General Duties and Responsibilities for History Dept/275 McKenzie Hall/CAS

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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.

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 $61 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 Julie Hessler.

DATE OF THIS GDRS REVISION: MAY 20, 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.

In recent years GTF/RA positions have been offered by the Department for leading discussions in courses such as HIST 101-102-103, 104-105-106, 190-191-192, 201-202-203, 250-251-252, as well as grading in HIST 240, 241, 301-302-303, 308, 309 and 380-381-382. Specific courses vary with curricula changes each year.

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 each 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)
- Teaching Assistant
- Grader
- 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 Winter term.

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

- Instructor of Record

3.0 ELIGIBILITY REQUIREMENTS

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

All MA and PhD students who are admitted to the History Department graduate program.

Graduate students enrolled at the U of O in other departments, but who have specific experience/credentials necessary to perform the work assignment.

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:

Background in history at either the undergraduate or graduate level or knowledge of a particular area of the world or subfield of history (e.g., environmental history, classical antiquity, women's history).

Students will be considered in the following order:
Preference is given to History Department graduate students.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
2 years for master’s students, and 4 years for Ph.D. students, 5 years for students admitted to BA-Ph.D. track.

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

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: No

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

Graduate student applicants for admission may apply for GTF positions as part of their application process, obtaining information about such employment from the History Department website at http://history.uoregon.edu/ and the GTF application form via a link to the Graduate School website, https://gradweb.uoregon.edu/main/main1.asp

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

Announcements for any GTF positions available to non-History Department graduate students during the upcoming academic year will be made by posting a brief description of each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1).

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:

Summer term appointments are available only to students who are advanced to candidacy.
Generally, the application process for continuing students includes:

Eligible students submit course proposals to the faculty member in charge of summer session.

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):

Department will notify eligible students in the department by email. If no eligible student within the department is available, information will be posted with the Graduate School.

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:

Department will notify eligible students in the department by email. If no eligible student within the department is available, information will be posted with the Graduate School.

5.0 APPOINTMENT AND REAPPOINTMENT

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

Director of Graduate Studies and three other History Department faculty members.

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.

(B) Assignment Type-Related Criteria:
For an Instructor of Record (full course responsibility):
Eligibility is limited to advanced PhD students in a relevant field of History, with significant prior experience as a discussion section leader. Criteria for selection include field knowledge as demonstrated by advancement to candidacy, teaching experience, and the strength of course design.

For a Discussion Section Leader:
Field knowledge and interest, as evidenced by graduate enrollment in History or a related subject (such as Asian Studies, Russian, East European, and Eurasian Studies, or Environmental Studies), or as evidenced by a prior MA in History.

For a Teaching Assistant:
For a Teaching Assistant position centered on helping with the adaptation of a course to an on-line format, computer skills and field knowledge in History.

For a Grader:
Field knowledge and interest, as evidenced by graduate enrollment in History or a related subject (such as Asian Studies, Russian, East European, and Eurasian Studies, or Environmental Studies), or as evidenced by a prior MA in History.

For a Research Assistant:
Specialized knowledge of the specific historical subfield and/or research language in question; organizational skills; strong command of scholarly research and writing.

(C) Position Announcements:
All criteria unique 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:
Specific criteria relating to the specific GTF work assignment will be recommended by the Director of Graduate Studies based primarily on the following criteria:
(1) ability and interest of GTF/RA;
(2) departmental pedagogical goals;
(3) likelihood of a positive working arrangement between GTF/RA and faculty member with whom she or he will work.
The Director of Graduate Studies schedules assignments and will make all reasonable efforts to consider requests and suggestions from GTFs/RAs and faculty.

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, the 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
- 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:

Director of Graduate Studies and supervising instructor of record.

The criteria used for evaluation include:

Attendance at all lectures and sections, and in posted office hours, except in case of sickness or otherwise excused by instructor of record. Timely completion of grading and other assigned tasks. Satisfactory end-of-term student and supervisor evaluations.

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 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:

- .40 FTE (Up to 175 hours per term or up to 525 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**

**Instructor of Record:**
N.B. GTF Instructors of Record in Fall-Winter-Spring Quarters hold .49 FTE appointments.

<table>
<thead>
<tr>
<th>DUTIES</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class contact hours (teaching and administering examinations)</td>
<td>32</td>
</tr>
<tr>
<td>Preparation (of syllabus, class sessions, exams, and other assignments)</td>
<td>120</td>
</tr>
<tr>
<td>Holding office hours</td>
<td>20</td>
</tr>
<tr>
<td>Grading and providing written evaluation of student performance</td>
<td>40</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td>215</td>
</tr>
</tbody>
</table>

For Summer Session courses in which GTFs are Instructors of Record:

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 .30 FTE appointment
- 4 or 5 credit classes – minimum .37 FTE appointment

**Discussion Section Leader:**
N.B. GTFs in courses with discussion sections teach two one-hour sections each week with a maximum of 25 students per section. They grade the work of students in their sections.

- Preparation time and administrative assistance to faculty member.  
  (This will normally include reading course assignments, preparing for discussion and review sessions, preparing materials for class distribution, tabulating and recording grades, etc.)  
  20 hours
- Attendance in class and administering exams  
  32 hours
Grading and providing written evaluation of student performance 70 hours
Conducting discussion and review sessions 20 hours
Holding office hours (minimum) 30 hours
Miscellaneous 3 hours
Total hours 175 hours

Teaching Assistant:
The History Department rarely makes GTF appointments as Teaching Assistants. The Department of History makes appointments of Teaching Assistantships on a basis similar to that of Graduate Teaching Fellowships. Teaching Assistants (TAs) are appointed at .20 FTE with an expectation of 88 hours of work per term in Fall, Winter, Spring, or Summer; at .40 FTE with an expectation of 175 hours of work per term in Fall, Winter, or Spring; at .49 FTE with an expectation of 215 hours of work per term in Fall, Winter, or Spring. A TA works under the supervision of a History department faculty member to be named in the TA’s appointment contract. The duties of a TA may include assistance with adaptation of a course to an on-line format; assistance with the preparation of instructional materials; or other appropriate tasks connected with teaching.

<table>
<thead>
<tr>
<th>Total hours (.20 FTE)</th>
<th>88 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours (.40 FTE)</td>
<td>175 hours</td>
</tr>
<tr>
<td>Total hours (.49 FTE)</td>
<td>215 hours</td>
</tr>
</tbody>
</table>

Grader:
N.B. in the History Department, this refers to GTF assignments in courses without discussion sections. These are .40 FTE assignments. GTFs in these courses are responsible for grading assignments for a maximum of 85 undergraduate students.

<table>
<thead>
<tr>
<th>Preparation time and administrative assistance to faculty member. (This will normally include reading course assignments, preparing for discussion and review sessions, preparing materials for class distribution, tabulating and recording grades, etc.)</th>
<th>20 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance in class and administering exams</td>
<td>32 hours</td>
</tr>
<tr>
<td>Grading and providing written evaluation of student performance</td>
<td>100 hours</td>
</tr>
<tr>
<td>Holding office hours (minimum)</td>
<td>20 hours</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total hours</td>
<td>175 hours</td>
</tr>
</tbody>
</table>

Research Assistant:
The History Department rarely makes GTF appointments as Research Assistants. The Department of History makes appointments of Research Assistantships on a basis similar to that of Graduate Teaching Fellowships. Research Assistants (RAs) are appointed at .20 FTE with an expectation of 88 hours of work per term in Fall, Winter, Spring, or Summer; at .40 FTE with an expectation of 175 hours of work per term in Fall, Winter, or Spring; at .49 FTE with an expectation of 215 hours of work per term in Fall, Winter, or Spring. An RA works under the
supervision of a History department faculty member to be named in the RA’s appointment contract. The duties of an RA may include assistance with primary or secondary source historical research; assistance with the editing and preparation of manuscripts; or other appropriate tasks connected with historical research.

| Total hours (.20 FTE) | 88 hours |
| Total hours (.40 FTE) | 175 hours |
| Total hours (.49 FTE) | 215 hours |

### 7.5 ABSENCES

**Notification:**
If a GTF is unable to attend work at the scheduled time or to meet a class as scheduled, the GTF must notify the instructor of record for the course as soon as possible, including, if possible, in advance of the scheduled work assignment or class that the GTF is unable to attend. The GTF may not cancel the class without permission from the instructor of record for the course. To the extent possible, the GTF will provide the department with information about course progress (e.g., left off in the previous class in the case of a teaching GTF). If the GTF is able, she/he will attempt to reach the instructor of record for the course by both phone and email.

If a GTF is unable to directly notify the department, she/he may designate another person to make the notification of absence and provide the necessary information to the instructor of record for the course using this protocol.

If a GTF absence will extend more than one work week, the GTF or her/his 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:**
The GTF will make an attempt to find an appropriate substitute to take the class and notify the department of the proposed substitute. If this is not possible, the GTF will inform the instructor of record for the course 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, the GTF will contact the instructor of record for the course to determine when and how the missed work will be made up.

**Planned Absences:**
If a GTF is planning an approved absence during any working days of the term, the GTF will provide the instructor of record for the course with the GTF’s out-of-office contact information.
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

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). For answers to questions about the program, call 346-8912 or 346-8316 or email riskmanagement@uoregon.edu.

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

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Supervisor’s Accident Investigation Report (SAIR) with the GTF. If, as a result of the accident, the GTF requires medical care, a Workers’ Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers’ compensation information and forms are available at http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation. Forms can also be obtained from Departmental office managers.

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 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/1/09-health-and-safety/safety](http://policies.uoregon.edu/policy/by/1/09-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/](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](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: Martina Armstrong, 541-346-4806 or armstrom@uoregon.edu

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:
The building manager, Martina Armstrong (Rm 275B), is the keeper of MSDS. Emergency Procedures are posted in the hallway on the bulletin board by Room 275 McKenzie. Building Evacuation Plans are posted in the central hallway of the building on each floor. First aid supplies are located in a wall-mounted first-aid kit in 275D McKenzie Hall.

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.

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 or in another document:

See below and Section 5.0 of this GDRS above.
Detailed requirements for the MA and Ph.D degrees are found at
http://history.uoregon.edu/graduate/ma/ for the MA and
http://history.uoregon.edu/graduate/phd/ for the Ph.D.

Criteria Used to Assess Satisfactory Progress:
The criteria used to assess satisfactory progress toward a graduate degree in this unit are differentiated between MA and PhD students, with a higher level of performance expected of PhD students. Within each degree level, the criteria are the same for all graduate students of the department. See below:
Coursework:
All GTFs/RAs must enroll for and complete at least 9 credit hours per term toward the graduate degree. First-year graduate students (both MA and PhD), unless specifically exempted by the Director of Graduate Studies, are expected to complete the Historical Methods and Writings course (Hist 612), winter term research and reading with their advisors (History 611) and professional development (Hist 615), and the first-year Graduate Seminar (Hist 616 in the spring).

Grades:
All MA students must achieve an annual grade point average of 3.2 and all Ph.D. students must achieve an annual grade point average of 3.5 in coursework meeting the requirements of the graduate degree. The Graduate Committee will consider whether a grade point average below these standards is a sign of unsatisfactory progress.

Incompletes in coursework will not trigger an immediate withdrawal of a GTF, but incompletes left for more than one quarter after the end of the quarter in which the student was enrolled in the course will lead to a review of the student's performance and academic warning. All outstanding coursework must be completed by July 30 for the student to retain the GTF in the following year.

Examinations:
It is expected that all GTFs/RAs will satisfy degree requirements as set out in their Plan of Study. Failure to do so will cause the Graduate Committee to consider whether this is a sign of unsatisfactory progress.

Research:
See Graduate School requirements.

Language Requirements:
Pass a written foreign language translation exam within the first two years of the graduate program, unless exempted by the Graduate Program Director for having a second native language or similar background.

Teaching Requirement:
See Section 7.0 Work Assignments, of this GDRS.

Skill/Practicum/Internship Requirement:
Practicum and Internship are not required.

Advancement to Candidacy:
A Ph.D. student must pass an oral defense before advancement to candidacy.
Other:
The process for evaluating satisfactory progress toward a graduate degree is as follows: End of term performance evaluations from instructor of record and students, reviewed by the Director of Graduate Studies. Annual spring term Progress Report update for academic work, reviewed by the Director of Graduate Studies and faculty advisor.

After successful advancement to candidacy, each Ph.D. student is required to select a dissertation committee, have this committee approved by Department administration and the Graduate School, and defend the dissertation prospectus. Satisfactory defense of the final dissertation, approved by the committee and the Graduate School, culminates the process.

Failure to make satisfactory progress toward the graduate degree:
Since the grade of C is considered less than satisfactory for graduate students, if a GTF receives a grade of C or less, the Graduate Committee will consider whether this is a sign of unsatisfactory progress. Two C's will automatically result in expulsion from the program.

The Graduate Committee sets a mandatory schedule for completion of outstanding incompletes or fulfillment of other requirements (determined on a case-by-case basis). If the student is unable to meet that schedule, the student is expelled from the program.

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.uoregon.edu/booklet.html

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:

**Department Location:**
275 McKenzie Hall, University of Oregon, 97403-1288.

**Department Office Hours:**
Office hours are 8:00 a.m.-noon and 1:00-5:00 p.m. Monday through Friday.

**Department Website:**
http://history.uoregon.edu/

**Department Staff:**
Martina Armstrong, Departmental Manager  phone 541-346-4806  
Nick Mahlum, Undergraduate Coordinator  phone 541-346-5901  
Katherine Brenner, Graduate Coordinator  phone 541-346-5900

**Information Technology and Email:**
An email account may be obtained two ways:
   a) online at https://duckid.uoregon.edu/. (‘Claim Your Duck ID’ requires UO ID and PAC numbers), or
   b) through the Information Technology Office at 151 McKenzie Hall, phone 541-346-4412. The Information Technology web site is: http://it.uoregon.edu/.

**Keys:**
Graduate students will be issued permits for keys to their office, the departmental mailroom and the departmental grad lounge. Keys are obtained by submitting the permit to the University of Oregon Key Office, located in the EMU, with a refundable $10 deposit per key.

**Graduate Lounge:**
The History Department Graduate Lounge is near the GTF offices on the third floor of McKenzie Hall. In addition to the computers/printer and typewriter listed below, the lounge also contains a library, microwave, refrigerator, sofas and chairs.

**Mail Boxes:**
All graduate students will be assigned a mail box in the main office. Each fall term the mail boxes are reassigned alphabetically. Graduate students will receive information in the mail box and via email.
Mail Services:

a) Campus Mail. Pick up and delivery is available twice a day (morning and afternoon) Monday through Friday in the History Dept Office.

b) Shuttle Mail. Shuttle mail is available between the UO, Oregon State University, Portland State University and Salem (government offices) in the History Dept Office.

c) US Mail. US mail is delivered and picked up once a day in the History Dept Office.

d) Mail Delivery. All US Mail, Campus and Shuttle mail will be distributed to mail boxes.

e) Department US Mail Address: Our address is Department of History, 1288 University of Oregon, Eugene, OR 97403-1288. The street address is 1101 Kincaid St.

Parking Permits:

a) Vehicle Registration. Parking at the UO is limited. Parking permits are available to purchase at the Office of Public Safety.

b) Bicycles. Registration is mandatory for campus bicycle parking. The Office of Public Safety will issue a free license-registration tag to be put on the bicycle.

Workspace:

Offices. All GTFs will be assigned an office in McKenzie Hall. If available, all other History graduate students will also be assigned an office space, which may be shared with another grad student.

Private Meeting Space:
See "Offices" above

Access to Telephones and Computers:

a) Phones. Each GTF office is equipped with a phone for local calling purposes. The University of Oregon uses an audix system with an automated voice system. Instructions for changing phone passwords and messages are in the new employee packet and/or available from the Graduate Coordinator. In some cases GTFs may be assigned a shared office and a shared phone.

b) Computers/Printer. In the graduate lounge, a printer, 2 pc computers and a Mac computer are available for graduate student use. These computers may be accessed with a DuckID and password (similar to email).

Access to Office Supplies, Photocopies and Printouts:

a) Copier/Scanner/Fax Machine. The History Department office maintains a copier/fax/scanner which is available to graduate students for their research. A personal departmental copy code is assigned to each graduate student at the beginning of fall term. Graduate students are encouraged to contact the Department Business Manager if research or academic copying needs exceed 500 copies/year. Copying of course handouts and exams is done through the EMU Campus Copy. The History Department staff will assist in completing order forms before copying to charge the department for the academic expense.
b) Computers/Printer. In the graduate lounge, two pc computers and one Mac with a printer are available for graduate student use. These computers may be accessed with a DuckID and password (similar to email). The machines are maintained by the History Department and IT staff.

c) Typewriter. An IBM self-correcting typewriter is available in the graduate lounge.

d) Office supplies, copy paper and printer toner are available in the main office upon request.

GTF Assistance:
In the Department of History, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.