UNIVERSITY OF OREGON
DEPARTMENT OF DANCE
GRADUATE TEACHING FELLOWSHIP MANUAL
(General Duties and Responsibilities Statement)
2017-2018

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1.0 GENERAL INFORMATION

The purpose of this statement is to clarify information concerning Graduate Teaching Fellowships (GEs) offered by the Department of Dance. The relationship between GEs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellow Federation (GTFF). This statement details the specific relationship between GEs and the Department of Dance. This statement does not apply to work-study or other staff hired in the Department of Dance.

Access to this manual will be provided to the Graduate School and the Graduate Teaching Fellow Federation, as well as faculty and GEs. It may be viewed or printed from the Graduate School website.

The supervisory individual who shall oversee the implementation of this GDRS is the Department Head, Steven Chatfield.

GE Tuition and Fees
Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GEs 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 their assignment at .20 FTE or greater. Graduate Teaching Fellows must pay a fixed amount per term of the mandatory fee set by the Oregon University System; fees are subject to change without additional notice. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

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 GE will be sent a copy of the Collective Bargaining Agreement and other information pertinent to the appointment.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

GE appointments are determined by the faculty according to programmatic need. Areas needing GE support are discussed each year in departmental meetings as a regular part of planning for the upcoming academic year. The number of GE positions available is subject to budgetary constraints on the Department, School and the University. GE positions are generally not available during the summer.
The priority is to staff courses regularly offered in the DANC program; i.e., technique classes open to general university students, and to provide assistance to faculty for administrative responsibilities and research where needed. In recent years GE positions have been offered by the department for teaching DANC: Modern, Ballet, Jazz, Tap, Improvisation, Contact Improvisation, African, Hip Hop, Swing, Ballroom, and Tango. In rare instances, a technique or theory course in the DAN program may be taught by a GE. Administrative responsibilities, production assistance, and musical accompaniment may be assigned to qualified GEs.

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Fellowship applications for incoming students or for continuing students who are not currently GEs are available from the Department of Dance. Completed applications are accepted until all available positions are filled. Review begins January 1 for the next academic year.

The application for new students or for current students applying for the first time for the GE, requires submission of a Curriculum Vita, completion of the form indicating preferences and competencies, and three references. To apply, the student seeking a teaching position must provide direct (viewable) evidence of teaching capabilities, preferably during a site visit. If no site visit is possible, a relevant video is acceptable.

Eligible students for a GE appointment in the Department of Dance are graduate students accepted for master's work in Dance who are classified at the X or M level, who have demonstrated an ability to teach classes needed by the Department, and/or evidence of study in the area(s) or requisite qualifications for non-teaching responsibilities. In circumstances of Departmental need, graduate students enrolled at the University of Oregon in other departments can be considered for a GE in Dance if they demonstrate evidence of specific expertise or a credential to perform a necessary Dance GE work assignment. Preference is given to those graduate students whose major is in the Graduate Program in Dance.

The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment. In addition, the Department of Dance requires that a GE maintain residence at the University of Oregon during each term of appointment. GEs must also satisfactorily complete 9 credits of graduate coursework each term, as delineated on the signed Course Advising Contract, which charts and ensures progress toward degree completion. During the first two years of coursework, the 9 graduate credit hours per term of appointment must be courses required for degree completion as agreed upon in consultation with the Graduate Director, Christian Cherry, or other major advisor. The GE is responsible for making an appointment each term with the Graduate Director or major advisor to complete the Course Advising Contract. Continued eligibility after two years is also dependent upon the
student’s continued progress toward the degree, that is, enrollment in degree-satisfying coursework, approved term-by-term by the Graduate Director.

4.0 **APPOINTMENT AND REAPPOINTMENT PROCESS**

Recommendations for appointment and reappointment shall be made to the Department Head by the dance faculty. An evaluation is made by the Department Head in consideration of the nature of the course content for which instructors are needed and/or other relevant departmental open positions, either for the year or on a term-by-term basis dependent upon available funds.

Appointments and reappointments will be based on evaluation of each applicant’s qualifications with respect to:

1. Assessment of dance teaching skills in applicant’s submitted on-campus teaching sample or video, if approved as alternative.

2. Prior teaching or other required experience in Dance.

3. Letters of reference addressing applicant’s teaching experience, knowledge and skilled demonstrations in Dance.

4. Potential to succeed academically as evidenced by application materials and interviews and, after entering the dance program, by academic record.

5. Departmental needs as assessed and determined by the Departmental Head.

6. Responsible behavior as dance instructional staff. This includes, but is not limited to handling of relevant departmental technology, equipment and facilities, developing appropriate syllabi and following appropriate grading practices, security procedures, Department policies, and adhering to mandated University policies and practices.

7. Ability to fulfill time commitments as designated in “Working Conditions for GEs in the Department of Dance” and, the ability to work as a GE according to a specific time schedule. Usually, the schedule is flexible enough to handle a few changes, but not when it creates an administrative burden.

All applicants comprise the applicant pool out of which individual applicants’ qualifications are assessed with respect to any positions available.

From time to time emergency appointments will be necessary. The Department shall reserve the right to fill the position(s) as it sees fit, usually by increasing the FTE of current GE(s).
GEs will be employed year-to-year rather than term-to-term, whenever feasible. Term-to-term contract adjustments will be made to adjust FTE, when needed.

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). Preference shall be given to qualified students accepted into the Graduate Program in Dance. Students in their second year in the Dance program and qualified to teach available courses shall receive preference over incoming students and either third year MA/MS applicants or fourth year MFA applicants.

Reappointments are not automatic, nor are they guaranteed. Although a specified number of positions are not reserved as reappointment positions, often reappointment does occur. GEs seeking re-appointment must communicate directly to the Department Head, usually in response to an inquiry from the Department Head with a deadline of early Winter term with regard to re-appointment in the following academic year.

“Satisfactory Progress Toward Graduate Degree” of students currently enrolled in the Department is a minimal requirement of all reappointment candidates. Under normal circumstances, a GE may not expect support beyond two years for MA/MS or three years for MFA study in Dance. After two years of GE support for MA/MS students or after three years for MFA students, exceptional teachers may be considered for a GE appointment for one additional year.

If a student anticipates early graduation (before June), preference for that fellowship position will be given to a qualified incoming candidate or an enrolled candidate who requires financial assistance for the full year; or by increasing the FTE of a current GE. Students with transfer credits in Dance should anticipate a shorter length of GE support.

In the rare instance of out-of-department applicants, appointments to a position in Dance may occur if there is no qualified dance student available for the position during that term, and the applicant has current knowledge and/or expertise appropriate for the position.

Reappointment for out-of-department GEs is not automatic and is contingent upon departmental needs from term-to-term. Financial need will generally only be considered after all other qualifications have been met.

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

In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for specific positions.
5.0 **WORKLOAD AND WORK ASSIGNMENTS**

The workload of GE’s 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 GE’s are responsible. (Sole responsibility is understood to mean sole responsibility for preparation and for teaching of classes assigned to them).

GEs are appointed in the Department of Dance at the following full-time equivalent levels (FTE) and corresponding total workloads (Article 20):

- .20 FTE appointments require up to 88 hours per term, or 264 hours per academic year.
- .25 FTE appointments require up to 110 hours per term, or 330 hours per academic year.
- .30 FTE appointments require up to 131 hours per term, or 393 hours per academic year.
- .40 FTE appointments require up to 175 hours per term, or 525 hours per academic year.
- .49 FTE appointments require up to 215 hours per term, or 645 hours per academic year.

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment includes preparation time, office hours, time serving at registration in the department office, staff meetings, end of term Open Showing etc. in addition to time spent actually teaching.

Experience demonstrates that for a GE of normal ability, the total workload will not exceed the hours listed above. However, it is recognized that employee skills and experience differ, causing some GEs to spend greater or lesser amounts of time in accomplishing that same assignment. The corresponding hours do not refer to actual time spent by a particular teaching GE, but rather what a reasonably competent and efficient GE might accomplish given the same assignment.

The Department of Dance has two types of GE work assignments, as follows:

- Teaching assignments:
  - Full responsibility in technique classes for general university students
  - Assisting faculty in teaching a DAN course (less frequently available)

- Non-teaching assignments:
  - Research Assistant, Administrative Assistant, Production Assistant, I.T. Assistant, Musician

The distribution of work assignment duties reflects the normative standard. The distribution of time actually spent on duties may vary from week to week, but the work assignment per term can be reasonably accomplished within the designated number of
hours. Where the workload is broken down into GE duties and is designated as a “minimum” number of hours, the GE will be required to fulfill the specified time commitment. For a typical .20 FTE teaching assignment, where a .20 equals 2 DANC classes, in the Department of Dance the specified time commitments per term are:

<table>
<thead>
<tr>
<th>In-class contact hours:</th>
<th>40</th>
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<tbody>
<tr>
<td>Instruct the assigned activity (technique classes in dance).</td>
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<tr>
<th>Preparation:</th>
<th>20</th>
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<tr>
<td>Prepare course content and pedagogical strategies, technique progressions for assigned activity classes. Adapt or develop syllabus and course materials. Construct examinations and requirements for student papers.</td>
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<tr>
<th>Contact hours outside the classroom:</th>
<th>10</th>
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<tbody>
<tr>
<td>Office hours (1 hr/wk minimum); e.g., counseling, tutoring, special consultations.</td>
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<tr>
<th>Performance evaluation:</th>
<th>6</th>
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<tbody>
<tr>
<td>Reading, grading papers, tests and quizzes. Maintaining and submitting grade reports in compliance with the Department’s and the University regulations.</td>
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<tr>
<th>Other responsibilities:</th>
<th>12</th>
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<tbody>
<tr>
<td>Orientation, Registration help, GE Staff meetings, Open Showing, Placement Class</td>
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| Total for typical .20 FTE non-teaching assignment | 88hrs/term |

6.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers’ Compensation

The University’s Workers’ Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 345-8316.

All University of Oregon employees, including GEs, 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.

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 GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE 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 GE is unable to
complete the 801, the supervisor will submit it on behalf of the GE. Workers’ compensation information and forms are available at: http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation

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).

In addition to medical expenses related to injury/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE’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 GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE 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 GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers’ compensation benefits, contact ORM immediately.

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

**Health and safety requirements.** The University acknowledges an obligation to provide a safe and healthy environment for GEs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

**Safety Information.** The University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment. 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 541-346-3192 or visit their website, http://ehs.uoregon.edu/. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

**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: Pam Cressall, 346-3386.
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).

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. Emergency ice is in 364 GRX. First aid supplies are in all studios and 161 GRX. Emergency safety buttons are located on the first and third floors of GRX. Accident Reports are located in the Main Office, 161 GRX, and must be filed with Pam Cressall within 24 hours of the accident.

7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

Satisfactory progress toward a graduate degree is a requirement of GE appointment and reappointment. (See 6.0 et. Seq.)

A GE appointment is one way 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 GEs are regarded primarily as graduate students providing service as a part of a learning experience, rather than solely as employees whose education is secondary.

Verifying satisfactory progress of a GE toward their graduate degree is the responsibility of the Department of Dance, whether or not that unit is also the GE’s graduate degree program.

During each academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments during that year. The Graduate School will notify a GE’s graduate degree program if the GE’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 towards their graduate degree and issue its approval before a GE reappointment can be made to that student.

The criteria used to assess satisfactory progress toward the graduate degree are the same for all graduate students in the Department of Dance, whether or not they also hold a GE position in the Department of Dance, except as indicated above. For a GE in the Department of Dance who is a graduate student in another department, satisfactory progress toward degree shall be assessed by criteria established by their graduate degree program. In addition, to ensure that the GE load in Dance is not jeopardizing their academic performance in their major department, the same grade expectations used to assess students in Dance shall apply to students seeking degrees in other departments.
Criteria used in assessing satisfactory progress toward a graduate degree for full-time students in Dance shall be as follows:

**Coursework**
All full-time graduate students must satisfactorily complete at least 9 credits of graduate coursework each term, as delineated on the signed Course Advising Contract, which charts and ensures progress toward degree completion. The student is responsible for making an appointment each term with the Graduate Director or major advisor to complete the Course Advising Contract.

Core courses in dance must be taken at their first offering, unless a different schedule is approved by the Graduate Director.

Four credit hours of the 8 required in a Related Area outside of the Dance Department must be completed before presenting the thesis prospectus to the student’s thesis committee for approval.

A minimum of 24 graded credits is required to meet master’s degree requirements. The remaining credits may be taken with the pass/no pass option.

Major requirements, including technique courses must be taken for graded credit unless an exception is allowed by the Graduate Director.

**Grades**
All graduate students must maintain a GPA of 3.0 or better every term.

To be reclassified from a conditional to an unconditional graduate student, students must earn grades of mid-B or better in 12 graded graduate dance credits.

Failure to satisfy the above two requirements may result in reduction of FTE for subsequent term(s) of GE appointment. If current FTE is already at the minimum .20 level, the GE will be retained for the ensuing term only, during which the grades must meet the requirement above. If the grades are not satisfactory, the contract is broken. Students may reapply for the applicant pool for the following year; however grades must stabilize for at least one regular term (not summer) before the applicant would be eligible for reappointment.

If any full-time graduate student in Dance fails to maintain minimum grades in required dance courses, s/he must retake the course(s) at the next regularly scheduled offering. The students must earn the minimum grade at that time, or s/he will be advised to leave the program.

A student shall acquire no more than one Incomplete per term and no more than two
per year (excluding 503 thesis). All Incompletes shall be completed within one calendar year or less, to satisfy instructor requirements.

Research
MA/MS degrees should normally be completed in 2 years (6 quarters), MFAs in 3 years (9 quarters). It is expected that once the student enters the fourth term (on quarter system) of full-time graduate study in Dance (having completed three terms in status X or M), proposal (prospectus) for thesis topic of MFA projects should begin. Prospectus approval is expected no later than the 6th Term for the MFA. Exceptions to this timetable (due to deficiencies in the student’s background which require additional preparatory study) are acceptable if they have been anticipated and agreed upon by the Graduate Director and/or major advisor.

Ability to complete the graduate degree satisfactorily is assessed by Graduate Director every term. If the Graduate Director or advisor finds that a student is making unsatisfactory progress, additional input shall be solicited from the department Graduate Committee at the earliest opportunity.

Depending on the nature of the problem, the student may either be given a specified length of time to improve or be advised to seek another degree program.

8.0 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 school section of the AAEO Discrimination Grievance Procedure online: http://aaeo.uoregon.edu/content/raise-concern.

9.0 Work Environment

The Department of Dance provides an office with desks and chairs for all GEs (Rm. 230 Gerlinger). The GE office supplies a telephone, computer, printer, refrigerator and microwave oven. GEs with teaching assignments hold office hours in the GE office. Additional Department of Dance spaces can be used for more private meetings as necessary (Department Library, Room 349 Gerlinger Annex, Department faculty/staff meeting room, 156 Gerlinger Annex, etc.)

For GEs working as instructors of record, course teaching materials (syllabi, handouts, exams, etc) can be copied in the GE Office, the Department of Dance main office and/or with the assistance of the Department of Dance Office Coordinator, through Campus Printing. The Department will set deadlines and limitations for this service.
GEs working as instructors of record will not have out-of-pocket costs for necessary
supplies beyond what is comparable for any studio dance instructor in the Department
of Dance. Generally, GE instructors will compile their own music library and personal
playback devices (smart phone, CDs, etc.). Each dance studio is equipped with sound
system connections for personal devices.

The Department of Dance provides a Teaching Handbook for the DANC program to each
GE working as an instructor of record. The Handbook is also kept on file in the
Department main office, 161 Gerlinger Annex.

In the Department of Dance, GEs who work as instructors of record are not assigned to
workloads that would require GE assistance.

10.0 Absences

Notification
If you are unable to attend work at the scheduled time or to meet a class you are
scheduled to teach, you must notify the Department (through the Office Coordinator),
as soon as possible, in advance of the scheduled work assignment or class that you are
unable to attend. Department of Dance GEs who are instructors of record are required
to prepare for the Department and publish on their syllabi what is called “the rainy day
plan.” This is the plan that will allow an appropriate continuance of the course, which
will include a range of options such as substitute teachers, or student-centered
assignments previously discussed (on the syllabus). Do not cancel the class without
permission from the Department Head of Dance.

In the case that you are unable to directly notify the department, you may designate
someone to make your notification and provide the necessary information to the
Department Head using this protocol.

If you are going to miss more than one work week, you or your designee must contact
the Graduate School. The Graduate School will coordinate with the GE and the
Department on any adjustment due to the GE’s absence.

Coverage for Teaching GEs
The Department of Dance protocol requires GEs to provide an approved “rainy day plan” which
includes potential substitutes for unplanned absences. Typically, GEs agree in advance to
substitute for each other as a part of each “rainy day plan.” Therefore, when making
notification of absences, GEs should specify which aspect of their “rainy day plan”
should go into effect. If it is not possible to enact the “rainy day plan” or no other
appropriate substitute is found, the Department may elect to cancel the class.

Make-up Work
Generally, for duties not related to a class meeting, please check with the Department
Head, or to other assigned Faculty supervisors, to determine when and how the missed work will be made up.

**Planned Absences**
If you are planning an approved absence during any working days of the term, you should notify the Department Head directly with your request. You will then need to submit the SOMD “Away Notification Form” for Department Head approval. Copies of this form can be obtained from the Office Coordinator.

More information about GE absences — including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition — can be found in Article 27 and 28 of the UO-GTFF Collective Bargaining Agreement, [http://hr.uoregon.edu/er/labor-agreements](http://hr.uoregon.edu/er/labor-agreements).

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Revised 8/2/2016 cbc