Department of Mathematics General Duties and Responsibilities Statement ("GDRS")

Graduate Employment

2020-2021

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Introduction

The Graduate Teaching Fellow Federation (GTFF) is a union that represents Graduate Employees ("GEs") at the University of Oregon. Official membership is at the individual's option. The University of Oregon and the GTFF have a Collective Bargaining Agreement ("CBA") that governs the relationship of the University to its GEs. Appointment levels and salaries for all GE appointments are subject to the CBA's provisions. The CBA can be downloaded from the Graduate School's GE page, http://gradschool.uoregon.edu/GE.

This document, the GDRS, provides information about the relationship between the Department of Mathematics and its GEs for the academic year 2020-2021. The GDRS does not apply to work-study or other staff hired in the Department of Mathematics.

The GDRS is published on the Graduate School's website, http://gradschoool.uoregon.edu/GTFF/rights-and-responsibilities/gdrs.

The Department Head oversees the implementation of the GDRS. This document was revised in April 2020.

Availability of Graduate Employment

The Department offers mostly instructional appointments with a few research appointments for first-year students. Budgetary constraints limit the number of available appointments. The size of the continuing graduate student body limits the number of appointments available to incoming students. Typically, GEs appointments and reappointments are made on yearly basis as opposed to a term-by-term basis. Summer GE appointments are also made each year.

Application Process

For Prospective Students:

Prospective students must submit a complete application for admission to the graduate program in mathematics, by the published application deadline, to be considered for a regular academic year GE. The Graduate Appointments Committee considers all such applicants for available instructional GE positions.

For Current GEs:

Current GEs are automatically considered for reappointment provided the following conditions:

- They are making satisfactory progress towards their degree.
- If in the master's or pre-Ph.D. program, they have not already been a GE for two years.
- If in the Ph.D. program, they have not already been a GE for four years while in the Ph.D program. (The up to two years as a GE in the Pre-Ph.D. program are not counted in this total.)

It is unusual, but occasionally the Department must make emergency GE appointments. In such cases the Department gives priority to current qualified graduate students in the department who have not previously received an appointment or those whose FTE could be increased without surpassing the 0.49 FTE limit.

Appointment Process

The Department Head has the final responsibility for appointing and reappointing GEs. The appointment and reappointment processes shall comply with Federal and University of Oregon Affirmative Action regulations.

New Regular Appointments:

The Appointments Subcommittee of the Graduate Affairs Committee is a group of three faculty members that reviews applications for admission. At the time of admissions review, the Appointments Subcommittee evaluates applicants for eligibility for GEs and makes recommendations to the Department Head.

The Appointments Subcommittee uses the following criteria when evaluating applicants for regular academic year instructional GE positions:

- Academic records as evidenced by previous degrees, grades, and test scores such as the GRE and GRE Math subject exam;
- Recommendation letters;
- Performance in past mathematics courses;
- Perceived ability for success in a graduate program as evidenced by recommendations by former instructors;
- Predicted performance as teachers of lower-division mathematics course as evidenced by previous teaching experience or expressed interested and desire to teach. Quality of spoken English is a component of this prediction.

Term Appointments:

Term appointments are usually made to meet emergency departmental teaching needs. Such appointments are typically supported by non-recurring funds. The Department assumes no obligation to reappoint a term GE appointee at the expiration of the specified period of appointment. Term appointments are uncommon.

Current GEs/Reappointments

Reappointments are not automatic or guaranteed. Generally, the Department offers GE appointments for a maximum of six years. For the Department to make an exception and grant a seventh year, the student must submit a petition to the PhD Committee along with a letter of support from the student's advisor. The PhD Committee will make a recommendation to the Department Head, who will decide whether or not to grant the petition. Petitions will be accepted only in October and April.

The Director of Graduate Studies and the Ph.D. Subcommittee evaluate degree progress of current GEs and recommend to the Department Head whether to reappoint them for the following academic year. The Department Head makes the final decision whether to reappoint the recommended GEs. The following criteria are used when considering GEs for reappointment:

- Satisfactory progress in the GE's degree program (See the following section, "Satisfactory Progress Toward Graduate Degree")
- Acceptable performance of assigned duties, evidence of which may include:
    - Student evaluations of teaching performance
    - Consultation with supervising faculty
    - Performance information brought to the attention of the Department Head

A GE who fails to satisfy the criteria for reappointment may petition the Graduate Appointments Committee for reconsideration.

Satisfactory Progress Toward Graduate Degree

To be eligible for a GE appointment or reappointment, a student must be making satisfactory progress toward the degree. Both the Graduate School and Department have specific requirements for satisfactory degree progress.

It is the responsibility of the hiring unit to verify satisfactory degree progress of its GEs. However, the Graduate School also assesses GE academic progress. At the end of each academic year, the Graduate School reviews every GE's academic transcript. The Graduate School will notify the Department if a math GE's academic performance fell below the required 3.0 GPA during the appointment period. In such a case, the Graduate School will request that the Department review the student's progress and issue an approval before it can reappoint the GE.

The Department uses the same criteria to evaluate satisfactory degree progress for all graduate students, regardless of their GE status. The criteria vary based upon degree program, and are outlined below for the three different programs: master's, pre-Ph.D., and Ph.D. Please note that the Graduate Affairs Committee determines the appropriateness of coursework for each program and student. As used below, GPA is computed from only coursework meeting the requirements of the student's graduate degree program.

Criteria for Satisfactory Progress in the Master's Program:

(As noted above, the Department does not usually offer more than two years of GE support for a student in the Master's degree program.)

- Complete 12 credit hours per term of courses, reading courses, and/or thesis work appropriate for the degree.
- Maintain a GPA of at least 3.0 each term.
- Meet with the advisor prior to the start of every fall term to devise a program of study. This program of study must be established in writing. Any deviations from the program must be approved in writing by the advisor.

Criteria for Satisfactory Progress in the Pre-Ph.D. Program

(As noted above, the Department does not usually offer more than two years of GE support for a student in the Pre-Ph.D. program.)

- Complete 12 credit hours per term of courses, reading courses, and/or thesis work appropriate for the degree.
- Maintain a GPA of at least 3.0 each term.
- Meet with the advisor prior to the start of every fall term to devise a program of study. This program of study must be established in writing. Any deviations from the program must be approved in writing by the advisor.
- Complete the Sequence Requirement detailed in the Graduate Student Handbook (available on the Mathematics Department website), or successfully petition for an exemption, by the end of the second year in the Pre-Ph.D. Program.
- Take the written Qualifying Examinations immediately prior to the start of the fall term following the completion of the aforementioned Sequence Requirement.

Criteria for Satisfactory Progress in the Ph.D. Program

- Complete 12 credit hours per term of courses, reading courses, and/or thesis work appropriate for the degree.
- Maintain a GPA of at least 3.0 each term.
- Meet with advisor prior to the start of every fall term to devise a program of study. This program of study must be established in writing. Any deviations from the program must be approved in writing by the advisor.
- Satisfy the Language Requirement and pass the Oral Comprehensive Exam ("Preliminary Exam") by June of the year after the academic year in which the student was admitted to the Ph.D. program.
- Meet with their Ph.D. committee at least once a year after passing the preliminary exam. During the meeting, the student will provide a brief oral and/or written description of progress toward completing the dissertation. The committee will produce a written evaluation and provide it to the student and to the Graduate Coordinator for the student's file.

- Substantially complete all requirements for the Ph.D. within four years of admission to the Ph.D. program.

Description of Full Time Equivalent ("FTE")

FTE stands for full-time equivalent. An FTE of 1.0 represents a regular 40-hour work week. Each term of a GE contract encompasses 11 weeks, so at 1.0 FTE a GE would work 440 hours per term. GE workloads can be made from a minimum of 0.2 FTE to a maximum of 0.49 FTE. Here are some of the more frequently used FTEs and the hours they represent:

- 0.2 FTE appointments: up to 88 hours per term, or 264 hours per academic year
- 0.3 FTE appointments: up to 132 hours per term, or 396 hours per academic year
- 0.4 FTE appointments: up to 176 hours per term, or 528 hours per academic year
- 0.49 FTE appointments: up to 215 hours per term, or 645 hours per academic year

It is customary that the Department appoints all GEs at 0.49 FTE for academic year contracts.

Professional Behavior Expectations

GEs are responsible for maintaining professional standards of behavior in their work. GEs should always treat students respectfully. Course goals, grading standards, and expectations should be spelled out as clearly as possible.

It is paramount that GEs respond to job-related communication promptly:

- GEs should respond within one business day to communication from department staff, the department head, the assistant department head, or any faculty member with a supervisory role.
- GEs should respond to student emails within two business days.
- GEs who assign homework through an online system should check and answer related email at least once every business day.

Description of Job Responsibilities and Workload

The GE workload includes performance of all duties of the work assignment. For example, in addition to the time spent teaching, the workload for a teaching assignment includes preparation time, office hours, and proctoring placement exams. The distribution of time spent on duties may vary weekly, but the term's total workload should be within the numbers of hours associated with the GE's assigned FTE. For most duties, the numbers of hours listed in this section are approximations. Some duties, such as in-class contact, office hours, and organized help sessions, have required minimum numbers of hours. For those duties, the GE is required to fulfill the time commitment.

Instructional Appointments

This subsection lists the four different types of instructional appointments given in the Department, along with descriptions of the duties for each. The hours per week are representative of the workload breakdown for a 0.49 FTE assignment. For an assignment other than 0.49, the workload will be prorated accordingly.

1. Full Course Responsibility Instructional GE.
    a. In-class contact: conduct lectures, lead review sections. Hours per week: 3-4.
    b. Preparation, which includes preparing lectures, submitting exams to course coordinator, and developing or adapting course syllabus and material. Hours per week: 6-8.
    c. Contact hours outside classroom: office hours and organized help sessions. Hours per week: 4-5. The number of hours may be reduced to three per week if the GE assigns and collects homework online and monitors and answers questions by email.
    d. Student performance evaluation: grading quizzes, midterm and final exams, and special projects; reading homework papers and/or supervising assigned paper markers; and maintaining and submitting grading records in compliance with University and Department regulations. Hours per week: 2-4.
    e. Other responsibilities may include:
        i. Proctoring placement exams or substitution for a GE on sick leave. Hours per term: 4.
        ii. Final exam preparation. Hours per term: 3-8
        iii. Proctoring final exam. Hours per term: 2-3.
        iv. Attendance at course instructor meetings. Hours per term: 8.
2. Laboratory/Discussion Section Instructional GE.
    a. In-class contact: conduct discussion sections and lead review sessions. If necessary, teach class in instructor's absence. Hours per week: 4 (Up to 4 more if the GE is expected to attend course lectures.)
    b. Preparation hours, which includes preparation of discussion sections and quiz construction. Hours per week: 6-8.
    c. Contact hours outside of class: office hours and organized help sessions. Hours per week: 4. The number of hours may be reduced to three per week if the GE assigns and collects homework online and monitors and answers questions by email.
    d. Counseling, tutoring, special consultations. Hours per week: 0-3.
    e. Student performance evaluation: grading quizzes and exams; reading homework papers and/or supervising assigned paper markers; and proctoring midterms and final exams. Hours per week: 3-4.
    f. Other responsibilities:
        i. Assist with placement exams or substitution for a GE on sick leave. Hours per term: 4.
        ii. Meet with course instructor: Hours per week: 1.
3. Teaching Assistant Instructional GE.

   a. Contact hours outside of class: office hours and organized help sessions. Hours per week: 5.
   b. Student performance evaluation: reading homework papers and grading quizzes and exams. Hours per week: 12.
   c. Other responsibilities:
      i. Assist with placement exams or substitution for a GE on sick leave. Hours per term: 4.
      ii. Proctor exams. Hours per term: 4
      iii. Meet with instructor. Hours per term: 4
4. Advanced Course Grader and Help Session Instructor, Instructional GE
   a. Mark homework: reading, critiquing, and evaluating mathematical problem solutions and proofs. Hours per week: 9.
   b. Office hours or homework help sessions: providing homework assistance with upper division mathematics courses. Hours per week: 4.
   c. Online help for students in upper division mathematics courses. Hours per week: 6.

Research Assistant

(As stated above, Research Assistant GEs are far less common in the Department than Instructional appointments.) The hours per week are representative of the workload breakdown for a 0.49 FTE assignment. For an assignment other than 0.49, the workload will be prorated accordingly.

a. Meet with advisor(s). Hours per week: 1
b. Independent research / study relevant to planned research. Hours per week: 18

Research Fellow

The hours per week are representative of the workload breakdown for a 0.49 FTE assignment. For an assignment other than 0.49, the workload will be prorated accordingly. Graduate employees with this assignment work on their own research for 19 hours per week. This may include one hour per week to meet with advisor.

Summer Instructional Appointment

Summer term appointments are typically assigned at 0.37 FTE. Hours listed in this section are per term, based on a total of 162 hours per term for the 0.37 FTE.

a. In-class contact hours. 38 hours
b. Lecture preparation. 30-38 hours
c. Contact hours outside the classroom. 32 hours
d. Grading homework, quizzes, and midterm exams. 28-38 hours
e. Grading final exam. 4 hours
f. Other contracted work. 8 hours

Absence Policy

If a GE is unable to attend work at the scheduled time or to meet a class as scheduled, the GE must notify both the Assistant Department Head (Mike Price) and Graduate Coordinator (Mary Brown) as soon as possible, preferably in advance of the event to be missed. GEs should use both email and the telephone to notify the Department.

In the event that a GE is unable to directly notify the Department, it is acceptable to designate someone else to make the notification and provide the necessary information to the Assistant Department Head and Graduate Coordinator using this protocol.

GEs should attempt to find a substitute for the class and notify the Department of the proposed substitute. If the attempt to find a substitute fails, the GE must inform the Assistant Department Head and Graduate Coordinator so they can look for a substitute. If no appropriate substitute is found, the Department may elect to cancel the class. The GE MAY NOT cancel the class without permission from the Assistant Department Head. To the extent possible, the GE should inform the department of where the course left off before the absence (e.g., in the previous class in the case of a teaching GE).

If the duties missed are not related to a class meeting or discussion section, the GE should check in with the lead instructor to determine when and how the missed work will be made up (i.e. for a help session or grading assignment).

Please note that sick leave substitution hours are built into your FTE. (See Description of Job Responsibilities and Workload, beginning on page 7). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Assistant Department Head and Graduate Coordinator if you believe you will likely exceed 4 hours

If a GE is going to miss more than one work week, the GE or the GE's 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.

For planned and approved absences, the GE should inform the Assistant Department Head and the Graduate Coordinator of the best method of contact.

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 29 of the UO-GEF Collective Bargaining Agreement, http://hr.uoregon.edu/er/labor-agreements

Work Environment

This section describes the work environment and materials provided to Math GEs.

Workspace:

The Department provides each GE with an office space that includes a desk. If needed, shelves and cabinets are available for storage of teaching materials. The Department will order office and building keys and/or proximity access for the GEs. The GEs are responsible for obtaining the ordered keys from the Key Office in the EMU.

Private meeting space:
GEs have access to private meeting space within the departmentally controlled rooms. If other rooms are needed, office staff can reserve them on behalf of GEs.

Telephones and Computers:
Each GE office contains a computer and a phone for communication and teaching needs. During regular office hours, GEs also have access to a computer in the department's main office. GEs have 24/7 access to the computer in the Deady Mezzanine.

Office Supplies, Photocopies and Printouts
All GEs have 24-hour access to the copy room in Deady Hall. Teaching supplies and a fax machine are available in the Department office during regular office hours.

GE Assistance
Math GEs who work as instructors of record are not assigned workloads that require GE assistance.

Health and Safety Information

Workers Compensation and Accident Reporting

The University's Workers' Compensation Program is administered by the Office of Risk Management. To ask questions about the program, please call (541) 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 the injury immediately to the supervisor. The supervisor will complete the Supervisor's Accident Investigation Report (SAIR) 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/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, the GE should contact Office of Risk Management 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 the department's web site at http://ehs.uoregon.edu/

Reporting Safety Hazards:
GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the department manager, Sherilyn Schwartz at 541-346-4705.

Other resources campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GEF union representative. Off campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

During fall term orientation, all new GEs will view a New Employee Safety Orientation video. Evacuation meeting point for Fenton Hall is the Pioneer Father Statue and the Fountain for Deady Hall. Departmental representative is the Assistant Department Head.

The department manager, Sherilyn Schwartz, is responsible for maintaining information about the emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. These materials and information can be found in the Department's main office.

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)