

# **General Duties and Responsibilities for the Teaching Engagement Program 2019-2020**

## **TABLE OF CONTENTS**

1.0	GENERAL INFORMATION .....	1
2.0	AVAILABILITY OF GRADUATE EMPLOYEESHIPS .....	2
3.0	APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS .....	2
4.0	APPOINTMENT AND REAPPOINTMENT .....	3
5.0	WORKLOAD AND WORK ASSIGNMENTS .....	4
6.0	HEALTH AND SAFETY INFORMATION .....	5
7.0	SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE .....	7
8.0	DISCRIMINATION GRIEVANCE PROCEDURES.....	8
9.0	WORK ENVIRONMENT .....	8
10.0	ABSENCES .....	9

## **1.0 GENERAL INFORMATION**

The **Graduate Student Teacher-Scholar** position provides an opportunity for a graduate student teacher interested in pedagogical method and the scholarship of teaching and learning to join TEP’s staff. As a member of TEP’s team, the Graduate Student Teacher-Scholar has opportunities like observing and helping lead workshops and consultations; considering ways for TEP to enhance its support for all graduate student teachers through its Graduate Teaching Initiative; and participating in projects related to the teaching and learning culture on campus, including efforts to revise the teaching evaluation system and renew the core curriculum.

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this hiring unit. 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 TEP.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is: Assistant Vice Provost for Teaching Engagement and TEP Director, Lee Rumbarger

DATE OF THIS GDRS REVISION: 08/21/2019

## 2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments is 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.

This GE employing unit: (Select all that apply.)

- makes an effort to distribute GE opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

## ACADEMIC YEAR APPOINTMENTS

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

In recent years, GE assignments during the academic year in this GE employing unit have included:  
Administrative GE

## SUMMER TERM APPOINTMENTS

Unit does not hire GEs in summer.

## 3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are:

Students must be enrolled in a master's or doctoral program to be considered for the Graduate Student Teacher-Scholar GE position. A master's student or a Ph.D. student is eligible to remain in the TEP Graduate Student Teacher-Scholar position as long as they are enrolled in a master's or doctoral program. Reappointment is based on performance and TEP need.

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 Section 7).

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

This unit 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.

#### 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:

In addition to the positions being posted on the Graduate School's website, the above information is sent via email to departmental graduate coordinators and via TEP's e-newsletter *TEPlist*.

SUMMER TERM APPOINTMENTS: N/A

#### 4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit standing committee of at least three members includes: Lee Rumbarger, Assistant Vice Provost for Teaching Engagement/TEP Director; Jason Schreiner, TEP Associate Director; Julie Mueller, TEP Faculty Consultant

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term 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) 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 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.

**(B) Assignment Type-Related Criteria**

For an Administrative GE:

- Interest in and ability to discuss university teaching trends, theories, and challenges, both in general terms and from experience.
- Outstanding written and verbal communication skills.
- Self-motivation and ability to work independently and as part of a team.
- Ability to think programmatically about intervening in teaching and learning culture.
- Promise as a mentor to other graduate students with diverse backgrounds and experiences.

**(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 3 above for how to access these position announcements).**

See the position announcements for details, but these may include: Miscellaneous administrative tasks, representing the Teaching Engagement Program at events.

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 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. (described in Section 4).

Performance of GEs in TEP are evaluated at the end of the academic year for GEs appointed fall, winter and spring. Evaluations are performed by: Assistant Vice Provost for Teaching Engagement/TEP Director and/or TEP Associate Director

The criteria used for evaluation include: Each task listed is evaluated for quality of work and timeliness.

**5.0 WORKLOAD AND 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, GE employing units consider what constitutes a workload

sufficient to perform the work assignment satisfactorily.

In this GE employing unit, 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)**

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 this GE employing unit, duties for the following types of GE work assignments are as follows:

#### **DUTIES BY WORK ASSIGNMENT**

##### **Administrative GE:**

Help TEP run Graduate Teaching Initiative program for graduate students, which may include developing written materials, delivering workshops, helping to form a community among program participants, mentoring other graduate student teachers and assessing the strengths and weaknesses of the program.

Participate fully in TEP meetings and events and pursue leadership roles in other TEP programs as they are available and interested.

## **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. For any questions about the program, please call 541-346-8316, 541-346-3192, or go to <http://safety.uoregon.edu/risk-management>.

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' compensations 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 and 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 the 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 (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: Pam Joslin, Executive Assistant.

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: Kept with TEP Executive Assistant in Straub 410.

**Use of Personal Protective Equipment:** N/A

**Required safety training and appropriate departmental record keeping:** N/A

## **7.0 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 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.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GE employing unit is an administrative, non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information. 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 below.

### **Criteria Used to Assess Satisfactory Progress**

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows: 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 and the Teaching Engagement 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.

*Failure to make satisfactory progress toward the graduate degree:*

A GE in TEP must be enrolled in a master's or Ph.D. program. If a GE is disqualified from their department's degree program, their position with TEP will be terminated.

## 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 Office of Investigations and Civil Rights Compliance online, <https://investigations.uoregon.edu/how-report>

## 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) can be found below:

**Workspace:** GEs will be provided shared TEP office space and issued a key for the duration of the appointment. GEs will have their own free-standing desk, phone, and computer.

**Private Meeting Space:** GEs may coordinate with office mate or use other TEP offices or conference room for private meetings

### Access to Telephones and Computers:

- Administrative GE's will have access to a telephone as the TEP GE.
- All computers in the office are updated with the most current software (MS Office suite, Adobe, etc.,) to insure compatibility with the office's equipment.
- Office is open 5 days a week, 8:30 to 5:00. Office equipment and use of the facilities during non-working hours is available upon advanced notice.
- Additional software and/or equipment can be provided with justification as it relates to the positions' duties.

### Access to Office Supplies, Photocopies and Printouts

- Material directly related to the duties for which the GE was hired, will be provided at no personal cost to the GE. If material is not available, reimbursement to the GE will be provided upon documentation of purchase.
- Advance requests are required to supply purchases, travel reimbursements, car rentals, or other needs that cost so as to accommodate any budget limitations.

## 9.0 ABSENCES

If you are unable to attend work at the scheduled time, you must notify Lee Rumbarger 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 a class without permission from Lee Rumbarger. 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).

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 Lee Rumbarger 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).

**SICK LEAVE** accrues in “days”

- If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you will be charged a “day” of sick leave
- You accrue two days per term you work; you accrue an additional day during your first appointment in a school year
- Sick leave is accrued at the start of each term
- You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year
- Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances
- Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.)

To record and report your sick leave, please complete TEP monthly leave reporting procedure.

**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—a can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>