

General Duties and Responsibilities for Anthropology Department 2017-18

**CONTENTS**

1.0 GENERAL INFORMATION ..... 1

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS ..... 1

3.0 ELIGIBILITY REQUIREMENTS..... 3

4.0 APPLICATION PROCESS ..... 5

5.0 APPOINTMENT AND REAPPOINTMENT ..... 6

6.0 WORKLOAD ..... 9

7.0 WORK ASSIGNMENTS ..... 9

8.0 HEALTH AND SAFETY INFORMATION..... 11

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE ..... 13

10.0 DISCIPLINE AND DISCHARGE ..... 16

11.0 DISCRIMINATION GRIEVANCE PROCEDURES..... 16

12.0 WORK ENVIRONMENT ..... 16

**1.0 GENERAL INFORMATION**

*About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employeeships (GEs) offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Employees Federation. This GDRS details the specific relationship between GEs and this GE hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is:  
Stephen Frost, Leah Frazier

DATE OF THIS GDRS REVISION: 5/29/2017

**2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS**

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit’s specific need for one or more GEs.

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

(114, 119, 145, 150, 161, 162, 163, 165, 170, 171, 173, 175, 176, 220, 223, 234, 250, 260, 270, 278, 311, 314, 315, 320, 322, 326, 327, 329, 330, 331, 332, 341, 342, 343, 344, 345, 347, 349, 361, 362, 365, 366, 369, 373, 375, 376, 413, 438, 446)

This GE employing unit: (Select all that apply.)

- makes an effort to distribute GE opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

#### ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined:

by July of the Previous Summer.

In recent years, GE assignments during the academic year in this GE employing unit have included:

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader
- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

#### SUMMER TERM APPOINTMENTS

Does unit hire GEs in Summer?

Yes

If yes, the availability of GE appointments for the upcoming summer term is usually determined:

by Winter term.

In recent years, GE assignments during the summer in this GE employing unit have included:

Select all that apply.

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader

- Research Assistant
- Administrative GE
- Supervisory GE (e.g., practicum supervisor)

### **3.0 ELIGIBILITY REQUIREMENTS**

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

- (1) Graduate students enrolled in the Department of Anthropology in good standing who meet all other position and eligibility requirements.
- (2) All graduate students in the Department of Anthropology's program who are in good academic standing--and in special circumstances graduate students in other programs--will be eligible for initial appointments as a GRF paid from research funds in accordance with the procedures and qualifications specified in section 5. Reappointment is possible.

The University Graduate School requires that a GE be enrolled for at least 9 graduate credits per term of appointment. Students in Anthropology, however, are encouraged to enroll in and complete between 12 and 16 credits per term.

Note regarding graduate programs and departments that employ GEs: 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 in order to be considered include:

Appointments will be based on an evaluation of each candidate's qualification with respect to:

- A. experience and skill level pertinent to a specific GE work assignment, including previous teaching experience;
- B. timely progress (see Note below for definition of timely progress) towards the degree and feedback as assessed from the departmental annual review of graduate students;
- C. relevant academic background, such as courses, research, or guided readings;
- D. for more specialized GE assignments, including a Technical Support GAF or Laboratory GRFs, the candidates specific relevant skill set will be considered.

Students will be considered in the following order:

1. Incoming Students who have been promised GE support.
2. Graduate Students in the department in good standing making timely progress as determined in the departmental annual review of graduate students (see Note below).
3. Qualified Graduate Students from other departments.

Applicants for a GE will be evaluated on the basis of the following criteria:

- A. graduate degrees already earned;
- B. academic merit evaluated by the following: grades, annual departmental review, timely progress (see Note below) through the program, relevant coursework, and professional development (publications, conference presentations, and grants).
- C. previous teaching experience or relevant coursework for the available position;
- D. quality of past teaching as assessed during annual departmental review;
- E. continuing students will be prioritized over students who elect to leave the program.
- F. The level of GE support previously received in the Department of Anthropology (students with less previous support will be prioritized, all other things being equal).
- G. For practical reasons, the fit between the Department's teaching needs and the student's background and preparation are considered. Adequate training in the subject being taught is a prerequisite for receiving a GE for anthropology classes. This can often be met by attending the class in a prior term and/or with permission of the instructor involved, all other things being equal.
- H. Financial need is not a consideration in awarding GEs.

Eligibility is determined by the departmental annual faculty review of graduate students. When full review is not possible, the Graduate Studies Committee will determine eligibility. The Director of Graduate Studies assigns eligible GEs to courses. To ensure departmental teaching and curricular needs are met, assignments are made in consultation with the Director of Undergraduate Studies and the instructors of record for the courses to which GEs will be assigned.

NOTE: Timely progress through the graduate program in Anthropology is defined as:

- completing a Master's degree in two years
- passing comprehensive exams, forming a dissertation committee, writing and defending a research prospectus within three years after the Master's.
- spending one to two years conducting field and laboratory research for the dissertation
- spending one to two years writing the dissertation

Reappointment of GEs normally will be considered only when applicants have reapplied for additional support. Such reappointments are governed by the same criteria as those summarized above (see 1, A-D). Selection will be made by the Graduate Committee based on these criteria and on evaluations from the student's advisors, instructors, and supervisors. Should a reappointment be for a specific purpose (i.e., relatively independent supervision of specialized laboratory sessions or the instruction of a specific course), experience directly bearing on that purpose will be weighted especially strongly.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment No

#### **4.0 APPLICATION PROCESS**

This unit routinely posts its positions via the Graduate School's "GE Openings" page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days: No

##### **ACADEMIC YEAR APPOINTMENTS**

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

The Department of Anthropology provides the University with recommendations for GE appointments (Article 17, Section 1).

Application instructions are available in the Anthropology Graduate Student Handbook on line at: <http://pages.uoregon.edu/anthro/graduate-student-handbook/>. All incoming graduate students and all continuing graduate students in good standing who are making timely progress will be eligible and automatically considered for GE appointments. Timely progress and good standing in the Anthropology Graduate Program are assessed by an annual faculty-level departmental review. The faculty meets in the Spring term to assess all current graduate students. Any student not wishing to receive a GE in the following year should inform the Director of Graduate Studies as early as possible.

As described in Article 9 of the Collective Bargaining Agreement, each potential GE shall be given a copy of the appointment or reappointment criteria at the time of GE appointments. International students who are non-native speakers of English are required to take the "Speak Test."

If there are no Anthropology students able to fill a GE position, other students from any unit may apply. Such position announcements for the upcoming academic year will be posted 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 2). The post will include responsibilities, FTE and workload, and appointment and reappointment qualifications.

GE positions available for selection during other terms after the regular Spring term application process will be filled following a selection process similar to that outlined above. From time to time emergency appointments may be necessary. In such cases the Department will give priority to qualified graduate students in good standing in the department who did not receive an appointment, and/or to qualified GEs in the department whose current FTE could be raised to include the required workload without exceeding .49 FTE. The Department reserves the right to fill the position in accordance with existing affirmative action and University of Oregon Personnel Policy regulations.

Within five days after a candidate has been selected, the other applicants for the position shall be sent a notice of decision (Article 17, Section 1).

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

See Above

#### SUMMER TERM APPOINTMENTS

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s):

Incoming Students are not eligible for Summer Term appointments

Generally, the application process for continuing students includes:

Continuing students who have a masters degree are eligible to apply to the department for summer term GE appointments as Instructors of Record. The decisions regarding appointment will be made in keeping with departmental needs and requirements. Students granted courses will be informed in the late Winter term or early Spring term.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):

In addition to the selection criteria noted above for GE appointments and reappointments, specific qualification criteria may be developed for particular positions, especially research funded positions and those where a GE will have sole responsibility for a course. In such cases, the specific criteria will be stated in the announcement description.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:

The Department will give priority to qualified graduate students in good standing in the department who had applied for GE positions but did not receive an appointment, and/or to qualified GEs in the department whose current FTE could be raised to include the required workload without exceeding .49 FTE. The Department reserves the right to fill the position in accordance with existing affirmative action and University of Oregon Personnel Policy regulations.

#### **5.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes:

Graduate Studies Committee: Director of Graduate Studies plus one faculty member each from the remaining 2 subfields (i.e. Archaeology, Biological Anthropology, Cultural Anthropology)

Also 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 in order to determine whether they are adequately qualified for a GE position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

**(A) General criteria include (in no particular order):**

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, 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 give substantial consideration to 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.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
- Financial need will be considered in evaluating two or more equally qualified candidates.

**(B) Assignment Type-Related Criteria**

For an Instructor of Record (full course responsibility):  
See above

For a Discussion Section Leader:  
See above

For a Laboratory Section Leader:  
See above

For a Teaching Assistant:  
See above

For a Grader:  
N/A

For a Research Assistant:

See above

For an Administrative GE:  
N/A

For a Supervisory GE:  
N/A

**(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).**

See the position announcements for details, but these may include:

- (A) academic merit evaluated by the following: grades, letters of recommendation, timely progress through the program, relevant coursework, quality of past teaching, and professional development (publications, conference presentations, and grants).
- (B) previous teaching experience or relevant coursework for the available position; continuing students will be prioritized over students who elect to leave the program.
- (C) The level of GE support previously received in the Department of Anthropology (students with less previous support will be prioritized, all other things being equal).
- (D) For practical reasons, the fit between the Department's teaching needs and the student's background and preparation are considered. Adequate training in the subject being taught is a prerequisite for receiving a GE for anthropology classes. This can often be met by attending the class in a prior term and/or with permission of the instructor involved, all other things being equal.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated:

- At the end of every term
- During spring term
- At the end of the academic year for GEs appointed fall, winter and spring
- At the end of the summer term for summer GEs

Evaluations are performed by:

Instructors of Record, Graduate Student Advisors, Meeting of the Full faculty

The criteria used for evaluation include:

Satisfactory execution of described duties, for example teaching material in accordance with instructor's direction and timely completion of grading, positive evaluations from students may also factor in to evaluation.

## 6.0 WORKLOAD

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 time spent interacting with students via email or Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing 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)
- .48 FTE (Up to 211 hours per term or up to 633 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

## 7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. 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 individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

In this GE employing unit, duties for the following types of GE work assignments are as follows:

### Instructor of Record:

During the regular academic year, GEs with full course responsibility are appointed at 0.49 FTE (approx. 215 hours) during the term teaching. Summer Session GEs with full course responsibility are appointed at 0.49 FTE. Duties will include all those normally associated with teaching a course: preparation of course syllabus, lectures, preparation and grading of assignments and exams, holding regular weekly office hours for consultation with students, etc. A typical breakdown of the hours per term spent in the fulfillment of these duties is as follows:

*In-class contact:* 30 to 40 hours

*Preparation:* 70 to 90 hours (65 hrs for Summer session). Prepare lectures, demonstrations or laboratory sessions.

*Grading/evaluation:* 55 to 75 hours (40 hrs for Summer session). Read and grade papers, exams, quizzes, lab reports and special projects, maintain and submit grading records in compliance with department and University regulations.

*Office hours:* 20 to 30 hours (16 hrs for Summer session). GEs typically hold 2 to 3 office hours per week; GE may conduct counseling, tutoring, and special consultations.

The number of hours required for each type of task will vary depending on factors such as GE experience, number of students in the course, course level, and types of assignments.

**Discussion Section Leader:**

All GEs appointed to lead Discussion/Laboratory sections are expected to teach course content and perform their duties in line with the expectations of the instructor of record for the course.

The normal duties of a GE appointed at .48 FTE in the Department of Anthropology to teach Discussion/Laboratory sections shall be the teaching of four (4) one-hour long discussion/laboratory sections each week, together with all grading tasks that normally accompany such activity. It may also include other grading tasks related to the lecture portion of the course to which the discussion/laboratory sections are attached. In addition, each GE with such a load will be expected to attend the lecture portion of the same class not to exceed four (4) contact hours per week. Experience demonstrates that for GEs of normal ability the total work required will not exceed 211 hours per academic term. A typical breakdown of the hours per term spent on these duties follows:

*Lecture Attendance:* 30 hours

*Laboratory/Discussion sections:* 40 hours.

(conduct laboratory or discussion sections, lead review sessions, teach in the instructor's absence, assist with lab demonstrations).

*Preparation:* 40 to 60 hours (prepare laboratory or discussion sessions, submit teaching plan to professor in charge of the course, meet with professor in charge of the course to plan teaching strategy and techniques, adapt course materials to section teaching, construct and/or grade examinations and quizzes).

*Grading/Proctoring:* 40 to 60 hours (read and grade papers, exams, quizzes, lab reports, and special projects; maintain and submit grading records in compliance with the department's and the course instructor's requirements and regulations; proctor examinations)

*Office hours:* 20 hours (two office hours per week).

The normal duties of a GE appointed at 0.40 FTE or 175 hours per term in the Department of Anthropology are to teach three (3) one hour-long Discussion and/or Laboratory sections each week,

but otherwise similar to those described above. A typical breakdown of the hours per term spent on these duties would be approximately the same as above, except *Laboratory/Discussion sections* would be 30 hours, *Preparation* would be approximately 35-50 hours, and *Grading/Proctoring* approximately 30-45 hours.

**Laboratory Section Leader:**

Laboratory GE appointments in the Department of Anthropology are made when funds are available for this purpose. The duties are worked out with the supervising faculty and typically include: insuring that lab users follow lab protocols, answering student questions, monitoring use of lab equipment and computers, supervising PLE students, keeping the lab in good condition, and maintaining the integrity of collections, etc.

**Teaching Assistant:**

GE appointments for Teaching Assistants or Readers in the Department of Anthropology will normally be made at 0.40 and 0.48 FTE , depending upon course enrollment. Duties will include grading for no fewer than one (1) nor more than two (2) courses of approximately four hours credit, and may include attendance and assistance in lecturing and proctoring of exams, as deemed necessary by the course instructor(s). Experience has indicated that these duties can be performed by GEs of normal ability in the hours per term allotted them according to the GTFF contract (see above).

**Grader:**

N/A

**Research Assistant:**

Research Assistant GTF appointments in the Department of Anthropology are made only when research funds are available for this purpose. The duties required of a Research Assistant will be worked out with the supervising faculty member. The FTE of the appointment will be determined by available funding and the amount of work required, but the total number of hours worked per academic term will not exceed the limits specified above.

**Administrative GTF:**

N/A

**Supervisory GTF:**

N/A

## **8.0 HEALTH AND SAFETY INFORMATION**

### **Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.

All University of Oregon employees, including GTFs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Supervisor's Accident Investigation Report (SAIR) with the GTF. If, as a result of the accident, the GTF requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers' compensation information and forms are available at <http://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 the injury/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GTF receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF believes there is some confusion about salary or workers' compensation benefits, contact EHS immediately.

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

#### **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 (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, <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:**

GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Leah Frazier

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:**

All Information is posted or available in specific laboratories and on file in the department of Anthropology. Contact: Lisa Clawson.

**Use of Personal Protective Equipment:** No specialized equipment is required

**Required safety training and appropriate departmental record keeping:**

No safety training is required. The labs do not store or contain hazardous materials or waste. Food and drink are not allowed in labs.

## **9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because 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, individuals appointed as GTFs 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 or not they hold a GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward their degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF's progress toward the degree is assessed based on criteria established by the GTF's graduate degree program, regardless of where the GTF is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF's graduate degree program if the GTF's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GTF 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 GTF employing units, the GTF should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GTF employing unit is:

- an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.
- an academic unit with no graduate degree program. Satisfactory progress is determined by each GTF's graduate program. See that program's GDRS for more information.
- an administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF's graduate program. See that program's GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document:

[pages.uoregon.edu/anthro/academics/graduate/graduate-student-handbook/](http://pages.uoregon.edu/anthro/academics/graduate/graduate-student-handbook/)

Timely progress through the graduate program in Anthropology is defined as:

- completing a Master's degree in two years
- passing comprehensive exams, forming a dissertation committee, writing and defending a research prospectus within two years of the Masters award (i.e., entering the Ph.D. program).
- spending approximately one to two years conducting field and/or laboratory research for the dissertation
- spending approximately one to two years writing the dissertation, and successfully defending the dissertation by the end of this time

### **Criteria Used to Assess Satisfactory Progress**

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

#### **Coursework:**

Completion of the Master's degree entails satisfactory fulfillment of all departmental requirements and at least 45 hours of graduate credit beyond the baccalaureate. Under normal conditions, two years of full time enrollment is sufficient to fulfill all requirements for the Master's degree. A doctoral student who is not yet a doctoral candidate will be considered to be making satisfactory progress toward a degree if all requirements for doctoral candidacy are satisfied within two years of entering the doctoral program, and all course work taken is completed with a grade of B- or better. See below.

#### **Grades:**

All courses completed must be passed with a grade of B- or better. Students carrying more than two grades of C or three (3) Incompletes (or any combination of these) will receive special attention at the time of the annual review and may be dropped from the program by decision of the Department of Anthropology faculty as a whole.

#### **Examinations:**

Students must pass the sub-discipline specific comprehensive examinations. Students are allowed to re-take comprehensive examinations one time. Failure to pass a second time will result in dismissal from the program.

#### **Research:**

Students, in concert with their advisory committee, write and defend a dissertation prospectus after they have completed their master's requirements and satisfied all exams.

**Language Requirements:**

Any foreign language may be submitted by the student, with the advisor's approval. Competence in a foreign language is normally demonstrated by successful completion of the last term of the second year of college-level course work or by passing the GSFLT or other appropriate examination with a score equivalent to that of the 50th percentile. International students may claim their English language competence in fulfillment of the skill requirement provided that their language of instruction for their high school or college education was other than English.

**Teaching Requirement:**

N/A

**Skill/Practicum/Internship Requirement:**

Competence in a variety of professional and scientific research skills may be developed through completing a set of three or more interrelated courses that include both practical and theoretical components. An ancillary skills package is designed in consultation with the advisor and should complement the student's areas of expertise in anthropology. The package of ancillary skill courses should be individually tailored to a student's research interests and are typically *not* in anthropology, but from allied fields (art history, biology, folklore, geography, geology, public policy and planning, for example).

**Advancement to Candidacy:**

With the completion of coursework, passage of the comprehensive examinations, and acceptance of the dissertation proposal, the student is advanced to candidacy.

**Other:**

N/A

The process for evaluating satisfactory progress toward graduate degree is as follows:

No candidate will be recommended for the degree until the minimum Graduate School requirements for credits, residence, study, and the skills requirements set forth by the Department have been satisfied. The student's progress is determined by performance in the Master's core courses and their related examinations, in the Ph.D. comprehensive examinations, in course work, in research papers, in a formal Master's paper, and finally in the doctoral dissertation. The dissertation itself should be based upon original research, typically involving field or laboratory work. It must be written in fully professional and publishable style, appropriate to the sub-field of specialization and adhering to the Graduate School's *Style and Policy Manual for Theses and Dissertations*.

**POLICIES AND REGULATIONS ON COURSEWORK COMPLETION****Grade Policy/GPA**

Each graduate student should be familiar with both department and Graduate School regulations for maintaining graduate status and for graduation. These regulations are listed in the *2008-2009 UO Catalog*. All 15 core credits must be taken for a letter grade and passed with grades of B- or better. A B is expected for all other courses as well. Students who fail to maintain a cumulative 3.00 GPA in two successive terms may be dropped from the program.

**Pass/No Pass**

Please note that P indicates satisfactory performance, which is defined by the university as a grade of B– or better for graduate students.

### **I or Incompletes - Anthropology Department Policy**

An “I” is appropriate only in an extraordinary circumstance, such as serious illness or injury, which precludes completion of the course before the end of the term, and then only if the completed coursework is satisfactory (B– or higher). In particular, “I” may not be used to forestall a failing or otherwise undesirable grade. If the conditions for the removal of the incomplete grade are not fulfilled within one year, the incomplete will remain on the student’s transcript permanently.

### **I or Incompletes - University Regulation 29**

An incomplete may be issued when the quality of work is satisfactory but some minor requirement has not been completed for reasons acceptable to the instructor. To remove an incomplete, a graduate student must convert a graduate course incomplete into a passing grade within one calendar year of the assignment of the incomplete. Students may request additional time for the removal of the incomplete by submitting a petition stating the course requirements that were not initially completed, signed by the instructor, to the Dean of the Graduate School for approval. This policy does not apply to incompletes assigned to Thesis (503), or Dissertation (603). Thesis and dissertation credits are automatically converted to “Pass” when the thesis is completed and accepted by the Graduate School. Students who are graduating and planning to remove an incomplete must have it completed and recorded with the Registrar within 30 days after graduation. Otherwise it will remain as a permanent "I" on the transcript.

Failure to make satisfactory progress toward the graduate degree  
See above

## **10.0 DISCIPLINE AND DISCHARGE**

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree.

## **11.0 DISCRIMINATION GRIEVANCE PROCEDURES**

To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>

## **12.0 WORK ENVIRONMENT**

This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Information detailing this unit's GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found online or in another document:

The Anthropology provides graduate student offices and work spaces. Offices are shared by two GTFs, these are primarily located in Condon Hall, room 366. Other work spaces are provided within several of the labs.

**Workspace:**

Condon 366 is a locked and secure environment. Graduate students are issued keys to this room. Outside of the dedicated and closed office spaces within 366, there are a number of partitioned cubicles with shelving, access to outlets, wifi and access to a printer/copier/scanner.

**Private Meeting Space:**

There is a private meeting space for GTFs to consult with undergraduates.

**Access to Telephones and Computers:**

telephones and computers are provided as well as a printer/copier.

**Access to Office Supplies, Photocopies and Printouts**

The printer/copier is available for all GTFs however use of the equipment is governed by a usage policy. This policy sets limits on items copied or printed for course purposes.

**GTF Assistance**

GTFs who are appointed instructors of record may periodically require GTF assistance. In such cases we obtain approval from the Graduate school following all relevant guidelines and regulations.

**13.0 ABSENCES**

**Absence Notification**

If you are unable to attend work at the scheduled time, you must notify our graduate coordinator, Leah Frazier as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel a class without permission from Leah Frazier. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GE).

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 graduate coordinator 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 GTF's absence.

**Coverage for Teaching GTFs Using Sick Leave**

If the Director of Graduate Studies asks you to substitute for another GE who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate.

**Make-Up Work**

Generally, for duties missed not related to a class meeting, please check in with the instructor or Director of Graduate Studies 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, be sure to notify the course instructor and Director of Graduate Studies how to reach you (if possible).

**More Information**

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 Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>