INSTITUTE OF MOLECULAR BIOLOGY
GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
FOR
GRADUATE RESEARCH FELLOWSHIPS
2016-17

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1.0 GENERAL INFORMATION

The purpose of this document is to clarify information concerning Graduate Research Fellowships (GRFs) offered by the Institute of Molecular Biology. The relationship between GRFs 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 GRFs and the Institute of Molecular Biology. This document does not apply to work-study or other staff hired in the Institute of Molecular Biology.

This document and its amendments may be viewed or printed from the Graduate School website.

This document was revised May 1, 2016 and is valid for Academic Year 2016/2017.

The supervisory individual who shall oversee the implementation of this GDRS is: Ken Prehoda, Director of the Institute of Molecular Biology.

2.0 AVAILABILITY OF GRADUATE RESEARCH FELLOWSHIPS

2.1 GTF appointments: The Institute of Molecular Biology does not normally have funds or the mandate to hire Graduate Teaching Fellows (GTFs). Instead, GTF appointments for graduate students in the Institute of Molecular Biology are made through the Biology Department, Chemistry
Department, and other academic departments. In the event that the Institute of Molecular Biology does hire GTFs, the Institute’s director will establish appropriate procedures. The remainder of this document applies only to graduate research (GRF) positions.

2.2 GRF appointments and other research appointments:
The Institute of Molecular Biology has no regular budget for GRFs or other types of graduate research appointments. Instead, funding for such appointments is available through research grants and other funding sources that may become available from time to time.

Funding sources include:
(1) training grants;
(2) grants and fellowships to individual students;
(3) research grants to individual faculty members;
(4) program project grants and other grants to groups of faculty members;
(5) other sources.

Only rarely are general Institute funds available for GRF positions. In all cases, availability of GRF positions is subject to:

2.21 Availability of funds
2.22 Specific need for a GRF
2.23 Specific needs of the lab employing the student
2.24 Specific requirements imposed by the grant or agency

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

3.1 Types of GRF positions available through the Institute of Molecular Biology:

3.12 Most GRF positions in the Institute of Molecular Biology are offered by individual faculty members to support dissertation research in their own laboratories. To be eligible, the student must be working towards a Master’s or Doctoral degree under the direction of the faculty member who is sponsoring the GRF position. Funding usually comes from a research grant on which the sponsoring faculty member is a Principal Investigator or Program Director, although other sources may occasionally be available. The student’s dissertation research must conform to any restrictions stipulated by the grant proposal or the granting agency. In particular, most research grants used to fund GRF positions specify the aims of the research for which the funds may be used.
3.13 Occasionally, other GRF positions are available to students in the Institute of Molecular Biology. To be eligible, the student must be working towards a Master’s or Doctoral degree at the University of Oregon in departments affiliated with the Institute of Molecular Biology. Students should contact their dissertation advisor, Advisory Committee, or Interim Advisory Committee for eligibility information.

3.14 Occasionally, GRF positions that are open to students not affiliated with the Institute become available. Such positions occur only rarely, to meet special needs. They are advertised in the University Office of Affirmative Action, the Graduate School, the GTF Federation, and the Institute of Molecular Biology office. To be eligible, the student must be working towards a Master’s or Doctoral degree at the University of Oregon.

3.2 Preference is given to students affiliated with the Institute of Molecular Biology. Secondary preference is given to students affiliated with the Institute of Neuroscience, Department of Biology, and other U of O science departments and institutes.

3.3 The University Graduate School requires that a GRF be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.

3.31 In addition, the Institute of Molecular Biology requires that a GRF maintain her/his studies in residency at the U of O during each term of appointment.

3.4 Positions not covered by this document:

3.41 The hiring procedures described in this document do not apply to students in Graduate Training Programs that are funded by training grants. Each Graduate Training Program is administered under its own set of regulations and guidelines, as stipulated by the granting agency in conjunction with the Office of Research and Sponsored Programs. Students should contact the training grant directors and the SPS for eligibility information.

3.42 The hiring procedures described in this document do not apply to research grants and fellowships made by outside granting agencies to individual graduate students. Eligibility requirements for such grants and fellowships are set by each granting agency.

3.5 The Institute of Molecular Biology strives to obtain a uniform level of financial support for all of its graduate students. This level is reevaluated
each year by the Institute’s faculty. In return, the Institute requires that graduate students refrain from engaging in other paid work, and that each student devotes 100% effort to work in the degree program (including any required teaching activities) during each quarter (Fall, Winter, Spring and Summer) that the student is enrolled in the degree program. Under extraordinary circumstances, the student may petition his/her Dissertation Advisory Committee or Interim Advisory Committee for a reduction in percent effort or to engage in paid work outside of the degree program. A student who is receiving financial support at the prescribed level is ineligible to receive additional concurrent financial support.

3.6 APPLICATION PROCESS

3.6.1 Because funding deadlines vary widely among the many agencies that support research in the Institute of Molecular Biology, there are no uniform application deadlines. Molecular Biology graduate students should consult with their dissertation advisor, Advisory Committee or Interim Advisory Committee, and the Institute of Molecular Biology office regarding application deadlines. Application deadlines for GRF positions that are open to graduate students outside of the Institute of Molecular Biology will be posted in the advertisement of the position at the University Office of Affirmative Action, the Graduate School, and the Institute of Molecular Biology office, and with the GTF Federation. A brief description of each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications will be included in the advertisement.

3.6.2 Applications for GRF appointments sponsored by the dissertation advisor should be made directly to the dissertation advisor. Applications for other GRF positions for Molecular Biology graduate students should be made with the assistance of the student’s dissertation advisor, Advisory Committee or Interim Advisory Committee. Applications for GRF positions open to graduate students outside of the Institute of Molecular Biology should be made as described in the advertisement.

4.0 APPOINTMENT AND REAPPOINTMENT

4.1 APPOINTMENT SELECTION PROCESS

4.1.1 Each eligible candidate’s qualifications will be assessed, based upon one or more of the following: (1) material contained in the student’s academic file, (2) personal interview, (3) a written statement by the candidate, (4) letters of reference or other information provided by referees, (5) information provided by the candidate’s dissertation advisor, Advisory Committee or Interim Advisory Committee, (6) information provided by
previous supervisors. The assessed qualifications include: the candidate’s experience, previous performance, interest, creativity, desire, predicted performance, potential for success as a scientist, scientific integrity, and ability to work with others.

4.1.2 Appointees to GRF positions supported by a research grant are selected by the Principal Investigator(s)/Program Director(s) of the grant, unless a different selection process is specified in the grant.

4.1.3 Appointees to GRF positions supported by other funding sources are selected by a committee named by the director of the Institute of Molecular Biology.

4.1.4 Appointments are made based on evaluation of each with respect to:

- The assessed qualifications, including the candidate’s experience, previous performance, interest, creativity, desire, predicted performance, potential for success as a scientist, scientific integrity, and ability to work with others.

- In the case of GRFs supported by research grants, the degree to which the candidate’s research will further the specific aims of the project.

- If no candidate is deemed to be qualified, the GRF position will be left unfilled.

4.2 REAPPOINTMENTS

4.2.1 Reappointments are not automatic, nor are they guaranteed. Based on the program's needs and funding, a position may be discontinued after the term of appointment is over.

4.2.2 GRF appointments and reappointments shall comply with the Federal and University Affirmative Action regulations as well as with GTFF guidelines.

4.2.3 GRF reappointments shall be contingent upon the following:

- Satisfactory progress in graduate study as defined by published Graduate School policy and Institute of Molecular Biology policy, as described in the Graduate Student Manual for the relevant academic department.

- Satisfactory performance of duties of the position as determined by the GRF's immediate supervisor and the director of the Institute of Molecular Biology.
• In the case of the continuation of a GRF position, the hiring unit may decide to reappoint the same student without any new announcement of the position.

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

4.2.5 Performance Evaluation: GRFs in the Institute of Molecular Biology will be evaluated yearly by their advisor and dissertation advisory committee, using the criteria set forth above.

5.0 WORKLOAD and WORK ASSIGNMENTS

5.1 GRFs are appointed in the Institute of Molecular Biology at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20):

.49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

5.2 Distribution of time

5.21 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. Workload includes performance of all duties of the work assignment.

5.22 The FTE level specifies only the amount of time to be spent on activities supported by the appointment. The remainder of the student’s effort is to be devoted to the student’s dissertation research or other graduate studies in the degree program.

5.3 Work Assignments

The Institute of Molecular Biology may offer various GRF assignments for specific projects. In laboratory settings, the typical assignment consists of research activities directed by the major professor or laboratory supervisor.

6.0 HEALTH AND SAFETY

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 GTFs, 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 GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GTF. If, as a result of the accident, the GTF 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 GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. 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 GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF'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 GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GTF 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 GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF 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/policy/by/1/08-health-and-safety/safety. 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 at 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.**
GRFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative [Kathy Campbell, 346-5152; or Ken Prehoda, 346-5030].

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).

**Use of Personal Protective Equipment.**

GRFs will be issued the proper safety equipment for hazardous laboratory procedures and given guidelines for its use. This includes knowledge of hazardous waste procedures, the safe handling of radioactive materials and dangerous chemicals, and other possible laboratory hazards. Eye-wash, emergency showers, and first aid materials are centrally available in all lab areas.

Safety training in the use of scientific equipment, the proper handling of dangerous materials, and emergency procedures will occur within each lab as its specific needs dictate. Accident records are kept in the Institute’s administration office in Klamath Hall.

**Emergency procedures, evacuation plans, material data safety sheets, and first aid supplies** are kept by the Institute administration in Klamath Hall. In addition, first aid supplies can be found in every laboratory.

**7.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

7.1 Satisfactory progress toward a graduate degree is a requirement for GRF appointment and reappointment.

7.11 GRF appointments are intended to provide 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 GRFs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.
7.12 The hiring unit (employer) is responsible for verifying that a GRF is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GRF’s graduate degree program.

7.13 During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GRF appointments. The Graduate School will notify a GRF’s graduate degree program if the GRF’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 GRF reappointment can be made to that student.

7.2 Satisfactory academic progress shall be assessed by criteria established by that GRF's graduate degree program.

8.0 DISCRIMINATION AND GRIEVANCE PROCEDURES
To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’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. WORK ENVIRONMENT
GRFs will be assigned a desk and/or laboratory space that is associated with the laboratory of their faculty supervisor. All office and laboratory spaces in the Institute of Molecular Biology have locking doors. All laboratories have telephones, internet access, computers, and printers, and all IMB staff have access to photocopy machines.

10. ABSENCE NOTIFICATION PROCEDURE

NOTIFICATION: If you are unable to attend work during standard working hours, you must notify your research supervisor as soon as possible, ideally in advance of the absence. You may contact your supervisor by either phone or 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. 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 GRF and the department on any adjustment due to the GRF’s absence.

SICK LEAVE and SUBSTITUTIONS. The Institute of Molecular Biology does not hire teaching GTFs and will never ask a GRF to substitute for another GRF who is sick.

MAKE-UP WORK. Please check in with your research 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 research supervisor how to reach you (if possible).

MORE INFORMATION. More information about GRF 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