GENERAL DUTIES AND RESPONSIBILITIES STATEMENT (GDRS)

Northwest Indian Language Institute (NILI)
GRADUATE EMPLOYEES
2018-2019

CONTENTS

1.0 General Information
2.0 Availability of Graduate Employees (GEs)
3.0 Application Process
4.0 Eligibility Requirements
5.0 Appointment & Reappointment Selection Process
6.0 Workload
7.0 Work Assignments
8.0 Health and Safety
9.0 Satisfactory Progress toward Graduate Degree
10.0 Discipline & Discharge
11.0 Discrimination Grievance Procedures
12.0 Work Environment
13.0 Absences

The individual who shall oversee the implementation of this GDRS is: Janne Underriner, Director, Northwest Indian Language Institute.

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1.0 GENERAL INFORMATION

1.1 This Document

The purpose of this document is to clarify information concerning Graduate Employees (GEs) offered by NILI. The relationship between GEs and the University, as a whole, is governed by the Collective Bargaining Agreement (CBA) between the University and the Graduate Teaching GEs and NILI.

This document does not apply to work-study or other staff hired in NILI. Copies of this document and amendments will be made available to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation.

1.2 GE Tuition and Fees

Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours. GEs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Employees must pay $61/quarter of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

1.3 Graduate Teaching Fellows Federation

Graduate Teaching Fellows at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.
2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GE’s)

2.1 GE appointments are programmatically determined by the director of NILI.

2.2 The number of GE positions available is subject to the budgetary constraints on the Institute and the University, and is based on the unit’s specific need for one or more GEs.

2.3 The priority is to staff NILI’s administrative GE position, an archiving/resource management GE, a materials (e.g. curriculum, materials, language documentation, language resources) GE position, a grant writing GE, and a summer institute GE. All positions support language revitalization and provide assistance to faculty where needed.

2.4 The Institute:

2.41 Makes an effort to distribute GE opportunities to as many students as possible.

2.42 Gives priority to GE appointments. All graduate students employed by the department at .2 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Employee position, except in emergency situations that cannot be accommodated by an increase in the FTE of current GEs and/or the creation of a new GE position.

2.43 Encourages financial opportunities through such other means as scholarships, work study, and grants.

2.5 The availability of GE appointments for the upcoming academic year is usually determined between May and June. In recent years GE positions have been offered by NILI for administrative work, materials development (e.g. curriculum, materials, language documentation, language resources), archiving/resource management, grant proposal writing, and in the summer, for teaching Native languages and teaching with faculty in teaching methods and materials development courses. GE positions have also been offered for: assisting with and organizing conferences and workshops related to indigenous language revitalization; and admin/website management.

3.0 APPLICATION PROCESS

3.1 It is NILI’s responsibility to provide the University with recommendations for GE appointments. (Article 17, Section 1).

3.2 Position announcements for the upcoming academic year, found on the Graduate School’s website and the Graduate Teaching Fellows Federation Office, are available to graduate students from any discipline. Position announcements include a brief description of each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. Positions will be posted for a minimum of 10 days.

3.3 Graduate students, incoming and continuing, interested in contacting NILI about the positions can contact the Director at 541-346-0722 or NILI’s Associate Director of Educational Technology at 541-346-0732.

3.4 As part of the application process, potential GEs (incoming or continuing graduate students) should submit a cover letter discussing interest in the position, including skills, experience, and availability during the academic year, and a résumé or CV, and the names and contact
information of two references by e-mail to the NILI Associate Director of Educational Technology.

3.5 GEs continuing in their position are not required to submit the application materials as listed in section 3.4. GEs will be contacted by NILI’s Director during Spring Term to discuss their continuing in the position during the next academic year. GEs must meet all eligibility requirements and be making satisfactory progress toward graduate degree as discussed in section 5.51.

3.6 As described in Article 9 of the Collective Bargaining Agreement, at the time of hire, GEs shall be provided with instructions on how to access the department’s GDRS.

3.7 From time to time summer appointments will be necessary. In such cases, NILI’s Director will fill the positions based on the needs of NILI’s Summer Institute. GEs must meet all eligibility requirements and be making satisfactory progress toward graduate degree as discussed in section 5.51.

3.8 Completed applications shall be returned to NILI by a specified deadline noted on each position announcement.

3.9 Each candidate will be sent an email notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

4.0 ELIGIBILITY REQUIREMENTS

4.1 Eligible students for a GEs appointment in NILI are:

4.11 Graduate students enrolled in Linguistics who are: Masters students and PhD students.

4.12 Graduate students enrolled at the U of O in other departments, but who have specific experience working with indigenous languages and tribes in the Northwest or who have experience writing proposals for grants.

4.13 Preference is given to PhD students in Linguistics, followed by Masters students in Linguistics, PhD students in any other discipline, and Masters students in any other discipline.

4.2 Experience or credentials required in order to be considered include previous employment or other experience relevant to the GE position available.

4.3 Preference is given to GEs in Linguistics as well as candidates whose experience and qualifications are a strong match for the specific position being filled.

4.4 Currently, NILI has not established a maximum number of reappointments for which a student is eligible. Generally, as long as the GE position is available, and the student is making satisfactory progress toward their degree, the student will be eligible for reappointment.
4.5 The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment. In addition, NILI requires that a GE maintain their studies in residency at the UO during each term of appointment.

5.0 APPOINTMENT AND REAPPOINTMENT SELECTION PROCESS

5.1 Recommendations for appointment and reappointment shall be made to the Director by the Review Committee.

5.11 NILI's review committee will be made up of at least three members, including the Director.

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

5.21 Eligibility criteria in Section 4.

5.22 General criteria for any GE appointment as mandated by the Graduate School.

5.23 General criteria regarding appointments for the particular types of work assignments available within NILI, and

5.24 Specific criteria relating to the specific GE work assignment.

5.25 Candidates will be rank-ordered based upon these criteria.

5.3 Consideration will be given for a positive working arrangement between a GE and the faculty person with whom the GE will work.

5.31 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.

5.32 For those GE positions where the GE is not working directly and closely with a faculty person, the Committee shall recommend the best candidate to the Director.

5.4 If no qualified students apply or are available for a particular position, the Director or Committee may decide to reopen the application process for the position. Generally, the same application process described in Section 3.0 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 (also described in Section 4.0). Preference shall be given to Graduate Students enrolled in Linguistics.

5.5 Academic credentials:

5.51 "Satisfactory Progress toward Graduate Degree" is required whether the GE is applying for an initial appointment or for reappointment (See 9.0.). However, this is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
5.6 Previous experience:

5.61 For teaching GE positions, previous teaching or successful completion of the course where the GE position is offered.

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

5.63 Interest, desire and prediction of performance may be considered in lieu of previous experience (5.31 & 5.32) based on the GE’s application as a whole.

5.7 Recommendations from academic or work supervisors.

5.8 Interview, personal, or application statements.

5.9 Financial need will not be considered (except may be used in evaluating two or more equally qualified candidates).

5.10 GE appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8)

5.11 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.

5.12 GEIs will be employed year-to-year rather than term-to-term, whenever feasible. GEIs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GE position.

5.13 Reappointments are not automatic, nor are they guaranteed.

5.14 In the case of the continuation of the same position, NILI may decide to continue with the same GE in the position without any new announcement of the position.

5.15 Performance Evaluation

GEIs in NILI will be evaluated twice per year (once mid-way through the appointment by their supervisor and once at the end by the supervisor and the Director of NILI). The evaluations will be based on the GEIs ability to perform the job as outlined in the initial job posting. If the supervisor or director find that the GE is not adequately performing job duties as detailed in the job description, then evaluations may take place each term to assist the GE with fulfillment of their duties.
6.0 WORKLOAD

6.1 GEs are generally appointed in NILI at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)

6.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.

6.12 .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.

6.13 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.

6.14 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

6.2 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.

6.21 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.

6.22 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.
7.0 WORK ASSIGNMENTS

7.1 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. GEIs 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.

7.2 NILI typically has the following types of GE work assignments. Please note that while this is a general list of work duties, the position announcement should be reviewed for specific positions.

7.21 NILI Administrative GE:
- Assist with planning and coordinating Summer Institute
- May organize follow-up meetings with Summer Institute teacher-participants
- Manage communications with tribal language programs and community members
- May assist with grant writing and developing new projects and events
- Attend all NILI meetings
- Assist with travel scheduling and reimbursements, processing of accounts payable, processing of contracts, and general office administration
- Work with NILI staff members to prepare and disseminate NILI’s newsletter and brochures
- Maintain regular office hours
- Other duties and tasks as assigned

7.22 Resource and Materials Specialist GE:
- Assist with ongoing organizing and cataloguing of documented materials for NILI’s various language projects
- Continue to develop NILI meta data and archiving protocol(s)
- Lead in renaming of remaining existing files to proper formats as well as reformatting materials for standardized file formats as needed
- Assist with designing initial online archive portal and share space
- Work with tribal communities and NILI partners to test the usability of the share space design and to make adjustments to the portal
- Attend all NILI web and database trainings and meetings
- Assist in training NILI staff to collect/record metadata appropriately; assist in training tribal partners to access materials.
- Maintain regular office hours
- Work as a team member at NILI and with the digital scholars center
7.23 Curriculum Development GE:

- Work with tribal communities documenting language and or writing curriculum
- Collect existing documented materials (located outside of the tribe(s) at other institutions)
- Assist with organizing documented materials
- Develop curriculum materials
- Provide trainings in all of the above
- Travel with NILI staff to the Tribes for curriculum meetings; teaching trainings
- Attend all NILI curriculum trainings and meetings

7.24 Grant Writing GE:

- Research possible grant funding sources
- Write/Draft grant proposals and budgets for submission
- Work with the Northwest Indian Language Institute (NILI), UO Development and Special Projects Services (SPS) throughout the development process of the grant proposals
- Track and report the status of grant proposals once they have been submitted
- Network with Tribes and other programs specializing in language revitalization
- Work to increase NILI's internet presence
- Assist with planning NILI's annual Summer Institute
- Maintain regular office hours
8.0 HEALTH AND SAFETY INFORMATION

8.1 Accident Reporting and Workers’ Compensation

8.11 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 541-346-8912 or 541-346-8316.

8.12 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.

8.13 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.

8.14 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).

8.15 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.

8.16 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.

8.17 ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

8.2 Health and Safety Requirements. 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.
8.21 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 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.

8.22 Reporting Safety Hazards. GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate aadepartmental representatives, such as the Associate Director of Educational Technology (541-346-0732) or the Director of NILI (541-346-0722). 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).

8.23 Emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies are located in the downstairs kitchen of NILI office building. NILI Office Coordinator is responsible for updating this information and restocking supplies as needed.
9.0  **SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

9.1 Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment. (See Section 5.51)

9.11 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.

9.12 The hiring unit (employer) is responsible for verifying that a GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program.

9.13 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.

9.2 For a GE in NILI, satisfactory progress shall be assessed by criteria established by that GE's graduate degree program. See that program's website, handbook, or GDRS for more information.
10.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

11.0 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 (https://aaeo.uoregon.edu/content/raise-concern).

12.0 WORK ENVIRONMENT

The work environment and materials provided to NILI GEs include the following:

12.1 NILI office is located in a two-story East Campus house that was converted into an office building. There are no locks on the individual office doors. All GEs are provided with a key to access the building. There is an ADA accessible entrance to the building.

12.2 Teaching related GEs receive priority for individual office spaces so they can conduct private meetings with students. If an office is not available there is a general meeting area on the first floor that can be used for special meetings as needed. All workspaces at NILI are shared spaces.

12.3 All NILI GEs will have access to a computer during their scheduled work hours. All computers have Microsoft Office Suite, internet access, and other software as needed to complete job responsibilities. All NILI computers are mapped to two different color printers in the building that are available to be used by all NILI staff. The printer on the first floor also acts as a scanner, fax machine and copy machine.

12.4 All NILI office supplies including paper, writing utensils, printer toner, folders etc. are stocked on a regular basis. Special supplies are ordered by the NILI Office Coordinator on an as needed basis. All GEs are required to submit supply order requests to them. No supply costs will come from the GEs. If last minute supplies are needed and purchased by a GE, the GE should submit the original invoice to the Office Coordinator so that a reimbursement can be processed.

13.0 ABSENCES

13.1 Absence Notification: If a GE is unable to attend work at the scheduled time, an email should be sent to the GE’s supervisor as early as possible, including, if possible, in advance of the scheduled work assignment. Supervisors for each position are as follows:

   a. Administrative GE: NILI Director and NILI Associate Director of Project Development and Coordination
   b. Curriculum GE: NILI Director
   c. Resource and Materials GE: NILI Associate Director of Educational Technology
d. Grant specific positions: NILI Director

13.2 The NILI Director and Language Teaching Consultant should also be cc’d on the message to ensure that office coverage is still maintained.

13.3 In the case that the GE is unable to directly notify their supervisor, the GE may designate someone to make the notification and provide the necessary information to their supervisor using the protocols in sections 13.1 and 13.2.

13.4 Whenever possible, the GE (or a designee if the GE cannot do so themselves) will provide their supervisor with information about where they left off in work assignments, especially if the work is of a time sensitive nature.

13.5 If a GE is going to miss more than one week of work, the GE must contact the Graduate School at gradsch@uoregon.edu. The Graduate School will then coordinate with the GE and the department on any necessary adjustments due to the GE’s absence, such as adjusting the assignment and duties or reducing the GE’s FTE for the term. Factors to be considered are the duration and timing of the absence, the GE’s assignment, the GE’s ability to perform assigned duties, and the impact of the absence on academic progress.

13.6 Make-up work: Generally, for duties missed not related to a class meeting, GEs should check in with their supervisors to determine when and how the missed work will be made up.

13.7 Planned absences: If the GE is planning an approved absence during any working days of the term, the GE should notify their supervisor on how to reach them (if possible).

13.8 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.

13.9 GE’s should record all absences on GE timesheets, located on the NILI server.