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 Wayne Morse Center for Law and Politics (hereinafter, the Wayne Morse Center). 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 document details the specific relationship between GTFs and the Wayne Morse Center.

This document does not apply to work-study or other staff hired in the Wayne Morse Center. 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.

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 fee 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

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 availability of funding for GTF positions and the Wayne Morse Center’s specific need for a GTF.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Graduate students pursuing a Master’s, Doctoral or Juris Doctor degree at the University of Oregon in any discipline will be eligible to apply for a GTF position.

3.2 Preference will be 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.

4.0 APPLICATION PROCESS

4.1 It is the Wayne Morse Center’s responsibility to provide the University with recommendations for GTF appointments. (Article 17, Section 1)

4.2 Appointments of GTFs in this unit will be made in accordance with the University of Oregon’s Policy Statement, “Appointment of Graduate Teaching Fellows.”

4.3 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.

4.4 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 the position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office, and on the website of the Graduate School (Article 17, Section 1) and with the Office of Institutional Equity and Diversity.

4.5 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 Applicants for specific GTF positions will be required to submit an application and a curriculum vita.

5.2 Recommendations for appointment shall be made to the Coirector (Managing) of the Wayne Morse Center by the hiring committee.
5.21 The hiring committee is a standing committee made up of at least three members, as is required by the Collective Bargaining Agreement.

5.22 While appointment criteria may include the recommendation of the person who will act as the GTF's supervisor, the committee will give substantial consideration to the other appointment criteria.

5.3 After assessing the qualifications of the candidates, the hiring committee will interview those most qualified for the specific GTF position.

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

5.41 General criteria regarding appointments for the particular types of work assignments available.

5.42 Previous employment or other experience relevant to the GTF position.

5.43 Interest, desire, and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole.

5.44 Consideration will be given for a positive working arrangement between a GTF and the staff and scholars with whom the GTF will work.

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

5.5 If no qualified students apply or are available for a particular position, the hiring unit may decide to reopen the application process for the position.

6.0 APPOINTMENT AND REAPPOINTMENT

6.1 Based on the Wayne Morse Center's needs and funding, a position may be discontinued after the term of appointment is over.

6.2 GTF appointments shall comply with the Federal and University Affirmative Action regulations.

6.3 Performance Evaluation. GTFs in the Wayne Morse Center will be evaluated at the end of the academic year by the supervisor on criteria set out in the initial appointment.

6.4 If the Center has the need and funding for a particular GTF position to continue for more than one year, the hiring committee shall convene to determine whether to offer a reappointment to the current GTF.

6.5 Reappointment shall be based on the student's demonstrated ability to successfully carry out the duties set out in the job description; demonstrated interest in the Theme of Inquiry and the Wayne Morse Scholars program and its students; timeliness and effectiveness of communication with Scholars, Center staff, UO employees, visiting speakers, and business vendors.

7.0 WORKLOAD

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

7.11 .49 FTE appointments require up to 215 hours per term.

7.2 For the purpose of setting the workload (and thus FTE) for a particular GTF position, the Wayne Morse Center 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. For example, the workload for an administrative assignment would include time spent planning events, making telephone and email inquiries, inputting data, training volunteers, etc. in addition to time spent actually coordinating events. Time spent traveling to and from Wayne Morse Center events outside of Eugene, for example Wayne Morse Scholar field trips to Salem and Portland, is also considered part of the GTF’s workload.

7.22 The distribution of workload among work assignment duties (section 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.

8.0 WORK ASSIGNMENTS

8.1 The Wayne Morse Center typically offers GTFs in the following administrative position: Program Coordinator

8.11 This position works under the direction of the codirectors and senior scholar of the Wayne Morse Center.

8.12 This position involves the following type of work:

8.121 Lead on staffing and logistics for the Wayne Morse Scholars program, (70%) including
  ▪ overseeing the recruitment, application and selection process for Scholars,
  ▪ coordinating logistics for orientation, leadership development experiences, and skills trainings,
  ▪ assisting senior faculty fellow with logistics and administration issues for Political Science seminar,
  ▪ coordinating field trips and visiting speakers,
  ▪ assisting with evaluation of the Wayne Morse Scholars program.
  ▪ brainstorm best systems for storing and tracking information about recruitment, contacts, past field trips, etc.

8.122 Assist with developing systems for other programs at the Center, including that for alumni. (5%)

8.123 Handle logistics for retirement celebrations in Portland and Eugene. (10%)

8.124 Coordinate Law Fellow staffing at all applicable WMC events, including Public Education theme, Public Affairs Speaker Series, Migration Program, and retirement celebrations. (10%)

8.125 Attend meetings as needed, interact with staff and students at the Wayne Morse Center (3%)

8.126 Assist with ongoing administrative activities of the center (2%).

9.0 HEALTH AND SAFETY INFORMATION

9.1 Accident Reporting and Workers’ Compensation

9.11 The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.
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 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://facilities.uoregon.edu/?q=node/360. Forms can also be obtained from Departmental office managers or EHS.

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

9.21 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 (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.

9.22 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or Wayne Morse Center staff member Rebecca Flynn. 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).

9.23 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. Emergency procedures and material safety data sheets are located in a binder in the office of law school Facilities Manager Jim Horstrup, third floor of the Knight Law Center,
Room 330G. First aid supplies are located in the mailroom on the third floor of the law school. Evacuation plans were removed from the building by the Facilities Department as they deemed them out of date and unnecessary. Building occupants are to use the lighted exit signs for evacuation.

10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

10.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment. (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 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.

10.13 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 For a GTF in the Wayne Morse Center 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 ABSENCE NOTIFICATION PROCEDURE

11.1 Article 28 of the CBA

11.11 The Wayne Morse Center's procedures regarding absences reflects the policies agreed upon in Article 28 of the most recent Collective Bargaining Agreement between the University of Oregon and the Graduate Teaching Fellows Federation AFL Local 3544, which can be found at http://gtff3544.net/wp-content/uploads/2015/03/GTFF-Contract-2014-16-Final.pdf.

11.12 Article 28 addresses short and long term absences due to personal illness, injury, medical appointment or procedure, or other disabling medical condition; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; or bereavement. This article also applies to the birth or adoption of a new child, and to both parents if both parents are GTFs.

11.2 Notification

11.21 As early as possible in the academic year, the GTF must notify Rebecca Flynn, Dan Tichenor and Jennifer Geller via email if she or he will be absent due to vacation, a conference or symposium, or other life event.

11.22 If the GTF is going to be absent from scheduled office hours or an event due to unexpected illness or family emergency, the GTF must notify Rebecca Flynn via text or voice message to 541-556-3732 or, if that is not possible, email Rebecca Flynn, Dan Tichenor and Jennifer Geller as early as possible before the first assigned duty on the day to be missed.

11.3 Missed Events
11.31 In the case that the GTF will miss a Wayne Morse Center event, class or lunch at which she or he has responsibilities, the Center may ask that the GTF attempt to find a substitute. Rebecca Flynn will also try to find a substitute. Whenever possible, the GTF or her/his designee will provide Rebecca Flynn will information about which responsibilities are being handed off.

11.32 In no instance shall the GTF be required to pay for a substitute.

11.33 If no substitute is found, the GTF’s duties will be carried out by Rebecca Flynn or her designee.

12.0 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.

13.0 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 AAEOP Discrimination Grievance Procedures online (http://aaeo.uoregon.edu/AAEO%20Booklet%20Color.pdf).
APPENDIX A: WORK ENVIRONMENT

Wayne Morse Center for Law and Politics

Guidelines for Work Environment:

The Wayne Morse Center employs GTFs as administrative and program assistants. At the time of hire and as policies and personnel change, the Center, through the codirector (managing), provides each GTF with information regarding the availability of resources necessary to aid in the successful completion of their assignment.

Supervisors are expected to be attentive to GTF working conditions and to create opportunities to assess the needs of their GTFs to find out which systems currently work and which may need re-evaluation.

Working Space:

Wayne Morse Center GTFs do not teach nor do they have need for private spaces with which to confer with students. However, they are provided with an open space and meeting rooms that may be used to conduct meetings and work.

Building and office or suite keys:

Suite, room, and/or building keys can be obtained through Wayne Morse Center staff member Rebecca Flynn. It takes two days from the initial request by the student to get a key.

Access to office supplies:

All Wayne Morse Center GTFs have access to supplies necessary to accomplishing the tasks associated with their assignments (e.g., photocopies, general office supplies, desk copies of books, and software) at no cost to them.

Access to telephones and computers:

GTFs have access to telephones and computers insofar as they are necessary for their work assignment. Telephones are sufficient in quantity so that they are easily accessible for both GTF needs and the contact needs of co-workers.

Most GTFs are expected to use their own computers but will be given access to specialized computers and servers when such access is necessary for the completion of their assignments. The software that may be necessary for the completion of their assignments is also available on GTFs’ computers at no personal cost to the GTF. GTFs are responsible for following all UO computer security policies regarding the use of computers on campus.

Health and safety concerns:

GTFs are provided a working environment that is safe and secure. Wayne Morse Center staff and GTFs regularly review GTF workspaces to ensure that safe working conditions are being met. GTFs are issued keys to access the building and suite within which their office is located.

Training:

We make every effort to inform GTFs of on-campus training opportunities that would assist them on their jobs as well as future career goals.