

**General Duties and Responsibilities for
Institute for Policy Research and Engagement
Academic Year 2019-20**

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1.0 GENERAL INFORMATION

1.1 The purpose of this GDRS is to clarify information concerning Graduate Employee Fellowships (GEs) offered by this GE hiring unit for the 2019-20 academic year. 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 individual who will oversee the implementation of this GDRS is Robert Parker, Executive Director, Institute for Policy Research and Engagement (IPRE).

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

2.1 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 like IPRE. The number of GE positions available is subject to the budgetary constraints on IPRE and the University and is based on IPRE’s specific need for one or more GEs.

IPRE makes an effort to distribute GE opportunities to as many students as possible. IPRE encourages financial opportunities through such other means as scholarships, work study, and grants.

2.2 Academic Year Appointments

Regarding the availability of GE appointments for the upcoming academic year:

- GE appointments are programmatically determined by a Principal Investigator and approved by the

IPRE Executive Director.

- Projects needing GE support are typically considered when a Principal Investigator prepares funding proposals.
- In recent years, IPRE has offered GE positions for both project and program specific needs. IPRE does not hire GEs in the summer unless grant funding is available to cover the costs.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

- 3.1 Students eligible for a GE appointment in IPRE are all students enrolled in the Department of Planning, Public Policy and Management (PPPM) master's programs in community and regional planning, nonprofit management, and public administration.
- 3.2 Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to PPPM department students.
- 3.3 Specific experience or credentials required is determined on a case-by-case basis based on the needs of the project or program. These criteria are described in each individual position posting. GE appointments in this unit are typically an opportunity for students to gain useful experience and therefore the positions are often professionally demanding. Factors that may be considered in GE hiring include academic performance, previous coursework, and related work experience.
- 3.4 The Graduate School requires that students be enrolled for and successfully complete a minimum of nine (9) graduate credit hours towards their degree during each term of a GE appointment. Further, students must be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7). In addition, this unit requires that GEs maintain their studies in residency at the UO during each term of appointment.
- 3.5 Academic Year Appointments
Information about the availability of positions for the upcoming academic year will be shared with current and incoming graduate students in the following ways:
- Position announcements for open positions will be made when funding for the position has been secured.
 - At that time, a position announcement will be posted to the PPPM graduate student listserv and a hard copy will be posted in the Hendricks Hall PPPM mailroom by the graduate student mailboxes.
 - Applications deadlines will be a minimum of 10 working days from the time of posting.

Generally, the application process includes submitting a resume and cover letter addressing the students' qualifications in relation to the specific job announcement. Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

- 3.6 Emergency Appointments
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:
- Position announcements for open positions are made when funding for a position has been secured.
 - The 10-day posting period may be waived and a suitable candidate may be selected at any time.
 - Factors determining the suitability of a candidate will still be considered in this evaluation and include academic performance, previous coursework, related work experience, and student interest.

4.0 APPOINTMENT AND REAPPOINTMENT

- 4.1 In accordance with the CBA, this GE employing unit's standing committee of at least three members

includes the IPRE Executive Director, the Principal Investigator, and an additional member of the IPRE faculty/staff. Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE 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 GE 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 general criteria for any appointment, general criteria based on particular types of work assignments available within the GE employing unit, and specific criteria relating to the particular GE work assignment.

4.2 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 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 GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

Previous Experience

- For teaching GE positions, having previously taught or taken the course where the GE position is offered.
- For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

Interviews

- Finalists may be interviewed and evaluated based on their performance and responses.

4.3 Assignment Related Criteria include specific qualifications based on requirements and preferences cited in the position announcement.

4.4 All criteria specific to a particular GE work assignment are specified in position announcements (see Section 3.5 above for how to access these position announcements). IPRE GE appointments are typically an opportunity for students to gain useful experience and therefore the positions are often professionally demanding. Appointment decisions will be based primarily on the applicant's qualifications and awarded based on merit.

4.5 Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

4.6 If no qualified students apply or are available for a particular position, the selection committee or IPRE Executive Director may decide to reopen the application process for the position. Generally, the same application process described in Section 3 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 3).

4.7 Performance of GEs in this employing unit are evaluated:

- At the end of every term, performance evaluations are conducted by the Principal Investigator and reviewed by the IPRE Executive Director. The criteria used for evaluation include:
 - Knowledge: How knowledgeable is the GE in their field? How is the GE working to acquire new knowledge?
 - Application of Knowledge: How well does the GE identify problems or opportunities? How does the GE apply strategies for dealing with those issues?
 - Teamwork: How well does the GE work with others? How much does the GE contribute to common goals?
 - Reliability: Does the GE perform high-quality work with adequate supervision?
 - Leadership: Is the GE a good role model for other employees and students?

The supervisor conducting the evaluation confidentiality discusses the GE's performance with those who are working closely with the GE, including but not limited to other IPRE researchers.

4.8 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.

5.0 WORKLOAD AND WORK ASSIGNMENTS

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 [Canvas](#), etc., in addition to time spent actually teaching. Workload for a research assignment would include performance of all duties as determined by the specific tasks written in the specific scope of work relating to a GE 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.

5.1 In this GE employing unit, GEs are most commonly appointed at the following full-time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

5.2 Work Assignment: Specific tasks for a GE assignment will be identified in the position announcement and, when applicable, in the scope of work included in the funding contract/grant.

5.3 Workload: Workload includes performance of all duties of the work assignment as best as can be determined based on the specific tasks written in the specific scope of work relating to a GE assignment. 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. 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.

5.4 Time Tracking: GEs 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.

6.0 HEALTH AND SAFETY INFORMATION

6.1 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.

6.2 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>.

6.3 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: Julie Foster, 541-346-2878, jdfoster@uoregon.edu

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).

6.4 Emergency procedures and evacuation plans are posted in various places around Hendricks Hall. GEs should determine the location of these items in proximity of their workspace. First aid supplies can be found in the PPPM mailroom on the first floor of Hendricks Hall or in the IPRE supply closet, 110 Hendricks Hall. For material data safety sheets or more information on safety issues, please contact Julie Foster, IPRE Grants Administrator, 1B Hendricks Hall, 541-346-2878, jdfoster@uoregon.edu.

- 6.5 Required safety training and appropriate departmental record keeping:
All IPRE GEs will obtain a driver certification card from UO Parking and Transportation. IPRE will require GEs to complete van driver training on a case by case basis.

7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because 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.

7.1 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. Students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: <https://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>

This GE employing unit is an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information. See that program's website, handbook and GDRS for more information on satisfactory academic progress criteria.

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 Article 10 of the GTFF Collective Bargaining Agreement. Information detailing this unit's GE work environment can be found below. The Institute for Policy Research and Engagement saves all project documents to the IPRE server: <\\files\aaa\institutes\IPRE>.

9.1 Workspace

Each IPRE GE will be provided a workstation which will include at a minimum a table or desk and a chair. In most cases these will be dedicated workstations, but it may be necessary for workstations to be shared with another GE or student employee. Any other changes or upgrades to the workstation must be approved by the IPRE Executive Director. Workspaces have working locks on the doors. IPRE GEs may obtain keys to the workspace by contacting the IPRE Grants Administrator.

9.2 Private Meeting Space

The GE workspace is a shared space. If there is a need for a private space in which to conduct a meeting that cannot be accommodated in the shared workspace, please contact the IPRE Grants Administrator

to arrange for an appropriate private meeting space.

9.3 Work Hours

IPRE GEs may work a flexible schedule, either in the IPRE GE workstation or elsewhere as necessary. GEs are encouraged to consult with their supervisor to determine appropriate work hours depending on the needs of their particular project.

9.4 Access to Telephones and Computers

The IPRE does not provide a telephone in the GE workstation. If GEs have a need to use a telephone other than their personal cell phones they should make arrangements with the IPRE Grants Administrator.

If requested, the IPRE can provide a GE with a computer and monitor. In most cases these will be dedicated computers, but it may be necessary for computers to be shared with another GE or student employee. IPRE computers are managed by the IPRE Grants Administrator in conjunction with the IT support staff of the College of Design. Please address any computer needs or concerns to the IPRE Grants Administrator.

GEs may elect to use their own laptop computers provided they follow the University's Acceptable Use of Computing Resources Policy found at <https://it.uoregon.edu/acceptable-use-policy>.

GEs will utilize and store all IPRE related digital project files on the IPRE file server. IPRE will provide all GEs with server access. Instructions for how to access the server are available at <https://service.uoregon.edu/TDClient/KB/ArticleDet?ID=31705>

If a GE assignment requires specialized software, IPRE will provide it to the GE as needed.

9.5 Access to Office Supplies, Photocopies and Printouts

Please contact the IPRE Grants Administrator to obtain office supplies that are not already available in the IPRE GE workstation. GEs are NOT to purchase any supplies without prior approval from the IPRE Grants Administrator. Most supplies can be directly ordered and the turnaround time is typically 24-hours.

GEs have access to the PPPM department printer, which also functions as a copier and scanner, for project work related needs only. To access the copier and fax machine, please see IPRE Grants Administrator to obtain project-specific access codes.

10.0 ABSENCES

10.1 Notification

If a GE are unable to attend work at the scheduled time or to attend a class/meeting as scheduled, they must notify their supervisor as soon as possible. If possible, notification will be made in advance of the scheduled work assignment, meeting, or class that you are unable to attend. A GE should NOT cancel the class or meeting without permission from their supervisor. To the extent possible, a GE should provide the department with information about where they left off. If they are able, the GE should attempt to reach their supervisor by both phone and email.

In the case that a GE is unable to directly notify the department, they may designate someone to make the notification on their behalf and provide the necessary information to the GE's supervisor using this protocol.

If a GE is going to miss more than one work week, the GE, or their 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.

10.2 Reporting

A GE must report use of sick leave on their monthly GE timesheet. Failure to do so will require them to

make up the missed time.

10.3 Makeup Work

Generally, for duties missed, a GE should check in with their supervisor to determine when and how the missed work will be made up.

10.4 Planned Absences

If a GE is planning an absence during any working days of the term, they must be sure to notify and receive approval from their supervisor as soon as possible prior to their absence.

10.5 More 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 Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement,

<http://hr.uoregon.edu/er/labor-agreements>