General Duties and Responsibilities Statement (GDRS)

DEPARTMENT OF PSYCHOLOGY
GRADUATE TEACHING FELLOWSHIPS
2015-16

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The supervisory individual who shall oversee the implementation of this GDRS is:
Chair, Graduate Education Committee.

This document and its amendments may be viewed or printed from the Graduate School Website.

Revised: May 15, 2015
1. GENERAL INFORMATION

1.1. This Document

1.1.1. The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTFs), Graduate Research Fellowships (GRFs), and Graduate Administrative Fellowships (GAFs) offered by the Department of Psychology. Unless otherwise noted, “GTF” will be used throughout this document to refer all three types of fellowships. 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 document details the specific relationship between GTFs and the Department. This document does not apply to work-study or other staff hired in the Department. This document and its amendments may be viewed or printed from the Graduate School website.

1.2. GTF Tuition and Fees

1.2.1. GTFs are required to maintain and complete a minimum of 9 graduate credit hours toward the degree per term. 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. Per the CBA, GTFs must pay a portion 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 CBA Article 22.

1.3. Graduate Teaching Fellows Federation

1.3.1. Most GTFs at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues, or an equivalent, is required under the fair share agreement (CBA Article 4 §4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement (CBA) between the GTFF and the University of Oregon. An electronic copy of the CBA is available on the Graduate School and Human Resources websites. A hard copy of this document is available upon request.

2. AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1. The Department will give priority for GTF appointments to Psychology graduate students. All graduate students employed by the Department at .20 FTE or above for research, teaching (e.g., instructor, lab assistant, discussion leader) or administrative duties will be awarded a GTF appointment, except in emergency situations that cannot be accommodated by an increase in the FTE of current GTFs or the creation of a new GTF position.

2.2. GTF appointments are determined by a group consisting of: the Department Head, the Chair of the Graduate Education Committee, and the Chair of the Undergraduate Education Committee, with the administrative support of the Executive Assistant to the Department Head.

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

2.4. The priority is to staff regular required courses (e.g., PSY 201, PSY 202, PSY 302, PSY 303) and to provide assistance to faculty where needed.

2.5. The Department:

2.5.1. Makes an effort to distribute GTF opportunities to as many students as possible.

2.5.2. Encourages students to seek outside financial opportunities such as scholarships. Should the outside support be less than a .42 FTE academic year GTF, the Department will attempt to raise total funding to the .42 FTE level for students in the highest priority as available resources allow.
2.6. In recent years GTF positions have been offered by the Department for teaching in courses such as PSY 302, PSY 303 and PSY 410, as well as assistance in PSY 201, PSY 202, PSY 302, PSY 303, PSY 304 and other selected 300- and 400-level courses. Other positions include Human Subjects Coordinator, Assistant to the Department Head, Assistant to various departmental committees or positions (e.g., Graduate Admissions; Undergraduate Education, Developmental Database, Newsletter), etc.

3. ELIGIBILITY REQUIREMENTS

3.1. Eligible students for a GTF appointment in the Department are:

3.2. Doctoral students enrolled in the graduate program in Psychology. Current policy is to offer academic year GTF support for the first four years pending (1) good standing in the graduate program, (2) satisfactory performance as a GTF, and (3) availability of funds.

3.3. Hiring for GTF positions for the academic year will be in the following priority:

3.3.1. Entering doctoral students and returning doctoral students in good standing.

3.3.2. Doctoral students who have returned to good standing.

3.3.3. Others (e.g., doctoral students who have returned from a leave of absence, 5th year and beyond doctoral students in good standing, students in the master’s program or students from other disciplines).

3.4. Summer Term Teaching Assignment. As with all teaching assignments, the primary criteria used in selecting instructors for summer term courses are demonstrated competence in the topic material and teaching ability. Whenever there is no clear difference between potential student instructors for a course, the choice of instructor will be made according to the following priority ranking:

3.4.1. First-year doctoral students.

3.4.2. Fourth-year doctoral students.

3.4.3. Third-year doctoral students.

3.4.4. Second-year doctoral students.

3.4.5. Others (e.g., 5th year and beyond doctoral students, master's students).

3.5. The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.

3.5.1. In addition, the Department normally requires that a GTF maintain her/his studies in residency at the University during each term of appointment. Any exception to this condition will require a written justification provided by the responsible supervisor and the review and approval of the Department Head. Documentation of the exception will be filed with the Department’s copy of the GTF contract.

4. APPLICATION PROCESS

4.1. As described in the CBA Article 9, each potential GTF shall be referred to a copy of the appointment or reappointment criteria at the time of application.

4.2. 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 GTFF office, and on the websites of the Graduate School and Human Resources (CBA Article 17 §1).

4.3. It is the Department's responsibility to provide the University with recommendations for GTF appointments (CBA Article 17 §1).
4.4. For those GTF positions for which only graduate students in the Department are eligible, position announcements for the upcoming academic year (Spring term application pool) will be made by email to current graduate students.

4.5. Positions offered by the Department that are not included in the Spring term application pool will be appointed by the GTF Appointing Committee prior to the beginning of the term needed.

4.6. From time to time emergency appointments will be necessary. In such cases, the Department Head, in consultation with the GEC chair, shall choose a qualified person for that position.

4.7. Completed requests for specific positions shall be returned to the Department by the announced deadline. Applicants may indicate an interest in a single position, specific positions, or in all the announced positions.

4.8. Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made (CBA Article 17 §1).

5. APPOINTMENT SELECTION PROCESS

5.1. GTF appointments and reappointments are determined by the group listed above in section 2.2. Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:

5.1.1. For entering students: "Incoming academic promise" as evidenced by previous degrees and grades, test scores, etc.

5.1.2. For students currently enrolled in the Department: Good standing in the graduate programs (see section 10 below). This is a minimal requirement. Candidates will be evaluated based on academic achievement.

5.1.3. Satisfactory evaluations of the student in previous GTF assignments or other work experience (e.g., previous work in a particular area).

5.1.3.1. For teaching GTF positions, previous teaching or previously having taken the course where the GTF position is offered will be considered.

5.1.3.2. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available will be considered.

5.1.3.3. Recommendations may be obtained from academic or work supervisors.

5.1.4. Specific criteria relating to the specific GTF work assignment.

5.1.5. General criteria regarding appointments for the particular types of work assignments available with the Department.

5.2. General criteria (e.g., computer skills, demonstrated knowledge of subject) relating to the specific GTF work assignment. Input may be solicited from the faculty person. Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. Such consideration may involve soliciting input from the faculty person.

5.3. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the group making appointments will give substantial consideration to the other appointment or reappointment criteria.

5.4. If no qualified students apply or are available for a particular position, the appointing group may decide to reopen the application process for the position.

5.4.1. Generally, the same process described above will be repeated. However, the Department reserves the right to proceed to fill the position as it would in an emergency appointment situation (see section 4.6 above).
6. APPOINTMENT AND REAPPOINTMENT

6.1. 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.

6.2. Preference shall be given to doctoral students enrolled in the graduate program in the Department. Our current policy is to offer academic year GTF support for the first four years pending (1) good standing in the graduate program, (2) satisfactory performance as a GTF and (3) availability of funds.

6.3. "Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required, whether they are applying for an initial appointment or for reappointment. However, this is a minimal requirement (see section 10 below).

6.4. GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations (CBA Article 8).

6.5. Reappointments are not automatic, nor are they guaranteed.

6.6. In the case of the continuation of the same position, the Department may decide to continue with the same GTF in the position without any new announcement of the position.

6.7. Performance Evaluation

6.7.1. GTFs in the Department will be evaluated at the end of every term by their faculty instructor or advisor.

7. GTF LEVELS AND WORKLOADS

7.1. GTF appointments in the Department correspond to university GTF levels and are made for a specific (FTE) percentages of .21, .245, .28, .37, .42, and .49.

7.2. The three GTF levels are as follows:

7.2.1. GTF I - Regularly enrolled graduate students admitted to a graduate degree program or doctoral students not eligible for a GTF II or GTF III appointment.

7.2.2. 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 written recommendation of the head of their major department.

7.2.3. GTF III - Regularly enrolled doctoral students who have advanced to candidacy.

7.2.4. GTF appointments are generally (but not always) made in FTEs of .21, .245, .28, .37, .42, or .49. Appointments at .21 FTE require up to 92 hours per term, or up to 276 hours per academic year.

7.2.5. Appointments at .245 FTE require up to 107 hours per term, or up to 321 hours per academic year.

7.2.6. Appointments at .28 FTE require up to 123 hours per term, or up to 369 hours per academic year.

7.2.7. Summer Session teaching appointments at .37 FTE require up to 162 hours per term.

7.2.8. Appointments at .42 FTE require up to 184 hours per term, or up to 552 hours per academic year.

7.2.9. Appointments at .49 FTE require up to 215 hours per term, or up to 645 hours per academic year.

7.3. For the purpose of setting the workload (and thus FTE) for a particular GTF position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

7.3.1. Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, etc. in addition to time spent actually teaching.
7.3.2. The distribution of workload among work assignment 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.

7.3.3. Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GTF will be required to fulfill that specific time commitment.

7.3.4. Hourly workload estimates for each of the duties included in a position are approximations only. The actual time spent on different duties may vary. The GTF may also be required to perform other duties directly related to the position that are not listed provided the total time commitment is not exceeded.

7.3.5. The FTE for GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record for a course during summer session shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.)

8. WORK ASSIGNMENTS

8.1. The Department typically has types of GTF work assignments including the following:

8.1.1. Teaching positions:
   8.1.1.1. Full course responsibility.
   8.1.1.2. Laboratory/Discussion section responsibility.
   8.1.1.3. Teaching Assistant: assist faculty who teaches a course.
   8.1.1.4. Summer Session teaching positions.

8.1.2. Non-teaching positions:
   8.1.2.1. Research Assistant.
   8.1.2.2. Human Subjects Coordinator.
   8.1.2.3. Assistant to the Department Head.
   8.1.2.4. Administrative Support.
   8.1.2.5. Academic Advisor for Undergraduate Students.

8.2. Full Course Responsibility GTF at .49 FTE (hours provided for specific tasks are estimates only).
   8.2.1. In-class contact hours per term: 30.
      8.2.1.1. Provide lectures, present material, provide instruction, lead discussions.
   8.2.2. Preparation hours per term: 90.
      8.2.2.1. Prepare lectures and demonstrations.
      8.2.2.2. Adapt or develop syllabus & course materials.
      8.2.2.3. Construct examinations and quizzes.
   8.2.3. Contact hours outside the classroom hours per term: 40.
      8.2.3.1. Hold office hours.
      8.2.3.2. Counseling, tutoring, special consultations.
8.2.3.3. Responding to student queries.

8.2.4. Performance evaluation hours per term: 55.

8.2.4.1. Proctor exams, read and grade papers, quizzes, lab reports, and special projects.

8.2.4.2. Maintain & submit grading records in compliance with departmental and university regulations.

8.3. Laboratory/Discussion Section GTF at .42 FTE (hours provided for specific tasks are estimates only).

8.3.1. Attend class: 30.

8.3.2. Conduct laboratory/discussion sections, lead review session hours per term: 40.

8.3.3. Preparation hours per term: 20.

8.3.3.1. Meet with faculty instructor for planning sessions.

8.3.3.2. Assist with constructing examinations and quizzes.

8.3.4. Contact hours outside the classroom hours per term: 40.

8.3.4.1. Hold office hours.

8.3.4.2. Counsel, tutor, provide special consultations.

8.3.4.3. Respond to student queries.

8.3.5. Performance evaluation hours per term: 54.

8.3.5.1. Proctor exams, read & grade papers, quizzes, lab reports, special projects.

8.3.5.2. Assist in maintaining & submission of grading records in compliance with departmental and university regulations.

8.4. For intensive courses (e.g.: PSY 302, 303 and 304) the FTE may be increased to .49 FTE. Duties are similar to 8.3 above, but with increased hours to be distributed as discussed with the course instructor based on the 215 hour maximum for a .49 FTE.

8.5. Teaching Assistant GTF at .42 FTE (hours provided for specific tasks are estimates only).

8.5.1. Attend class: 30

8.5.2. Preparation hours per term: 40.

8.5.2.1. Meet with instructor for planning sessions.

8.5.2.2. Assist with constructing examinations and quizzes.

8.5.3. Contact hours outside the classroom hours per term: 40.

8.5.3.1. Hold office hours.

8.5.3.2. Counsel, tutor, provide special consultations.

8.5.3.3. Respond to student queries.

8.5.4. Performance evaluation hours per term: 74

8.5.4.1. Proctor exams, read and grade papers, quizzes, lab reports, special projects.

8.5.4.2. Assist in maintaining & submission of grading records in compliance with departmental and university regulations.
8.6. Teaching Assistant at FTE other than .42:

8.6.1. Duties are similar to section 8.5 above, but with hours to be distributed as discussed with the course instructor based on the hour maximums specified in section 7 above.

8.6.2. For courses where the primary content requires unusually high levels of course preparation, contact hours outside the classroom, and performance evaluation, the GTF assignment will be increased to .49 FTE.

8.6.3. For an assignment where a GTF’s effort will be split between two courses and distinct course preparation, contact hours outside the classroom, and performance evaluation are required, the GTF assignment may be increased to .49 FTE.

8.6.4. For an assignment where a GTF’s effort will be split between teaching and research, the teaching portion of the GTF assignment will be no less than .21 FTE.

8.7. Summer Session Full Course Responsibility at no less than .20 FTE. Actual FTE will be dependent upon course credit hours and team teaching, but will include at least the following:

8.7.1. In-class contact hours.

8.7.1.1. Provide lectures, present material, provide instruction, lead discussions.

8.7.2. Prepare for class

8.7.2.1. Prepare lectures & demonstrations.

8.7.2.2. Adapt syllabus & course materials.

8.7.2.3. Construct examinations and quizzes.

8.7.3. Contact hours outside the classroom hours.

8.7.3.1. Hold office hours.

8.7.3.2. Counsel, tutor, provide special consultations.

8.7.3.3. Respond to student queries.

8.7.4. Performance evaluation hours.

8.7.4.1. Proctor final; grade papers.

8.7.4.2. Maintain & submit grading records in compliance with departmental and university regulations.

8.7.5. In cases of team teaching, FTE will be divided appropriately.

8.8. Research Assistant GRF at varying FTE.

8.8.1. Duties and FTE will vary due to the type of research being conducted by the Principal Investigator but may include conducting experiments, data analysis, and writing up results.

8.8.2. Hours to be distributed as discussed with the responsible supervisor and based on the hour maximums specified in section 7 above.

8.8.3. While the effort level for a research appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.

8.9. Human Subjects Coordinator GAF at .49 FTE (hours provided for specific tasks are estimates only).

8.9.1. Run the subject pool. Hours per term: 60.

8.9.1.1. Inform subjects, researchers, and potential subjects and researchers about procedures.
8.9.1.2. Organize, collect, and administer subject hour requests.

8.9.1.3. Maintain and update Sona, Canvas, and department human subjects web sites.

8.9.1.4. Handle problems and complaints.

8.9.2. Organize the prescreening procedure. Hours per term: 60.

8.9.2.1. Promote the prescreening procedure among subject pool students

8.9.2.2. Organize and administer the prescreen procedure; update the Human Subjects protocol as necessary.

8.9.2.3. Collect the measures and create prescreen on the Sona site

8.9.2.4. Distribute prescreen data to researchers.

8.9.3. Organize the General Surveys. Hours per term: 33.

8.9.3.1. Promote the General Survey among researchers.

8.9.3.2. Organize and administer the General Surveys.

8.9.3.3. Collect the measures and update the Human Subjects protocol.

8.9.3.4. Distribute General Survey data.

8.9.4. IRB related duties. Hours per term: 32.

8.9.4.1. Log and maintain approved protocols.

8.9.4.2. Approve debriefing forms for new protocols and protocol modifications.

8.9.4.3. Renew and update Human Subjects protocol and Prescreening & General Survey protocol.

8.9.5. Assist the faculty HS chair. Hours per term: 30.

8.9.6. Assist with procedures and documentation pertinent to human subjects issues.

8.10. Department Head Assistant GAF at varying FTE.

8.10.1. Assist the Department Head.

8.10.2. Duties will not exceed .49 FTE or 215 hour per term.

8.10.3. Hours to be distributed as discussed with the responsible supervisor and based on the hour maximums specified in section 7 above.

8.10.4. While the effort level for this appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.

8.11. Administrative Support GAF at varying FTE.

8.11.1. Various appointments for departmental committees and projects (e.g., UEC, GAC, GEC, Developmental Database, Newsletter) and general administration.

8.11.1.1. Duties and FTE will vary due to the needs of each committee or administrative assignment.

8.11.1.2. Hours to be distributed as discussed with the responsible supervisor and based on the hour maximums specified in section 7 above.
8.11.1.3. While the effort level for this appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.

8.12. Academic Advisor for Undergraduate Students GAF at varying FTE.

8.12.1. Assist the Department’s head undergraduate advisor.

8.12.1.1. Duties and FTE will vary due to current needs.

8.12.1.2. Hours to be distributed as discussed with the head undergraduate advisor and based on the hour maximums specified in section 7 above.

8.12.2. While the effort level for this appointment may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no less than .20 FTE and no more than .49 FTE.

9. HEALTH AND SAFETY INFORMATION

9.1. Accident Reporting and Workers Compensation

9.1.1. 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.

9.1.2. All University of Oregon employees, including GTFs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injury, illnesses or diseases that arise out of or in the course and scope of employment.

9.1.3. 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 Safety Incident or Accident Report (SIAR) 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.

9.1.4. 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).

9.1.5. 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.

9.1.6. 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.

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

9.2. Health and Safety Requirements. The working environment for GTFs will comply with applicable local, state, and federal laws pertaining to occupational safety and health.
9.2.1. 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 at [http://ehs.uoregon.edu/safety-advisor-committee](http://ehs.uoregon.edu/safety-advisor-committee).

9.2.2. Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative (currently Tom Akers, take@uoregon.edu; 541-346-7191). 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).

9.2.3. Use of Personal Protective Equipment. If protective gloves, safety glasses or respirators are required in the labs, it is the responsibility of the Principal Investigator or her/his designee to provide and train lab personnel.

9.2.4. Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies: First aid supplies are maintained by the main Psychology Department office personnel. Supplies are checked and replaced as needed on an on-going basis.

10. SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

10.1. Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment (see section 5 above).

10.1.1. 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, individuals appointed as GTFs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

10.1.2. 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.

10.1.3. 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.

10.2. For a GTF working in the Psychology Department who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.

10.3. Criteria used in assessing satisfactory progress toward a graduate degree in the Department shall be as follows:

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

10.3.2. Complete a specified sequence of courses within a timetable (see also the Psychology Doctoral Graduate Student Handbook):

10.3.2.1. Data Analysis sequence (PSY 611/612/613) by end of spring term of first year.

10.3.2.2. At least two of the required three core courses by the end of spring of first year. Complete third core course by the end of spring of second year (unless student has successfully petitioned the GEČ for an extension).

10.3.2.3. First Year Research Seminar (3 terms) by end of spring term of first year.
10.3.2.4. First-Year Research Requirement paper due by November 15 of second year.

10.3.2.5. Supporting Area Requirement and Major Preliminary Examination by October 15th of fourth year.

10.3.2.6. Doctoral Dissertation by seven years from time of admission to the doctoral program.

10.3.2.7. Incomplete courses that are component of any of the requirements directly above must be completed for the requirements to be considered complete. Other incomplete courses should be completed in the time frame recommended by a student’s advising committee and/or the GEC.

10.3.3. Maintain a GPA of 3.0 or better. The GPA will be computed for coursework meeting the requirements of the graduate degree.

10.3.4. Make satisfactory research progress. Research will be evaluated each year by the Advising Committee and the GEC.

10.3.5. Advancement to candidacy: Advancement is required prior to accumulating the 18 hours of dissertation credits toward the dissertation, nomination of the Dissertation Committee to the Graduate School, and application for the final oral defense and degree. Advancement to candidacy takes place after all department and area requirements have been fulfilled (with the exception of the clinical internship).

10.3.6. Process for evaluating satisfactory progress toward graduate degree:

10.4.1. Evaluation is done by the Advising Committee whose chair reports to the Graduate Education Committee (GEC). There are two types of evaluations: (a) formal evaluations require an Advising Committee meeting and report to the GEC, and may trigger a GEC meeting and discussion, and a faculty meeting and discussion; (b) informal evaluations require only an Advising Committee meeting and report to the GEC; problematic cases may still be discussed in a faculty meeting.

10.4.2. First-year students have an informal evaluation in winter term. Second-year students have a formal evaluation in winter term. Third-year students have a formal evaluation in spring term. Fourth-year (and beyond) students have an informal evaluation fall term. Students in the Individualized Master’s Program have a formal evaluation in spring term.

10.5. Failure to make satisfactory progress toward the graduate degree could result in:

10.5.1. Disqualification from the Department's degree program.

10.5.2. Remedy timelines set on an individual basis.

11. DISCIPLINE AND DISCHARGE

11.1. A GTF appointment may be terminated pursuant to the conditions specified by CBA Article 16. Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree. Please also consult the Psychology Doctoral Graduate Student Handbook.

12. DISCRIMINATION GRIEVANCE PROCEDURES

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

13. WORK ENVIRONMENT

13.1. The work environment and materials provided to the Department’s GTFs include the following:
13.2. Workspace.

13.2.1. A single office is available for the use of all of the Department’s masters students. It is typically only used by the few masters students who hold teaching appointments, as masters students who hold research appointments are typically provided space within labs. The shared office is supplied with the following:

13.2.1.1. Multiple desks and/or desk-size work tables.

13.2.1.2. Multiple chairs.

13.2.1.3. A bank of lockers.

13.2.2. While masters students using the office are welcome to claim a single locker as their own, they are asked to remember that the office and the furniture, fixtures, and equipment within are shared by and accessible to others.

13.2.3. The lockers in the masters office are provided for personal use of masters students only. Each student may claim one locker. Users are welcome to secure their locker with a personal lock. However, if the contents of a locker produce any emissions (odors, liquid, etc.), the Department reserves the right to remove the lock, address the emissions and their source, and secure any remaining belongings. Additionally, if a locker appears to be abandoned, the Department reserves the right to remove the lock, and secure any remaining belongings. In either case, the Department will make a good faith effort to identify and notify the locker user of the Department’s intent and/or actions. The Department will not be responsible for the replacement of a lock rendered useless due to removal.

13.2.4. Masters students holding required scheduled office hours have priority use of this space. To avoid conflicts and misunderstandings, these students are asked to coordinate and post their office hours in a single conspicuous location within the space prior to the start of each term.

13.2.5. Doctoral student offices or comparable dedicated work spaces are routinely assigned to all of the Department’s doctoral students. Doctoral student offices are normally shared by two or more doctoral students. Each assigned doctoral student space is initially supplied with a minimum of the following:

13.2.5.1. One ergonomic work surface and chair for each assigned occupant.

13.2.5.2. A minimum of two standard file drawers.

13.2.6. If all the individuals assigned to a doctoral student office unanimously agree, they may contact the Department to have furniture removed from an office (e.g., for the purposes of maximizing available space).

13.2.7. In order to make the most efficient use of the limited space, doctoral students are encouraged to notify the Department if an assigned office will not be needed or will not be regularly used.

13.2.8. The Department reserves the right to redistribute and reassign student offices at least once each year. Student spaces will be assigned with the best interests of both the students and the Department in mind. Office moves are generally expected to take place during summer term.

13.2.9. Unless approved in advance, students may not remove, trade, exchange, or otherwise dispose of any department-owned furniture, fixtures, or equipment. Students are discouraged from adding personal furniture to an office.

13.2.10. Unless an authorized user is present, all office and lab doors in the building are to remain locked. If a key or lock fails to work properly, the Department should be notified immediately. Students will be issued keys and/or card access to their assigned space and to the building’s exterior entrances.
13.2.11. A key card provided by the Department must be presented when picking up keys from the UO Key and Access Office. Deposits are required for keys and are the responsibility of the student to whom the keys are issued. Any student to whom keys are issued accepts responsibility for the keys and for promptly notifying the Department if the keys are lost or stolen. Keys no longer needed should be returned to the UO Key and Access Office.

13.2.12. When personal belongings appear to have been forgotten or abandoned in lockers or assigned spaces, the Department will send notification via UO email to the last known user(s) of the space where the belongings were discovered. Items unclaimed by a deadline specified in the notification will be considered abandoned property and handled in accord with UO surplus rules.

13.3. Private Meeting Space.

13.3.1. In addition to assigned spaces, should students require larger and/or more private space for the purposes of official meetings with others, they may use department conference rooms. Though these rooms are not necessarily in high demand at all times, it should be noted that the reservation and use of the rooms is on a first-come-first-served basis. Students may request a key to these rooms.


13.4.1. Each student office is equipped with one phone set and one dedicated phone line. If the students assigned to a space unanimously agree the phone is not needed they may contact the Department to have the phone removed. Students may not remove, trade, exchange, or otherwise dispose of department phones.

13.4.2. A single voicemail account is provided with each dedicated phone line. Students assigned to a shared office must cooperate to establish an agreeable voicemail access code, outgoing message, and incoming message review protocol.

13.4.3. Each student office is also equipped with at least one dedicated internet connection. In spaces occupied by multiple individuals, the Department provides internet switches where needed, allowing multiple devices to be connected simultaneously. Students may not remove, trade, exchange, or otherwise dispose of department internet switches. Students are responsible for providing the cables required to connect their devices to the provided internet connections.

13.4.4. In addition to the internet access provided in offices, students have round-the-clock access to the Department’s computer labs. All software currently required for department-taught courses is available on the computers within these labs. A student may request a key to these rooms.

13.4.5. While they are employees of the Department, students may make use of the MS Home User Agreement associated with the Department’s site license for the Microsoft Office Productivity Suite. This suite includes but is not limited to Word, Excel, Outlook, PowerPoint, and Access. For a minimal cost, each employee may use the license for one computer in his/her possession. The software installation and licensing are administered by the Department’s technical services staff.

13.5. Access to Office Supplies, Photocopies, and Printouts.

13.5.1. Limited access to department office supplies, printers, scanners, and copiers to all graduate students in the Department. While there are currently no hard limits on the use of these items, user activity is tracked and is occasionally reviewed for evidence of abuse. When an individual’s use is deemed excessive given his/her department assignments, the individual will be contacted in order to reconcile and/or resolve the issue. It is understood that the following individuals need reasonable and appropriate access to additional supplies necessary to accomplish the tasks associated with their assignments:

13.5.1.1. GTFs working under the direction of an instructor of record (as teaching assistants, lab leaders, or discussion section leaders).

13.5.1.2. GTFs working as instructors of record.

13.5.1.3. Administrative GAFs.
13.5.1.4. Research GRFs.

13.5.2. When procuring necessary office supplies, printing, or copying in quantities beyond those reasonably associated with assigned job duties, students will be expected to arrange for billing the expenses to the appropriate funding sources and/or use appropriate non-department resources. Instruction in this regard will be provided by the Department as needed.

13.5.3. The Department has three copier/printer/scanners (two in Straub; one in LISB). The LISB copier and the Straub 3rd floor copier are available round-the-clock for use by graduate students. The Straub office copier is available 7:00 am to 9:00 pm on weekdays that the department is open for use by graduate students. Use requires a dedicated unique user code that should not be shared.

13.5.4. General office supplies are located in the main office supply cabinet in Straub and are available to graduate students between 7:00 am and 9:00 pm on weekdays that the department is open. Some may also be found in the other copier rooms. The supplies found in these locations are provided for the incidental use of Department personnel. If a substantial quantity of any office product is needed, the administrative staff can arrange to have the supplies ordered and billed to the appropriate accounts.

13.6. GTF Assistance

13.6.1. A GTF serving as instructor-of-record will be provided grading assistance only when the enrollment in the course requires unusually high levels of grading.

13.6.2. The individual assisting may be a fellow GTF or a graduate-level student worker selected from a list of eligible candidates compiled by the department consistent with section 3 above.

13.6.3. When assistance is provided by a fellow GTF with available FTE, an amendment will be made to the assisting GTF’s existing appointment to reflect the additional effort. While the additional FTE may range from .01 FTE to .49 FTE, the combined FTE for all appointments in the same term must be no more than .49 FTE.

13.6.4. When assistance is provided by a graduate-level student who is qualified to assist but does not concurrently hold a GTF appointment and the time required to assist does not reach the equivalent in hours of .20 FTE, the assisting student will be employed as a student hourly employee.

14. ABSENCE POLICY

14.1. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record, or in cases where you are the instructor of record, you must notify the Department Head and chair of the Graduate Education Committee. This notification should occur as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. To the extent possible, when providing this notification, provide as much information as possible about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to make this notification both by phone and email. In the case that you are unable to provide this notification, you may designate someone to make your notification and provide the necessary information to the individuals listed above using this protocol.

14.2. If you are a teaching assistant in a class, do not cancel the class without permission from the instructor of record.

14.3. If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GTF and the department on any adjustment due to the GTF’s absence.

14.4. COVERAGE FOR TEACHING GTFs or GTFs WHO TEACH LAB SECTIONS:

14.4.1. If possible, attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute.

14.4.2. If you are unable to find a substitute, inform the Department Head and the chair of the Graduate Education Committee (if you are sole instructor) or the instructor of record (if you teach lab sections), so they can assist in finding a substitute.
14.4.3. If no appropriate substitute is found, the department may elect to cancel the class.

14.5. MAKE-UP WORK: If you are a GTF who is a teaching assistant, please check with the instructor of record to determine when and how any missed work will be made up.

14.6. PLANNED ABSENCES:

14.6.1. If you are a GTF who is a teaching assistant and you are planning an approved absence during any working days of the term, notify the instructor of record how to reach you (assuming it will be possible to reach you).

14.6.2. If you are a GTF who is instructor of record, notify the Department Head and undergraduate secretary that you will be gone and provide information how to reach you (again, if it will be possible to reach you).

14.7. 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