

2018-2019 Academic Year
General Duties and Responsibilities Statement (GDRS)
Graduate Employees
College of Arts and Sciences (CAS) Dean’s Office

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1. GENERAL INFORMATION

About this document

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE hiring unit, CAS Dean’s Office. The relationship between GEs 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 the GEs and CAS Dean’s Office.

This document does not apply to work study, hourly student employees or other staff hired in CAS Dean’s Office.

The individual who shall oversee the implementation of this GDRS is Carol Stabile, Associate Dean for Strategic Initiatives.

DATE OF THIS GDRS REVISION: **01/18/2019**.

2. AVAILABILITY OF GRADUATE EMPLOYEES

The availability of GE appointments is 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 GE positions available is subject to the budgetary constraints of the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

A CAS Dean's Office Graduate Fellow would work with the Deans and other senior leaders supporting CAS priorities (e.g. integrated academic/career advising in Tykeson Hall, diversity efforts [including active recruitment], communications and public relations, metrics, and program assessment, development, and review.) As a member of CAS Dean's Office staff, they will gain experience working with a leadership team in higher education administration, as well as institutional research and diversity planning, while at the same time receiving mentorship and guidance.

Academic Year Appointments

The availability of GE appointments for the upcoming academic year will be determined during the preceding spring term. 2018/19 is the first academic year a GE assignment will have been made to CAS Dean's Office. The GE assignments will be for the academic year and may include both administrative and research components.

Summer Term Appointments

CAS Dean's Office may hire GEs in the summer under the same conditions as academic year appointments.

3. ELIGIBILITY REQUIREMENTS

Graduate students must be enrolled in a master's or doctoral program to be eligible for a GE appointment in CAS Dean's Office. Eligibility of students for GE appointments in the CAS Dean's Office is established by being accepted and enrolled in a graduate degree program at the University of Oregon.

The CAS Dean's Office requires that students be enrolled for and successfully complete minimum of nine (9) graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree to be eligible for a GE appointment ([see CAS Dean's Office Section 10](#)).

Experience or credentials required in order to be considered include acceptance or enrollment in a master's or doctoral degree program.

Preferred qualifications/experience

- Current University of Oregon Graduate or Ph.D. student;
- 3.5 GPA or higher on graduate work completed at the University of Oregon;
- Experience with position related software
- Experience with Adobe Pro and Microsoft Office Suite
- Evidence of interest in higher education administration or other public sector service; and/or marketing and communications.
- Evidence of dedication to improving the culture of inclusion and diversity at the University of Oregon.

4. APPLICATION PROCESS

CAS Dean's Office will post position announcements, including a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment via the Graduate School GE Announcement System for a minimum of ten days. Announcements may also be posted at relevant offices and departments on campus. Preference will be given to Graduate students from the College of Arts and Sciences.

Interested applicants will submit the following:

1. Curriculum Vitae;
2. Statement of interest providing evidence of
 - a. Interest in this position,
 - b. Work experience and/or experience on university wide committees, working groups or other related service or leadership roles,
 - c. Other position specific relevant skills.
 - d. Dedication to improving the culture of inclusion and diversity at the University of Oregon;
3. Letter of recommendation from advisor confirming satisfactory progress toward degree;
4. One additional letter of recommendation,
and
5. [GE application form](#).

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

5. APPOINTMENT AND REAPPOINTMENTS

In accordance with the CBA, CAS Dean's Office's search committee will be made up of at least three members. Also in accordance with the CBA, GEs will be appointed year-to-year rather than term-to-term, if feasible.

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 GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's qualification with respect to eligibility criteria, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit, and (C) specific criteria relating to the particular GE 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, 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 GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the

person who will act as the GEs supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

- Previous experience. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
- Financial need will not be considered in evaluating two or more equally qualified candidates.

(B) Assignment type related criteria

- For an Administrative GE: Undergraduate research experience and interdisciplinary academic interests.

(C) All criteria specific to a particular GE work assignment are specified in positions announcements.

The position announcement will be the best source for details, but these may include:

- Facilitating student connections to a variety of research opportunities available to UO undergraduates, and representing CAS Dean's Office at events.
- Bilingual applicants and/or applicants who would add to the diversity of the workplace are strongly encouraged to apply.
- Candidates will be rank ordered based upon the eligibility criteria in [Section 3](#), and 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 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.

Performance of CAS Dean's Office's GEs are evaluated during spring term and performed by the supervisor specified in hiring. The criteria used for evaluation include whether the GE

- Built competencies in informational, relational, and conceptual skills and can work accurately in a timely manner;
- Demonstrates listening, oral, and written skills that convey accurate information in a professional and sensitive manner; and/or
- Competency in completion of delegated tasks and responsibilities.

GE appointments and reappointments shall comply with the Federal and University Affirmative Action regulations.

6. WORKLOAD

Workload includes performance of all duties of the work assignment. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In CAS Dean's Office, GEs are most commonly appointed at the following full time-equivalent level (FTE) and corresponding total workloads:

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

- .25 FTE appointments require up to 110 hours per term, or up to 330 hours per academic year.
- .33 FTE appointments require up to 144 hours per term, or up to 432 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.

7. 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. GEs are encouraged to track how they spend their work hours and to contact their supervisor 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 GE assignment in this unit.

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

In CAS Dean’s Office, duties for the Administrative GE work assignments may include:

- Meeting support and attendance, to include agenda setting and taking minutes.
- Meet weekly with mentor to prioritize projects, discuss progress, check in regarding professional goals, get questions answered, share challenges, etc.
- Assist the Deans and other CAS Dean’s Office leaders in the development and implementation of proposals related to active recruitment, communication, institutional research, metrics, program review and others, as prioritization requires.
- Work will include identifying and summarizing relevant published work, gathering and analyzing data, attending meetings and summarizing meeting outcomes, collaborating to produce events or workshops, reading and summarizing unit policies, and other work as required.
- Monitor weekly hours to ensure work does not exceed 19 hours/week.

8. ABSENCES Sick Leave

CAS Dean's Office provides and administers sick leave to GEs in accordance with CBA Article 28. Use of sick leave is reported following University payroll policies and procedures.

Absence Notification Procedures

If you are unable to attend work or a meeting at the schedule time, you must notify your supervisor as soon as possible, including if possible in advance of the scheduled work assignment that you are scheduled to attend. To the extent possible, provide the unit with information about where you left off. If you are able, please attempt to reach your supervisor by both phone and email.

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

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

MAKE UP WORK. Generally, for duties missed, please check in with the supervisor 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 supervisor how to reach you (if possible).

MORE INFO. More information about GE 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>.

9. HEALTH AND SAFETY INFORMATION Accident Reporting and Workers Compensation

The University's Workers' Compensation Program is administered by the Office of Risk Management. For any questions about the program, please call 541-346-8316, 541-346-3192, or go to <http://safety.uoregon.edu/risk-management>.

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational 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' compensations claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE 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 GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. 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 GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE'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 GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave and other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact the Office of Risk Management 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/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS 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

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Assistant Dean for Administration and Operations, (541) 346-2045.

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).

Emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies

For details, see Miriam Bolton, Assistant Dean for Administration and Operations, (541) 346-2045.

10. SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

A GE 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 GEs 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 GE position. For GEs,

satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE'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 their graduate degree and issue its approval before a GE reappointment can be made to that student.

CAS Dean's Office is an administrative, non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

A GE 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 GE of deficiencies in their work performance or progress toward the degree.

11. DISCIPLINE AND DISCHARGE

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12. DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE'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/content/raise-concern>.

13. WORK ENVIRONMENT

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

Workspace

GEs will be provided a workstation within the CAS Dean's Office suite. The GEs will be provided with all the tools necessary to do the job.

Private Meeting Space

When needed, GEs may use other CAS Dean's Office offices or conference rooms for private meetings.

Access to Telephones and Computers

GEs will be provided with access to a telephone. GEs will also have login ability to a local computer with appropriate software to perform the necessary functions of the job. Software access includes, but is not limited to, Microsoft Office products, OneDrive and other needed software.

Access to Office Supplies, Photocopies and Printouts

The administrative GEs will work under the direction of a member of the CAS expanded leadership team. They will be provided full access to necessary office supplies, photocopier, fax machine, and printers at no cost to the GE. Access to office supplies is limited to normal office hours.

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