

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT
DEPARTMENT OF GEOGRAPHY
GRADUATE TEACHING FELLOWSHIPS

2007-2008

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The supervisory individual who shall oversee the implementation of these GDRS is
W. Andrew Marcus.

Revised, May 2007

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 Geography. 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 Geography. This statement does not apply to work-study or other staff hired in the Department of Geography.

Access to this manual will be provided to the Graduate School and the Graduate Teaching Fellows Federation, as well as faculty and students upon request.

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 a mandatory fee set by the Oregon University System (assessed at \$499 per term, 2006-2007 rates, of which the University pays \$293.00); **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 21.

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. An electronic copy of the Collective Bargaining Agreement is available on the Graduate School and Human Resource websites. A hard copy of this document is available upon request.

AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

- 2.1 Courses and duties requiring GTF support are programmatically determined by the faculty. Areas needing GTF support are discussed before each term in Department faculty meetings as a regular part of planning for the upcoming term.
- 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 provide assistance to faculty where needed, in particular to those classes enrolling over 100 students, and to discussion sections for large introductory classes.
- 2.4 The Department
- 2.41 Makes an effort to distribute GTF opportunities to the best qualified students.
- 2.42 Will give priority to GTF appointments. All graduate students employed by the department at .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 a new GTF position.
- 2.43 Encourages teaching and financial opportunities through such other means as scholarships, work-study, and grant-funded research assistantships.
- 2.5 In recent years GTF positions have been offered by the Department for teaching in courses such as GEOG 141-143, GEOG 201-206, GEOG 311, and GEOG 321-323 as well as in other upper-division classes with enrollments greater than 40 or significant laboratory components. Assistants are not normally assigned to classes enrolling less than thirty students.

3.0 ELIGIBILITY REQUIREMENTS

- 3.1 Eligible students for a GTF appointment in the Department of Geography are:
- 3.11 Graduate students enrolled in the Department of Geography who are admitted to the program and who have applied for financial support.
- 3.12 Graduate students enrolled at the University of Oregon in interdisciplinary programs with an emphasis in Geography and who have specific experience necessary to perform the work assignment.
- 3.13 Graduate students enrolled in other University of Oregon programs who have specific experience necessary to perform the work assignment.
- 3.2 Preference is given to graduate students enrolled in the Department of Geography who are admitted to the program and who have applied for financial support.
- 3.3 The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours per term of appointment. The Department recommends that GTFs enroll for 15 to 16 credits hours per term
- 3.31 In addition, the Department of Geography requires that a GTF maintain her/his studies in residency at the University of Oregon 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 Announcement of available positions for the upcoming academic year:
- 4.21 will be made by informing all applicants to the Geography graduate program that they may apply for financial aid, which includes the possibility of a GTF. This information is on the Department's web page under Graduate Program, Admissions. A brief description of each position's responsibilities, FTE and qualifications will be available by letter to those who inquire;
- 4.22 that are available to graduate students from any discipline will be made by posting a brief description of each positions's duties and responsibilities, FTE and workload, and appointment 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 1).
- 4.3 As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment of reappointment criteria at the time of application.
- 4.31 Positions offered by the Department that are not included in the Spring term application pool, will be filled by following the ranking process outlined in this statement in section 5.1 These positions will be filled at the first faculty meeting after the need has been identified.
- 4.4 From time to time emergency appointments will be necessary. In such cases, the Department will give priority to qualified graduate students in the department who had applied for GTF positions but did not receive an appointment, and/or to qualified GTFs in the department whose current FTE could be raised to include the required workload without exceeding .49 FTE.
- 4.5 Completed applications shall be returned to the Department by February 1 for positions commencing the following fall term.
- 4.6 Applicants will be considered for all assignments available.
- 4.7 Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1).

5.0 APPOINTMENT SELECTION PROCESS

- 5.1 Recommendations for appointment and reappointment shall be made to the Department Head by the Geography faculty. This meets and exceeds the requirement that "the recommendations will be made by the standing committee of the department that will be made of at least three members." Initial appointments of GTFs are made by the Department

Head based on ranking of all applicants developed by the Geography faculty at a faculty meeting.

- 5.2 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to the academic promise of the new students and the quality of work of the students in residence. "Satisfactory Progress Toward Graduate Degree" is a minimal requirement of all reappointment candidates. See 11.0. Satisfactory performance as a GTF is also required. Duties include meeting with instructors to plan course activities, providing AV support, exam preparation, grading of labs, exercises and papers, conducting discussion sections, holding office hours, developing and maintaining course web pages, and occasionally giving a class lecture. GTFs who conduct their own courses or lead laboratory or discussion sections also will be evaluated on the basis of student evaluations.
- 5.3 Consideration will be given to the adequacy of the applicants' training in the specific content of courses to which GTFs will be assigned
- 5.4 Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.
 - 5.41 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.
- 5.5 Recommendations from academic or work supervisors will be considered when making reappointments.
- 5.6 The Department Head or the faculty will interview students if additional information is needed.
- 5.7 Financial need will not be considered (except may be used in evaluating two or more equally qualified candidates).
- 5.8 GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8).
- 5.9 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 appointment.
- 5.10 Reappointments are not automatic, nor are they guaranteed.
- 5.11 Reappointments up to a total of two years are made to master's candidates if they are making satisfactory progress toward a degree (see 11.0). Satisfactory performance as a GTF is also required. Ph.D. candidates may be appointed up to a total of 3 years if they are making satisfactory progress toward a degree. Satisfactory performance as a GTF is also required. If there is any question about the student's satisfactory progress, the matter of

reappointment will be raised before the entire faculty in residence and will be discussed and voted upon.

6.0 WORKLOAD

- 6.1 GTFs typically are appointed in the Department of Geography at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20).
- 6.11 .20 FTE appointments require up to 88 hours per term, or 264 hours per academic year.
- 6.12 .35 FTE appointments require up to 153 hours per term, or 459 per academic year.
- 6.13 .40 FTE appointments require up to 175 hours per term, or 525 hours per academic year.
- 6.14 .49 FTE appointments require up to 215 hours per term or 645 hours per academic year.
- 6.2 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.
- 6.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time and office hours in addition to time spent actually teaching.
- 6.22 The distribution of workload among work assignment duties (8.0) 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 [in some cases, from term to term], but the workload per term [in some cases, per year] should be within the designated number of total workload hours.
- 6.23 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.

7.0 WORK ASSIGNMENTS (10 week terms)

- 7.1 The Department of Geography typically has three types of GTF work assignments, and they are as follows:
- 7.11 Teaching positions: Teaching and Assisting
- 7.111 Full course responsibility

- 7.112 Teaching assistant: assist faculty member who teaches a course
- 7.12 Non-teaching positions: Research Assistant
 - 7.121 Research Assistant
- 7.2 Full Course Responsibility GTF (0.49 FTE/term)
 - 7.21 In-class contact hours . . . hours per term: 40
 - 7.211 Conduct: lectures, laboratory or discussion sections, and lead review sessions, proctor exams
 - 7.22 Preparation hours hours per term: 90
 - 7.221 Prepare lectures, lecture demonstrations, laboratory or discussion sessions, adapt or develop syllabus and course materials, construct examinations and quizzes, develop and maintain course web page
 - 7.23 Contact hours outside the classroom . . . hours per term: 35
 - 7.231 Hold office hours (two hours per week) for counseling, tutoring, special consultations
 - 7.24 Performance evaluation . . . hours per term: 50
 - 7.241 Read and grade papers, exams, quizzes, maps, special projects, maintain and submit grading records in compliance with the Department and University regulations.
- 7.3 Teaching Assistant GTF leading sections (0.2 FTE/term)
 - 7.31 In-Class contact and assisting faculty in class. . . hours per term: 50
 - 7.311 Attend lectures, assist with AV, field trips, proctor exams, meet sections
 - 7.32 Preparation, contact outside the classroom and performance evaluation . . . hours per term: 38
 - 7.321 Prepare for sections, hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page
- 7.4 Teaching Assistant GTF not leading sections (0.2 FTE/term)
 - 7.41 In-Class contact and assisting . . . hours per term: 30
 - 7.411 Attend lectures, assist with AV, field trips, proctor exams

- 7.42 Preparation, contact outside the classroom and performance evaluation . . . hours per term: 31
 - 7.421 Hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page
- 7.43 Discretionary time . . . hours per term: 27
 - 7.431 Flexible time to accommodate various teaching styles and course diversity
- 7.5 Teaching Assistant GTF leading sections (0.4 FTE/term)
 - 7.51 In-Class contact and assisting . . . hours per term: 70
 - 7.511 Attend lectures, assist with AV, field trips, proctor exams, meet sections
 - 7.52 Preparation, contact outside the classroom and performance evaluation . . . hours per term: 91
 - 8.521 Prepare for sections, hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page
 - 7.53 Discretionary time . . . hours per term: 14
- 7.6 Research Assistant GTF (0.2 FTE/term or 0.4 FTE/term or 0.49 FTE/term)
 - 7.61 Research Activities . . . hours per term: 88 for 0.2; 175 for 0.4; 215 for 0.49
 - 7.611 Assists faculty member with academic research project, reporting directly to supervising faculty member

8.0 SUMMER WORK ASSIGNMENTS

- 8.1 During Summer Session the Department of Geography typically has four types of work assignments; they are as follows:
 - 8.11 Teaching Positions: Teaching and Assisting
 - 8.111 Full Course Responsibility, 4 week or 8 week sessions
 - 8.111.1 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 are enumerated below.

- 8.112 Teaching Assistant: assist faculty who teaches a course
- 8.2 Full Course Responsibility GTF (.37 FTE/term) – 8 week session (4 credit class)
 - 8.21 In-class contact hours . . . hours per term: 32
 - 8.211 Conduct: lectures, laboratory or discussion sections, and lead review sessions, proctor exams
 - 8.22 Preparation hours . . . hours per term: 64
 - 8.221 Prepare lectures, lecture demonstrations, laboratory or discussion sections, adapt or develop syllabus and course materials, construct examinations and quizzes, develop course web page
 - 8.23 Contact hours outside the classroom . . . hours per term: 12
 - 8.231 Hold office hours (1.5 hours per week) for counseling, tutoring, special consultations
 - 8.24 Performance evaluation . . . hours per term: 37.5
 - 8.241 Read and grade papers, exams, quizzes, maps, special projects, maintain and submit grading records in compliance with the Department and University regulations
 - 8.25 Discretionary hours . . . hours per term: 7.5
 - 8.251 Flexible time to accommodate different teaching styles and course diversity, i.e. field trips, additional preparation time, performance evaluation, etc.
- 8.3 Full Course Responsibility GTF (.37 FTE/term) – 4 week session (4 credit class)
 - 8.31 In-class contact hours . . . hours per term: 32
 - 8.311 Conduct lectures, laboratory or discussion sections, and lead review sessions, proctor exams
 - 8.32 Preparation hours . . . hours per term: 64
 - 8.321 Prepare lectures, lecture demonstrations, laboratory or discussion sections, adapt or develop syllabus and course materials, construct examinations and quizzes
 - 8.33 Contact hours outside the classroom . . . hours per term: 8
 - 8.331 Hold office hours (2 hours per week) for counseling, tutoring, special consultations

- 8.34 Performance evaluation . . . hours per term: 25
 - 8.341 Read and grade papers, exams, quizzes, maps, special projects, maintain and submit grading records in compliance with the Department and University regulations
- 8.35 Discretionary hours . . . hours per term: 24
 - 8.351 Flexible time to accommodate different teaching styles and course diversity, i.e. field trips, additional preparation time, performance evaluation, course web page, etc.
- 8.4 Teaching Assistant GTF leading sections (.20 FTE/term) – 8 week session
 - 8.41 In-Class contact and assisting faculty in class. . . hours per term: 48
 - 8.411 Attend lectures, assist with AV, proctor exams, meet sections
 - 8.42 Preparation, contact outside the classroom and performance evaluation . . . hours per term: 36
 - 8.421 Prepare for sections, hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page
 - 8.43 Discretionary time . . . hours per term: 4
 - 9.431 flexible time to accommodate various teaching styles and course diversity
- 8.5 Teaching Assistant GTF leading sections (.20 FTE) – 4 week session
 - 8.51 In-Class contact and assisting faculty in class. . . hours per term: 48
 - 8.511 Attend lectures, assist with AV, proctor exams, meet sections
 - 8.52 Preparation, contact outside the classroom and performance evaluation . . . hours per term: 36
 - 8.521 Prepare for sections, hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page
 - 8.53 Discretionary time . . . hours per term: 4
 - 8.531 flexible time to accommodate various teaching styles and course diversity
- 8.6 Teaching Assistant GTF not leading sections (.20 FTE) – 4 week session
 - 8.61 In-Class contact and assisting . . . hours per term: 40
 - 8.611 Attend lectures, proctor exams, assist with AV, field trips

- 8.62 Preparation, contact outside the classroom and performance evaluation . . . hours per term: 16
 - 8.621 Hold office hours for counseling, tutoring, special consultations, grade assignments and exams, develop course web page
- 8.63 Discretionary time . . . hours per term: 32
 - 8.631 flexible time to accommodate various teaching styles and course diversity

9.0 HEALTH AND SAFETY INFORMATION

9.1 Workers Compensation and Accident Reporting

- 9.11 The University's Worker's Compensation Program is administered by the Office of Environmental Health and Safety. If you have any questions about the program, please call 346-2958.
- 9.12 All University of Oregon employees, including GTFs, are covered by worker's compensation insurance through State Accident Insurance fund (SAIF) Corporation. This coverage is for occupational injury or illnesses 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, a report should be made immediately to the supervisor. If, as a result of the accident, the GTF requires medical care, a Workers' Compensation Claim Form (801) must be completed as soon as possible. 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. Departmental office managers should have these forms available or they may be obtained from the Office of Environmental Health and Safety.
- 9.14 In addition to the 801, the supervisor will also be completing a Supervisors Accident Investigation Report (SAIR) to help the University identify ways to prevent similar injuries or illnesses in the future. The GTF is entitled to participate in that process and have a copy of the report.
- 9.15 OSHA (Occupational Safety and Health Administration) regulations prohibit discrimination or retaliation by an employer against a GTF for filing a workers' compensation claim or a safety-related complaint with OSHA.
- 9.16 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. These payments equal 66 2/3% of the GTF's average weekly wage (up to a maximum established by the 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.

- 9.17 An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave pay when this results in receiving more than the 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 Environmental Health and Safety immediately.
- 9.18 As required by ORS 659.412 through 659.420, a GTF with a compensable occupational injury or illness has the right to reinstatement or reemployment at any available and suitable employment.

9.2 Health and Safety Requirements

- 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 the department's web site at <http://darkwing.uoregon.edu/~oehs.html>.
- 9.22 Reporting Safety Hazards GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the department head. Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTF union representative. Off campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).
- 9.23 Required safety training and appropriate departmental record keeping. GTFs who drive state vans for field trips or other department business are required to take the University of Oregon's van training class.
- 9.24 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. Materials describing the above are held in the Geography Department main office and in the Physical Geography laboratories. The person responsible for maintaining this information in the main office is the Office Manager. The person responsible for maintaining this information in the Physical Geography laboratories is the appropriate Lab manager.

10.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

- 10.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. See 5.0 et seq.
- 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 It is the responsibility of the hiring unit (employer) to verify that a GTF is making satisfactory progress toward her/his graduate degree.

10.13 During each 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 fell 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 The criteria used to assess satisfactory progress toward the graduate degree are the same for all graduate students in the Department of Geography whether or not they also hold a GTF position in the Department of Geography.

10.3 Criteria used in assessing satisfactory progress toward a graduate degree in the Department of Geography shall be as follows:

10.31 Coursework

I. Master's candidates will have completed:

A. At the end of their first year:

1. Appropriate upper-division courses for a bachelor's degree--one or two may be taken at the beginning of the next year if necessary. These courses may have been completed elsewhere.
 - a. two upper-division courses in physical geography in different subfields
 - b. two upper-division courses in human geography in different subfields
 - c. one techniques course (Cartography or GIS)
 - d. Quantitative Methods
2. GEOG 620, Theory and Practice of Geography (winter) and GEOG 621, Current Trends in Geography (spring)
3. At least one year of a foreign language at university level (or work on computer programming skill as described in 11.31.B.1)
4. Thesis proposal. (Thesis committee of two faculty members should be appointed.)

B. By the end of the second year:

1. The language requirement. This may be shown by passing a 2nd year, university-level foreign language course or by taking the GSFLT exam and placing within the upper three quartiles "of students who completed the fourth semester (sixth quarter) of an undergraduate language course with a grade of C- or higher."

Where appropriate for the thesis or dissertation topic and with the approval of the advisory committee, computer programming skills may be required in place of the foreign language. These skills shall typically be demonstrated by a minimum of two approved courses and authorship of a program used in the thesis research.

2. Two graduate seminars in Geography at the University of Oregon. (GEOG 507 or 607).
3. A written thesis and 9 credit hours of GEOG 503.

II. Ph.D. candidates with a master's degree in Geography from the University of Oregon will have completed:

A. At the end of their first year beyond the master's degree

1. At least two graduate seminars in Geography (GEOG 507 or 607).
2. Special skills requirement. This must be met before taking the comprehensive examinations by:
 - a. Showing proficiency in speaking, reading and writing a foreign language. The passing of a third year university-level, foreign language "composition, conversation" course.
 - or b. Showing proficiency in a second foreign language equivalent to that required for the Master of Arts
 - or c. Completing a coherent set of at least three courses--outside the Department of geography--covering a body of related methods and techniques useful in geographic research. These three courses must be approved formally by the faculty of the Department of Geography (See "Research Skill Packages for Ph.D. students in Geography")
3. Course work and seminars in the fields to be used for the comprehensive examinations
4. Comprehensive examinations (may be taken at the beginning of next year if necessary). A three member comprehensive examination committee must be appointed before the candidate prepares questions.

B. By the end of the second year:

1. Dissertation proposal (approved by all members of the dissertation committee). This should be completed as early in the second year as possible.
 2. Dissertation research (18 credit hours in GEOG 603).
- III. Ph.D. candidates who have completed a master's degree elsewhere or in another field will have completed:
- A. At the end of their first year at the University of Oregon:
 1. Appropriate upper-division courses for a bachelor's degree equivalent to master's requirements I.A.1.
 2. GEOG 620, Theory and Practice of Geography and GEOG 621, Current Trends in Geography
 3. Master's-level language requirement (same as section II.31.I.B.1)
 4. Course work and seminars in the fields to be used for the comprehensive examinations.
 - B. At the end of the second year at the University of Oregon:
 1. The special skills requirement. (See II.A.2. above)
 2. At least two graduate seminars (GEOG 507 or 607) in Geography at the University of Oregon.
 3. Comprehensive examinations. A three member comprehensive examination committee must be appointed before the candidate prepares questions.
 4. Dissertation proposal, approved by all members of the dissertation committee.
 - C. By the end of the third year
 1. Dissertation research (18 credit hours in GEOG 603)
- IV. Each graduate student:
- A. Is responsible for seeing that the requirements of the Graduate School are met and should make sure that necessary committees have been appointed and that proper forms have been filed on time.
 - B. Is expected to participate fully in non-credit departmental activities such as "tea/seminars," field trips, and specially scheduled lectures.

- C. Should make sure that all variations from the "typical time schedules" are approved by the Graduate Advisor and recorded in the student's file.
- D. Graduate Teaching Fellowships will be maintained when possible only for students who follow this time table. For master's candidates fellowships will not extend beyond the second year except in unusual circumstances. Students who have completed a master's degree in this department and are continuing for Ph.D. degree may receive an additional two years of fellowship support as a Ph.D. candidate, except under unusual circumstances. For new students in the Ph.D. program, fellowships will extend up to three years, except in unusual circumstances. No students will receive support for more than four years, except under unusual circumstances. Unusual circumstances will not be defined ahead of time.

10.32 Course marks:

10.321 Achieve a Pass or a mid-B or better mark for all courses required for the graduate degree.

10.322 At any one time, a student shall have no more than three incompletes, except for thesis or dissertation credits.

10.4 Process for evaluating satisfactory progress toward graduate degree:

10.41 The student's graduate committee will evaluate each graduate student's progress on an annual basis at an annual progress meeting.

10.5 Failure to make satisfactory progress toward the graduate degree.

10.51 The Graduate Advisor will inform graduate students who are apparently not making satisfactory progress. They will prepare a statement for the faculty of the Department regarding their apparent deficiencies. The faculty will judge the merits of the student's statement.

11.0 RESOLUTION OF CONTRACT AMBIGUITIES

11.1 It is understood that exceptions to any of the departmental regulations may be made by consensus of the faculty

12.0 DISCRIMINATION GRIEVANCE PROCEDURES

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