General Duties and Responsibilities for Educational Methodology, Policy, and Leadership

1.0 GENERAL INFORMATION

1.1 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 (GTFF). 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.

1.2 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.

1.3 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:
Charles Martinez, Professor and Department Head

DATE OF THIS GDRS REVISION: 5/15/15

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF appointments is programmatically determined by department faculty. 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.

This GTF employing unit encourages financial opportunities through such other means as scholarships, work study, and grants.

ACADEMIC YEAR APPOINTMENTS
The availability of GTF appointments for the upcoming academic year is usually determined and posted in February. Some positions may be posted at a later date if the need for additional GTF positions is established.

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

☐ Administrative GTF
☒ Teaching Assistant (TA positions for research and methodology courses may occur)

SUMMER TERM APPOINTMENTS
This unit does sometimes hire GTFs in Summer.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Application Process

Positions are announced on the College of Education’s website, generally in early February. Currently enrolled students are notified via email communications when jobs are posted and encouraged to access information and to submit applications for GTF positions if interested. Students applying to the EDLD doctoral program are encouraged (via application information on the department website) to access information and to submit applications for GTF positions if interested. Announcements, position descriptions, instructions and application form are found at https://education.uoregon.edu/student-academic-services/ftf-positions.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.
When positions are identified outside of the normal appointment cycle, announcements are posted on the COE website and notice of such is sent via email to EDLD doctoral students and to other COE academic departments for disbursement to all graduate students.

In the event that an emergency appointment is necessary, the search committee will select amongst available and qualified applicants from the current applicant pool(s). If none, announcements are posted on the COE website and notice of such may be sent via email to EDLD doctoral students and to other COE academic departments for disbursement to all graduate students.

**Eligibility Requirements**

Students eligible for a GTF appointment in this GTF employing unit are:
- COE Graduate students in good standing.

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:
- Demonstrated skills in written, oral, and interpersonal communications
- Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
- Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues

Students will be considered in the following order:
- EDLD Ph.D. students
- EDLD D.Ed. students
- Other doctoral students in the College of Education
- Masters students in the College of Education
- Doctoral students from outside the College of Education

Currently, doctoral students may receive up to 4 years of GTF appointments.

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 APPPOINTMENT AND REAPPOINTMENT PROCESS**

In accordance with the CBA, this GTF employing unit's standing committee of at least three members includes:
- Academic Program Director or Administrator Licensure Program Director
• 2 core faculty members

Also in accordance with the CBA:

• GTFs will be appointed year-to-year, rather than term-to-term, whenever feasible.
• 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):

- 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. Interviews may be conducted via telephone.

(B) Assignment Type-Related Criteria

For an Administrative GTF:

- Demonstrated skills in written, oral, and interpersonal communications
- Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
- Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues. For incoming students, this criterion will be assessed based on the potential for professionalism and quality interactions with COE faculty, students and colleagues as evidenced in a candidate’s application materials for program admittance, GTF application materials, and communications with department members.

(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:

- Experience with curriculum development and project management in a self-directed environment
- Experience in web design and use of technology for distributed education
- Demonstrated ability to work effectively and professionally with a diverse group of faculty
- Ability to work with minimal direction

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, the same application process described in Section 4 and the 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 3).

Performance of GTFs in this employing unit are evaluated:
- At the end of the first term of the appointment
- At the end of the academic year

Evaluations are performed by supervising faculty. Currently, these are the EMPL Department Head and the Director of Distributed Programs and Program Development. The position description defines the duties and criteria upon which evaluations are based.

5.0 WORKLOAD & WORK ASSIGNMENTS

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:

- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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.

DUTIES BY WORK ASSIGNMENT

Academic Programs GTF:
- Support department conferences and other events, including EMPL’s Executive Leadership Institute held in June. Serve as liaison to presenters, coordinate conference schedule, site details, multimedia support, and outreach. Co-direct New Student Orientation offered each fall to EMPL incoming students.
- Work with College of Education recruiting and marketing office to develop materials and recruitment strategies for Master’s, D.Ed, and Ph.D. programs.
- Compile the weekly electronic newsletter, The Compass, for all EMPL students.
- Research, compile, and report data in support of program development and other department initiatives.
- Assist in the integration of faculty research with EMPL academic programs by working directly with individual faculty researchers and through department-affiliated research centers on specific projects.
- Manage projects as needed.

Program Development GTF:
- Work with D.Ed. faculty concentration leaders to coordinate activities within and between concentrations.
- Support concentration leaders in student advising coordination and delivery.
- Act as liaison between concentration leaders, departmental faculty, and D.Ed. program directors.
- Support concentration leaders in curriculum and course development, including online and blended delivery approaches, and development of online course assets.
- Assist in the integration of faculty research with EMPL academic programs by working directly with individual faculty researchers and through department-affiliated research centers on specific projects.

6.0 HEALTH AND SAFETY INFORMATION

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 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 Safety Incident or Accident Report (SIAR) 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://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 or 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 ORM 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/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 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:
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:
Malika Fitch, Coordinator of Finance and Operations
mfitch@uoregon.edu
541-346-2453

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:
Ed Methodology, Policy, and Leadership kitchen/workroom, 102 Lokey Education Bldg. See the department’s Administrative Program Assistant for assistance.
Jennifer McGovney
102 Lokey Education Bldg
541-346-5171

7.0 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. 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.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GTF employing units, the GTF should refer to the GDRS for his/her academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GTF employing unit is:

☒ an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

Criteria used to assess satisfactory progress toward the EMPL doctoral degree are the same for both D.Ed. and Ph.D. students. These policies align with Graduate School policies and requirements and are located in program manuals. Links to manuals may be found at each program’s website:
Ph.D.: https://education.uoregon.edu/program/educational-leadership-phd
D.Ed.: https://education.uoregon.edu/program/educational-leadership-ded
Criteria Used to Assess Satisfactory Progress
The criteria used to assess satisfactory progress toward a graduate degree in this unit, such as coursework, grades, examinations, research, internships, and advancement to candidacy are outlined in program manuals available on the EMPL website: http://education.uoregon.edu/empl

Student progress is evaluated by the student’s faculty advisor and will be discussed with the supervisor at the required Spring term GTF evaluation discussions. Concerns are documented on the GTF evaluation form.

When the GTF is a D.Ed. student, his/her progress is noted in his/her individual second year comprehensive program audit. Audits are performed by the Student Services Coordinator and results are reported to the student and their advisor. Elements of student progress that comprise the audit are: GPA; course completion requirements to date; competency completion requirements to date; policy documents (i.e. resume, planned program) required to advance to candidacy; and full-time and residency requirement completion.

When the GTF is a Ph.D. student, the same evaluation process is followed by the Student Services Coordinator in conjunction with the student’s advisor. Evaluations of Ph.D. student degree progress are conducted at the request of the advisor, rather than at a particular point in the program.

Failure to make satisfactory progress toward the graduate degree:
Students are encouraged to meet with their faculty advisor each term to discuss future coursework and any individual issues faced by the student. Should a student require redirection, that would occur as an agreement between the student and his/her faculty advisor.

8.0 DISCRIMINATION GRIEVANCE PROCEDURES

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

9.0 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) is captured in this document.

The department information for graduate teaching fellows regarding workspace, private meeting space, access to telephones, computers, office supplies, photocopies and printing, and any additional available technology is below. Access to office supplies and technology resources will be
determined by, and appropriate to, the GTF position. Supplies shall be available during standard working hours at no personal costs to GTFs and will not preclude limitations placed upon the supervisors or instructors of record.

**Workspace:**
Currently, EMPL has defined workspace provided within the graduate student workroom for GTFs. All options include locking doors (keys will be issued upon request) and adequate furnishings and may include a shared workstation or office within the department space.

**Access to Telephones and Computers:**
GTFs will be provided access to a telephone and adequate technology for carrying out the specific needs of their position during standard working hours (M-F 8am-5pm).

**Access to Office Supplies, Photocopies and Printouts**
GTFs are given access to all necessary office supplies, copy machines, scanners, fax machines, etc for reasonable use for GTF duties associated with the assignment at no out-of-pocket expense.

**10. ABSENCES**

**NOTIFICATION.** 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. 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 GTF). If you are able, please attempt to reach your supervisor 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 your supervisor 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 your supervisor 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 your supervisor 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](http://hr.uoregon.edu/er/labor-agreements).
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.