OFFICE OF THE DEAN OF STUDENTS
GRADUATE EMPLOYEES

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
2017-2018

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1.0 GENERAL INFORMATION

1.1. Purpose

The purpose of this General Duties and Responsibilities statement (GRDS) is to clarify information concerning offered by the Office of the Dean of Students. The relationship between Graduate Employees (GEs) and the university, as a whole, is governed by the Collective Bargaining Agreement between the university and the Graduate Employee. This statement details the specific relationship between GEs and the Office of the Dean of Students. This statement does not apply to work-study or other staff hired in the Office of the Dean of Students.

The supervisory individual who shall oversee implementation of this General Duties and Responsibilities Statement is Kris Winter, Associate Vice President and Dean of Students.

Access to the 2017-2018 manual will be provided to faculty and students, as well as to the Graduate School and the Graduate Employee. This document and its amendments may be viewed or printed from the Graduate School website.

2.0 AVAILABILITY OF GRADUATE EMPLOYEES (GE)

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

2.1. Availability of GE positions is determined annually by the Dean of Students or designee.

2.2. The number of GE positions available is subject to the budgetary constraints of the Division of Student Life, the Office of the Dean of Students, and the university.

2.3. The Office of the Dean of Students makes every attempt to distribute GE opportunities to as many students as possible. In addition, it is the intent of the division to have a diverse GE staff that reflects the Affirmative Action and Equal Opportunity goals of the university.

2.4. In recent years, GE positions have been offered for work in the Student Conduct and Community Standards Program and in the areas of Sexual Assault Prevention & Education, Substance Abuse Prevention and Education, Conflict Resolution, Non-Traditional and Veterans, Bias Response Team and Assessment/Research programs.

2.5. All positions are subject to the unit’s and the university’s budgetary constraints.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

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.

3.1. Appointments of GEs in this unit will be made in accordance with the University of Oregon’s “Personnel Practices: Graduate Employees” policy statement.

3.2. 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 (Article 17, Section 1). Position announcements will be posted in the Graduate School, the GE Federation, the Office of Affirmative Action and Equal Opportunity, and also in departments in which qualified candidates may be identified and available.

3.3. Interested applicants are asked to apply by submitting the following:

   1. A letter of application reflecting their qualifications for each position for which they wish to be considered.
   2. A current vita
   3. A list of three references
3.4. From time to time emergency appointments will be necessary. In such cases the director shall reserve the right to fill the position as they see fit.

3.5. 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)

3.6. Eligibility of students for GE appointment in the Office of the Dean of Students is established by being:
   1. Accepted and enrolled in a graduate degree program at the University of Oregon.
   2. In the case of the Strategic Alliance GE position, graduate students enrolled in the Conflict Dispute Resolution master’s degree program will be considered for that particular position.

3.7. Preference is given to:
   1. Students with skills, experience, credentials, and interests relevant to the duties of the position.
   2. Students who have previous satisfactory GE experience in the dean’s office over beginning students.

3.8. Students must meet Graduate School minimum enrollment requirements: (9 graduate credits per term of appointment).

3.9. No graduate student can be prohibited from applying for any GE position. All graduate students pursuing a graduate degree are eligible for GE appointment though continuing students must be making satisfactory progress toward their degree according to the Graduate School and their academic unit’s requirements. This is outlined in the CBA.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

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

4.1. Appointments and reappointments will be based on evaluations with respect to:
   1. General criteria regarding appointments within the Office of the Dean of Students.
   2. Specific criteria relating to the particular GE assignment. Consideration will be given for a positive working arrangement between a GE and the faculty person with whom the GE will work.
   3. Input will be solicited from other faculty members involved.

4.2. Final recommendations will be presented to the director by the appropriate faculty supervisor.

4.3. If no qualified students apply or are available for a particular position, the director or committee may decide to reopen the application process for the position. Generally the same process will be repeated. The department reserves the right to proceed to fill the position as it would in an emergency appointment situation (see 4.4).

4.4. 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.

Preference shall be given to students who have previous satisfactory GE experience in the Office of the Dean of Students. Financial need will not be considered (except that it may be used in evaluation of two or more equally qualified candidate).

4.5. GE appointments and reappointments shall comply with the federal and university Affirmative Action regulations.

4.6. Initial appointment criteria and consideration shall include:
   1. Previous experience relevant to the GE position available.
Recommendations from academic or work supervisors.

Ability to fulfill time commitment and/or a specific time schedule.

GE appointments and reappointments shall comply with the federal and the university Affirmative Action regulations. (Article 8)

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

4.7. Reappointment criteria and consideration include:

1. Satisfactory performance of previous duties shall also be considered in all instances of reappointments for the same position. Evaluation of such performance shall be based on evaluation by supervisor.

2. Reappointments are not automatic, nor are they guaranteed.

3. In case of the continuation of the same position, the Office of the Dean of Students may decide to continue with the same GE in the position without any new announcements.

5.0 WORKLOAD AND WORK ASSIGNMENTS

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

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

1. credit classes – minimum .30 FTE appointment
2. 4 or 5 credit classes – minimum .37 FTE appointment

5.1. GEs are appointed in the Office of the Dean of Students at the following full-time equivalencies (FTE) and represent the minimum corresponding workloads:

1. .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
2. .25 FTE appointments require up to 110 hours per term, or up to 330 hours per academic year.
3. .33 FTE appointments require up to 144 hours per term, or up to 432 hours per academic year.
4. .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
5. .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

5.2. For the purpose of setting the workload (and thus FTE) for a particular GE position, the faculty supervisor shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

5.2.1. Workload includes performance of all duties of the work assignment, including preparation time, office hours, drop-in duty, etc.

5.2.2. Experience demonstrates that for most GEs the total workload will not exceed these corresponding hours. It is however, recognized that individual differences do exist, causing some GEs to spend greater or lesser amounts of time in accomplishing the same assignment. The corresponding hours, therefore, may not refer to the actual time spent by a particular GE, but rather what a GE might accomplish given the same assignment.

5.2.3. It is the responsibility of both the GE and their supervisor to maintain regular contact regarding the assigned workload in order to allow for timely adjustment in workload before imbalances occur.

5.2.4. 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.

5.3. The Office of the Dean of Students typically has multiple non-teaching GE work assignments, as workload and funding permit.

5.3.1. GE for Student Conduct (2 positions), FTE = .25 - .49

1. Upon referral from the director or assistant director, interview students charged with offenses; investigate as needed; recommend sanctions to the director; conduct disciplinary counseling with
students; monitor compliance with sanctions; and process correspondences and record-keeping forms.

2 As assigned by the director or assistant director, interview witnesses and perform other investigatory tasks to assist the director in determining outcomes of cases.

3 Represent the Office of Student Conduct and Community Standards and assist with other duties as assigned.

5.3.2. GE for Prevention Initiatives, FTE = .25 - .49

1 Develop and increase the visibility of sexual violence and substance abuse prevention resources for students and campus coalitions.

2 Develop and coordinate specialized training for various campus departments and first-responders (public safety, residence hall staff, Fraternity and Sorority life, medical professionals, campus security authorities, student conduct hearing boards, other student groups, etc.).

3 Train peer educators and help in the facilitation of peer education programming.

4 Coordinate awareness campaigns including Sexual Assault Awareness and Dating Violence Month activities and substance abuse prevention topics—alcohol, marijuana, controlled substances, etc.; collaborate with other departments and organizations in sexual violence and substance abuse prevention activities including campus advisory boards and community engagement.

5 Create sexual violence and substance abuse prevention outreach materials, publications, and products.

6 Participate in meetings upon request.

7 Assist in writing annual reports, developing resource publications, and maintaining sexual violence prevention and education social media platforms.

8 Assist with assessment efforts.

5.3.3. GE for Experiential Education and Prevention Initiatives, FTE = .25 - .49

1 Increase the reach of sexual violence and substance abuse programming and diversity efforts across campus

2 Assist with planning, developing, implementing and evaluating substance abuse prevention strategies and other wellness initiatives, while working in cooperation with departments in Student Life, academic departments and with local community constituents.

3 Coordinate the efforts of a campus wide event, promoting empathy and understanding through the true storytelling by faculty, staff, and students; i.e., the May 2017 event Intertwined: A UO Listening Project

4 Develop and coordinate specialized trainings by SWAT, Rehearsals for Life and the substance abuse peer educators for various campus departments and student organizations

5 Develop effective training curriculum, course syllabi, and training materials for the Sexual Wellness Advocacy Team peer education program and the substance abuse peer educators.

6 Recruit students and market program.

7 Teach university level course; develop, implement, and monitor rehearsals and performances.

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9 Recruit students and market program.

10 Teach university level course; develop, implement, and monitor rehearsals and performances.

5.3.4. GE for Veteran’s Program Coordinator, FTE = .49

1 Research best practices and grants.

2 Assess the needs and climate of the student veteran population and develop programs and services.

3 Train and supervise work study students.
Coordinate inquiries from student veterans who visit, call, or email the UO Student Veterans Center and assist students to access available campus and community resources.

Assist the director in the coordination of an orientation for student veterans.

Oversee the student veteran peer mentorship program and provide supervision to the student coordinator.

Organize campus events for Veterans Awareness Week, Memorial Day, etc. to recognize and celebrate student veterans and provide educational opportunities for the campus community.

Coordinate awareness, educational campaigns, and trainings to teach students, faculty, and staff about the experiences of student veterans.

6.0 HEALTH & SAFETY INFORMATION

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

6.1 Accident Reporting and Workers’ Compensation

6.1.1. The University’s Workers’ Compensation Program is administered by the Office of Risk Management. If you have any questions about the program, please call 541-345-8316, 541-346-2907 or go to:

http://safety.uoregon.edu/risk-management

6.1.2. 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.

6.1.3. 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.

6.1.4. 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).

6.1.5. In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the 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.

6.1.6. An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.
6.1.7. ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

6.2. Health and Safety Requirements. 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](http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment). The Office of Environmental Health and Safety (EHS) is responsible for the University’s safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3197 or visit their website, [http://ehs.uoregon.edu](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](http://ehs.uoregon.edu/safety-advisory-committee).

6.2.1. Reporting Safety Hazards: GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Rebecca Corral, Office Manager, rcorral@uoregon.edu or 541.346.1138.

6.2.2. Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GE union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

6.2.3. Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies: The evacuation plan is updated and maintained by the Oregon Hall building manager workgroup. The Executive Assistant to the Deans for the Office of the Dean of Students is responsible for the following: the Safety Manual which is located in suite 164; the first aid kit which is located in the copy/mail room of 164 Oregon Hall and 1st, 3rd and 4th floor maps designating emergency escape routes are displayed on the wall of each lobby.

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE
Satisfactory academic progress toward a graduate degree is a requirement of GE appointment and reappointment.

7.1. A GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student’s development in that program. 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.

7.2. The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE’s graduate degree program.

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

7.4. Satisfactory academic progress shall be assessed by criteria established by that GE’s Graduate degree program.

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 at: [http://aaeo.uoregon.edu/content/raise-concern](http://aaeo.uoregon.edu/content/raise-concern).
9.0 WORK ENVIRONMENT
The work environment and materials provided to the Office of the Dean of Students’ (ODOS) GEs include the following:

9.1. Workspace: The ODOS provides working locks on doors, properly and securely installed shelving and partitions, where applicable, and safe and appropriate furnishings.

9.2. Private Meeting Space: Those GEs who require private meeting space shall be provided such.

9.3. Access to Telephones and Computers: GEs in ODOS will have access to telephones, computers with appropriate software, and other equipment necessary to carry out work assignments. This equipment is available during the office work hours, Monday-Friday, 8:00am- 5:00pm.

9.4. Access to Office Supplies, Photocopies and Printouts: Administrative GEs work in the ODOS, and they will have access to office supplies necessary to accomplish tasks associated with their assignments as directed by their supervisors. Each area within ODOS has its own copy code to make copies and the GE within each area will have access to that code. Printers are available to GEs as needed in their day to day work. There is a fax machine available for business-related faxing as well as a scanner for business related scanning purposes. Access to these supplies is available at a minimum during our standard business hours – Monday through Friday, 8:00am-5:00pm.

9.5. The Office of the Dean of Students will move work locations December 2017. GE offices will change locations from Oregon Hall 4th floor to Oregon Hall 3rd floor and from 164 Oregon Hall to the Franklin Building located on 1715 Franklin Blvd until the remodel is complete.

10.0 ABSENCES
If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor 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 your supervisor. 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 your supervisor by both phone and email.

10.1. 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 your supervisor using this protocol.

10.2. 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.

10.3. COVERAGE FOR TEACHING GEs. Sick leave substitution hours are built into your FTE (see Section 5.0, Work & Work Assignments). 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 your supervisor if you believe you will likely exceed the hours allocated in Section 5.

10.4. MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

10.5. PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify your supervisor how to reach you (if possible).

10.6. 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.

10.7. Effective January 1, 2016, GEs began receiving paid sick leave. Sick leave is accrued in “days”. If you are
absent from work, regardless of the length of the absence that day, you will be charged a “day” of sick leave. You accrue two days per term you work; you accrue an additional day during your first appointment in a school year. Sick leave is accrued at the start of each term. You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year. Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances.