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 each term, with the exception of summer. 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.

Details of GTF and University contributions to tuition and 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:
(Kimberly Johnson, Director of the Office of Academic Advising)

DATE OF THIS GDRS REVISION: 4/23/2015

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:
(List Courses here.)

This GTF employing unit: (Select all that apply.)

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

ACADEMIC YEAR APPOINTMENTS

The availability of GTF appointments for the upcoming academic year is usually determined: In spring term the year prior

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

☑ Administrative GTF

SUMMER TERM APPOINTMENTS

Academic Advising does not typically hire GTFs in the summer.

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are Graduate students enrolled in a master's or doctoral 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 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:

Enrollment in a master's or doctoral degree program

Students will be considered in the following order:
Students with experience working with undergraduate students and/or with experience/credentials in academic advising/counseling.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
Students are eligible for up to two reappointments

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 Yes

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School’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: Yes

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:
Position announcements for the upcoming academic year for institutional priority positions will be made by posting with relevant offices and departments on campus a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. The posting places will include: the Graduate School, GTF Federation, Center for Multicultural Academic Excellence, Career Center, Counseling Center, departments relevant to the particular GTF position (e.g. Counseling Psychology, Educational Leadership Psychology, or Sociology). The postings will also appear on the websites of the Graduate School and Human Resources (Article 17, Section 1). Announcements for positions designated as Strategic Alliance GTF positions (defined by an alliance between the Office of Academic Advising and an academic unit and supported in part by the Graduate School) will be forwarded to the academic unit for posting.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:
Position announcements for the upcoming academic year for institutional priority positions will be made by posting with relevant offices and departments on campus a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications. The posting places will include: the Graduate School, GTF Federation, Center for Multicultural Academic Excellence, Career Center, Counseling Center, departments relevant to the particular GTF position (e.g. Counseling Psychology, Educational Leadership Psychology, or Sociology). The postings will also appear on the websites of the Graduate School and Human Resources (Article 17, Section 1). Announcements for positions designated as Strategic Alliance GTF positions (defined by an alliance between the Office of Academic Advising and an academic unit and supported in part by the Graduate School) will be forwarded to the academic unit for posting.

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 in the following way(s):

Generally, the application process for incoming students includes:
Instructions to unit: Describe your application process, e.g., note if students should complete an application form and, if so, the date by which and process for submitting the application.

Generally, the application process for continuing students includes:
Instructions to unit: Describe your application process, e.g., note if students should complete an application form and, if so, the date by which and process for submitting the application.

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):
Instructions to unit: List the specific ways in which information about GTF positions are shared with students:

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:
Instructions to unit: cite emergency process.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
Kimberly Johnson, Lori Manson, Tami Hill

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
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): List criteria.

For a Discussion Section Leader: List criteria.

For a Laboratory Section Leader: List criteria.

For a Teaching Assistant: List criteria.

For a Research Assistant: List criteria.

For an Administrative GTF: Counseling/advising experience and interest in research or teaching

For a Supervisory GTF: List criteria.
(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:
Counseling/advising experience and interest in research or teaching. Bilingual applicants and/or applicants who would add to the diversity of the workplace are strongly encouraged to apply.

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:

- During spring term

Evaluations are performed by:
The director or an assistant director in the Office of Academic Advising

The criteria used for evaluation include:

Whether the GTF has built competencies in informational, relational, and conceptual skills. Can they work accurately in a timely manner (they have learned to guide an appointment and convey timely, consistent, and accurate information)? Can they demonstrate listening, oral, and written skills that convey accurate information in a professional and sensitive manner? Do they have a sense and can they demonstrate their understanding of where advising fits in the larger picture of the university?

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:

- .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:
Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Discussion Section Leader:
Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Laboratory Section Leader:
Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Teaching Assistant:
Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Grader:
Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Research Assistant:
Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

Administrative GTF:
Approx 161 hours = Meet with students for drop-in advising and by appointment. Attend staff meetings, maintain regular office hours. Approx 54 hours = Assist with special projects and report preparation. Represent Academic Advising at events, including New Student Orientations.

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify Kimberly Johnson as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from Kimberly Johnson. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to reach Kimberly Johnson by both phone and email.

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to Kimberly Johnson using this protocol.

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.

COVERAGE FOR TEACHING GTFs. If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform Kimberly Johnson so he/she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with Kimberly Johnson to determine when and how the missed work will be made up.

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify Kimberly Johnson how to reach you (if possible).

MORE INFO. 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, http://hr.uoregon.edu/er/labor-agreements.

Supervisory GTF:

Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this position type is not applicable.

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-
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 University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety. The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, http://ehs.uoregon.edu/
Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

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:
Stephanie Dresie Chaney, Office Manager Office of Academic Advising, 541-346-8309

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:**

Contact the Office Manager in Academic Advising for the locations of these items (most of these items are located in the workroom/kitchen area in 364 Oregon Hall).

### 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 administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.
Criteria Used to Assess Satisfactory Progress:
The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:
E.g., Complete x credits/courses per term/year toward the graduate degree; complete a specified sequence of courses within a timetable (define and specify, respectively).

Grades:
E.g., Complete x credits/courses per term/year toward the graduate degree; complete a specified sequence of courses within a timetable (define and specify, respectively).

Examinations:
E.g., Pass the xxx examination within prescribed timetable, with no more than x retakes (describe and specify; note if not passing the first time puts the student in an unsatisfactory standing).

Research:
Describe and define the timeline and requirements for research proposal submission and acceptance; cite any timelines or requirements related to research progress and accomplishments (e.g., having your committee on file no later than x).

Language Requirements:
Describe and define the timeline and requirements for language study/acquisition.

Teaching Requirement:
Describe and define any teaching requirements (e.g., teaching methods course or apprenticeship; impact of GTF teaching performance evaluations).

Skill/Practicum/Internship Requirement:
Describe and define any special skills or practicum requirements (e.g., computer or research software skills; proficiency in a particular art; number of hours completed through an internship).

Advancement to Candidacy:
Describe and define the timeline and exams or other requirements related to advancing to candidacy.

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.

List location or source of information about GTF work environment.

**Workspace:**
The GTF(s) will be provided a shared office with a working lock on the door. The Office of Academic Advising will provide a key to the door for any GTF’s which share this office. Doors are to be fully open when GTF’s are advising students, and closed and locked when not in use. The GTF(s) will be provided with all the tools necessary to do the job.

**Private Meeting Space:**
If you have teaching-related GTFs, address their access to space suitable for private meetings for GTFs with teaching assignments either as instructor of record or as lab/discussion leader.

**Access to Telephones and Computers:**
GTF(s) will be provided with complete access to a telephone (including a long distance code) and login(s) to a local computer and to appropriate software to perform the necessary functions of the job. Software access includes, but is not limited to, Microsoft Office products, BANNER, and Advisortrac.

**Access to Office Supplies, Photocopies and Printouts:**
The administrative GTF will work under the direction of the Director of Academic Advising. They will be provided full access to necessary office supplies, photocopier, fax machine, and printers at no cost to the GTF. Access to office supplies is limited to normal office hours.