General Duties and Responsibilities for Sociology

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GTFs and this GTF hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

About 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 $61 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.

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Teaching Fellows (including administrative, research and teaching GTFs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual’s discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GTF appointment contract signed by each student who accepts a GTF appointment.

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

DATE OF THIS GDRS REVISION: 04/15/15

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit’s specific need for one or more GTFs.
In this GTF employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:
All 200 and 300 level courses when the enrollment levels deem this appropriate.

This GTF employing unit:

- makes an effort to distribute GTF opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

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

Teaching appointments are generally made in winter of the previous academic year. Teaching Assistant positions are available to students with funding available. Students without funding may be granted an appointment if additional GTFs are needed.

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

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Research Assistant
- Advising

SUMMER TERM APPOINTMENTS
Sociology hires GTFs in summer. The availability of GTF appointments for the upcoming summer term is usually determined in late fall or early winter.

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

- Instructor of Record
- Research Assistant

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in sociology are graduate students accepted for graduate study towards an advanced degree in the Department of Sociology who are in good standing.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF positions in this employing unit. In all cases, preference is given to the department’s own students.
All students offered admission to the Department’s graduate program are also offered a GTF position. Currently this is set at 12 terms of funding.

All graduate students are currently given 12 terms of funding, as long as they remain in good standing, which can be used any fall, winter or spring term if they choose to accept funding. For teaching positions, when two or more graduate students who meet the basic qualifications apply for a single teaching position, first consideration is given to a student who has taught two or fewer courses in the Department and has no departmental funding available. Second consideration is given to those who have taught more than two courses, but have no departmental funding available. For those applicants without departmental funding available, if no qualified applicant has taught two or fewer courses, the committee will seek to balance the concerns of providing highly qualified teachers for our courses with providing an equitable distribution of teaching opportunities for our graduate students. Third consideration is for those who have departmental funding available, but have taught two or fewer courses and have funding available. Fourth priority is for those who have departmental funding available and have taught more than two courses.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 9).

In addition, sociology requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

ACADEMIC YEAR APPOINTMENTS
All incoming graduate students are given a GTF position and informed of this via email.

For continuing students, an email is sent out to all graduate students informing them of teaching positions for the upcoming year either in late fall or in winter of the preceding year. Students are emailed once a term to inquire about their preferences for a TA position for the upcoming term. Students are contracted in late spring for TA positions for the upcoming year.

SUMMER TERM APPOINTMENTS
Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s):

Generally, the application process for incoming students includes:
Students are not eligible to teach in summer until they have been here one year, so this is not applicable to incoming students.

Generally, the application process for continuing students includes: An email will be sent either in fall or winter to all graduate students informing them of positions in summer and explaining the process of application. Students applying to teach a course will need to provide an outline of the course.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, positions will be identified outside of the normal appointment cycle. An email will be sent to all students informing them of any positions that become available outside of the normal appointment cycle.

From time to time, emergency appointments may be necessary. In such cases, during the regular academic year, if an instructor vacates a course less than 12 weeks before it is to begin, the Associate Head may appoint a Graduate Student Teacher after consulting only with the Staff Development Committee chair. During the summer, the Department Head or Associate Department Head may make such last-minute appointments, consulting with the SDC chair if that person is available or with another appropriate Department member. In these situations, the Department will give priority to qualified sociology graduate students who applied for Graduate Student Teacher positions but did not receive an appointment. If no qualified GTFs are available, the Department may choose to fill such a position with an adjunct instructor, by having a regular faculty member change their teaching assignments, or in other appropriate ways.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, sociology’s standing committee of at least three members includes the Staff Development Committee.

Also in accordance with the CBA:

- GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are not employed term-by-term in order to determine whether they are adequately qualified for a GTF position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GTF position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate’s qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available
within the GTF employing unit and (C) specific criteria relating to the particular GTF work assignment.

(A) General criteria include (in no particular order):

Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

The Associate Department Head reviews Graduate Student teaching applications and recommends the most promising candidates to the Staff Development Committee (SDC), which has a minimum of three members. The SDC will decide the final appointments. Each applicant will be notified of the hiring decision within five working days after the decision has been made.

While appointment or reappointment criteria may include the recommendation of the faculty member who will act as the GTF’s supervisor, substantial consideration will be given to the other appointment or reappointment criteria.

Applicants wishing to appeal appointment decisions should bring their case to the faculty as a whole at a Department meeting.

The requirements for positions vary by the type of course. Six basic criteria will be considered:

A = A complete file, including (1) a letter of application explaining the student’s particular qualifications to teach the course, summarizing their Master’s Paper or “C” exam content where relevant, and describing prior teaching training and teaching experience; (2) evidence of forethought in preparing the course, such as a draft syllabus and sample teaching materials; (3) prior student course evaluations; (4) a current UO transcript; (5) a current curriculum vitae; and (6) two reference letters dated within the preceding 24 months.

B = Successful completion of the Master’s Paper requirement.

C = Master’s degree in sociology, including required coursework at the University of Oregon.

D = College teaching experience in sociology, i.e., full responsibility for teaching one or more college level courses.
E = Fulfilling the minimum requirements is a necessary condition for appointment, but is not enough evidence to indicate a highly qualified candidate. The second condition is a favorable evaluation of the file contents. For this, the Associate Head and SDC must use their best judgment.

F = To teach, students must be making satisfactory progress according to the Department’s rules regarding minimum levels of academic progress. If students are not qualified when appointed, the Associate Head and SDC will set a reasonable time limit by which the student must meet the satisfactory progress requirement before teaching the course.

(C) All criteria specific to a particular GTF work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include good standing and relevant skills, knowledge, and/or experience.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment (also described in Section 4).

Evaluations are performed by the supervisor (the instructor of record for teaching assistants and discussion leaders). The criteria used for evaluation include effective performance of GTF responsibilities, including appropriate interactions with other GTFs, students, and faculty.

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GTF employing unit, GTFs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

7.0 WORK ASSIGNMENTS
For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GTFs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GTF assignment types in this unit.

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

Duties for the following types of GTF work assignments are as follows:

**DUTIES BY WORK ASSIGNMENT**

**Instructor of Record:**
.49 FTE. These students have complete responsibility for teaching a given course, including preparation and conduct of classes, examinations, grading, and other needed duties. Classes usually meet for 3 hours each week. These instructors may allot the remaining hours of their appointment among other duties as they see fit. No additional duties will be assigned them during these terms.

**Discussion Section Leader:**
.40 FTE. The assistance can include the construction and grading of tests, leading group discussions, keeping office hours to provide individual help to students, attending the faculty member’s lectures, monitoring examinations, giving occasional lectures, and other duties agreed upon by the GTF and the faculty member. GTFs should consult with the faculty member to whom they are assigned early each term to clarify expectations regarding the hours devoted to specific workload and responsibilities.

**Teaching Assistant:**
.40 FTE. The assistance can include the construction and grading of tests, leading group discussions, keeping office hours to provide individual help to students, attending the faculty member’s lectures, monitoring examinations, giving occasional lectures, and other duties agreed upon by the GTF and the faculty member. GTFs should consult with the faculty member to whom they are assigned early each term to clarify expectations regarding the hours devoted to specific workload and responsibilities.

**Research Assistant:**
Duties as agreed upon by the GTF and the faculty supervisor.

**8.0 HEALTH AND SAFETY INFORMATION**

**Accident Reporting and Workers’ Compensation:**
The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 345-8316.

All University of Oregon employees, including GTFs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GTF. If, as a result of the accident, the GTF requires medical care, a Workers’ Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers’ compensation information and forms are available at http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation.

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

In addition to medical expenses related to the injury 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.

An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

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

Safety Information:
The University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety. The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, http://ehs.uoregon.edu/ Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

Reporting Safety Hazards:
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Shelley Carlson

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies: First aid supplies are located in the cupboard by the sink in 711 PLC. Evacuation plans are located in the hallway next to the stairwells and the elevator. Emergency procedures are posted in 736 PLC and 609 PLC

9.0 Satisfactory Progress Toward the Graduate Degree

Because a GTF appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student’s development in that program, individuals appointed as GTFs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Sociology is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF’s progress toward the degree is assessed based on criteria established by sociology, regardless of where the GTF is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify sociology if the GTF's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. Sociology 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.

Criteria Used to Assess Satisfactory Progress:

Coursework:
Students are expected to complete 60 graduate credits, including the required courses listed in the Graduate Student Handbook, by the end of the first six terms of enrollment. Fifteen additional course credits and 18 dissertation credits need to be completed to earn the Ph.D.

Grades:
Students are expected to earn at least a B in all courses.
Examinations:
Students are expected to complete the comprehensive exam by the end of their ninth term of enrollment.

Research:
Progress on research is assessed by the student's adviser based on criteria and timeline negotiated between the student and adviser.

Advancement to Candidacy:
Students will be Advanced to Candidacy after completing their comprehensive exam.

Other:
The Master's Paper requirement should be completed by the end of six terms of enrollment to remain on track, and must be completed by the end of nine quarters of enrollment.

Student Progress is evaluated at the end of Spring quarter each year. The Director of Graduate Studies has primary responsibility for evaluating progress with the input from the faculty as a whole in a faculty meeting where each student is discussed.

At the end of each academic year, the Director of Graduate Studies will send a letter to each student informing them of their progress in the program, based on the assessment of the faculty, and informing them if they are not making satisfactory progress.

10.0 DISCIPLINE AND DISCHARGE

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree.

11.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, http://aaeo.uoregon.edu/booklet.html

12.0 WORK ENVIRONMENT

This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Information on the graduate student workplace environment, including but not limited to, office space, computers, office supplies, photocopies, telephone access, scanning, and fax
machines, can be found in the “Information for GTF’s” handout given out to all incoming graduate students at orientation. This handout can also be found on the department's blackboard webpage.

13.0 ABSCENCES

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record if you are a TA for the course, or the associate department head/staff development committee chair if you are the sole instructor, as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from the instructor of the course if you are a TA. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to reach the required contact person by both phone and email.

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to the required person using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GTF and the department on any adjustment due to the GTF’s absence.

COVERAGE FOR SOLE INSTRUCTOR TEACHING GTFs. If possible, please attempt to find an appropriate substitute to teach your course and notify the department of the proposed substitute. If you are unable to do this, inform the associate department head/staff development committee chair so he/she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

MAKE-UP WORK. Generally, for duties missed while a TA not related to a class meeting, please check in with the instructor to determine when and how the missed work will be made up.

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify the department on how to reach you (if possible).

MORE INFO. More information about GTF absences— including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition— can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, http://hr.uoregon.edu/er/labor-agreements