

**2017-18 General Duties and Responsibilities Statement (GDRS)
for the Department of Special Education and Clinical Sciences (SPECS)
College of Education (COE)**

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employees positions(GEs) 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. 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:
Laura Lee McIntyre, SPECS Department Head

DATE OF THIS GDRS REVISION: 05/04/2017

EFFECTIVE ACADEMIC YEAR: 2017-18

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.

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

Communication Disorders and Sciences:

Examples of CDS undergraduate courses that have had large enrollments:

CDS 410, Neurosciences Speech/Language

CDS 442, Anatomy/Phys Speech

CDS 443, Acoustics of Speech

CDS 444, Clinical Phonetics

CDS 450, Introduction to Language Development

CDS 460, Developmental Disorders Communication

CDS 461, Structural Disorders Communication

Research and Methodology Courses

School Psychology:

SPSY 610, Introduction to Consultation

SPSY 671, Behavioral Assessment

SPSY 672, Intellectual Assessment

SPSY 674, Educational Assessment

Research and Methodology Courses

Special Education:

SPED 406/407, Sped Field Studies/Sped Minor Seminar

SPED 410/510, Child/Adolescent Development

SPED 411/511, Foundations of Disability I

SPED 411/511, Foundations of Disability I (web-based)

SPED 412/512, Foundations of Disability II

SPED 422/522, Special Education Math Instruction

SPED 426/526, Behavior and Classroom Management

SPED 431/531, Introduction to Learning Disabilities

SPED 432/532, Introduction to Behavior Disorders

SPED 440/540, Early Literacy

SPED 441/541, Intermediate Literacy

SPED 442/542, Adolescent Literacy

SPED 510, Child/Adolescent Development

SPED 526, Behavior & Classroom Management

SPED 536, Advanced Behavior & Classroom Management

SPED 540 Early Literacy Diverse Learners
SPED 622, History of Special Education & Disabilities
Research and Methodology Courses

Special Education & Clinical Services will make an effort to distribute GE opportunities to as many students as possible; encourage financial opportunities through such other means as scholarships, work study and grants; and reserve a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

Positions are generally identified and posted in February. Some positions may be posted at a later date if the need for additional GE positions is identified.

In recent years, GE assignments during the academic year in this GE employing unit have included:

- Instructor of Record
- Teaching Assistant
- Supervisory GE (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS

SPECS sometimes has one or two Summer GE positions. The department generally identifies and announces summer positions in February at the same time as the following academic year positions.

In recent years, GE assignments during the summer included:

- Instructor of Record
- Teaching Assistant
- Supervisory GE (e.g., practicum supervisor)

3.0 ELIGIBILITY REQUIREMENTS

For all GE positions in the College of Education, eligible students are those who:

- Have been admitted to a degree-granting graduate program at the University of Oregon
- Are maintaining satisfactory progress toward their degree

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

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in SPECS. In all cases, preference is given to the department or program's own students.

Students will be considered in the following order:

- Preference is given to doctoral students in the department in which positions are available
- A number of positions are reserved for incoming doctoral students in order to recruit students with exceptional capabilities and perspectives
- Additional specific qualifications as cited in the individual GE position postings

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, SPECS requires that a GE maintain their studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

SPECS routinely posts its positions via the College of Education's webpage, 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.

ACADEMIC YEAR APPOINTMENTS

Positions are announced generally in early February. Announcements, position descriptions, instructions and online application can be found on the COE GE webpage (<https://coe.uoregon.edu/gtf/>).

SUMMER TERM APPOINTMENTS

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students on the College of Education's GE Information website. Information, application instructions and application forms are available at the following link: <https://coe.uoregon.edu/gtf/>. Students are encouraged to submit applications within 10 days of the announcement being posted.

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

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be posted on the COE GE Information website.

From time to time, emergency appointments may be necessary. In such cases, the GE hiring committee (see section 5.0 for hiring committee information) will select amongst available and

qualified applicants from current pool(s). If a successful applicant is not found, the Department Head or Committee may decide to reopen the application process for the position.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, SPECS' standing committee of at least three members includes:

- Department Head
- Graduate Program Director
- Faculty member with expertise in content area.

Also in accordance with the CBA:

- GE appointments will be 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 position without any new announcement of the position.
- 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.

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.

(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.
- Direct Appointments. Direct appointments to GE positions may be made.

- Interviews. In the event that the hiring committee interviews GE applicants, finalists will be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

Instructor of record GE duties include course preparation, classroom teaching, preparation and evaluation of student assignments and exams, and communication about scheduled office hours and/or appointment availability. Such positions shall be limited to undergraduate courses except in rare circumstances.

For a Teaching Assistant:

These GEs will assist with the preparation and teaching of a variety of undergraduate and graduate courses. GE responsibilities for undergraduate classes may include answering questions that clarify class assignments, organizing and assigning students to project work groups, providing an initial review of email messages, forwarding any questions about the academic content of the course to the instructor, answering administrative questions, evaluating course assignments and/or entering grades, monitoring paper submissions and returns, providing information to students about deadlines and format requirements, monitoring Canvas discussions, monitoring attendance, participating in other classroom management duties. Assignment may also involve assisting with other program-related tasks. GE responsibilities for graduate classes may include all of the above listed for the undergraduate class GE, with the exception of *evaluating course assignments and/or entering grades*. GEs for graduate courses may not evaluate the work of other graduate students.

For a Supervisory GE:

This position provides support to faculty in accomplishing the course objectives of the program's practicum course sequences. The responsibilities involve participation in weekly group and individual supervision sessions with practicum students, observing practicum students in field settings, maintaining frequent communication with practicum field supervisors, and assisting faculty in arranging field placement for students. The position also involves providing assistance in the preparation and delivery of course activities and materials. Assignment may involve assisting with other program-related tasks.

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:

Standard College of Education evaluation document will be used to formally evaluate all GEs.

Criteria will include but not limited to:

- Previous experience
- Strong verbal and written communication skills

- Content knowledge and skills related to position
- Demonstrated ability to establish positive interpersonal relationships
- Additional qualifications as cited in the individual GE position postings

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, 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).

GE Performance Evaluation

Performance of GEs in SPECS is evaluated:

- At the mid-point of the GE appointment and at the end of the GE appointment for GEs appointed fall, winter and spring
- At the midpoint and end of the summer term for GEs appointed summer

Evaluations are performed by the Instructor of record, direct supervisor or graduate program director. Faculty will document their evaluation using the College of Education GE Evaluation Form. GEs assigned to teach courses, discussions or labs will also be evaluated by students using the University's standard course evaluation process.

6.0 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 Canvas, 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 SPECS, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

7.0 WORK ASSIGNMENTS

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 SPECS, duties for the following types of GE work assignments are as follows:

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

Teaching Assistant

Duties include:

- In class contact hours: conduct laboratory work, lead discussion sections, assist with class presentations and activities, teach in instructors absence
- Preparation (or assist with preparation): help develop/adapt syllabus and course materials, demonstration or simulation activities, help construct examinations/quizzes
- Contact hours outside the classroom: maintain office hours, provide academic assistance to students
- Performance evaluation: help read and grade papers, maintain and submit grading records, provide constructive and evaluative feedback

Research Assistant

Duties include:

- Assist research director with research and development activities: conduct library and internet searches, review existing research, provide written summaries, enter, analyze,

and summarize data, contribute to preparation and dissemination information and reports.

- Assist with program evaluation: preparation of program evaluation instruments, implementation of data collection procedures, analysis of evaluation data, report writing on results

Administrative GE

Duties include:

- Assist administrator with program operation: gather and analyze relevant data, assist in coordinating and scheduling activities, assist in preparing materials, collaborate with other COE staff

Practicum Supervisor GE:

Duties include:

- Preparation: plan or assist in meetings and presentations
- On-site activities: conduct student observations, provide feedback to students and cooperating professionals, provide on-site instruction to students, model instructional strategies, attend supervisory meetings
- Contact hours outside of supervision: maintain office hours, provide feedback
- Performance evaluation: report mid-term and final evaluation of students, read and grade papers, evaluate projects, classroom plans, and lessons

8.0 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 (541) 346-8912 or (541) 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 (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, <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, department business manager, student services coordinator or the building manager.

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:

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies should be discussed with supervisor or department business manager or student services coordinator or building manager.

9.0 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.

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.

GEs that are students outside of the department will be evaluated based on criteria used by the program for which they are currently enrolled.

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.

The criteria used to assess satisfactory progress toward a graduate degree in SPECS, along with the process by which satisfactory progress is assessed, can be found online:

Special Education:

<https://education.uoregon.edu/special-education-phd/handbook>

School Psychology:

<https://education.uoregon.edu/school-psychology/current-students>

Communication Disorders & Sciences:

<https://coe.uoregon.edu/cds/files/2014/09/Masters-handbook-2014-2016.pdf>

10.0 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>.

11.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Workspace:

GEs will be provided work space that is consistent with provisions for all other SPECS staff and faculty, which includes working locked doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.

Private Meeting Space:

GEs will be provided with a private meeting space by reservation to meet individually with students as needed. This includes regular office hours and/or previously scheduled appointments.

Access to Telephones and Computers:

GEs will be provided easy and reasonable access to a telephone and to computers equipped with software typically provided other departmental staff and as it relates to GE assignments, during standard working hours (Monday – Friday, 8 am – 5 pm).

Access to Office Supplies, Photocopies and Printouts:

GEs will be 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. GEs working as instructors of record shall have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. Access to these supplies shall be available at least during departmental standard working hours (Monday – Friday, 8 am – 5 pm).

GE Assistance:

In the College of Education, GEs who work as instructors of record are not assigned to workloads that would require GE assistance. However, in the rare circumstance that a course with an

instructor of record GE also has an enrollment greater than 50 it may be necessary to assign a supporting GE to meet the needs of the course. In this circumstance, GEs supporting the GE instructor of record will be hired and evaluated in accordance with graduate school policy.

12.0 ABSENCE AND SICK LEAVE

Notification

GEs appointed as instructor of record or with direct instructional duties for a course section are expected to attend all meetings of their assigned course(s). If it is impossible for the employee to complete assigned duties or attend a course meeting as scheduled, the GE shall notify their supervisor and the **student services coordinator for the program in which their course is offered** as early as possible and before any assigned duties are scheduled to occur. This will allow the supervisor and program time to identify a solution. It is the responsibility of the GE or their designee to guarantee that the supervisor or designee has the information necessary to cover the course. This information would typically be relayed through the program's representative.

For GEs with duties not involving direct instruction, the GE will work with their supervisor to identify timelines and manner for making up any missed work.

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.

Substitution:

If your GE Supervisor and/or the Department Head of the Special Education and Clinical Services program 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.

Make-up Work:

Generally, for duties missed not related to a class meeting, please check in with your GE Supervisor and/or the Department Head of the Special Education and Clinical Services program 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 GE Supervisor and/or the Department Head of the Special Education and Clinical Services program 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/laboragreements>

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.
- 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.
- 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.
- To record and report sick leave, GEs will use the SPECS GE Monthly Leave Report provided by SPECS' Operations and Travel Coordinator Kris Galago (krisg@uoregon.edu; 541-346-2441). 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.