

General Duties and Responsibilities for Art/ Lawrence Hall / AAA

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1.0 GENERAL INFORMATION

About This Document

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

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

The individual who shall oversee the implementation of this GDRS is:
Christopher Michlig

DATE OF THIS GDRS REVISION: 6/1/2015

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF 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 GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit's specific need for one or more GTFs.

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

ART 233, ART 333, ART 116, ART 115, ART 101, ART 111, ARTC 255, ARTD 250, ARTD 251, ARTD 252, ARTD 360, ARTD 361, ARTD 362, ARTD 394, ARTD 395, ARTF 270, ARTM 257, ARTP 281, ARTO 251, ARTO 354, ARTR 346, ARTR 347, ARTR 348, ARTR 349, ARTS 288, Sculpture Tech, Photo Tech, Metals/Jewelry Tech, Ceramics Tech, Communications Tech .

Typical appointments range from instruction of introductory studio courses to studio technician in the more complex media-based studios, lab section instruction, large lecture support.

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

- makes an effort to distribute GTF 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 GTF appointments for the upcoming academic year is usually determined:

The programmatic needs of the Department, determined by the faculty, drive the scheduling of courses and the availability of GTF positions. GTF needs are established as part of the regular academic planning in the Winter for the following year.

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

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

SUMMER TERM APPOINTMENTS

Does unit hire GTFs in Summer? Yes

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

(Please enter time frame for this process.)

On occasion, a GTF is needed in the summer to support summer offerings. This is usually determined in the Spring as summer enrollments become apparent. Curricular Coordinators work with the Graduate Director and Department Head to assess curricular need, resource availability and selection process.

In recent years, GTF assignments during the summer in this GTF 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 GTF
- Supervisory GTF (e.g., practicum supervisor)

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are

Graduate students in Art who are in good standing and making satisfactory academic progress are eligible for GTF appointments. The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours per term of appointment. The Department of Art has no enrollment/credit hour requirement beyond that of the Graduate School.

Note regarding graduate programs and departments that employ GTFs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF 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:

Instructions to unit: List all criteria required in order to be considered (do not cite preferences here).

Graduate students in Art who are making satisfactory academic progress are eligible for GTF appointments.

Graduate students outside the Department of Art, in a related discipline making satisfactory progress, may be considered if they possess special skills appropriate to a particular position if there are no departmental grads available or qualified.

Students will be considered in the following order:

The Department may set aside a few GTFs for incoming recruitment.

All MFA students, incoming and continuing, in good standing will receive two terms of GTF appointment per year. The exact assignment received will be based on 1) skills specific to the work assignment, 2)academic merit 3)past performance and 4)program familiarity.

Any additional GTFs available will be assigned based on the same criteria, with great priority given to academic merit. For continuing students, assessment of academic merit is based on GPA, reclassification review and thesis proposal progress, and faculty rankings and recommendations. The latter is of particular importance in the Art Department as the focus of the MFA program is the development of a rigorous, independent art practice. The Department relies on the faculty to judge the commitment to studio practice and inquiry, as well as progress on the thesis body of work.

For incoming students, assessment of academic merit is based on GPA, letters of reference, previous relevant experience, admissions ranking, quality of work, and academic progress.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

3 years or nine consecutive quarters.

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 GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 9).

In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment [Choose an item.](#)

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School's "GTF 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: [Choose an item.](#)

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:

List the specific ways in which information about GTF positions are shared with continuing students. If possible, include estimated time frames (or a “by xx-date”). Also include specific position announcements where applicable.

The range of potential GTF positions are listed on the website and can be solicited from the art department. The GTF application is included in the online application for graduate admission to the department. The application is available by November 1st of each year and the completed form is due no later than January 5th.

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

List the specific ways in which information about GTF positions are shared with continuing students. If possible, include estimated time frames (or a “by xx-date”). Also include specific position announcements where applicable.

The Department will post a letter to those eligible to apply making sure to include those graduate students who may be returning from leaves of absence. Individual GTF job descriptions and a GDRS link are posted on the Art Department website, making easily accessible the responsibilities and criteria for each job. The application letter will be posted by March 1st of each year and the applications are due, in the art office, on April 1st. Further information about each position is available from the supervising faculty. Departmental office staff will direct applicants to the appropriate supervisor.

SUMMER TERM APPOINTMENTS

Instruction to unit: COMPLETE ONLY IF SUMMER CHECK BOX WAS CHECKED ABOVE (in SECTION 2)

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):

Generally, the application process for incoming students includes:

Instructions to unit: Describe your application process, e.g., note if students should complete an application form and, if so, the date by which and process for submitting the application.

Incoming students are not Eligible for summer GTF positions prior to the first term of enrollment.

Generally, the application process for continuing students includes:

Instructions to unit: Describe your application process, e.g., note if students should complete an application form and, if so, the date by which and process for submitting the application.

Summer appointments are rare. If a GTF becomes available, students with the relevant skill set are identified and considered for the assignment, based on the same criteria as the academic year appointments.

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):

Instructions to unit: List the specific ways in which information about GTF positions are shared with students:

The original pool of applicants is reviewed again. If a suitable candidate is not found within the existing pool of applicants, the department will post a letter to all eligible graduate students in the Art Department.

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:

In such cases, the Department shall consider applications from graduate students whose expertise may fit the nature of the appointment. If a suitable candidate is not found within the existing pool of applicants, the department will post a letter to all eligible graduate students in the Art Department.

5.0 APPOINTMENT AND REAPPOINTMENT

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

Instructions to unit: members may be identified by position (e.g., graduate program director). The faculty supervisor or faculty instructor of record may be included in the selection process, but may not be listed as a member of the "standing" committee.

The GTF appointment process is conducted by the Graduate Director, the Graduate Committee and the Head of the Art Department.

Appointments and reappointments will be based on evaluation of each candidates qualifications with respect to the following criteria:

- 1) Specific Abilities related to the work assignment. The majority of GTFs in the Art Department are teaching or technical positions within a media area and therefore require specialized knowledge and depth of experience within that area.
- 2) Academic Merit; measures of merit are described above
- 3) Past Performance. Performance in previous GTF positions will be considered in subsequent appointment decisions. An assessment of past performance will be based on student evaluations and supervisor's evaluations. Written supervisor evaluations will be done each term and will be made available to both the student and the Graduate Director for review. For incoming students, past performance in related positions may be considered. Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. Recommendations from the supervising faculty will be solicited by the Graduate Committee. For positions based in a curricular area, the recommendations will be done by the Curricular Coordinator. Recommendations for positions not based in an area will be done by the supervising faculty, a supervisory committee or the Department Head, as appropriate. The recommendation includes comments about the individual's qualifications relative to the specific work assignments.
- 4) Program Familiarity. Some assignments require familiarity with the undergraduate curriculum, technical shops and the functioning of the studio community. Familiarity with that program, based on the student's academic concentration, studio commitment and previous experience will be considered.

Also in accordance with the CBA:

- GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are not employed term-by-term in order to determine whether they are adequately qualified for a GTF 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 GTF 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 GTF employing unit and (C) specific criteria relating to the particular GTF 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 GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF 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):

For an Instructor of Record position a student must have demonstrated knowledge and competency in the subject area; this is based on evidence in their own work, past educational background and technical competencies. Instructors of record must also be able to work independently and have good communication and organizational skills.

For a Discussion Section Leader:

N/A

For a Laboratory Section Leader:

Laboratory section leaders must have some background and competency in the subject areas; in some cases, they may have partial knowledge in the subject, which will be supplemented by Department organized training workshops. Lab section leaders must also be good communicators, independently directed and have good organizational skills.

For a Teaching Assistant:

For teaching assistants, organizational and written communication skills are important.

For a Grader:

N/A

For a Research Assistant:

For a research assistant, specialized knowledge or skills related to the research or creative practice project are necessary.

For an Administrative GTF:

Administrative GTFs primarily take the form of Technical support for specialized studios. Extensive knowledge of the equipment and processes of the particular shop and media area are necessary for these positions.

For a Supervisory GTF:
N/A.

(C) All criteria specific to a particular GTF 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:

Instructions to unit: Be sure only to include criteria that reflect what the hiring unit actually evaluates for each applicant for each GTF position. The inclusion of only tangible, demonstrable criteria is encouraged.

Specific abilities related to the work assignment.

The great majority of GTF positions in the Art Department are teaching or technical positions within a media area and therefore require specialized knowledge and depth of experience within that area.

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 GTFs in this employing unit are evaluated:

Instructions to unit: check all that apply

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

Evaluations are performed by:

Instructions to unit: Cite titles of those involved in performance evaluation.

Evaluation of GTF performance will be done each term by the supervising departmental faculty.

The criteria used for evaluation include:

Instructions to unit: Be sure to include only criteria that reflect what the hiring unit actually evaluates (e.g., the criteria set forth above that are used in the hiring/selection decisions; information gathered from the GTF supervisor and, when applicable, student evaluations).

Describe criteria used for evaluation.

Evaluation is based on information gathered from the GTF supervisor based on the following criteria:

For teaching GTF positions: evaluation of duties - organizational skills, class content/management, communication skills with students, quality of student work, observation of teaching; behavioral factors such as attendance and use of leave time; effectiveness of work relationship with supervisor, co-workers and others; awareness of and effort to maintain a healthy and safe working environment; student evaluations.

For Studio GTF Positions: evaluation of duties - execution and productivity; behavioral factors such as attendance and use of leave time; effectiveness of work relationship with supervisor, co-workers and others; degree of supervision required and the ability to follow directions; quality and quantity of work and use of work time; awareness of and effort to maintain a healthy and safe working environment.

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 GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GTF employing unit, GTFs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

Instructions to unit: check all that apply.

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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. GTFs 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 GTF 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 GTF is required to fulfill that specific time commitment.

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

DUTIES BY WORK ASSIGNMENT

Instructions to Unit: Fill out fields below where applicable.

Instructor of Record:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Regular term, .49 FTE (classes with 4 credits) total hours: 215/term

studio contact hours: 6/week

office hours: 2/week

preparation, review, conference as needed outside class time, and area meetings: 11 hours/week

Discussion Section Leader:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Laboratory Section Leader:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Regular term, .49 FTE (classes with 4 credits) total hours: 215/term

studio contact hours: 8/week

lecture attendance: 2/week

office hours: 2/week

Responsibilities cover oversight of the studio/lab component of the course: 7/week.

Teaching Assistant:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

12 at .30 FTE in both regular session and summer session, based on 10 weeks. Approximations of how time might be allocated in carrying out this assignment are: attendance at class – two hours per week, and the remainder in activities such as monitoring class attendance, copying slides, collecting and organizing student papers, or print to press.

Grader:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Research Assistant:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

12 at .30 FTE in both regular session and summer session, based on 10 weeks.

Research, fabrication, and assistance to faculty.

Administrative GTF:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

The clock hours per week are 17.5 at .40 FTE and 8.8 at .20 FTE (based on 10 weeks) with the distribution of tasks varying from week to week as is required by the flow of studio activity during the term. These appointments are at .20 and .40 FTE in the regular session and in summer session. Monitoring facilities, copying images, ordering and refilling materials.

Supervisory GTF:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

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://facilities.uoregon.edu/>. Forms can also be obtained from Departmental office managers or EHS.

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 his/her 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 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://facilities.uoregon.edu/ehs>

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:

Instructions to unit: List name/title of appropriate departmental representative to contact.

All GTFs are directed to call Michael Smith, (6-2055) maintenance person for the Department of Art, for non-threatening emergencies, and 6-6666 for dire emergencies.

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).

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:

Instructions to unit: identify the location of these items in the work area and identify the person (by name or by title) who is responsible for maintaining them.

Building manager, Dean's office, is responsible for evacuation plans. All exits located on floor plans of studios supplied by EHS. Curricular Coordinators are responsible for the availability of MSDS. First Aid Kits are maintained by the maintenance person assigned to the Department of Art.

Ceramics (Northsite B) – MSDS notebook in hallway leading to main classroom. The first aid kits are in the following locations: Hallway leading to the main classroom (this one is the most extensive). The kiln shed (to your left as you walk out there) In a storage unit in the kiln shed (this one is marked "wood fire" with the intention that they take it to the wood kiln with them when they have a fire)

There's a bottle eyewash solution mounted on the wall in the glaze area, as well.

Fibers (Millrace D)– MSDS notebook on wall of dye lab, Millrace 3, room 162. First aid kits are on a shelf above the chemical mixing area of the dye lab and in Millrace 1 on a shelf between rooms 110-111.

Metals/Jewelry (Northsite C) – MSDS in notebook in main studio area, room 106 (chemical room). First Aid kit in room 101, main studio.

Digital Arts – First Aid kit is in Millrace II adjacent to the thermostat in room 124.

Painting – MSDS in visible holder next to a hazardous material poster, room 161 Lawrence. First Aid kit next to and above sink, room 161.

Photography (Millrace 3) – MSDS in notebook in the chemical mix room in the photo lab. First Aid kits in cabinet where other often used supplies are kept – main area of photo lab.

Printmaking – MSDS in notebook stored in cabinet by etching press, print room 156 Lawrence. First Aid kit in each of the 4 print classrooms: 162A, 145, 152, 153 Lawrence.

Sculpture (Northsite A) – MSDS in woodshop above chop saw, room 102. First Aid kit in northeast corner of woodshop, room 102.

Use of Personal Protective Equipment: *Instructions to unit: List any equipment that may be necessary and any required training in the proper use if it (e.g. respirators, safety glasses, etc.) Also identify the person who is responsible for coordinating the training and distribution of the equipment.*

List Personal Protective Equipment - see next section

Required safety training and appropriate departmental record keeping:

Instructions to unit: Identify any departmental or university offered training that a GTF must attend. Also identify where the records of such training will be maintained in the hiring department. Training may include the following topics: safe operation of equipment, machinery and tools; hazardous waste procedures; hazard communications; safe handling of radioactive materials; excessive exposure to video display terminals; exposure to blood-borne pathogens.

List required safety training and appropriate departmental record keeping.

Ceramics:

EHS ventilator training required. For any GTFs using fork lift, training is required through EHS.

Training and instruction by Curricular Coordinator in:

- Use of kilns, spray booth, power tools, clay mixers
- Waste glaze materials are fire bonded into bricks which are occasionally used for construction. They are also recycled into glazes.

Fibers:

EHS ventilator training required.

Training and instruction by Curricular Coordinator in:

- Safe use of Dye Lab such as use of protective clothing, rubber gloves, and safety goggles. GTFs are given contacts for hazardous waste removal (calling EHS, x6-1544, x6-2865.)
- Re-lighting pilots for gas burners. (These units have automatic cut-off valves that activate when the flame is extinguished.)
- labeling all containers to include product's hazardous code for any materials used by students in classes
- disposal of broken glass
- location of eye-wash in adjacent photo area

Metals/Jewelry:

EHS ventilator training required.

Training and instruction by Curricular Coordinator in:

- all tools specific to course work in metalsmithing (e.g. power tools, shears, rolling mills, hydraulic press, burn-out and enameling kilns, centrifugal casting arm, wax injector, vulcanizer, polishing tumbler, torches [gas/air, acetylene, oxy/acetylene], plating/anodizing power unit.)
- studio equipment and safety orientation occurs on the second day of classes each term. Written health and safety rules are distributed.
- Labeling of materials; scheduling of regular pick up of hazardous waste through EHS.

Digital Arts: No safety training required

Painting:

Training and instruction by Curricular Coordinator in:

- policy on spray fixatives use
- health/safety concerns in painting studios 161 and 151 Lawrence. Each GTF required to read aloud, and emphasize to class, the importance of the safety requirements

Photography:

EHS ventilator training required

Training and instruction by Curricular Coordinator in:

- Use of gloves and goggles for mixing chemicals;
- Use of eye wash
- Collection of hazardous waste by GTFs; removal by EHS

Printmaking:

EHS ventilator training required.

Training and instruction by Curricular Coordinator in:

- Pick-up of hazardous waste by EHS;
- Correct use of all chemicals used in print processes

Sculpture:

EHS ventilator training required.

Woodshop safety conducted by Sculpture Studio Technician and supervising faculty.

Training and instruction by Curricular Coordinator in:

- Safety glasses or other eye protection, hearing protection, gloves.
- Woodshop: power tools, paints, solvent, dust hazards, supervision techniques.
- Welding: correct operation of welding equipment, correct exchange of gas cylinders, correct supervision of individuals doing welding
- Wax: correct use of wax melting equipment and ventilation hoods
- Plaster: correct use and disposal of plaster clean-up bucket
- Regular disposal of solvents, aerosol cans, patina chemicals at marked sites in sculpture studios plus other disposal through EHS.

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 his/her 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 her/his 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 his/her 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:

Instructions to unit: insert weblink text or the complete name of the hard copy document in which the satisfactory progress criteria are found. If a hard copy document, please also include information about how (and when) such a document is obtained or accessed by students). Units that do not have a graduate degree program should leave this blank.

Insert link or description of hard copy

MFA Degree Requirements: <http://art-uo.uoregon.edu/academics/grad/mfareqs>.

Criteria Used to Assess Satisfactory Progress

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

Coursework:

E.g., complete x credits/courses per term/year toward the graduate degree.

MFA students are expected to complete 30 credits/year to be on track for the three year program. Satisfactory completion of the required courses, e.g. Issues & Practices in the Fall, Graduate Critique Colloquium in the Winter & Spring of years 1 and 2, etc.

Grades:

E.g., Complete x credits/courses per term/year toward the graduate degree; complete a specified sequence of courses within a timetable (define and specify, respectively).

Maintenance of a minimum 3.0 GPA.

Examinations:

E.g., Pass the xxx examination within prescribed timetable, with no more than x retakes (describe and specify; note if not passing the first time puts the student in an unsatisfactory standing).

Reclassification Review is a critical assessment at the end of the first year. Passing this review moves the student from conditional status to full candidacy and is an assessment of suitable engagement and development of work in the first year. Failing this review puts the student on probation and is indicative of unsatisfactory progress; they have a second opportunity to complete Reclass in the following term, Fall of their 2nd year. Students failing the reclassification review twice must leave the program.

Research:

Describe and define the timeline and requirements for research proposal submission and acceptance; cite any timelines or requirements related to research progress and accomplishments (e.g., having your committee on file no later than x).

Students must participate in the non-evaluative department-wide Graduate Reviews at least once a year, to present their creative practice work. In the Spring of the 2nd year, students must make a thesis proposal for the MFA Terminal Project. Failure to have the proposal accepted by the thesis committee indicates inadequate preparation and progress. MFA students may convene a second meeting to present the proposal for approval in the Fall of their 3rd year. Because the focus of the MFA program is the development of a rigorous, independent inquiry

and practice, the Department relies on the judgement of the faculty to assess the quality and depth of work.

Language Requirements:

N/A

Describe and define the timeline and requirements for language study/acquisition.

Teaching Requirement:

Describe and define any teaching requirements (e.g., teaching methods course or apprenticeship; impact of GTF teaching performance evaluations).

No teaching benchmarks are required for basic satisfactory progress in the degree, though teaching performance evaluations are considered as relevant criteria for those positions. All graduate students preparing for GTF positions in studio classes are required to complete Supervised College Teaching Credits with full time faculty in their area of technical expertise. Classroom observation is designed to assist graduate students implement methods for teaching visual arts through presenting lectures and assignments, preparing and delivering demonstrations, and critiquing and grading student work. Graduate students are expected to observe each class and prepare materials for two class sessions covering one technical demonstration and one topical image presentation.

Skill/Practicum/Internship Requirement:

N/A

Describe and define any special skills or practicum requirements (e.g., computer or research software skills; proficiency in a particular art; number of hours completed through an internship).

Advancement to Candidacy:

Describe and define the timeline and exams or other requirements related to advancing to candidacy.

Reclassification Review at the end of the first year and Thesis Proposal at the end of the second are the critical academic benchmarks in advancing to candidacy.

Other:

Describe any other criteria - be specific.

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

Instructions to unit: Describe who will do the evaluation, at what intervals evaluation is done. Also describe any timelines that are put in place to remedy those shortcomings that do not result in the student being considered as failing to make satisfactory progress. Here you might

also state that the student's motivation and resourcefulness, commitment to scholarly projects; independent, creative, and original thinking, etc., are also evaluated as evidenced by the student's progress in the above-listed areas. Units that have no grad degree program should leave blank.

Describe process for evaluating satisfactory progress toward graduate degree per above instructions.

The full faculty is involved in the assessment of appropriate progress within the degree. All participate in the review of studio work. At Reclassification Review a committee, composed of faculty they both have and haven't worked with in the past, is assigned to complete the official assessment. The makeup of the Thesis Committee is based on student preferences in consultation with the Graduate Committee. The evaluation includes not only quality of work but also depth of inquiry and experimentation, critical thinking and commitment to practice. Extensive individual mentoring through Graduate Studio help prepare students and assist them with any shortcomings.

Failure to make satisfactory progress toward the graduate degree

Instructions to Unit: Describe the procedures and timetables used subsequent to such a determination, and thereafter leading to regaining satisfactory progress status as well as disqualification from the department's degree program.

Describe procedure and timetables per instructions above related to GTF's failure to make satisfactory progress toward a graduate degree.

In the event of failure to pass either the Reclass Review or the Thesis Proposal, while students are considered to be behind, they do have an opportunity to repeat these reviews the following term. In the interim, students receive advising from both the review committee and primary faculty about areas of improvement. Failure to pass Reclassification twice results in disqualification from the program. Failure to have the thesis proposal accepted after two meetings will likely result in delay of degree or disqualification.

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/AAEO%20Booklet%20Color.pdf>

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:

Instructions to unit: insert weblink text or the complete name of the hard copy document in which the work environment information is found. If a hard copy document, please also include information about how (and when) such a document is obtained or accessed by students.

List location or source of information about GTF work environment.

Workspace:

Address your unit's provisions for working locks on doors, properly and securely installed partitions and shelving, safe and appropriate furnishings.

Teaching and Technical support GTFs all work in our teaching studios. All studios are secured with punch code locks; the codes are changed each term to insure that only authorized and enrolled students can access the studios. All infrastructure, furniture and equipment is regularly maintained by AAA facilities staff and there is ample and responsive support for security and repairs.

Private Meeting Space:

If you have teaching-related GTFs, address their access to space suitable for private meetings for GTFs with teaching assignments either as instructor of record or as lab/discussion leader.

Teaching GTFs (includes instructor of record and lab instructors) should be able to meet students in their own private studio space/office. If the GTF has a shared, semi-private studio space, he/she can reserve the departmental conference room for private student meetings.

Access to Telephones and Computers:

Address your unit's GTFs' access to telephones necessary to carry out work assignments. Also address the availability of computers equipped with software typically provided other

departmental staff and as it relates to GTF assignments [these must be available at least during standard working hours (i.e., M-F, 8 am to 5 pm)].

Access to Telephones and Computers

Telephones are available in each studio/classroom and in most individual graduate studio spaces. Many of the curricular areas have local computer stations accessible to the GTFs. Also, the Art Department office has a telephone and computer available M-F, 8 am to 5 pm for GTF use.

Access to Office Supplies, Photocopies and Printouts

In this section, distinguish between those GTFs working under the direction of an instructor of record (as teaching assistants, lab leaders, or discussion section leaders), administrative GTFs, and research GTFs, which need access to supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors, and GTFs working as instructors of record, which should have limits on quantity and out-of-pocket costs for necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. In addition to office supplies, include access to copy machine, fax machine, scanner, etc. Access to these supplies must be available at least during standard working hours and should be available at no personal cost to the GTFs and does not preclude limitations placed upon the supervisors or instructors of record.

Access to Office Supplies, Photocopies and Printouts

The Office of Facilities Support Services (FSS) is located off the Dean's lobby on the first floor and is where digital projectors, laptop computers, adaptors, screens, flood lamps, can be reserved and checked out; and some teaching materials (tacks, chalk, pencils) are available. The photocopier machine in the mailroom is for 10 or fewer copies. The GTF may request a copy code and an access code to the mailroom from the Department office. For class handouts, copy should be given to FSS who will send it to campus copy.

Some office supplies may be obtained from FSS and the Department Office. Supplies may also be ordered with approval from the Department.

Although most of the faculty support services are located in Lawrence Hall, there are some services available on the Northsite: Millrace II, hallway, contains a printer. To set up your computer to print to the Millrace II printer, or for any other computer-related problems/questions, contact Jeremy Smith <smithj@uoregon.edu>. Wilkinson House has a photocopier machine which is accessed using the same code as the mailroom machine. Two VCRs and monitors are available for use at all northsite buildings (except Wilkinson House). These are housed in 114 Millrace I and in NS C Metalsmithing Lounge. Reserve their use by putting your name, time, and room reserved for on the cart. Return as soon as you are finished with it.

Materials purchased for use in classes may be drawn from the Materials Issue Ticket (MIT) account. Purchase orders must be approved in advance by Department staff.

Access to classrooms and studios - The GTF needs to fill out a "Request for Keys" form, take to Art Department office for approval, then take the form to Facilities Support Services office. You will be given a key card to take to the UO Security office (on 15th St); pay the deposit (\$10 or \$20 depending on

key) and pick up key. This is usually a 2-day process. For classes - the Art office issues new codes each term for classrooms/buildings. These codes will be put into the GTF mailbox or emailed before the term starts. Check with the Art office if you don't get a code.

ABSENCES AND SICK LEAVE

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your direct supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. In addition to notifying your direct supervisor, you should also notify the Associate Director of Graduate Studies, Dr. Patricia Dewey Lambert (pdewey@uoregon.edu or 541-246-2050) in their capacity as unit-wide contact person. Do not cancel a class without permission from your direct supervisor. 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 GTF). If you are able, please attempt to reach your supervisor by both phone and email.

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 your supervisor 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 GTF and the department on any adjustment due to the GTF's absence.

COVERAGE FOR TEACHING GTFS USING SICK LEAVE. If the Graduate Program Director asks you to substitute for another GTF who is out sick you will earn hourly compensation of 1.5 times your current rate, unless your job description or workload allocation sets aside hours for substitution.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor 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 your supervisor about how to reach you (if possible).

SICK LEAVE. To record and report your sick leave, please respond promptly to emails sent by the Department of Art office on a monthly basis, asking you to report the number of sick leave days taken in the previous month.

MORE INFO. More information about GTF 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>