General Duties and Responsibilities for First-Year Programs

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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 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:
First-Year Programs Interim Director, Amy Hughes Giard

ACADEMIC YEAR GDRS IS VALID: 2015-2016

DATE OF THIS GDRS REVISION: 5/5/2015
2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF appointments are 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 staff regular required courses (including the following courses) and to provide assistance to faculty where needed:
College Connections Seminars

This GTF employing unit:

☒ makes an effort to distribute GTF opportunities to as many students as possible.

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

05/01/2015-05/30/2015

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

☒ Instructor of Record
☒ Administrative GTF

SUMMER TERM APPOINTMENTS
No
This unit does not have summer term appointments.

3.0 ELIGIBILITY REQUIREMENTS

Students enrolled in a master’s or doctoral program are eligible for the First-Year Seminar Coordinator GTF position. Only advanced doctoral program students (ABD) are eligible to teach a College Connections seminar in a First-Year Interest Group (FIG). GTFs may teach a College Connections seminar only in exceptional circumstances, e.g. when a faculty member is unable to teach a scheduled seminar, and a faculty replacement from the department is unavailable.

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.
Experience or credentials required in order to be considered include:

Preference is given to those with demonstrated ability in areas relevant to the particular GTF assignment.

Students will be considered in the following order:
All students enrolled in a master's or doctoral program are considered equally for the Freshman Seminar Coordinator GTF position. Preference is based on qualifications. Students who teach a College Connections seminar must be an advanced Ph.D. student (ABD).

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
A master's student or a Ph.D. student is eligible to remain in the Freshman Seminar Coordinator position as long as s/he is enrolled in a master's or doctoral program. Reappointment is based on performance. Ph.D. students teaching a College Connections seminar do so during fall term only. Reappointment may be possible as long as s/he is enrolled in a doctoral program and performance is satisfactory, but is likely for one term only as a substitute for a faculty member.

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.

ACADEMIC YEAR APPOINTMENTS

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:
In addition to the positions being posted on the Graduate School's website, the above information is sent via email to departmental graduate coordinators for dissemination to master’s and doctoral students enrolled in their program.
Application is to be submitted to the Program Coordinator electronically, in the following order:

1. Cover letter explaining interest and skills in relation to this position
2. Résumé or CV
3. Response to the following supplemental question: “What do you think is most important to accomplish in Freshman Seminars and how could you contribute?”
4. Two letters of reference

The process is the same for incoming students and continuing students.

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):
In addition to the positions being posted on the Graduate School's website, the above information is sent via email to departmental graduate coordinators for dissemination to master’s and doctoral students enrolled in their program.

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:
No process change from above.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
First-Year Programs Interim Director, Program Coordinator, and Outreach Coordinator.

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):

- 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.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):
- Specific qualifications are based on the requirements and preferences cited in the posted position announcement.

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:
- Exceptional organizational skills and attention to detail
- Strong writing and editing skills
- Ability to communicate effectively with faculty, staff, and students
• Leadership/project management experience
• Self-motivation and the ability to work independently
• Ability to multi-task
• Ability to work well with students from diverse backgrounds
• Positive attitude
• Working knowledge of Microsoft Word, Excel, Adobe InDesign, Illustrator, and Photoshop

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:
Miscellaneous administrative tasks, representing First-Year Programs at information sessions for incoming students, on an as needed basis.

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 are evaluated:
☒ At the end of the academic year for GTFs appointed fall, winter and spring

Evaluations are performed by:
Director of First-Year Programs

The criteria used for evaluation include:
Each task listed is evaluated for quality of work and timeliness. In addition, when a GTF teaches a FIG, the students in the course evaluate the performance through a confidential feedback form.

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 Canvas, 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)
- **.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:**
- Teach the College Connections course associated with the a FIG. (1 credit)
- Supervise an undergraduate College Connections FIG Academic Assistant.
- Work as a team with students, faculty, First-Year Programs and Housing staff to achieve program objectives.

**Discussion Section Leader:**
N/A

**Laboratory Section Leader:**
N/A

**Teaching Assistant:**
N/A
Administrative GTF:

- Work as a team with First-Year Programs (FYP) staff and faculty to achieve Freshman Seminar program objectives.
- Coordinate the course proposal process for 2015-2016 Freshman Seminars, working with the FYP Director and FYP Faculty Advisory Board to assess and finalize course selections.
- Work with academic department schedulers and the registrar’s office to schedule Freshman Seminars each term.
- Manage student enrollment and the registration process for Freshman Seminars each term, which includes assisting faculty and responding to student requests.
- Visit Freshman Seminars throughout the year and provide instructors with constructive feedback.
- Compile and review Freshman Seminar program feedback from students and faculty each term.
- Write, edit, and design promotional materials for First-Year Programs; includes, but not limited to, brochures, posters, and the Freshman Seminars section of our website.
- Schedule and design workshops for Freshman Seminar faculty.
- Represent FYP to the university community, prospective students, parents, and other academic institutions.
- Perform other duties as assigned.
- Due to the nature of the position and programs we support, work hours may include evenings and weekends. Every attempt will be made to accommodate the GTF’s non-work commitments; work schedule will be negotiated with the program director.

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 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/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: Jackie Etchison, Program Coordinator
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:

Kept within the front office area, and are maintained by the Program Coordinator.

Use of Personal Protective Equipment:
N/A

Required safety training and appropriate departmental record keeping:
N/A

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 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 administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document:

First-Year Program GTFs are graduate students from another department, and satisfactory progress shall be assessed by criteria established by that GTF’s degree program.

**Criteria Used to Assess Satisfactory Progress**

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

**Coursework:**
N/A

**Grades:**
N/A

**Examinations:**
N/A

**Research:**
N/A

**Language Requirements:**
N/A.

**Teaching Requirement:**
N/A

**Skill/Practicum/Internship Requirement:**
N/A

**Advancement to Candidacy:**
N/A

**Other:**
The process for evaluating satisfactory progress toward graduate degree is as follows:
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 and First-Year Programs 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.

Failure to make satisfactory progress toward the graduate degree:
A GTF with First-Year Programs must be enrolled in a master's or Ph.D. program. If a GTF is disqualified from their department's degree program, their position with First-Year Programs will be terminated.

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/AEEO%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:

The “GTF Work Environment AY 2015-2016” document can be requested from the First-Year Programs Program Coordinator at any time via e-mail.
Workspace:

Location of workspace is 470 Oregon Hall. Access is through the door of 470 Oregon Hall; key will be provided upon hire. Work partition has been secured to floor and ceiling. All shelving has been secured and installed by UO facilities in compliance with current safety protocols.

Private Meeting Space:

Teaching related GTFs for FIGs will be provided a private meeting space, as per an agreement with the appropriate department (i.e., the department sponsoring the FIG). An alternative meeting place for one-on-one consultations is also available in the offices of First-Year Programs should that be necessary.

Access to Telephones and Computers:

- Administrative GTF’s will have access to a telephone and a designated line for work as the Freshman Seminar Coordinator.
- All computers in the office are updated with the most current software (MS Office suite, InDesign, Photoshop, Adobe Contribute, etc.,) to insure compatibility with the rest of the office’s equipment and provide computer backup to the coordinator should it be necessary.
- Office is open 5 days a week, 7:30 to 5:00. Office equipment and use of the facilities during non-working hours is available upon advanced notice.
- Additional software and/or equipment can be provided with justification as it relates to the positions’ duties.

Access to Office Supplies, Photocopies and Printouts:

- Administrative GTF (Freshman Seminar Coordinator) will work with in the Freshman Seminar annual budget, following the guidelines provided in the position’s protocol.
- Instructional GTF (College Connection FIG instructor) will have access to supplies and office related equipment from the FIG sponsoring department. In addition, First Year Programs provides additional administrative assistance, such as copier, fax, scanner and printers and when requested in advance, assistance from the office staff.
- Material directly related to the duties for which the GTF was hired, will be provided at no personal cost to the GTF. If material is not available, reimbursement to the GTF will be provided upon documentation of purchase.
- Advance requests are required to supply purchases, travel reimbursements, car rentals, or other needs that cost so as to accommodate any budget limitations.

GTF Assistance

In First Year Programs, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.
13.0 ABSENCES

NOTIFICATION: If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify Amy Hughes Giard, Interim Director of First-Year Programs, 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 Amy Hughes Giard. 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, or project specifics on work to be completed for an administrative GTF.). If you are able, please attempt to reach Amy Hughes Giard 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 Amy Hughes Giard 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.

COVERAGE FOR TEACHING GTFs. First-Year Programs will be responsible for finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

MAKE-UP WORK. Generally, for duties missed, please check in with Amy Hughes Giard 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 Amy Hughes Giard 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