General Duties and Responsibilities for Services for Student Athletes (SSA)

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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 $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.

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:
Stephen W. Stolp, Executive Director, Services for Student Athletes.

DATE OF THIS GDRS REVISION: 5/7/2015

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:

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This GTF employing unit: (Select all that apply.) makes an effort to distribute GTF opportunities to as many students as possible.

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

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

SUMMER TERM APPOINTMENTS
Does unit hire GTFs in Summer? Yes, on occasion

If yes, the availability of GTF appointments for the upcoming summer term is usually determined: during Spring Term.
In recent years, GTF assignments during the summer in this GTF employing unit have included: Select all that apply. Administrative GTF

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are Graduate students enrolled at the University of Oregon in a juris doctorate, master’s or doctoral degree program are eligible to apply. Specialization in sports administration, education, law and public policy preferred.

Note regarding graduate programs and departments that employ GTFs: 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 or program’s own students.

Experience or credentials required in order to be considered include:

- Knowledge of UO Services for Student Athletes Office and Programs.
- Superior oral/written communication skills and public speaking experience.
- Event/program planning experience.
- Excellent interpersonal and organizational skills.
- Experience working with people from a wide variety of educational and socio-economic backgrounds.
- Familiarity with a variety of UO faculty, as well as departments for tutoring/advising purposes.

Students will be considered in the following order:
Master’s or doctoral program; juris doctorate

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows: This position is filled on an annual basis, with a maximum of two years for reappointments.

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, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment Yes
4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School’s “GTF Openings” page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days: Yes

ACADEMIC YEAR APPOINTMENTS
Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:
Through the Graduate School GTF Job Listing webpage.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:
Through the Graduate School GTF Job Listing webpage.

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:
Submission of a cover letter, resume and two letters of recommendations.

Generally, the application process for continuing students includes:
Submission of a cover letter, resume and two letters of recommendations.
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. Information about the availability of these positions will be made in the following way(s):
Through the Graduate School GTF Job Listing webpage.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:
Through the Graduate School GTF Job Listing webpage.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
SSA Hiring Committee will include the Senior Associate Director/Associate Director, one Academic Advisor/Learning Specialist, and Office Manager/Tutor Coordinator, or Office Specialist. All GTF candidates will also meet with the SSA Executive Director.

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.

   Interviews. Finalists will be interviewed and evaluated based on their performance and responses.

   Financial need will be considered in evaluating two or more equally qualified candidates.
(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

For a Discussion Section Leader:

For a Laboratory Section Leader:

For a Teaching Assistant:

For a Research Assistant:

For an Administrative GTF:

For a Supervisory GTF:

(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:
The same experience or credentials as are required to be considered for a GTF position with SSA.

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, 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).

Performance of GTFs in this employing unit are evaluated:
During spring term
At the end of the academic year for GTFs appointed fall, winter and spring
At the end of the summer term for summer GTFs
Evaluations are performed by:
Senior Associate Director/Associate Director, Executive Director, Office Manager/Tutor Coordinator.

The criteria used for evaluation include:
The requirements and criteria set forth in 3.0 above which are used in the hiring/selection decision; information provided from the GTF's supervisor; and when applicable student-athlete evaluations.

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: .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.

In this GTF employing unit, duties for the following types of GTF work assignments are as follows:

DUTIES BY WORK ASSIGNMENT
Instructor of Record:

Discussion Section Leader:
Laboratory Section Leader:

Teaching Assistant:

Grader:

Research Assistant:

Administrative GTF:
Structured Study Hall Coordinator (one position) @ .49 FTE (215 hours/term)

1. Tutoring ........................................................................................................... Hrs. per wk/term: 100
   1.1. Tutor select Structured Study Hall participants as needed
   1.2. Assist with daily oversight (including set-up, take down) of structured study hall program
   1.3. Monitor and track daily attendance of Structured Study Hall Participants
   1.4. Communicate with SSA Staff regarding any issues or concerns

2. Scheduling: ....................................................................................................... Hrs per wk/term: 35
   2.1. Assist with tutor scheduling for all structured study hall participants
   2.2. Assist with SSA Summer Bridge Program
   2.3. Assist with other projects as deemed necessary

3. Performance Evaluation/Supervision ............................................................... Hrs per wk/term: 55
   3.1. Provide guidance and feedback to tutors working within the Structured Study Hall format
   3.2. Assist in coordination of weekly structured study hall tutor meetings
   3.3. Assist with supervision of selected structured study hall tutoring staff; as well as assist with supervision of structured study hall participants

4. Other responsibilities ...................................................................................... Hrs per wk/term: 25
   4.1. Review daily tutor notes and prepare daily reports regarding attendance and productivity of Structured Study Hall participants

Assistant Tutorial Coordinator (one position) @ .49 FTE (215 hours/term)
1. **Tutor Scheduling** ........................................................................................................... Hrs. per wk/term: 100
   1.1. Assist with tutor scheduling on a daily basis during the school year
   1.2. Manage program development by interacting with employees and students to assess needs while doing evaluation surveys of the tutor program from all angles [tutor/program; student/tutor; tutor/student; and student/program]
   1.3. Coordinate special offerings for students in particular subjects (i.e. review sessions, study groups, etc.)
   1.4. Assist with summer tutoring program

2. **Hiring/Training**: ........................................................................................................... Hrs. per wk/term: 35
   2.1. Assist with recruiting and hiring of tutors for SSA
   2.2. Assist with designing and facilitating tutor training meetings both at the beginning and then regularly throughout the year

3. **Performance Evaluation/Supervision** ........................................................................ Hrs per wk/term: 55
   3.1. Assist in evaluation process of the tutors and overall program
   3.2. Provide direct supervision to the tutoring staff of SSA

4. **Other responsibilities** .............................................................................................. Hrs per wk/term: 25
   4.1. Review daily tutor notes and communicate with SSA staff regarding any issues or concerns
   4.2. Spearhead interaction with university departments to increase understanding of our program and promote our office as an ethical, positive service for student-athletes

**Evening/Weekend Study Hall Monitor (one position) @ .49 FTE (215 hours/term)**

1. **Monitoring** .............................................................................................................. Hrs. per wk/term: 100
   1.1. Monitor and provide observation at the John E. Jaqua Academic Center for Student Athletes

2. **Tutoring** ................................................................................................................... Hrs. per wk/term: 50
   2.1. Tutor select Structured Study Hall participants as needed
   2.2. Monitor and track daily attendance of Structured Study Hall Participants
   2.3. Communicate with SSA Staff regarding any issues or concerns

3. **Performance Evaluation/Supervision** .................................................................... Hrs per wk/term: 40
   3.1. Assist with supervision of selected structured study hall tutoring staff; as well as assist with supervision of structured study hall participants
   3.2. Limited supervision of weekend student staff

3. **Other responsibilities** ............................................................................................ Hrs per wk/term: 25
3.1. Provide some reception duties, answering questions, resolving problems
and providing information to public on the John E. Jaqua Academic Center
for Student Athletes

Writing Learning Assistant (one position) @ .49 FTE (215 hours/term)

1. Tutoring ............................................................................... Hrs. per wk/term: 100

   1.1. Tutor select students in all areas related to writing and composition
   1.2. Assist with daily oversight and staffing of SSA Writing Lab
   1.3. Communicate with SSA Staff regarding any issues or concerns

2. Scheduling: ................................................................. Hrs. per wk/term: 50

   2.1. Assist with tutor scheduling for Writing Lab
   2.2. Assist with SSA Summer Bridge Program

3. Performance Evaluation/Supervision .............................................. Hrs per wk/term: 50

   3.1. Work closely with SSA Advisors and Learning Specialists to create comprehensive
   academic support plans for select students
   3.2. Assist with supervision of select Writing Lab tutoring staff
   3.3. Provide guidance and feedback to tutors working with SSA Writing Lab
   3.4. Prepare daily reports regarding attendance and productivity of assigned students

4. Other responsibilities ............................................................. Hrs per wk/term: 15

   4.1. Assist with other projects as deemed necessary

Math/Business Learning Assistant (one position) @ .49 FTE (215 hours/term)

1. Tutoring ............................................................................... Hrs. per wk/term: 100

   1.1. Tutor select students in all areas related to math and business, as well as
   accounting and finance
   1.2. Assist with daily oversight and staffing of SSA Math Lab, mostly in the evenings
   1.3. Communicate with SSA Staff regarding any issues or concerns

2. Scheduling: ................................................................. Hrs. per wk/term: 50

   2.1. Assist with tutor scheduling for Math Lab

3. Performance Evaluation/Supervision .............................................. Hrs per wk/term: 50

   3.1. Work closely with SSA Advisors and Learning Specialists to create comprehensive
academic support plans for select students

3.2. Assist with supervision of select Math Lab and Business tutoring staff
3.3. Provide guidance and feedback to tutors working within the SSA Math Lab and to SSA’s Business tutors
3.4. Prepare daily reports regarding attendance and productivity of assigned students

4. Other responsibilities ................................................................................................ Hrs per wk/term: 15

4.1. Assist with other projects as deemed necessary

O Heroes GTF (one position) @ .49 FTE (215 hours/term)

1. Day-To-Day Operation of O Heroes Program ............................................. Hrs. per wk/term: 135

1.1. Oversee all O Heroes programming activities

2. Community Service................................................................. Hrs. per wk/term: 50

2.1. Process community service requests
2.2. Plan and recruit community service events
2.3. Increase student involvement in campus and community events

3. Other responsibilities .............................................................................. Hrs per wk/term: 30

3.1. Co-author newsletter
3.2. Plan career related experiences and internships
3.3. Serve as liaison to Service Learning Center (Campus Community Service Program)

Academic & Career Development Programming Assistant (one position) @ .49 FTE (215 hours/term)

This is a strategic alliance GTF position. Only students pursuing a doctoral degree in Counseling Psychology (CPSY) are eligible to apply for this position.

1. Tutoring ........................................................................................................ Hrs. per wk/term: 100

1.1. Provide individual student academic tutoring and career counseling
1.2. Provide study skill assistance to identified student athletes
1.3. Work with student athletes on strategies designed to enhance academic performance and eventual graduation from the university
1.4. Communicate with SSA Staff regarding any issues or concerns

2. Scheduling:..................................................................................................... Hrs. per wk/term: 50

2.1. Coordinate and collaborate closely with other staff in SSA, Intercollegiate Athletes, Academic Learning Services and Disability Services
2.2. Assist with SSA Summer Bridge Program
3. Performance Evaluation/Supervision .......................................................... Hrs per wk/term: 50
   3.1. Work closely with SSA and Student Athlete Development with programming assessment, evaluation, and implementation
   3.2. Work with student athletes on strategies designed to enhance academic performance and eventual graduation from the university

4. Other responsibilities .................................................................................. Hrs per wk/term: 15
   4.1. Work on other projects and programs as needs dictate

Supervisory GTF:

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: Stephen W. Stolp, Executive Director.

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:**

The location of emergency procedures and evacuation plans is inside the mailroom located on the first floor. The location of material data safety sheets (MSDS) are located with our facilities manager, Lynn Chase, located in Room 103 of the Jaqua Center. The location of first aid supplies is located in Room 227 of the Jaqua Center and is maintained by Anthony Burgess, Building Monitor; Shirley Brabham, Office Manager/Tutor Coordinator; and Sara Wells, Office Specialist.

**Use of Personal Protective Equipment**
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. Each GTF employing unit (employer) 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 the GTF’s graduate degree program, 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 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.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GTF employing units, the GTF should refer to the GDRS for his/her academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GTF employing unit is: an administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document:
Criteria Used to Assess Satisfactory Progress
The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:

Grades:

Examinations:

Research:

Language Requirements:

Teaching Requirement:

Skill/Practicum/Internship Requirement:

Advancement to Candidacy:

Other:
For a GTF in Services for Student Athletes, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.

The process for evaluating satisfactory progress toward graduate degree is as follows:

Failure to make satisfactory progress toward the graduate degree

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/AAEO%20Booklet%20Color.pdf

12.0 WORK ENVIRONMENT

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

Information detailing this unit's GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found online or in another document:

Workspace:
SSA will provide an graduate assistant office with a desk and a computer to be used by any and all GTFs hired within SSA. This will be a shared space for all graduate assistants, however, they have their own space above their computer and they each have a locker in which to store their personal belongings. They are also provided with a laptop for their use during their employment with SSA.

Private Meeting Space:
   a.) Private meeting spaces are available within the John E. Jaqua Academic Center for Student Athletes. Therefore, private meeting spaces can be made available when needed with prior notice.

Access to Telephones and Computers:
   b.) All GTFs will have access to telephones, computers, and printers while working in SSA.

Access to Office Supplies, Photocopies and Printouts
   c.) All GTFs will have access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. This includes access to a copy machine, scanner, fax machine, etc.

GTF Assistance
13.0 ABSENCES

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify Shirley Brabham, Office Manager/Tutor Coordinator, by phone or email, as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend.

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 Shirley Brabham, Office Manager/Tutor Coordinator 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.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with Shirley Brabham, Office Manager/Tutor Coordinator 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 Shirley Brabham, Office Manager/Tutor Coordinator 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.