General Duties and Responsibilities for Department of Linguistics

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation This GDRS details the specific relationship between GTFs and this GTF hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

About GTF Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GTFs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Teaching Fellows must pay $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:
Cynthia Vakareliyska, Director of Graduate Studies, Department of Linguistics

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:
In the Department of Linguistics, GTFs normally teach Linguistics 150, and, subject to budgetary constraints, are assigned to teach discussion sections for certain regularly offered undergraduate courses in the Department (e.g. Linguistics 301, 451-2, etc.), with priorities among these courses determined by the faculty.

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.

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

1
GTF appointments are determined by the faculty of the Department of Linguistics. Areas needing GTF support are discussed each Spring in open Department meetings as a regular part of planning for the upcoming academic year.

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

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Research Assistant

SUMMER TERM APPOINTMENTS
Does unit hire GTFs in Summer? Yes

If yes, the availability of GTF appointments for the upcoming summer term is usually determined:
GTF appointments are determined by the faculty of the Department of Linguistics. Areas needing GTF support are discussed each Spring in open Department meetings as a regular part of planning for the upcoming academic year.

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

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are
Only graduate students enrolled in a degree program in the Department of Linguistics are eligible for GTF appointments with the Department. Graduate students enrolled in the Department of Linguistics who have work experience or academic training in teaching English as a Second Language sufficient to satisfy the Director of the American English Institute of their competence are eligible for a GTF appointment in the American English Institute. In emergency circumstances when no qualified student in the Department of Linguistics is available, the Director of the American English Institute may, subject to approval by the faculty of the Department of Linguistics, appoint a qualified graduate student who is enrolled in another program at the University of Oregon to a GTF position at the Institute on a term-by-term basis.

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:

Demonstrated ability in areas relevant to the particular GTF assignment, as described in the
position announcement.

Students will be considered in the following order:
All graduate students enrolled in or admitted to the Department of Linguistics will be ranked in
order of priority for GTF appointments as follows:

Incoming students will be ranked according to normal admission criteria (undergraduate
grades, GRE scores, letters of recommendation), academic background in linguistics or, for
appointments in the American English Institute, work or academic background in English as a
Second Language and any available evidence of promise in scholarly research in linguistics.

At the end of each term (or at the first departmental meeting of the next term) the faculty,
sitting as a committee of the whole, evaluates the performance and progress toward a
graduate degree of every graduate student enrolled in the Department. Each student’s
academic performance is categorized as outstanding, very good, satisfactory, or unsatisfactory.
Only students whose performance is evaluated as outstanding through satisfactory are
considered for GTF appointments.

At a departmental meeting during Winter term those students whose current performance the
faculty has evaluated as outstanding through satisfactory are further ranked to establish a
preferential order in which GTF positions will be offered. Grades are considered in this ranking,
but since we expect that all outstanding and very good students will have comparable GPAs
priority is given to faculty evaluation of the student’s work, including in-class performance and
particularly, when available, of term papers and other independent work. It is expected that
truly excellent graduate students will, in both class and written work, demonstrate ability and
effort beyond what may be required to achieve outstanding grades.

Highly ranked students who may be recommended for an American English Institute GTF
position may be required to submit a letter describing their English teaching experience, plus a
copy of their vitae, to the Director of the American English Institute. These materials will be
evaluated by the Director in order to determine whether an American English Institute GTF
appointment is appropriate.

Among students who are ranked equally by the process described above, GTF
appointments will be made in the following order of priority:
a) Students in their second year of graduate work or students in the first year of the Ph.D. program.
b) Incoming students or Ph.D. students in their fourth year of graduate work.
c) M.A. candidates beyond their seventh term of graduate work (excluding summers) or Ph.D. candidates in their fifth year of graduate work.
d) Ph.D. candidates beyond their fifth year of graduate work.

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

No

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 9).

In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

Yes

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School’s “GTF Openings” page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days:

No

ACADEMIC YEAR APPOINTMENTS

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

Qualified applicants for graduate admission are automatically considered by the Department for a GTF position in the Department of Linguistics and need not apply for it separately.

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

An e-mail will be sent to all graduate students each spring informing them of the procedure for applying for a GTF position for the first time, for the following year. Returning GTFs will be automatically considered for GTF positions without having to reapply each year. In this instance, the annual progress report and c.v. that each graduate student must submit to his or her advisor by April 15 of each year, beginning in the third year of the program, will serve as the equivalent of a GTF reapplication packet.
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:
Qualified applicants for graduate admission are automatically considered by the Department for a GTF position in the Department of Linguistics and need not apply for it separately.

Generally, the application process for continuing students includes:
In November or December of each year the department head sends an email to graduate students asking if anyone is interested in teaching Summer term. The graduate student would email the department head indicating their interest as well as what course they would be interested in teaching.

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):
Graduate students in Linguistics are automatically considered for any GTF position.

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 from the waiting list of Linguistics graduate students.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
Department faculty as a committee of the whole.

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.

**(B) Assignment Type-Related Criteria**

For an Instructor of Record (full course responsibility):
Among students who are ranked equally by the process described above, GTF appointments will be made in the following order of priority:

- **e)** Students in their second year of graduate work or students in the first year of the Ph.D. program.
- **f)** Incoming students or Ph.D. students in their fourth year of graduate work.
- **g)** M.A. candidates beyond their seventh term of graduate work (excluding summers) or Ph.D. candidates in their fifth year of graduate work.
- **h)** Ph.D. candidates beyond their fifth year of graduate work.

For a Discussion Section Leader:
Familiarity with and competence in the subject matter of the assigned course, as demonstrated by previous study

For a Laboratory Section Leader:
Click here to enter text.

For a Teaching Assistant:
For a Research Assistant:
Criteria is dependant on requirements of the project.

For an Administrative GTF:
Click here to enter text.

For a Supervisory GTF:
Click here to enter text.

(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:
Instructions to unit: Be sure only to include criteria that reflect what the hiring unit actually evaluates for each applicant for each GTF position. The inclusion of only tangible, demonstrable criteria is encouraged.

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:
Evaluation of a GTFs performance is the primary responsibility of the faculty supervisor (i.e. the faculty member teaching a course for which the GTF serves as teaching assistant), the faculty member assigned by Department Head to supervise a course being taught independently by a GTF, or the Director of the American English Institute in the case of GTFs teaching in the
Institute. The means of evaluation are at the discretion of the faculty supervisor, and may include direct conversations with students taking the class, discussions with the GTF, classroom observation of a GTF either by the faculty supervisor or another agent designated by the faculty supervisor, and end-of-term student evaluations of the course and the GTF.

The criteria used for evaluation include:
Except for the additional proviso described below, re-appointment decisions are made as part of the normal appointment process. Current GTFs are considered for future appointments along with and on the same basis as all other graduate students in the Department. Since it is not unusual for a student’s level of performance to vary, or for a student to fail to fulfill an earlier promise, a faculty evaluation of a student’s work as excellent for any given term does not guarantee similar evaluation in any other term.

Regardless of academic performance, the faculty may decline to re-appoint as a GTF a student whose previous performance as GTF has been unsatisfactory. Evaluation of a GTF’s performance is the primary responsibility of the faculty supervisor (i.e. the faculty member teaching a course for which the GTF serves as teaching assistant), the faculty member assigned by Department Head to supervise a course being taught independently by a GTF, or the Director of the American English Institute in the case of GTFs teaching in the Institute. The means of evaluation are at the discretion of the faculty supervisor, and may include direct conversations with students taking the class, discussions with the GTF, classroom observation of a GTF either by the faculty supervisor or another agent designated by the faculty supervisor, and end-of-term student evaluations of the course and the GTF.

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:
Teaching positions with full course responsibility. The GTF is responsible for all lectures, homework, exams, grading, etc. for a course (normally Linguistics 150) including proctoring the final exam. This typically requires (per week):

- In-class contact hours (lecturing) 3 hours
- Class preparation 6 hours
- Scheduled office hours 3 hours
- Grading, etc. 3-6 hours

GTF’s assigned as instructor of record for Linguistics 150 will be provided with grading assistance. Typically grading assignments are given to incoming graduate students with limited previous teaching experience. The performance and evaluation of the grading GTF is not the responsibility of the GTF instructor of record, but will be carried out by the faculty member in charge of the 150 classes.

Discussion Section Leader:
Teaching assistant and discussion section leader. The GTF is required to attend all class lectures, lead two or three discussion sections per week, grade homework and examinations, and assist the faculty member teaching the course in preparing homework assignments, quizzes and exams, and other course materials. This typically requires (per week):
Laboratory Section Leader:
Click here to enter text.

Teaching Assistant:
Teaching assistant and discussion section leader. The GTF is required to attend all class lectures, lead two or three discussion sections per week, grade homework and examinations, and assist the faculty member teaching the course in preparing homework assignments, quizzes and exams, and other course materials. This typically requires (per week):

- Attendance at lectures................................................. 3 hours
- Conduct discussion sections ................................... 2 hours
- Grade homework and prepare discussion.................. 3-6 hours
- Scheduled office hours ................................................... 3 hours
- Grading exams, preparing assignments, etc............... 3-6 hours

Grader:
Grader for Linguistics class other than as instructor of record. The GTF is responsible for grading as assigned by instructor of record.

Grading 3-6 hours

Research Assistant:
Research assistant positions. The details of assignment for GTFs serving as research assistants vary according to the nature of the research or development project to which the GTF is assigned. The specific requirements for a given research assistant are specified in general form in writing by the faculty supervisor or the director at the beginning of the assignments.

Administrative GTF:
Click here to enter text.
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](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](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](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:
Linda Campbell (Office/Budget Manager) – 541-346-3919

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 posted throughout Straub Hall. First aid supplies are available in 173 Straub Hall.

**Use of Personal Protective Equipment:**
Click here to enter text.

**Required safety training and appropriate departmental record keeping:**
Click here to enter text.

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

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

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

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

This GTF employing unit is:

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

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

**Criteria Used to Assess Satisfactory Progress**
The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

**Coursework:**
For those students of whom all or any part of the prerequisite courses (LING 411/511, 421/521, etc.) is required, completion for the courses required for the M.A. (LING 507, 550, 551, 552 plus the “General Linguistics Option” or the “Applied Linguistics Option”) within two years following completion of the prerequisite sequence, if required, or following first enrollment. For students in the Ph.D. program, completion of 32 graduate hours of course work, not counting LING 550, 551, or 552, within four years of first enrollment in the Ph.D. program.

Students working toward the MA should either meet the 47 credit degree requirement, or submit and have accepted by the faculty an MA thesis, within three years of first enrollment in the MA program.

Students in the PhD program should advance to candidacy within four years of first enrollment in the PhD program. Advancement to candidacy requires the submission by the student and acceptance by the faculty of two original research papers of substantial length and publishable quality on topics approved by the faculty; at least two of the papers must be in separate sub-fields of linguistics.

**Grades:**
All graduate students in the Department of Linguistics are expected to complete all courses taken in the Department with a grade of B or better.

**Examinations:**
Click here to enter text.

**Research:**

**Language Requirements:**

**Teaching Requirement:**

**Skill/Practicum/Internship Requirement:**

**Advancement to Candidacy:**
Students in the Ph.D. program should advance to candidacy within four years of first enrollment in the Ph.D. program. Advancement to candidacy requires the submission by the student and acceptance by the faculty of two original research papers of substantial length and publishable quality on topics approved by the faculty; at least two of the papers must be in separate sub-fields of linguistics.
Other:

The process for evaluating satisfactory progress toward graduate degree is as follows: The faculty as a whole reviews the performance of each graduate student at the end of each academic term. The individual faculty advisor will discuss the results of that review. In the case that a student falls below what the faculty considers minimal standards of performance in the graduate program, the individual faculty advisor will work with the student to develop concrete plans to restore good academic standing.

By the end of a doctoral student's second year, he or she shall be given a review by members of the linguistics faculty. Materials submitted for this review must include the following:
- A research plan for the next years course work, qualifying papers, and any other details worked out in consultation with the student's advisor
- Written evidence of scholarly potential. For example, a student may provide a substantive term paper or revision of a term paper that demonstrates excellence of original research. A student's linguistics master's thesis can fulfill this requirement

Following review of these materials, the reviewing faculty decides either to accept or deny the student for continued study in the Ph.D. program. In some cases, a probation year may be granted for a student's third year of study; the review process is repeated at the end of the third year with an accept outcome the only possibility for continued study.

Failure to make satisfactory progress toward the graduate degree
Upon determination by the faculty of the Department that a student is not making satisfactory progress toward a degree, the Director of Graduate Studies or the student’s advisor will be directed to discuss the failure with the student, and to develop, subject to faculty approval, a specific timetable for accomplishing whatever requirements the student is lacking. Failure on the student’s part to return to satisfactory status within the agreed upon time will result in disqualification from the degree program.

10.0 DISCIPLINE AND DISCHARGE

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

To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, http://aaeo.uoregon.edu/AAEO%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:**
A Each GTF will be assigned an office which may be shared with 2-5 other GTFs. Office allocation is determined by the President of GLOSS (Linguistics graduate organization). Any office disputes will be resolved by the GLOSS President. Office assignments are made by September 16th each year.

**Private Meeting Space:**
Should the GTF need to meet with a student privately, then it is up to the GTF to make arrangements with other office GTFs to leave the office for a designated amount of time.

**Access to Telephones and Computers:**
Each student has a dedicated phone number that they can use to receive voicemail. The main office has a dedicated computer that is connected to the central printer, and students may connect their personal laptops or computers to the central printer. Each GTF has a user name and password on the department server in order to save their work-related documents.

**Access to Office Supplies, Photocopies and Printouts**
Department maintains central office supplies. GTFs may access the office supplies, provided the supplies will be used for teaching purposes. GTF’s are given a department copy code in order to copy student handouts, exams, etc. Prior to the start of the class GTF will be given a free desk copy for their class. The desk copy is provided by publisher or from UO Duck Store and charged to the department.

**GTF Assistance**
GTF’s assigned as instructor of record for Linguistics 150 will be provided with grading assistance. Typically grading assignments are given to incoming graduate students with limited previous teaching experience. The performance and evaluation of the grading GTF is not the responsibility of the GTF instructor of record, but will be carried out by the faculty member in charge of the 150 classes.

**13.0 GTF ABSENCES**

In accordance with the GTFF 2015-15 contract, Article 28, Absences, in the event that a GTF cannot attend a session of the assigned discussion section or class, the GTF must notify the Department Budget Manager (Linda Campbell at lcampbe@uoregon.edu) of the absence as soon as possible, with Cc to the faculty course instructor or supervisor. Where possible, the notice must be given before the scheduled section or class is held.

In the event of a GTF absence, it is within the discretion of the faculty instructor or supervisor whether to cancel the affected discussion session or class, to conduct it him- or herself, or to engage a substitute.

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