1.0 GENERAL INFORMATION

About This Document
The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the Institute for a Sustainable Environment (ISE). 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 the ISE.

The individual who shall oversee the implementation of this GDRS is: Cassandra Moseley, ISE Director.

DATE OF THIS GDRS REVISION: May 15, 2016, for academic year 2016-17.

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

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.

This GTF employing unit
- makes an effort to distribute GTF opportunities to as many students as possible; and
- encourages financial opportunities through such means as scholarships, work study, and grants.

ACADEMIC YEAR APPOINTMENTS
The availability of GTF appointments for the upcoming academic year is usually determined: As required by grant projects.

In recent years, GTF assignments during the academic year in this GTF employing unit have included: Research Assistant.

SUMMER TERM APPOINTMENTS
Does unit hire GTFs in Summer? Yes

If yes, the availability of GTF appointments for the upcoming summer term is usually determined: As required by grant projects.
In recent years, GTF assignments during the summer in this GTF employing unit have included: Research Assistant.

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are: Graduate students enrolled at the University of Oregon who are pursuing a Master's or Doctoral degree. Depending on the work assignment, some GTF announcements may specify enrollment in an academic program relevant to the nature of the work. All ISE GTF positions will be posted on the Graduate School website with application instructions.

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: Demonstrated abilities in areas particularly relevant to the GTF assignment.

Students will be considered in the following order: Preference is given to applicants with demonstrated ability in areas specific to the GTF assignment.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows: The Institute for a Sustainable Environment does not have a maximum number of reappointments for eligibility.

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 7).

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

This unit routinely posts its positions via the UO Graduate School web site and for each position includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and it 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:

- Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office and on the website of the Graduate School.

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

- Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office and on the website of the Graduate School.

SUMMER TERM APPOINTMENTS
Information about the availability of positions (including specific position announcements where applicable) for
the upcoming summer term will be shared with continuing graduate students in the following way(s):

- Generally, the application process for incoming students is the same as during the academic year.
- Generally, the application process for continuing students is the same as during the academic year.

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):

- Project Directors shall make a recommendation to the ISE Director based on knowledge of candidates in the Project Director's home department, or after consultation with faculty in other departments, where students with relevant skills and experience may be found.

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:

- Project Directors shall make a recommendation to the ISE Director based on knowledge of candidates in the Project Director's home department, or after consultation with faculty in other departments where students with relevant skills and experience may be found.

In accordance with the CBA, this GTF employing unit's standing committee of at least three members includes: The Institute Director, Supervising Principal Investigator, and another TBA Research Affiliate.

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 will be interviewed and evaluated based on their performance and responses.
Financial Need: Will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria
For an Instructor of Record (full course responsibility): Not Applicable.
For a Discussion Section Leader: Not Applicable.
For a Laboratory Section Leader: Not Applicable.
For a Teaching Assistant: Not Applicable.
For a Grader: Not Applicable.
For a Research Assistant:
• Specific qualifications and experience relevant to the GTF position as detailed in the position announcement;
• Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole;
• Consideration will be given for a positive working arrangement between a GTF and the Project Director and other staff with whom the GTF will work.
For an Administrative GTF: Not applicable.
For a Supervisory GTF: Not applicable.

(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: Refer to specific position announcement, as criteria will vary.

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
• At the end of the academic year for GTFs appointed fall, winter and spring
• At the end of the summer term for summer GTFs.

Evaluations are performed by: the supervisor and any additional faculty/staff members for whom the GTF performs work.

The criteria used for evaluation shall: refer to specific GTF position description. Evaluation criteria will vary depending on research project.

5.0 WORKLOAD AND 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 Blackboard, 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)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 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**

- **Instructor of Record:** Not applicable.
- **Discussion Section Leader:** Not applicable.
- **Laboratory Section Leader:** Not applicable.
- **Teaching Assistant:** Not applicable.
- **Grader:** Not applicable.
- **Research Assistant:** Duties will vary based on specific grant project. The GTF position description will be the guide to specific duties.
- **Administrative GTF:** Not applicable.
- **Supervisory GTF:** Not applicable.

### 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 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 or 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 (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.

**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: Office Manager, 131 Hendricks Hall, 541-346-0675.

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: A first aid kit is located in the lower desk drawer of Hendricks Room 130 (ISE entry area). Building and UO emergency procedures are located on desk in Hendricks Hall, Room 130. MSDS are not applicable to ISE research.

**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. The hiring unit 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.

Satisfactory academic progress shall be assessed by criteria established by that GTF’s graduate degree program, see the relevant program’s website or GDRS for more information. Additionally students must meet minimum Graduate School criteria for satisfactory progress towards a graduate degree: https://gradschool.uoregon.edu/policies-procedures/satisfactoryprogress.

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.

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 GDRS GTF employing unit is The Institute for a Sustainable Environment and defined as:

- An administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.

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/booklet.html.

9.0 WORK ENVIRONMENT

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

Workspace: Primary office door may be bolted from the inside as necessary.

Private Meeting Space: Not applicable

Access to Telephones and Computers: Access to telephones and computers, as necessary to complete specific GTF assignment, will be made available during a specific GTFs work schedule, within the standard 40 hour work week.

Access to Office Supplies, Photocopies and Printouts: Specific supplies needed to fulfill GTF assignments should be obtained from GTF supervisor; general administrative supplies will not be available for specific grant-funded GTF appointments.

GTF Assistance: Not applicable.

10.0 ABSENCES
Absence Notification: If you are unable to attend work at the scheduled time, you must notify your research supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. 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 to your research supervisor 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 GTF and the employing 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 research 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 your research supervisor 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](http://hr.uoregon.edu/er/labor-agreements).