

**2018-19 Academic Year
General Duties and Responsibilities Statement
Graduate Employees
Undergraduate Studies Administration**

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE hiring unit, Undergraduate Studies Administration (UGS-Admin). 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. This GDRS details the specific relationship between GEs and UGS Admin.

This document does not apply to work-study, hourly student employees or other staff hired in UGS-Admin.

The individual who shall oversee the implementation of this GDRS is
Lisa Freinkel, Vice Provost and Dean for Undergraduate Studies.

DATE OF THIS GDRS REVISION: **5/15/2018**

2.0 AVAILABILITY OF GRADUATE EMPLOYEE APPOINTMENTS

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 GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In UGS-Admin, the priority is to support the work of the UGS Associate Vice Provost as part of the Center for Undergraduate Research and Engagement (CURE) and Office of Distinguished Scholarships (ODS).

Academic Year Appointments

The availability of GE appointments for the upcoming academic year is usually determined during the preceding spring term.

In recent years, GE assignments during the academic year in UGS-Admin have been administrative GEs.

Summer Term Appointments

UGS-Admin occasionally hires a GE during summer term to assist with ODS and CURE activities.

3.0 ELIGIBILITY REQUIREMENTS

Graduate students must be enrolled in a master's or doctoral program to be eligible for a GE appointment in UGS-Admin.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in UGS-Admin. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered include:
Enrollment in a master's or doctoral degree program.

Priority consideration will be given to graduate students with undergraduate research experience and interdisciplinary academic interests.

UGS-Admin has established the maximum number of reappointments for which a student is eligible is two reappointments.

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

In addition, UGS-Admin requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

UGS-Admin routinely posts its position announcements, including a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment on the Graduate School's "GE Openings" webpage for a minimum of 10 business days (Article 17, Section 1). Announcements are also posted at relevant offices and departments on campus.

Generally, the application process includes submitting the following by the posted due date: a letter of interest detailing your qualifications for the position, relevant work experience, educational background, and academic/career goals; a resume; and two letters of reference.

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 same manner as detailed above.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, UGS-OVPD's standing committee of at least three members includes the UGS Vice Provost and Dean, UGS Associate Vice Provost and UGS Business Manager.

Also in accordance with the CBA, 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 continue in (i.e., be reappointed to) the particular GE 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 GE employing unit and (C) specific criteria relating to the particular GE 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 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 GEs supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. 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.

(B) Assignment Type-Related Criteria

For an Administrative GE: Undergraduate research experience and interdisciplinary academic interests.

(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include:

- Facilitating student connections to a variety of research opportunities available to UO undergraduates, and representing the Division of Undergraduate Studies at events.
- Bilingual applicants and/or applicants who would add to the diversity of the workplace are strongly encouraged to apply.

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, the same application process described in Section 4 and appointment/reappointment process described here will be repeated.

Performance of GEs UGS-OVPD are evaluated during spring term and performed by the UGS Associate Vice Provost.

The criteria used for evaluation include:

Whether the GE has built competencies in informational, relational, and conceptual skills. Can they work accurately in a timely manner. Can they demonstrate listening, oral, and written skills that convey accurate information in a professional and sensitive manner? Do they have a sense and can they demonstrate their understanding of where undergraduate research, engagement and distinguished scholarships fit in the larger picture of the university?

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

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

.49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

In UGS-Admin, duties for the Administrative GE work assignments are as follows:

Approximately 115 hours/term = Assist in the development of identifying and tracking undergraduate research, engagement and distinguished scholarship opportunities for UO students. Assist with special projects and reports, prepare informational materials/update webpages, and represent UGS at campus events.

Approximately 100 hours/term = Meet with undergraduate students to explore interests, identify possible areas of research and post-graduate opportunities, and provide feedback regarding distinguished scholarship opportunities. Facilitate student connections to a variety of opportunities across campus.

8.0 ABSENCES

Sick Leave:

UGS-OVPD provides and administers sick leave to GEs in accordance with CBA Article 28. Use of sick leave is reported following University payroll policies and procedures.

Absence Notification Procedure:

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the UGS Associate Vice Provost as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide the department with information about where you left off. If you are able, please attempt to reach the UGS-AVP 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 UGS-AVP 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.

MAKE-UP WORK. Generally, for duties missed, please check in with the UGS AVP 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 UGS AVP 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>

9.0 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 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 (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:

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:

Liesl Johnson, Business Manager, Division of Undergraduate Studies, 541-346-1276

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: Most of these items are located in the workroom in 76 Prince Lucien Campbell (PLC). Contact the Business Manager in UGS-Admin for additional information.

10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GEs graduate degree program. The GEs progress toward the degree is assessed based on criteria established by the GEs graduate degree program, regardless of where the GE is employed.

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 GEs graduate degree program if the GEs 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.

UGS-Admin is an administrative, non-academic unit. Satisfactory progress is determined by each GEs graduate program. See that program's GDRS for more information.

11.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

12.0 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 GEs role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online at <http://aaeo.uoregon.edu/content/raise-concern>

13.0 WORK ENVIRONMENT

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

Workspace:

GEs will be provided a workstation within the UGS-Admin office suite and a door code to access the space after normal office hours. The GEs will be provided with all the tools necessary to do the job.

Private Meeting Space:

When needed, GEs may use other UGS offices or conference rooms for private meetings.

Access to Telephones and Computers:

GEs will be provided with access to a telephone. GEs will also have login ability to a local computer with appropriate software to perform the necessary functions of the job. Software access includes, but is not limited to, Microsoft Office products, BANNER, and a campus-wide advising program.

Access to Office Supplies, Photocopies and Printouts:

The administrative GEs will work under the direction of the UGS Associate Vice Provost. They will be provided full access to necessary office supplies, photocopier, fax machine, and printers at no cost to the GE. Access to office supplies is limited to normal office hours.