

**2017-18 General Duties and Responsibilities Statement (GDRS)
for the Department of Education Studies (EDST)
College of Education (COE)**

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1.0 GENERAL INFORMATION

Implementation Oversight

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

- Dr. Edward M. Olivos, EDST Department Head, emolivos@uoregon.edu, 541-346-2983

Revision Date

The revision date of this GDRS is: May 2, 2017

Academic Year

This GDRS is valid during academic year 2017-18.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIP POSITIONS

Overview

Most GE positions for the summer and following academic year are posted on the COE webpage 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. In recent years, GE assignments

during the summer included:

- Instructor of Record
- Teaching Assistant
- Research Assistant

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. In recent years, GE assignments for the academic year have included:

- Instructor of Record
- Teaching Assistant
- Research Assistant
- Administrative GE

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 & ELIGIBILITY REQUIREMENTS

Application process for all terms (including Summer)

To apply for any Education Studies position posted on the COE “GE Positions” webpage (<https://coe.uoregon.edu/gtf/posting/category/ge-postings-2017/>), 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 in 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.

To be assured of full consideration, students should apply within ten business days of the date the position was initially posted on the web.

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

Eligibility requirements for application

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

4.0 APPOINTMENT & 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 3.0 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 via email within 5 business days of the committee's decision(s).

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.

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 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

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.

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 & 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:

FTE	Maximum Work Hours per Term	Average Hours per Week (based on 11-wk term)	Maximum Work Hours per Academic Year
.20	88	8	264
.25	110	10	330
.30	131	12	393
.35	153	14	459
.40	175	16	525
.45	197	18	591
.49	215	19	645

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.

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

DUTIES BY WORK ASSIGNMENT

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:

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

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

6.0 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 541-346-8912 or 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 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 compensations 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 (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <http://ehs.uoregon.edu/> Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

If a GE has concerns about a student's safety regarding suicide, sexual misconduct, interpersonal violence, bias or other concerns (and the situation is not an emergency requiring a 9-1-1 call) the Dean of Students' **Report a Concern** website provides assistance: <http://dos.uoregon.edu/concern>

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:

Tiffany Yep, Coordinator of Finance and Operations
tyep2@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 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:

- Emergency procedures, including evacuation plans, are posted on the walls near the copy machines in Lokey 124 and Lokey 130.
- 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 towards the CSSE Ph.D. can be found on the CSSE website: https://education.uoregon.edu/sites/default/files/maintaining_adequate_progress_in_csse_pgm.pdf

Satisfactory progress for EDST GEs enrolled in programs other than CSSE

GEs enrolled in programs other than CSSE 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 student section of the AAEO Discrimination Grievance Procedures online, (<http://aaeo.uoregon.edu/content/raise-concern>).

9.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in the GTFF 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 a private meeting space by reservation to meet individually with students as needed. This includes regular office hours and/or previously scheduled appointments.

Access to Telephones and Computers:

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 will miss more than one work week, they (or a designee) must contact the Graduate School (Laura Jacek, jacek@uoregon.edu, 541-346-2849). 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.

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 Business and Operations Coordinator Colleen Maas (cmaas@uoregon.edu; 541-346-2518). 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 Business and Operations Coordinator Colleen Maas (cmaas@uoregon.edu; 541-346-2518) 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 Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>