

**Department of Geological Sciences
University of Oregon
Graduate Teaching Fellowships
General Duties and Responsibilities Statement
2009-2010**

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**The supervisory individual who shall oversee the implementation of this GDRS is:
Kathy Cashman, Head, Department of Geological Sciences. Last revised: 4/20/09.**

1.0 General Information

1.1 Purpose of document

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTF) offered by the Department of Geological Sciences. 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 document details the specific relationship between GTFs (research assistants and teaching assistants) and the Department of Geological Sciences. This document does not apply to work-study or other staff hired in the Department of Geological Sciences.

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

1.2 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 \$150 of the mandatory fees set by the Oregon University System (assessed at \$538 per term in 2008-09; 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 Fellowships

The Department will give priority to GTF appointments. All graduate students employed by the department at 0.20 FTE 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.

The number of GTF positions available is subject to the budgetary constraints on the department and the university.

3.0 Eligibility Requirements

3.1 Eligible students

Students eligible for a GTF appointment as a teaching assistant or research assistant in the Department of Geological Sciences must be enrolled in a graduate degree program in the department and must be in residence at the UO during their appointment. As noted previously, the Graduate School requires that a GTF be enrolled for a minimum of nine graduate credit hours per term of the appointment. The selection procedures differ for teaching assistants and research assistants, and are described in Sections 4 and 5 of this document, respectively.

3.11 All incoming students will be considered for GTF appointments in the Department of Geological Sciences.

3.12 All students currently holding GTF appointments in the department will be considered for reappointment unless restrictions on reappointment apply (see Section 6.4).

3.13 All students currently enrolled who do not have GTF appointments are considered for appointment.

3.2 Exceptions

In the event that no graduate students within the department are qualified for a particular GTF position, the position may be filled by selection of a graduate student from some other science department. If such a position becomes available, the position and selection criteria will be posted at the Graduate School and Office of Affirmative Action and the appropriate science department office(s). Eligible students from outside of the department must (1) be involved in research with members of the geological sciences faculty and (2) meet equivalent standards for scholarship, academic promise, and satisfactory progress toward a degree that are required of GTF's selected from within the Department of Geological Sciences.

4.0 Teaching Assistants: Review and Selection

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).

4.1 Review process

4.11 Incoming students who will not receive financial support as research assistants are automatically considered for teaching assistant positions. The student's transcripts, Graduate Record Examination scores, and letters of recommendation for application to the graduate program will be reviewed in the selection.

4.12 Students currently enrolled who have not held a previous GTF appointment may supplement their files periodically with letters of recommendation or other materials pertinent to the selection criteria (see Section 4.2).

4.2 Selection Process

The Department of Geological Sciences Admissions and Awards Committee is charged with responsibility for maintaining high admissions standards for entering graduate students, and for making recommendations for the award of teaching assistantships. The committee consists of three faculty members who meet as needed to review admissions applications and applications for annual departmental awards, and to select graduate students to receive teaching assistantship appointments. The selection process begins in January of each year for the following school year. The committee develops a ranked list of all students eligible at that time for TA appointments, including qualified applicants for admission to the department. The ranking of eligible candidates and the selection of persons for teaching assistantships are made primarily on the basis of scholarship and academic promise. The following criteria

have been developed by the department to guide the Graduate Admissions and Awards Committee in making recommendation for appointment and reappointment of teaching assistants.

4.21 Scholarship and academic promise are judged on the basis of each student's academic course record, letters of recommendation from faculty who know the student well, and performance on the Graduate Record Examination General Test and Advanced Test in Geology (or other subjects which may be accepted upon petition).

4.22 Criteria for appointment are the same for all students, incoming and currently enrolled. 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.

4.23 Award recipients are notified in writing as soon as a final decision is made. Persons not chosen the first round of selection remain candidates should vacancies occur through declination of offers or resignations.

4.24 The Admissions and Awards Committee is also charged with the task of filling any emergency teaching positions that may come open during the school year. An updated, ranked list of eligible students will be developed to fill the position(s).

4.3 Criteria for reappointment are detailed in Section 6.

5.0 Research Assistants: Application and Selection

5.1 Application Process

Faculty members who have grant money for the award of a research assistantship may solicit applications from interested incoming or currently enrolled graduate students. The students must, of course, meet all requirements for eligibility in the graduate program.

5.2 Selection Process

The individual faculty member selects the student who is best qualified to fill the research assistant position. Criteria for selection typically include the following: academic performance, specific research skills, and interest in the research problem.

5.3 Criteria for reappointment are detailed in Section 6.

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

6.0 Reappointment criteria

Graduate Teaching Fellows who meet the criteria below are eligible for reappointment as teaching assistants or research assistants, in competition with all other entering and currently enrolled graduate students who are applying for assistance.

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.

6.1 Satisfactory progress toward a Graduate Degree

Satisfactory progress toward a graduate degree is a condition of reappointment. See Section 7.0 of this document.

6.2 Satisfactory Performance of Duties

6.21 Graduate Teaching Fellows appointed as teaching assistants are expected to demonstrate standards of instruction appropriate to a major university. Evaluation of teaching performance may be made by the departmental Graduate Teaching Fellows supervisor and the faculty member who shares responsibility for the course(s) taught by the teaching assistance. This is generally done on an informal basis. A GTF may request a formal evaluation by his or her supervisors or students during any term. Evaluation may include, but not be limited to, the following criteria: attendance at assigned duties, maintenance of appropriate standards of student performance, maintenance of appropriate conduct in teacher-student interactions, fair evaluation and grading of student performance, and satisfactory evaluation by students. Deficiencies in any area will be brought to the attention of the GTF, with recommendations to improve performance.

6.22 Graduate Teaching Fellows appointed as research assistants are expected to demonstrate standards of research appropriate to the goals of the investigation. Evaluation of research performance will be made by the principal investigator of the supporting research project.

6.3 Availability of Funds

The reappointment of all Graduate Teaching Fellows is subject to the availability of funds. In the event that funding for a Graduate Teaching Fellow position is exhausted or terminated, the Graduate Teaching Fellow becomes eligible for reappointment as a TA or RA in competition with other entering and currently enrolled graduate students.

6.4 Reappointment Limits

6.41 Time limits: MS candidates who meet the criteria above may be reappointed as teaching assistants up to a total of two years at 0.49 FTE; Ph.D. candidates who

meet the criteria above may be reappointed as teaching assistants up to a total of four years at 0.49 FTE to include any previous support as a MS candidate.

6.42 A student whose GTF appointment has been terminated, pursuant to Article 16 of the GTFF Collective Bargaining Agreement, may be considered for future appointments. Each case would be considered on its individual merit by the Admissions and Awards Committee and the full faculty, if appropriate.

7.0 Satisfactory Progress toward the Graduate Degree

Satisfactory progress toward the graduate degree is a condition of appointment and reappointment. Failure to maintain satisfactory progress is cause for discharge.

7.1 For GTFs who are graduate students in the Department of Geological Sciences:

7.11 Graduate Teaching Fellows must maintain a yearly overall grade point average of at least 3.0 and must take graduate courses offered in the department on a graded basis, except those courses which are offered only on a P/N basis.

7.12 Graduate Teaching Fellows must demonstrate timely completion of the requirements for a graduate degree as outlined in the departmental policy statement, "Graduate Study in the Department of Geological Sciences." This document is reviewed and updated annually. Current copies are on file with the Graduate School and the GTF Federation. The document is provided to all incoming graduate students in the department, and is available to currently enrolled students at any time upon request.

7.2 For GTFs who are graduate students in another department:

In cases where a graduate student from another department is appointed to a GTF position in the Department of Geological Sciences (see section 3.2), satisfactory progress toward the graduate degree is defined by the GTF's graduate degree program.

8.0 Discipline and Discharge

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement.

8.1 Article 16 states: "No GTF shall be disciplined or discharged except for just and sufficient cause. Disciplinary sanctions shall be imposed in accordance with the principles of progressive discipline where the application of such principles is appropriate."

8.2 Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree. The Department of Geological Sciences adheres to the policies and procedures described in Article 16 of the Collective Bargaining Agreement.

9.0 Work Assignments and Normative Workloads

9.1 GTFs are appointed in the Department of Geological Sciences at the following full time equivalent levels (FTE) and corresponding total workloads (assuming there are 11 weeks to a term). (Article 21)

9.11 0.20 FTE appointments require up to 88 hours per term, or 264 hours per academic year.

9.12 0.30 FTE appointments require up to 131 hours per term, or 393 hours per academic year.

9.13 0.40 FTE appointments require up to 175 hours per term, or 525 hours per academic year.

9.14 0.49 FTE appointments require up to 215 hours per term, or 645 hours per academic year.

9.2 For the purpose of setting the total workload (and thus FTE) for each GTF position, the Department of Geological Sciences has considered what constitutes a workload sufficient to perform the work assignment satisfactory.

The GTF workloads indicated above are considered to be average loads. The distribution of time actually spent in different duties related to the basic teaching assignment may vary from week to week or term to term in a given academic year. Also, a teaching assistant may have assigned duties that fall under more than one of the categories. For example, a teaching assistant in the department may teach a general geology laboratory and also handle a discussion section or sections or assist in grading in some other course. In any case the total hours spent in service to the department will not exceed the figures given above.

9.3 Teaching Assignments

Each GTF is assigned duties on a per-term basis. GTF assignments are made by the GTF coordinator in consultation with the department head.

9.31 Teaching introductory general geology (i.e. GEOL 101, 102, 103) laboratory sections. The labs are under the supervision of a faculty member, but teaching assistants have full responsibility for instruction. A full-time (0.49 FTE) teaching assistant normally teaches at least three one-hour laboratory sessions per term. The distribution of workload hours in an average term is approximately as follows:

9.311	In-class contact hours	45 hours
	9.3111 Conduct laboratory sections	
9.312	Preparation hours	30 hours
	9.3121 Prepare laboratory exercises	

9.3122	Adapt or develop syllabus and laboratory material	
9.3123	Prepare examinations and quizzes	
9.313	Contact hours outside the classroom	30 hours
9.3131	Office Hours (typically two hours/week)	
9.3132	Counseling, tutoring and special consultations	
9.314	Performance evaluation	35 hours
9.3141	Reading and grading of lab reports, quizzes and exams	
9.3142	Maintain and submit grading records in compliance with departmental and university regulations.	
9.315	Other responsibilities	10 hours
9.3151	Administer student course evaluations	
9.3152	Attend meetings with faculty supervisor	
	Total	150 hours

9.32 Conducting discussion sections. Teaching assistants conduct discussions under the close supervision and co-operation of the faculty member who has responsibility for the course. Full-time (0.49 FTE) teaching assistants are normally assigned to conduct four to five one-hour discussion sections in a given term. Per term course load distribution is approximately:

9.321	In-class contact hours	50 hours
9.3211	Conduct discussion sections (4-5 per week)	
9.322	Preparation hours	30 hours
9.3221	Prepare discussion exercises	
9.323	Contact hours outside the classroom	30 hours
9.3231	Office hours (typically two hrs/wk)	
9.3232	Counseling, tutoring and special consultations	
9.324	Performance evaluation	20 hours
9.3241	Reading and grading of discussion reports	
9.3242	Assistance in grading exams for the lecture phase of the course.	
9.325	Other responsibilities	20 hours
9.3251	Attend meetings with faculty supervisor and other GTFs to plan discussion sections	
	Total	150 hours

9.33 Instruction and assistance in upper division and graduate-level laboratory classes. Teaching assistants in most of these classes do only a minor amount of direct instruction (lecturing) but they assist in preparing the laboratory (making up specimen sets, etc.), supervise and assist students during the assigned lab period, grade laboratory exercises, and consult with students outside the laboratory during office hours. Full time teaching assistants are normally assigned to supervise two laboratory sessions per week with the following distribution of work hours per term:

9.331	In-class contact hours	60 hours
	9.3311 Conduct laboratory sections	
9.332	Preparation hours	25 hours
	9.3321 Prepare laboratory exercises	
	9.3322 Adapt or develop syllabus and laboratory material	
	9.3323 Prepare examinations and quizzes	
9.333	Contact hours outside the classroom	25 hours
	9.3331 Office hours (typically two hours/wk)	
	9.3332 Counseling, tutoring and special consultations	
9.334	Performance evaluation	30 hours
	9.3341 Reading and grading of lab reports, quizzes and exams of undergraduate students	
	9.3342 Maintain and submit grading records in compliance with departmental and university regulations.	
9.335	Other responsibilities	10 hours
	9.3351 Administer student course evaluations	
	9.3352 Attend meetings with faculty supervisor	
	Total	150 hours

9.34 Summer Field Camp Graduate Teaching Fellows.

The summer field camp is a six-week upper division, undergraduate course taught during the summer. It is taught in different locations in Oregon, Idaho, and Montana. GTFs assisting with this course are required to travel with the instructors and students. The Department of Geological Sciences requests special permission from the Graduate School to pay the GTF full time (1.0 FTE) for the six-week period in order to perform the work assignment satisfactorily. The total hours are calculated by multiplying the maximum number of allowable hours for a 0.49 GTF (215 for a ten-week term) by two, then dividing by six weeks. The nature of the assignment dictates that the GTF be 'on call' 24 hours a day during the field camp. However, the hours below fairly represent the actual hours spent in formal contact.

9.341	In-field contact hours	180 hours
	9.3411 Conduct discussion sections	
9.342	Preparation hours	24 hours
	9.3421 Prepare field exercises	
9.343	Performance evaluation	40 hours
	9.3431 Reading and grading of exercises	
	9.3432 Assistance in grading exams for the lecture phase of the course	
9.344	Other responsibilities	18 hours
	9.3441 Attend meeting with field camp team planning purposes	
	Total	<u>262 hours</u>

9.35 Teaching introductory general geology courses – Summer Session.

The FTE for 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 0.30 FTE appointment

4 or 5 credit classes – minimum 0.37 FTE appointment

9.351	In-class contact hours	32 hours
	9.3511 Conduct laboratory sections	
9.352	Preparation hours	30 hours
	9.3521 Prepare laboratory exercises	
	9.3522 Adapt or develop syllabus and laboratory material	
	9.3523 Prepare examinations and quizzes	
9.353	Contact hours outside the classroom	20 hours
	9.3531 Office Hours (typically three hours/week)	
	9.3532 Counseling, tutoring and special consultations	
	9.3533 Field trips	
9.354	Performance evaluation	25 hours
	9.3541 Reading and grading of lab reports, quizzes and exams	
	9.3542 Maintain and submit grading records in compliance with departmental and university regulations.	
	Total	<u>107 hours</u>

9.4 Clarification of Teaching Duties

9.41 Preparation time. Preparation time will vary with the type of assignment as noted above. GTFs are expected to prepare class handouts and laboratory handouts as needed, organize sets of laboratory specimens, and maintain departmental teaching materials and equipment in useable condition. In some instances GTFs are also required to attend course lectures and weekly TA meetings as additional preparation to teach laboratories or lead discussions.

9.42 Outside contact with students. GTFs are required to hold office hours to assist students in their courses. Office hours may be scheduled on a regular basis (once or twice a week) and/or by appointment. The number of office hours held will vary with the type of course. As a general guideline, the department recommends two office hours per week for every four in-class hours per week. GTFs should report their office hours to their supervising faculty member and to the departmental receptionist who maintains a list of GTF offices and office hours for student access.

9.43 Other responsibilities. These duties may include projecting films and slides for faculty, proctoring examinations, assisting with field trips, and occasional lecturing to classes when the professor responsible for a class is absent from campus. The nature and extent of these duties may vary from term to term and with the individual teaching assistant. The average time spent by teaching assistants in these types of duties is about 10 hours per term.

9.5 Workload for Research Assistants

The duties of research assistants are set by the individual faculty member who pays the research assistant's salary from grant funds. Such duties may include, but are not limited to: operating scientific research equipment; developing and/or operating data analysis software; collecting data in the field; and writing and editing portions of scholarly papers. The supervising faculty member will provide the research assistant with a written or oral statement of duties during the first week of the term in which the RA is appointed. One 'contact' hour in the laboratory performing duties mutually agreed upon by the research assistant and the faculty member is considered to be one hour of work under the GTFF contact.

9.6 All GTFs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.

9.7 Work Environment policies and procedures can be found on page 24 of the "Guide to Graduate Study," Department of Geological Sciences.

10.0 Health and Safety Information

10.1 Accident Reporting and Workers' Compensation

10.11 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.

10.12 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.

10.13 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://oehs.uoregon.edu/workerscomp/>. Forms can also be obtained from Departmental office managers or EHS.

10.14 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).

10.15 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.

10.16 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.

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

10.2 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.

10.21 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 the department's web site at <http://oehs.uoregon.edu.html>.

10.22 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 department of Geological Sciences, the departmental representative is John Donovan. 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.

10.23 Use of Personal Protective Equipment. In the Department of Geological Sciences, individual faculty members supervise their own research and teaching labs. Those faculty members provide training to their students as needed. Required protective equipment is provided for the students by the researcher.

10.24 Copies of emergency procedures are located in the departmental office, 100 Cascade. The person responsible for maintaining them is the office manager, Vicki Arbeiter.

Evacuation plans are located in the departmental office, 100 Cascade. The person responsible for maintaining them is the office manager, Vicki Arbeiter.

First aid supplies for the department are located in the departmental office, 100 Cascade. The person responsible for maintaining them is Vicki Arbeiter.

11.0 **Discrimination Grievance Procedures**

A copy of the AAEO Discrimination Grievance Procedures is available online at <http://aaeo.uoregon.edu/booklet.html>.