1.0 GENERAL INFORMATION

The supervisory individual who shall oversee the implementation of this GDRS is: Garron Hale, CASIT Director.

Date of this GDRS Revision: May 15, 2015
Academic year for which this GDRS is valid: 2015-16

About This Document

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by CASIT in the area of Data Services and SSIL in the area of GIS. 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 CASIT and SSIL. This document does not apply to work-study or other staff hired by CASIT.

Access to this manual will be provided 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.
Graduate Teaching Fellows Federation (GTFF)

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

The CASIT and SSIL GTF positions are available for the main academic year, which includes the 11-week terms of Fall, Winter, and Spring. The position is not available during the summer term or breaks in between terms. This position’s continuance is subject to CASIT and SSIL budgetary constraints.

CASIT and SSIL:

- Make an effort to distribute GTF opportunities to as many students as possible subject to providing a competitive stipend.
- Encourage teaching and financial opportunities such as scholarships, work-study, and funded research assistantships.

3.0 APPLICATION AND ELIGIBILITY REQUIREMENTS

University of Oregon graduate students pursuing a masters or doctoral degree in any discipline are eligible to apply for a GTF position in CASIT or SSIL.

For GTFs in CASIT, preference is given to applicants with experience reading, subsetting, recoding, merging, and transporting large data sets. A clear understanding of data structures and formats is required. Experience using statistical software including R, Stata, SAS, SPSS, and Microsoft Excel are preferred. Experience creating brochures, newsletters, or publications and experience in public presentations is also preferred. The position requires attention to detail, ability to work independently, and the ability to learn new analytic skills.

For GTFs in SSIL, preference is given to students with strong computing, GIS, GPS, statistics and communications skills.
Those students with interest should submit documents electronically, to https://jobs.uoregon.edu, as one pdf or word document in the order listed. A letter explaining your interest in this position with related work and academic experience, any cross-cultural experience(s) you have had, and academic and career goals. A CV or Resume, and the names with contact information of two references.

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.

In addition, CASIT and SSIL require that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

It is the CASIT Director’s responsibility to provide the University with recommendations for GTF appointments. (Article 17, Section 1)

Position announcements for the upcoming academic year will be made: by posting with the Graduate School, GTF Federation, all Social Science Departments, the Computer and Information Sciences Department, the Business School, the College of Education, Mathematics Department and the Department of Planning and Public Policy, a brief description of each position’s duties and responsibilities, FTE and workload and appointment and qualifications (Article 17, Section 1).

From time to time emergency appointments will be necessary. In such cases, CASIT shall select candidates that were qualified in the last application pool and that are still available and choose a candidate based on the criteria outlined in Section 6.4 of the GDRS.

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

Within five days after all positions have been filled, the other applicants for the position shall be sent a notice of decision. (Article 17, Section 1)

4.0 APPOINTMENT AND REAPPOINTMENT

Select applicants will be granted an interview with a hiring committee from CASIT or SSIL. For CASIT, the Director and Research Support Services Manager make up the hiring committee. For SSIL, the Associate Director and Lab Manager make up the hiring committee. At the conclusion of the interviews, the GTF showing the best fit for the position and department as a whole will be offered the position and a contract. Appointments and reappointments will be based on evaluation of each candidate’s qualifications based on general criteria for GTF appointments as well as specific criteria relating to the particular Data Services GTF work assignment

- Preference is given to those who meet preferred qualifications.
- Those applicants not chosen will be notified within five days of the selection.
- GTFs will be appointed year-to-year (Fall, Winter, Spring Terms).
Reappointments are not automatic, nor are they guaranteed. Returning GTFs, at CASIT and SSIL discretion, will be offered a contract renewal before the end of their existing contract period. In the case of the continuation of a particular position, the same GTF may continue in the particular GTF position without any new announcement of the position.

Recommendations for appointment and reappointment shall made by the CASIT Director, CASIT Associate Director, Research Support Services manager and the SSIL lab manager.

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

- General criteria regarding appointments for work assignments.
- Specific criteria relating to the specific GTF work assignment.
- Candidates will be rank-ordered based upon these criteria.

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

Generally, the same process will be repeated. However, CASIT and SSIL reserve the right to proceed to fill the position as it would in an emergency appointment situation.

Initial appointments may be made to become effective during the first, second, and third or fourth year of a student’s graduation program. No appointment or reappointment will exceed one year; lesser appointments may be made during the academic year.

Students who receive substantial outside support in the form of tuition grants and living and academic allowances from governments, or from international agencies and other universities, will not normally be considered for GTF awards. All other full-time graduate students in residence are eligible to compete for awards.

Preferences will be given to those candidates exhibiting strong computing statistics, and communications skills.

Previous experience:

- Previous experience in working with computers, especially programming, hardware and software, trouble shooting are the major criterion to be used in determining the initial appointment.
- Previous teaching experience, especially teaching persons how to utilize computers are also important criterion to be used in determining the initial appointment.
**Academic Credentials:**

- All other things being equal, the academic standing of a candidate will be considered. This includes GPA and performance in the current graduate program.

- “Satisfactory Progress Toward a Graduate Degree” of students currently enrolled in a graduate program is required whether they are applying for an initial appointment or for reappointment. (See 10.0) However, this is a minimal requirement.

- GTF effectiveness will also be evaluated on the basis of recommendations of previous supervisors, personal interview and application statements, and other relevant information.

- Financial need will not be considered (except that it may be used in evaluating two or more equally qualified candidates).

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

GTF appointments are not automatic nor are they guaranteed.

**Reappointment**

In cases of reappointment, the maximum number of reappointments shall be:

- 3 times for MA students.
- 5 times for Ph.D students.

In the case of the continuation of the same position, CASIT and SSIL may decide to continue with the same GTF in the position without any new announcement of the position.

**Performance Evaluation**

GTFs in CASIT will be evaluated before spring term ends, by the CASIT Research Support Services Manager. GTFs in SSIL will be evaluated before spring term ends, by the SSIL Lab Manager. The criteria for evaluation will be the same for the initial appointment.

**5.0 WORKLOAD AND WORK ASSIGNMENTS**

This CASIT and SSIL GTF positions are .40FTE, which includes regularly scheduled office hours and office hours by appointment. This applies only to the 11-week terms for Fall, Winter, and Spring.
SSIL and CASIT GTFs are appointed at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)

- .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
- .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
- .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
- .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

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.

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.

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.

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.

CASIT GTF assignments will be performed under the supervision of the Research Support Services Manager, and in the event that primary supervisor is unavailable, the CASIT Associate Director.

SSIL GTF assignments will be performed under the supervision the SSIL Lab Manager, and in the event that primary supervisor is unavailable, the CASIT Associate Director.

Work Assignments

SSIL typically has two types of GTF work assignments as follows:

- Lab Assistant
- Lab Consultant
CASIT Data Services typically has one type of GTF work assignments as follows:

- Lab Assistant

The following statement of duties and workload, based on a .40 FTE, is generic, and for illustration purposes only. The total hours per week per term listed for each of the types of GTF work assignments is the upper limit workload.

**Lab Assistant Work Schedule Example:**

Managing Data (9 hours per week)
- Reading and transporting data
- Subsetting data
- Converting and formatting data
- Archiving data
- General Client meetings

Statistical support for users (2 hours per week)
- Lab consulting
- Create Lab documentation
- Researching data sources

Answer questions (2.5 hours per week)
Scanning and pressing CDs (.5 hours per week)

Other responsibilities (2 hours per week)
- Create brochures, newsletter
- Work on Data Services Web page
- Assist RSS Manager with campus outreach and as needed

**Lab Consultant Work Schedule Example:**

GIS Software Consultation (9 hours per week)
- Answer user questions
- Write documentation for software

Staff Software Training (2 hours per week)
- Prepare materials for training

Install/optimize GIS software (2.5 hours per week)
Curate GIS Data (.5 hours per week)

Other responsibilities (2 hours per week)
- Assist SSIL Lab Manager as needed
- Work on GIS website
6.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers’ Compensation

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.

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 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.

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, contact EHS immediately.

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

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 346-3192 or visit the department's web site at [http://facilities.uoregon.edu/ehs](http://facilities.uoregon.edu/ehs).

Reporting Safety Hazards
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative, which is the Director, Garron Hale.

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
Evacuation plans are posted on the building walls near all exits, three exits at two locations in total. First Aid supplies are located directly across from the Consulting office and three doors down from the Data Services office in room 460G. An MSDS is not necessary for these assignments or building location. Emergency Procedures are located in notebook titled “Emergency Procedures” in the consultant office.

7.0 Satisfactory Progress Toward the Graduate Degree

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

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.
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.

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.

For a GTF in CASIT Data Services and SSIL who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.

Upon reappointment, the Director will confer with the GTF's degree granting department to discuss candidate's progress towards his/her degree. If the progress toward the degree is slow, then director will discuss remedies that department utilizes to encourage a quicker progress to the degree. CASIT and SSIL will come to an agreement with the department on which remedies to implement. These will be presented to the GTF in writing at the time the GTF is presented with the employment contract.

8.0 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/AAEO%20Booklet%20Color.pdf).

9.0 WORK ENVIRONMENT

A copy of the CASIT and SSIL GTF GDRS is available from the CASIT Business Manager. SSIL GTFs will provide consultation in an open help desk environment. The CASIT GTF will provide support in an office environment.

10.0 ABSENCE NOTIFICATION, DISCIPLINE AND DISCHARGE

GTF is responsible for informing their supervisor of any absences or changes to the agreed upon work schedule. 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.