1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) positions offered by this GE 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 (GTFF). This GDRS details the specific relationship between GEs and this GE hiring unit.

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:
Gerald Tindal, Professor and Department Head

DATE OF THIS GDRS REVISION: 5/18/18
EFFECTIVE ACADEMIC YEAR: 2018-19

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments is programmatically determined by department faculty. 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 encourages financial opportunities through such other means as scholarships, work study, and grants.

ACADEMIC YEAR APPOINTMENTS
The availability of GE appointments for the upcoming academic year is usually determined and posted in February. Some positions may be posted at a later date if the need for additional GE positions is identified.

Possible positions may include:
- Administrative GE
- Instructor of Record
- Research Assistant
- Research Fellow
- Teaching Assistant (TA positions for research and methodology courses may occur)

SUMMER TERM APPOINTMENTS
This unit does sometimes hire GEs in Summer.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Application Process
Positions are announced on the College of Education's website, generally in early February. Students applying to the EDLD doctoral program are encouraged (via application information on the department website) to access information and to submit applications for GE positions if interested. Announcements, position descriptions, and application instructions found at https://coe.uoregon.edu/plt/.

Each candidate will be sent a notice of the hiring decision via email.

When positions are identified outside of the normal appointment cycle, announcements are posted on the COE GE Information website.

In the event that an emergency appointment is necessary, the search committee will select amongst available and qualified applicants from the current applicant pool(s). If none, announcements are posted on the COE GE Information website and notice of such may be sent via email to EDLD doctoral students and to other COE academic departments for disbursement to all graduate students.

Eligibility Requirements

Students eligible for a GE appointment in this GE employing unit are:
- COE Graduate students making satisfactory progress toward their degree. Satisfactory academic progress shall be assessed by criteria established by that GE’s graduate degree program.
Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered include:

- Demonstrated skills in written, oral, and interpersonal communications
- Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
- Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues

Students will be considered in the following order:

- EDLD Ph.D. students
- EDLD D.Ed. students
- Other doctoral students in the College of Education
- Masters students in the College of Education
- Doctoral students from outside the College of Education

Currently, doctoral students may receive up to 4 years of GE appointments.

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 9).

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

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes:

- Academic Program Director or Administrator Licensure Program Director
- 2 core faculty members

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.
No qualified applicants for a position
If no qualified students apply for a particular position as of the date of the selection meeting, the selection committee or department head may decide to do any of the following:

• Leave the position posted
• Revise and re-post the position
• Fill the position as it would an emergency appointment
• In the case of an instructor of record or practicum supervisor position, remove the GE position and fill the need by hiring an adjunct instructor or practicum supervisor from the appropriate job pool.

Time limits for position appointments
GE positions may be held by the same student for a maximum of 4 consecutive years. Departments may choose to allow a GE to continue with the position beyond 4 years if there is no other qualifying student.

(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. Interviews may be conducted via telephone.

(B) Assignment Type-Related Criteria

General qualifications required or preferred for most positions in EMPL include:

• Demonstrated skills in written, oral, and interpersonal communications
• Demonstrated skills and/or willingness to work with diverse students and adhere to the UO policy to support and value diversity
• Demonstrated professionalism and previous quality interactions with COE faculty, students, and colleagues. For incoming students, this criterion will be assessed based on the potential for professionalism and quality interactions with COE faculty, students and colleagues as evidenced in a candidate’s application materials for program admittance, GE application materials, and communications with department members.

(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:

- Experience with curriculum development and project management in a self-directed environment
- Experience in web design and use of technology for distributed education
- Demonstrated ability to work effectively and professionally with a diverse group of faculty
- Ability to work with minimal direction

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 the 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 (also described in Section 3).

Performance of GEs in this employing unit are evaluated:

- At the end of the first term of the appointment
- At the end of the academic year

Evaluations are performed by supervising faculty, including Program Directors. The position description defines the duties and criteria upon which evaluations are based.

### 5.0 WORKLOAD & WORK ASSIGNMENTS

#### 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 Blackboard, 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:

<table>
<thead>
<tr>
<th>FTE</th>
<th>Maximum Work Hours per Term</th>
<th>Average Hours per Week (based on 11-wk term)</th>
<th>Maximum Work Hours per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>.20</td>
<td>88</td>
<td>8</td>
<td>264</td>
</tr>
<tr>
<td>.25</td>
<td>110</td>
<td>10</td>
<td>330</td>
</tr>
<tr>
<td>.30</td>
<td>131</td>
<td>12</td>
<td>393</td>
</tr>
<tr>
<td>.35</td>
<td>153</td>
<td>14</td>
<td>459</td>
</tr>
<tr>
<td>.40</td>
<td>175</td>
<td>16</td>
<td>525</td>
</tr>
<tr>
<td>.45</td>
<td>197</td>
<td>18</td>
<td>591</td>
</tr>
<tr>
<td>.49</td>
<td>215</td>
<td>19</td>
<td>645</td>
</tr>
</tbody>
</table>
Work Assignments

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.

DUTIES BY WORK ASSIGNMENT

Instructor of Record – duties include:

- course preparation
- classroom teaching
- preparation and evaluation of student assignments and exams
- scheduled office hours for assisting students

Academic Programs GE – duties include:

- Support department conferences and other events, including EMPL’s Executive Leadership Institute held in June.
- Develop materials and recruitment strategies for Master's, DEd and PhD programs.
- Compile the weekly electronic newsletter, The Compass, for all EMPL students.
- Research, compile, and report data in support of program development and other department initiatives.
- Assist in the integration of faculty research with EMPL academic programs by working directly with individual faculty researchers and through department-affiliated research centers on specific projects.
- Manage projects as needed.

Research Assistant – duties include:

- Conduct literature reviews to support faculty research: Read, critique and summarize published work; compare and contrast ideas; identify relationships and significant ideas relevant to faculty research; document citations
- Analyze data collected by faculty: Compile and prepare data for analysis; conduct statistical analysis of data; interpretation and analytical summarization of data
- Attend research meetings
- Perform tasks as assigned by supervising faculty

Research Fellow

Students who are awarded competitive Dissertation Fellowships, Promising Scholar Awards, or other awards/fellowships by the Graduate School will receive Research Fellow GE appointments. The only work expectation for these appointments will be the student’s own dissertation research. Supervision for this GE appointment will be the student’s program advisor or other appropriate faculty member (e.g., another dissertation committee member or the CSSE Program Director).
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 (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 (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,
Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, [http://ehs.uoregon.edu/safety-advisory-committee](http://ehs.uoregon.edu/safety-advisory-committee).

If a GE has concerns about a student’s safety regarding suicide, sexual misconduct, interpersonal violence, bias or other concerns (and the situation is not an emergency requiring a 9-1-1 call), the Dean of Students’ [Report a Concern](http://dos.uoregon.edu/concern) website provides assistance.

**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:

Jennifer McGovney, Coordinator of Finance and Operations
[jmegov@uoregon.edu](mailto:jmegov@uoregon.edu), 541-346-2453

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, including evacuation plans, are posted on the wall in the kitchen area in Lokey 102D.
- A first aid kit is located in the kitchen area in Lokey 102D.

**7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

**Satisfactory progress for all EMPL students**

Criteria used to assess satisfactory progress toward the EMPL doctoral degree are the same for both D.Ed. and Ph.D. students. These policies align with Graduate School policies and requirements and are located in program manuals. Links to manuals may be found at each program’s website:

Ph.D.: [https://education.uoregon.edu/phd-educational-leadership/phd-forms-and-manuals](https://education.uoregon.edu/phd-educational-leadership/phd-forms-and-manuals)

D.Ed.: [https://education.uoregon.edu/ded-educational-leadership/ded-forms-and-manuals](https://education.uoregon.edu/ded-educational-leadership/ded-forms-and-manuals)

**Satisfactory progress for EDST GEs enrolled in programs other than EMPL**

GEs enrolled in programs other than CSSE will be evaluated based on criteria used by the particular program in which they are currently enrolled.

**Satisfactory progress for all UO graduate students**

Requirements for being in good standing and maintaining satisfactory academic progress with the UO Graduate School include, but are not limited to, complying with the Student Conduct Code, continuous enrollment, appropriate course load, grades and time limit. Details are found on the Graduate School website: [http://gradschool.uoregon.edu/policies-procedures/satisfactory-progress](http://gradschool.uoregon.edu/policies-procedures/satisfactory-progress)
Failure to make satisfactory progress will result in disqualification from consideration for a GE position. The students’ academic progress will be evaluated each round of applications per the criteria listed above.

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/content/raise-concern).

9.0 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 captured in this document.

The department information for Graduate Employees regarding workspace, private meeting space, access to telephones, computers, office supplies, photocopies and printing, and any additional available technology is below. Access to office supplies and technology resources will be determined by, and appropriate to, the GE position. Supplies shall be available during standard working hours at no personal costs to GEs and will not preclude limitations placed upon the supervisors or instructors of record.

Workspace:
Currently, EMPL has defined workspace provided within the graduate student workroom for GEs. All options include locking doors (keys will be issued upon request) and adequate furnishings and may include a shared workstation or office within the department space.

Access to Telephones and Computers:
GEs will be provided access to a telephone and adequate technology for carrying out the specific needs of their position during standard working hours (M-F 8am-5pm).

Access to Office Supplies, Photocopies and Printouts
GEs are given access to all necessary office supplies, copy machines, scanners, fax machines, etc. for reasonable use for GE duties associated with the assignment at no out-of-pocket expense.

10. ABSENCES

ABSENCE 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 the department
with information about where you left off (e.g., in the previous class in the case of a teaching GE). 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.

SICK LEAVE
Effective January 1, 2016, GEs receive paid sick leave, which accrues at the rate of two days leave per contracted term, with an additional day during the first appointment in a school year.

- Sick leave is accrued at the start of each term; GEs can accrue a maximum of ten days of sick leave, which can roll over year to year if unused.
- Except for parental leave, GEs must exhaust sick leave prior to taking unpaid leave or reducing a GE appointment for illnesses or other covered circumstances.
- When a GE is absent for a work assignment (such as a class, meeting or lab), regardless of the length of absence that day, they will be charged a day of sick leave.

To record and report sick leave, GEs will use the Educational Methodology, Policy, and Leadership GE Monthly Leave Report provided by Coordinator of Finance and Operations Jennifer McGovney (jmcgov@uoregon.edu; 541-346-2453). The Leave Report should be completed whenever sick leave is used, signed by the GE and supervisor, and returned to the coordinator by the 10th of the following month.

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.