

General Duties and Responsibilities for Research, Innovation and Graduate Education 2017-18

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee Positions (GEs) offered by Research, Innovation and Graduate Education. 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 Research, Innovation and Graduate Education.

This document does not apply to work-study, hourly student employees or other staff hired in Research, Innovation and Graduate Education.

The individual who shall oversee the implementation of this GDRS is:

Bryan Evans, Human Resource Administrator

DATE OF THIS GDRS REVISION: 04/28/2017

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments are 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 makes an effort to distribute GE opportunities to as many students as possible.

ACADEMIC YEAR APPOINTMENTS

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

In recent years, GE assignments during both summer and the academic year have included only Administrative GEs.

3.0 APPLICATION PROCESS ELIGIBILITY REQUIREMENTS

All students enrolled in a UO master's or doctoral program are eligible for a GE appointment with Research, Innovation and Graduate Education.

Experience or credentials required in order to be considered include demonstrated ability in areas relevant to the particular GE assignment, as described in the position announcement.

Research, Innovation and Graduate Education has established 3 years as a maximum number of reappointments for which a student is eligible.

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, Research, Innovation and Graduate Education requires that a GE maintain their studies in residency at the UO during each term of appointment.

For both summer and academic year appointments, Research, Innovation and Graduate Education 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. Positions identified outside of the normal appointment cycle, and emergency positions will also be filled in this manner.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, Research, Innovation and Graduate Education's standing committee of at least three members includes:

Supervisor of record for the position;

An administrator within the subunit; and

An employee within VPRI with relevant job tasks.

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 Research, Innovation and Graduate Education and (C) specific criteria relating to the particular GE work assignment.

(A) General criteria include (in no particular order):

- 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.

(B) Assignment Type-Related Criteria

For an Administrative GE, Specific qualifications based on requirements and preferences cited in the posted position announcement.

(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include specific professional experience or coursework; demonstrated communication and organizational skills, and/or experience with particular software.

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 re-open the application process for the position. Generally, 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. (also described in Section 4).

Performance of GEs in Research, Innovation and Graduate Education is evaluated at the end of every term. Evaluations are performed by the supervisor of record, with input from staff members whose work intersects with the work of the GE. The GE will be asked to submit a self-assessment as part of their evaluation.

The GE's ability to successfully perform each of the duties outlined in the position announcement, and the criteria set forth as required and preferred qualifications on the position announcement will be measured during evaluation.

5.0 WORKLOAD & 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 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 .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:

Dependent upon specific job description.

Examples of common tasks expected of VPRI administrative GE:

- Analysis and Institutional Research
- Professional and administrative writing tasks
- Information Management and technological tool development

- Assist professional staff in handling technical, business, research compliance and grants administration activities.
- Maintain documentation of sources of information and completed projects.
- Work with sensitive material, often of a confidential nature, directly related to the academic and business environment interface.

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 346-8316.

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 (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>.

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: Bryan Evans (6-6230).

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 and first aid supplies are stored in the VPRI kitchen on the 5th Floor of 677 East 12th Ave. Any applicable MSDS sheets can be found in the kitchen as well. The VPRI Business Admin Office, Bryan Evans 6-6230, also has this information and evacuation plans are posted throughout the 5th floor.

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 GTF'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, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

8.0 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.

9.0 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 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/content/raise-concern>).

10.0 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 available by contacting Sheena Kindred at 6-4874.

Workspace:

All GEs will be provided with a cubicle workspace with a locking drawer. Depending on the number of GEs/externs, this workspace may be shared. All GEs will be provided with an office key and building entry code. Filing drawers will be provided as needed or upon request.

Private Meeting Space:

Administrative GEs do not, typically, need private meeting space. However, in addition to their own workspace (which may house 1-2 GEs/externs), GEs may reserve VPRI meeting rooms and conference rooms.

Access to Telephones and Computers:

For those GEs whose jobs require telephone access, a telephone equipped with voicemail (which may be shared by up to 2 GEs/externs) shall be provided. Each GE will have a computer work station with their own log-in and access to relevant shared-drives or other software necessary to perform their duties.

Access to Office Supplies, Photocopies and Printouts

The copy machine, fax machine, scanner, printers, and all office supplies are shared by all staff in VPRI on the 5th floor including GEs. Each GE computer is networked and can print to all printers shared by VPRI. There are no formal limits placed on supplies or copy usage. Supplies requested are ordered regularly. For GEs not located on the 5th floor of PeaceHealth North, their unit will provide access to supplies as needed.

11.0 ABSENCES

Notification

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify Sheena Kindred 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 Bryan Evans by 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 Bryan Evans 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 you and the department on any adjustment due to your absence.

Coverage for GE's Using Sick Leave

If the Graduate Coordinator or Department Head asks you to substitute for another GE who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate. The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify Bryan Evans if you believe you will likely exceed the total hours allocated for substitute work.

Make-Up Work

Generally, for duties missed not related to a class meeting, please check in with Bryan Evans 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 the Bryan Evans how to reach you (if possible).

More Information

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>.