

**Memorandum of Agreement (MOA) between
Portland State University (University)
and the Portland State University Chapter
of the American Association of University Professors (Association)
March 1, 2019**

Subject: School of Public Health (SPH) Grader Assignment Procedure

Handwritten initials: BA

Purpose

This Procedure is established to provide guidelines for the assignment of graders to instructors of Undergraduate courses in the SPH that are consistent and equitable.

1) Definitions

- a) Grader: A graduate-level student worker who provides grading support to an assigned instructor for a specific course. Graders are not Graduate Teaching Assistants because Graders do not have direct or indirect classroom and/or laboratory instructional responsibilities
- b) Course Enrollment: The ~~office~~ ^{OFFICIAL} registration count recorded in Banner
- c) Instructor: The faculty member of record assigned to teach a specific undergraduate course.

2) School of Public Health Grader Assignments

- a) Grader assignments for undergraduate courses taught by instructors in SPH shall be based on numerical corridors tied to course enrollment per the table below for each assigned course per term. The Associate Dean Academic Affairs (AD/AA), in consultation with the faculty member, shall make the final decision about assigning grader support to each course. If a Graduate Teaching Assistant (GTA) is assigned to an instructor, the instructor will not be eligible for grader support.

Enrollment	Grader Hours per Course
45-49	40
50-74	50
75-99	100
100-124	125
125-149	150
150+	175

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3) Grader Duties

- a) A grader assigned to an undergraduate course in the SPH may be a current graduate student or have earned a graduate degree in a relevant discipline; graders may not be enrolled in the degree program in which the course they are supporting is offered.
- b) Graders may be assigned the following responsibilities:
- i) Marking multiple choice, true/false, fill-in-the blank, and short-answer quizzes, exams or other assessments based on an instructor-provided answer key. Graders may assign the total earned grade to such assessments;
 - ii) Preliminary review and marking of long-answer, essay, and research paper assessments. The instructor must review and complete the final marking of such assessments, and assign the grade;
 - iii) Data entry of exam/assessment scores for record keeping and calculation of final course grades. (Graders shall *not* enter course grades in Banweb);
 - iv) Clerical/administrative support such as scanning, copying, transcribing, and formatting of assessment instruments;
 - v) Distribution and collection of assessments;
- c) Graders may *not* be assigned instructional responsibilities such as:
- i) Responding to online course discussion group postings;
 - ii) Preparation of instructional content;
 - iii) Responding to student email inquiries or requests for additional instruction;
 - iv) Meeting with individual students or student groups to provide feedback on assessment of course assignments or other forms of instruction;
 - v) Routine maintenance and posting of course materials to online platforms (D2L); and,
 - vi) Exam proctoring.
 - vii) Having direct classroom and/or laboratory instructional responsibilities; or,
 - viii) Holding office hours for the purpose of personal contact with students.
- d) Graders shall be oriented to their responsibilities by the course instructor.

4) Hiring Protocols and Course Section Eligibility



- a) When possible, the course instructor may identify and recommend to the Program Director and the Associate Dean for Academic Affairs (AD/AA) student(s) who they believe are qualified to be a grader for a specific course.
- b) Grader hiring decisions shall be made by the AD/AA.

5) Grader Support Request Procedure

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- ON ENROLLMENT PROJECTION
- a) The Instructor shall submit a completed Appendix A for each course section they are teaching by no later than four weeks prior to the commencement of the term grader support is requested.
 - b) At the time the course section grader support request is submitted, the instructor shall submit a list of recommended or requested graders.

This MOA shall become an addendum to the parties Collective Bargaining Agreement and shall be added to the language of the CBA as the parties deem appropriate when the successor agreement is compiled.

<u>For the University</u>	<u>For the Association</u>
 Shelly Chalson, Vice Provost for Academic Personnel & Dean of Interdisciplinary General Education	 David Hansen, Vice President Collective Bargaining
<u>3/1/19</u> Date	<u>03/01/2019</u> Date