General Duties and Responsibilities for the Department of Geological Sciences

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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: Geological Sciences Department Head, Rebecca J. Dorsey.

DATE OF THIS GDRS REVISION: 5/16/2016
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:

101 Earth’s Dynamic Interior
102 Environmental Geology and Landform Development
103 The Evolving Earth
201 Earth’s Interior Heat and Dynamics
202 Earth Surface and Environmental Geology
203 Evolution of the Earth
213 Geology of National Parks
304 The Fossil Record
305 Dinosaurs
306 Volcanoes and Earthquakes
307 Oceanography
308 Geology of Oregon and the Pacific Northwest
310 Earth Resources and the Environment
311 Earth Materials
314 Principles of Paleontology
315 Earth Physics
316 Introduction to Hydrogeology
318 Introduction to Field Methods
331 Mineralogy
332 Introduction to Petrology
334 Sedimentology and Stratigraphy
350 Structural Geology
351 Structural Geology Problems
352 Structural Geology Laboratory and Field
353 Geologic Hazards
363 MATLAB for Earth Scientists
406 Field Geology Offered summer session only; meets in the field for six weeks (3 set of 2 week sessions)
410 Experimental Course: [Various Topics]
414 Igneous and Metamorphic Petrology
416 Sedimentary Petrology
418 Earth and Environmental Data Analysis
420 Geocommunication
425 Geology of Ore Deposits
433 Paleobotany
434 Vertebrate Paleontology
435 Paleopedology
438 Geobiology
440 Sedimentary Basin Analysis
441 Hillslope Geomorphology
451 Hydrogeology
452 Neotectonics and Quaternary Geology
453 Tectonics
455 Mechanical Earth
462 Environmental Geomechanics
463 Computational Earth Science
466 Geodynamics
467 Fault Mechanics
468 Introduction to Seismology
471 Thermodynamic Geochemistry
472 Aqueous-Mineral-Gas Equilibria
473 Isotope Geochemistry
474 General and Environmental Geochemistry

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:
Just prior to the graduate admissions deadline.

In recent years, GTF assignments during the academic year in this GTF employing unit have included:
• Instructor of Record
• Laboratory Section Leader
• Teaching Assistant
• Research Assistant

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:
In April

In recent years, GTF assignments during the summer in this GTF employing unit have included:
• Teaching Assistant
• Research Assistant

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are those enrolled in a graduate degree program in the department who will be in residence at the UO during their appointment.

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:

Candidates for GTF position are expected to have some prior experience or exposure to the topics in the course, and have an appropriate skill set (i.e. laboratory, field, or mathematical abilities) to teach the material and evaluate student performance.

Students will be considered in the following order:
Graduate students in Geological Sciences (all incoming students will be considered for GTF appointments in the Department of Geological Sciences; all students currently holding GTF appointments in the department will be considered for reappointment unless restrictions on reappointment apply; all students currently enrolled who do not have GTF appointments are considered for appointment).
In the event that no graduate students within the department are qualified for a particular GTF position, the position may be filled by selection of a graduate student from some other science department. Eligible students from outside of the department must (1) be involved in research with members of the geological sciences faculty and (2) meet equivalent standards for scholarship, academic promise, and satisfactory progress toward a degree that are required of graduate students within the Department of Geological Sciences.

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

Students are generally supported for 2 years as Master's and 4 years as PhD.

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: Yes

4.0 APPLICATION PROCESS

The selection procedures differ for teaching assistants and research assistants, and are described below.

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:

Teaching Assistants: Review and Selection

Review process

--Incoming students who will not receive financial support as research assistants are automatically considered for teaching assistant positions. The student's transcripts, Graduate Record Examination scores, and letters of recommendation for application to the graduate program will be reviewed in the selection.

--Students currently enrolled who have not held a previous GTF appointment may supplement their files periodically with letters of recommendation or other materials pertinent to the selection criteria (see Section 4.2).

Selection Process

The Department of Geological Sciences Admissions and Awards Committee is charged with responsibility for maintaining high admissions standards for entering graduate students, and for making recommendations for the award of teaching assistantships. The committee consists of three faculty members who meet as needed to review admissions applications and applications for annual departmental awards, and to select graduate students to receive teaching assistantship appointments. The selection process begins in January of each year for the following school year. The committee
develops a ranked list of all students eligible at that time for TA appointments, including qualified applicants for admission to the department. The ranking of eligible candidates and the selection of persons for teaching assistantships are made primarily on the basis of scholarship and academic promise. The following criteria have been developed by the department to guide the Graduate Admissions and Awards Committee in making recommendation for appointment and reappointment of teaching assistants.

--Scholarship and academic promise are judged on the basis of each student's academic course record, letters of recommendation from faculty who know the student well, and performance on the Graduate Record Examination General Test.

--Criteria for appointment are the same for all students, incoming and currently enrolled. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee will give substantial consideration to the other appointment or reappointment criteria.

--Award recipients are notified in writing as soon as a final decision is made. Persons not chosen the first round of selection remain candidates should vacancies occur through declination of offers or resignations.

--The Associate Head coordinates the assignments of GTFs to classes. If we need more than previously awarded the Associate Head solicits applicants.

Research Assistants: Application and Selection

Application Process

Faculty members who have grant money for the award of a research assistantship may solicit applications from interested incoming or currently enrolled graduate students. The students must, of course, meet all requirements for eligibility in the graduate program.

Selection Process

The individual faculty member selects the student who is best qualified to fill the research assistant position. Criteria for selection typically include the following: academic performance, specific research skills, and interest in the research problem.

Reappointment

Criteria for reappointment are detailed in Section 6. Graduate Teaching Fellows who meet the criteria below are eligible for reappointment as teaching assistants or research assistants, in competition with all other entering and currently enrolled graduate students who are applying for assistance.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:
Regarding TA/RA positions, an email is sent out to the faculty asking which students they will or will not support for the coming Academic Year. The faculty members have already talked with their students, so they know whether they will be a TA or a RA. Those who are not supported with an RA position are then
put in TA positions by our Associate Head. Then an email with the list of proposed GTFs is sent to all faculty and students. There are a few revisions, then a final list is sent out. This is done in June of each year to meet the Fall appointment deadline set by the Graduate School. There are quarterly adjustments, and these are handled about 6 weeks prior to the upcoming term.

SUMMER TERM APPOINTMENTS

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

Generally, the application process for incoming students includes:
Our only summer term GTFs are for Field Camp. Because new students arrive in September, Field Camp GTFs are selected from existing students based on desire to do it and field capabilities.

Generally, the application process for continuing students includes:
A request for students interested in being a TA for Field Camp is sent out, and they respond to the request.
Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.
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:
Via email.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee, the Department of Geological Sciences Admissions and Awards Committee.

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.

Reappointment Criteria and Information
Reappointment criteria also includes the satisfactory performance of duties.

The reappointment of all Graduate Teaching Fellows is subject to the availability of funds. In the event that funding for a Graduate Teaching Fellow position is exhausted or terminated, the Graduate Teaching Fellow becomes eligible for reappointment as a TA or RA in competition with other entering and currently enrolled graduate students.

Reappointment Limits:

-- Time limits: MS candidates who meet the criteria above may be reappointed as teaching assistants up to a total of two years at 0.49 FTE; Ph.D. candidates who meet the criteria above may be reappointed as teaching assistants up to a total of four years at 0.49 FTE to include any previous support as a MS candidate.

-- A student whose GTF appointment has been terminated, pursuant to Article 16 of the GTFF Collective Bargaining Agreement, may be considered for future appointments. Each case would be considered on its individual merit by the Admissions and Awards Committee and the full faculty, if appropriate.

(B) Assignment Type-Related Criteria
For an Instructor of Record (full course responsibility):
Prior experience as GTF for the course and familiarity with material.

For a Laboratory Section Leader:
Graduate Teaching Fellows appointed as teaching assistants are expected to demonstrate standards of instruction appropriate to a major university. Evaluation of teaching performance may be made by the departmental Graduate Teaching Fellows supervisor and the faculty member who shares responsibility for the course(s) taught by the teaching assistant. This is generally done on an informal basis. A GTF may request a formal evaluation by his or her supervisors or students during any term. Evaluation may include, but not be limited to, the following criteria: attendance at assigned duties, maintenance of appropriate standards of
student performance, maintenance of appropriate conduct in teacher-student interactions, fair evaluation and grading of student performance, and satisfactory evaluation by students. Deficiencies in any area will be brought to the attention of the GTF, with recommendations to improve performance.

For a Teaching Assistant:

Graduate Teaching Fellows appointed as teaching assistants are expected to demonstrate standards of instruction appropriate to a major university. Evaluation of teaching performance may be made by the departmental Graduate Teaching Fellows supervisor and the faculty member who shares responsibility for the course(s) taught by the teaching assistant. This is generally done on an informal basis. A GTF may request a formal evaluation by his or her supervisors or students during any term. Evaluation may include, but not be limited to, the following criteria: attendance at assigned duties, maintenance of appropriate standards of student performance, maintenance of appropriate conduct in teacher-student interactions, fair evaluation and grading of student performance, and satisfactory evaluation by students. Deficiencies in any area will be brought to the attention of the GTF, with recommendations to improve performance.

For a Research Assistant:

Graduate Teaching Fellows appointed as research assistants are expected to demonstrate standards of research appropriate to the goals of the investigation. Evaluation of research performance will be made by the principal investigator of the supporting research project.

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:
At the end of every term

Evaluations are performed by:
Instructor of record.

The criteria used for evaluation include:
See above.

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:

0.49 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
Instructor of Record:

Discussion Section Leader:
Conducting discussion sections. Teaching assistants conduct discussions under the close supervision and co-operation of the faculty member who has responsibility for the course. Full-time (0.49 FTE) teaching assistants are normally assigned to conduct four to five one-hour discussion sections in a given term. Per term course load distribution is approximately:

1. In-class contact hours 50 hours
   --Conduct discussion sections (4-5 per week)

2. Preparation hours 30 hours
   --Prepare discussion exercises
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>3</td>
<td>Contact hours outside the classroom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Office hours (typically two hrs/wk)</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>-- Counseling, tutoring and special consultations</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Performance evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Reading and grading of discussion reports</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>-- Assistance in grading exams for the lecture phase of the course.</td>
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</tr>
<tr>
<td>5</td>
<td>Other responsibilities</td>
<td></td>
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<tr>
<td></td>
<td>-- Attend meetings with faculty supervisor and other GTFs to plan discussion sections</td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>Sick leave substitution hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Perform responsibilities of another GTF who has reported sick.</td>
<td>5</td>
</tr>
</tbody>
</table>

Total 155 hours

All GTFs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.

**Laboratory Section Leader:**

Teaching introductory general geology (i.e. GEOL 101, 102, 103) laboratory sections. The labs are under the supervision of a faculty member, but teaching assistants have full responsibility for instruction. A full-time (0.49 FTE) teaching assistant normally teaches at least three one-hour laboratory sections per term. The distribution of workload hours in an average term is approximately as follows:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In-class contact hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Conduct laboratory sections</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>Preparation hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Prepare laboratory exercises</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>-- Adapt or develop syllabus and laboratory material</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Prepare examinations and quizzes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Contact hours outside the classroom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Office hours (typically two hours/week)</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>-- Counseling, tutoring and special consultations</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Performance evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Reading and grading of lab reports, quizzes and exams</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>-- Maintain and submit grading records in</td>
<td></td>
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</tbody>
</table>
compliance with departmental and university regulations.

5 Other responsibilities 10 hours
   -- Administer student course evaluations
   -- Attend meetings with faculty supervisor

6 Sick leave substitution hours 5 hours
   -- Perform responsibilities of another GTF who has reported sick.

Total 155 hours

All GTFs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.

Teaching Assistant:
Work Assignments and Normative Workloads

GTFs are appointed in the Department of Geological Sciences at the following full time equivalent levels (FTE) and corresponding total workloads (assuming there are 11 weeks to a term). (Article 21)

-- 0.20 FTE appointments require up to 88 hours per term, or 264 hours per academic year.
-- 0.30 FTE appointments require up to 131 hours per term, or 393 hours per academic year.
-- 0.40 FTE appointments require up to 175 hours per term, or 525 hours per academic year.
-- 0.49 FTE appointments require up to 215 hours per term, or 645 hours per academic year.

For the purpose of setting the total workload (and thus FTE) for each GTF position, the Department of Geological Sciences has considered what constitutes a workload sufficient to perform the work assignment satisfactorily.

The GTF workloads indicated above are considered to be average loads. The distribution of time actually spent in different duties related to the basic teaching assignment may vary from week to week or term to term in a given academic year. Also, a teaching assistant may have assigned duties that fall under more than one of the categories. For example, a teaching assistant in the department may teach a general geology laboratory and also handle a discussion section or sections or assist in grading in some other course. In any case the total hours spent in service to the department will not exceed the figures given above.

Instruction and assistance in upper division and graduate-level laboratory classes. Teaching assistants in most of these classes do only a minor amount of direct instruction (lecturing) but they assist in preparing the laboratory (making up specimen sets, etc.), supervise and assist students during the assigned lab period, grade laboratory exercises, and consult with students.
outside the laboratory during office hours. Full time teaching assistants are normally assigned to supervise two laboratory sessions per week with the following distribution of work hours per term:

1. In-class contact hours
   --Conduct laboratory sections 60 hours

2. Preparation hours
   --Prepare laboratory exercises 25 hours
   --Adapt or develop syllabus and laboratory material
   --Prepare examinations and quizzes

3. Contact hours outside the classroom
   --Office hours (typically two hours/wk) 25 hours
   --Counseling, tutoring and special consultations

4. Performance evaluation
   --Reading and grading of lab reports, quizzes and exams of undergraduate students 30 hours
   --Maintain and submit grading records in compliance with departmental and university regulations.

5. Other responsibilities
   --Administer student course evaluations 10 hours
   --Attend meetings with faculty supervisor

6. Sick leave substitution hours
   --Perform responsibilities of another GTF who has reported sick 5 hours

   **Total 155 hours**

Summer Field Camp Graduate Teaching Fellows.

The summer field camp is 3 sections of two-week upper division, undergraduate course taught during the summer. It is taught in different locations in Oregon, Idaho, and Montana. GTFs assisting with this course are required to travel with the instructors and students. The Department of Geological Sciences requests special permission from the Graduate School to pay the GTF full time (1.0 FTE) for each two-week period in order to perform the work assignment satisfactorily. The total hours are calculated by multiplying the maximum number of allowable hours for a 0.49 GTF (215 for a ten-week term) by two, then dividing by two weeks. The nature of the assignment dictates that the GTF be ‘on call’ 24 hours a day during the field camp. However, the hours below fairly represent the actual hours spent in formal contact.

1. In-field contact hours
   --Conduct discussion sections 180 hours

2. Preparation hours
   24 hours
---Prepare field exercises

<table>
<thead>
<tr>
<th>3</th>
<th>Performance evaluation</th>
<th>40 hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>--Reading and grading of exercises</td>
<td></td>
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<tr>
<td></td>
<td>--Assistance in grading exams for the lecture phase of the course</td>
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<tr>
<th>4</th>
<th>Other responsibilities</th>
<th>18 hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>--Attend meeting with field camp team planning purposes</td>
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</tbody>
</table>

Total 262 hours

Teaching introductory general geology courses – Summer Session.

The FTE for GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

For four- or eight-week courses during summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

- 3 credit classes – minimum 0.30 FTE appointment
- 4 or 5 credit classes – minimum 0.37 FTE appointment

<table>
<thead>
<tr>
<th>1</th>
<th>In-class contact hours</th>
<th>32 hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>--Conduct laboratory sections</td>
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</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Preparation hours</th>
<th>30 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--Prepare laboratory exercises</td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Adapt or develop syllabus and laboratory material</td>
<td></td>
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<table>
<thead>
<tr>
<th>3</th>
<th>Contact hours outside the classroom</th>
<th>20 hours</th>
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<tbody>
<tr>
<td></td>
<td>--Office Hours (typically three hours/week)</td>
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<tr>
<td></td>
<td>--Counseling, tutoring and special consultations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Field trips</td>
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<tr>
<th>4</th>
<th>Performance evaluation</th>
<th>25 hours</th>
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<tbody>
<tr>
<td></td>
<td>--Reading and grading of lab reports, quizzes and exams</td>
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<tr>
<td></td>
<td>--Maintain and submit grading records in compliance with departmental and university regulations.</td>
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</tr>
</tbody>
</table>

| 5  | Sick leave substitution hours | 5 hours |

13
Perform responsibilities of another GTF who has reported sick.

Total 112 hours

Clarification of Teaching Duties

Preparation time. Preparation time will vary with the type of assignment as noted above. GTFs are expected to prepare class handouts and laboratory handouts as needed, organize sets of laboratory specimens, and maintain departmental teaching materials and equipment in useable condition. In some instances GTFs are also required to attend course lectures and weekly TA meetings as additional preparation to teach laboratories or lead discussions.

Outside contact with students. GTFs are required to hold office hours to assist students in their courses. Office hours may be scheduled on a regular basis (once or twice a week) and/or by appointment. The number of office hours held will vary with the type of course. As a general guideline, the department recommends two office hours per week for every four in-class hours per week. GTFs should report their office hours to their supervising faculty member and to the departmental receptionist who maintains a list of GTF offices and office hours for student access.

Other responsibilities. These duties may include projecting films and slides for faculty, proctoring examinations, assisting with field trips, and occasional lecturing to classes when the professor responsible for a class is absent from campus. The nature and extent of these duties may vary from term to term and with the individual teaching assistant. The average time spent by teaching assistants in these types of duties is about 10 hours per term.

Sick leave substitution hours. Sick leave substitution hours are built into your FTE (see Section 16, Absences). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution.

All GTFs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.

Research Assistant:

The duties of research assistants are set by the individual faculty member who pays the research assistant's salary from grant funds. Such duties may include, but are not limited to: operating scientific research equipment; developing and/or operating data analysis software; collecting data in the field; and writing and editing portions of scholarly papers. The supervising faculty member will provide the research assistant with a written or oral statement of duties during the first week of the term in which the RA is appointed. One 'contact' hour in the laboratory performing duties mutually agreed upon by the research assistant and the faculty member is considered to be one hour of work under the GTFF contact.

All GTFs are expected to perform their duties in a manner consistent with ethical and legal standards for the academic profession.
8.0 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: Sandy Thoms, Business Manager, 541-346-4691

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:

Copies of emergency procedures are located in the departmental office, 100 Cascade. The person responsible for maintaining them is the office manager, Sandy Thoms.

Evacuation plans are located in the departmental office, 100 Cascade. The person responsible for maintaining them is the office manager, Sandy Thoms.

First aid supplies for the department are located in the departmental office, 100 Cascade. The person responsible for maintaining them is Sandy Thoms.

Use of Personal Protective Equipment:

Use of Personal Protective Equipment. In the Department of Geological Sciences, individual faculty members supervise their own research and teaching labs. Those faculty members provide training to their students as needed. Required protective equipment is provided for the students by the researcher.

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.

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.

**Satisfactory Progress toward the Graduate Degree**

All graduate students are expected to make satisfactory progress each term towards the completion of their degrees. Students must meet this standard to be eligible for departmental support in the form of either a teaching or research GTF position. The guidance or thesis/dissertation committee evaluates each student's progress at least once a year (typically in the spring).

The criteria used to assess satisfactory progress toward a graduate degree in Geology, along with the process by which satisfactory progress is assessed, can be found online:

http://geology.uoregon.edu/graduate-program/

**Failure to make satisfactory progress toward the graduate degree**

If it is decided that a student’s academic progress is unsatisfactory, the faculty committee will issue a warning to the student, outline a specific set of expectations for the future, and create a plan for the student to follow that will remedy the situation. In rare circumstances, the committee may rescind the offer for future GTF support. Any assessment or conditions that arise from the committee meeting will be presented to the student in writing and included in the student’s academic file.

**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.

--Article 16 states: "No GTF shall be disciplined or discharged except for just and sufficient cause. Disciplinary sanctions shall be imposed in accordance with the principles of progressive discipline where the application of such principles is appropriate."

--Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree. The Department of Geological Sciences adheres to the policies and procedures described in Article 16 of the Collective Bargaining Agreement.

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:
See Departments Guide to Graduate Study.

**Workspace:**
Graduate Teaching Fellows in Geological Sciences will be assigned shared, lockable office space in Cascade Hall, Cascade Annex, or Volcanology. GTF offices contain one or more desks for GTF use. In offices that include shelving and partitions, the shelving and partitions will be properly and securely installed; furnishings in GTF offices will be appropriate and safe. GTFs may use their offices for private discussions with students or faculty. Easy and reasonable access to telephones will be provided either in labs or in the main office to carry out GTF work assignments. In Geological Sciences, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.

**Private Meeting Space:**
See "Workspace" above

**Access to Telephones and Computers:**
See "Workspace" above.

**Access to Office Supplies, Photocopies and Printouts**
See Departments Guide to Graduate Study.

**GTF Assistance**
NA

### 13.0 ABSENCES

**NOTIFICATION.** If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor 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 instructor. 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 instructor 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 the instructor 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.** Sick leave substitution hours are built into your FTE (see Section 7, Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify both the Department Business Manager (Sandy Thoms) and the Associate Department Head (Josh Roering) if you believe you will likely exceed the hours allocated in Section 7.

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

**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