GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

INTERNATIONAL AFFAIRS
GRADUATE TEACHING FELLOWSHIPS
Revised 05/14/15

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The following individuals shall oversee the implementation of this GDRS:

1. The Vice Provost for International Affairs supervises the directors who supervise the advisors overseeing the GTFs.

2. The Director of International Student and Scholar Services supervises the International Cultural Service Program (ICSP) GTF.

3. The Associate Director for International Student and Scholar Services and an International Student Advisor co-supervise the AEIS & ISO GTF.

4. The Coordinator for Exchange and Sponsored Student Programs supervises the Sponsored & Exchange Student GTF.

5. The Directors of Global Education Oregon (GEO) and GEO Coordinators supervise the GEO GTFs, the IE3 Global Internships GTF and the Scholarships and Grants GTF.

6. The Associate Director of the Global Studies Institute supervises the Global Studies Institute Program Assistant GTF.
1.0 GENERAL INFORMATION

1.1 This Manual

The purpose of this Manual is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by International Affairs. The relationship between GTFs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This Manual details the specific relationship between GTFs and International Affairs (IA). This Manual does not apply to work-study or other staff hired in International Affairs.

This document and its amendments may be viewed or printed from the Graduate School website.

1.2 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 the mandatory fees set by the University of Oregon Board of Trustees; 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 Graduate Teaching Fellows Federation

Most Graduate Teaching Fellows at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues, or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon. Upon signed acceptance of an offer, the GTF will be sent a copy of the Collective Bargaining Agreement and other information pertinent to the appointment.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 GTF appointments are determined by the Vice Provost for International Affairs, the Director of International Student and Scholar Services, the Director of Global Education Oregon, the Associate Director of the Global Studies Institute and the IA management team, with assistance of IA advisers and coordinators. Areas needing GTF support are
discussed periodically during departmental meetings as a regular part of planning for the upcoming term or academic year.

2.2 The number of GTF positions available is subject to the budgetary constraints on the Department and the University.

2.3 The priority is to staff positions where GTFs are qualified to help with advising and administrative tasks in International Affairs.

2.4 International Affairs (IA):

2.41 Makes an effort to distribute GTF opportunities to as many students as possible.

2.42 The Department will give priority to GTF appointments. All graduate students employed by the department at .20 FTE or above for research, teaching (e.g. grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Teaching Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GTFs and/or the creation of new GTF position.

2.43 Encourages financial opportunities through such other means as internships, scholarships, work study, and grant funded research assistants.

2.5 In recent years GTF positions have been offered by IA for assisting in programs such as International Cultural Service Program (ICSP), International Student Orientation (ISO) Programs, Study Abroad Advising, Scholarships, Grants and Projects, Exchange and Sponsored Student Programs, the Global Studies Institute, and for other special projects as needed in IA.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Eligible students for a GTF appointment in International Affairs are:

3.11 Graduate students pursuing a Master’s or Doctoral degree in a University of Oregon graduate program.

3.2 Preference will be given to those with demonstrated abilities and experiences in the following areas: international experience; cross-cultural training experience; good verbal and communication skills; effective time management and administrative skills; attention to detail; ability to work independently as well as a team member; and experience working with computers and general office equipment.
3.3 The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.

3.31 In addition, International Affairs requires that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

4.0 APPLICATION PROCESS

4.1 International Affairs will provide the University with recommendations for GTF appointments (Article 17, Section 1).

4.2 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 with the Graduate School and the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1).

4.21 Positions offered by the Department, which are not included in the Spring term application pool, will be filled by following a similar application and selection process as outlined in this statement.

4.3 From time to time emergency appointments will be necessary. In such cases, the Department shall reopen the original application pool; re-announce the limited time position and proceed with the regular search as outlined in this statement; or reorganize an appointment plan contingent upon the needs and funds available as determined by the Vice Provost for International Affairs, in consultation with the designated supervisor(s).

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

5.0 APPOINTMENT SELECTION PROCESS

5.1 Recommendations for appointment and reappointment shall be made to the Vice Provost for International Affairs by the designated supervisor(s).

5.11 The standing committee of the department will be made up of at least two members.
5.2 Applicants will be required to submit a cover letter, resume or curriculum vitae, and two references. Applicants may also be asked to submit letters of recommendation and additional materials.

5.3 Completed applications shall be returned to IA by a specified deadline, which is normally two weeks after the date of the position announcement.

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

5.5 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:

5.51 General criteria regarding appointments for the particular types of work assignments available and specific qualifications based on requirements, preferences and duties cited in the job announcement.

5.52 Previous employment or other experience relevant to the GTF position available.

5.53 Interest, desire and prediction of performance.

5.6 In addition to the general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description and as determined by the supervisor(s) and/or the designated Committee.

5.7 Candidates will be rank ordered based upon these criteria. (Note: Please refer to Section 3.0 of this statement for the eligibility/priority criteria.)

5.8 After assessing the qualifications of the candidates, the selection committee for the GTF position to be filled, consisting of two IA staff including the supervisor of the position, will interview those most qualified for the specific GTF position. Those interviewed will be ranked by the selection committee.

5.9 Consideration will be given for:

5.91 A positive working arrangement between a GTF and the supervisor(s) with whom the GTF works.

5.92 Recommendations from academic or work supervisors.

5.93 Interview, personal, or application statements.
5.10 While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF's supervisor, the selection committee will give substantial consideration to the other appointment or reappointment criteria.

5.11 The supervisor(s), in consultation with other members of the selection committee will jointly agree on the selection. The final recommendation will be made by the supervisor(s) to the Vice Provost for International Affairs.

5.12 If no qualified students apply or are available for a particular position, the Vice Provost for International Affairs in consultation with the supervisor(s) may decide to reopen the application process for the position.

5.121 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 (see 4.3)

5.13 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)

6.0 APPOINTMENT AND REAPPOINTMENT

6.1 Based on IA’s program needs and funding, a GTF position may be discontinued after the term of appointment is over.

6.2 GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8)

6.3 GTF reappointments shall be dependent on the following:

6.31 Satisfactory progress toward graduate degree as defined by published Graduate School policy and departmental policy specific to the GTF’s major.

6.32 Satisfactory performance of duties of the position as determined by the GTF’s immediate supervisor.

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

6.5 Reappointments are not automatic, nor are they guaranteed.
6.6 Reappointments are subject to availability of funds.

6.7 In the case of the continuation of the same position, International Affairs may decide to continue with the same GTF in the position without any new announcements.

7.0 WORKLOAD & EVALUATION

7.1 GTFs are appointed in International Affairs at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)

7.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.

7.12 .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.

7.13 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.

7.14 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

7.2 For the purpose of setting the workload (and thus FTE) for a particular GTF position, IA shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

7.21 Workload includes performance of all duties of the work assignment.

7.22 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.

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

7.24 It is expected that the supervisor and the GTF will meet to discuss expectations for workload and the priority of duties at the start of each term.
7.3 GTFs will be evaluated at the conclusion of their first term of employment, and again at the end of three terms of employment, and continuing every third term until completion of the position.

8.0 WORK AGREEMENT & WORK ASSIGNMENTS

8.1 IA typically has the following types of GTF work assignments:

8.10 ICSP Coordinator

8.11 ISO Assistant

8.12 Global Education Oregon GTFs (3)

8.13 IE3 Global Internships GTF

8.14 Scholarships, Grants and Projects GTF

8.15 Sponsored & Exchange Student Programs GTF

8.16 Global Studies Institute GTF

8.17 Additional GTF positions for specific projects or programs

8.2 Please refer to Appendix A for the position responsibilities and duties for the GTF work assignments noted in Section 8.1.

9.0 HEALTH, SAFETY, & WORK ENVIRONMENT

9.1 Accident Reporting and Workers’ Compensation

9.11 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 541-346-8912 or 541-345-8316.

9.12 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.
9.13 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.

9.14 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).

9.15 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.

9.16 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.

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

9.2 Health and Safety Requirements. The University acknowledges an obligation to provide a safe and health environment for GTFs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

9.21 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 (EHS) is responsible for the University’s safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit: http://campusops.uoregon.edu/ehs. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

9.22 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: Business Manager, Janis Brew, 541-346-1388. Other resources on campus to report such information include the EHS, a Safety Advisory Committee representative or a GTFF union representative, OSHA, or the Bureau of Labor and Industries (BOLI).

9.23 Use of personal protective equipment. No special personal or protective equipment is required by the GTF positions in IA.

9.24 Location of emergency procedures and evacuation plans are posted throughout the Office of International Affairs, including outside the door to the conference room (330H Oregon Hall).

9.25 Location of first aid supplies. First aid supplies are kept to the right of the fax machine at the reception desk of the Office of International Affairs.

9.3 Work Environment. The work environment and materials provided to IA’s GTFs include the following:

9.3.1 Workspace. The University is required to provide each GTF with access to facilities and services conducive to carrying out his/her assignment in a professional atmosphere. Each GTF will have an assigned workspace within the IA office. Each workspace will have properly and securely installed partitions and shelving, as well as safe and appropriate furnishings. GTFs shall have reasonably secure storage space for books and supplies. GTFs shall have access to desk copies of all required texts relevant to their assignments.

9.3.2 Access to Telephones and Computers. All GTFs shall have direct access to working telephones for reasons of safety and security, accessible in each general office area where GTFs work, and to computers to facilitate contact with students and faculty.

9.3.3 Access to Office Supplies, Photocopies, and Printouts. IA GTFs shall have access to a copy machine, a fax machine, scanners, and other related general office
supplies to accomplish tasks associated with their assignment as directed by their supervisors.

10.0 Satisfactory Progress Toward Graduate Degree

10.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. (See section 6.0.)

10.11 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. As a matter of policy, individuals appointed as GTFs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

10.12 IA is responsible for verifying that a GTF is making satisfactory progress toward her/his degree, whether or not the IA is also the GTF’s graduate degree program.

10.13 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.

10.2 Satisfactory progress shall be assessed by criteria established by that GTF’s graduate degree program.

11.0 Discipline and Discharge

11.1 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.

12.0 Discrimination Grievance Procedures

12.0 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 available online: http://aaeo.uoregon.edu/booklet.html

13.0 ABSENCE NOTIFICATION PROCEDURE

13.1 Notification. If you are unable to attend work at the scheduled time, you must notify your supervisor by phone or e-mail as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. Additionally, if you have access to e-mail, please send a notification of absence to intl@uoregon.edu. Article 28 outlines additional information related to absences.

13.2 In the case that you are unable to directly notify your supervisor or intl@uoregon.edu, you may designate someone to make your notification and provide the necessary information to your supervisor using this protocol.

13.3 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 you and the department on any adjustment due to your absence.

13.4 Make-up work. Generally, for duties missed, please check in with your supervisor to determine when and how the missed work will be made up.

13.5 Planned absences. If you are planning an approved absence during any working days of the term, be sure to send an e-mail of notification to intl@uoregon.edu and include how to reach you (if possible).

13.6 More information. 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.
APPENDIX A

GTF WORK ASSIGNMENT RESPONSIBILITIES AND DUTIES

ICSP Coordinator

- Assist the ICSP Director in teaching a 2-credit class every fall term to new ICSP participants
- Manage the placements of approximately 50 ICSP students each year in at least 4000 hours of assignments in public and private schools, nonprofit organizations and associations, business groups and at the UO and Lane Community College
- Monitor the performance of the ICSP students in their placements
- Maintain contact with community requesters and make new contacts
- Maintain ICSP databases and web-based management systems
- Assist the Director in coordinating monthly meeting with all ICSP students
- Support ICSP publicity outreach efforts, including events and the creation of outreach materials
- Assist the Director in maintenance of the ICSP website and web resources
- Prepare quarterly and annual reports on the ICSP program

ISO Assistant

- Provide program support for ISO (e.g. reserve rooms, order catering, contact presenters, coordinate needs with Campus Operations, etc.)
- Assist OIA Advisors with the coordination of ISO every term
- Update and assist with the creation of printed and electronic publications including ISO programs, ISO leader training guides, ISO website and ISO folders and materials for new students
- Collaborate with UO departmental partners including: Office of Academic Advising, AEIS office, Testing Center, Student Orientation Programs, Teaching and Learning Center, Health Center, Student Recreation Center, UO Outdoor program, and more
- Assist incoming students with questions and required Duckweb sign up for ISO
- Evaluate and prepare written reports on the ISO program
- Manage and maintain relationships with a volunteer group of more than 100 ISO leaders each year
- Recruit new ISO leaders every term
- Manage and sign up the required amount of volunteers to assist with ISO each term, including recruitment and continual follow-up to ensure the number of volunteers needed attend ISO
- Plan and facilitate ISO leader training each term for new and returning leaders
- Assist with special projects as needed
Global Education Oregon (GEO) GTFs
- Advise students about study abroad opportunities through GEO
- Interview and screen applicants for GEO programs
- Prepare orientation materials and lead orientations for students departing on GEO programs
- Assist with publicity and recruiting efforts for all GEO programs
- Assist with GEO publications
- Give classroom announcements and other presentations to promote GEO opportunities
- Assist in maintaining program files, records, databases, and notebooks
- Assist as needed in other projects

IE3 Global Internships GTF
- Advise students about IE3 Global Internship opportunities
- Assist with publicity and recruiting efforts for the program
- Interview students who have applied for international internships
- Participate in the orientation process for students preparing to leave on internships
- Maintain program files, records, databases, and notebooks
- Assist as needed in other aspects of program administration

Scholarship, Grants and Projects GTF
- Inform and advise students about GEO scholarships and other major scholarships (e.g., Fulbright, Rotary, NSEP, Gilman, and DAAD)
- Assist with scholarship publicity, including designing and editing publications and planning scholarship workshops
- Organize and participate in scholarship review committees as needed
- Give classroom announcements and other presentations to promote scholarship opportunities
- Assist in maintaining scholarship files, records, and databases
- Assist with general tasks related to special projects and other administrative duties as assigned

Sponsored & Exchange Student Programs GTF
- The Sponsored & Exchange Student Programs GTF works closely with the Coordinator of Exchange and Sponsored Student Programs to maintain the day-to-day operations of sponsored and exchange student programs.
• Assist with admission, advising, and administration of international students coming to the UO under the auspices of exchange programs and sponsoring agencies
• Help manage the flow of application materials, files, and correspondence from the arrival of the first documents, through admission, to the mailing of admissions and immigration documents
• Help coordinate the annual mailing of updated UO materials to exchange partners and sponsoring agencies
• Assist with scholarship programs for sponsored and exchange students
• Use and maintain databases and other software associated with assigned responsibilities
• Help coordinate international student workshops and events
• Assist with the international student orientation programs for sponsored and exchange students

Global Studies Institute (GSI) Program Assistant GTF
• Gather and organize information on internationally-oriented research, programs, courses, outreach projects, and initiatives
• Coordinate with faculty, students and staff to develop cross-regional, thematic programs and projects
• Draft sections for grant proposals to fund GSI activities
• Act as a liaison with GSI’s interdisciplinary research and working groups
• Assist with budget planning and tracking
• Event planning and support of speakers, workshops, symposia, conferences and other intellectual community-building events
• Provide assistance in the management and planning of activities of the GSI, including but not limited to activities of GSI’s affiliated research and working groups