GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

UO MUSEUM OF NATURAL & CULTURAL HISTORY
GRADUATE TEACHING FELLOWSHIPS

2015-16

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The supervisory individual who shall oversee the implementation of this GDRS is:

Yousef Alrahmani, MNCH Office and Budget Manager.

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1.0 GENERAL INFORMATION

1.1 This Document

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the UO Museum of Natural & Cultural History. The Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF) governs the relationship between GTFs and the University, as a whole. This document details the specific relationship between GTFs and the UO Museum of Natural & Cultural History. This document does not apply to work-study or other staff hired in the UO Museum of Natural & Cultural History.

Copies of this document and amendments will be made available to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation. 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 $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 Graduate Teaching Fellows Federation

A union, the Graduate Teaching Fellows Federation (GTFF), represents most Graduate Teaching Fellows at the University of Oregon. 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. An electronic copy of the Collective Bargaining Agreement is available on the Graduate School and Human Resources websites. A hard copy of this document is available upon request.
2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 GTF appointments are programmatically determined by the faculty. Areas needing GTF support are discussed each Spring in an open Department meeting as a regular part of planning for the upcoming 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 regular required courses and to provide assistance to faculty where needed.

2.4 The Department:

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

2.42 Gives priority to GTF appointments. All graduate students employed by the department at .2FTE 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 scholarships, work-study, grant funded research assistants.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Eligible students for a GTF appointment in the UO Museum of Natural & Cultural History are:

3.11 Graduate students enrolled in the U of O who are Master’s or Doctoral students.

3.12 Graduate students enrolled at the U of O in other departments, but who have demonstrated abilities in areas relevant to the particular GTF assignment.

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

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, the UO Museum of Natural & Cultural History 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 It is the Department's responsibility to provide the University with recommendations for GTF appointments. (Article 17, Section 1)

4.2 Position announcements for the upcoming academic year will be made available to graduate students from any discipline by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1).

4.3.1 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.

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

4.4 From time to time emergency appointments will be necessary. In such cases, the Department shall consult with the Graduate School to ensure an acceptable procedure.

4.5 Completed applications shall be returned to the Department by the deadline specified on the announcement.

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

4.7 Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

5.0 APPOINTMENT SELECTION PROCESS

5.1 Recommendations for appointment and reappointment shall be made to the Department Head by the UO Museum of Natural & Cultural History Committee.
5.1.1 The standing committee of the department will be made up of at least three members.

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

5.2.1 General criteria regarding appointments for the particular types of work assignments available within the Department, and

5.2.2 Specific criteria relating to the specific GTF work assignment.

5.2.3 Candidates will be rank-ordered based upon these criteria.

5.3 Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.

5.3.1 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.

5.3.2 For those GTF positions where the GTF is not working directly and closely with a faculty person, the Committee shall recommend the best candidate to the Department Head.

5.4 If no qualified students apply or are available for a particular position, the Department Head or Committee may decide to reopen the application process for the position.

5.4.1 Generally, 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 4.4).

6.0 \textbf{APPOINTMENT AND REAPPOINTMENT}

6.1 Preference shall be given to

6.1.1 Graduate students enrolled in the U of O who are Master’s or Doctoral students.

6.1.2 Each year, a certain number of GTF positions are reserved for incoming graduate students. Competition for those positions shall be limited to the pool of incoming students.
6.1.3 Likewise, a certain number of positions shall be reserved as reappointment positions.

6.2 Academic credentials:

6.2.1 "Academic Promise" of incoming students as evidenced by previous degrees and grades, test scores, etc.

6.2.2 "Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required whether they are applying for an initial appointment or for reappointment (See 9.0.). However, this is a minimal requirement. Candidates will be ranked based on academic achievement.

6.3 Previous experience:

6.3.1 For teaching GTF positions, previous teaching or previously taking the course where the GTF position is offered.

6.3.2 For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.

6.3.3 Interest, desire and prediction of performance may be considered in lieu of previous experience (6.31 & 6.32) based on the GTF's application as a whole.

6.4 Recommendations from academic or work supervisors.

6.5 Interview, personal, or application statements.

6.6 Financial need will not/will be considered (except, may be used in evaluating two or more equally qualified candidates).

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

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

6.9 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.
6.10 Reappointments are not automatic, nor are they guaranteed. In cases of reappointment, the maximum number of reappointments shall be:

- 2 years for MA students, and
- 3 years for Ph.D. students.

6.11 In the case of the continuation of the same position, the UO Museum of Natural & Cultural History may decide to continue with the same GTF in the position without any new announcement of the position.

6.12 Performance Evaluation

GTFs in the UO Museum of Natural & Cultural History will be evaluated at the end of every term using the criteria set forth above.

7.0 WORKLOAD

7.1 GTFs are appointed in the UO Museum of Natural & Cultural History at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)

- 7.1.2 0.30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
- 7.1.3 0.40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
- 7.1.4 0.49 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, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

- 7.2.1 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time serving at registration, etc. in addition to time spent actually teaching.

- 7.2.2 The distribution of workload among work assignment duties (8.0) 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.
7.2.3 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.

8.0 WORK ASSIGNMENTS

8.1 The UO Museum of Natural & Cultural History typically has 2 types of GTF work assignments as follows.

8.1.1 Teaching positions: none at this time.

8.1.2 Non-teaching positions:
   8.1.2.1 Archaeological Research Assistant
   8.1.2.2 Anthropological Collections Research Assistant.
   8.1.2.3 Condon Collection Curatorial Assistant.
   8.1.2.4 UO Campus Relations GTF.

9.0 HEALTH AND SAFETY INFORMATION

9.1 Workers Compensation and Accident Reporting

9.1.1 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.

9.1.2 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.

9.1.3 The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a 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](http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation).

9.1.4 Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

9.1.5 In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the 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.

9.1.6 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.

9.1.7 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 healthy environment for GTFs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

9.2.1 The University of Oregon Safety Policy may be found in the library, [http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety](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/](http://ehs.uoregon.edu/). Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, [http://ehs.uoregon.edu/safety-advisory-committee](http://ehs.uoregon.edu/safety-advisory-committee).
9.2.2 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative: Museum Executive Director (541-346-5115) or Office & Business Manager (541-346-7774). 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).

9.2.3 Use of Personal Protective Equipment. The Museum of Natural & Cultural History will provide any equipment that may be necessary and any required training in the proper use if it. The appointing supervisor is responsible for coordinating the training and distribution of the equipment.

9.2.4 Required safety training and appropriate departmental record keeping are maintained. The Business Manager will maintain the records of such training in the hiring department. Training may include the following topics, as appropriate:

- Safe operation of equipment, machinery and tools
- Hazardous waste procedures
- Hazard communications
- Excessive exposure to video display terminals
- Exposure to blood-borne pathogens.

9.2.5 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. The materials are maintained by the Office Manager and are located in the main office area, accessible to all.

10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

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

10.1.1 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, an individual appointed as GTF should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.
10.1.2 The hiring unit (employer) is responsible for verifying that a GTF is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GTF's graduate degree program.

10.1.3 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 For a GTF in the UO Museum of Natural & Cultural History who is a graduate student in another department, 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

12.1 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).

13.0 WORK ENVIRONMENT

13.1 The work environment and materials provided to Museum of Natural and Cultural History’s GTFs include the following:

13.1.1 Workspace. The GTFs will be employed in secure shared office spaces of the Museum of Natural and Cultural History. They will be provided with a desk or laboratory space as necessary, as well as chairs and storage space as necessary. All furnishings will be appropriate to nature of work and in operational and safe working condition.
13.1.2 Private Meeting Space. GTFs at the MNCH will be working in open lab and shared office spaces. All GTFs are non-teaching, research-based and therefore are not required to meet with students. Upon request, private meeting space can be arranged for the GTF’s use in the MNCH Conference Room during standard working hour of 9am to 5 pm, Monday through Friday.

13.2 Access to Telephones and Computers. All GTFs employed by the MNCH will have access to a telephone for necessary work use. These phones are part of the shared workspace where they will perform most of their work. GTFs will also have access to fully functional computers equipped with all software necessary for assigned research. GTFs shall have access to telephones and computers during GTFs standard working hours as agreed upon with supervisor.

13.3 Access to Office Supplies, Photocopies and Printouts. All GTF’s employed by the MNCH will have access to all necessary office supplies and office equipment as required to perform assigned research tasks. This will include, but not be limited to, a photocopy machine, a fax machine, printer, and paper, specified office supplies for archiving, and other specialized equipment or supplies. These supplies and equipment shall be made available during GTFs standard working hours as agreed upon with supervisor, and shall be provided at no personal cost to the GTF and does not preclude limitations placed upon the supervisors or instructors of record.

14.0 ABSENCES

14.1 If GTF is unable to attend work at the scheduled time s/he must notify their direct supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment. If able, the GTF will attempt to reach their direct supervisor by both phone and email.

14.2 In the case that the GTF is unable to directly notify the department, they may designate someone to make the notification and provide the necessary information to the museum.

14.3 If you the GTF is going to miss more than one work week, s/he or their 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.

14.4 Generally, for duties missed not related to a class meeting, the GTF will check in with their direct supervisor to determine when and how the missed work will be made up.
14.5 If the GTF is planning an approved absence during any working days of the term, s/he must notify their direct supervisor on how they can be reached (if possible).

14.6 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).