

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

***DEPARTMENT OF HUMAN PHYSIOLOGY
GRADUATE TEACHING FELLOWSHIPS
2009-10***

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**The supervisory individual who shall oversee the implementation of this GDRS is:
Dr. Christopher Minson, Department Head of Human Physiology.**

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1.0 GENERAL INFORMATION

1.1 This Document

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the Department of Human Physiology (HPHY). 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 and the Department of Human Physiology. It does not apply to work-study or other staff hired in the Department.

Copies of this document and amendments will be made available to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation, through the HPHY website.

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 \$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 GRADUATE TEACHING FELLOWSHIPS

- 2.1 GTF appointments are programmatically determined by the faculty. Areas needing GTF support are discussed each Spring with individual members of the Department faculty as a regular part of planning for the upcoming academic year.
- 2.2 The number of GTF positions available is subject to the budgetary constraints on the Department and the University.
- 2.3 The priority is to staff regular required courses i.e. all 300-level courses required by the department for graduation of its majors, the 100-level, three-course sequence, the 400-level elective courses that are part of the Department's curriculum, and to provide assistance to faculty where needed.
- 2.4 The Department:
 - 2.41.1 Makes an effort to distribute GTF opportunities to as many students as possible.
 - 2.41.2 Gives priority to GTF appointments. All graduate students employed by the department at 0.2 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.
 - 2.41.3 Encourages financial opportunities through such other means as scholarships, work study, and grants.
- 2.5 In recent years GTF positions have been offered by the Department for teaching in courses such as those listed in Section 2.3, laboratory assistance for faculty research, technical support of teaching, maintenance of hardware/software, service as certified athletic trainers, and supervision of the department's teaching labs.
- 2.6 In HPHY, it is quite common for GTF appointments to be split between teaching, supported by university funds, and research, supported by grants awarded to HPHY faculty. The percentages of the tuition and salary costs paid for and to the GTF are calculated based upon the breakdown of duties in each of the two areas and dictated by the terms of the GTF contract.

3.0 ELIGIBILITY REQUIREMENTS

- 3.1 Eligible students for a GTF appointment in HPHY are Ph.D. or Master's students enrolled in the Department

- 3.2 Preference is given to students who have held GTF positions in the year prior to submission of an application when they possess knowledge deemed to be adequate to provide a quality educational experience in the courses they teach and provide satisfactory service in the previous years of their appointment. Such decisions regarding competence and successful service are made by the instructor of the course in which the student serves, in consultation with the Department Head.
- 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.
 - 3.3.1 HPHY requires that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

4.0 APPLICATION PROCESS

- 4.1 It is the Department's responsibility to provide the University with recommendations for GTF appointments. (Article 17, Section 1)
- 4.2 Position announcements for the upcoming academic year:
 - 4.21 will be distributed to those GTF's that currently holding such positions and to all other HPHY graduate students via direct correspondence (letter or e-mail) and from postings on the Department website. Students new to the department will be informed of the positions by direct communication with the Department office, its faculty members, or from postings on the Department website.
- 4.3 NOTIFICATION OF CRITERIA AND AVAILABILITY OF POSITIONS
 - 4.3.1 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.
 - 4.3.2 Positions offered by the Department, which are not included in the Spring term application pool, will be filled by the Department Head in consultation with the GTF appointment committee, the instructor of the affected course, and the GTF's major professor as early as possible in the term that proceeds the beginning of the assignment.
- 4.4 From time to time emergency appointments will be necessary. In such cases, the Department will make the appointment by procedures described in Section 4.3.2.
- 4.5 The process of selection takes place between March and May of each academic year. The required date that completed applications must be returned to the Department is contained in the communiqués with current GTF's and in the

position announcements. The date is also available from the Department office and its website.

- 4.6 Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.
- 4.7 Each candidate will be sent a notice of the hiring decision within five working days after the decision on his/her individual appointment has been made. (Article 17, Section 1)

5.0 APPOINTMENT/ AND REAPPOINTMENT SELECTION PROCESS

- 5.1 Recommendations for appointment and reappointment shall be made to the Department Head by the Department Appointment Committee.
 - 5.1.1 The standing Department Appointment Committee will be made up of at least three members.
 - 5.1.2 Preference will be given to returning GTF's who have satisfactorily completed their responsibilities
 - 5.1.3 Reappointments are not automatic, nor are they guaranteed. Students who have received four years of Department GTF support are required to petition the Department to be obtain reappointment. The petition must include a statement of progress and a recommendation of one or more faculty members.
 - 5.1.4 When returning students have been accommodated to the best extent possible, the application of new students will be considered based upon the criteria described in Section 5.2.
- 5.2 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:
 - 5.2.1 General criteria regarding appointments for the particular types of work assignments available within the Department, e.g. prior teaching experience, familiarity with class subject matter, research protocols and technical skill/expertise.
 - 5.2.2 Specific criteria relating to the specific GTF work assignment e.g. , national certification standards, computer programming skills
- 5.3 Academic credentials:
 - 5.3.1 "Academic Promise" of incoming students as evidenced by previous degrees and grades, test scores, etc.
 - 5.3.2 "Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required whether they are applying for an initial appointment or for reappointment (See 6.0.). However, this is a

minimal requirement. Candidates will be ranked based on academic achievement, teaching/research skill level, and experience.

5.3.3 Previous experience:

5.3.3.1 For teaching GTF positions, previous teaching or previously taking the course where the GTF position is offered.

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

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

5.3.4 Recommendations from academic or work supervisors.

5.3.5 Interview, personal, or application statements.

5.3.6 Financial need will not be a primary consideration for appointment but may be considered in evaluating two or more equally qualified candidates).

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

5.3.8 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments that will be stated in the announcement description.

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

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

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

5.41 Generally, same process will be repeated. However, the department reserves the right to proceed to fill the position

as it would in an emergency appointment situation (see 4.4).

6.0 PERFORMANCE EVALUATION

GTF's in HPHY will be evaluated at the end of every term by the class instructor, lab principle investigator, and/or department supervisor based upon the requirements for the position as outlined in the initial appointment e.g, student/instructor teaching evaluations, lab principle investigator assessment of progress and productivity. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.

- 6.1 The reappointment criteria may include the recommendation of the person who will act as the GTF's supervisor, but such an endorsement will not override the other appointment or reappointment criteria.
- 6.2 For those GTF positions where the GTF is not working directly and closely with a faculty person, the Committee shall recommend the best candidate to the Department Head.
- 6.3 Reappointments in research labs will be based upon approval of the lab supervisor in consultation with the Department Head

7.0 WORKLOADS

- 7.1 GTFs are appointed in HPHY at full time equivalent levels (FTE) ranging from 0.05 to 0.49 and corresponding total workloads. (Article 20)
- 7.2 For reference, the following appointments and corresponding hours are listed:
 - .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
 - .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
 - .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
 - .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.
- 7.3 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.

- 7.3.1 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, time serving at registration, etc. in addition to time spent actually teaching.
- 7.3.2 The distribution of workload among work assignment duties (7.3) 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.
- 7.3.3 Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GTF will be required to fulfill that specific time commitment.

8.0 WORK ASSIGNMENTS

8.1 HPHY typically has eight types of GTF work assignments as follows.

8.1.1 Teaching positions:

- 8.1.1.1 Full course responsibility
- 8.1.1.2 Laboratory/Discussion section responsibility
- 8.1.1.3 Teaching Assistant: assist faculty who teaches a course
- 8.1.1.4 Summer Session teaching positions
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:
 - 4 credit classes – minimum .30 FTE appointment
 - or 5 credit classes – minimum .37 FTE appointment

8.1.2 Non-teaching positions:

- 8.1.2.1 Research Assistant
- 8.1.2.2 Computer support
- 8.1.2.3 Anatomy Dissection supervisor
- 8.1.2.4 Certified Athletic Trainer

8.2 Full Course Responsibility GTF at 0.49 FTE

- 8.2.1 In-class contact hours..... 40 Hrs per term
- 8.2.2 Conduct: lectures, laboratory or discussion sections,
- 8.2.3 Lead review sessions.

- 8.2.2 Preparation hours 120 Hrs per term
 - 8.2.2.1 Prepare: lectures, lecture demonstrations, laboratory or discussion sessions
 - 8.2.2.2 Adapt or develop syllabus & course materials
 - 8.2.2.3 Construct examinations and quizzes
- 8.2.3 Contact hours outside the classroom20 Hrs per term
 - 8.2.3.1 Office hours
 - 8.2.3.2 Counseling, tutoring, special consultations
- 8.2.4 Performance Evaluation.....35 Hrs per term
 - 8.2.4.1 Reading & grading: papers, exams, etc
 - 8.2.4.2 Maintain & submit grading records in compliance with the department's and the University regulations

8.3 Lab/Discussion Teaching Assistant GTF at 0.2 FTE

- 8.3.1 In-class contact hours 30 Hrs per term
 - 8.3.1.1 Conduct laboratory sections,
- 8.3.2 Preparation hours 20 Hrs per term
 - 8.3.2.1 Attend class, Prepare laboratory sessions
 - 8.3.2.2 Construct examinations and quizzes
- 8.3.3 Contact hours outside the classroom..... 10 Hr per term

- 8.3.3.1 Office hours
- 8.3.3.2 Counseling, tutoring, special consultations
- 8.3.4 Performance Evaluation 28 Hrs per term
 - 8.3.4.1 Reading & grading: papers, exams, quizzes, lab reports
 - 8.3.4.2 Maintain & submit grading records in compliance with the department's and the University regulations
- 8.4 Teaching Assistant GTF at 0.2 FTE
 - 8.4.1 In-class contact hours 10 Hrs per term
 - 8.4.2 Preparation hours..... 30 Hrs per term
 - 8.4.2.1 Attend class sessions
 - 8.4.2.2 Construct examinations and quizzes
 - 8.4.3 Contact hours outside the classroom. 5 Hr per term
 - 8.4.3.1 Office hours (specify how often & amount of time for each)
 - 8.4.3.2 Counseling, tutoring, special consultations
 - 8.4.4 Performance Evaluation 43 Hrs per term
 - 8.4.4.1 Reading & grading: papers, exams, quizzes, lab reports
 - 8.4.4.2 Maintain & submit grading records in compliance with the department's and the University regulations
- 8.5 Research Assistant GTF at 0.4 FTE
 - 8.5.1 Lab Experimentation150 Hrs per term
 - 8.5.2 Seminars, Lab meetings, consultation with major professor..... 25 HRs per term
- 8.6 Computer Support GTF at 0.4 FTE
 - 8.6.1 Website maintenance50 Hrs per term
 - 8.6.2 Teaching lab maintenance..... 50 Hrs per term
 - 8.6.3 Hardware/software maintenance 30 Hrs per term
 - 8.6.4 Form, brochure creation45 Hrs per term
- 8.7 Anatomy Dissection Supervisor GTF at 0.2 FTE

- 8.7.1 General cadaver dissection60 Hrs per term
- 8.7.2 General lab maintenance 28 Hrs per term

- 8.8. Athletic Training GTF at 0.49 FTE

- 8.8.1 Clinical Duties e.g. treatment, therapy, etc.....195 Hrs per term
travel with athletic teams
- 8.8.2 Consultation with training staff and physicians20 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://oehs.uoregon.edu/workerscomp/> . 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 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://darkwing.uoregon.edu/~oehs/oehs.html>.

9.2.1 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative [identify]. 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).

9.2.2 Use of Personal Protective Equipment. In some laboratory settings, equipment may be necessary and training in the proper use if it (e.g. respirators, safety glasses, etc.) may be requirements of appointment. Lab Directors or course instructors are responsible for coordinating the training and distribution of the equipment. Records of such training will be maintained in the hiring department for instructional settings and in the research labs when the appointment is in such an environment. Training may include, but is not limited to the following topics

- Safe operation of equipment, machinery and tools
- Hazardous waste procedures
- Hazard communications
- Safe handling of radioactive materials
- Exposure to blood-borne pathogens]

- 9.2.4 Evacuation plans are located in the HPHY office. Emergency procedures, material safety data sheets (MSDS) and first aid supplies are located in labs where the danger exists and are under the supervision of the lab supervisor.

10.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

- 10.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. (See section 6.0.)
- 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 Criteria used in assessing satisfactory progress toward a graduate degree in the HPHY shall be as follows.
- 10.2.1 The criteria used to assess satisfactory progress is the same for all graduate students of HPHY, whether or not they also hold a GTF position in the Department.
- 10.2.2 Coursework:
- 10.2.2.1 Complete nine credits term toward the graduate degree.
- 10.2.2.2 Master's students are required to have a plan for completion of course work and created with their major advisor following the first year of study. They must have also made the choice to take comprehensive exams or do a thesis or research project by the end of year one

10.3.3 Grades:

- 10.3.3.1 Maintain a cumulative GPA of 3.0 or better. The GPA will be computed for coursework meeting the requirements of the graduate degree.
- 10.3.3.2 At any one time, a student shall have no more than 2 incompletes. All incompletes shall be completed no later than one year from the issuance of the incomplete except for thesis or research credits which will be cleared when program or thesis is successfully completed.
- 10.3.3.3 Students are required to take a minimum of 9 credits of graded coursework per term. This may include a P/NP class if that is the only way the class may be taken.

10.3.4 Examinations:

- 10.3.4.1 Pass the comprehensive examination and be advanced to candidacy. This exam is taken after the majority of required course work has been completed, unless specifically waived by the committee, and after most of the requirements for the degree, except completion and defense of the dissertation, has been satisfied. Students must pass both a written and oral exam. Students are given two chances to pass each part of the exam (written and oral).

10.3.5 Research:

- 10.3.5.1 After successful completion of the comprehensive exam, the student is advanced to candidacy and may then present their dissertation research proposal.
- 10.3.5.2 Once the student defends their proposal, they are expected to work closely with their advisor and committee in formulating a plan for the completion of their dissertation.

10.3.6 Ability to complete the graduate degree satisfactorily: Utilizing the above objective criteria, a subjective evaluation of the student's ability to complete the graduate degree will be made. Assessments will be made of the student's motivation and resourcefulness; commitment and devotion to scholarly projects; independent, creative, and original thinking.

10.4 Process for evaluating satisfactory progress toward graduate degree:

- 10.4.1 The evaluation will be made by the GTF's major advisor with consultation with the Department Head in conditions where the progress is deemed to be unsatisfactory
 - 10.4.2 The evaluation will be made a minimum of once per year, but may occur more often if concern over a lack of progress exists.
 - 10.4.3 A strategy for remedy of the lack of satisfactory progress must be created within the term that the student is judged to be non-compliant and it must be agreed upon by the major advisor and the GTF in order for continuation in the program and reappointment to a GTF position to be considered. The Department Head will be responsible for adjudicating the process if no agreement can be reached between the student and the major advisor
- 10.5 Failure to make satisfactory progress toward the graduate degree:
- 10.5.1 Regaining satisfactory progress status shall be the judgment of the major advisor based upon the criteria set down in the plan (10.4.3) with consultation with the Department Head. The student can request a judgment of a faculty committee if desired and that judgment will be final.
 - 10.5.2 If the student does not agree to develop a plan to remedy the lack of progress or fails to meet the demands described in the plan (10.4.3), dismissal from the program can occur following the completion of the term, if the student is so informed prior to the end of that term.

11.0 DISCIPLINE AND DISCHARGE

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTF 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

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