

General Duties and Responsibilities for School of Law 2018-19

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1.0 GENERAL INFORMATION

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by the School of Law. 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). This GDRS details the specific relationship between GEs and the School of Law. This document does not apply to hourly student workers.

The individual who shall oversee the implementation of this GDRS is: The Associate Dean of Finance and Operations, School of Law, in coordination with the Associate Dean for Academic Affairs and the Associate Dean for Faculty Research and Programs.

DATE OF THIS GDRS REVISION: 4/12/2018

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments is programmatically determined by the Dean, in coordination with the Associate Dean of Academic Affairs, the Dean's leadership team and the Dean's Faculty Advisory Committee. The number of GE positions available is subject to the budgetary constraints on both the School of Law and the University, and is based on the School of Law's specific need for one or more GEs.

The School of Law makes an effort to distribute GE opportunities to JD and CRES Master's students when possible.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year will normally be determined during the spring and posted accordingly, but can also be considered at other times of the year as necessary.

SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer will be determined during the spring each year, and positions will be posted accordingly.

3.0 ELIGIBILITY REQUIREMENTS

All students enrolled in School of Law graduate programs that have completed their first year of instruction are eligible for a GE appointment in the School of Law.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions within the School of Law. In all cases, preference is given to the School of Law's own graduate students.

Experience or credentials required in order to be considered include the following:

- Must be a second or third year School of Law graduate student, or other graduate student as defined above, enrolled and in good academic standing (3.0 or higher) at time of appointment.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours (per semester or term, depending on the program of study) towards their 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 Section 9).

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

4.0 APPLICATION PROCESS

ACADEMIC YEAR AND SUMMER APPOINTMENTS

Notification about the availability of positions for the upcoming summer and academic year will be shared with continuing graduate students electronically, by sending to the School of Law graduate student listservs, which go to each graduate student's uoregon.edu email address, in addition to the School of Law graduate career opportunities sites. Positions will also be posted on the university graduate school website.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, emergency positions, or positions outside of the normal appointment cycle will need to be filled. These positions will also be sent to the School of Law graduate student listservs, which go to each student's uoregon.edu email address.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, the School of Law's standing committee of at least three members includes the Legal Studies Faculty Director, the Legal Studies Program Manager, and either the Associate Dean for Academic Affairs or the Associate Dean for Faculty Research and Programs, or a faculty member designated by one of the Associate Deans.

Also, in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, or semester to semester, whenever feasible. GEs are not employed by term or semester in order to determine whether they are adequately qualified for a GE 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) that 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 School of Law, and (C) specific criteria relating to the particular GE work assignment.

- **General criteria include (in no particular order):**

- Academic Credentials. This is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the School of Law, 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.
- Previous experience. For teaching GE positions, having previously taught or taken the specific or closely related course at the university or the School of Law. For non-teaching GE positions, previous employment or other experience relevant to the available GE position.
- **Assignment Type-Related Criteria**
 - See job posting for specific details.
- **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 the ability to demonstrate skills in the following:

- Exceptional written, oral and interpersonal communications
- Ability to work with diverse students and adhere to the University of Oregon policy to support and value diversity
- Demonstrated professionalism and record of quality interactions with faculty and student colleagues.

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 may decide to reopen the application process for the position. Generally, the same application process described in Section 4 and the appointment/reappointment process described here will be repeated. However, the School of Law reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in the School of Law will be evaluated at the end of the academic year for GEs appointed fall, winter and spring. Performance of GEs that are appointed for summer only will be evaluated in the fall.

Evaluations are performed by faculty or Officer of Administration GE Supervisors. The criteria used for evaluation include the following:

- Knowledge
- Planning/Organizing/Timeliness

- Analysis
- Creativity/Initiative
- Quality
- Professionalism
- Dependability
- Interpersonal Skills/Communications
- Versatility
- Continuous Improvement
- Other

6.0 WORKLOAD

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, the School of Law considers what constitutes a workload sufficient to perform the work assignment satisfactorily.

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

- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 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 within the School of Law.

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.

Within the School of Law, duties for the following types of GE work assignments are as follows:

DUTIES BY WORK ASSIGNMENT

a) Instructors of Undergraduate Students

School of Law GEs who are centrally funded and classified as instructors spend the majority of

their time performing duties that are designed to impart knowledge to undergraduate students by teaching and assessing students' performance. The remaining balance of their time is spent on closely related activities such as class preparation, recording grades, reviewing submitted work, and/or serving as mentors to students. Examples of duties commonly performed by School of Law GEs in relation to undergraduate students in this classification include solo instruction; leading discussion sections; lab instruction; instructional design; lesson planning; holding office hours; assisting faculty with instruction, grading, reviewing submitted work, recording grades, and providing feedback on assignments to students. In exercising the duties described above, GEs classified as instructors exercise independent judgment and discretion. Instructors are paid on a salary basis.

8.0 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 346-8912 or 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 (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 who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The Associate Dean for Finance and Operations or the School of Law Building Manager may also be contacted at 541-346-3643 or 541-346-0040.

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 manual and MSDS (if applicable) are posted in communal spaces and copy rooms. Evacuation plans are located in hallways

throughout building complex. First aid supplies are available in building complex as indicated on posted building maps.

9.0 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 GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the School of Law Registrar will provide academic transcripts of all graduate students holding GE appointments to the Legal Studies Faculty Director who will review the student's progress toward their graduate degree and issue their approval before a GE reappointment can be made to that student.

The School of Law is an academic unit with three graduate degree programs. The criteria used to assess satisfactory progress toward a graduate degree in this unit, along with the process by which satisfactory progress is assessed, can be found in the Student Handbook, located on the School of Law portal by using this link: <https://mylaw.uoregon.edu/mylaw/holding0910/>. This document lists all policies, procedures, requirements and criteria needed to stay in good academic standing and to advance towards degree completion.

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in the School of Law is as follows:

Coursework, Grades, Examinations:

All coursework, grade requirements, and exam requirements meet or exceed the School of Law and Graduate School requirements. <https://gradschool.uoregon.edu/node/216>.

The Graduate School of the University of Oregon requires that all students in a graduate degree

program maintain a 3.0 GPA to remain enrolled and to qualify for graduation.

10.0 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.

11.0 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>.

12.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement. Information detailing this unit's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) is located in each student's respective workspace suite.

Workspace:

All workspace provisions are handled by the School of Law Building Manager in coordination with the Associate Dean of Finance and Operations.

Example A: Each GE shall be allocated a personal desk, chair, and filing cabinet. All GEs shall be assigned a shared office space or carrel, typically within one of the designated GE office spaces. GEs have 24/7 building access via electronic key cards and codes.

Access to Telephones and Computers:

All equipment necessary to carry out work assignments is provided in or in close proximity to GE workspace.

Access to Office Supplies, Photocopies and Printouts

All equipment necessary to carry out work assignments is provided in or in close proximity to GE workspace.

13.0 ABSENCE NOTIFICATION PROCEDURE

Sick leave:

Outside of extraordinary circumstances, the School of Law does not use substitutes for sick leave in your position. If such circumstances arise and your supervisor asks you to substitute for another GE who is out sick, you will earn hourly compensation of 1.5 times your current rate unless the GDRS, your job description, or workload allocation sets aside hours for substituting.

Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.)

GE sick leave is tracked by the School of Law HR Office.

Contact: School of Law HR Manager

Notification:

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your 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 your supervisor with information about where you left off. If you are able, please attempt to reach your supervisor 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 your 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 GE and the department on any adjustment due to the GE'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 your supervisor 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>.

14.0 RESIGNATION, LEAVE OF ABSENCE OR WITHDRAWAL

Resignation

The decision to resign your GE appointment, especially in the middle of an appointment period, can have significant personal, academic and financial implications. GEs are encouraged to consult with their supervisor before resigning. To learn more about potential financial impacts, feel free to contact the Graduate School. A written statement (hard copy or email) is required to resign your appointment. Please cite the effective date of your resignation and, to the extent possible, a reason.

Leave of Absence

Graduate students who choose to go on-leave from their graduate program during a term in which they have a GE appointment must resign their GE appointment for the on-leave term(s) by submitting a letter (e-mail) of resignation to their supervisor. The UO-GTFF CBA requires that GEs who are going to miss more than one work week contact the Graduate School.

Complete Withdrawal

If you resign from your GE position or withdraw from the University, you will lose your tuition and fee waiver and insurance, unless you have worked a minimum of .20 FTE for the term. If you are no longer eligible for a tuition waiver, you will be billed for 10-100% of the tuition and fees. The percentage and amount billed will depend on your resignation and/or withdrawal date. For more information, see the Tuition and Course Fee Refund Schedule on the [Registrar's](#) web site and consult the [GE Complete Withdrawal](#) information on this site.

15.0 ADDITIONAL RESOURCES FOR GEs

Additional resources for GEs can be found on the Graduate School website by using the following link: <https://gradschool.uoregon.edu/ge/ge-orientation#resources>

16.0 CONFLICT OF INTEREST INFORMATION

You are responsible for being aware of the University's policy regarding conflicts of interest and abuses of power associated with sexual or romantic relationships between faculty/staff members, including GEs, and students. Such relationships, by their very nature, may raise the question of conflict of interest when the GE is in a supervisory role over a student. The policy puts forth guidelines for avoiding relationships that interfere with the positive learning environment we seek to provide for all students. Please review the following policy:

<http://policies.uoregon.edu/conflicts-interest-and-abuses-power-sexual-o...>

Additional information can be found here: <http://workplacereationships.uoregon.edu/>

If you have questions or would like to confidentially discuss a particular situation, contact the