OFFICE OF THE DEAN OF STUDENTS

GRADUATE TEACHING FELLOWS

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

2015-2016
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Last revised: April 15th, 2015
1.0 GENERAL INFORMATION

1.1 This Statement
The purpose of this statement is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the Office of the Dean of Students. 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 statement details the specific relationship between GTFs and the Office of the Dean of Students. This statement does not apply to work-study or other staff hired in the Office of the Dean of Students.

The supervisory individual who shall oversee implementation of this General Duties and Responsibilities Statement is Paul Shang, Assistant Vice President for Student Life and Dean of Students.

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.

1.2 GTF Tuition and Fees
Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GTFs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Teaching Fellows must pay $140 of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

1.3 Graduate Teaching Fellow Federation
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 (GTFs)
The Office of the Dean of Students will give priority to GTF appointments. All graduate students employed by the department at .2 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Teaching Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GTFs and/or creation of a new GTF position.

2.1 Availability of GTF positions is determined annually by the Dean.
2.2 The number of GTF positions available is subject to the budgetary constraints of the Division of Student Life, the Office of the Dean of Students, and the university.
2.3 The Office of the Dean of Students makes every attempt to distribute GTF opportunities to as many students as possible. In addition, it is the intent of the division to have a diverse GTF staff that reflects the Affirmative Action and Equal Opportunity goals of the university.
2.4 In recent years, GTF positions have been offered for work in the Student Conduct and
Community Standards Program and in the areas of Sexual Assault Prevention & Education, Substance Abuse Prevention and Education, Conflict Resolution, Bias Response Team and Assessment/Research programs.

2.5 All positions are subject to the unit’s and the university’s budgetary constraints.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS
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.

3.1 Appointments of GTFs in this unit will be made in accordance with the University of Oregon’s “Personnel Practices: Graduate Teaching Fellows” policy statement.

3.2 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 each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications (Article 17, Section). Position announcements will be posted in the Graduate School, the GTF Federation, the Office of Affirmative Action and Equal Opportunity, and also in departments in which qualified candidates may be identified and available.

3.3 Interested applicants are asked to apply by submitting the following:
• A letter of application reflecting their qualifications for each position for which they wish to be considered.
• A current vita
• A list of three references
• A GTF application form

3.4 From time to time emergency appointments will be necessary. In such cases the director shall reserve the right to fill the position as he or she sees fit.

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

3.6 Eligibility of students for GTF appointment in the Office of the Dean of Students is established by being:

3.61 Accepted and enrolled in a graduate degree program at the University of Oregon.

3.62 In the case of the Strategic Alliance GTF position, graduate students enrolled in the Conflict and Dispute Resolution master's degree program will be considered for that particular position.

3.7 Preference is given to:

3.71 Students with skills, experience, credentials, and interests relevant to the duties of the position.

3.72 Students who have previous satisfactory GTF experience in the dean’s office over beginning students.

3.8 Students must meet Graduate School minimum enrollment requirements (9 graduate credits per term of appointment).

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS
The standing committee of the department will be made up of at least three members.

While appointment or reappointment 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 or reappointment criteria.

4.1 Appointments and reappointments will be based on evaluations with respect to:

4.11 General criteria regarding appointments within the Office of the Dean of Students.

4.12 Specific criteria relating to the particular GTF assignment.

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

4.14 Input will be solicited from other faculty members involved.

4.2 Final recommendations will be presented to the director by the appropriate faculty supervisor.

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

4.31 Generally the same process will be repeated. The department reserves the right to proceed to fill the position as it would in an emergency appointment situation (see 4.4).

4.4 GTFs will be employed year-to-year rather than term-to-term whenever feasible. GTFs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GTF position.

4.5 Preference shall be given to students who have previous satisfactory GTF experience in the Office of the Dean of Students.

4.51 Financial need will not be considered (except it may be used in evaluation of two or more equally qualified candidate).

4.6 GTF appointments and reappointments shall comply with the federal and university Affirmative Action regulations.

4.7 Initial appointment criteria and consideration shall include:

4.71 Previous experience relevant to the GTF position available.

4.72 Application statement.

4.73 Recommendations from academic or work supervisors.

4.74 Ability to fulfill time commitment and/or a specific time schedule.

4.75 GTF appointments and reappointments shall comply with the federal and the university Affirmative Action regulations. (Article 8)

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

4.8 Reappointment criteria and consideration include:

4.81 Satisfactory performance of previous duties shall also be considered in all instances of reappointments for the same position. Evaluation of such performance shall be based on evaluation by faculty supervisor.

4.82 Reappointments are not automatic, nor are they guaranteed.

4.83 In case of the continuation of the same position, the Office of the Dean of Students may decide to continue with the same GTF in the position without any new announcements.

5.0 WORKLOAD AND WORK ASSIGNMENTS

GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record will be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

For four- or eight-week courses during summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

- 3 credit classes – minimum .30 FTE appointment
- 4 or 5 credit classes – minimum .37 FTE appointment

5.1 GTFs are appointed in the Office of the Dean of Students at the following full-time equivalencies (FTE) and represent the minimum corresponding workloads:

5.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.

5.12 .25 FTE appointments require up to 110 hours per term, or up to 330 hours
5.13 .33 FTE appointments require up to 144 hours per term, or up to 432 hours per academic year.
5.14 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
5.15 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

5.2 For the purpose of setting the workload (and thus FTE) for a particular GTF position, the faculty supervisor shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

5.21 Workload includes performance of all duties of the work assignment, including preparation time, office hours, drop-in duty, etc.

5.22 Experience demonstrates that for most GTFs the total workload will not exceed these corresponding hours. It is however, recognized that individual differences do exist, causing some GTFs to spend greater or lesser amounts of time in accomplishing the same assignment. The corresponding hours, therefore, may not refer to the actual time spent by a particular GTF, but rather what a GTF might accomplish given the same assignment.

5.23 It is the responsibility of both the GTF and his/her faculty supervisor to maintain regular contact regarding the assigned workload in order to allow for timely adjustment in workload before imbalances occur.

5.24 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.

5.3 The Office of the Dean of Students typically has multiple non-teaching GTF work assignments, as workload and funding permit.

5.31 GTF for Student Conduct (2 positions), FTE = .25 - .49
1. Upon referral from the director or assistant director, interview students charged with offenses; investigate as needed; recommend sanctions to the director; conduct disciplinary counseling with students; monitor compliance with sanctions; and process correspondences and record-keeping forms.
2. As assigned by the director or assistant director, interview witnesses and perform other investigatory tasks to assist the director in determining outcomes of cases.
3. Represent the Office of Student Conduct and Community Standards and assist with other duties as assigned.

5.32 GTF for Substance Abuse Prevention & Education, FTE = .25 - .49
1. Assist the director of substance abuse prevention and student success with the planning, developing, implementing and evaluating substance abuse prevention strategies and other wellness initiatives, while working in cooperation with departments in Student Life, academic departments and with local community constituents.
2. Conduct campus needs and health assessments
3. Assess and advocate for additional late night programming
4. Maintain and ensure accuracy of assigned program budgets
5. Provide services and outreach education in an effort to meet the Office of the Dean of Students obligation in providing a safe environment in which students at the UO can succeed academically.
6. Responsible for the developing, implementing and supervising of the CommUniversity Assistant Program, a program where CommUniversity Assistants live in student populated neighborhoods and act as liaisons between students, the university and off campus community, providing
information about safety, rights/responsibilities, positive active
citizenship and how students can develop “community”

7. Responsible for CommUniversity office and student interns
8. Create, build, manage, implement and evaluate events and evidence
based, environmental strategies to influence positive student behaviors on
campus and in the surrounding neighborhoods
9. Responsible for the editorial and preproduction activities required in
preparing the monthly *The Pond and Beyond* e-newsletter (i.e. overall
newsletter design, editing and writing articles)
10. Develop, edit and/or prepare various publications for electronic and
printed distribution (i.e. materials such as brochures, fliers, and resource
guides)
11. Other duties as assigned by the Director of Substance Abuse Prevention
and Student Success

5.33 GTF for Sexual Violence Prevention and Education, FTE = .25 - .49
1. Develop and increase the visibility of sexual violence prevention
resources for students and campus coalition
2. Develop and coordinate specialized training for various campus
departments and first- responders (public safety, residence hall staff,
Greek life, medical professionals, campus security authorities, judicial
hearing boards, other student groups, etc.)
3. Coordinate Sexual Violence Prevention month activities; collaborate with
other departments and organizations in sexual violence prevention
activities
4. Create sexual violence prevention outreach materials, publications, and
products
5. Participate in meetings upon request
6. Assist in writing annual reports, developing resource publications and
maintaining sexual violence prevention and education website
7. Assist with student survivor support as delegated and appropriate

5.34 GTF for Bias Response Team, FTE = .25 - .49
1. Assist in the response to reports of bias related incidents by offering
support, referral, and opportunities for dialogue in collaboration with the
coordinator and case managers
2. Assist the Bias Response Team in setting clear university response to bias
related incidents and in the formation of bias response policies.
3. Support preventative education programming regarding bias incidents
and campus climate
4. Monitor and provide information regarding campus climate, the impact of
bias to the campus community, and attempt to effect change by
identifying and recommending training
5. Provide/develop with the help of the various campus departments
programs aimed at increasing awareness about the Bias Response team
6. Attend functions, meetings, and events of Bias Response Team. This
includes some evening and weekend work
7. Assist in support and development of volunteer undergraduates

5.35 GTF for Conflict Resolution Services, FTE = .25 - .49
1. Coordinate the Campus Restorative Justice Program.
2. Coordinate the Neutral Observer program.
3. Perform intake meetings with individuals experiencing conflict.
4. Serve as case developer and co-mediator for mediation cases.
5. Coordinate the efficient operation of the CRS Resource Library
6. Assist with developing and coordinating the Campus Mediators Team
7. Assist with designing and providing CRS trainings as needed
8. Assist with preparing for and performing large group facilitations as needed
9. Assist with the planning and coordination of the CRS Speaker Event
10. Assist with outreach and publicity of all CRS programs and services
11. Assist in updating and managing CRS files
12. Additional duties as needed

5.36 GTF for Family Programs, FTE = .25-.49
1. Assist the Director of Family Programs with the development of documents, publications, website and social media intended to reach families
2. Responsible for the editorial and preproduction activities required in preparing the monthly Connections e-newsletter. This includes overall newsletter design, collecting articles for submission from campus partners, editing, and writing articles
3. Manage Family Programs social media accounts including content and frequent updates to maintain an online presence
4. Develop, edit, and/or prepare various publications for electronic and printed distribution. This includes materials for orientation, brochures, flyers, and resource guides
5. Attend and participate in Family Programs and Parent and Family Association events such as Family Weekends and document them through photos and written articles
6. Develop, edit, and produce the Parent and Family Handbook
7. Other duties as assigned by the Director of Family Programs

5.37 GTF for ASUO Men’s Center
1. Recruit, supervise and train staff
2. Assist with event coordination, public relations and fundraising
3. Organize and facilitate meets and discussion groups
4. Give classroom announcements and other presentations to promote men’s center events
5. Assist with general tasks related to special projects and other administrative duties as assigned

5.38 GTF for Assessment and Research
1. Evaluate individual assessment project plans and provide feedback to staff members in the division
2. Provide ongoing support to clients, including advanced quantitative and qualitative data analysis and report writing
3. Assist in the development and implementation of trainings, workshops and materials to aid staff in Division of Student Life in building professional capacity to conduct assessments
4. Assist in writing Institutional Review Board applications, developing cover and consent letters, and drafting correspondence
5. Propose communication pieces and campaigns designed to translate consumable statistics for internal and external audiences.

6.0 HEALTH & SAFETY INFORMATION

6.11 Accident Reporting and Workers’ Compensation

6.12 The University’s Workers’ Compensation Program is administered by the Office of Risk Management. If you have any questions about the program, please call 541-346-8912 or 541-345-8316.

6.13 All University of Oregon employees, including GTFs, are covered by workers’ compensation insurance through SAIF Corporation. This coverage is for
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. Worker's 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/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 worker’s 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.

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 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 or the Executive Assistant to the Dean of Students at 541-346-1138. 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).

6.22 Location of emergency procedures, evaluation plans, material data safety sheets (MSDS) and first aid supplies. The evacuation plan is updated and maintained by the Oregon Hall building manager workgroup. The Executive Assistant to the Deans for the Office of the Dean of Students is responsible for the following: the Safety Manual which is located in the suite 164; the first aid kit which is located in the copy/mail room; and a suite 164 floor map designating emergency escape routes.

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE
7.1 Satisfactory academic progress toward a graduate degree is a requirement of GTF appointment and reappointment.

7.11 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.

7.12 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.

7.13 During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify the 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.

7.2 Satisfactory academic progress shall be assessed by criteria established by that GTF’s Graduate degree program.

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 at http://aaeo.uoregon.edu/booklet.html

9.0 WORK ENVIRONMENT
9.1 The work environment and materials provided to the Office of the Dean of Students’ (ODOS) GTFs include the following:

9.1.1 Workspace
The ODOS provides working locks on doors, properly and securely installed shelving and partitions, where applicable, and safe and appropriate furnishings.

9.1.2 Private Meeting Space
Those GTFs who require private meeting space shall be provided such.
9.1.3 Access to Telephones and Computers
GTFs in ODOS will have access to telephones, computers with appropriate software, and other equipment necessary to carry out work assignments. This equipment is available during the office work hours, Monday-Friday, 8:00 am-5:00 pm.

9.1.4 Access to Office Supplies, Photocopies and Printouts
Administrative GTFs work in the ODOS, and they will have access to office supplies necessary to accomplish tasks associated with their assignments as directed by their supervisors. Each area within ODOS has their own copy code to make copies and the GTF within each area will have access to that code. Printers are available to GTFs as needed in their day to day work. There is a fax machine available for business-related faxing as well as a scanner for business related scanning purposes.

Access to these supplies is available at a minimum during our standard business hours – Monday through Friday, 8:00 am-5:00 pm.

10. ABSENCES
10.1 If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor 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 your supervisor. 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 your supervisor by both phone and email.

10.2 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 your supervisor using this protocol.

10.3 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.

10.4 COVERAGE FOR TEACHING GTFs. If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform your supervisor so he/she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

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

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

10.7 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