



General Duties and Responsibilities Statement for Graduate Employees in Hiring Unit: Indigenous, Race, and Ethnic Studies

Revised March 2024

About This Document

Article 9 of the UO-GTFF Collective Bargaining Agreement (CBA) requires that each department or employing unit prepare a General Duties and Responsibilities Statement (GDRS) describing the conditions under which GE assignments are made. The relationship between graduate employees (GEs) and the University is governed by the CBA. This GDRS details the policies and procedures of this hiring unit (hereafter referred to as “the unit”).

The individual who shall oversee the implementation of this GDRS is Courtney M. Cox, Director of Graduate Studies.

Availability of Graduate Employee Positions

GE assignments in this unit may include:

- Instructor of Record
- Discussion Section Leader
- Research GE
- Administrative GE

Academic Year Appointments

The availability of GE appointments for the upcoming academic year is typically determined as follows:

During Winter term, the unit's GE committee reviews the faculty's requested GE positions and descriptions for the next academic year, and in consultation with the Department Head and Budget Manager determines the GE positions to be offered in May. GE positions that have been previously awarded to specific students as part of their recruitment to the university will be filled first. The remaining positions will be advertised as described below in the Application Process section.

Summer Term Appointments

The availability of GE appointments for the upcoming summer term is typically determined as follows:

Depending on funding availability, doctoral students may be hired for the summer for teaching or research duties. Summer GE appointments will generally be prioritized for continuing doctoral students. This process will usually be completed in Spring term using the same process as the Academic Year appointments.

Eligibility, Application, and Selection

Appointments and Reappointments

In accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term to determine if they are adequately qualified for a GE position.
- Reappointments are not automatic and not guaranteed.
- In the case of the continuation of a particular position, the same student may continue in the GE position without any new announcement of the position.

What Counts Toward Guaranteed Funding Offers

The following information clarifies what counts toward guaranteed funding offers provided to graduate students upon admission.

Unless specified otherwise, the years of funding offered upon admission shall consist of all forms of university support including but not limited to GE appointments in any unit and all fellowships. Students may request to be considered for GE funding beyond the guaranteed years offered at time of admission by submitting the required "Request for Additional GE Funding" form to their advisor and the director of graduate studies.

Standing Committee

Per the GTFF CBA, each hiring unit that appoints GEs shall have a standing committee, made up of at least three members, to evaluate GE applications. Committee membership will rotate each year among department faculty and staff.

Open GE Postings and Application Process

Students may search the Division of Graduate Studies [GE postings website](#) for open GE jobs across the university. All open GE positions are posted to this website for a minimum of 10 days. Information about the availability of GE assignments in this unit will be shared with graduate students in the following ways: This unit routinely posts its positions via the Graduate School's "GE Openings" page or via Handshake, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment.

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways: Ethnic Studies posts its annual call for applications between mid-February and mid-March. We post to the Grad School web site, and the Ethnic Studies web site. We also distribute our ad electronically and/or in hard copy to the departments of our participating faculty. This includes: Anthropology, Cinema Studies, Education, English, History, Planning, Public Policy and Management, Political Science, Sociology, SOJC, Theatre Arts and Women's, Gender and Sexuality Studies.

General Eligibility Requirements

To hold a GE appointment at the UO, a student must be an admitted, full-time (9 credits per term) master's or doctoral student in good academic standing. University requirements for good academic standing are detailed on the [Division of Graduate Studies website](#) and academic program requirements for good academic standing are detailed in the program's graduate student handbook or program website.

Students eligible for a GE appointment in this GE employing unit are:

1. Students admitted to the IRES PhD program, and admission to UO graduate programs as a master's or doctoral degree-seeking student in other units
2. Significant knowledge of Asian American, Arab American, Black, Chicanx/Latinx, Native American, Pacific Islander, comparative ethnic studies, and/or women of color feminism
3. For some positions, teaching experience is required
4. Record of academic excellence
5. Strong interdisciplinary background

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required to be considered include:

1. Demonstrated ability to work with students from diverse backgrounds
2. Solid training in theories of race, ethnicity, indigeneity, or intersectionality
3. Admission to UO graduate program as a master's or doctoral degree-seeking student
4. Significant knowledge of Asian American, Arab American, Black, Chicanx/Latinx, Native American, Pacific Islander, comparative ethnic studies, and/or women of color feminism
5. For some positions, teaching experience is required
6. Record of academic excellence
7. Strong interdisciplinary background
8. For some positions, relevant research skills

Selection Criteria

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to general and specific assignment eligibility criteria.

General Criteria

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the University, 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 consider 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.
- Financial need will be considered in evaluating two or more equally qualified candidates.

Specific Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of racial frameworks, Asian American, Arab American, Black, Chicax/Latinx, Native American, comparative ethnic studies, and/or women of color feminisms
3. Teaching experience with students from diverse backgrounds
4. Record of academic excellence
5. Strong interdisciplinary background

For a Discussion Section Leader:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student
2. Significant knowledge of Asian American, Arab American, Black, Chicax/Latinx, Native American, comparative ethnic studies, and/or women of color feminisms
3. Record of academic excellence
4. Strong interdisciplinary background
5. Teaching experience with students from diverse backgrounds

For a Teaching Assistant:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of Asian American, Arab American, Black, Chicax/Latinx, Native

American, comparative ethnic studies, and/or women of color feminisms

3. Record of academic excellence
4. Strong interdisciplinary background

For a Grader:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student
2. Significant knowledge of Asian American, Arab American, Black, Chicax/Latinx, Native American, comparative ethnic studies, and/or women of color feminisms
3. Record of academic excellence
4. Strong interdisciplinary background

For a Research Assistant:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student
2. Significant knowledge of Asian American, Arab American, Black, Chicax/Latinx, Native American, comparative ethnic studies, and/or women of color feminisms
3. Record of academic excellence
4. Strong interdisciplinary background
5. Specific research skills may be required, depending on the project in question

For an Administrative GE:

1. Admission to UO graduate program as a master's or doctoral degree-seeking student.
2. Significant knowledge of Asian American, Arab American, Black, Chicax/Latinx, Native American, comparative ethnic studies, and/or women of color feminisms
3. Administrative skill set will vary according to faculty/department needs. Past positions have required: ability to learn web development software and InDesign in order to develop materials for a conference; ability to learn basic office administrative skills (copying, faxing, filing,etc.)

Evaluation of GE Performance

Performance of GEs in this employing unit are evaluated at the end of every term. Evaluations are performed by Indigenous, Race, and Ethnic Studies' faculty.

The criteria used for evaluation include:

Instructors are evaluated based upon their ability to lecture and lead the class; Indigenous, Race, and Ethnic Studies faculty members conduct a classroom observation. GE assignments are evaluated based upon their appropriateness for the course level and content. Student evaluations are considered for the GE's ability to lead the course through complex material. Discussion leaders are evaluated on their ability to lead students through complex material, assist them with their assignments, grade assignments appropriately based upon the course content and level and fulfill their duties punctually and in communication with the faculty instructor. Graders are evaluated on their ability to evaluate students' written work, given the course content and course level. Research assistants are evaluated by the faculty supervisor on their ability to complete assigned tasks in a thorough and timely manner. All GE's are evaluated on completing their responsibilities in a timely fashion and all GE's involved in teaching will be evaluated on their ability to use Canvas effectively.

Satisfactory Progress Requirements

All graduate students are subject to University and academic program standards for satisfactory academic progress. You can find those policies here:

[Division of Graduate Studies Satisfactory Progress Policy](#)

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 they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. IRES PhD students will be evaluated in the spring of every academic year to insure GE's maintain satisfactory progress toward the degree. Because

Ethnic Studies hires students from many different units, we cannot verify that each GE from non-IRES departments is making satisfactory progress toward their degree. However, supervising faculty check-in regularly with their GE's to assess their progress and well-being. Any concerns will be communicated to the home department and/or advisor. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a 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. This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

Mandatory GE Training Requirements

Article 31 of the CBA requires that all GEs complete (a) a workplace harassment and discrimination training and (b) four hours of required employment training during the first academic term in which a GE begins their first GE appointment.

Training address employment topics such as inclusive work environments, discrimination and sexual harassment policies, and other employee-related policies.

More information about these GE trainings is on the [Division of Graduate Studies website](#).

Workload and Work Assignment

Full-Time Equivalent (FTE)

In this unit, 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)

For setting the GE workload, the unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. 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 supervision.

The distribution of workload among various duties reflects average breakdowns within the normative standard of the total workload. The time spent on duties may vary weekly, 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 duties varies widely from established expectations. GEs and supervisors may create a workload allocation form to help establish expectations or use the [workload allocation form](#) provided by the Division of Graduate Studies.

Duties by Work Assignment – Fall, Winter, and Spring

INSTRUCTOR OF RECORD @ .49 FTE, (up to 215 hours per term total)

- In-class contact hours ----- 30 hrs per term:
 - Conduct lectures, lead review sessions, field trips, etc.
- Preparation hours ----- 80 hrs per term
 - Prepare lectures, lecture demonstrations, discussion sessions and submit a teaching plan
 - Adapt or develop syllabus & course materials
 - Construct examinations and quizzes
- Contact hours outside the classroom ----- 30 hrs per term
 - Office hours
 - Advising, tutoring, special consultations
- Performance Evaluation ----- 50 hrs per term
 - Reading & grading papers, exams, quizzes, lab reports, special projects
 - Maintain and submit grading records in compliance with the department's and the University's regulations

- Other Responsibilities ----- 25 hrs per term
 - Assist with registration
 - Proctor exams
 - Attend meetings (departmental and with faculty supervisor)
 - Substitute for absent GEs

DISCUSSION SECTION LEADER @ .45 FTE (up to 175 hrs per term total)

- In-class contact hours ----- 60 hrs per term
 - Conduct discussion sections, lead review sessions
 - Attend lectures
 - Assist with lecture/lab demonstrations, field trips, etc.
- Preparation hours ----- 50 hrs per term
 - Prepare discussion sessions
- Contact hours outside the classroom ----- 20 hrs per term
 - Office hours
 - Advising, tutoring, special consultations
- Performance Evaluation ----- 30 hrs per term
 - Reading & grading; papers, exams, quizzes, lab reports, special projects
 - Maintain & submit grading records in compliance with the department's and the University regulations
- Other responsibilities ----- 15 hrs per term
 - Proctor exams
 - Attend meetings: departmental, with faculty supervisor
 - Substitute for absent GEs

TEACHING ASSISTANT @ .49 FTE (up to 215 hrs per term)

- Preparation hours ----- 80 hrs per term
 - Consulting with ES or ES affiliated faculty members to become acquainted with advanced courses/course material for a given term
 - Works closely with students individually or in groups on issues relating to the writing process
- Contact hours outside the classroom ----- 110 hrs per term
 - Office hours
 - Counseling, tutoring, special consultations
- Other responsibilities ----- 25 hrs per term
 - Attend meetings: departmental, with faculty supervisor

- Substitute for absent GEs

TEACHING ASSISTANT GE @ .40 FTE (up to 175 hrs per term)

- In-class contact hours ----- 60 hrs per term
 - Conduct: lead review sessions
 - Attend lectures
 - Assist with: lecture/lab demonstrations
- Preparation ----- 5 hrs per term
- Contact hours outside the classroom ----- 20 hrs per term
 - Office hours
 - Advising, tutoring, special consultations
- Performance Evaluation ----- 75 hrs per term
 - Reading & grading; papers, exams, quizzes, special projects
 - Maintain & submit grading records in compliance with the department's and the University regulations
- Other responsibilities ----- 15 hrs per term
 - Proctor exams
 - Attend meetings: departmental, with faculty supervisor
 - Substitute for absent GEs

TEACHING ASSISTANT GE @ .30 FTE (up to 131 hrs per term)

- In-class contact hours ----- 31 hrs per term
 - Attend lectures
 - Assist with lecture demonstrations
 - Substitute for absent GEs
- Contact hours outside the classroom ----- 50 hrs per term
 - Office hours
- Performance Evaluation ----- 50 hrs per term
 - Reading & grading

TEACHING ASSISTANT GE @ .20 FTE (up to 88 hrs. per term total)

- Consulting with instructor 20-30 hrs per term
- Assisting with special projects 58-68hrs per term

GRADER @ .40 FTE (up to 175 hrs per term total)

- In-class contact hours ----- 60 hrs per term
 - Attend lectures

- Assist with: lecture/lab demonstrations, field trips, teach in the instructor's absence, etc.
- Contact hours outside the classroom -----20 hrs per term
 - Advising, tutoring, special consultations
- Performance Evaluation -----80 hrs per term
 - Reading & grading; papers, exams, quizzes, special projects
 - Maintain & submit grading records in compliance with the department's and the University regulations
- Other responsibilities -----15 hrs per term
 - Proctor exams
 - Attend meetings: departmental, with faculty supervisor
 - Substitute for absent GEs

RESEARCH ASSISTANT @ .20 - .49 FTE (up to 215 hrs per term total)

- Working as a Research Assistant in Ethnic Studies may involve a wide-variety of tasks. This may include working on a faculty member's research or assisting in departmental projects. Given the range of possibilities, there is no set of standard expectations. Instead, each research assistant will devise a workplan and with their supervisor at the beginning of the term which will lay-out how their time will be spent.

ADMINISTRATIVE GE @ .20 - .40 FTE (up to 88 - 175 hrs per term total)

- Consulting with instructor----- 25-60 hrs per term
- Data entry, emailing, filing, scanning, copying documents ----- 63-115 hrs per term

Duties by Work Assignment – Summer Term

TEACHING ASSISTANT GE @ .30 FTE (up to 131 hrs per term total)

- In-class contact hours ----- 31 hrs per term
 - Attend lectures
 - Assist with: lecture/lab demonstrations
 - Substitute for absent GEs
- Contact hours outside the classroom ----- 50 hrs per term
 - Office hours
- Performance Evaluation ----- 50 hrs per term
 - Reading & grading; papers, special projects

RESEARCH ASSISTANT @ .20 - .49 FTE (up to 215 hrs per term total)

- Working as a Research Assistant in Ethnic Studies may involve a wide-variety of tasks. This may include working on a faculty member's research or assisting in departmental projects. Given the range of possibilities, there is no set of standard expectations.

Instead, each research assistant will devise a workplan and with their supervisor at the beginning of the term which will lay-out how their time will be spent.

ADMINISTRATIVE GE @ .20 - .40 FTE (up to 88 - 175 hrs per term total)

- Consulting with instructor----- 25-60 hrs per term
- Data entry, emailing, filing, scanning, copying documents ----- 63-115 hrs per term

Providing GE Instructors of Record with GE Assistance

When known, this unit will inform, in writing, GEs who work as instructors of record how assistance from other GEs shall be apportioned. This information shall be shared with GEs at least two weeks before a term starts and is subject to change.

Health, Safety, and Work Environment

Safety Information

The University of Oregon Safety Policy may be found [here](#). 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](#).

Accident Reporting and Workers' Compensation

All work-related injuries or illnesses require reporting, regardless of severity, as soon as reasonably possible; within 24 hours. Injury reporting assists in identifying potential hazards, abatement of hazards, and delivery of safety training. To report a work injury or illness, please complete the "Workplace Injury Report" below and email to workinjury@uoregon.edu. More information is available via [Safety and Risk Services](#).

Reporting Safety Hazards

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Courtney M. Cox, Director of Graduate Studies, cmcox@uoregon.edu.

Other resources on campus to report such information Safety and Risk Services, a Safety Advisory Committee representative (<https://safety.uoregon.edu/content/safety-advisory-committee>) or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Workspace Policies and Procedures

GE office space will be assigned in Alder Building. Per Article 10 of the CBA, GEs will have:

- Workspaces with:
 - Working locks on doors and windows.
 - Properly and securely installed partitions and shelving.
 - Safe and appropriate furnishings.

- The same custodial services on the same schedule as other similar spaces in the unit or building/facility.
 - A desk space in a room that can be locked and with no more than 2 GEs assigned to share that desk.
 - Access to all-gender bathrooms comparable to other employee groups. Information about the location of all-gender bathrooms on campus is available on the [Dean of Students website](#).
 - Indoor workspace(s) kept at a reasonable temperature and air quality/pollution level in compliance with OR-OSHA.
 - Kitchen space like what faculty and staff have access to can be found in the Alder Breakroom on the first floor.
 - Access to private meeting space (for GEs who are instructors of record or lab/discussion leaders) on the third floor of Alder Building.
- Easy and reasonable access, at least during standard working hours, to:
 - Computers equipped with software typically provided other departmental staff and as it relates to GE assignments.
 - Wireless internet (or an ethernet connection if wireless is not available) to carry out work assignments.
 - A telephone number and voicemail or other messaging service (for all GEs with duties requiring phone use).
 - Office supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. Supplies may be accessed in Alder 104 or by contacting ASU5.

Workplace Accommodations

GEs shall give notice of their need for workplace accommodation by submitting a request form at <https://hr.uoregon.edu/interactive-disability-accommodation-process>. Upon receiving this notice, the University shall acknowledge receipt within ten (10) days and initiate the interactive process within fourteen (14) days. Each request for accommodation must be assessed on a case-by-case basis and may include modifications such as ergonomic furniture, assistive software, reserved parking, air quality standards, masking, and work location. Requesting accommodation is a protected activity. GEs who participate in the interactive process shall not be subject to retaliation, including when initial requests for accommodations are made.

Accommodation requests that are denied may be grieved under Article 13.

See Article 13, Section 9 of the [UO-GTEFF CBA](#) for more information about workplace disability accommodations for GEs.

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 Office of Investigations and Civil Rights Compliance reporting procedures at <https://investigations.uoregon.edu/how-report>.

Absence Procedures

Absence Notification

If a GE is unable to attend work at the scheduled time, the GE must notify the instructor of record and all relevant students as soon as possible, including, if possible, in advance of the scheduled work assignment or class that the GE is unable to attend. The GE should not cancel a class without permission from the instructor of record. To the extent possible, the GE should provide the unit with information about where they left off with their GE responsibilities (e.g., in the previous class in the case of a teaching GE).

In the case that a GE is unable to directly notify the hiring unit, the GE may designate someone to notify the unit and provide the necessary information to the instructor of record.

If the GE is going to miss more than one work week, the GE, or GE's appointed designee, must contact the Division of Graduate Studies at graduatestudies@uoregon.edu. The Division of Graduate Studies will coordinate with the GE and the unit on any adjustments necessary due to the GE's absence.

Coverage For Teaching GEs Using Sick Leave

More than 24 hours notice:

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution. Except in addressing coverage needs resulting from absences pursuant to the Family and Medical Leave provisions of the CBA, no adjustments will be made that would cause a GE's appointment to exceed .49 FTE per term.

Less than 24 hours notice:

Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will account for the hours within their regular work assignment. Sick leave substitution hours are built into a GE's FTE (see Workload & Work Assignment section of this GDRS). The GE should track their substituting hours and notify the instructor of record if they believe they will exceed the hours allocated in the Workload & Work Assignment section of this GDRS.

Make-Up Work

Generally, for duties missed not related to a class meeting, the GE should check in with the GE supervisor to determine when and how the missed work will be made up.

Planned Absences

If a GE is planning an approved absence during any working days of the term, the GE must notify the instructor of record via email.

More Information

More information about GE absences and Family/Medical Leave can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement and at <https://hr.uoregon.edu/oregon-paid-family-and-medical-leave>.

Resources for GEs and Supervisors

[UO-GTFF Collective Bargaining Agreement](#)

[Division of Graduate Studies GE Policies and Procedures](#)

[GE Onboarding Checklist](#)

[GE Workload Allocation Form Example](#)

[Division of Graduate Studies Contact Information](#)