

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

**CENTER FOR APPLIED SECOND LANGUAGE STUDIES (CASLS)
GRADUATE EMPLOYEE (GE) EMPLOYMENT
2017-18**

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1.0 GENERAL INFORMATION

1.1 This Document

The purpose of this document is to clarify information concerning Graduate Employee (GE) positions offered by the Center for Applied Second Language Studies (CASLS). The relationship between GEs and the University of Oregon as a whole is governed by the Collective Bargaining Agreement between the university and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GEs and CASLS. This document does not apply to work-study, hourly student employees, or other staff hired by CASLS.

The supervisory individual who shall oversee the implementation of this GDRS is:

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This document and its amendments may be viewed or printed from the Graduate School website.

2.0 AVAILABILITY OF GRADUATE EMPLOYEE (GE) POSITIONS

2.1 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 like CASLS. The number of GE positions available is subject to the budgetary constraints of CASLS and the university and is based on CASLS' specific needs for one or more GEs.

CASLS makes an effort to distribute GE opportunities to as many students as possible and encourages financial opportunities through such other means as scholarships, work study, and grants. CASLS, in partnership with other academic departments, may reserve appointments for incoming students.

2.2 Academic Year Appointments

The availability of GE appointments for the upcoming academic year is usually determined at the time the center receives grant funding for a specific project. In recent years, GE assignments during the academic year have included: discussion section leader, research assistant, individualized coaching, and administrative GEs.

2.3 Summer Term Appointments

CASLS does not hire GEs in the summer unless grant funding is available to cover the costs.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Graduate students pursuing a master's or doctoral degree at the University of Oregon in any discipline are eligible to apply for a GE position.

3.2 Preference will be given to those with demonstrated ability in areas relevant to the particular GE assignment. Students will be considered in the following order: 1) students who have previously received an appointment at CASLS and satisfactorily completed all work assignments, and 2) students who are working in partner departments (Department of East Asian Languages and Literatures, Department of Romance Languages, Department of Linguistics, Department of International Studies, College of Education, and the Office of International Affairs).

3.3 The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours toward 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

This unit posts its positions on the Graduate School's "GE Openings" page, which includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment for each position. Each posting will be available for a minimum of 5 business days.

4.1 Academic Year Appointments

Information about the availability of positions for the upcoming academic year will be shared with incoming and continuing graduate students in the following ways: 1) by working with the academic departments for those GE positions for which a Strategic Alliance/Institutional Priority has been awarded, 2) by sending a position announcement to departments in which qualified candidates may be identified and available, and 3) posting the job announcement on the Graduate School website.

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

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of those positions will be made in the following ways: 1) by working with the academic departments for those GE positions for which a Strategic Alliance/Institutional Priority position has been awarded and 2) by sending a position announcement to departments in which qualified candidates may be identified and available.

From time to time, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways: 1) by working with the academic departments for those GE positions for which a Strategic Alliance/Institutional Priority position has been awarded, 2) by sending a position announcement to departments in which qualified candidates may be identified and available, and 3) posting the job announcement on the Graduate School website.

5.0 APPOINTMENT AND REAPPOINTMENT

5.1 In accordance with the Collective Bargaining Unit, CASLS' standing committee of at least two members includes: the director, the associate director, and/or an academic researcher. Also in accordance with the bargaining agreement:

- GEs will be appointed year-to-year rather than term-to-term, when grant funding permits. 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 the particular GE position without any new announcement of the positions.

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.

- 5.2 General criteria include:
- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and 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.

- 5.3 Assignment-related criteria include:
- Specific qualifications based on requirements and preferences cited in the position announcement.

- 5.4 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. These criteria may include:
- Proficiency in a language other than English.
 - Experience working on research projects within human subjects protocols.

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

- 5.6 If no qualified candidates apply or are available for a particular position, the selection committee or director 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. However, the department reserves the right to proceed to fill the position as it would an emergency appointment (also described in section 4).

- 5.7 Performance of GEs in CASLS are evaluated:
- At the end of every term for term-by-term appointments.
 - At the end of the academic year for GEs appointed fall, winter, and spring terms.

Evaluations are performed by the supervisor, who will vary based on the grant-funded project. Supervisors are likely to be, but not limited to, the director or the research director.

- 5.8 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?

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 faculty on campus and other CASLS' researchers.

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 on email or Canvas in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, CASLS considers what constitutes a workload sufficient to perform the work assignment satisfactorily.

6.1 GEs in CASLS are most commonly appointed at the following full-time equivalent levels (FTE) and corresponding total workloads:

- .25 FTE (Up to 110 hours per term or up to 330 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.

7.1 Duties by Work Assignment

- Discussion section leader: Discussion leaders are usually working in coordination with the Chinese Flagship Program. These positions are typically joint positions within the Department of East Asian Languages and Literatures (EALL). The work assignment varies by the course offered and by funding. Specific job duties are based on requirements and preferences cited in the posted position announcement.
- Research assistant: Research assistants typically work under the supervision of the director or the research director. Research assistant GE work assignments vary based on the specific grant from which the GE will be receiving pay. Most often, work assignments include collecting and analyzing data related to foreign language teaching and learning. Specific job duties based on requirements and preferences cited in the posted position announcement.
- Administrative GE: Administrative GEs typically work under the supervision of the director, research director, or Chinese Flagship coordinator. Administrative GE work assignments

vary based on the specific sponsored contract from which the GE will be receiving pay. Specific job duties based on requirements and preferences cited in the posted position announcement.

8.0 HEALTH AND SAFETY INFORMATION

8.1 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/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 overpayments. 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.

8.2 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 (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>.

8.3 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: Mandy Gettler, mandyl@uoregon.edu, 541-346-1773.

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).

8.4 Location of Emergency Procedures, Evacuation Plans, Material Data Safety Sheets (MSDS) and First Aid Supplies

In the Riverfront Research Park, copies of emergency procedures and evacuation plans are located near the South stairwell. First aid supplies are located in the reception area. The person responsible for maintaining them is Mandy Gettler, mandyl@uoregon.edu, 541-346-1773.

8.5 Required Safety Training and Appropriate Departmental Record Keeping

All GEs involved in human subjects research are required to complete the Collaborative Institutional Training Initiative (CITI) program online at <https://www.citiprogram.org/default.asp> before working on any research protocol. Upon successful completion, GEs must print the completion record from the CITI website and submit it to Mandy Gettler, who maintains these records within the CASLS' filing system located in suite 201 of the Riverfront Research Park.

9.0 SATISFACTORY PROGRESS TOWARD 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 students' development in the 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 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 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 program, regardless of where the GE is employed.

9.1 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. 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.

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.

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.

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://aeo.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.

12.1 Workspace

GEs are expected to complete their work tasks in the CASLS office, located at 1600 Millrace Drive in suite 201. Those who would like to request office keys or bike cage keys should contact their supervisor. GEs should work with Educational Software Programmer Carl Burnstein to arrange access to the CASLS file server.

CASLS is located downtown in suite 201 of the Riverfront Research Park. GEs may use the EMX to travel to the CASLS office. Students should get off the bus at the Agate Station. GEs may also purchase a student parking permit from the UO Department of Transportation and park in lots 56 or 57. Those who wish to commute by bike may do so and request a key to the covered bike cage located on the south and west sides of the building. Those who would like to request additional accommodations should contact Mandy Gettler at mandyl@uoregon.edu or 541-346-1773.

12.2 Private Meeting Space

GEs currently leading a discussion section will have space to privately confer with students. GEs working on a research project that requires private space to confer with subjects may request space to do so.

12.3 Work Hours

GEs should plan to work Monday-Friday 8:00am-5:00pm. GEs may request permission from their supervisor to work outside of CASLS office hours.

12.4 Access to Telephones and Computers

All GEs will be able to use the computer stations in CASLS.

GEs may use the telephone located in the reception area (541-346-5699). Graduate students who need to place long distance phone calls should contact their supervisor for an authorization code.

GEs can check out laptop computers from Media Services, located on the main floor of the Knight Library, and from CASLS. Please contact Carl Burnstein to reserve a laptop computer and/or LCD projector from CASLS.

GEs who would like to use their own laptop computer should follow the personal technology for use policy, listed on the department's wiki at http://caslswiki.uoregon.edu/wiki/index.php/Personal_technology_use_for_work_agreement, and agree to the technology security policy, also found on the wiki at http://caslswiki.uoregon.edu/wiki/index.php/Technology_security_policy.

GEs who will be accessing CASLS' file server off-site should contact Carl Burnstein for access and a tutorial.

If a GE assignment requires specialized software, the graduate student may request the software from the supervisor.

12.5 Access to Office Supplies, Photocopies, and Printouts

GEs may use any general office supply (e.g., pens, highlighters, notebooks), copy machine (which can also scan documents), fax machine, and printer located in the CASLS office in the

Riverfront Research Park. They should request the appropriate copy code from their supervisor. GEs may also create transparencies using the CASLS copy machine if needed. Please ask Mandy for assistance the first time. If GEs need to make a large number of copies, they should ask their supervisor for help in running the job through Copy Services. GEs may request campus cash cards from their supervisor, which can be used to make photocopies anywhere on campus, including the library and the EMU.

GEs teaching a discussion section will receive a copy of the course text in conjunction with their teaching assignment. This text should be returned to the supervisor when the course is complete. If the GE assignment requires specialized reference materials, please request them from your supervisor. If a GE is traveling and would like to purchase a text to help facilitate the class or discussion session, a detailed, original receipt is required for reimbursement and the GE must receive approval before the purchase. Reimbursement requests should be submitted to Mandy Gettler through email (mandyl@uoregon.edu) and followed up with the receipts through campus mail.

13.0 ABSENCES

Effective January 1, 2016, GEs receive paid sick leave. This leave is accrued in “days,” and GEs accrue two days for each term they are employed. GEs accrue an additional day during the first appointment in a school year. Sick leave is accrued at the start of each term. GEs may accrue a maximum of ten days of sick leave, which can roll over year to year. If a GE would like to know their sick leave balance, they may contact Mandy Gettler at mandyl@uoregon.edu.

Except for parental leave, GEs must exhaust sick leave prior to taking unpaid leave or reducing their GE appointment for illnesses or other circumstances. To record and report sick leave, GEs should submit a time sheet each month to their supervisor that includes the day(s) they were out sick. If a GE will be absent from a work assignment (such as a class, meeting, or regularly scheduled work time), regardless of the length of the absence that day, GEs will use a “day” of sick leave.

GEs who are unable to attend work at the scheduled time or to meet a class as scheduled must notify their supervisor and Associate Director Mandy Gettler by email as soon as possible including, if possible, in advance of the scheduled work assignment or class that the GE will be unable to attend. Do not cancel the class without permission from the Associate Director. To the extent possible, provide the department with information about where you left off.

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 requested in the above paragraph.

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.

If the Director or Associate Director asks a GE to substitute for another GE who is on sick leave and the GE performs the substitution, they will earn hourly compensation of 1.50 times your current rate, unless the job description or workload allocation sets aside hours for substituting.

If a GE would like to plan an approved absence during any working days of the term, they should discuss with their supervisor how the work will be made up and how the supervisor may contact them during the absence if needed.

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>.