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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GTFs and this GTF hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

About GTF Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GTFs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater.

Graduate Teaching Fellows must pay $140 of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Teaching Fellows (including administrative, research and teaching GTFs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GTF appointment contract signed by each student who accepts a GTF appointment.

The individual who shall oversee the implementation of this GDRS is the Director of Graduate Studies for Theatre Arts.

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: TA 250 - Acting I, TA - 251 - Acting II, TA 252 - Acting III, TA 271 - Intro to Theatre, TA 367, 68, 69 - Theatre History I, II & III, TA 211 - Theatre Production I, TA 212 - Theatre Production II. This GTF employing unit: (Select all that apply.)

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

ACADEMIC YEAR APPOINTMENTS

The availability of GTF appointments for the upcoming academic year is usually determined: January 1st-May 30th.

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

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

SUMMER TERM APPOINTMENTS

Theatre Arts does not hire GTFs in summer.

3.0 ELIGIBILITY REQUIREMENTS

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

3.1 Eligible students for a GTF appointment in the Department of Theatre Arts are all degree-seeking, enrolled Graduate students in the Department of Theatre Arts.

3.2 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.

3.3 In addition, the Department of Theatre Arts requires that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

3.4 The Department of Theatre Arts requires that a GTF maintain a G.P.A. of 3.5 or better.
Note regarding graduate programs and departments that employ GTFs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered include:

Students will be considered in the following order:
- PhD & MFA students enrolled & degree seeking in the Theatre Arts Department at the UO
- MA students enrolled & degree seeking in the Theatre Arts Department at the UO
- Other PhD, MFA & MA students who meet the requirements for teaching and shop supervising in the Theatre Arts Department at the UO

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
- MA Students - up to and not exceeding 6 terms in residency
- MFA Students - up to and not exceeding 9 terms in residency
- PhD students - up to and not exceeding 12 terms in residency

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 9).

In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment.

4.0 APPLICATION PROCESS

ACADEMIC YEAR APPOINTMENTS
Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

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

As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment/reappointment criteria at the time of application. Position announcements for the upcoming academic year will be made:

- by the Department Faculty for those GTF positions for which only graduate students in the Department of Theatre Arts are eligible. Descriptions of all positions are posted in the department, and graduate students are asked to notify the Department Head of their interest in specific assignments. Assignments are then made based on qualifications and curricular need.
Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment/reappointment criteria at the time of application. Position announcements for the upcoming academic year will be made:

- by the Department Faculty for those GTF positions for which only graduate students in the Department of Theatre Arts are eligible. Descriptions of all positions are posted in the department, and graduate students are asked to notify the Graduate Director of their interest in. Specific assignments: Assignments are then made based on qualifications and academic need
- by posting with the Graduate School, the GTF Federation and in the Department of Theatre Arts a brief description of each position’s duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. (Article 17, Section 1)

SUMMER TERM APPOINTMENTS

Graduate Students in Theatre Arts can propose, in their second and third years, courses for summer term. Proposals must include a draft syllabus for the course, any necessary equipment or material fees, and clear course objectives. Faculty review these proposals in late Winter term and typically select only one or two courses per summer. Faculty selection is based on the instructor’s experience/expertise for teaching the proposed course as well as predictive indicators of enrollment success. Summer courses which enroll fewer than 10 students will be cancelled. Past experience teaches that the most successful proposals fulfill at least one general education or Theatre Arts major requirement.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):

- Positions offered by the Department, which are not included in the Spring term application pool, will be filled by a similar application and selection process as outlined above.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:

- Any Theatre Arts graduate student who is attending without the benefit of a GTF and tuition waiver will be considered first. If all have GTF’s, the department will seek volunteers from our current pool of department GTFs who wish to add to their current FTE (usually starts at 0.40 FTE). The department will consider all who express interest and divide the responsibilities based on Faculty consensus and approval, to a maximum of 0.49 FTE.
5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit's standing committee of at least three members includes:

- Theatre Arts Department Head, MFA Faculty, PhD Faculty

Also in accordance with the CBA:

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

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

(A) General criteria include (in no particular order):

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria. Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
- Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

- For teaching GTF positions, the additional criterion will be previous teaching experience or previously taking the course where the GTF position is offered.
For a Discussion Section Leader:
- For Discussion Leader GTF positions, the additional criterion will be previous teaching experience or previously taking the course where the GTF position is offered.

For a Laboratory Section Leader:
- For laboratory leader GTF positions, the additional criterion will be previous employment or other experience relevant to the GTF position available.

For a Teaching Assistant:
- For teaching assistant GTF positions, the additional criterion will be previous teaching experience or previously taking the course where the GTF position is offered.

For a Research Assistant:

(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: Academic preparation & Production experience

- For teaching GTF positions, the additional criterion will be previous teaching experience or previously taking the course where the GTF position is offered.

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

- For any candidate, the Committee may consider recommendations from academic or work supervisors, or may request an interview or written statement.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).
Performance of GTFs in this employing unit are evaluated:

- Informally: At the end of every term
- Formally: At the end of the academic year for GTFs appointed fall, winter and spring

Evaluations are performed by:

- Supervising Faculty and Department Head of Theatre Arts

The criteria used for evaluation include:

- Each GTF will be evaluated annually.

- Student evaluations of each course conducted by a GTF will be administered using standard department forms for both computed and anecdotal evaluations. Copies of these evaluations will be maintained in the departmental office and copies of all signed student evaluations will be maintained in the GTF’s departmental file.

- Faculty who have teaching assistants may choose to provide an opportunity for student evaluation of the GTF participation in the course. This is optional depending on the nature of the assignment.

- Supervisors will prepare summary assessments at the end of the academic year. One copy of this statement will be provided to the GTF; one copy will be placed in the GTF’s departmental file, after having been discussed with the GTF by the supervisor.

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GTF employing unit, GTFs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)
7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload.

The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GTFs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GTF assignment types in this unit.

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

In this GTF employing unit, duties for the following types of GTF work assignments are as follows:

**DUTIES BY WORK ASSIGNMENT**

**Instructor of Record:**

Full Course Responsibility GTF (0.4 FTE)

- In-class contact hours: 3-6 hours per week: conduct lectures and seminars
- Preparation hours: 5-8 hours per week: prepare lectures and seminars; adapt or develop syllabus and course materials; construct examinations and quizzes
- Contact hours outside the classroom: 2 hours per week: office hours: one hour per week, at the discretion of the GTF; counseling and tutoring as required by students in the class, not to exceed one hour per week
- Performance Evaluations: 10 hours per term: reading and grading papers, exams, quizzes, lab reports, special projects as appropriate to course materials; maintain and submit grading records in compliance with the department’s and the University’s regulations
- Other responsibilities: 4 hours per term: attend meetings

**Discussion Section Leader:**

Discussion Leader GTF (0.4 FTE)

- In-class contact hours: 4-8 hours per week: conduct laboratory or discussion sections, lead review sessions, and teach in the instructor’s absence; attend lectures; assist with lecture/lab demonstrations, field trips, etc.
- Preparation hours: one hour per week: prepare demonstrations, laboratory or discussion sessions

- Contact hours outside the classroom: one hour per week; office hours: one hour per week; counseling, tutoring, special consultations

Performance Evaluations: 0-15 hours per term: reading and grading papers, exams, quizzes, lab reports, special projects as appropriate to course material and content; maintain and submit grading records in compliance with the department’s and the University’s regulations

- Other responsibilities: two hours per term: proctor exams for 0-2 hours; administer student course evaluations for one half-hour

Laboratory Section Leader:

Laboratory Leader GTF (0.4 FTE)

- In-class contact hours: 4-8 hours per week: conduct laboratory or discussion sections, lead review sessions, and teach in the instructor’s absence; attend lectures; assist with lecture/lab demonstrations, field trips, etc.

- Preparation hours: one hour per week: prepare demonstrations, laboratory or discussion sessions

- Contact hours outside the classroom: one hour per week; office hours: one hour per week; counseling, tutoring, special consultations

- Performance Evaluations: 0-15 hours per term: reading and grading papers, exams, quizzes, lab reports, special projects as appropriate to course material and content; maintain and submit grading records in compliance with the department’s and the University’s regulations

- Other responsibilities: two hours per term: proctor exams for 0-2 hours; administer student course evaluations for one half-hour

Teaching Assistant:

Teaching Assistant GTF (0.4 FTE)

- In-class contact hours: 4-8 hours per week: conduct laboratory or discussion sections, lead review sessions, and teach in the instructor’s absence; attend lectures; assist with lecture/lab demonstrations, field trips, etc.

- Preparation hours: one hour per week: prepare demonstrations, laboratory or discussion sessions

- Contact hours outside the classroom: one hour per week; office hours: one hour per week; counseling, tutoring, special consultations
• Performance Evaluations: 0-15 hours per term: reading and grading papers, exams, quizzes, lab reports, special projects as appropriate to course material and content; maintain and submit grading records in compliance with the department’s and the University’s regulations

• Other responsibilities: two hours per term: proctor exams for 0-2 hours; administer student course evaluations for one half-hour

8.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers’ Compensation:

The University’s Workers’ Compensation Program is administered by the Office of Environmental Health and Safety (EHS). If you have any questions about the program, please call 346-2958 or 346-2907.

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

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

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

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

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

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

Safety Information:
The 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://facilities.uoregon.edu/ehs

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

- GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or Janet Rose (346-4195). 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).

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:

- First aid supplies are kept in the costume shop - MTC 123, the scene shop, Robinson Theatre, and the Theatre Arts department office located in VIL 216. Material data safety sheets (MSDS) are kept in both the Costume and Scene shops.

Use of Personal Protective Equipment:

Use of Personal Protective Equipment: Gloves, safety goggles, ear plugs, and face masks may be necessary for use in the scene shop and costume shop. Bradley Brnam is responsible for coordinating training and distributing the equipment.

Required safety training and appropriate departmental record keeping:

Required safety training and appropriate departmental record keeping. Scene shop and costume shop GTFs must attend at the beginning of the academic year the orientation on safe operation of equipment,
machinery, tools, and hazardous waste procedures. The records for the training will be kept in the student GTF files in the Theatre Arts department office.

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GTF appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GTFs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF's progress toward the degree is assessed based on criteria established by the GTF's graduate degree program, regardless of where the GTF is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF's graduate degree program if the GTF's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward her/his graduate degree and issue its approval before a GTF reappointment can be made to that student.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GTF employing units, the GTF should refer to the GDRS for his/her academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GTF employing unit is an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.

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

Procedures for graduate teaching assessment, as well as a copy of the assessment form and descriptions of each evaluation category are in the Theatre Arts Graduate Handbook, accessible online via the department website.

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:
Coursework:
- The criteria used to assess satisfactory progress is the same for all graduate students of Theatre Arts, whether or not they also hold a GTF position in the department. Course work: complete three courses per term towards the graduate degree.

Grades:
- Maintain a term GPA of 3.50. The GPA will be computed for course work meeting the requirements of the graduate degree.
- At any one time, a student shall have no incompletes which have been on the record for more than one term, except for thesis or dissertation credits.
- Maintain progress toward the terminal project as determined by the advisor.

Examinations:
- Ph.D. students, typically at the end of their second year of coursework prepare over summer to take Qualifying Exams in Fall, in order to advance to candidacy. The steps and format for these exams is described fully in the Theatre Arts Graduate Handbook, accessible via the Theatre Arts Department website.

Research:
- Student research towards the M.F.A. includes a "qualifying project" and presentation to faculty in order to advance towards the final project and paper culminating the degree.
- Student research towards the M.A. is monitored chiefly by the Faculty advisor, and may include committee oversight if progress is not satisfactory.
- Student research towards the Ph.D. involves Qualifying Exams after the second year of coursework, and required completion and approval of a prospectus for the dissertation in the term following successful completion of the exams.

Language Requirements:
- M.A. and Ph.D. requirements for language proficiency may be met by taking a brief reading/translation exam, proctored by their Faculty advisor or Graduate Coordinator.

Teaching Requirement:
- There is no teaching requirement for any of our three graduate degrees. Most of our graduate students accept GTF appointments, but it is not a requirement for completion of the degree.

Skill/Practicum/Internship Requirement:
- These vary for the M.F.A. and students should consult the MFA Handbook, accessible via our department's website.
Advancement to Candidacy:
- See Theatre Arts Graduate Student Handbook.

Other:
- Ability to complete the graduate degree satisfactorily: 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 original thinking.

The process for evaluating satisfactory progress toward graduate degree is as follows:
Satisfactory progress towards the graduate degree will be evaluated by the student's Faculty advisor, Faculty classroom observers, in consultation with the Full Faculty and Department Head. All continuing graduate students receive a letter in late Spring term summarizing faculty assessment of the student's academic and creative progress for that school year.

Failure to make satisfactory progress toward the graduate degree
Failure to make satisfactory progress toward the graduate degree results in disqualification from any GTF appointment in Theatre Arts. Subsequent to such a determination, the graduate student will be notified in writing that s/he is not making sufficient progress toward the graduate degree. Following a grace period of one term in which to restore status, the student is notified in writing that he or she has either regained satisfactory progress status or has been disqualified from the department's degree program.

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.
Information detailing this unit's GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found online or in another document: http://gradschool.uoregon.edu/utf/rights-and-responsibilities/gdrs

Workspace:
- Theatre Arts GTF will have their own safe and appropriate desk, office chair, and shelf unit located either in our GTF offices in VIL 107-109 or in VIL 205. All GTFs with assigned office space will be provided with the appropriate keys to access the doors which lock automatically.

Private Meeting Space:
- All teaching-related GTFs will have access to a space suitable for private meetings. This space is located in VIL 107 and is a separate room with a door that closes, as well as in VIL 214 (Mertz Lounge.) and VIL 216D (conference room).

Access to Telephones and Computers:
- A telephone is located in both GTFs offices (VIL 107-109 and VIL 205) and is accessible to all GTFs with keys as necessary to carry out work assignments. A computer is available to all GTFs with keys (located in VIL 107) as well as in VIL 308 (the Theatre Arts Computer Lab.)

Access to Office Supplies, Photocopies and Printouts:
- All TA GTFs will have access to all needed supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors or teaching assignments, so as not to incur or to severely limit any out-of-pocket costs. In addition to office supplies, all TA GTFs will have full access to different format printers, a copy machine, a fax machine, and a scanner located in VIL 216 and VIL 308.

GTF Assistance:
- In the Department of Theatre Arts, GTFs who work as instructor of record are not assigned to workloads that would require GTF assistance.