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 per quarter 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:
Dr. Li-Shan Chou, Department Head

DATE OF THIS GDRS REVISION: 5/15/2015

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:
HPHY 101 Exercise as Medicine
HPHY 102 Exercise and Wellness across the Life Span
HPHY 103 Exercise and Performance
HPHY 104 Understanding Human Disease
HPHY 105 Principles of Nutrition
HPHY 211 Medical Terminology
HPHY 212 Evidence, Inference, and Biostatistics
HPHY 321 Human Anatomy I
HPHY 322 Human Physiology I
HPHY 323 Human Anatomy II
HPHY 324 Human Physiology II
HPHY 325 Human Anatomy and Physiology III
HPHY 333 Motor Control
HPHY 362 Tissue, Injury, and Repair
HPHY 371 Physiology of Exercise
HPHY 381 Biomechanics
HPHY 408 Workshop Athletic Training
HPHY 412/512 Sleep Physiology
HPHY 420/520 Human Cadaver Dissection
HPHY 441 Clinical Exercise Physiology
HPHY 442 Clinical ECG/EKG
HPHY 472 Advanced Labs in Exercise Physiology
HPHY 473/572 High Altitude Medicine & Physiology
This GTF employing unit: (Select all that apply.)

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

ACADEMIC YEAR APPOINTMENTS
The availability of GTF appointments for the upcoming academic year is usually determined:

During the previous spring and summer terms

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

SUMMER TERM APPOINTMENTS
Does unit hire GTFs in Summer? Yes

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

In recent years, GTF assignments during the summer in this GTF employing unit have included: Select all that apply.

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

3.0 ELIGIBILITY REQUIREMENTS
Students eligible for a GTF appointment in this GTF employing unit are all students enrolled in the Masters and Doctoral programs of Human Physiology.

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. All positions are subject to the department and university’s budgetary constraints.

Experience or credentials required in order to be considered include:

- being admitted in full standing with no conditions on acceptance; content area expertise, e.g. prior teaching experience, familiarity with class subject matter, research protocols and technical skill/expertise.
- "Academic Promise" of incoming students as evidenced by previous degrees and grades, test scores, etc.
- "Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required whether they are applying for an initial appointment or for reappointment (See 6.0.). However, this is a minimal requirement. Candidates will be ranked based on academic achievement, teaching/research skill level, and experience.

Previous experience:
- For teaching GTF positions, previous teaching or previously taking the course where the GTF position is offered.

- For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.

Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GTF’s application as a whole.

Recommendations from academic or work supervisors.

Interview, personal, or application statements.

Financial need will not be a primary consideration for appointment but may be considered in evaluating two or more equally qualified candidates.

GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8)
In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments that will be stated in the announcement description.

Students will be considered in the following order:
Preference will be given to returning GTF’s who have satisfactorily completed their responsibilities. Reappointments are not automatic, nor are they guaranteed. When returning students have been accommodated to the best extent possible, the application of new students will be considered.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
Students who have received four years of Department GTF support are required to petition the Department to be obtain reappointment. The petition must include a statement of progress and a recommendation of one or more faculty members.

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.

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:
Students new to the department will be informed of the positions by direct communication with the Department office, its faculty members, or from postings on the Department website.
Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

Information will be distributed to those GTF’s that currently holding such positions and to all other HPHY graduate students via direct correspondence (letter or e-mail) and from postings on the Department website.

NOTIFICATION OF CRITERIA AND AVAILABILITY OF POSITIONS

As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment or reappointment criteria at the time of application.

Positions offered by the Department, which are not included in the Spring term application pool, will be filled by the Department Head in consultation with the GTF appointment committee, the instructor of the affected course, and the GTF’s major professor as early as possible in the term that proceeds the beginning of the assignment.

From time to time emergency appointments will be necessary. In such cases, the Department will make the appointment by procedures described in Section 4.3.2.

The process of selection takes place between March and May of each academic year. The required date that completed applications must be returned to the Department will be provided by email from area advisors to current and new GTF’s. The date is also available from the Department office.

Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

Each candidate will be sent a notice of the hiring decision within five working days after the decision on his/her individual appointment has been made.

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:
Students become eligible to teach summer courses after being enrolled the previous academic year.

Generally, the application process for continuing students includes:
notifying supervisor and/or Director of Graduate Studies of willingness to teach and which classes are preferred.
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):
    filled by the Department Head in consultation with the GTF appointment committee, the
    instructor of the affected course, and the GTF’s major professor as early as
    possible in the term that proceeds the beginning of the assignment.

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:
    filled by the Department Head in consultation with the GTF appointment committee, the
    instructor of the affected course, and the GTF’s major professor as early as
    possible in the term that proceeds the beginning of the assignment.

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, Director of Curriculum, Department Head

Also in accordance with the CBA:

- GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are
  not employed term-by-term in order to determine whether they are adequately qualified
  for a GTF position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in
  (i.e., be reappointed to) the particular GTF position without any new announcement of the
  position.

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

(A) General criteria include (in no particular order):
Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.

Interviews. Finalists will be interviewed and evaluated based on their performance and responses.

Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):
Substantial experience both as an instructor and with the content area.

For a Discussion Section Leader:
Basic background in physiology.

For a Laboratory Section Leader:
Advanced background in particular focus area (eg, Anatomy, Biomechanics, etc).
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For a Research Assistant:
Must be able to fulfill the responsibilities as set forth by the Primary Investigator.

For an Administrative GTF:
Must be able to fulfill the responsibilities as set forth by department supervisor.
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(C) All criteria specific to a particular GTF work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include:
a required amount of experience and knowledge of specific areas of curriculum.
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
- During spring term
- At the end of the academic year for GTFs appointed fall, winter and spring
- At the end of the summer term for summer GTFs

Evaluations are performed by:
class instructor, lab principle investigator, and/or department supervisor.

The criteria used for evaluation include:
student/instructor teaching evaluations, lab principle investigator assessment of progress and productivity. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.
The reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, but such an endorsement will not override the other appointment or reappointment criteria.
For those GTF positions where the GTF is not working directly and closely with a faculty person, the Committee shall recommend the best candidate to the Department Head.
Reappointments in research labs will be based upon approval of the lab supervisor in consultation with the Department Head

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:

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

### 7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GTFs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GTF assignment types in this unit.

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

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

**DUTIES BY WORK ASSIGNMENT**

**Instructor of Record:**
- Conclude: lectures, laboratory or discussion sections,
- Lead review sessions.
- Prepare: lectures, lecture demonstrations, laboratory or discussion sessions
- Adapt or develop syllabus & course materials
- Construct examinations and quizzes
- Contact hours outside the classroom .................20 Hrs per term
- Office hours
- Counseling, tutoring, special consultations
- Performance Evaluation..............................35 Hrs per term
- Reading & grading: papers, exams, etc
Maintain & submit grading records in compliance with the department's and the University regulations.

**Discussion Section Leader:**
- Conduct discussion sections,
- Attend class, Prepare discussion sessions
- Construct examinations and quizzes
- Conduct office hours
- Counseling, tutoring, special consultations
- Reading & grading: papers, exams, quizzes, reports
- Maintain & submit grading records in compliance with the department's and the Universities' regulations

**Laboratory Section Leader:**
- Conduct laboratory sections,
- Attend class, Prepare laboratory sessions
- Construct examinations and quizzes
- Conduct office hours
- Counseling, tutoring, special consultations
- Reading & grading: papers, exams, quizzes, lab reports
- Maintain & submit grading records in compliance with the department's and the Universities' regulations

Grader:
Attend orientation meeting, meetings with lecture instructor, convert group exams to Blackboard, edit, proctor, and process data from exams, set up "smart view" in Blackboard, organize daily homework prior to lecture, electronic communication with students.

Research Assistant:
Research duties as assigned by principle investigator in lab.

Administrative GTF:
Administrative duties as assigned by department supervisor.

**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 346-8316.

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 Supervisor’s Accident Investigation Report (SAIR) with the GTF. If, as a result of the accident, the GTF requires medical care, a Workers’ Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF. Workers’ compensation information and forms are available at http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF’s average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GTF receiving more than 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:
Director of Graduate Studies

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:

Evacuation plans are located in the HPHY office. Emergency procedures, material safety data sheets (MSDS) and first aid supplies are located in the labs where the danger exists and are under the supervision of the lab supervisor.

Use of Personal Protective Equipment:

In some laboratory settings, equipment may be necessary and training in the proper use if it (e.g. respirators, safety glasses, etc.) may be requirements of appointment. Lab Directors or course instructors are responsible for coordinating the training and distribution of the equipment. Records of such training will be maintained in the hiring department for instructional settings and in the research labs when the appointment is in such an environment.

Required safety training and appropriate departmental record keeping:

Training may include, but is not limited to the following topics:
- Safe operation of equipment, machinery and tools
- Hazardous waste procedures
- Hazard communications
- Safe handling of radioactive materials
- Exposure to blood-borne pathogens

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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 GTF employing unit is:

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

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

Human Physiology website at physiology.uoregon.edu/graduate.

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 nine credits term toward the graduate degree. Master’s students are required to have a plan for completion of coursework and created with their major advisor following the first year of study. They must have also made the choice to take comprehensive exams or do a thesis or research project by the end of year one.

**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 2 incompletes. All incompletes shall be completed no later than one year from the issuance of the incomplete except for thesis or research credits which will be cleared when program requirements are met. Students are required to take a minimum of 9 credits of graded coursework per term. This may include a P/NP class if that is the only way the class may be taken.

**Examinations:**
Pass the comprehensive examination and be advanced to candidacy. This exam is taken after the majority of required course work has been completed, unless specifically waived by the committee, and after most of the requirements for the degree, except completion and defense of the dissertation, has been satisfied. Students must pass both a written and oral exam. Students are given two chances to pass each part of the exam (written and oral).

**Research:**
After successful completion of the comprehensive exam, the student is advanced to candidacy and may then present their dissertation research proposal. Once the student defends their proposal, they are expected to work closely with their advisor and committee in formulating a plan for the completion of their dissertation.

**Advancement to Candidacy:**
Pass the comprehensive examination and be advanced to candidacy. This exam is taken after the majority of required course work has been completed, unless
specifically waived by the committee, and after most of the requirements for the degree, except completion and defense of the dissertation, has been satisfied. Students must pass both a written and oral exam. Students are given two chances to pass each part of the exam (written and oral).

After successful completion of the comprehensive exam, the student is advanced to candidacy and may then present their dissertation research proposal. Once the student defends their proposal, they are expected to work closely with their advisor and committee in formulating a plan for the completion of their dissertation.

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.

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

The evaluation will be made by the GTF’s major advisor. In cases where the student or the advisor has concerns, the advisor may consult with the department head. The evaluation will be made a minimum of once per year, but may occur more often if concern over a lack of progress exists. A strategy for remedy of the lack of satisfactory progress must be created within the term that the student is judged to be non-compliant and it must be agreed upon by the major advisor and the GTF in order for continuation in the program and reappointment to a GTF position to be considered. The Department Head will be responsible for adjudicating the process if no agreement can be reached between the student and the major advisor.

Failure to make satisfactory progress toward the graduate degree

Regaining satisfactory progress status shall be the judgment of the major advisor based upon the criteria set down in the plan (10.4.3) in consultation with the Department Head. The student can request a judgment of a faculty committee if desired and that judgment will be final.
If the student does not agree to develop a plan to remedy the lack of progress or fails to meet the demands described in the plan (10.4.3), dismissal from the program can occur following the completion of the term, if the student is so informed prior to the end of that term.

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/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:

GTF Manual posted on department website. Hardcopy available in main office.

**Workspace:**
Graduate Teaching Fellows in Human Physiology will be assigned shared, lockable office space. GTFs will be provided with desk copies of all texts required for work assignment. Office supplies are available in each lab. Special requests for space or supplies should be directed to the main office.

**Private Meeting Space:**
GTF’s may use their offices or the department conference rooms located in 132 and 254 Esslinger for private meetings with students or faculty.

**Access to Telephones and Computers:**
GTF offices contain one phone, one or more desks, and one or more computers for GTF use.

**Access to Office Supplies, Photocopies and Printouts**
Office supplies, and photocopies are available in main department office and in individual research labs.

**GTF Assistance**
In Human Physiology, GTFs who work as instructors of record may be assigned GTF assistance by the department.

### 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 for the class. In the event that you are the instructor of record for a class, please contact the Curriculum Director (Dr. John Halliwill). Please do this 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 of record (or Dr. Halliwill). 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 (or Dr. Halliwill) 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 instructor of record (or Dr. Halliwill) using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Director of Graduate Studies (Dr. Andrew Karduna) and 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.** 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 instructor of record (or Dr. Halliwill) so they 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 instructor of record (or Dr. Halliwill) 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 instructor of record (or Dr. Halliwill) 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