochemistry Ph.D. students. It is the policy of the Department that each candidate for an advanced degree (Ph.D.) is required to participate in the undergraduate teaching program in Chemistry and Biochemistry as a GE for a period of three terms sometime during the course of their graduate career. Normally, the appointment will be made during the first year of study.

The Graduate Selection Committee shall make recommendations for appointment of first-year Ph.D. students as teaching GEs to the Assistant Department Head. The Graduate Selection Committee shall be comprised of three faculty members appointed by the Department Head.

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

If there are positions left unfilled by the first-year Ph.D. students, further GE appointments will be based on the following order of priority.

Ph.D. candidates in Chemistry and Biochemistry who have not fulfilled their teaching requirement for their degree.

Ph.D. candidates in Chemistry and Biochemistry that have fulfilled their teaching requirement but need financial support (at faculty request).

Chemistry and Biochemistry master's students and graduate students from other departments with significant chemistry teaching experience and coursework in the chemical sciences.

Consideration will be given for positive working arrangement between a GE and the faculty person with whom the GE will work. Input will be solicited from the faculty person for whom the GE works. Individual faculty will have final approval for research appointments. The Assistant Department Head will have final approval for teaching appointments. All Chemistry and Biochemistry GEs work closely with faculty. No GE is solely responsible for research or teaching.

If no qualified students apply or are available for a particular position, the Assistant Department Head or faculty member may decide to reopen the application process for the position. Generally, the same process will be repeated. However, the Department reserves the right to proceed to fill the position as it would in an emergency appointment situation.

Academic credentials: "Academic Promise" of incoming students evidenced by previous degrees, grades, test scores, etc. It is necessary to have a baccalaureate degree and extensive course work in chemistry.

"Satisfactory Progress toward Graduate Degree" is a requirement of all GEs and is required whether they are applying for an initial appointment or for reappointment. However, this is a minimal requirement. Non-chemistry candidates will be ranked based on academic achievement. See section 10.0.

Previous experience:

For teaching GE positions, previous teaching or previously taking the course where the GE position is offered.

For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

Interest, desire and prediction of performance may be considered in lieu of previous experience, based on the GE application as a whole.

Recommendations from academic or work supervisors.

Interview, personal or application statements.

Financial need will not be considered (except may be used in evaluating two or more equally qualified candidates).

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

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

Non-Chemistry reappointments are not automatic, nor are they guaranteed. The Department will reappoint Chemistry and Biochemistry graduate students for at least four years given the status of financial resources, job performance and satisfactory progress toward the degree by the student.

Teaching Assistants are evaluated each term by student course evaluations and faculty review.

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

5.0 WORKLOAD AND WORK ASSIGNMENTS

Teaching GEs for the academic year and summer are appointed in the Department at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)

.20 FTE (or "half-time") 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 (or "full-time") 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 for a particular GE position, the Department 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, and laboratory supervision.

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.

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

The Department typically has three types of work assignments as follows:

Teaching Positions: Laboratory Teaching Assistant, Lecture Class Teaching Assistant

Non-teaching positions: Research Assistant

Work Assignments - Laboratory Teaching Assistant:

In-class contact hours: 6 hours/week. Duties: supervise laboratory classes under the direction of the faculty member in charge of the laboratory course, leading discussion classes on lecture and/or laboratory course material, and providing assistance in carrying out lecture demonstrations.

Preparation hours: 2-3 hours/week. Duties: prepare demonstrations, review laboratory lessons, perform planned experiment, prepare discussion material, work problems, etc.

Contact hours outside the classroom: 2 hours/week. Duties: office hours.

Performance evaluation: 3 hours/week. Duties: reading and grading lab notebooks, maintain grading records in compliance with the departmental and University regulations.

Other responsibilities: 3-4 hour/week. Duties: proctor exams, attend meetings and attend laboratory lecture class presentations.

GEs who find that their assigned work is taking an inordinate amount of time are encouraged to discuss the matter with the professor in charge of the course or with the Department Head.

Graduate students sometimes provide private tutoring for pay. It is the policy of the Department that no GE may tutor privately for pay in any course in which they have GE responsibilities. They may, however, do so for other courses. Such tutoring is a private matter and does not constitute part of the GE's official duties. The time spent in such activity does not have relevance to the 175 hours per term workload.

Summer Session Work Assignments - Laboratory Teaching Assistant:

In-class contact hours: 6-9 hours/week depending on summer session quarter equivalent breakdown. Duties: supervise laboratory classes under the direction of the faculty member in charge of the laboratory course, leading discussion classes on lecture and/or laboratory course material, and providing assistance in carrying out lecture demonstrations.

Preparation hours: 2-3 hours/week. Duties: prepare demonstrations, review laboratory lessons, perform planned experiment, prepare discussion material, work problems, etc.

Contact hours outside the classroom: 2 hours/week. Duties: office hours.

Performance evaluation: 3-6 hours/week. Duties: reading and grading lab notebooks, maintain grading records in compliance with the departmental and University regulations.

Other responsibilities: 3-4 hour/week. Duties: proctor exams, attend meetings and attend laboratory lecture class presentations.

GEs who find that their assigned work is taking an inordinate amount of time are encouraged to discuss the matter with the professor in charge of the course or with the Department Head.

Graduate students sometimes provide private tutoring for pay. It is the policy of the Department that no GE may tutor privately for pay in any course in which they have GE responsibilities. They may, however, do so for other courses. Such tutoring is a private matter and does not constitute part of the GE's official duties. The time spent in such activities does not have relevance to the 175 hours per term workload.

Work Assignment - Research Assistant:

The distribution of hours for laboratory and/or library research cannot be designated as "requiring up to xxx hours per term." Rather, the goals of the research proposal and experimental results set normative standards for time limitation to be spent in research activities. Chemistry and Biochemistry research assistants are normally appointed at .46 FTE.

Work Assignment - Lecture Class Teaching Assistant:

Set-up bulletin boards at the start of the term and maintain the bulletin boards throughout the term. Assist with in-class assignments. Assist with the preparation and proctoring of exams and quizzes. Assist with grading quizzes and exams. Coordinate the collection and grading of weekly homework assignments. Schedule weekly office hours. Hold review sessions prior to each midterm and final exam. Coordinate the administrative chores involved with the presentation of the lecture course, the exact duties are often dictated by the specific course and/or the size of the class. Chemistry and Biochemistry Teaching Assistants for the academic year and for summer term are normally appointed at .46 FTE.

6.0 HEALTH AND SAFETY

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 346-8912 or 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/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 GEs 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 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 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. For questions or information regarding any of these programs, contact EH&S 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 research supervisor or Roger Leonard in the undergraduate instructional laboratories. 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).

Use of Personal Protective Equipment. Eye goggles are to be worn at all times in laboratories.

Required safety training and appropriate departmental record keeping. Each teaching GE must complete the Department's training program offered each September. Dr. Deborah Exton is in charge of this training program. Laboratory training for research GEs is accomplished during the research meetings led by the faculty. Completed training dates are recorded in the Department.

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. Emergency procedures are posted by each laboratory telephone in the Department. Evacuation plans are posted in each instructional laboratory. MSDS information is available in the stockrooms for the instructional laboratories and in Science Stores for the research community on an on-going basis. The Department provides and stocks first aid kits in each research and instructional laboratory, stockroom facilities, and several hallway locations.

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointments.

A GE appointment is the method by which the Department can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The Department is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the Department is also the GE's graduate degree program.

During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments during that year. The Graduate School will notify the Department if the GE's academic performance during the appointment period fell below the Graduate School's 3.0 GPA standard. The Department will review the student's progress toward their graduate degree and issue its approval before a GE appointment can be made to that student.

For a GE in the Department who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by the department in which the student is enrolled.

Criteria used in assessing satisfactory progress toward a graduate degree in the Department shall be as follows:

The criteria used to assess satisfactory progress is the same for all graduate students of the Department, whether or not they also hold a GE position in the Department.

Course Work:

Complete a minimum of 9 credits and a maximum of 16 credits per term toward the graduate degree. The Department requests students to register for 16 hours except for first-year students and those in special circumstances.

Formal department course work requirements for a degree in chemistry consist of at least six graded graduate courses at the 400G or 500 level. At least four of these courses must be in chemistry, two may be in an obviously related field. The courses recommended for consideration by first year students are Advanced Organic-Inorganic Chemistry (CH 631, 632, 633), Chemical Thermodynamics (CH 544), Statistical Mechanics (CH 545), Quantum Chemistry (CH 541, 542, 543) Chemical Kinetics (CH 546), Inorganic Chemistry (CH 531, 532, 533), Biochemistry (CH 461, 462, 463), Advanced Biochemistry (CH 662, 663), Physical Biochemistry (CH 664, 665), Advanced Organic-Inorganic Synthesis (CH 538), Research Instruments (CH 570), Physical Methods of NMR Spectroscopy (CH 634), Physical Methods of Spectroscopy (CH 635) or equivalent courses with new or revised course numbers. Courses in Reading Conference (CH 605) do not qualify as one or more of the required six graduate courses. Graded CH/BI 508 courses (2 credits) may be used to fulfill the six-course requirement in the ratio of two CH/BI 508 courses counting as one (3 or 4 credit) graded course. Students are allowed to substitute only one of their six courses with a pair of 508 courses.

Grades:

Maintain a GPA of 3.0 or better. The GPA will be computed for course work meeting the requirements of the graduate degree. At any one time, a student shall have no more than 4 credits of incompletes. All incompletes shall be completed within one year.

Examinations:

Take cumulative examinations, usually 5 to 6, until advanced to candidacy.

Research:

The ultimate, and by far the most important, requirement for the Ph.D. degree is that the student pursue a research program to a point where a thesis can be prepared that makes a significant and original contribution to the understanding of some aspect of chemistry. Satisfactory progress toward this end is evaluated by faculty review during the fourth term and during the annual review.

Language Requirement:

A foreign language is not a formal requirement of the Ph.D. or Master's program. The demonstration of proficiency in a foreign language as part of the thesis research program is an option that the thesis committee may establish as the research interests of an individual student develop and are defined in view of designated goals.

Teaching:

Every candidate for a Ph.D. degree is required to participate in the undergraduate teaching program in chemistry for a period of three terms sometime during their graduate career. This typically occurs during the first year of study.

Advancement to Candidacy:

The advancement to candidacy examination, also known as defense of proposals, will take place no later than the seventh term of residency, excluding summers.

Ability to complete the graduate degree satisfactorily:

Utilizing the above objective criteria, a subjective evaluation of the student's ability to complete the graduate degree will be made. Assessments will be made of the student's motivation and resourcefulness commitment and devotion to the scholarly projects independent, creative, and original thinking.

Process for evaluating satisfactory progress toward the graduate degree:

The thesis advisory committee has primary responsibility for evaluating the graduate student's progress. The Chemistry and Biochemistry faculty as a whole reviews each student's progress annually no later than spring term.

During the fourth term of residence, usually the fall term of the second year, graduate students will present to their thesis advisory committees a written and documented abstract of either research progress or plans or both. This document will then be discussed orally with the student's thesis advisory committee. All members of the committee will be invited to the meeting, although the outside member will not be required to be in attendance. A brief report summarizing the meeting and the committee's assessment of the student's progress will be forwarded to the chair of the Department's committee on graduate student committees for placement in the student's file.

Each year following the advancement to candidacy exam, students will be required to meet during the winter term with at least a subset of their thesis advisory committee for an assessment of progress toward the degree. A minimal subset includes the student's mentor and committee chair. Other members may be invited as appropriate.

Failure to make satisfactory progress toward the graduate degree:

A student may regain "satisfactory progress" by 1) removing grades of incomplete from the record, 2) completing course work sufficient to change the GPA to a minimum of 3.0, and 3) by demonstrating competence, dedication, and quality time committed to a research program and/or teaching assignment agreed to in advance with the thesis advising committee.

Disqualification from the Department's degree program will be determined by the faculty as a whole.

8.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as

a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online (<http://aaeo.uoregon.edu/content/raise-concern>).

9.0 WORK ENVIRONMENT

Desks, phones, and computers are provided for all GEs in the Department, and these are available at all times. Space for personal and work-related items is provided and each work area has working locks on the doors and safe and appropriate furnishings.

Teaching GEs also have access to private meeting spaces, which can be reserved through the Department office staff and access to office supplies and the photocopiers that are on each floor. Please see the Department office staff for any other teaching-related need.

In the Department, GEs who work as instructors of record are not assigned to workloads that would require GE assistance.

10.0 ABSENCES

Notification:

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the Assistant 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 Assistant 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 Assistant Head by both phone, (541) 346-4604, and email, jhaack@uoregon.edu.

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 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 Using Sick Leave:

If the Assistant 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. The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Assistant Department Head if you believe you will likely exceed the total hours allocated for substitute work.

Make-up Work:

Generally, for duties missed not related to a class meeting, please check in with the Assistant Department Head 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 Assistant Department Head 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-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>