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 $140 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: Jared Lindman

DATE OF THIS GDRS REVISION: 5/21/2015

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:
- INTL 101 Introduction to International Issues
- INTL 199 Globalization & Global Economy
- INTL 240 Perspectives on International Development
- INTL 250 Values in Cross-Cultural Perspective
- INTL 260 Culture, Capitalism and Globalization
- INTL 280 Global Environmental Issues
- INTL 340 Global Health and Development
- INTL 360 International Cooperation and Conflict
- INTL 370 International Human Rights
- INTL 420 International Community Development
- INTL 421 Gender and International Development
- INTL 422 Aid to Developing Countries
- INTL 431 Cross-Cultural Communication
- INTL 433 Childhood in Cross-Cultural Perspective
- INTL 442 South Asia: Development and Social Change
- INTL 444 Development and Social Change in Southeast Asia
INTL 445 Development and Social Change in Sub-Saharan Africa  
INTL 446 Development and Social Change Latin America

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:

Whenever feasible, GTF appointments for the upcoming academic year will be made in the spring to summer of the prior year. A number of GTF positions may be reserved for incoming students.

In recent years, GTF assignments during the academic year in this GTF employing unit have included:
- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader
- Research Assistant
- Administrative GTF
- Supervisory GTF (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS
Does unit hire GTFs in Summer? Yes

If yes, the availability of GTF appointments for the upcoming summer term is usually determined:
December preceding summer 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
- Teaching Assistant
3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are all students enrolled in the master’s program in International Studies.

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:

Recommendations for appointment and reappointment shall be made by a faculty committee appointed by the Head of IS. Appointments and reappointments shall be based on an evaluation of qualifications described in the candidate’s letter of interest and vita; the quality of their course work already done in IS; any prior GTF evaluations; and evaluation by the candidate’s academic advisor. If necessary, the referees will be consulted. 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. If no qualified students apply or are available for a particular position, the faculty committee may decide to reopen the application process for the position. Generally, the same process will be repeated. However, the department reserves the right to proceed to fill the position as it would in an emergency appointment situation. Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. For a GTF in IS who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF’s graduate degree program. Criteria used in assessing satisfactory progress toward a graduate degree in IS is as follows:

1. Coursework: Student shall complete 9 credit-hours per term toward her/his graduate degree.
2. Grades: Student shall maintain a 3.0 GPA for each term of appointment.
3. Incompletes: Student shall not accumulate more than 4 credit hours of incompletes for non-individualized study courses.
4. Given the highly individualized nature of the International Studies master’s program, progress toward degree will be determined on a case by case basis following general guidelines defined by the Graduate School.
5. Students shall regularly consult with their academic advisor to: a) ensure satisfactory progress toward completing their degree and b) to keep up to date their Graduate Planner, a document kept on file by the student, the advisor and the IS Graduate Secretary which
enumerates in detail all program requirements for the MA, denoting when and how a student fulfilled each requirement. In exceptional circumstances of ambiguity with regard to satisfactory progress, the Head of IS or the IS Graduate Studies Director can consult with the student and faculty advisor (if available) to review the Graduate Planner, determine satisfactory progress, and develop a plan for completion of the degree.

Students will be considered in the following order:
Preference is given to graduate students who have a) completed two terms of study in IS and b) who have held no more than four terms of GTF positions in IS. Some courses require previous experience with the course subject. Qualifications for these positions are determined by the course instructor. Preference is also given to new students to whom a GTF position is offered as part of recruitment. The Program will give priority to GTF appointments. All graduate students employed by the Program at .20 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Teaching Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GTFs and/or the creation of new GTF position. GTF appointments are determined by the IS faculty during winter and spring term discussions relating to our curriculum and the academic needs of IS majors and graduate students for the next academic year. The number of GTF positions available varies each term and is subject to the budgetary constraints on IS and the University. Priority in IS's allocation of GTF positions is to staff the undergraduate advising office and to select teaching assistants for several regularly taught or required courses, such as Introduction to International Issues; Culture, Capitalism and Globalization; Perspectives on International Development; Values Systems in Cross Cultural Perspective; International Cooperation and Conflict; International Environmental Issues; and International Economy and Business. The Department makes an effort to distribute GTF opportunities to as many students as possible.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
The maximum appointment for an individual GTF shall be six terms under usual circumstances.

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

Position announcements for the next academic year shall be made by the end of the prior spring term, and sent to the complete e-mail list of students who have accepted admission for the upcoming academic year. For positions requiring special expertise, announcements for the upcoming academic year that are available to graduate students from any discipline 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 University's Office of Affirmative Action, the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1). In hiring emergencies, such as a serious illness of an already hired GTF, announcements shall be posted in the Graduate School, the Office of Affirmative Action, the GTFF office, and in appropriate offices including the IS office.

Continuing students are included in the same application announcements and process as entering students, and subject to the same time frames and deadlines.

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

Position announcements for the next academic year shall be made by the end of the prior spring term, and shall be sent to the complete e-mail list of enrolled graduate students. Out-of-town students should provide a valid off-campus mailing or e-mail address if they wish to receive GTF position announcements during their absence from campus. For positions requiring special expertise, announcements for the upcoming academic year that are available to graduate students from any discipline 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 University's Office of Affirmative Action, 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:

Incoming students generally will not teach a summer class because they will not have been accepted into the International Studies master's program until after the department's deadline for submitting the summer course schedule.
Generally, the application process for continuing students includes:
Applicants shall submit a letter of interest indicating a class or classes for which they are qualified to teach, with information describing those qualifications; a current vita; an application form and the name, address, telephone number, and e-mail address, if available, of two referees. Completed applications shall be brought to the IS office by the deadline specified on the announcement. Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. The letter of offer shall state the terms of the appointment including the position description, duration, salary rate and amount of FTE.

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):
Position announcements identified outside of the normal appointment cycle shall be emailed to the complete e-mail list of enrolled graduate students.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:
In hiring emergencies, such as a serious illness of an already hired GTF, announcements shall be posted in the Graduate School, the Office of Affirmative Action, the GTFF office, and in appropriate offices including the IS office.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
Anita Weiss, Department Head; Derrick Hindery, Graduate Director; Galen Martin, Undergraduate Director

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):
List criteria.

For a Discussion Section Leader:
List criteria.

For a Laboratory Section Leader:
List criteria.

For a Teaching Assistant:
List criteria.

For a Grader:
List criteria.

For a Research Assistant:
List criteria.

For an Administrative GTF:
List criteria.

For a Supervisory GTF:
List criteria.

(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.

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:
For undergraduate advisers, the IS Undergraduate Studies Director performs evaluations; for teaching assistants, the faculty member teaching the course performs a written evaluation, and for research assistants, the faculty member supervising the research performs a written evaluation.

The criteria used for evaluation include:
GTFs in IS shall undergo a mid-term evaluation by their supervisor.

1. For undergraduate advisers, the IS Undergraduate Studies Director shall write a mid-term review each academic term based on criteria outlined by the IS faculty. The GTF shall sign and date the review to demonstrate it has been read.

2. For teaching assistants, the faculty member teaching the course shall write a mid-term evaluation of the teaching assistant’s work based on criteria outlined by the IS faculty. The GTF shall sign and date the review to demonstrate it has been read.

3. For research assistants, the faculty member supervising the research shall write a mid-term evaluation of the GTF’s work based on criteria outlined by the IS faculty. The GTF shall sign and date the review to demonstrate it has been read.

Describe criteria used for evaluation.

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:

- **.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:**
Full responsibility for teaching and administration of course, including course preparation, teaching regular course sessions, holding regular weekly office hours, testing and grading. Must meet UO deadlines in all cases.

**Discussion Section Leader:**
Leads three discussion sections. The 175 hours of work for this .40 FTE position includes approximately 30 hours of class time; 25 hours of discussion-leading (three 50 minute discussion sections per week); 30 hours of office hours (three hours per week); 30 hours of course preparation; and 60 hours of assisting with grading and administrative activities.

**Teaching Assistant:**
The 17.5 hours of work per week for this .40 FTE position includes attending class; and assisting with research, class preparation, grading, and some administrative activities. It may also include small group activity and leading discussions.

**Research Assistant:**
Research assistant positions are associated with research projects conducted and supervised by individual faculty. These are typically .40 FTE positions. The 17.5 hours of work per week for this .40 FTE position will be spent conducting independent writing, editing, and research activities associated with research undertaken by an ISP Core Faculty Member or may include program development activities in the Department of International Studies.

**Administrative GTF:**
Undergraduate Adviser: The 175 hours of work for this .40 FTE position includes approximately 15 office hours each week to advise International Studies majors on program requirements; this also includes facilitating the undergraduate application process, working on graduation clearances and presenting IS information to interested groups. Additional miscellaneous duties will be included in support of the undergraduate program.

**8.0 HEALTH AND SAFETY INFORMATION**

**Accident Reporting and Workers’ Compensation:**
The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.
All University of Oregon employees, including GTFs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

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

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

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

An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GTF receiving more than his/her regular monthly salary. Should this occur and payment is received from both sources, the GTF must be prepared to repay any over-payments. If the GTF believes there is some confusion about salary or workers' compensation benefits, contact EHS immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

Safety Information:
The 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://facilities.uoregon.edu/ehs. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.
**Reporting Safety Hazards:**
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:
Office Manager, Julie Gray, 541 346-2850 jmgray@uoregon.edu Instructions to unit: List name/title of appropriate departmental representative to contact.

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:**

Emergency procedures are detailed on a University of Oregon publication hanging to the left of the copier in the Graduate Lounge (172 PLC).

First Aid kit is located in the kitchen area of the Graduate Lounge, in the bottom left-hand (unlocked) cabinet (SE corner of kitchen in 172 PLC).

Jared Lindman, office manager, is responsible for maintaining them.

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

**Use of Personal Protective Equipment:**

None

**Required safety training and appropriate departmental record keeping:**

None

**9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because a GTF appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student’s development in that program, individuals appointed as GTFs are regarded primarily as graduate
students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF’s progress toward the degree is assessed based on criteria established by the GTF’s graduate degree program, regardless of where the GTF is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF's graduate degree program if the GTF's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward her/his graduate degree and issue its approval before a GTF reappointment can be made to that student.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GTF employing units, the GTF should refer to the GDRS for his/her academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GTF employing unit is:

☐ an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

☐ an academic unit with no graduate degree program. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.

☐ an administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.

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

Coursework: Student shall complete 9 credit-hours per term toward her/his graduate degree.

Grades: Student shall maintain a 3.0 GPA for each term of appointment.

Incompletes: Student shall not accumulate more than 4 credit hours of incompletes for non-individualized study courses.
Given the highly individualized nature of the International Studies master's program, progress toward degree will be determined on a case by case basis following general guidelines defined by the Graduate School. See http://gradschool.uoregon.edu/policies-procedures/masters.

Students shall regularly consult with their academic advisor to: a) ensure satisfactory progress toward completing their degree and b) to keep up to date their Graduate Planner, a document kept on file by the student, the advisor and the IS Graduate Secretary which enumerates in detail all program requirements for the MA, denoting when and how a student fulfilled each requirement. In exceptional circumstances of ambiguity with regard to satisfactory progress, the Head of IS or the IS Graduate Studies Director can consult with the student and faculty advisor (if available) to review the Graduate Planner, determine satisfactory progress, and develop a plan for completion of the degree.

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 9-12 credits per term towards the graduate degree (except when on-leave) with a good academic standing.

Grades:
All graduate students are to take courses on a graded basis if they are to use them in their International Studies planner. Students may take classes for pass/no pass only with their adviser's approval.

Research:

Language Requirements:
Domestic students must demonstrate a third-year proficiency in a second language relevant to their professional or geographic focus before completing the program. International students do not have a second language requirement.

Teaching Requirement:
Students are urged to take advantage of free teaching classes from the Teaching and Learning Center, but are not required to utilize this resource.
Coursework: Student shall complete 9 credit-hours per term towards her/his graduate degree.
Grades: Student shall maintain a 3.0 GPA for each term of appointment.
Incompletes: Student shall not accumulate more than 4 credit hours of incompletes for non-individualized study courses.
Progress Towards Degree: Due to highly individualized nature of the International Studies master’s program, progress towards degree will be determined on a case-by-case basis following general guidelines defined by the Graduate School. See http://gradschool.uoregon.edu/policies-procedures/masters
Regular consultation with advisor: Students shall regularly consult with their academic advisor to: a) ensure satisfactory progress towards completing their degree and b) to keep their Graduate Planner up to date (a document kept on file by the student, the advisor, and the IS Graduate Coordinator, which enumerates in detail all program requirements for the MA, denoting when and how a student fulfilled each requirement. In exceptional circumstances of ambiguity with regard to satisfactory progress, the Head of IS or the IS Graduate Studies Director may consult with the student and faculty advisor (if available) to review the Graduate Planner, determine satisfactory progress, and develop a plan for the completion of the degree.

Failure to make satisfactory progress toward the graduate degree
The International Studies Graduate Program and its faculty/advisors work closely with students to track progress,

10.0 DISCIPLINE AND DISCHARGE

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree.

11.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, http://aaeo.uoregon.edu/AAEO%20Booklet%20Color.pdf

12.0 WORK ENVIRONMENT

This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.
Information detailing this unit’s GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found online or in another document:

**Workspace:**
Each International Studies GTF has assigned (shared) office space, and is assigned a key (issued by Public Safety) to the office. Furnishing are safe and appropriate. Partitions and shelving are properly and securely installed. Any problems with the office space should be immediately reported to the Office Manager.

**Private Meeting Space:**
Each International Studies GTF has assigned (shared) office space, which can be used for private meetings, with cooperation of their office mates.

**Access to Telephones and Computers:**
Each International Studies GTF is assigned an office space with a working telephone and computer, with software appropriate to the work assignment. The office space is available 24 hours a day, except when University Facility needs pre-empt use (for example: emergency evacuation, repairs, or other non-standard prohibitions to use of space).

**Access to Office Supplies, Photocopies and Printouts**
GTFs are provided access to a regular office supplies, copy machine, fax machine and scanner to complete duties assigned by their instructor of record. Special order office supplies should be requested directly by the instructor of record from the Accounting Technician with at least 10 days notice. GTFs who are instructors of record will also be provided necessary supplies and equipment. Special requests for supplies must be approved by the department head prior to submitting the request to the Accounting Technician.

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

**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 your supervisor 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 your supervisor. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to reach your supervisor by both phone and email. In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to your supervisor using this protocol. If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GTF and the department on any adjustment due to the GTF’s absence.

COVERAGE FOR TEACHING GTFs. 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 your supervisor so he/she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify your supervisor 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](http://hr.uoregon.edu/er/labor-agreements)