General Duties and Responsibilities Statement for Historic Preservation

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1.0 GENERAL INFORMATION

About This Document
The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs 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 GTFs and this GTF hiring unit. This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

The individual who shall oversee the implementation of this GDRS is:
Dr. Kingston Wm. Heath
DATE OF THIS GDRS REVISION: 5/14/2016
THIS GDRS COVERS ACADEMIC YEAR: 2016-2017

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GTFs)

The availability of GTF 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 GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit’s specific need for one or more GTFs.

In this GTF employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:
- AAAP 410/510 American Building Construction History
- AAAP 545 Preservation Economics
- AAAP 410/510 Interpreting Vernacular Settings

This unit also employs administrative GTFs to support program activities concerning students
including orientations, ongoing coordination of student group activities and support for navigating departmental processes and procedures, as well as supporting the planning and execution of annual major events such as the spring McMath Award ceremony.

This GTF employing unit:
- Makes an effort to distribute GTF opportunities to as many students as possible.
- Encourages financial opportunities through such other means as scholarships, work study, and grants.

ACADEMIC YEAR APPOINTMENTS
The availability of GTF appointments for the upcoming academic year is usually determined:

Areas needing GTF support are posted each spring as a regular part of planning for the upcoming academic year, or at the beginning of each term as needed.

In recent years, GTF assignments during the academic year in this GTF employing unit have included:
- Teaching Assistant
- Administrative GTF

SUMMER TERM APPOINTMENTS
Does unit hire GTFs in Summer? No

If yes, the availability of GTF appointments for the upcoming summer term is usually determined: N/A

3.0 APPLICATION PROCESS & ELIGIBILITY REQUIREMENTS

This unit does not routinely posts its positions via the Graduate School’s “GTF Openings” page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days.

ACADEMIC YEAR APPOINTMENTS
Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways: By email at the beginning of the spring term.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways: By email at the beginning of the spring term and posting on the Historic Preservation Bulletin Board.

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 these positions will be made in the following way(s): see above
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: see above

ELIGIBILITY

Students eligible for a GTF appointment in this GTF employing unit are:

- Graduate students enrolled in the Historic Preservation Program admitted as candidates for a Master’s of Science degree.
- Graduate students enrolled at the University of Oregon in other departments, but who have specific experience/credentials necessary to perform the work assignment.

Note regarding graduate programs and departments that employ GTFs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF 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:

- Graduate students enrolled in the Historic Preservation Program admitted as candidates for a Master’s of Science degree.
- Graduate students enrolled at the University of Oregon in other departments, but who have specific experience/credentials necessary to perform the work assignment.

Students will be considered in the following order:

- Second year master's degree candidates in Historic Preservation
- First year master's candidates in Historic Preservation
- Graduate students enrolled at the University of Oregon in other departments.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows: 3 years for master's students.

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 GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 9).

In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:

- The Historic Preservation Program Director
- The Pacific Northwest Field School Director
- One Historic Preservation faculty member (TTF, NTTF, or Adjunct)

Also in accordance with the CBA:
• GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are not employed term-by-term in order to determine whether they are adequately qualified for a GTF 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 GTF 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 GTF employing unit and (C) specific criteria relating to the particular GTF 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 GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
• Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.
• Interviews. Finalists may be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria
• For a Teaching Assistant:
  o Previous teaching or previously taking the course where the GTF position is offered and demonstrating high achievement in that subject area.
  o Previous experience relevant to position.
• For an Administrative GTF:
  o Previous experience relevant to position.

(C) All criteria specific to a particular GTF 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:
• Prior experience relevant to the position.
• Prior experience working with computer programs and equipment relevant to the
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 GTFs in this employing unit are evaluated at the end of every term. Evaluations are performed by:

- Program Director--Dr. Kingston Heath (Historic Preservation Program Support GAF and Teaching Assistant GTF)
- Pacific Northwest Field School Director--Shannon Bell (PNWFS Support GAF)

The criteria used for evaluation include:
Quality and timeliness of work completed in support of the department (outlined for each position in Section 7-Duties by Work Assignment).

5.0 WORKLOAD & 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. In setting the workload (and thus FTE) for a particular GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GTF employing unit, GTFs 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)

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. GTFs 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 GTF 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 GTF is required to fulfill that specific time commitment.

In this GTF employing unit, duties for the following types of GTF work assignments are as follows:
DUTIES BY WORK ASSIGNMENT

Teaching Assistant:

American Architecture from a Preservation Perspective Instructional Support:

I. In-class contact hours: 3 avg. hours/week
   a. Attend lectures.
   b. Assist with audio-visual presentations.

II. Preparation hours: 4-5 avg. hours/week
   a. Prepare class materials and demonstrations.
   b. Complies and prepares audio-visual presentations.

III. Performance evaluation: 1 avg. hour/week
   a. Assist instructor with maintenance and submittal of grading records in compliance with the Program’s and the University’s regulations.

Administrative GTFs:

Historic Preservation Program Support:

I. Office Assistance: 3-4 avg. hours/week
   a. Answer inquiries via telephone and email.
   b. Respond to requests by applicants for program information and schedule visits.
   c. Notify students and faculty of upcoming courses, lectures, and events via email.
   d. Monitor the program’s websites and identify areas for update.
   e. Assist the Historic Preservation Director and Office Coordinator with miscellaneous administrative needs.
   f. Liaison with university and community offices.

II. Special Projects: 2-3 avg. hours/week
   a. Update and edit the Historic Preservation Program Guide annually in consultation with the Program Director.
   b. Assist the Historic Preservation Program Director, Historic Preservation Office Coordinator, AAA Development and External Communications Office with coordinating the annual McMath Award and Symposium.
   c. Assist in organizing graduate student admissions files and data tracking.

III. Miscellaneous 1-2 avg. hours/week
   a. Attend weekly Historic Preservation staff meetings and Historic Preservation committee meetings.
   b. Attend Historic Preservation Committee meetings.
   c. Attend the Historic Preservation New Student Orientation in fall term.
   d. Collaborates with the Field School GTF.

Pacific Northwest Field School Program Support:

I. Office Assistance: 3-4 avg. hours/week
   a. Answer inquiries about the PNWFS via telephone and email.
b. Organize and collect applications to the PNWFS.
c. Assist Field School Director with program organization, outings, and offerings.
d. Compile acceptance packets and accept applicants to the field school in collaboration with Academic Extension.
e. Update and monitor the PNWFS portion of the program webpage.
f. Assist the Field School Director with miscellaneous administrative needs.
g. Consult with the Historic Preservation Program Director, re: PNWFS meetings, minutes, and all executive decisions.

II. Special Projects: 2-3 avg. hours/week
   a. Assist with creation of PNWFS posters, fliers, and mailers.
   b. Coordinate mailing and distribution of PNWFS advertisements.
   c. Compile mailing lists for field school distribution.
   d. Create completion packets for all field school participants.
   e. Write the final report for the completed field school.
   f. Help prepare the annual PNWFS audit of enrollment and fiscal health to be presented annually to the Historic Preservation Director.

III. Miscellaneous 1-2 avg. hours/week
   a. Attend PNWFS Partners meetings with the Field School director.
   b. Collaborate with the Historic Preservation Program Support GTF.
   c. Collaborate with the Historic Preservation Program Director.
   d. Send Historic Preservation Program Director minutes from the PNWFS Partners meeting.
6.0 HEALTH AND SAFETY

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 346-8316.

All University of Oregon employees, including GTFs, 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 GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GTF. If, as a result of the accident, the GTF 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 GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. 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 GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF'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 GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GTF 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 GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF 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/policy/by/1/08-health-and-safety/safety. 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:**
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Historic Preservation Program Director and/or Historic Preservation Office Coordinator.

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:**
- Michael Smith, Building Manager for AAA, has a complete set of guidelines for emergency procedures and evacuations in his office (room 126 Lawrence Hall).
- Material Data Safety Sheets are not necessary in Historic Preservation, as dangerous chemicals and essential safety equipment are not used.
- First aid supplies are located in the Historic Preservation Program Office (room 106 Lawrence Hall) and AAA Facilities Services (room 124 Lawrence Hall).
- An emergency call box and fire extinguisher are located at the west end of the hallway outside the Historic Preservation Program Directors Office.

**Use of Personal Protective Equipment:**
N/A

**Required safety training and appropriate departmental record keeping:**
N/A

**7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because a GTF 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 GTFs 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 GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF’s progress toward the degree is assessed based on criteria established by the GTF’s graduate degree program, regardless of where the GTF is employed.
Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF’s graduate degree program if the GTF’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 GTF 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 GTF employing units, the GTF should refer to the GDRS for his/her academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GTF employing unit is an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

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 another document: A digital version of the Historic Preservation Program Guide is available here: http://hp.uoregon.edu/program/ and hard copies are available in the Historic Preservation Program Office.

Criteria Used to Assess Satisfactory Progress
The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:
- Complete nine (9) graduate credits per term toward the graduate degree.
- It is expected that a graduate student, maintaining full-time status (9-16 credits per term) will complete the master’s degree in Historic Preservation in two years.

Grades:
- Maintain a cumulative University of Oregon GPA of 3.0.
- A student shall receive no less than a grade of B- in any required core course. Grades lower than ‘B-‘ necessitate repeating the course at the next available offering.
- At any one time, a student shall have no more than two incompletes. All incompletes shall be completed within one calendar year of the assignment of the incomplete.

Research:
- All master’s students are expected to enroll in an individualized study research course (spring term of the 1st year), develop a formal research proposal (fall term of the 2nd year), and prepare a final research project or thesis as part of the master’s degree, within the two-year time limit.

The process for evaluating satisfactory progress toward graduate degree is as follows:
- The Program Director, faculty advisor, and members of the graduate committee will perform the evaluation.
- The evaluations shall be done quarterly.
- The timeline for remedy will be determined on a student-by-student basis but shall not exceed one calendar year.

**Failure to make satisfactory progress toward the graduate degree:**
- If for any reason a GTF falls below the minimum 3.0 GPA or does not maintain the minimum nine credits per term, he or she will have one term to regain satisfactory status. The student will be notified in writing of an unsatisfactory status.
- If for any reason a GTF does not make satisfactory academic progress for two consecutive terms, that student may be subject to disqualification from the master's degree program as well as discontinuance as a GTF. A decision of disqualification will be made by the Program Director in consultation with the Historic Preservation committee. The student will be notified of disqualification in writing.

**8.0 DISCRIMINATION & GRIEVANCE PROCEDURES**

To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, [http://aaeo.uoregon.edu/AAEO%20Booklet%20Color.pdf](http://aaeo.uoregon.edu/AAEO%20Booklet%20Color.pdf)

**9.0 WORK ENVIRONMENT**

This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

**Workspace:**
Each GTF will have access to desk space in the shared HP GTF Office, room 382 Lawrence Hall. Each space has filing cabinets and shelves for storing work-related documents, files, and publications.

**Private Meeting Space:**
GTFs will share office space with other GTFs, but should organize their time in the office to ensure the ability to have conduct meetings in private when necessary. GTFs should coordinate their schedules each term.

**Access to Telephones and Computers:**
Each GTF will have access to a Macintosh desktop or laptop computer that is outfitted with Microsoft Office, Adobe Creative Suite, and other standard Mac applications. GTF offices have a phone with a messaging system that GTFs can use. GTFs should schedule regular posted office hours during normal business hours, Monday -- Friday, 8am to 5pm; however, GTFs will have access to the GTF office on a 24 hour/7 days a week basis and can use the equipment in those spaces any time during their regular office hours and when the offices are not being used for other purposes.

**Access to Office Supplies, Photocopies and Printouts**
GTFs may use the copy machines in the A&AA Dean's Office for limited copies (up to 10 at a time). For larger photocopy jobs, GTFs can place copy orders through the A&AA Facilities
Support Services Office at least 24 hours before the copies are needed. GTFs will be given an index at the beginning of their appointment to which all photocopy services can be charged. Office supplies necessary for carrying out the GTF assignment can be ordered with the HP Office Coordinator or can be purchased on a limited basis from the UO Duck Store. The photocopiers in the A&AA Dean’s Office can scan documents and convert them to PDFs that can be sent from the photocopies directly to an email address. Faxes can be sent and received in the A&AA Facilities Support Services Office. The fax number is (541) 346-3626.

Access to office supplies necessary to conduct GTF business will be available at no personal cost to the GTF. However, oversight on purchases and limitations based on available resources will be managed by the HP Program Director and HP Office Coordinator.

**GTF Assistance**

In the Historic Preservation program, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance. Please note that the University's policy regarding GTFs assisting instructor-of-record GTFs can be found here: [http://gradschool.uoregon.edu/gtf/gtf-related-policies/gtf-assistant](http://gradschool.uoregon.edu/gtf/gtf-related-policies/gtf-assistant)

### 10.0 ABSENCES

**NOTIFICATION:** If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the Director of Graduate Studies 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 the Director of Graduate Studies. 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 GTF). If you are able, please attempt to reach the Director of Graduate Studies by both phone and email, and contact the Administrative Services Office (541-346-2982) in Lawrence 254 as well.

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 the Director of Graduate Studies using this protocol. It is important, especially during an extended absence, to try and provide adequate information to the Director of Graduate Studies regarding the status of your work so that any substitute can perform effectively.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. This is particularly critical at the start of the academic year calendar when orientation preparation takes place. The Graduate School will coordinate with the GTF and the department on any adjustment due to the GTF’s absence.

**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 you are planning an approved absence during any working days of the term, be sure to notify the Director of Graduate Studies how to reach you (if possible).

**MORE INFO:** More information about GTF 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