1.0 General Information

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

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

1.2 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.


1.3 Graduate Teaching Fellows Federation

Most Graduate Teaching Fellows 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 (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon. Upon signed acceptance of an offer, the GTF will be sent a copy of the Collective Bargaining Agreement and other information pertinent to the appointment.

The individual who oversees the implementation of this GDRS is: Leonardo Garcia-Pabon, Director of Graduate Studies, Department of Romance Languages

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 GTF appointments are programatically determined by the Associate Department Head and, at times, the Graduate Committee and Department Head, in spring term as a regular part of planning for the upcoming academic year.

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

2.3 The priority is to staff first and second year language courses and to provide assistance at other levels as needed.

2.4 The department:

2.4.1 makes an effort to distribute GTF opportunities to as many students as possible.

2.4.2 will give priority to RL Graduate Students in assigning 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 new GTF positions.

2.5 GTF positions have been consistently offered by the Department for teaching first and second year language classes. The Department also offers advanced GTFs experience in teaching third year language and literature courses. The availability of these positions will fluctuate depending upon student enrollment, faculty staffing, and budget constraints.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Students eligible for a GTF appointment in the Department of Romance Languages are:

3.1.1 Master’s students or Ph.D. students enrolled in the Department of Romance Languages.

3.1.2 Graduate students enrolled at the U of O in related departments such as Comparative Literature, Linguistics, Education and Ethnic Studies who have credentials necessary to perform work assigned.
3.2 Preference is given to graduate students in the Department of Romance Languages.

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

3.4 The Department of Romance Languages requires that a GTF maintain her/his studies in residency at the University of Oregon in Eugene during each term of appointment.

4.0 APPLICATION PROCESS

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

4.2 Position announcements for the upcoming academic year will be made by sending applications to all students requesting admission to the Department of Romance Languages' Graduate Program.

4.3 Positions available to graduate students from other departments will be announced by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the Department of Romance Languages website and 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 (Article 17, Section 1).

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

4.3.2 From time to time emergency GTF appointments will be made. In such cases, the Department Head will make a GTF appointment after consultation with the Associate Department Head, the Graduate Committee, the Language Supervisor and other faculty members as appropriate to the case.

4.4 Priority will be given to completed applications returned to the department by February 1.

4.5 Applicants may indicate an interest in a position on the application form.

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

5.0 APPOINTMENT AND REAPPOINTMENT

5.1 Recommendations for appointment and reappointment shall be made to the Department Head and Associate Head by the Graduate Committee.

5.1.1 The Graduate Committee shall be comprised of four or five faculty members, selected by the Department Head and the Advisory Committee.

5.1.2 The Graduate Committee, the Language Supervisor and the GTF’s academic advisor will jointly agree on reappointments. The Department Head will give final approval to all appointments and reappointments.

5.2 Each year, a certain percentage of GTF positions are reserved for incoming graduate students. Competition for those positions shall be limited to the pool of incoming students. Appointments will be
based on evaluation of each candidate’s qualifications with respect to the criteria below, which will be used to rank applicants:

5.2.1 Academic promise of incoming students as evidenced by previous degrees, transcripts, letters of recommendation, statements of purpose, writing samples, as well as TOEFL score and/or interview when indicated.

5.2.2 Previous experience teaching the course for which the GTF position is offered.

5.2.3 In lieu of or in addition to previous experience, the overall merit of graduate application materials.

5.3 A certain percentage of positions shall be reserved as reappointment positions. Reappointments are not automatic, nor are they guaranteed. Reappointment is based on the following:

5.3.1 Satisfactory academic progress towards the degree (see 9). Satisfactory progress towards the degree is required of students currently enrolled in the Department whether they are applying for an initial appointment or for reappointment. However, this is a minimal requirement. Candidates will be ranked based on academic achievement.

5.3.2 Evaluations from the GTF’s academic advisor and language supervisor.

5.3.2.1 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.

5.3.3 Honoring all duties and responsibilities as outlined in the GDRS, the GTF contract, and the GTF workload description. (Appendix 1)

These duties and responsibilities also include:

5.3.3.1 Complying with instructions and requests issued to GTFs by the department, for example, timely submission of office hours and grades.

5.3.3.2 Notifying the department as soon as possible if a GTF finds that s/he will not be able to honor the contract (i.e., that s/he will not be able to teach).

5.4 Financial need will not be considered, except when evaluating two or more equally qualified candidates.

5.5 GTF appointments and reappointments shall comply with the Federal and University Affirmative Actions regulations. (Article 8)

5.6 In addition to the general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.

5.7 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.

5.8 In cases of reappointment, the recommended maximum number of reappointments shall be:

5.8.1 one year for MA students.
5.8.2 two years for Ph.D. students.

5.9 Reappointment can be jeopardized by failure to comply with the duties and responsibilities described in this document.

6.0 WORKLOAD

6.1 GTFs are appointed in the Department of Romance Languages at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 21)

- 6.1.1 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
- 6.1.2 .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
- 6.1.3 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
- 6.1.4 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

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

- 6.2.1 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, assisting students with course registration, etc. in addition to time spent teaching.

- 6.2.2 The distribution of workload among work assignment duties (7.0) is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours.

7.0 WORK ASSIGNMENTS

7.1 Selection for a GTF in the Department of Romance Languages is the responsibility of the Graduate Committee and is approved by the Department Head and the Associate Head. This is an open competition and is advertised in standard department literature. After one has been selected to receive a GTF-ship, the precise class assignment is the prerogative of the Head and Associate Head. This assignment is made only after consultation with the Head of the Graduate Committee and the language directors.

As a rule, Department of Romance Languages’ GTFs teach first and second year language classes. GTFs in the Ph.D. program may be invited to teach a third year literature class or an advanced language class. GTFs must be present on campus to perform all the duties listed in Appendices 1 and 2. Except in the case of emergencies, failure or inability to fulfill these expectations may result in refusal to appoint or reappoint. (See section 7.4).

Assignment of GTFs as a third-year Survey Discussion Group Leader is based upon the following criteria:

- 7.1.1 Native or near-native language proficiency, including knowledge of advanced grammar, extensive vocabulary, correct pronunciation, and skill in composition. This advanced course requires language and teaching proficiency far beyond the level required to teach first- or second-year courses.

- 7.1.2 Strong, current knowledge of the culture and society of the countries whose languages are studied.
7.1.3 Pedagogical experience, having taught first- and second-year classes at the UO.

For Discussion Leaders, the Instructor of Record in conjunction with the Graduate Committee will recommend to the Department Head and to the Coordinator of the Third Year Literature Program the names of doctoral candidates who they think are capable of teaching at this level. Student enrollment, faculty staffing and budget constraints will also influence the teaching assignment. Final decisions will be made by the Department Head.

GTFs leading discussion groups will be evaluated by their students at the end of the term and their classes will be visited by faculty. The department reserves the right to re-hire GTFs with third-year experience whose performance has been deemed satisfactory without considering students who have not been trained to lead discussion groups.

In the Department of Romance Languages, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.

7.2 Third-Year Language/Literature Course Instructor of Record .49 FTE = 215 hours per term

Assignment of a GTF to a third-year language/literature class is based on the same criteria as Third-year Discussion Group Leader (sections 7.4.1 – 7.4.3) and the following additional criterion:

7.2.1 GTFs selected to teach a third-year language and literature course are usually Ph.D. students who have been advanced to candidacy.

For literature courses, faculty advisors or dissertation chairs may suggest to the Department Head, Associate Head and the Coordinator of the Third Year Literature Program the names of doctoral candidates who they think are capable of teaching at that level. The faculty advisor must agree to develop the course curriculum with the GTF and to provide close supervision. Student enrollment, faculty staffing and budget constraints determine course offerings.

GTFs teaching third-year courses will be evaluated by their students at the end of the term and their classes will be visited by faculty, schedules permitting. The department reserves the right to re-hire GTFs with third-year experience whose performance has been deemed satisfactory without considering students who have not been trained to teach third-year courses. (See Appendix 1)

7.3 Summer Term GTF

Summer teaching assignments are not guaranteed. All students enrolled in the Master's program in French, Spanish, Italian and/or Romance Languages or the doctoral program in Romance Languages who have completed one year or more of study and teaching are eligible to apply for summer teaching. Selection is based on three criteria: quality of teaching, progress toward degree and staffing needs. (Evaluation criteria are posted on the RL Department Intranet.) Only continuing graduate students are eligible for summer GTF appointments. Appointments for each 4 or 5 credit course carry a .37 FTE

See Appendix 2

8.0 HEALTH AND SAFETY INFORMATION

8.1 Accident Reporting and Workers’ Compensation
8.1.1 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 or visit: http://ehs.uoregon.edu/.

8.1.2 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.

8.1.3 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 the incident immediately to the supervisor. The supervisor will complete the Supervisor’s 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. Forms can also be obtained from Departmental Office Managers or EHS.

8.1.4 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).

8.1.5 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 his/her rights and coverage when the claim is processed.

8.1.6 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 you believe there is some confusion about salary or workers' compensation benefits, contact EHS immediately.

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

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

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

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

8.2.3 Use of Personal Protective Equipment. (Not applicable in Romance Languages.)

8.2.4 Required safety training and appropriate departmental record keeping. (Not applicable in Romance Languages.)

8.2.5 First aid supplies are located in 102 Friendly. Please see the Office Manager or main office staff.

8.2.6 Physical workspace, access to computers and telephones is addressed in the department GTF handbook located on the department’s Intranet.

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

9.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. (See section 5.3.)

9.1.1 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 students’ 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.

9.1.2 The hiring unit (Department of Romance Languages) 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.

9.1.3 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.

9.2 For a GTF in the Department of Romance Languages who is a graduate student in another program, department or school, satisfactory progress shall be assessed by criteria established by their home program, department or school but shall be reviewed by the chair of the Romance Languages department.

9.3 Criteria used in assessing satisfactory progress toward a graduate degree in the Department of Romance Languages shall be as follows:

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

9.3.2 Coursework:

9.3.2.1 Complete at least 9 credits per term toward the graduate degree.
9.3.2.2 Complete a specified sequence of courses within a timetable (See M.A. and Ph.D. requirements outlined on the RL website)

9.3.3 Grades:

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

9.3.3.2 At any one time, a student shall have no more than 2 incompletes. All incompletes shall be completed within 1 year.

9.3.4 Examinations:

9.3.4.1 See M.A. and Ph.D. requirements

9.3.5 Ability to complete the graduate degree satisfactorily:

9.3.5.1 Utilizing the above objective criteria, a subjective evaluation of the student's ability to complete the graduate degree will be made. Assessments will be made of the student's motivation and resourcefulness; commitment and devotion to scholarly projects; independent, creative, and critical thinking.

10.0 DISCRIMINATION GRIEVANCE PROCEDURES

10.1 LANGUAGE FROM AAEL website. A copy of the University of Oregon’s most up-to-date AAEO Discrimination Grievance Procedures is available online at http://aaeo.uoregon.edu/booklet.html

Revised: May 2013
Originally prepared: May 1985, Graduate School
Appendix 1

**GTF Workload**

The approximate number of hours required to comply with GTF responsibilities is outlined in the following table. The figures marked with an asterisk represent maximum expectations; in some cases, they will far exceed the actual work performed. Numbers in brackets represent weekly times (term total divided by 11 weeks). Figures marked with a dagger are non-recurring events not performed each week.

<table>
<thead>
<tr>
<th>Activity</th>
<th>100-level</th>
<th>200-level</th>
<th>300-level Discussion Leader</th>
<th>300-level Instructor of Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare course meetings*</td>
<td>5 [0.5]</td>
<td>6 [0.6]</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Course meetings*</td>
<td>9 [0.9]</td>
<td>9 [0.9]</td>
<td>10 [1.0]</td>
<td>8 [0.8]</td>
</tr>
<tr>
<td>Lesson planning*</td>
<td>50 [5.0]</td>
<td>50 [5.0]</td>
<td>20 [2.0]</td>
<td>80 [8.0]</td>
</tr>
<tr>
<td>Classroom teaching</td>
<td>50 [5.0]</td>
<td>40 [4.0]</td>
<td>30 [3.0]</td>
<td>30 [3.0]</td>
</tr>
<tr>
<td>Office hours</td>
<td>20 [1.8]</td>
<td>20 [1.8]</td>
<td>20 [1.8]</td>
<td>20 [1.8]</td>
</tr>
<tr>
<td>Communications (email)</td>
<td>10 [0.9]</td>
<td>10 [0.9]</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Discussion after class observation</td>
<td>2 [0.2]</td>
<td>2 [0.2]</td>
<td>1 [0.1]</td>
<td>1 [0.1]</td>
</tr>
<tr>
<td>Administer oral exams (outside of reserved class hrs)</td>
<td>4 [0.4]</td>
<td>6 [0.6]</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Prepare final grades/administrative details</td>
<td>3 [0.3]</td>
<td>3 [0.3]</td>
<td>4 [0.4]</td>
<td>3 [0.3]</td>
</tr>
<tr>
<td>Orientation (prorated over 3 terms per year)</td>
<td>10 [0.9]</td>
<td>10 [0.9]</td>
<td>4 [0.4]</td>
<td>2 [0.2]</td>
</tr>
<tr>
<td>Mentoring (observation, assessment training, etc.)</td>
<td>15 [1.4]</td>
<td>10 [0.9]</td>
<td>30 [2.7]</td>
<td>-----</td>
</tr>
<tr>
<td>Service / outreach (Foreign Language Day, language tables)</td>
<td>5 [0.5]</td>
<td>5 [0.5]</td>
<td>3 [0.3]</td>
<td>3 [0.3]</td>
</tr>
<tr>
<td>Other duties as assigned</td>
<td>-----</td>
<td>-----</td>
<td>2 [0.2]</td>
<td>-----</td>
</tr>
<tr>
<td>Test and exam preparation*</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>8 [0.8]</td>
</tr>
</tbody>
</table>
## Summer Term GTF Workload

The approximate number of hours required to comply with GTF responsibilities is outlined in the following table. The figures marked with an asterisk represent maximum expectations; in some cases, they will far exceed the actual work performed.

<table>
<thead>
<tr>
<th>Term Hours</th>
<th>100-level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare course meetings*</td>
<td>2 hours</td>
</tr>
<tr>
<td>Lesson planning*</td>
<td>50</td>
</tr>
<tr>
<td>Classroom teaching*</td>
<td>50</td>
</tr>
<tr>
<td>Grading homework/tests/essays*</td>
<td>40</td>
</tr>
<tr>
<td>Office hours</td>
<td>8</td>
</tr>
<tr>
<td>Communication (email)</td>
<td>5</td>
</tr>
<tr>
<td>Discussion after class observation</td>
<td>0</td>
</tr>
<tr>
<td>Administer oral exams (outside of reserved class hrs)</td>
<td>3</td>
</tr>
<tr>
<td>Prepare final grades / administrative details</td>
<td>3</td>
</tr>
<tr>
<td>Totals</td>
<td>161 hrs</td>
</tr>
</tbody>
</table>

GTF contractual assignment .37 FTE

†This table represents estimates for 100-level teachers only; 200-level classes will have slight adjustments (fewer teaching/planning hours, more grading hours).