

**General Duties and Responsibilities
Humanities Program
2017-18**

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1.0 General Information

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by Humanities Program. 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 (GTFF). Please visit the Graduate School website for more information about the CBA and the GTFF.

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

DATE OF THIS GDRS REVISION: 5/1/2017

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 Humanities Program and the University, and is based on the specific need for one or more GEs.

In the Humanities Program, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed: Humanities 101, Humanities 102, and Humanities 103.

Humanities Program 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.

In recent years, GE assignments during the academic year in Humanities Program have included discussion section leaders. Humanities Program does not have GE assignments during the summer.

3.0 Application Process and Eligibility Requirements

Humanities Program routinely posts its positions via the Graduate School's "GE 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. Information about the availability of positions for the upcoming academic year and summer term will be shared with incoming graduate students and continuing graduate students through the Graduate School's website.

Generally, the application process for incoming students and continuing students includes an application form, a letter of interest, a resume or curriculum vita, and names and contact information of two references. Application materials can be submitted by regular mail or by turning in hardcopies to the department office. 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 or emergency appointments may be necessary. In such cases, these positions will be announced and filled by advertising the position on the graduate school website or emailing qualified applicants from the original pool.

All students accepted into or enrolled in a master's or doctoral program at the University of Oregon and who have appropriate experience and/or credentials are eligible for a GE appointment in Humanities Program. Experience or credentials required in order to be considered include a Bachelor's degree, knowledge and understanding of the field of Humanities, strong writing skills, and good organizational and record-keeping abilities.

No graduate student can be prohibited from applying for any GE position. All graduate students pursuing a graduate degree are eligible for GE appointments though continuing students must be making satisfactory progress toward the degree according to the Graduate School and the academic unit's requirements.

4.0 Appointment and Reappointment Process

Humanities Program standing committee of at least three members includes the Program director and faculty who teach HUM 101, 102, and 103.

GEs will be appointed year-to-year rather than term-to-term, whenever feasible. Reappointments are not automatic, nor are they guaranteed. In the case of the continuation of a particular position, the same student may be reappointed to the particular GE position without any new announcement of the position. The Humanities Program selection process applies to GE positions during the regular academic year and during the summer term.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in Section 3 as well as the following general criteria:

- 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.
- Financial need will be considered in evaluating two or more equally qualified candidates.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general 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. The department will use the same application process described in Section 3.

The availability of GE appointments for the academic year is generally posted in February and GEs are generally selected by April 15. Each candidate will be sent a notice of the hiring decision

within five working days after the decision has been made. The appointment status and the specific assignment are outlined at the same time.

Performance of GEs in Humanities Program is evaluated at the end of the academic year for GE's appointment fall, winter and spring. The criteria used for evaluation include overall teaching abilities, meeting deadlines, accuracy of grading, student comments, interaction with instructor, and ability to teach the material.

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 GE position, Humanities Program will consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

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.

In Humanities Program, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

.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)

DUTIES BY WORK ASSIGNMENT

Discussion Section Leader:

Attend all lectures, teach two-three discussion sections per week, grade assigned examinations and student papers, hold office hours, and attend weekly meetings of GEs and faculty supervisor. Up to 5 hours per term can be used for sick leave coverage to substitute for another GE. The program director or lecturer will determine if a substitute is necessary.

6.0 Health & 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 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 that identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Heidi Gese 541-346-4971.

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).

The location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies are in 311C Susan Campbell.

7.0 Satisfactory Progress Toward Graduate Degree

In order to be eligible for a GE appointment, students must be making satisfactory progress toward their degree. Satisfactory progress is determined by each GE's graduate program. See that program's website or GDRS for more information.

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.

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

GEs with teaching positions, either as instructor of record or as discussion leader, will be provided with an office suitable for private meetings with safe furniture, working locks, and properly and securely installed partitions and shelving. They will also be provided a telephone and a computer equipped with software necessary to carry out work assignments. They will

also have access to the copy machine, fax machine, scanner, printing supplies, and office supplies at no personal cost.

Humanities Program does not hire GEs as instructors of record and are not assigned to workloads that would require GE assistance.

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 instructor or department head 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 instructor or department head. 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 the instructor or department head 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 the instructor or department head 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 GEs 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 the instructor or department head so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

Sick leave substitution hours are built into your FTE (see Section 5, Work Agreement/Work Assignment). The department will attempt to use substitutes evenly. In some cases, expertise in a subject of availability will determine a substitution. Please track your substituting hours and notify Prof. Mary Jaeger, Humanities Program Director, if you believe you will likely exceed the total hours allocated for substitute work.

Make-up work: Generally, for duties missed not related to a class meeting, please check in with the instructor or department head 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 instructor or department head 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>.