The supervisory individual who shall oversee the implementation of this GDRS is:
Bart Johnson, Department Head
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1.0 General Information

1.1 This Manual

The purpose of this Manual is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the Department of Landscape Architecture. The relationship between GTFs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This Manual details the specific relationship between GTFs and the Department of Landscape Architecture. This Manual does not apply to work-study or other staff hired in the Department of Landscape Architecture.

Copies of this Manual and amendments are available upon request. These are available for faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation. This manual and its amendments may be viewed or printed from the Graduate School website.
2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 All graduate students employed by the department 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.

2.2 GTF appointments are programmatically determined by the faculty. Areas needing GTF support are discussed each spring in an open Department meeting as a regular part of planning for the upcoming academic year.

2.3 The number of GTF positions available is subject to the budgetary constraints on the Department and the University.

2.4 The priority is to staff regular required courses and to provide assistance to faculty where needed.

2.5 The Department:
   2.51 Will give priority to GTF appointments.
   2.52 Makes an effort to distribute GTF opportunities to as many students as possible.
   2.53 Encourages teaching and financial opportunities through such other means as teaching assistants, scholarships, work study, grant funded research assistants.

2.6 In recent years GTF positions have been offered by the Department for teaching in courses such as Plant Materials, Digital Media and CADD, as well as assistance in Landscape Technologies I and II, Site Analysis, Computers in Landscape Architecture and Principles of Applied Ecology.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Eligible students for a GTF appointment in the Department of Landscape Architecture are:
   3.11 Graduate students enrolled full time in the Department of Landscape Architecture
   3.12 Graduate students enrolled at the U of O in other departments, but who have specific experience/credentials necessary to perform the work assignment.

3.2 Preference is given to graduate students in the Department of Landscape Architecture.

3.3 The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.
   3.31 In addition, the Department of Landscape Architecture requires that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

4.0 APPLICATION PROCESS

4.1 It is the Department's responsibility to provide the University with recommendations for the GTF appointments. (Article 17, Section 1)

4.2 Position announcements for the upcoming academic year will be made:
   4.21 by posting at the Landscape Architecture Department office for those GTF positions for which only graduate students in the Department of Landscape Architecture are eligible.

4.3 Positions offered by the Department, which are not included in the Spring term application pool, will be filled by following a similar application and selection process as outlined in this statement or other process.

4.4 From time to time emergency appointments will be necessary. In such cases, the Department shall advertise the position at the Department office and notify graduate students by e-mail. The response time may be shortened significantly.

4.5 Completed applications shall be returned to the Department.

4.6 Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.
4.6.1 Each applicant will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

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

4.8 Position 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, the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section).

5.0 APPOINTMENT SELECTION PROCESS

5.1 The standing committee of the department will be made up of at least three members.

5.2 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.

5.3 Recommendations for appointment and reappointment shall be made to the Department Head by the faculty of the Department.

5.3.1 The Committee shall be comprised of eight faculty members and the department head who meet as a group to select the graduate students.

5.4 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:

5.4.1 General criteria regarding appointments for the particular types of work assignments available within the Department, and

5.4.2 Specific criteria relating to the specific GTF work assignment. (See previous experience below.)

5.4.3 Candidates will be rank ordered based upon these criteria.

5.4.4 Evaluations of previous GTF appointment by supervising faculty.

5.5 Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.

5.5.1 Input will be solicited from the faculty person responsible.

5.5.2 The Committee and the faculty person will jointly agree on the selection with final approval by the Department Head.

5.5.3 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.

5.6 If no qualified students apply or are available for a particular position, the Department Head or Committee may decide to reopen the application process for the position.

5.6.1 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 (see 4.4).

5.7 Academic credentials:

5.7.1 "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 9.0). However, this is a minimal requirement. Candidates will be ranked based on qualifications for the position and academic achievement.
5.8 Previous experience:
5.8.1 For teaching GTF positions, previous teaching or previously taking the course where the GTF position is offered.
5.8.2 For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.
5.8.3 Interest, desire, and prediction of performance may be considered in lieu of previous experience (5.61 & 5.62) based on the GTF's application as a whole.

5.9 Application materials and requirements are supplied on request from the Landscape Architecture Department office.

5.10 Financial need will be considered to assist in distinguishing between two or more equally qualified candidates.

5.11 GTF appointments and reappointments (see below) shall comply with the Federal and the University Affirmative Action regulations. (Article 8)

5.12 In addition to these general selection criteria for appointments and reappointments, (see below) specific qualification criteria may be developed for individual appointments as stated in the announcement description.

6.0 REAPPOINTMENT

6.1 For reappointments, preference shall be given to:
6.11 Students who have successfully completed the assignment in the past

6.2 Reappointments are not automatic, nor are they guaranteed.
6.21 In cases of reappointment, the maximum number of reappointments shall be:
6.211 9 Terms for both MLA and doctoral students.

7.0 WORKLOAD

7.1 GTF's are appointed in the Department of Landscape Architecture at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 20)
7.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
7.12 .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
7.13 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
7.14 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

7.2 For the purpose of setting the workload (and thus FTE) for a particular GTF position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.
7.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include the preparation time, office hours, time serving registration, etc. in addition to time spent actually teaching.
7.22 The distribution of workload among assignment duties (8.0) is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties varies from week to week, but the workload per term should be within the designated number of total work hours.
7.23 Where the workload is broken down by work assignment duties and is designated as a "minimum" number of total work hours, the GTF will be required to fulfill that specific time commitment.
8.0 WORKLOAD (Summer Session)

8.1 The FTE for GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.) For four- or eight-week courses during summer session, minimum FTE appointments of GTF’s with the same responsibilities described above shall be:

8.12 3 credit classes – minimum .30 FTE
8.13 4 or 5 credit classes – minimum .37 FTE appointment

8.2 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

9.0 WORK ASSIGNMENTS

9.1 The Department of Landscape Architecture typically has 3 types of GTF work assignments as follows.

9.11 Teaching positions:

9.111 Teaching Assistant
9.112 Summer Session Teaching
9.113 Summer Session Teaching Assignments

9.12 Non-teaching positions:

9.121 Research Assistant

9.2 Teaching Assistant. The following is a general breakdown of responsibilities for teaching assistant positions with a .20 FTE to .30 FTE GTF assignment in the Department of Landscape Architecture for the regular school year and summer session:

9.21 In-class contact hours................................................................. 4-6 hours/week

9.211 Conduct: lectures, laboratory or discussion sections.
9.212 Attend lectures.
9.213 Assist with lectures, presentations, and occasional field trips.

9.22 Preparation hours................................................................. 0-1 hours/week

9.221 Assist instructor with class preparation, set-ups and pin-ups.
9.222 Assist with course material preparation.

9.23 Contact hours outside classroom........................................... 1-2 hours/week

9.231 Counseling, tutoring, special consultations. (In some cases there is no out of classroom contact.)

9.24 Performance evaluation............................................................ 2-3 hours/week

9.241 Reading and grading of papers, exams and projects.

9.25 Other responsibilities............................................................. 0-1 hours/week

9.251 Design studio reviews: each GTF will be required to act as a term-end reviewer during Design Studio Review Week during the term(s) of appointment. These assignments will involve one review each term, requiring approximately 4 hours of work, and will be worked around each GTF’s own review, if taking a design course during that term.
9.252 Administer student course evaluations.

9.3 Research Assistant. The department also offers two GRF positions at .20 FTE which are subject to available funding. The job description is generated at the time of announcement. Each GRF requires 8 hours work time per week:

9.31 Duties include assisting with preparations for and efforts necessary to conduct ecologically-oriented landscape planning projects, including, but not limited to: working with geographic information systems on Macintosh, Unix, and Windows platforms; maintaining research team familiarity with and contributions to landscape ecology and landscape planning literature, especially as these apply to the pacific Northwest in general and Oregon in particular; working in and with a lab of 3-6 research assistants; conducting computer software and hardware research and procurement.
10.0 HEALTH AND SAFETY INFORMATION

10.1 Workers Compensation and Accident Reporting

10.11 The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety. If you have any questions about the program, please call 346-2958.

10.12 All University of Oregon employees including GTFs are covered by workers' compensation insurance through State Accident Insurance Fund (SAIF) Corporation. This coverage is for occupational injury or illnesses that arise out of or in the course and scope of employment.

10.13 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, a report should be made immediately to the supervisor. If, as a result of the accident, the GTF requires medical care, a Workers' Compensation Claim Form (801) must be completed as soon as possible. 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. Departmental office managers should have these forms available or they may be obtained from the Office of Environmental Health and Safety http://campusops.uoregon.edu/ehs

10.14 In addition to the 801, the supervisor will also be completing a Supervisors Accident Investigation Report (SAIR) to help the University identify ways to prevent similar injuries or illnesses in the future. The GTF is entitled to participate in that process and have a copy of the report.

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

10.16 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. These payments equal 66 2/3% of the GTF's average weekly wage (up to a maximum established by the 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.

10.17 An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave pay when this results in receiving more than the 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 Environmental Health and Safety immediately.

10.18 As required by ORS 659.412 through 659.420, a GTF with a compensable occupational injury or illness has the right to reinstatement or re-employment at any available and suitable employment.

10.19 Health and Safety Requirements. The University acknowledges an obligation to provide a safe and healthy environment for GTFs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

10.20 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 346-3192 or visit the 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.

10.21 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or the department head. Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative of a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

10.22 Location of emergency procedures, evacuation plans, materials data safety sheets (MSDS) and first aid supplies. The building manager located in 126 Lawrence Hall maintains records on procedures, evacuation plans, and MSDS sheets that are updated at regular intervals by university safety officers. First aid supplies are available at the student services counter located in 124 LA.

11.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE
Satisfactory progress toward a graduate degree is a requirement of GTF appointment and re-appointment. (See section 6.0) A GTF appointment is a method by which departments can offer financial support to promoting students in a graduate degree program, and should be beneficial to the student's development in that program. As a matter of policy, individuals appointed as GTFs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The hiring unit (employer) is responsible for verifying that a GTF is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GTF's graduate degree program.

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 re-appointment can be made to that student.

For a GTF in the Department of Landscape Architecture 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 the Department of Landscape Architecture shall be as follows.

The Criteria used to assess satisfactory progress is the same for all graduate students of the Department of Landscape Architecture, whether or not they also hold a GTF position in the Department.

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.

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)

WORK ENVIRONMENT

The work environment and materials provided to Landscape Architecture GTFs include the following:

Workspace
Each GTF is offered the opportunity to use an assigned GTF office, located on the mezzanine level of Lawrence Hall. An email will be sent to each GTF, from the Department Coordinator, asking whether they would like to utilize this office prior to the academic term of contract. Key forms will then be completed by the Landscape Architecture Department Coordinator and compliance is stated on forms by Public Safety regarding locked doors and use of offices.

Private Meeting Space
Please note section above regarding Workspace for private meeting space.

Access to Telephones and Computers
GTF office is equipped with telephone and internet access. Students will provide their own computer or utilize the school’s many computer labs.

Access to Office Supplies, Photocopies and Printouts
GTFs are able to utilize the department printer for course related materials and are given access to copiers within the school for their course related copying.
14.6 All GTFs needing office supplies should see the Department Coordinator in Landscape Architecture to have these supplies ordered. GTFs should not have any out of pocket expenses. See Department Coordinator in advance prior to needing/purchasing any supplies.

14.7 Access to copy machines is addressed under section 14.5; GTFs are given access to copying in the school’s copy room. Fax machine and scanner are located in the department office and available for use. See Department Coordinator for assistance.

15.0 GTF ASSISTANCE

15.1 The Department of Landscape Architecture does not assign GTFs as instructors of record.

16.0 ABSENCES

16.1 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, the primary instructor. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to read 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.

16.2 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.

16.3 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.

16.4 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).

16.5 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