Department of Mathematics General Duties and Responsibilities Statement (“GDRS”)

Graduate Teaching Fellowships

2016-2017

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**Introduction**
The Graduate Teaching Fellow Federation (GTFF) is a union that represents Graduate Teaching Fellows ("GTFs") at the University of Oregon. Official membership is at the individual’s option. However, the fair share agreement of the CBA requires that all GTFs pay monthly dues or an equivalent, regardless of membership status (Article 4, Section 4). The University of Oregon and the GTFF have a Collective Bargaining Agreement ("CBA") that governs the relationship of the University to its GTFs. Appointment levels and salaries for all GTF appointments are subject to the CBA’s provisions. The CBA can be downloaded from the Graduate School’s GTF page, [http://gradschool.uoregon.edu/ gtf](http://gradschool.uoregon.edu/ gtf).

This document, the GDRS, provides information about the relationship between the Department of Mathematics and its GTFs for the academic year 2016-2017. The GDRS does not apply to work-study or other staff hired in the Department of Mathematics.

The GDRS is published on the Graduate School’s website, [http://gradschool.uoregon.edu/ gtf/rights-and-responsibilities/gdrs](http://gradschool.uoregon.edu/ gtf/rights-and-responsibilities/gdrs).

The Department Head oversees the implementation of the GDRS. This document was revised in May 2016.

**Availability of Graduate Teaching Fellowships**
Generally, the Department offers only instructional appointments. On rare occasions, the Department may hire a research assistant GTF. Budgetary constraints limit the number of available appointments. The size of the continuing graduate student body limits the number of appointments available to incoming students.
Generally GTFs appointments and reappointments are made on yearly basis as opposed to a term-by-term basis. Summer GTF appointments are also made each year.

**Application Process**

**For Prospective Students:**
Prospective students must submit a complete application for admission to the graduate program in mathematics, by the published application deadline, to be considered for a regular academic year GTF. The Graduate Appointments Committee considers all such applicants for available instructional GTF positions.

**For Current GTFs:**
Current GTFs are automatically considered for reappointment provided the following conditions:

- They are making satisfactory progress towards their degree.
- If in the master’s or pre-Ph.D. program, they have not already held the GTF for two years.
• If in the Ph.D. program, they have not already held the GTF for four years while in the Ph.D program. (The up to two years as a GTF in the Pre-Ph.D. program are not counted in this total.)

It is unusual, but occasionally the Department must make emergency GTF appointments. In such cases the Department gives priority to current qualified graduate students in the department who have not previously received an appointment or those whose FTE could be increased without surpassing the 0.49 FTE limit.

**Appointment Process**

The Department Head has the final responsibility for appointing and reappointing GTFs. The appointment and reappointment processes shall comply with Federal and University of Oregon Affirmative Action regulations.

**New Regular Appointments:**

The Appointments Subcommittee of the Graduate Affairs Committee is a group of three faculty that reviews applications for admission. At the time of admissions review, the Appointments Subcommittee evaluates applicants for eligibility for GTFs and makes recommendations to the Department Head.

The Appointments Subcommittee uses the following criteria when evaluating applicants for regular academic year instructional GTF positions:

• Academic records as evidenced by previous degrees, grades, and test scores such as the GRE and GRE Math subject exam;
• Recommendation letters;
• Performance in past mathematics courses;
• Perceived ability for success in a graduate program as evidenced by recommendations by former instructors;
• Predicted performance as teachers of lower-division mathematics course as evidenced by previous teaching experience or expressed interest and desire to teach. Quality of spoken English is a component of this prediction.

**Term Appointments:**

Term appointments are usually made to meet emergency departmental teaching needs. Such appointments are typically supported by non-recurring funds. The Department assumes no obligation to reappoint a term GTF appointee at the expiration of the specified period of appointment. Term appointments are uncommon.

**Current GTFs/Reappointments**

Reappointments are not automatic or guaranteed. Generally, the Department offers GTFs for a maximum of:

• Two years as a student in the Master’s and/or Pre-Ph.D. programs; and,
• Four years as a student in the Ph.D. program.

The Department will not usually appoint a graduate student for more than six years total as a GTF. For the Department to make an exception and grant a seventh year, the Ph.D. Subcommittee and the student’s Ph.D. Committee must meet and make a recommendation for the seventh year and the Department Head must approve this recommendation. Such an exception is only possible if the student has already made substantial progress with a thesis problem.

The Director of Graduate Studies and the Ph.D. Subcommittee evaluate degree progress of current GTFs and recommend to the Department Head whether to reappoint them for the following academic year. The Department Head makes the final decision whether to reappoint the recommended GTFs. The following criteria is used when considering GTFs for reappointment:

• Satisfactory progress in the GTF’s degree program (See the following section, “Satisfactory Progress Toward Graduate Degree”)
• Acceptable performance of assigned duties, evidence of which may include:
  o Student evaluations of teaching performance
  o Consultation with supervising faculty
  o Performance information brought to the attention of the Department Head

A GTF who fails to satisfy the criteria for reappointment may petition the Graduate Appointments Committee for reconsideration.

**Satisfactory Progress Toward Graduate Degree**

To be eligible for a GTF appointment or reappointment, a student must be making satisfactory progress toward the degree. Both the Graduate School and Department have specific requirements for satisfactory degree progress.

It is the responsibility of the hiring unit to verify satisfactory degree progress of its GTFs. However, the Graduate School also assesses GTF academic progress. At the end of each academic year, the Graduate School reviews every GTF’s academic transcript. The Graduate School will notify the Department if a math GTF’s academic performance fell below the required 3.0 GPA during the appointment period. In such a case, the Graduate School will request that the Department review the student’s progress and issue an approval before it can reappoint the GTF.

The Department uses the same criteria to evaluate satisfactory degree progress for all graduate students, regardless of their GTF status. The criteria varies based upon degree program, and is outlined below for the three different programs: master’s, pre-Ph.D., and Ph.D. Please note that the Graduate Affairs Committee determines the appropriateness of coursework for each program and student. As used below, GPA is computed from only coursework meeting the requirements of the student’s graduate degree program.
Criteria for Satisfactory Progress in the Master’s Program:
(As noted above, the Department does not usually offer more than two years of GTF support for a student in the Master’s degree program.)

- Complete 12 credit hours per term of courses, reading courses, and/or thesis work appropriate for the degree.
- Maintain a GPA of at least 3.0 each term.
- Meet with the advisor prior to the start of every fall term to devise a program of study. This program of study must be established in writing. Any deviations from the program must be approved in writing by the advisor.

Criteria for Satisfactory Progress in the Pre-Ph.D. Program
(As noted above, the Department does not usually offer more than two years of GTF support for a student in the Pre-Ph.D. program.)

- Complete 12 credit hours per term of courses, reading courses, and/or thesis work appropriate for the degree.
- Maintain a GPA of at least 3.0 each term.
- Meet with the advisor prior to the start of every fall term to devise a program of study. This program of study must be established in writing. Any deviations from the program must be approved in writing by the advisor.
- Complete the Sequence Requirement detailed in the Graduate Student Handbook (available on the Mathematics Department website), or successfully petition for an exemption, by the end of the second year in the Pre-Ph.D. Program.
- Take the written Qualifying Examinations immediately prior to the start of the fall term following the completion of the aforementioned Sequence Requirement.

Criteria for Satisfactory Progress in the Ph.D. Program

- Complete 12 credit hours per term of courses, reading courses, and/or thesis work appropriate for the degree.
- Maintain a GPA of at least 3.0 each term.
- Meet with advisor prior to the start of every fall term to devise a program of study. This program of study must be established in writing. Any deviations from the program must be approved in writing by the advisor.
- Satisfy the Language Requirement and pass the Oral Comprehensive Exam (“Preliminary Exam”) by June of the year after the academic year in which the student was admitted to the Ph.D. program.
- Meet with their Ph.D. committee at least once a year after passing the preliminary exam. During the meeting, the student will provide a brief oral and/or written description of progress toward completing the dissertation. The committee will produce a written evaluation and provide it to the student and to the Graduate Coordinator for the student’s file.
• Substantially complete all requirements for the Ph.D. within four years of admission to the Ph.D. program.

**Description of Full Time Equivalent (“FTE”)**

FTE stands for full-time equivalent. An FTE of 1.0 represents a regular 40-hour work week. Each term of a GTF contract encompasses 11 weeks, so at 1.0 FTE a GTF would work 440 hours per term. GTF workloads can be made from a minimum of 0.2 FTE to a maximum of 0.49 FTE. Here are some of the more frequently used FTEs and the hours they represent:

- **0.2 FTE appointments:** up to 88 hour per term, or 264 hours per academic year
- **0.3 FTE appointments:** up to 132 hours per term, or 396 hours per academic year
- **0.4 FTE appointments:** up to 176 hours per term, or 528 hours per academic year
- **0.49 FTE appointments:** up to 215 hours per term, or 645 hours per academic year

It is customary that the Department appoints all GTFs at 0.49 FTE for academic year contracts.

**Professional Behavior Expectations**

GTFs are responsible for maintaining professional standards of behavior in their work. GTFs should always treat students respectfully. Course goals, grading standards and expectations should be spelled out as clearly as possible.

It is paramount that GTFs respond to job-related communication promptly:

- GTFs should respond within one business day to communication from department staff, the department head, the assistant department head, or any faculty member with a supervisory role.
- GTFs should respond to student emails within two business days.
- GTFs who assign homework through an online system should check and answer related email at least once every business day.

**Description of Job Responsibilities and Workload**

The GTF workload includes performance of all duties of the work assignment. For example, in addition to the time spent teaching, the workload for a teaching assignment includes preparation time, office hours, and proctoring placement exams. The distribution of time spent on duties may vary weekly, but the term’s total workload should be within the numbers of hours associated with the GTF’s assigned FTE. For most duties, the numbers of hours listed in this section are approximations. Some duties, such, such as in-class contact, office hours, and organized help sessions have required minimum numbers of hours. For those duties, the GTF is required to fulfill the time commitment.
Instructional Appointments

This subsection lists the four different types of instructional appointments given in the Department, along with descriptions of the duties for each. The hours per week are representative of the workload breakdown for a 0.49 FTE assignment. For an assignment other than 0.49, the workload will be prorated accordingly.

1. Full Course Responsibility Instructional GTF.
   a. In-class contact: conduct lectures, lead review sections. Hours per week: 3-4.
   b. Preparation, which includes preparing lectures, submitting exams to course coordinator, and developing or adapting course syllabus and material. Hours per week: 6-8.
   c. Contact hours outside classroom: office hours and organized help sessions. Hours per week: 4-5. The number of hours may be reduced to three per week if the GTF assigns and collects homework online and monitors and answers questions by email.
   d. Student performance evaluation: grading quizzes, midterm and final exams, and special projects; reading homework papers and/or supervising assigned graders; and maintaining and submitting grading records in compliance with University and Department regulations. Hours per week: 2-4.
   e. Other responsibilities may include:
      i. Proctoring placement exams or substitution for a GTF on sick leave. Hours per term: 4.
      ii. Final exam preparation. Hours per term: 3-8
      iii. Proctoring final exam. Hours per term: 2-3.
      iv. Attendance at course instructor meetings. Hours per term: 8.

2. Laboratory/Discussion Section Instructional GTF.
   a. In-class contact: conduct discussion sections and lead review sessions. If necessary, teach class in instructor’s absence. Hours per week: 4 (Up to 4 more if the GTF is expected to attend course lectures.)
   b. Preparation hours, which includes preparation of discussion sections and quiz construction. Hours per week: 6-8.
   c. Contact hours outside of class: office hours and organized help sessions. Hours per week: 4. The number of hours may be reduced to three per week if the GTF assigns and collects homework online and monitors and answers questions by email.
   d. Counseling, tutoring, special consultations. Hours per week: 0-3.
   e. Student performance evaluation: grading quizzes and exams; reading homework papers and/or supervising assigned graders; and proctoring midterms and final exams. Hours per week: 3-4.
   f. Other responsibilities:
      i. Assist with placement exams or substitution for a GTF on sick leave. Hours per term: 4.
      ii. Meet with course instructor: Hours per week: 1.

3. Teaching Assistant Instructional GTF.
a. Contact hours outside of class: office hours and organized help sessions. Hours per week: 5.
b. Student performance evaluation: reading homework papers and grading quizzes and exams. Hours per week: 12.
c. Other responsibilities:
   i. Assist with placement exams or substitution for a GTF on sick leave. Hours per term: 4.
   ii. Proctor exams. Hours per term: 4
   iii. Meet with instructor. Hours per term: 4

4. Advanced Course Grader and Help Session Instructor, Instructional GTF
   b. Office hours or homework help sessions: providing homework assistance with upper division mathematics courses. Hours per week: 4.

Research Assistant
(As stated above, Research Assistant GTFs are far less common in the Department than Instructional appointments.) The hours per week are representative of the workload breakdown for a 0.49 FTE assignment. For an assignment other than 0.49, the workload will be prorated accordingly.
   a. Meet with advisor(s). Hours per week: 4
   b. Independent research. Hours per week: 15

Summer Instructional Appointment
Summer term appointments are typically assigned at 0.37 FTE. Hours listed in this section are per term, based on a total of 162 hours per term for the 0.37 FTE.
   a. In-class contact hours. 38 hours
   b. Lecture preparation. 30-38 hours
   c. Contact hours outside the classroom. 32 hours
   d. Grading homework, quizzes, and midterm exams. 28-38 hours
   e. Grading final exam. 4 hours
   f. Other contracted work. 8 hours

Absence Policy
If a GTF is unable to attend work at the scheduled time or to meet a class as scheduled, the GTF must notify both the Assistant Department Head (Mike Price) and Graduate Coordinator (Jessica Simoes) as soon as possible, preferably in advance of the event to be missed. GTFs should utilize both email and the telephone to notify the Department.
In the event that a GTF is unable to directly notify the Department, it is acceptable to designate someone else to make the notification and provide the necessary information to the Assistant Department Head and Graduate Coordinator using this protocol.

GTFs should attempt to find a substitute for the class and notify the Department of the proposed substitute. If the attempt to find a substitute fails, the GTF must inform the Assistant Department Head and Graduate Coordinator so they can look for a substitute. If no appropriate substitute is found, the Department may elect to cancel the class. The GTF MAY NOT cancel the class without permission from the Assistant Department Head. To the extent possible, the GTF should inform the department of where the course left off before the absence (e.g., in the previous class in the case of a teaching GTF).

If the duties missed are not related to a class meeting or discussion section, the GTF should check in with the lead instructor to determine when and how the missed work will be made up (i.e. for a help session or grading assignment).

Please note that sick leave substitution hours are built into your FTE. (See Description of Job Responsibilities and Workload, beginning on page 7). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Assistant Department Head and Graduate Coordinator if you believe you will likely exceed 4 hours.

If a GTF is going to miss more than one work week, the GTF or the GTF’s 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.

For planned and approved absences, the GTF should inform the Assistant Department Head and the Graduate Coordinator of the best method of contact.

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

**Work Environment**
This section describes the work environment and materials provided to Math GTFs.

**Workspace:**
The Department provides each GTF with an office space that includes a desk. If needed, shelves and cabinets are available for storage of teaching materials. The Department will order office and building keys and/or proximity access for the GTFs. The GTFs are responsible for obtaining the ordered keys from the Public Safety Office. A small deposit is necessary to obtain the key(s).
Private meeting space:
GTFs have access to private meeting space within the departmentally controlled rooms. If other rooms are needed, office staff can reserve them on behalf of GTFs.

Telephones and Computers:
Each GTF office contains a computer and a phone for communication and teaching needs. During regular office hours, GTFs also have access to a computer in the department’s main office.

Office Supplies, Photocopies and Printouts
All GTFs have 24-hour access to the copy room in Deady Hall. Teaching supplies and a fax machine are available in the Department office during regular office hours.

GTF Assistance
Math GTFs who work as instructors of record are not assigned workloads that require GTF assistance.

**Health and Safety Information**

**Workers Compensation and Accident Reporting**
The University's Workers' Compensation Program is administered by the Office of Risk Management. To ask questions about the program, please call (541) 346-8316.

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 the injury immediately to the supervisor. The supervisor will complete the Supervisor’s Accident Investigation Report (SAIR) 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](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, the GTF should contact Office of Risk Management 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 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 the department's web site at [http://ehs.uoregon.edu/](http://ehs.uoregon.edu/)

Reporting Safety Hazards:

GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the department manager, Sherilyn Schwartz at 541-346-4705.

Other resources 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).

During fall term orientation, all new GTFs will view a New Employee Safety Orientation video. Evacuation meeting point for Fenton Hall is the Pioneer Father Statue and the Fountain for Deady Hall. Departmental representative is the Assistant Department Head.

The department manager, Sherilyn Schwartz, is responsible for maintaining information about the emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. These materials and information can be found in the Department’s main office.

**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](http://aaeo.uoregon.edu/booklet.html)).