1.0 GENERAL INFORMATION

About This Document
The purpose of this GDRS is to clarify information concerning Graduate Employee positons (GEs) offered by this GE hiring unit. 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 GEs and this GE hiring unit.

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

The revision date of this GDRS is May 15, 2019.

Implementation Oversight
The individual charged with overseeing implementation of the processes outlined in this GDRS is:

- Dr. Jenefer Husman, EDST Department Head, jhusman@uoregon.edu, 541-346-9564
2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS

Overview
Most GE positions for the summer and following academic year are posted on the COE GE Information website each February. The majority of these positions are classroom-based, teaching-related assignments that are programmatically determined by department program directors and faculty based on expected course enrollments. Occasionally, non-classroom-based (administrative or research) assignments are also available as needs arise within the department and funding is available. All positions are subject to the department’s and the university’s budgetary constraints.

Summer Term Appointments
The department usually offers one to three summer GE positions. Possible positions may include:
- Instructor of Record
- Teaching Assistant
- Research Assistant

When summer GE positions are available, GEs appointed during the academic year may be renewed into a similar assignment in the summer.

Academic Year Appointments
The department usually offers 30-35 term GE positions during the academic year with attention to grouping and awarding these positions so as to cover all three terms of an academic year whenever possible. Positions are generally identified and posted in February for the following academic year. Some positions may be posted at a later date if the need for additional GE positions is established.

Possible positions may include:
- Instructor of Record
- Teaching Assistant
- Research Assistant
- Research Fellow
- Administrative GE

Instructional GEs who receive an appointment that spans the academic year (fall, winter, spring terms) may be assigned to service as an instructor of record some terms and as a teaching assistant other terms, depending on the needs of the department.

Incoming Critical and Sociocultural Studies in Education (CSSE) doctoral students
During academic years when new students are beginning in the CSSE program, a number of appointments will be reserved for them.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Application Process for all Terms (Including Summer)
Positions are announced on the College of Education's GE website, generally in early February. Students applying to the EDST doctoral program are encouraged (via application information on the department
website) to access information and to submit applications for GE positions if interested. Announcements, position descriptions, and application instructions can be found at [https://coe.uoregon.edu/gtf/](https://coe.uoregon.edu/gtf/). The announcements are posted for a minimum of ten business days. To ensure consideration, students are encouraged to submit their application within ten business days of the announcement being posted.

To apply for any Education Studies position posted on the COE GE Information website, a student must submit the following:

- College of Education Application for Graduate Employee online form
- As part of the online application form GEs will need to include:
  - A statement describing specific qualifications for that particular GE position (included within the online application);
  - A current resume or CV;
  - Three academic or professional references - names, email addresses and telephone numbers.
  - **Non-CSSE students only**: Unofficial transcripts from all secondary educational institutions attended.

Incoming CSSE students do not need to apply; positions will be reserved for them.

For all GE positions in the College of Education, eligible students are those who:

- Have been admitted to a degree-granting graduate program at the University of Oregon, and
- Are maintaining satisfactory progress toward their degree,
  - According to the Graduate School, and
  - According to criteria established by that GE’s graduate degree program

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 GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7).

### 4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

#### Selection Committee

The EDST GE Selection committee consists of:

- Department Head
- Doctoral Program Director
- Master’s Program Director
- Undergraduate Program Director

#### Selection Process Overview

1. In February of each year, GE positions are posted on the COE's GE Positions web page. 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.
2. Once the position has been posted to the website for a minimum of ten business days, all submitted application materials will be reviewed by the GE Administrator. Any applications not containing all required documents/information or not demonstrating evidence that the applicant meets minimum eligibility requirements described in Section 3 will not be submitted for
consideration to the GE Selection Committee.
3. The GE Selection Committee will review all qualified applications either electronically or in printed form in preparation for the selection meeting.
4. The primary selection meeting is usually held in March or April and is attended by the GE Administrator and at least three of the four Selection Committee members. At the committee’s discretion, more than one selection meeting may be held.
5. At the selection meeting, Selection Committee members evaluate the qualifications of applicants and make hiring decisions based upon the evaluation criteria (refer to “Evaluation of candidate’s qualifications by Selection Committee”).
6. The GE Administrator makes note of the applicant selected for each position and records the ratings of the committee on the Applicant Score Sheets.
7. After the selection meeting, the GE Administrator notifies applicants of the committee’s decision(s) via email.

General qualifications required or preferred for most positions in EDST include:
• COE graduate student in good standing with research interests in teacher education or learning theory
• Demonstrated expertise in specific course content
• Demonstrated skills in written, oral, and interpersonal communications
• Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
• Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues

Applicants will be considered in the following order of preference:
1. CSSE students who are making satisfactory progress toward degree and have not yet used all the terms of GE funding offered to them at time of admission
2. All other CSSE students who are making satisfactory progress toward degree
3. Other doctoral students in the College of Education
4. Doctoral students from outside the College of Education
5. Masters students in the College of Education

Positions Available Outside the Normal Schedule & Emergency Appointments
Occasionally, positions will be identified outside of the normal February-April appointment cycle. These positions will be posted on the COE website for a minimum of 10 business days unless the Department Head deems an emergency appointment is necessary. In such cases, the position will not be posted and the GE Selection Committee will select from the pool of available and qualified applicants from previous postings.

Evaluation of Candidate’s Qualifications by Selection Committee
Appointments and reappointments will be based on evaluation of each candidate’s qualifications, including but not limited to:
• Order of preference (listed above)
• Strength of applicant’s letter in calling out specific knowledge, skills, and experiences that match the position posting qualifications
• Recommendations from academic or work supervisors. Consideration will also be given to try to ensure a positive working arrangement between a GE and the faculty person with whom the GE
will work.

- GE instructor of record evaluations from students
- GE evaluations by supervising faculty. Performance of GEs in EDST is evaluated:
  - At the end of the academic year for GEs appointed fall, winter and spring
  - At the end of the summer term for summer GEs
  - For those with varying appointments GE’s will be evaluated at the end of each unique appointment

For teaching assistant GEs, the evaluator will be the instructor of record. Instructor of record GEs will be evaluated by a tenure track faculty member who has previously taught the course or has specific course content expertise. Administrative and Research GEs will be evaluated by the supervising faculty or staff member.

Direct Appointments
Direct appointments to GE positions may be made to students who are awarded a Graduate Employee position (in their academic department) as part of their admissions acceptance.

No Qualified Applicants for a Position
If no qualified students apply for a particular position as of the date of the selection meeting, the selection committee or department head may decide to do any of the following:

- Leave the position posted
- Revise and re-post the position
- Fill the position as it would an emergency appointment. In such cases, the GE hiring committee will select amongst available and qualified applicants from current pool(s).
- In the case of an instructor of record or practicum supervisor position, remove the GE position and fill the need by hiring an adjunct instructor or practicum supervisor from the appropriate job pool.

Time limits for position appointments and Reappointments
GE positions may be held by the same student for a maximum of 4 consecutive years. Departments may choose to allow a GE to continue with the position beyond 4 years if there is no other qualifying student. In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular position without any new announcement of the position. However, the department reserves the right to request that all students reapply to be considered for positions for which a new announcement has been posted. Reappointments are not automatic, nor are they guaranteed.

GE Performance Evaluation
Performance of GEs in EDST is evaluated at the end of the GE appointment.

- For GEs appointed for one term, an end-of-term evaluation will be conducted.
- For GEs appointed fall, winter and spring, the evaluation would occur at the end of the 9-month academic year.

Evaluations are performed by the Instructor of record, direct supervisor or graduate program director. Faculty will document their evaluation using College of Education GE Evaluation Forms. GEs assigned to teach courses, discussions or labs will also be evaluated by students using the University’s standard course evaluation process.
5.0 WORKLOAD AND WORK ASSIGNMENTS

Workload includes performance of all duties associated with the primary 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 Canvas, in addition to time spent actually in the classroom. In setting the full time equivalent (FTE) levels for a particular GE position, the department considers what constitutes a workload sufficient to perform the work assignment satisfactorily.

GEs are most commonly appointed at the following FTE levels and corresponding total maximum work hours:

<table>
<thead>
<tr>
<th>FTE</th>
<th>Maximum Work Hours per Term</th>
<th>Average Hours per Week (based on 11-wk term)</th>
<th>Maximum Work Hours per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>.20</td>
<td>88</td>
<td>8</td>
<td>264</td>
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<td>.25</td>
<td>110</td>
<td>10</td>
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<tr>
<td>.49</td>
<td>215</td>
<td>19</td>
<td>645</td>
</tr>
</tbody>
</table>

The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the maximum total work hours. GEs are encouraged to track how they spend their work time and to contact their supervisors early in the term if it seems as if they will not be able to stay within the maximum work hours for the term. The supervisor may be able to advise on how to manage the available work time more effectively.

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.

Work Assignments
In EDST, duties for the following types of GE work assignments are as follows:

**Instructor of Record** - limited to undergraduate courses except in rare circumstances
Duties include:
- Course preparation
- Classroom teaching
- Preparation and evaluation of student assignments and exams
- Scheduled office hours for assisting students

**Discussion Section Leader Teaching Assistant**
Duties include:
- In class contact hours: lead discussion sections, assist with class presentations and activities, teach in the instructor’s absence
- Attend all large group meetings
• **Preparation**: help develop/adapt syllabus and course materials, assist with preparation of lectures, prepare laboratory or field experiences, demonstration or simulation activities, help construct examinations/quizzes

• **Performance evaluation**: help read and grade papers, maintain and submit grading records, provide constructive and evaluative feedback

• **Contact hours outside the classroom**: maintain office hours, provide academic assistance to students

**Teaching Assistant**
Duties include:

• **In class contact hours**: conduct laboratory work, lead discussion sections, assist with class presentations and activities, teach in the instructor’s absence

• **Preparation**: help develop/adapt syllabus and course materials, assist with preparation of lectures, prepare laboratory or field experiences, prepare demonstration or simulation activities, help construct examinations/quizzes

• **Contact hours outside the classroom**: maintain office hours, provide academic assistance to students

• **Performance evaluation**: help read and grade papers, maintain and submit grading records, provide constructive and evaluative feedback

**Research Assistant**
Duties include:

• **Conduct literature reviews to support faculty research**: Read, critique and summarize published work; compare and contrast ideas; identify relationships and significant ideas relevant to faculty research; document citations

• **Analyze data collected by faculty**: Compile and prepare data for analysis; conduct statistical analysis of data; interpretation and analytical summarization of data

• **Attend research meetings**

• **Perform tasks as assigned by supervising faculty**

**Research Fellow**
Students who are awarded competitive Dissertation Fellowships, Promising Scholar Awards, or other awards/fellowships by the Graduate School will receive Research Fellow GE appointments. The only work expectation for these appointments will be the student’s own dissertation research. Supervision for this GE appointment will be the student’s program advisor or other appropriate faculty member (e.g., another dissertation committee member or the CSSE Program Director).

**Administrative GE**
Duties include:

• Coordinate projects and attend meetings with university, state and school district personnel

• Provide advising/counseling support services for students in departmental programs

• Develop and maintain documents and systems for project management, tracking and organization

• Coordinate acquisition and analysis of data for program evaluation

• Support faculty or staff in various administrative projects depending on department need
Accident Reporting and Workers’ Compensation
The University’s Workers’ Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.

All University of Oregon employees, including GEs, 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 GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Workplace Injury Report 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 https://safety.uoregon.edu/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. 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 or 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 Safety and Risk Services 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, https://safety.uoregon.edu/environmental-health-and-safety. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, https://safety.uoregon.edu/content/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: Jennifer McGovney, Coordinator of Finance and Operations, jmegov@uoregon.edu, 541-346-2453.

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

Location of Emergency Procedures, Evacuation Plans, and First Aid Supplies:
- Emergency procedures, including evacuation plans, are posted on the walls near the copy machines in Lokey 124 and Lokey 130, and on the bulletin board in the kitchen area in Lokey 124.
- A first aid kit is located in the kitchen of Lokey 124 in the cabinet above the sink.

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

Satisfactory Progress for all CSSE Students
Criteria used to assess satisfactory progress toward the CSSE PhD, and the policy to be followed in cases where satisfactory progress is not met, can be found in the CSSE Handbook on the CSSE website: https://education.uoregon.edu/csse/phd.

Satisfactory Progress for EDST GEs Enrolled in Programs other than CSSE
GEs enrolled in programs other than EDST will be evaluated based on criteria used by the particular program in which they are currently enrolled.

Satisfactory Progress for all UO Graduate Students
Requirements for being in good standing and maintaining satisfactory academic progress with the UO Graduate School include, but are not limited to, complying with the Student Conduct Code, continuous enrollment, appropriate course load, grades and time limit. Details are found on the Graduate School website: http://gradschool.uoregon.edu/policies-procedures/satisfactory-progress.

Failure to make satisfactory progress will result in disqualification from consideration for a GE position. The students’ academic progress will be evaluated each round of applications per the criteria listed above.

8.0 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 Office of Investigations and Civil Rights Compliance reporting procedures online at https://investigations.uoregon.edu/how-report.

9.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in the GTTF Collective Bargaining Agreement.
Workspace
GEs will be provided work space that is consistent with provisions for all other EDST staff and faculty, which includes working locked doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.

Private Meeting Space
GEs will be provided with access to space suitable for private meetings for GEs with teaching assignments either as instructor of record or as lab/discussion leader.

Access to Telephones and Computers
Upon request, GEs will be provided easy and reasonable access to a telephone and to computers equipped with software typically provided other departmental staff and as it relates to GE assignments, during standard working hours (Monday – Friday, 8 am – 5 pm).

Access to Office Supplies, Photocopies and Printouts
GEs will be given access to all necessary office supplies, copy machines, scanners, fax machines, etc. for reasonable use for GE duties associated with the assignment at no out-of-pocket expense. GEs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. Access to these supplies shall be available at least during departmental standard working hours (Monday – Friday, 8 am – 5 pm).

GE Assistance
In the Department of Education Studies, GEs who work as instructors of record are not assigned to workloads that would require GE assistance. However, in the rare circumstance that a course with an instructor of record GE also has an enrollment greater than 50 it may be necessary to assign a supporting GE to meet the needs of the course. In this circumstance GEs supporting instructor of record GEs will be hired and evaluated in accordance with graduate school policy.

10.0 ABSENCES

Education Studies GE absence policy

Instructional GEs
GEs appointed as instructor of record or with direct instructional duties for a course section are expected to attend all meetings of their assigned course(s). If it is impossible for the employee to complete assigned duties or attend a course meeting as scheduled, the GE shall notify their supervisor and the Director of Undergraduate Degree Programs, Alison Schmitke (schmitke@uoregon.edu; 541-346-1708) as early as possible and before any assigned duties are scheduled to occur. This will allow the supervisor and program time to identify a solution. Whenever possible, the GE (or a designee if the GE cannot do so themselves) will provide the department with information about the course agenda and curriculum content necessary to enable a substitute to maintain student progress. This information would typically be relayed through the program’s representative.

In the case that a GE is unable to directly notify the department, the GE may designate someone to make
the notification and provide the necessary information to the Director of Undergraduate Degree Programs, Alison Schmitke (schmitke@uoregon.edu; 541-346-1708), using this protocol.

A GE should not cancel a class without permission from their supervisor or the Director. If a GE is going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE’s absence.

Other than Instructional GEs
For GEs with duties not involving direct instruction, the GE will work with their supervisor to identify timelines and manner for making up any missed work.

Reporting Sick Leave
When a GE is absent for a work assignment (such as a class, meeting or lab), regardless of the length of absence that day, they will be charged a day of sick leave.

To record and report sick leave, GEs will use the Education Studies GE Monthly Leave Report provided by Coordinator of Finance and Operations Jennifer McGovney (jmcgov@uoregon.edu; 541-346-2453). The Leave Report should be completed whenever sick leave is used, signed by the GE and supervisor, and returned to the coordinator by the 10th of the following month.

Substitution
If a director or the department head asks a GE to substitute for another GE who is on sick leave and the substitution is performed, the substitute GE will earn hourly compensation of 1.5 times their current rate. Substitution coverage must be authorized by the department head or director (Undergraduate Program Director Alison Schmitke or CSSE Program Director Lisa Mazzei), who may also elect to cancel class. If a substitution is authorized and performed, the director will notify Coordinator of Finance and Operations Jennifer McGovney (jmcgov@uoregon.edu; 541-346-2453) who will ensure the substituting GE receives compensatory pay.

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.

Planned Absences
If a GE is planning an approved absence during any working days of the term, the supervisor and/or directors (Alison Schmitke or Lisa Mazzei) should be provided with contact information.

Additional Information
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 Article 29 of the UO-GTFF Collective Bargaining Agreement, https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas.