The supervisory individual who shall oversee the implementation of this GDRS is:
Political Science Department Head, in conjunction with the Department’s Director of Graduate Studies.

Revised: May 12, 2014
1. GENERAL INFORMATION

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

Access to this document will be provided to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation. This document and its amendments may be viewed or printed from the Graduate School website: http://gradschool.uoregon.edu/gtf/rights-and-responsibilities/gdrs.

b) GTF Tuition and Fees:
   Graduate Teaching Fellows are required to maintain and complete a minimum of 9 Political Science graduate credit hours per term (excluding summer). GTFs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Teaching Fellows must pay $61 of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

c) Graduate Teaching Fellows Federation:
   All Graduate Teaching Fellows (including administrative, research and teaching GTFs) at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's discretion, although payment of monthly dues, or an equivalent, is required under the Fair Share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement 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.

2. AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

a) The Department will give priority to GTF appointments. All graduate students employed by the department at .2 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 a new GTF position.

b) The number of GTF positions available is subject to the budgetary constraints on the department and the University, and is based on the department’s need for one or more GTFs.

c) In recent years, GTF positions have been offered by the Department for assisting in classes with large enrollment, which may include: leading discussion sections, assisting faculty with research projects, and performing as instructor-of-record for courses that graduate students are qualified
3. ELIGIBILITY REQUIREMENTS

a) Typically only graduate students enrolled in the Department of Political Science are eligible for GTF appointments. If a need arises and no qualified candidates are available from students majoring in the Department of Political Science, a qualified student from another department may be hired.

b) GTFs must be able to communicate in both written and spoken English sufficient to allow for the adequate transmission of ideas to students, and between students and the GTF. Non-native speakers of English who accept GTFs for teaching-related positions must submit a score for the Test of Spoken English (TSE) or SPEAK test to the Graduate School. Please see http://gradschool.uoregon.edu/?page=intlGTFLangRequirement for current SPEAK test score requirements. Individuals scoring below the minimum scores on the SPEAK or the TSE will be required to attend language support classes (at no additional charge to the student) and may be subject to limitations on the kinds of activities they may carry out as GTFs. The TSE is available at many TOEFL testing sites. If a TSE score is not submitted to the Graduate School in advance of arrival on campus, non-native-speaker students must take the SPEAK test at the University of Oregon prior to the first term of appointment.

c) Admission by the Department, Graduate School, and Office of Admissions into the Department’s graduate program.

d) 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.

e) The Department requires that GTFs maintain their studies in residency at the UO during each term of appointment.

f) Satisfactory Progress toward Degree, as outlined in section 10, must be maintained. For non-Political Science majors, satisfactory progress must be confirmed by the major department.

g) The maximum length of GTF eligibility a student may receive, not including summer session, is based on the following enrollment criteria:

   (1) 4 academic years if enrolled without a master’s degree
   (2) 3 academic years if enrolled with a master’s degree
   (3) 2 academic years if enrolled with the intention of earning a terminal master’s degree

h) Graduate Teaching Fellow Eligibility Requirements for Levels:
   “GTFs shall be advanced to the appropriate level of the salary scale at the beginning of the term immediately following that during which the criteria for advancement were met.” (CBA Article 21, Section 2)

   (1) GTF I – Regularly enrolled graduate students admitted to a graduate degree program or doctoral students who are not eligible for a GTF II or GTF III
   (2) GTF II – Regularly enrolled graduate students who have:
(a) Master’s degree in the same or cognate field  
(b) Successfully completed a qualifying examination, or  
(c) Completed 45 credit hours toward a doctoral degree and have a written recommendation of the head of their major department  
(3) GTF III – Regularly enrolled doctoral students who have advanced to candidacy.

i) To be eligible for an Instructor-of-Record position, the student must be advanced to candidacy and must defend their Ph.D. prospectus at least one term prior to teaching a course.

4. APPLICATION PROCESS

a) As described in Article 9 of the Collective Bargaining Agreement, each GTF shall be given a copy of this GDRS, including appointment and reappointment criteria, at the time of hire.

b) 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 University's Office of Affirmative Action, the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (CBA Article 17, Section 1).

c) It is the department’s responsibility to provide the University with recommendations for GTF appointments. (CBA Article 17, Section 1).

d) Each applicant will be sent a notice of the hiring decision within five working days after the final decision by the University has been made. (CBA Article 17, Section 1)

e) From time to time emergency appointments will be necessary. In such cases, the department head will make selections in consultation with the appropriate department committee.

f) Five application processes have been identified below:

(1) New prospective graduate students  
(a) The department provides prospective graduate students with information regarding GTFs and the application procedure at the time that Graduate Admission Application information is requested.

(b) Prospective graduate students must indicate their interest in a Graduate Teaching Fellowship Award on the department’s online application during the admissions process.

(c) GTF award decisions for new students are made by approximately March 15. Students are asked to respond by April 15.

(2) Returning students with a continuous GTF Award  
(a) Returning GTFs may be automatically reviewed for reappointment up to the maximum eligible terms (see eligibility requirements above).

(b) Reappointments are contingent upon satisfactory academic progress (see section 10 below), positive annual reviews, and the availability of funds and positions.
Eligibility rules outlined above apply.

(c) Returning GTFs may indicate the desired FTE for each term (see “Workload” below) by providing a request no later than **February 1** for the following academic year.

(d) GTF award decisions for these students will be made within approximately 5 business days after the Annual Review.

(3) **Returning students with no previous GTF award, or reapplying after loss of an award**

(a) Complete a new Application for Graduate Teaching Fellowship Award, provide an updated Personal Statement which describes what has been accomplished over the past academic year(s) and plans for the next year, and provide new letters of recommendation from professors with whom you have recently worked (3 letters are recommended).

(b) Above materials must be provided by **February 1** for the following academic year.

(c) Appointments are contingent upon satisfactory academic progress (see section 10 below), positive annual reviews, and the availability of funds and positions. Eligibility rules outlined above apply.

(d) GTF award decisions for these students will be made within approximately 5 business days after the Annual Review.

(4) **Returning students with a GTF that has reached maximum length of eligibility**

(a) Complete a *Graduate Funding Opportunity Application* and provide required documentation by **February 1** for the following academic year.

(b) Funding opportunities beyond the maximum length of eligibility are contingent upon satisfactory academic progress (see section 10 below), positive annual reviews, the availability of funds and positions, and the ability and willingness to be an Instructor-of-Record. Students in their fifth and subsequent years will be expected to teach one or more course(s) each academic year.

(c) To be eligible for an Instructor-of-Record position, the student must be advanced to candidacy and must defend their Ph.D. prospectus at least one term prior to teaching a course.

(d) GTF award decisions for these students will be made within approximately 5 business days after the Annual Review.

(e) If additional Instructor-of-Record positions become available during the regular academic year or for Summer Session, the department will notify currently enrolled graduate students. This notification will include deadline dates, application procedures, and other pertinent information.
5. APPOINTMENT AND REAPPOINTMENT SELECTION PROCESS

   a) Recommendations for appointment and reappointment shall be made to the department head.

      (1) For prospective and returning student GTF awards, such recommendations shall be made by the Admission and Awards Committee. The committee shall be comprised of three or more faculty members appointed by the Director of Graduate Studies.

      (2) For GTF Instructor-of-Record positions, such recommendations shall be made by the department head in consultation with the graduate student faculty advisor as well as the Admission and Awards Committee.

      (3) 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.

      (4) In addition to criteria indicated under sections 3 and 6, a prospective Instructor-of-Record’s previous background in the subject area will be taken into consideration.

      (5) Candidates will be rank-ordered based upon the criteria outlined in “Eligibility Requirements” and “Criteria to be Considered”.

   b) If no qualified students apply, the department head or appropriate 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.

   c) In the case of continuation of the same position, the department may decide to continue with the same GTF in the position without a new announcement.

   d) GTFs will be employed year-to-year rather than term-to-term, whenever feasible. GTFs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GTF position.

   e) Appointments are not automatic, nor are they guaranteed. Students will be considered in the following order:
      1. Current Ph.D. students with a continuous GTF Award
      2. Incoming Ph.D. students
      3. Current Ph.D. students with a GTF Award that have exceeded maximum period of eligibility
      4. Current Ph.D. students with no previous GTF Award, or who are reapplying after loss of an award
      5. Master’s students

6. CRITERIA TO BE CONSIDERED

   a) Appointments and reappointments will be based on evaluation of each candidate’s qualifications with respect to eligibility criteria in section 3, as well as:
(1) Academic credentials. For incoming students, this is evidenced by their Statement of Purpose, previous degrees, grades, and test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement.

(2) Recommendations from academic or work supervisors. 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.

(3) 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) Teaching and/or Research Assistant performance evaluations, which are based on the work listed in the GTF’s Responsibilities Statement, will be reviewed and considered for reappointment. See “Work Assignments” below.

c) Student evaluations, if applicable, will also be reviewed and considered for reappointment. See “Work Assignments” below.

d) Financial need will not be considered.

7. WORKLOAD

a) GTFs are appointed in the Department of Political Science at specified full time equivalent levels (FTE) and corresponding total workloads. (CBA Article 21). The normal workloads in the department are as follows:

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<tr>
<th>FTE</th>
<th>Hours Per Term</th>
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<tr>
<td>.10</td>
<td>44</td>
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<tr>
<td>.20</td>
<td>88</td>
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<tr>
<td>.30</td>
<td>131</td>
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<td>.40</td>
<td>175</td>
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<td>.49</td>
<td>215</td>
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b) To be awarded a Graduate Teaching Fellowship, combined FTE of assignments must total .20 or greater.

c) For the purpose of setting the workload (and thus FTE) for a particular GTF position, the department shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.

d) GTFs who have full responsibility for teaching a class (Instructor-of-Record) for Fall, Winter, or Spring terms will have appointments of .49 FTE during the terms in which they are teaching. For Summer term, they will have appointments of .40 FTE for 4-8 week courses (4 credit hours), or .20 FTE for 2 credit hour 2-day weekend courses. No additional duties will be assigned during these terms.
8. WORK ASSIGNMENTS

a) The distribution of time actually spent on duties may vary from week to week. Because there is a likelihood that more than 15% of the workload will fall in some particular week(s), especially finals week, the GTF and supervisor will need to come to a mutual agreement on this time distribution and include it in the Responsibilities Statement (see below). The workload per term must be within the designated number of total workload hours. The supervising faculty should take into consideration the GTF's class load.

b) During the regular academic year, the Department of Political Science typically has the three following types of GTF work assignments:

(1) Teaching assistants: will assist faculty or Instructors-of-Record who teach a large course; possibly being responsible for leading discussion sections (.10, .20, .30 or .40 FTE)

   (a) The department head and/or associate department head, with assistance of preference rankings from faculty and GTFs, makes GTF assignments each term.

   (b) A Responsibilities Statement detailing specific duties and a breakdown of time commitment should be given no later than Friday of week 1 of the term of appointment (on a term-by-term basis) by those individual faculty members or Instructors-of-Record with whom the GTF will be working. If the faculty member or Instructor-of-Record does not provide one, the GTF should request one.

   (c) In-class contact hours generally include attending lectures, conducting discussion sections, leading review sessions, and occasionally teaching in the instructor's absence.

   (d) Preparation hours include preparing discussions, review sessions, or lectures; developing reading lists or material; constructing or assisting with construction of examinations and quizzes; and proctoring exams.

   (e) Contact hours outside the classroom shall include a minimum of 1 office hour per week between the hours of 9:00 am and 5:00 pm for .30 and .40 FTE. Office hours for teaching assistants with less than .30 FTE will be determined by the faculty member or Instructor-of-Record. Office hours must be accounted for on the Responsibilities Statement.

   (f) Performance evaluation shall be based on their work in the above terms and, where relevant, on their reading and grading papers, examinations, or quizzes and their maintaining and submitting grading records in compliance with the department's and University regulations. Instructors-of-Record do not evaluate assigned GTF performances.

   (g) Consideration will be given for a positive working arrangement between a teaching assistant and the faculty person or Instructor-of-Record with whom the
assistant works.

(2) **Research assistants:** will assist faculty or the department head in conducting research related to the faculty member's or department head's research and professional activities (.10, .20 or .30 FTE).

(a) A *Responsibilities Statement* detailing specific duties and a breakdown of time commitment should be given at the time of appointment (on a term-by-term basis) by those individual faculty members with whom the GTF will be working. If the faculty member does not provide one, the GTF should request one.

(b) Specific duties will be determined by the faculty member involved and may include any activities related to the faculty member's research and professional activities.

(c) Performance evaluation shall be based on their work in the above terms and on their performance of the duties assigned by the professor. The professor will provide evaluation of the GTF’s performance.

(3) **GTF Instructors-of-Record:** have full responsibility for teaching a course (.49 FTE) and may be assigned teaching assistants dependent on enrollment levels.

(a) In-class contact hours include conducting lectures, leading review sessions, and proctoring examinations (32 or 40 hours).

(b) Preparation hours include preparing lecture and any review sessions, developing a syllabus, course materials, and reading lists, constructing examinations and quizzes (90 hours).

(c) Contact hours outside classroom include holding a minimum of 2 office hours per week between the hours of 9:00 am and 5:00 pm; making provision for special consultation, as needed. Also, if assigned a GTF teaching assistant, responsible for outlining specific duties and time commitments by providing the GTF with a *Responsibilities Statement* (35 hours).

(d) Grading examinations (22.5 hours midterm; up to 8 hours special project or paper if teaching an upper-division course with 30 in-class contact hours; 30 hours final examination; 1.5 hours recording grades).

(e) The department head evaluates performance based on their work in the above terms and on their reading and grading papers, examinations, or quizzes, maintaining and submitting grading records in compliance with the department's and University regulations.

(f) Instructors-of-Record who are assigned to a course for which the workload falls above a .49 FTE will be given GTF assistance as determined by the Department Head. Every effort will be made to ensure that the Instructor-of-Record will be a senior GTF in comparison to their assigned GTF assistant. Instructors-of-Record do not evaluate GTF performances.
c) During Summer term, the Department of Political Science typically has two types of GTF work assignments, as follows:

(1) **GTF Instructors-of-Record for 4 credit hour course (.40 FTE):**

(a) 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 and teaching of classes assigned to them.)

(b) In-class contact hours include conducting lectures, leading review sessions, and proctoring examinations (32 or 40 hours).

(c) Preparation hours include preparing lecture and any review sessions, developing a syllabus, course materials, and reading lists, constructing examinations and quizzes (90 hours).

(d) Contact hours outside classroom including office hours; making provision for special consultation, as needed (6 hours).

(e) Grading examinations (17.5 hours midterm; up to 8 hours special project or paper if teaching an upper-division course with 30 in-class contact hours; 20 hours final examination; 1.5 hours recording grades).

(f) The department head evaluates performance based on their work in the above term and on their reading and grading papers, examinations, or quizzes, maintaining and submitting grading records in compliance with the department's and University regulations.

(2) **GTF Instructors-of-Record for 2 credit hour course (.20 FTE):**

(a) In-class contact hours include conducting lectures, leading review sessions, and proctoring examinations (10 hours).

(b) Preparation hours include preparing lecture and any review sessions; developing a syllabus, course materials, and reading lists, constructing examinations and quizzes (47 hours).

(c) Contact hours outside classroom including office hours; making provision for special consultation, as needed (3 hours).

(d) Grading examinations and papers (16.5 hours final examination; 10 hours grading optional papers, 1.5 hours recording grades).

(e) The department head evaluates performance based on their work in the above terms and on their reading and grading papers, examinations, or quizzes, maintaining and submitting grading records in compliance with the department's
and University regulations.

9. HEALTH AND SAFETY INFORMATION

a) Accident Reporting and Workers’ Compensation

1. The University’s Workers’ Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 345-8316.

2. 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.

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

4. 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).

5. 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.

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

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

b) Safety Information
(1) The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, http://ehs.uoregon.edu.

c) Reporting Safety Hazards
(1) GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Kristina Mollman, Political Science Office Manager, 541-346-4863.

(2) 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).

d) Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:

(1) The department’s Hazard Communication Program book is located in 932 Prince Lucien Campbell Hall. The book includes material data safety sheets (MSDS).
(2) First aid supplies are located in 932 Prince Lucien Campbell Hall.

10. SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

a) The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in Political Science, whether or not they hold a GTF position.

b) Satisfactory progress toward a graduate degree is a requirement of GTF appointments and reappointments.

c) 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. As a matter of policy, an individual 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.

d) 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.

e) 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.

f) For a GTF in the Department of Political Science who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.
g) Criteria used to assess satisfactory progress toward a graduate degree in the Department of Political Science, along with the process by which satisfactory progress is assessed, can be found in the department’s Master’s Program Requirements, found here: http://polisci.uoregon.edu/graduate/master-program/, and the Ph.D. Program Requirements, found here: http://polisci.uoregon.edu/graduate/doctoral-program/.

h) Students are responsible for ensuring their continued progress toward completion of degree requirements, including compliance with credit hour, incomplete, and coursework grade requirements, GPA, and all deadlines and requirements established by the Graduate School and/or the Department of Political Science; this includes deadlines for submitting administrative paperwork.

11. DISCIPLINE AND DISCHARGE

a) 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.

12. DISCRIMINATION GRIEVANCE PROCEDURES

a) 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; available online at http://aaeo.uoregon.edu/booklet.html.

13. Work Environment

a) Each graduate student in the Department of Political Science is given a departmental Graduate Student Manual during orientation, which details information about the department’s GTF work environment. Information regarding available private meetings spaces, access to telephone, computers and office supplies can be accessed on the department’s website at: http://polisci.uoregon.edu/files/2013/07/F13-Manual-wf7h5d.pdf.