1.0 GENERAL INFORMATION

1.1 About This Document
The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the Department of the History of Art and Architecture. 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 (GTFF). This GDRS details the specific relationship between GTFs and this department. This document does not apply to work-study, hourly student employees, or other staff hired in this GTF hiring department.

Copies of this document are available upon request. It may also be viewed or printed from the Graduate School website.

Charles Lachman, Department Head, will oversee the implementation of this GDRS.

1.2 GTF tuition and fees
Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours each 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. Graduate Teaching Fellows must pay $140 of the mandatory fees set by the Oregon University System (OUS); 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 (GTFF)

All Graduate Teaching Fellows (including administrative, research, and teaching) 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 (Article 4, Section 4). 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.

1.4. Revision

This General Duties and Responsibilities Statement was revised 5/14/2014 for academic year 2014-2015.

2.0 SUPERVISORY INDIVIDUAL

The individual overseeing the implementation of the GDRS is the Director of Graduate Studies. (See departmental website for faculty member in this administrative role.)

3.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GTFS)

The Department of the History of Art and Architecture faculty programmatically determines the availability of GTF appointments. The number of GTF positions available is subject to the budgetary constraints on this department and the University, and is based on the department’s specific need for one or more GTFs.

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

- ArH 204 History of Western Art I
- ArH 205 History of Western Art II
- ArH 206 History of Western Art III
- ArH 207 History of Indian Art
- ArH 208 The Arts of China
- ArH 209 The Arts of japan
- ArH 210 Contemporary Asian art
- ArH 314 History of Western Architecture I: Ancient to Gothic
- ArH 315 History of Western Architecture II: Renaissance to Nineteenth Century
- ArH 353 Modern Art 1880-1950
- ArH 358 History of Design
- ArH 359 History of Photography
- Others as necessary

The Department of the History of Art and Architecture makes an effort to distribute GTF opportunities to as many students as possible, and encourages financial opportunities through such other means as scholarships, work study, and grants.
3.1 ACADEMIC YEAR APPOINTMENTS
The availability of GTF appointments for the upcoming academic year is usually determined during spring term. In recent years, GTF assignments during the academic year in this department have included:
- leading discussion sections,
- grading student papers and exams,
- assisting faculty members with research (GRF), and
- administration of specific programs.

3.2 Summer term appointments
This department hires summer GTFs as needed. The determination is usually made during spring term. In recent years, GTF assignments during the summer in this department have included instructor of record and discussion section leader (full course responsibility).

4.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

4.1 Application Process
Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:
- The graduate students applying to the program are informed by the on-line application that invites them to apply for the GTF, and letters are sent out to those students to invite them into the program where they are given more information about the available GTF positions. The deadline for submitting GTF applications is April 15.
- Invitations are posted outside the Art History office. This information for current students is posted early winter term via e-mail and posters.
- Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students by separate invitations sent to all current students in the program and posted outside the History of Art & Architecture office. This information for current students is posted early winter term via e-mail and posters in the hallway for all graduate students.

In addition to new students noting a request for a GTF position in the application form in Gradweb, forms can be obtained in 237 Lawrence Hall.

Occasionally positions will be identified outside the normal appointment cycle. Information about the availability of these positions will be made at graduate student meetings and through the GTFF.

4.11 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:
- The graduate students applying to the program are informed by the on-line application that invites them to apply for the GTF. We also send letters to those students to invite them into the program where they are given more information about the GTF positions available. Separate invitations are sent to all current students in the program and are posted outside the art history office. This
information for current students is posted during winter term via e-mail and posters.

- Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students by separate invitations sent to all current students in the program and posted outside the History of Art & Architecture office. This information for current students is posted during winter term via e-mail and posters in the hallway for all graduate students.

### 4.12 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. Generally, incoming students are invited to apply for GTF fellowships initially. The deadline for submitting their applications is April 15th. Current students are sent e-mails and posters are out in the hall for ten days.

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 during graduate student meetings and through the GTFF.

From time to time emergency appointments may be necessary. In such cases, these positions will be announced to all persons that applied for a GTF during the application period. They are included in a pool and are invited to apply for specific emergency GTFs that are reviewed by the graduate committee.

### 4.2 Eligibility

All students enrolled in the master’s or doctoral program in the History of Art and Architecture are eligible for a GTF appointment with this department. Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF positions. In all cases, preference is given to this department or program’s own students.

Requirements to be considered include teaching experience and a strong background in art history or architectural history.

M.A. students beyond their sixth term receive GTF support only under extremely rare circumstances.

The Graduate School requires that students be enrolled for and successfully complete a minimum of nine graduate credit hours toward the degree during each term of a GTF appointment and must make satisfactory progress toward their degree by the standards of the University of Oregon and this department in order to be eligible for a GTF appointment (see Section 7).
In addition, this department requires that a GTF maintain studies in residency at the University of Oregon during each term of the appointment.

5.0 APPOINTMENT AND REAPPOINTMENT PROCESS

In accordance with the CBA, the department’s standing committee of at least three members includes the graduate committee advisor and the department head with input by departmental 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, and
• GTF 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:

• general criteria for any appointment,
• general criteria based on particular types of work assignments available within the department, and
• specific criteria relating to the particular GTF work assignment.

5.1 General criteria include (in no particular order)

• Academic Credentials. For incoming students this is evidenced by previous degrees, grades, and 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.
• Financial need will be considered in evaluating two or more equally qualified candidates.

5.2 Assignment Type-Related Criteria

• For an Instructor of Record (full course responsibility) PhD student with background of teaching experience.
• For a Discussion Section Leader excellent background in art and architectural history.
• For a Teaching Assistant appropriate expertise.
• For a Grader appropriate expertise.
• For a Research Assistant appropriate skills and experience.
• For an Administrative GTF appropriate administrative background.
5.3 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).

- 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, the 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 3).

Performance of GTFs in this department is evaluated during spring term, and is performed by supervising faculty members.

The criteria used for evaluation include evaluative statements made by faculty members with whom the GTF has worked. These give an appraisal of the GTF’s performance in carrying out his or her responsibilities and are based on faculty members’ observations and on course evaluation forms which ask that the GTF’s performance be evaluated by students. The criteria considered in the evaluations include:

- maintenance of high academic standards,
- effective communications with students and between GTF and supervising instructor, and
- the timely and effective discharge of all duties, such as reviews, discussion sections, office hours, grading of exams and papers, and assistance with slides and photographs.

6.0 WORKLOAD AND WORK ASSIGNMENTS

6.1 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, the department considers what constitutes a workload sufficient to perform the work assignment satisfactorily.

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

- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year),
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year), or
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year).

Time actually spent on duties may vary from week to week but the time spent per term should fall within the designated number of hours (determined by FTE) for the term.
6.2 **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 department.

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.

Duties are assigned by work assignment – instructor of record, discussion section leader, teaching assistant, or grader. Appointment as a GTF, like appointment as a faculty member, is a professional appointment to carry out certain normative duties. For a GTF in the Department of the History of Art and Architecture these duties normally include such things as reading and grading exams, conducting discussion and review sessions, posting review photographs, and other activities to assist faculty members in teaching a course.

The distribution of hours by activity type varies significantly by course and the specific needs of the individual faculty member. Although the precise time needed to perform such normative duties is impossible to specify for any given individual appointee, since background and degree of preparation vary widely among individual appointees, supervising faculty and GTFs are expected to document the expected range/distribution of hours and workload expectations at the start of each term.

7.0 **HEALTH AND SAFETY**

7.1 **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 treatment, 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.

7.2 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 at http://ehs.uoregon.edu/.

7.3 Reporting Safety Hazards
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following representative may also be contacted: Linda White, 541-346-3675.

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).

Emergency procedures, evacuation plans, and first aid supplies are located in the departmental office in 237 Lawrence Hall and maintained by the administrative assistant.

8.0 SATISFACTORY PROGRESS TOWARD 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 department (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring department 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 his/her 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 department is an academic department with a graduate degree program. See the remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic department.

The criteria used to assess satisfactory progress toward a graduate degree in the Department of the History of Art and Architecture, along with the process by which satisfactory progress is assessed, can be found online.

**Incomplete work from one term of appointment must be completed within one year. At any time, a student shall have no more than two incompletes.**

The number of courses taken toward the graduate degree on a P/NP basis shall not exceed 24 hours for M.A. candidates.

In the event that a student is reported for not making satisfactory progress towards the degree as defined here, the student, student’s advisor, Graduate Student Advisor, and Department head will confer to devise a program ensuring satisfactory progress. Such individualized programs of remedy should normally show results by the end of the next term, but longer timetables may be suitable with the consent of the student, advisor, Graduate Student Advisor, and Department Head, pursuant to any applicable Graduate School regulations. If, after the agreed-upon timetable for re-establishing satisfactory progress such improvement has not been made, the student will be discontinued from the program.

**8.1 Criteria used to assess satisfactory progress**
The criteria used to assess satisfactory progress toward a graduate degree in this department are as follows:

- **Coursework** – Complete 9 credits/courses per term/year toward the graduate degree,
- **Grades** – Maintain a 3.0 GPA, and
- **Language Requirements**
  - All degree candidates are required to demonstrate reading proficiency in at least one foreign language by the end of their first year in the program (typically in French or German, or in Chinese or Japanese, as appropriate). The language must be approved by the student’s advisor and should be relevant to the student’s scholarly interests. The proficiency is demonstrated in one of three ways: (1) by passing the written language examination given by the department, (2) by presenting satisfactory passing results (above the 50th percentile) on the standardized, national Graduate School Foreign Language Test (GSFLT) or the equivalent, or (3) providing an official transcript which shows a passing grade in third-year language coursework.
  - Students who expect to pursue a PhD should also acquire a research capability in a second language appropriate to the student’s area of study as soon as possible in their academic program.

Proficiency in a language is crucial for the student’s academic program. A student who has not passed one of these examinations by the end of the first year may not be allowed to register for art history courses, and may not be eligible for a GTF award, unless the student’s advisor attests that satisfactory progress is being made.

### 8.2 Process for evaluating satisfactory progress toward graduate degree

An official review of the progress of all graduate students is held at the end of the academic year by the departmental faculty, acting as a committee of the whole. Reviews of individual students may occur at other times, if they are requested by individual faculty members, committees, or by the student. In conducting reviews concerning a student’s satisfactory progress toward a degree, the faculty considers all the criteria listed above.

### 8.3 Failure to make satisfactory progress toward the graduate degree

In the event that the annual review of students or a special review reveals that a student is not making satisfactory progress toward the degree as defined here, the student, student’s advisor, Director of Graduate Studies, and Department Head will confer to devise a program ensuring satisfactory progress. Such individualized programs of remedy should normally show results by the end of the next term, but longer timetables may be suitable with the consent of the student, advisor, Graduate Student Advisor, and Department Head, pursuant to any applicable Graduate School regulations. If, after the agreed-upon timetable for re-establishing satisfactory progress such improvement has not been made, the student will be discontinued from the program.

### 9.0 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/booklet.html).

10.0 WORK ENVIRONMENT

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

10.1 Workspace – The GTF offices are provided with desks, chairs, lighting, and locks to secure the GTF office space.

10.2 Private Meeting Space – The GTF office space provides a place to meet with discussion section students for advising purposes.

10.3 Access to Telephones and Computers – The GTF offices are provided with a telephone and a special Resource Room that has computers (Macs) for GTF use. Software is provided as well as a printer for student use. This room is available seven days a week, 24 hours a day.

10.4 Access to Office Supplies, Photocopies, and Printouts – GTFs working under the direction of an instructor of record (as teaching assistants or discussion section leaders) and administrative GTFs have access to office supplies necessary through the department to accomplish the tasks associated with their assignments as directed by their supervisors.

In addition to office supplies, access to copy machines, a fax machine, and scanners are also available through the department.

Access to these supplies shall be available during standard working hours, are available at no personal cost to the GTFs, and does not preclude limitations placed upon the supervisors or instructors of record.

10.5 GTF Assistance – GTFs who work in this department as instructors of record are not assigned to workloads that would require GTF assistance.

11.0 ABSENCE NOTIFICATION PROCEDURE

If a student with a GTF appointment seeks to take a short- or long-term leave, s/he must notify the instructor or supervisor of the position for which s/he is a GTF. The Department of History of Art & Architecture abides by the Graduate School's policy for absence notification, found in Article 28 of the Collective Bargaining Agreement (CBA). The CBA document is available to download on the Graduate School website: http://gradschool.uoregon.edu/gtf