GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

Division of Equity and Inclusion (DEI)

GRADUATE EMPLOYEE POSITIONS (GE)

2017-2018

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1.0 GENERAL INFORMATION
This Document
The purpose of this document is to clarify information concerning Graduate Employee Positions (GE) offered by the Division of Equity and Inclusion. The relationship between the GE and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GEs and the Division of Equity and Inclusion. This document does not apply to work-study or other student staff hired in the Division of Equity and Inclusion. Access to this document will be provided to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation. This document and its amendments (if applicable) may be viewed or printed from the Graduate School website.

The supervisory individual who shall oversee the implementation of this GDRS is:
Kelly Pembleton
Assistant Vice President and Chief of Staff
Division of Equity and Inclusion
20 Johnson Hall
University of Oregon
2.0 **AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS**

GE positions are determined based upon:

- Availability of funding for the GE positions.
- Specific need for a GE (GE)

3.0 **APPLICATION AND ELIGIBILITY REQUIREMENTS**

Graduate students pursuing a master’s or doctoral degree at the University of Oregon in any discipline will be eligible to apply for a GE position.

Preference will be given to students enrolled in education at the University of Oregon and who are research oriented in higher education & diversity issues.

The University Graduate School requires that a GE be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree per term of appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7).

**APPLICATION PROCESS**

This unit posts its positions on the Graduate School’s “Current GE Openings” page, which includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment for each position. Each posting will be available for a minimum of 10 business days. Applicants for posted positions will be required to submit a vitae or resume and a letter of interest to the Chief of Staff (see Section 1 above).

From time to time emergency appointments will be necessary. In such cases, the Division shall consider all applications on file from previous advertisements, select a qualified candidate and make an appointment. If no qualified candidates are on file, the same process described for regular postings will be followed.

4.0 **APPOINTMENT SELECTION PROCESS**

GEs will be employed year-to-year rather than term-to-term, whenever feasible. GEs cannot be employed term-to-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 the same position, the Division of Equity and Inclusion may decide to continue with the same GE in the position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate’s qualifications with respect to the eligibility criteria in Section 3 as well as general criteria for any appointment, general criteria based on particular types of work assignments available within the GE employing unit, and specific criteria relating to the particular GE work assignment.

After assessing the qualifications of the candidates, the Chief of Staff or his/her designee will form a standing committee with a minimum of three members, to interview the applicants most qualified for the position.

Appointments and reappointments will be based on evaluation of each candidate’s qualifications with respect to:

- General criteria regarding appointments for the particular types of work assignments available
- Previous employment or other experience relevant to the GE position
- Rank-order based upon research abilities, and level of experience regarding issues of diversity
- A positive working arrangement between a GE and the person or persons with whom the GE will work
- The recommendation of the person who will act as the GE’s supervisor

If not qualified students apply or are available for a particular position the Chief of Staff or the selection committee may decide to reopen the application process for the position. Generally, the same process will be repeated. However, the Division of Equity and Inclusion reserves the right to proceed to fill the position as it would in an emergency appointment situation.

The criteria used for evaluation include:

- Preference shall be given to candidates with experience working with people of diverse backgrounds
- Preference for a certain number of GE position is reserved for incoming graduate students
- Academic credentials considered shall include, but not limited to:
  - “Academic Promise” as evidenced by previous degrees and grades test scores, etc. is required
  - “Satisfactory Progress toward Graduate Degree” of students currently enrolled in the University is required whether they are applying for an initial appointment or for reappointment (see Section 7). However, this is a minimal requirement. Candidates will be ranked based on academic achievement.
- Previous experience:
For teaching GE positions, previous teaching experience is required or candidates must have previously taken courses where the GE position is offered.

For non-teaching GE positions, previous employment or other experience relevant to the GE position is required.

Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GE’s application as a whole

- Recommendations from academic or work supervisors will be considered
- Interview, personal, or application statements will be considered
- Financial needs will not be considered but may be used in evaluating two or more equally qualified candidates.

GE appointments and reappointments shall comply with federal and university affirmative action requirements (see Section 8).

In addition to the general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.

PERFORMANCE EVALUATION
GEs in the Division of Equity and Inclusion will be evaluated by the Chief of Staff based on their performance of the duties in their position descriptions.

5.0 WORKLOAD

GEs are appointed in the Division of Equity and Inclusion at the following full time equivalent levels (FTE) and corresponding total workloads.

- .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
- .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
- .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
- .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

For the purpose of setting the workload (and thus FTE) for a particular GE position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time serving at registration, etc. in addition to time spent actually teaching.

The distribution of workload among work assignment 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.

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

The Division of Equity and Inclusion typically has GE work assignments as follows:

- **Non-teaching positions.**
- **Research Assistant**

**Type of work assignment:**

- **Contact hours outside the classroom**
  - Office hours as specified in the job description.

- **Special projects.**
  - Designing and creating multimedia presentations for DEI’s website and other training opportunities
  - Work on the Social Justice Leadership Institute as well as other DEI research projects
  - Website Management

- **Attend meetings: departmental and others as assigned by the Director including but not limited to:**
  - VPEI Staff Meetings
  - DEI Staff and Affiliates Meetings

### 6.0 HEALTH AND SAFETY INFORMATION

**Workers Compensation and Accident Reporting:** The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.

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 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://safety.uoregon.edu/injury-reporting-and-workers-compensation](http://safety.uoregon.edu/injury-reporting-and-workers-compensation). Forms can also be obtained from the DEI Chief of Staff or EHS.

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 his/her 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 EHS 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 acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

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 346-3192 or visit the department's web site [http://oehs.uoregon.edu](http://oehs.uoregon.edu)

GEs who identify safety hazards and issues are encouraged to discuss them immediately with the Executive Assistant to the Vice Provost. Other resources on 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).

Emergency procedures, evacuation plans, and first aid supplies will be available at the various locations the GE may be required to work in.
7.0 Satisfactory Progress Toward the Graduate Degree

Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment.

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. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

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 her/his graduate degree and issue its approval before a GE reappointment can be made to that student.

For a GE in the Division of Equity and Inclusion who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program. See that program’s website, handbook and GDRS for more information on satisfactory academic progress criteria.

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 AAEO Discrimination Grievance Procedures online (http://aaeo.uoregon.edu/booklet.html).

9.0 Work Environment

The work environment and materials provided to the Division of Equity and Inclusion (DEI) GE include the following:

a.) Workspace.
The GE will be provided a desk space to carry out the functions of the job of the DEI GE.

b.) Private Meeting Space.
The DEI Conference Room is available on a first come first serve basis to set up private meetings.

c.) Access to Telephones and Computers.
The GE is assigned a telephone (DEI Student Telephone) and computer (DEI Student Computer) to use to carry out the functions of the job assignment.

d.) Access to Office Supplies, Photocopies and Printouts.
DEI’s GE is provided with the necessary office supplies to carry out the functions of the job. No items would be purchased with GE’s personal funds. Supplies are purchased as needed by the Operations Manager. Therefore, sufficient planning should be made to request items in a timely manner to have them available for work assignments. The department uses the building copier which is assigned a code. Copies should relate to the administrative role of the GE. A fax machine
and scanner is also available for administrative use. These are available between 8 – 5 Monday through Friday.

10.0 ABSENCE POLICY

Absence notification
If you are unable to attend work at the scheduled time, you must notify Kelly Pembleton, Assistant Vice President and Chief of Staff (AVP/COS), 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 the AVP/COS. To the extent possible, provide the department with information about where you left off on your work assignment or class.

In case you are unable to directly notify the Division, you may name someone as your designee and provide the necessary information to the AVP/COS 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 Division on any adjustment due to the GE’s absence.

Make-up work
Generally, for duties missed not related to a class, please check in with the AVP/COS to determine when and how the missed work will be made up.

More info
More information about GE absences – including family and medical leave and paid sick days – can be found in article 29 of the UO-GTFF collective bargaining agreement, http://hr.uoregon.edu/employee-and-labor-relations/uo-bargaining-units-cbas/graduate-teaching-fellows-federation.