GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

Ethnic Studies Department

GRADUATE TEACHING FELLOWSHIPS

2011–2012

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The supervisory individual who shall oversee the implementation of this GDRS is The Head of the Ethnic Studies Department

Revised: May 16, 2011
1.0 GENERAL INFORMATION

1.1 This Manual

The purpose of this Manual is to clarify information concerning Graduate Teaching Fellowships (GTFs). The relationship between GTFs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This Manual details the specific relationship between GTFs and the hiring unit named on the first page of this document. This Manual does not apply to work-study or other staff.

Access to this manual will be provided to faculty and students as well as to the Graduate School and the Graduate Teaching Fellows Federation. This document and its amendments may be viewed or printed from the Graduate School website.

1.2 GTF Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GTFs 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 Teaching Fellows must pay $140 of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

1.3 Graduate Teaching Fellows Federation

Most 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 Collective Bargaining Agreement between the GTFF and the University of Oregon. Upon signed acceptance of an offer, the GTF will be sent a copy of the Collective Bargaining Agreement and other information pertinent to the appointment.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 GTF appointments are determined based upon:

2.11 Availability of funding for GTF positions.
2.12 Specific need for a GTF.

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

3.0 ELIGIBILITY REQUIREMENTS

3.1 Graduate students pursuing a Master's or Doctoral degree at the University of Oregon in any discipline will be eligible to apply for a GTF position.

3.2 PREFERENCE IS GIVEN TO STUDENTS WHO HAVE A STRONG RESEARCH AND/OR TEACHING BACKGROUND IN ETHNIC STUDIES.

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

4.0 APPLICATION PROCESS

4.1 Appointments of GTFs in this unit will be made in accordance with the University of Oregon's "Personnel Practices: Graduate Teaching Fellows" policy statement.

4.2 When a position is available, an announcement will be sent to the Graduate School, the Office of Affirmative Action and Equal Opportunity, The Graduate Teaching Fellows Federation, and also to departments in which qualified candidates may be identified and available. As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment or reappointment criteria at the time of application. Position announcements for the upcoming academic year that are available to graduate students from any discipline will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the University's Office of Affirmative Action, the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section).

5.0 APPOINTMENT SELECTION PROCESS

5.1 Applicants for specific GTF positions will be required to submit an application, a curriculum vitae, a letter of introduction, 2 letters of reference OR 2 “Report on Graduate Applicant” forms, and transcripts. Proposed syllabi are required for teaching positions.

5.2 A faculty committee will assess the qualifications of the candidates. The hiring unit may interview those most qualified for the specific GTF position. The standing committee of the department will be made up of at least three members.

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

5.31 General criteria regarding appointments for the particular types of work assignments available.
5.32 Previous employment or other experience relevant to the GTF position.

5.33 Research and/or teaching background in Ethnic Studies.

5.34 Interest, desire, and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole.

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

5.36 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.

5.37 While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.

5.4 If no qualified students apply or are available for a particular position, the hiring unit may decide to reopen the application process for the position.

6.0 APPOINTMENT AND REAPPOINTMENT

6.1 Based on the department's needs and funding, a position may be discontinued after the term of appointment is over.

6.2 GTF appointments and reappointments shall comply with the Federal and University Affirmative Action regulations.

6.3 GTF reappointments shall be dependent upon the following:

6.31 Satisfactory progress in graduate study as defined by published Graduate School policy and departmental policy specific to the GTF's particular major.

6.32 Satisfactory performance of duties of the position as determined by the GTF's immediate supervisor and the head of the hiring unit.

6.4 In the case of the continuation of the same position, the hiring unit may decide to continue with the same GTF in the position without any new announcement of the position.

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

7.0 WORKLOAD

7.1 GTFs are appointed in the Ethnic Studies Department at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)
7.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
7.12 .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
7.13 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
7.14 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

7.2 For the purpose of setting the workload (and thus FTE) for a particular GTF position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

7.21 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.

7.3 Summer Session: GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

For four- or eight-week courses during summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

- 3 credit classes – minimum .30 FTE appointment
- 4 or 5 credit classes – minimum .37 FTE appointment

8.0 WORK ASSIGNMENTS

8.1 The Ethnic Studies Department typically has two types of GTF work assignments as follows:

8.11 Teaching positions:

- 8.111 Full course responsibility at .49 FTE = 215 hours/term. In the case of team teaching GTFs, each GTF will be appointed at .49 FTE.
- 8.112 Discussions section responsibility at .40 FTE for two sections per term.
- 8.113 Teaching Assistant: assist faculty who teaches a course at .40 will be distributed according to assignment. Others may include teaching assistants at .20 FTE and .30 FTE.

8.12 Clerical positions:

- 8.121 Assistance with projects related to web and newsletter production and/or maintenance at .30 FTE or .20 FTE, depending on workload.

8.2 Full course responsibility GTF at .49 FTE
8.21 In-class contact hours --------------------------30 hrs per term
  8.211 Conduct: lectures, lead review sessions.
  8.212 Assist with: lecture/lab demonstrations, field trips, etc.

8.22 Preparation hours -------------------------------80 hrs per term
  8.221 Prepare; lectures, lecture demonstrations, discussion sessions
  8.2211 Submit teaching plan
  8.222 Adapt or develop syllabus & course materials
  8.223 Construct examinations and quizzes

8.23 Contact hours outside the classroom--------------30 hrs per term
  8.231 Office hours
  8.232 Counseling, tutoring, special consultations

8.24 Performance Evaluation --------------------------50 hrs per term
  8.241 Reading & grading: papers, exams, quizzes, lab reports, special projects
  8.242 Maintain & submit grading records in compliance with the department's and the University regulations

8.25 Other responsibilities --------------------------25 hrs per term
  8.251 Assist with registration
  8.252 Proctor exams
  8.253 Administer student course evaluations
  8.254 Attend meetings: departmental, with faculty supervisor

8.3 Discussion Section Responsibility GTF @ .40 FTE

8.31 In-class contact hours --------------------------60 hrs per term
  8.311 Conduct: discussion sections, lead review sessions, teach in the instructor's absence.
  8.312 Attend lectures
  8.313 Assist with: lecture/lab demonstrations, field trips, etc.

8.32 Preparation hours -------------------------------50 hrs per term
  8.321 Prepare: lecture demonstrations, discussion sessions
  8.322 Adapt or develop syllabus & course materials
  8.323 Construct examinations and quizzes

8.33 Contact hours outside the classroom --------------20 hrs per term
  8.331 Office hours
  8.332 Counseling, tutoring, special consultations

8.34 Performance Evaluation --------------------------30 hrs per term
  8.341 Reading & grading; papers, exams, quizzes, lab reports, special projects
  8.342 Maintain & submit grading records in compliance with the department's and the University regulations
8.35 Other responsibilities -----------------------------15 hrs per term

8.351 Proctor exams
8.352 Administer student course evaluations
8.353 Attend meetings: departmental, with faculty supervisor

8.4 Teaching Assistant GTF @ .40 FTE

8.41 In-class contact hours -------------------------------60 hrs per term

8.411 Conduct: lead review sessions
8.412 Attend lectures
8.413 Assist with: lecture/lab demonstrations, field trips, teach in the instructor’s absence, etc.

8.42 Preparation hours ---------------------------------5 hrs per term

8.421 Adapt or develop syllabus & course materials
8.422 Construct examinations and quizzes

8.43 Contact hours outside the classroom ---------------20 hrs per term

8.431 Office hours
8.432 Counseling, tutoring, special consultations

8.44 Performance Evaluation --------------------------75 hrs per term

8.441 Reading & grading; papers, exams, quizzes, special projects
8.442 Maintain & submit grading records in compliance with the department’s and the University regulations

8.45 Other responsibilities -----------------------------15 hrs per term

8.451 Assist with registration
8.452 Proctor exams
8.453 Administer student course evaluation
8.454 Attend meetings: departmental, with faculty supervisor

8.5 Teaching Assistant GTF @ .30 FTE

8.51 In-class contact hours -------------------------------31 hrs per term

8.511 Attend lectures
8.512 Assist with: lecture/lab demonstrations, field trips, teach in the instructor’s absence, etc.

8.52 Contact hours outside the classroom ---------------50 hrs per term

8.521 Office hours
8.522 Counseling, tutoring, special consultations

8.53 Performance Evaluation --------------------------50 hrs per term

8.531 Reading & grading; papers, special projects

8.6 Teaching Assistant GTF @ .20 FTE [88 hrs. per term total]
8.61 Consulting with instructor ------------------------20-30 hrs per term
8.62 Assisting with special projects ------------------68-58 hrs per term
8.7 Clerical Assistant GTF @ .30 FTE [131 hours per term]
   8.71 Interviewing students and faculty and/or gathering text and visual information on department, faculty, staff, students, and alumni for inclusion in the website or newsletter --------------70 hrs per term
   8.72 Physical input of data into newsletter or website-----51 hrs per term

9.0 HEALTH AND SAFETY INFORMATION

9.1 Accident Reporting and Workers' Compensation

9.11 The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.

9.12 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.

9.13 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 GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Supervisor’s Accident Investigation Report (SAIR) 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://campusops.uoregon.edu/ehs](http://campusops.uoregon.edu/ehs). Forms can also be obtained from Departmental office managers or EHS.

9.14 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).

9.15 In addition to medical expenses related to the injury/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the 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.

9.16 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 EHS immediately.

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

9.2 Health and Safety Requirements. The University acknowledges an obligation to provide a safe and healthy environment for GTFs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

9.21 Safety information. 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 http://campusops.uoregon.edu/ehs

9.22 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative. In the Ethnic Studies Department, the department representative is the Office Manager. Other resources to report such information include EH&S, a Safety Advisory Committee representative, a GTFF union representative, OSHA, or the Bureau of Labor and Industries.

9.23 Use of Personal Protective Equipment. Any personal protective equipment that is required for the GTFs position and a schedule for training in its use is identified in a safety page attached to this document. In the Ethnic Studies department, the person responsible for coordinating the training and distribution of equipment is the Office Coordinator. Safety training records for the department are kept in the Ethnic Studies Department administration office.

9.25 Copies of emergency procedures, evacuation plans, and materials data safety sheets, as well as first aid supplies for the department, are located in and outside of the Ethnic Studies Department administration office. The person responsible for maintaining them is the Office Coordinator.

10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

10.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment.
10.11 A GTF 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 GTFs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

10.12 The hiring unit (employer) is responsible for verifying that a GTF is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GTF's graduate degree program.

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

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

11.0 DISCIPLINE AND DISCHARGE

A GTF 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 GTF of deficiencies in their work performance or progress toward the degree.

12.0 DISCRIMINATION 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/AAEO%20Booklet%20Color.pdf.

APPENDIX A: WORK ENVIRONMENT

The work environment and materials provided to Ethnic Studies’ GTFs include the following:

a.) Workspace.
Ethnic Studies has 2 GTF offices (Esslinger 192D and 192B). The office assignments are generally made at the beginning of the new school year by the Office Coordinator. Each office is equipped with a desktop computer, a phone, desk, and general office supplies (ie: paper, pens, pencils, stapler, etc.). GTFs will be able to print through the department’s networked photocopier. The photocopier also allows for scanning and faxing. If a given GTF has an office in another department, they are not required to use the Ethnic Studies offices. All GTFs are given keys, (via the Public Safety key requisition process), to ES office spaces. These include the ES library and conference room. Arrangements
for use of the Ethnic Studies conference room should be made in consultation with the ES Office Coordinator.

b.) Private Meeting Space.
GTFs are encouraged to utilize their assigned offices as private meeting spaces. If a given GTF has an office in another department, they are not required to use the Ethnic Studies offices. Arrangements for use of the Ethnic Studies conference room should be made in consultation with the ES Office Coordinator.

c.) Access to Telephones and Computers.
Each GTF office is equipped with a desktop computer, and a phone.

d.) Access to Office Supplies, Photocopies and Printouts.
General office supplies are kept in the ES office area. All GTFs have access to these supplies. If particular types of supplies are needed, (for example, items for ergonomic or alter-able accommodation), GTFs should contact the Office Coordinator. All GTF offices are stocked with appropriate office supplies at the beginning of the new school year. These include paper, pens, pencils, staplers, etc.
All GTFs have access to the ES department’s photocopier. This is a networked machine, which also serves as a central printer for our GTFs, faculty and staff. The photocopier also allows for scanning and faxing. If more than 100 copies of a given document are required, GTFs are advised to obtain a Copy Request Form for use at the Campus Copy Center at the EMU. The Office Coordinator has these forms.
All GTFs have access to the above on a 24/7 basis. The only exception is the access to the Copy Request Forms, which are only available during the Office Coordinator’s business hours.

GTF Assistance
In the Department of Ethnic Studies, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.