

General Duties and Responsibilities for Lundquist College of Business MAcc 2019-20

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees (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 individual who shall oversee the implementation of this GDRS is:

Robin Clement, Director of Master of Accounting Program

DATE OF THIS GDRS REVISION: 4/26/2019

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed: administrative and ACTG213 on a recurring basis. Occasionally ACTG 211

This GE employing unit makes an effort to distribute GE opportunities to as many students as possible, encourages financial opportunities through such other means as scholarships, work study, and grants, and reserves a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined March-April.

In recent years, GE assignments during the academic year in this GE employing unit have included Instructor of Record, Teaching Assistant, and Administrative GE.

SUMMER TERM APPOINTMENTS

This unit does not hire GEs in summer.

3.0 ELIGIBILITY REQUIREMENTS

All students enrolled in the Master of Accounting (MAcc) Program are eligible for a GE appointment in this GE employing unit. 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 the department or program's own students.

Experience or credentials required in order to be considered include:

- Admitted Master of Accounting Student for the term they are hired as a GE

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 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

APPOINTMENTS

Information about the availability of positions for the upcoming academic year/summer will be shared with incoming and continuing graduate students in the following ways:

- MAcc student list-serve or to student application email address, posted announcement in the Oregon MAcc Suite, and posted in the Accounting Department. MAcc Website: <http://business.uoregon.edu/macc>.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes the MAcc Program Director and Accounting Faculty.

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 (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 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 will be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

- Have completed an undergraduate degree in accounting. Has business experience and /or teaching experience or significant tutoring experience.

For a Teaching Assistant:

- Having completed the ACTG213 course and an undergraduate degree in accounting.

For an Administrative GE:

- Candidate's experience in related areas is considered in determining success in the position.

(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include:

MAcc incoming student list-serve or to their application email address, posted announcement in the Oregon MAcc Suite, and posted in the Accounting Department. Assists the Director of the MAcc Program with all aspects of MAcc recruiting, i.e., handles mail and telephone contact with applicants; schedules and coordinates campus visits by prospective students; represents the program at various recruiting events (Meet the Firms, OSCP Meet the Firms, Southern Oregon University Business After Hours). Assists the Director of the MAcc Program with event planning, i.e., MAcc Orientation and MAcc Graduation. Assist in the recruitment and management of Accounting Department Undergraduate Student Assistant. Management of all MAcc databases, i.e. alumni, applicants, current students. Serve as Department liaison with current students. Maintain and update the MAcc Operations Manual.

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

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated at the end of every term. Evaluations are performed by GE Supervisors, ACTG213 Instructors, ACTG 211 coordinator. The criteria used for evaluation include the following:

- Have duties been carried out as described?
- Is performance satisfactory?
- Have there been performance based problems?
- If there have been performance based problems, have they been addressed?

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. 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 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)
- .25 FTE (Up to 110 hours per term or up to 330 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)

7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. 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. This section sets forth expectations around duties for GE assignment types in this unit.

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

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

DUTIES BY WORK ASSIGNMENT

Instructor of Record:

GE is the instructor of record for Introduction to Accounting I (ACTG 211). The responsibilities include preparing and delivering lectures, office hours, grading exams and homework. This is a fully coordinated course so syllabus, schedule, textbook, exams and homework are all determined by the course coordinator, a full-time faculty member. This position is reserved for a student enrolled in the MAcc program.

Teaching Assistant:

GE is the teaching assistant for the Introduction to Accounting – II (ACTG 213) instructor. The responsibilities include attending the lectures of ACTG 213 and leading two one-hour lab sections each week. In these lab sections the GE reinforces the concepts from the instructor’s lecture and helps students solve accounting problems. The GE also provides support in grading and holds office hours for 3 hours a week to assist students. This position is reserved for a student enrolled in the MAcc Program.

Administrative GE:

Assists the Director of the MAcc Program with all aspects of MAcc recruiting, i.e., handles mail and telephone contact with applicants; schedules and coordinates campus visits by prospective students; represents the program at various recruiting events (Meet the Firms, OSCP Meet the Firms, Southern Oregon University Business After Hours). Assists the Director of the MAcc Program with event planning, i.e., MAcc Orientation and MAcc Graduation. Assist in the recruitment and management of Accounting Department Undergraduate Student Assistant. Management of all MAcc databases, i.e., alumni, applicants, current students. Serve as Department liaison with current students. Maintain and update the MAcc Operations Manual. This position requires a high degree of initiative, the ability to work productively with a minimum of direction and guidance, independent follow-through, excellent oral and written communication skills, a good understanding of the program’s features and needs, and scheduling flexibility. Candidates must be outgoing, attentive to detail, highly professional, knowledgeable about the program, and committed to its improvement. Qualifications: This position is reserved for a student enrolled in the MAcc Program.

8.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers’ Compensation:

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

All University of Oregon employees, including 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 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 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 ORM immediately. ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

Safety Information:

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. 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:

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Stephanie Bosnyk, Associate Dean for Administration, 541-346-3598.

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTFF union representative.

Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies: All materials available in communal graduate lounge space, 303 Peterson Hall.

9.0 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.

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 her/his graduate degree and issue its approval before a GE reappointment can be made to that student.

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

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in a "Guide to the Oregon MAcc". For each year they attend, students sign a document stating they have received said guide. This document lists all policies, procedures,

requirements and criteria needed to stay in good academic standing and to advance towards degree completion.

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework, Grades, Examinations and Teaching Requirements:

All coursework, grade requirements, and exam requirements are stated in the academic requirements for the Lundquist College of Business and meet or exceed the Graduate school's requirements. <http://business.uoregon.edu/macc>.

The Graduate School of the University of Oregon requires that all students in a master's degree program maintain a 3.0 GPA to remain enrolled and to qualify for graduation. Consistent with this policy, students falling below a 3.0 GPA in the MAcc Program are automatically placed on probation and their continued enrollment is subject to review by the program director. Advising is available to students placed on probation to assist in overcoming grade deficiencies and to prevent further problems.

A student who falls below a 3.0 GPA during the second year of the program has until the end of spring term to remove the grade deficiency. Students incurring a grade point deficiency during spring term of the second year will have one additional term to increase their GPA to a 3.0.

A student is subject to dismissal from the MAcc Program for any of the following reasons:

- failure to satisfy the requirements stated above;
- accumulating additional grade deficiencies while on probation (i.e., earning below a 3.0 GPA in any term while on probation);
- being placed on probation more than once.

10.0 DISCIPLINE AND DISCHARGE

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.

11.0 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 student section of the AAEO Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>.

12.0 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 (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) is located in the Lundquist College of Business Graduate Programs Office, 302 Peterson Hall.

Workspace:

All workspace provisions are handled by the Lundquist College of Business Building Management Office, Frank Sharpy, fsharpy@uoregon.edu.

Access to Telephones and Computers:

All necessary equipment and access to computers and phones are provided in each workspace.

Access to Office Supplies, Photocopies and Printouts

All necessary equipment and access to computers and phones are provided in each workspace

GE Assistance

In the Accounting department, GEs who work as instructors of record are not assigned to workloads that would require GE assistance.

13.0 ABSENCE NOTIFICATION PROCEDURE

Sick leave:

- Outside of extraordinary circumstances, Lundquist does not use substitutes for sick leave in your position. If such circumstances arise and your supervisor asks you to substitute for another GE who is out sick, you will earn hourly compensation of 1.5 times your current rate unless the GDRS, your job description, or workload allocation sets aside hours for substituting.
- Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.)
- GE sick leave is tracked by the Lundquist Dean's Office.

Notification. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify Robin Clement 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 Robin Clement. 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 GE). If you are able, please attempt to reach Robin Clement by both phone and email. 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 Robin Clement using this protocol.

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

Coverage for Teaching GEs: 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 Robin Clement so she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

Make-up work: Generally, for duties missed not related to a class meeting, please check in with Robin Clement 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 Robin Clement 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>.