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:
Richard D. Margerum, Department Head

DATE OF THIS GDRS REVISION: 6/19/15
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:

- PPPM 201 Intro to PPPM,
- PPPM 202 Healthy Communities,
- PPPM 205 Intro to City Planning,
- PPPM 280 Intro to Nonprofit Sector,
- PPPM 331 Environmental Management,
- PPPM 340 Climate Change Policy,
- PPPM 413 and 656 Quantitative Methods,
- PPPM 434/534 Urban Geographic Information Systems,

and other courses as number of positions allows.

This GTF employing unit:

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

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

- Winter term, the department's GTF committee reviews the faculty's requested GTF positions and descriptions for the next academic year, and with department head approval determines the GTF positions to be offered.

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

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

SUMMER TERM APPOINTMENTS
Does unit hire GTFs in Summer? No

If yes, the availability of GTF appointments for the upcoming summer term is usually determined:
Dependent on funding availability, advertised spring term.

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

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

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are

All students enrolled in the master's programs in community and regional planning, nonprofit management, and public administration.

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:

Degree to which the applicant meets the qualifications as specified in the job description. Factors that can be considered in this evaluation include academic performance, previous coursework, related work experience, and student interest

Students will be considered in the following order:
Some GTF positions are reserved for continuing master’s students because of job criteria. Other GTF positions may be reserved for incoming master’s students in the three programs--community and regional planning, nonprofit management, and public administration.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
Typically, students will not have more than 3 terms of state-funded GTF support unless uniquely qualified for a particular position.

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:
In April, email announcement of the availability of positions with the job descriptions will be sent to the list of incoming master's students.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:
In March or April, email announcements of the availability of positions with the job descriptions will be made to the PPPM master's students list serve. Announcements with the job descriptions will also be posted in 119 Hendricks.

SUMMER TERM APPOINTMENTS
Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s):

Generally, the application process for incoming students includes:

Incoming students are not required to submit separate application for GTF positions in order to be considered, but may do so following application process for continuing students, except admission recommendation letters will be used in place of PPPM faculty references.

Generally, the application process for continuing students includes:
Applications should include 1) cover letter addressing the position the student wishes to be considered for and why they are especially qualified; 2) resume; 3) past GTF positions held and the supervising faculty for each position; and 4) the names of two PPPM faculty who are willing to serve as professional references. Submit a separate application for each position.

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):
Email announcement of the availability of position(s) with the job description(s) will be made to all (continuing and incoming) PPPM master’s students. The announcement will also be posted in 119 Hendricks.

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:
Degree to which the applicant meets the qualifications as specified in the job description. Factors that can be considered in this evaluation include academic performance, previous coursework, related work experience, and student interest

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
The department head appoints committee members to the GTF Committee in the same manner as appointment of members of all other departmental committees.

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

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

(A) General criteria include (in no particular order):
Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.
Interviews. Finalists will be interviewed and evaluated based on their performance and responses. Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria
For an Instructor of Record (full course responsibility):
Lecturing or teaching experience preferred;
Excellent written and oral communication skills
Interest in working with undergraduate students on writing and research skills
Interest and background or experience in course topic
Strong academic record

For a Discussion Section Leader:
Applicants should have a strong academic background, excellent organizing skills, and interest in teaching/pedagogy. Strong interpersonal skills are also important for working and interacting with students. A basic understanding of the history and theory related to the planning, public policy, and management fields

☐ Organized and detail oriented
☐ Inspired by planning and interested in inspiring future leaders
☐ Some knowledge of Blackboard or ability to get some training on programming Blackboard for quizzes
☐ Ability to be empathetic with struggling students, yet firm in relation to expectations and quality of work

For a Laboratory Section Leader:
☐ Above average performance in course (PPPM 534, 613, 656) and/or a strong background with appropriate computer program (Stata, ArcGIS, etc.).
☐ Proficient skill level with Microsoft Excel.
☐ Teaching experience preferred.
☐ Excellent communication skills and ability to work with undergraduate students.
☐ An excellent academic record.

For a Teaching Assistant:
☐ Demonstrates excellent comprehension of the material.
☐ Quantitative skills
☐ Organized; pays attention to detail; completes tasks in a timely manner.
☐ Demonstrated skill in the use of word processing, spreadsheet, database and graphics programs.
☐ An excellent academic record.
☐ Experience using Blackboard, and willingness to learn and use advanced program features.
☐ Excellent communication skills and ability to work with undergraduate students.
☐ Ability to attend class meetings.

For a Research Assistant:
☐ Completion of the following graduate-level coursework: Research Methods in Public Policy and Management (PPPM 657), Quantitative Methods in Planning and Public Policy (PPPM 656), and Public Sector Economy (PPPM 628)
☐ Excellent organizational skills and attention to detail
☐ Familiarity with relevant software including Microsoft Office, Mozilla Firefox, Zotero reference manager, search engines and library research databases
☐ Familiarity with Stata and other statistical analysis software
☐ Demonstrated academic interest in a broad range of areas relating to social policy
☐ Ability to complete work reliably and accurately on a timely basis.
For an Administrative GTF:

- Familiarity with PPPM undergraduate program and UO undergraduate academic requirements.
- General knowledge of careers in planning, public policy, and management.
- Skill in developing positive relationships with diverse student populations.
- Skill in solving problems, managing time, and performing administrative duties.
- Ability to effectively communicate verbally and in writing with students, staff, and faculty.
- Ability to proofread and edit program material.
- Ability to effectively maintain hard copy records and electronic databases.

(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:
- Strong academic record, background or interest in course or research area, effective written and oral communication skills.

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

Evaluations are performed by:

GTFs are evaluated by their supervising faculty member.

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Instructions to unit: Cite titles of those involved in performance evaluation.

The criteria used for evaluation include:

Describe criteria used for evaluation.

- Quality of work
- Timeliness of the work
- Professionalism in communication and interaction
- Commitment to promoting and enhancing diversity and equity.
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:**
- Full course responsibility (based on .40 FTE)

  In-class contact hours \(6\) hrs per wk
  - Conduct: lectures, laboratory or discussion sections, lead review sessions
  Preparation hours \(4\) hrs per wk
  - Prepare: lectures, lecture demonstrations, or discussion sessions
  - Develop syllabus and course materials
  - Construct examinations and quizzes
  Contact hours outside the classroom ............................................ \(4\) hrs per wk
  - Office hours
  - Counseling, tutoring, special consultations
Performance evaluation .......................................................... 2 hrs per wk
-Reading and grading: papers, exams, quizzes, lab reports, special projects
-Maintain and submit grading records in compliance with the department's and the University's regulations

Discussion Section Leader:
Teaching Assistant GTF (based on .20 FTE)

In-class contact hours 3 hrs per week
- Conduct: lectures, laboratory or discussion sections, lead review sessions, teach in instructor's absence
- Attend lectures
- Assist with occasional field trips
Preparation hours 2 hrs per wk
- Prepare: lectures, lecture demonstrations, or discussion session
- Adapt or develop syllabus and course materials
- Construct examinations and quizzes
Contact hours outside the classroom 2 hrs per wk
- Office hours
- Counseling, tutoring, special consultations
Performance evaluation 1 hr per wk
- Reading and grading: papers, exams, quizzes, lab reports, special projects
- Maintain and submit grading records in compliance with the department's and the University's regulations.

Laboratory Section Leader:
Same as discussion section leader.

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Teaching Assistant:
Same as discussion section leader.

The UO and the Department of Planning, Public Policy and Management (PPPM) are committed to providing the highest quality education to graduate students. On rare occasions, a graduate teaching fellow (GTF) is assigned to assist in a graduate course due to large enrollment of students in the course or to the specific nature of the course (e.g., lab requirements, the number of assignments, a workshop course). This policy, developed in collaboration with the Graduate School, is intended to ensure that graduate students in the class receive instruction and evaluation from the faculty member(s) assigned to the course and not the GTF and to minimize the potential for conflicts of interest.
The use of GTFs in graduate PPPM courses is appropriate only when the GTF has already mastered the course material being taught at the highest level and only in the following limited situations:

1. The graduate course in question has a lab component which requires the use of a GTF to assist students with completing assignments which require specific equipment or specific software packages. Examples of such courses include PPPM 656 Quantitative Methods and PPPM 534 Urban GIS.

2. The graduate course in question has a large enrollment or an unusually large number of assignments. In such cases, GTFs may assist the course instructor with grading assignments which are objective in nature. Examples of such courses include PPPM 656 Quantitative Methods and PPPM 684 Public and Nonprofit Financial Management.

3. The graduate course in question is a workshop and involves managing groups of students working on projects for outside agencies and organizations. Examples of such courses include PPPM 608 Community Planning Workshop.

If a GTF assists with a graduate level course, the department and the course instructor will ensure that the follow policies are followed:

1. Conflict of Interest, Disclosure and Opt-out
   a. The Department and the course instructor will be responsible for reviewing the enrollments of courses to ensure that GTFs are not taking coursework with students in the course for which they are a GTF during the same term. If there is no possible way to avoid this situation then the GTF will not assist in any formal or informal evaluation for students with whom they are also currently classmates. The course instructor will be solely responsible for all evaluation of any students that have a conflict of this type. This conflict and the above steps to rectify the conflict will be stated in the course syllabus.
   b. The course syllabus shall delineate the GTF’s responsibilities for the course. In addition, the course syllabus shall include the following statements: “If you are concurrently taking any courses with the GTF assigned to this course, please let the instructor know. The GTF will not be involved with any review of assignments for students in this course who are taking other courses concurrently.” “If you do not want a GTF to read assignments or assist in other evaluative duties, or assist in workshop supervision (not including project coordination), then notify the instructor of record and he or she will assume those responsibilities.”
   c. GTFs will not enter grades in a grade book, electronic (e.g., Blackboard) or written, or have access to the grade book unless all students are assigned random numbers and the GTF cannot view student names, social security numbers, student IDs, or other potentially identifying information.

2. Teaching Labs
   a. GTF may teach lab sessions for courses which require students to complete specific assignments using specialized equipment or computer software available in a lab setting. Examples include PPPM 656 Quantitative Methods, PPPM 614 Planning Analysis II, PPPM 534 Urban Geographic Information System.
   b. The content of the lab session will be determined by the course instructor, not by the GTF. For example, the lab session may be focused on completing a particular assignment. In such cases,
the assignment will be created by the course instructor.
c. The lab session must not constitute more than 33% of the contact hours in the course. For example, a course that has three hours of classroom time and 1.5 hours of lab is acceptable. If the lab session exceeds 33% of the total contact hours, then the course instructor must be present during the lab sessions.

3. Managing Student Groups in Workshops
   a. A GTF may be assigned to manage student group projects in workshop courses such as PPPM 625, 626 Community Planning Workshop.
   b. GTFs in a workshop course may not engage in the following activities:
      i. Grading assignments and tests
      ii. Entering grades into a system (e.g., Blackboard) in which the GTF can see student names, student ID numbers, social security numbers or other identifiable information
   c. GTFs in a workshop course may engage in the following activities:
      i. Providing feedback on workshop activities that do not affect the student’s grade.
      ii. Providing an occasional lecture in class or leading a portion of class time that is no more than 10% of all course lectures.
      iii. Hold office hours and answer questions about ongoing project work and project-based assignments.
      iv. Assist with course organization including Blackboard site (with the exception of managing the grade-book section).
      v. Organize and facilitate team meetings.
      vi. During group activities in the course, provide feedback to students working on the group activity (e.g., role-plays).
      vii. Observe students conducting course-related practicum activities and provide feedback if that feedback is not related to grades on assignments or in the course. This may include, for example, assignments related to project-based work.
      viii. Attend weekly supervision meetings facilitated by the practicum coordinator and/or the course instructor of record.
      ix. Participate in pre-service training activities related to practicum and student teaching (orientation, practicum meetings as needed).

4. Grading Objective Assignments and Exams
   a. A GTF may assist in grading assignments or exams only if the assignment or exam in question is objective in nature. Examples would include assignments in Quantitative Methods or Financial Management courses.
   b. The course instructor will provide the GTFs with a clear answer key which will guide the grading process. The answer key must indicate the correct answer for each question and the appropriate assignment of points for correct answers. This answer must be made available to all students in the class so that they can verify the accuracy of the grading process.
   c. If a GTF assists in reviewing assignments and providing comments, then the faculty member must review and provide his or her own comments. Students will receive only the faculty member’s comments.
   d. In grading assignments or exams, the GTF must not be able to view the student names or otherwise identify students. The course instructor will assign a random ID number (not their
student ID or SSN) to each student in the class. Students in the class will identify their assignments and exams using this random ID number. The GTF will record grades according to this random ID and the course instructor will link the grades to individual student names without the assistance of the GTF.

5. Any exceptions to the GTF policy and this addendum must be submitted to the program director and department head and then to the Graduate School at least one term prior to the requested exceptions (and well before the established Graduate School deadline for GTF appointment paperwork for the term in question). Such exceptions will only be approved on a case-by-case basis.

Grader:
Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Research Assistant:
Research Activities - Library research, analyses, writing, editing, graphics work.

Administrative GTF:
Assist department head and program directors in administration and development of the department.
Assist undergraduate director in advising undergraduate majors and recruitment of undergraduate students.

Supervisory GTF:
Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

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

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

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

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

Safety Information:

The University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety. The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, http://ehs.uoregon.edu/ Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

Reporting Safety Hazards:

GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:

Susanne Zudegi Giordano, PPPM office coordinator.

Instructions to unit: List name/title of appropriate departmental representative to contact.

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTFF union representative.

Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

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

Susanne Zudegi Giordano, office coordinator, 119 Hendricks Hall

Instructions to unit: identify the location of these items in the work area and identify the person (by name or by title) who is responsible for maintaining them.
Required safety training and appropriate departmental record keeping:
Public Safety driver certification and van training for Motor Pool vehicle use. PPPM department office.

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:

See http://pppm.uoregon.edu/current/handbook to access current Student Handbooks for each of the master's programs.

Criteria Used to Assess Satisfactory Progress
The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:
**Coursework:**
Complete 9-16 credits of core and elective courses per term. Students without gtf positions can maintain satisfactory progress on a part-time basis, minimum 3 credits per term.

**Grades:**
If a gtf, completes 9-16 credits per term maintaining at least a 3.0 gpa. Students without a gtf position can maintain satisfactory progress with minimum of 3 credits and 3.0 gpa.

**Other:**
The process for evaluating satisfactory progress toward graduate degree is as follows:
Each term, program directors review summary term gpa and cumulative gpa for satisfactory progress. Mid-program reviews are done after a student has completed 32 credits.

**Failure to make satisfactory progress toward the graduate degree**
If term and cumulative gpa falls below 3.0. Student has until the end of the current academic year to raise gpa to 3.0.

**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](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:

PPPM department office, 119 Hendricks, department website, [http://pppm.uoregon.edu/current/](http://pppm.uoregon.edu/current/)
List location or source of information about GTF work environment.

**Workspace:**
Graduate Teaching Fellows in PPPM will be assigned shared, lockable office space in Hendricks Hall as needed. GTFs should expect to share office space, desks and equipment with up to 4 other GTFs per room. Office keys will be issued, and a locking file cabinet made available as needed. The undergraduate advising GTF is assigned an individual office. Community planning workshop GTFs are assigned to 26A-D, and 1B Hendrick's Address your unit’s provisions for working locks on doors, properly and securely installed partitions and shelving, safe and appropriate furnishings.

**Private Meeting Space:**
Arrangements can be made for individual use of office space during office hours especially for teaching assistants meeting with students

**Access to Telephones and Computers:**
GTF-shared offices contain one telephone with access to voice mail, and one or more computers for shared use. For use of the fax machine or telephone for long distance calling on behalf of the faculty supervisor, the GTF may use the faculty member’s long distance access code as permitted. Computer work stations will be shared by up to 4 GTFs (the PPPM computer lab is also available for computer work). Software is available, or will be made available, that is necessary to perform GTF duties, upon request through the faculty supervisor. During GTF office hours, those students have first priority on the use of the office computer/s

**Access to Office Supplies, Photocopies and Printouts**
The undergraduate advising/internship GTF will have access to the faculty’s networked printer in room 119B. Most GTF offices do not have printing access. Community planning workshop GTFs share a printer and get office supplies from Community Service Center staff in room 111. Assignments for the faculty should be sent attached to email back to the faculty member or a PPPM staff member for printing. Office supplies that are normally ordered for the department will be available to GTFs as needed, upon request. For use of the photocopier in Room 119B on behalf of the faculty supervisor, the GTF will be assigned a copy code access number. Access is available during regular office hours 8-5 Monday through Friday.

**GTF Assistance**
In Planning, Public Policy and Management department, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.

**Absences**
The GTF should notify the instructor of record and Zudegi Giordano regarding any absence.

For GTFs teaching their own lab or full course, keep in mind: (1) regarding substitutes, the CBA states that in no instance shall a GTF be required to pay for a substitute and if no substitute is
found, the department may elect to cancel a class; (2) the CBA states that whenever possible, the GTF (or a designee if the GTF cannot do so him/herself) will provide the department with information about where he/she left off (e.g., in the previous class in the case of a teaching GTF).

Please refer to Article 28, Absences, in the GTTF Collective Bargaining Agreement.