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 $61 of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

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:
Christopher Murray, SPECS Department Head

DATE OF THIS GDRS REVISION: 05/01/2015

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit’s specific need for one or more GTFs.

In this GTF employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:

Communication Disorders and Sciences:
Examples of CDS undergraduate courses that have had large enrollments:
CDS 410, Neurosciences Speech/Language
CDS 442, Anatomy/Phys Speech
CDS 443, Acoustics of Speech
CDS 444, Clinical Phonetics
CDS 450, Introduction to Language Development
CDS 460, Developmental Disorders Communication
CDS 461, Structural Disorders Communication
Research and Methodology Courses

School Psychology:
SPSY 610, Introduction to Consultation
SPSY 671, Behavioral Assessment
SPSY 672, Intellectual Assessment
SPSY 674, Educational Assessment
SPSY 609, Practicum
Research and Methodology Courses

Special Education:
SPED 609, Practicum
SPED 406/407, Sped Field Studies/Sped Minor Seminar
SPED 410/510, Child/Adolescent Development
SPED 411/511, Foundations of Disability I
SPED 411/511, Foundations of Disability I (web-based)
SPED 412/512, Foundations of Disability II  
SPED 422/522, Special Education Math Instruction  
SPED 426/526, Behavior and Classroom Management  
SPED 431/531, Introduction to Learning Disabilities  
SPED 432/532, Introduction to Behavior Disorders  
SPED 440/540, Early Literacy  
SPED 441/541, Intermediate Literacy  
SPED 442/542, Adolescent Literacy  
Research and Methodology Courses

Special Education & Clinical Services will make an effort to distribute GTF opportunities to as many students as possible; encourage financial opportunities through such other means as scholarships, work study and grants; and reserve a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

Positions are generally identified and posted in February. Some positions may be posted at a later date if the need for additional GTF positions is identified.

In recent years, GTF assignments during the academic year in this GTF employing unit have included:
- Instructor of Record
- Teaching Assistant
- Supervisory GTF (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS

SPECS usually has one or two Summer GTF positions. The department generally identifies and announces summer positions in February at the same time as the following academic year positions.

In recent years, GTF assignments during the summer included:
- Instructor of Record
- Teaching Assistant
- Supervisory GTF (e.g., practicum supervisor)

3.0 ELIGIBILITY REQUIREMENTS

For all GTF positions in the College of Education, eligible students are those who:
- Have been admitted to a degree-granting graduate program at the University of Oregon
- Are maintaining satisfactory progress toward their degree

Satisfactory academic progress shall be assessed by criteria established by that GTF’s graduate degree program.
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 SPECS. In all cases, preference is given to the department or program’s own students.

Students will be considered in the following order:

- Preference is given to doctoral students in the department in which positions are available
- A number of positions are reserved for incoming doctoral students in order to recruit students with exceptional capabilities and perspectives
- Additional specific qualifications as cited in the individual GTF position postings

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, SPECS requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

SPECS routinely posts its positions via the College of Education’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.

ACADEMIC YEAR APOINTMENTS

Positions are announced on the College of Education’s website, generally in early February. Announcements, position descriptions, instructions and applications forms are found on the College of Education’s Student Academic Services website.

https://education.uoregon.edu/student-academic-services/gtf-positions-1

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 on the College of Education’s GTF position opening’s page. Position information, application instructions and application forms are available at the following link: https://education.uoregon.edu/student-academic-services/gtf-positions-1. Students are encourage to submit applications by the review date posted with the announcements.
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 posted on the COE website.

From time to time, emergency appointments may be necessary. In such cases, the GTF hiring committee will select amongst available and qualified applicants from current pool(s). If a successful applicant is not found, the Department Head or Committee may decide to reopen the application process for the position.

5.0  APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, SPECS’ standing committee of at least three members includes:

- Department Head
- Department Business Manager
- Graduate Program Director
- Faculty member with expertise in content area.

Also in accordance with the CBA:

- GTFs will be appointment 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 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) 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.

(B) Assignment Type-Related Criteria
For an Instructor of Record (full course responsibility):

Instructor of record GTF duties include course preparation, classroom teaching, preparation and evaluation of student assignments and exams, and communication about scheduled office hours and/or appointment availability. Such positions shall be limited to undergraduate courses except in rare circumstances.

For a Teaching Assistant:

These GTFs will assist with the preparation and teaching of a variety of undergraduate and graduate courses. Responsibilities may include answering questions that clarify class assignments, organizing and assigning students to project work groups, providing an initial review of email messages, forwarding any questions about the academic content of the course to the instructor, answering administrative questions, monitoring paper submissions and returns, providing information to students about deadlines and format requirements, monitor Blackboard discussions, monitor attendance, participate in other classroom management duties. Assignment may also involve assisting with other program-related tasks.

For a Supervisory GTF:

This position provides support to faculty in accomplishing the course objectives of the program's practicum course sequences. The responsibilities involve participation in weekly group and individual supervision sessions with practicum students, observing practicum students in field settings, maintaining frequent communication with practicum field supervisors, and assisting faculty in arranging field placement for students. The position also involves providing assistance in the preparation and delivery of course activities and materials. Assignment may involve assisting with other program-related tasks.

For a Research Assistant:

This position assists research director with research and development activities, conducts library and internet searches, reviews existing research, provides written summaries, enters and summarizes data, and disseminates information and reports. The position also assists with program evaluation, preparing program evaluation instruments, implementing data collection procedures, analyzing evaluation data, and writing reports on results.
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:

Standard College of Education evaluation document will be used to formally evaluate all GTFs. Criteria will include but not limited to:
- Previous experience
- Strong verbal and written communication skills
- Content knowledge and skills related to position
- Demonstrated ability to establish positive interpersonal relationships
- Additional qualifications as cited in the individual GTF position postings

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 SPECS is evaluated:
- At the end of the academic year for GTFs appointed fall, winter and spring
- At the end of the summer term for summer GTFs

Evaluations are performed by the Instructor of record, direct supervisor or graduate program director. Faculty will document their evaluation using the College of Education GTF Evaluation Form. GTFs assigned to teach courses, discussions or labs will also be evaluated by students using the University’s standard course evaluation process.

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 SPECS, 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 SPECS, duties for the following types of GTF work assignments are as follows:

DUTIES BY WORK ASSIGNMENT

Instructor of Record
Duties include:
• Course preparation
• Classroom teaching
• Preparation and evaluation of student assignments and exams
• Scheduled office hours for assisting students

Teaching Assistant
Duties include:
• In class contact hours: conduct laboratory work, lead discussion sections, assist with class presentations and activities, teach in instructors absence
• Preparation (or assist with preparation): help develop/adapt syllabus and course materials, demonstration or simulation activities, help construct examinations/quizzes
• Contact hours outside the classroom: maintain office hours, provide academic assistance to students
• Performance evaluation: help read and grade papers, maintain and submit grading records, provide constructive and evaluative feedback

Research Assistant
Duties include:
• Assist research director with research and development activities: conduct library and internet searches, review existing research, provide written summaries, enter and summarize data, disseminate information and reports.
• Assist with program evaluation: preparation of program evaluation instruments, implementation of data collection procedures, analysis of evaluation data, report writing on results

**Administrative GTF**

Duties include:

• Assist administrator with program operation: gather and analyze relevant data, assist in coordinating and scheduling activities, assist in preparing materials, collaborate with other COE staff

**Practicum Supervisor GTF:**

Duties include:

• Preparation: plan or assist in meetings and presentations
• On-site activities: conduct student observations, provide feedback to students and cooperating professionals, provide on-site instruction to students, model instructional strategies, attend supervisory meetings
• Contact hours outside of supervision: maintain office hours, provide feedback
• Performance evaluation: report mid-term and final evaluation of students, read and grade papers, evaluate projects, classroom plans, and lessons

**8.0 HEALTH AND SAFETY INFORMATION**

**Accident Reporting and Workers’ Compensation:**

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 (541) 346-8912 or (541) 346-8316.

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 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](http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation).
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 or 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 ORM 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 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/

Reporting Safety Hazards:
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor, department business manager, student services coordinator or the building manager.

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:

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies should be discussed with supervisor or department business manager or student services coordinator or building manager.

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.

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.

GTFs that are students outside of the department will be evaluated based on criteria used by the program for which they are currently enrolled.

Failure to make satisfactory progress will result in disqualification from consideration for a GTF position. The students’ academic progress will be evaluated each round of applications per the criteria listed above.

The criteria used to assess satisfactory progress toward a graduate degree in SPECS, along with the process by which satisfactory progress is assessed, can be found online:

Special Education:
https://education.uoregon.edu/sites/default/files/sped_doc_hb_2014_15_final.pdf

School Psychology:

Communication Disorders & Sciences:

10.0 DISCIPLINE AND DISCHARGE

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

11.0 DISCRIMINATION GRIEVANCE PROCEDURES
To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, http://aaeo.uoregon.edu/AAEO%20Booklet%20Color.pdf

12.0 WORK ENVIRONMENT

This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Each department in the College of Education will provide information to graduate teaching fellows regarding workspace, private meeting space, access to telephones, computers, office supplies, photocopies and printing, and any additional available technology. Access to office supplies and technology resources will be determined by, and appropriate to, the GTF position. Supplies shall be available during standard working hours at no personal costs to GTFs and will not preclude limitations placed upon the supervisors or instructors of record.

GTF Assistance

In the College of Education, GTF’s who work as instructors of record are not assigned to workloads that would require GTF assistance. However, in the rare circumstance that a course with an instructor of record GTF also has an enrollment greater than 50 it may be necessary to assign a supporting GTF to meet the needs of the course. In this circumstance GTF’s supporting instructor of record GTF’s will be hired and evaluated in accordance with graduate school policy.

13.0 ABSENCE NOTIFICATION PROCEDURE

Notification
GTFs appointed as instructor of record or with direct instructional duties for a course section are expected to attend all meetings of their assigned course(s). If it is impossible for the employee to complete assigned duties or attend a course meeting as scheduled, the GTF shall notify his or her supervisor and the student services coordinator for the program in which his or her course is offered as early as possible and before any assigned duties are scheduled to occur. This will allow the supervisor and program time to identify a solution. It is the responsibility of the GTF or his/her designee to guarantee that the supervisor or designee has the information necessary to cover the course. This information would typically be relayed through the program’s representative.
For GTFs with duties not involving direct instruction, the GTF will work with his/her supervisor to identify timelines and manner for making up any missed work.

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.
More Information

More information about GTF absences – including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child or parent for a serious health condition—can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, https://hr.uoregon.edu/er/labor-agreements/attachments/gtff-labor-agreement-2014-2016