General Duties and Responsibilities for Economics

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.

About GTF Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GTFs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Teaching Fellows must pay a portion of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Teaching Fellows (including administrative, research and teaching GTFs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GTF appointment contract signed by each student who accepts a GTF appointment.

The individual who shall oversee the implementation of this GDRS is:
The Associate Head of the Economics Department in consultation with the Director of Ph.D. studies.

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2.0 AVAILABILITY OF GRADUATE TEACHING 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 and to provide assistance to faculty where needed.

This GTF employing unit:
- 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:

Spring Term

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

SUMMER TERM APPOINTMENTS

The availability of GTF appointments for the upcoming summer term is usually determined:

Winter and Spring term

In recent years, GTF assignments during the summer in this GTF employing unit have included:
- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Research Assistant

3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are those enrolled in the master’s or doctoral program in Economics.
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:
Enrollment in the master’s or doctoral program in Economics.

Students will be considered in the following order:
Preference is given to Economics Ph.D. students over Economics Master’s students.

The department's first funding priority in allocating its GTF base budget is to grant at least five awards to prospective first-year students in the Winter and the Spring when the inter-university competition for such students takes place. These awards will be based on the following criteria: the applicant's GPA, especially in upper division courses and in any previous graduate work; letters of recommendation; scores on the GRE; scores on the TOEFL and SPEAK test (for international applicants whose native language is not English); and other indicators of the potential effectiveness of the applicant in performing the duties of a GTF.

Remaining GTF assignments are allocated by the Department Head or Associate Head in consultation with the Graduate Admissions Committee on the basis of the following criteria: the committee's judgment of each student's relative potential as a graduate student and postgraduate scholar (as reflected by course grades, performance on the CORE exam, progress on the field paper, the dissertation proposal, the dissertation itself, and other relevant information such as published research), and its judgment of his or her effectiveness as a GTF.

For appointments with teaching responsibilities, GTF effectiveness will be evaluated on the basis of recommendations of previous faculty supervisors, teaching evaluations, ability to communicate in English as indicated, for example, by SPEAK test evaluations, and other relevant information. Beyond the first year, GTF effectiveness will be determined primarily by the ability to successfully teach independent courses. GTF instructors of independent courses must, the first time they teach an independent course, (a) have the course evaluated after four weeks, and (b) have the GTF instructional adviser "sit in" on one lecture during the first four weeks. The GTF instructor will then discuss with the GTF instructional adviser methods to improve the course. This monitoring procedure, which complements the standard course evaluations, may (at the discretion of the Associate Head or Head) also be required for experienced GTF instructors of independent courses who have received weak student evaluations.

For appointments without teaching responsibilities, GTF effectiveness will be evaluated on the basis of recommendations of previous supervisors, research experience, and other relevant information. Scholarly potential and GTF effectiveness will be given equal weight in these evaluations. There will be no priority given to those applicants who have not held a GTF position. Priority will be given to students who entered the program with funding for their first three years in the program.

If funds are insufficient, it may be necessary to make some or all of the GTF awards at a lower FTE than the standard. This will be done at the discretion of the Department Head or Associate Department Head in consultation with the Graduate Admissions Committee. However, the department will make every effort to maintain continuity in awards relative to initial levels for students who are making satisfactory progress.
progress in their first three years of the Ph.D. program. A lower FTE will imply a lower workload for the GTF.

Failure to pass the CORE examination on the first attempt (in early summer) establishes a lower priority for aid, but does not preclude a subsequent full or fractional award to students passing the exam on the second attempt in September, provided that sufficient funds are available.

If funds are available for fourth or fifth-year students, priority will be given to students who are making satisfactory progress toward their Ph.D. degree and who also are effective in performing the duties of a GTF.

In the event that all full-time Economics Ph.D. candidates in residence who are making adequate progress and who are qualified for the available positions are receiving full-time awards, competition for the remaining awards will be opened up to Master’s students in Economics.

Awards for Master’s students will be made in conjunction with the Master’s adviser, and will be based on academic progress and achievement in the Master’s program; academic promise as reflected in undergraduate GPA, letters of recommendation, and GRE scores; and on prospective GTF effectiveness.

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 7). In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

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:
Ph.D. applicants in Economics can indicate on their application if they wish to be considered for a GTF position. Continuing Ph.D. students will automatically be considered for GTF openings.

SUMMER TERM APPOINTMENTS

Generally, the application process for continuing students includes:
The Department communicates instructional needs to doctoral students in winter term. All students who respond and indicate an interest in summer GTF positions are considered for an appointment.

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):
The Department shall select candidates from the pool of Ph.D. Economics students who are not fully funded, and choose a candidate based on eligibility and selection criteria.

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 select candidates from the pool of Ph.D. Economics students who are not fully funded, and choose a candidate based on eligibility and selection criteria.

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
The Graduate Admissions Committee. In recent years, the committee has been three faculty members and a graduate student selected by the Economics Graduate Student Guild.

Also in accordance with the CBA:

• GTFs will be appointed year-to-year rather than term-to-term, whenever feasible.
• 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.

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 appointments with teaching responsibilities, GTF effectiveness will be evaluated on the basis of recommendations of previous faculty supervisors, teaching evaluations, ability to communicate in English as indicated, for example, by SPEAK test evaluations, and other relevant information. Beyond the first year, GTF effectiveness will be determined primarily by the ability to successfully teach independent courses.
Scholarly potential and GTF effectiveness will be given equal weight in these evaluations. There will be no priority given to those applicants who have not held a GTF position. Priority will be given to students who entered the program with funding for their first three years in the program.

For a Discussion Section Leader:
See Instructor of Record description.

For a Laboratory Section Leader:
See Instructor of Record description.

For a Teaching Assistant:
See Instructor of Record description.

For a Research Assistant:
For appointments without teaching responsibilities, GTF effectiveness will be evaluated on the basis of recommendations of previous supervisors, research experience, and other relevant information. Scholarly potential and GTF effectiveness will be given equal weight in these evaluations. There will be no priority given to those applicants who have not held a GTF position. Priority will be given to students who entered the program with funding for their first three years in the program.

For an Administrative GTF:
See Research Assistant description.

(C) All criteria specific to a particular GTF work assignment are specified in position announcements.

See the position announcements for details, but these may include:
Academic Performance
Teaching ability

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.

Performance of GTFs in this employing unit are evaluated at the end of every term.

Evaluations are performed by:
GTF Instructional Adviser, PhD Program Director, Associate Head

The criteria used for evaluation include:
GTF instructors of independent courses must, the first time they teach an independent course, (a) have the course evaluated after four weeks, and (b) have the GTF instructional adviser "sit in" on one lecture during the first four weeks. The GTF instructor will then discuss with the GTF instructional adviser
methods to improve the course. This monitoring procedure, which complements the standard course evaluations, may (at the discretion of the Associate Head or Head) also be required for experienced GTF instructors of independent courses who have received weak student evaluations.

All teaching GTFs are required to have courses and tutorial sections formally evaluated by students. Performance of GTFs will be judged by supervising staff members, or by the department chairman and the Graduate Awards Committee in the case of GTFs with independent responsibilities. At the beginning of each quarter each person to whom a GTF has been assigned will communicate to that GTF a statement of duties and responsibilities. A GTF may request a meeting and/or that the communication be in writing. Where a GTF’s performance seems inadequate, he or she should be notified by the supervising staff member as soon as possible and should be given a suitable opportunity for improvement.

5.0 WORKLOAD & WORK ASSIGNMENTS
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 Canvas, 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:
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

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
Instructor of Record:
The following illustrations of duties and responsibilities are based on an eleven week quarter during the academic year (including final exam week), a 0.49 FTE, and 215 hours of work in the quarter. In the past several years, the majority of hours for each quarter during the academic year have been devoted to instructional and related activities, and the remaining hours to student research and scholarly activities that complement the teaching mission (see the illustrations below). There is one exception that applies only to GTFs who are doctoral students making fully satisfactory progress toward their PhD degree. In recent years, GTFs who teach two independent courses during the academic year have not been assigned instructional duties during one of their three terms, and instead are required to spend this
term’s entire FTE pursuing research, related scholarly activities, and preparation for instructional assignments in subsequent quarters. They also must complete this work on-campus, meeting regularly with their supervisors. They may also be asked to assist the Department with special tasks as requested (i.e. proctoring exams when requested by other instructors). Furthermore, this exception may or may not continue in the future, as it is dependent on the Department’s budgetary situation and instructional needs.

In-class contact hours .................................................. Hrs per term: 40
Conduct: lectures, lead review sessions

Preparation hours .................................................. Hrs per term: 75
Prepare: Lectures
Adapt or develop syllabus & course materials
Construct examinations and quizzes

Contact hours outside the classroom ......................... Hrs per term: 25
Office hours

Performance evaluation .................................................. Hrs per term: 40
Reading & grading: papers, exams, quizzes
Maintain & submit grading records in compliance with departments and University regulations

Other miscellaneous instructional responsibilities .................. Hrs per term: 5

Student Research Responsibilities ................................. Hrs per term: 30
Research and related scholarly activities

Summer Session Instructor-Full Course Responsibility (Illustration)
During the summer, GTF appointments are made strictly for instruction, analogous to summer appointments for faculty. The majority of summer classes are taught in four-week sessions, and the remainder in eight week sessions, and there is no final exam week, compressing the summer term. The workload for a full course responsibility for four credit courses would thus be 0.37 FTE for summer term.

In-class contact hours .................................................. Hrs per term: 36
Conduct: lectures, lead review sessions

Preparation hours .................................................. Hrs per term: 70
Prepare: lectures
Develop syllabus & course materials
Construct examinations and quizzes

Contact hours outside the classroom ......................... Hrs per term: 20
Office hours

Performance evaluation .................................................. Hrs per term: 30
Reading & grading: papers, exams, quizzes
Maintain & submit grading records in compliance with departments and University regulations
Other miscellaneous instructional responsibilities .................................. Hrs per term: 5

Discussion Section Leader:
In-class contact hours ................................................................. Hrs per term: 70
Conduct: discussion or laboratory sections
Attend lectures

Preparation hours ................................................................. Hrs per term: 40
Prepare: discussion or laboratory sections
Construct examinations and quizzes

Contact hours outside the classroom ........................................... Hrs per term: 25
Office hours

Performance evaluations .......................................................... Hrs per term: 45
Reading and grading: papers, exams, quizzes
Maintain and submit grading records in compliance with the departments and the University regulations

Other miscellaneous instructional responsibilities ......................... Hrs per term: 5

Student research responsibilities ........................................... Hrs per term: 30
Research and related scholarly activities

Laboratory Section Leader:
See above duties for discussion leader.

Teaching Assistant:
In-class contact hours ................................................................. Hrs per term: 30
Conduct: teach in instructor’s absence
Attend lectures
Assist with lecture demonstrations

Preparation hours ................................................................. Hrs per term: 10
Construct examinations and quizzes

Contact hour outside the classroom ........................................... Hrs per term: 20
Office hours

Performance evaluations .......................................................... Hrs per term: 120
Reading & Grading: papers, exams, quizzes
Maintain and assist faculty member in submitting grading records

Other work responsibilities .................................................. Hrs per term: 5
Miscellaneous activities

Student research responsibilities ........................................... Hrs per term: 30
Research and related scholarly activities
Grader:
See above duties for teaching assistant.

Research Assistant:
Assist faculty member in conducting research ........................................... Hrs per term: 185

Student research responsibilities ......................................................... Hrs per term: 30
Research and related scholarly activities

Administrative GTF:
Peer Adviser Coordinator
Assist faculty member in directing undergraduate peer advising ........... Hrs per term: 185

Student research responsibilities ......................................................... Hrs per term: 30
Research and related scholarly activities

6.0 HEALTH AND SAFETY INFORMATION

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

All University of Oregon employees, including 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 Safety Incident or Accident Report (SIAR) 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 or 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 ORM 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/policy/by/1/08-health-and-safety/safety. The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, http://ehs.uoregon.edu/ Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

Reporting Safety Hazards:
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Office Manager 346-1729

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: Please refer to the evacuation plans posted closest to your nearest exit. First aid supplies are available in the supply closet of PLC 435.

7.0 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. 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: [http://economics.uoregon.edu/graduate-studies/phd-program/phd-requirements/](http://economics.uoregon.edu/graduate-studies/phd-program/phd-requirements/)

Criteria Used to Assess Satisfactory Progress

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

**Coursework:**
- Complete the Ph.D. Core program in the first year, and complete the field and breadth requirements in the second and third years. In particular, the field paper must be completed by winter term of the third year.

**Grades:**
- Maintain a [cumulative] GPA of 3.0 or better. The GPA will be computed for coursework meeting the requirements of the graduate degree.
- At any one time, a student shall have no more than one incomplete. All incompletes shall be completed within one year.
- All Economics courses taken in satisfaction of the Ph.D. requirements must be taken on a graded basis (excludes Econ 601, 602, 603, 605, 609).
- Complete the first-year Ph.D. Econometrics sequence with a 3.00 or better GPA, or pass the competency examination in econometrics administered the Thursday prior to the first week of fall classes.

**Examinations:**
Must pass the qualifying examinations in Micro- and Macroeconomic Theory offered in early summer at the end of the first year (students failing the first examination may be permitted by the examining committee to take a second examination in early September of the same year).

**Research:**
- The dissertation prospectus is normally expected to be accepted by the end of the fourth year, and the student advanced to candidacy.
- The dissertation is normally expected to be completed by the end of the fifth year.

**Language Requirements:**
N/A

**Teaching Requirement:**
N/A

**Skill/Practicum/Internship Requirement:**
N/A
Advancement to Candidacy:
The dissertation prospectus is normally expected to be accepted by the end of the fourth year, and the student advanced to candidacy.
The dissertation is normally expected to be completed by the end of the fifth year.

Other:
Ability to complete the graduate degree satisfactorily: Utilizing the above objective criteria, a subjective evaluation of the student’s ability to complete the graduate degree will be made. Assessments will be made of the student’s motivation and resourcefulness; commitment and devotion to scholarly projects; independent, creative, and original thinking.

Economics Ph.D. students who hold a GTF position must normally relinquish the GTF position if they withdraw from the Economics Ph.D. program. Similarly, Economics Master’s students who hold a GTF position must normally relinquish the position if they withdraw from the Economics Master’s program.

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

Process for evaluating satisfactory progress toward the Ph.D. degree:
The Ph.D. Program Director will evaluate satisfactory progress toward the Ph.D. degree. Utilizing the above objective criteria, a subjective evaluation of the student’s ability to complete the graduate degree will be made. Assessments will be made of the student’s motivation and resourcefulness; commitment and devotion to scholarly projects; independent, creative, and original thinking.

For criteria used in assessing satisfactory progress toward the Master’s degree in the Department of Economics, see the online document at http://economics.uoregon.edu/graduate-studies/masters-program/masters-program-requirements/

8.0 DISCIPLINE, DISCHARGE, DISCRIMINATION GRIEVANCE PROCEDURES

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.

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/booklet.html

9.0 WORK ENVIRONMENT
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) is located in the GDRS and is also sent to each GTF Fall term with registration information.

Workspace:
GTFs are assigned office spaces with working locks on doors, properly and securely installed partitions and shelving, and safe and appropriate furnishings.

Private Meeting Space:
Please consult the department manager if you have problems with your door locks or office furnishings, etc. Please contact the economics department staff to schedule private meeting space outside of your assigned office.

**Access to Telephones and Computers:**
GTF offices are equipped with a phone and desktop computer or you may use the computers in the Tattersal Economics Research Facility (TERF) room (PLC 416).

**Access to Office Supplies, Photocopies and Printouts**
A photocopy machine is located in PLC 432. This machine is not to be used for personal, classwork, or research projects. You may use this machine if you are teaching a course and have copies to make. All extremely large or complicated printing needs can be sent to University Printing for duplication, forms are available in PLC 435. Office supplies are available in PLC 435.

**GTF Assistance**
In Economics, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.

**10.0 ABSENCES**

**Notification**
If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the Graduate Coordinator 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 the class without permission from the Department Head. 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 the Graduate Coordinator by phone, (541)-346-1261 and email, shines@uoregon.edu.

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 you and the department on any adjustment due to your absence.

**Coverage for Teaching GTF’s**
If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform the Graduate Coordinator so he/she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

**Make-Up Work**
Generally, for duties missed not related to a class meeting, please check in with the Associate Department Head 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 Graduate Coordinator how to reach you (if possible).

**More Information**
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](http://hr.uoregon.edu/er/labor-agreements)