

GENERAL DUTIES AND RESPONSIBILITIES 2017-2018
DEPARTMENT OF ARCHITECTURE

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1.0 General Information

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee (GE) positions offered by this GE hiring unit. The relationship between GEs 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 GEDs and this GE hiring unit.

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

About GE Tuition and Fees

Graduate Employees are required to maintain and complete a minimum of 9 graduate credit hours. GEs 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 Employees must pay \$61 of the mandatory fees set by the Oregon University System; **fees are subject to change without additional notice**. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

About the Graduate Teaching Fellows Federation (GTTF)

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTTF. 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 GTTF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GE appointment contract signed by each student who accepts a GE appointment.

The individual who shall oversee the implementation of this GDRS is:
Judith Sheine, Department Head or interim head

DATE OF THIS GDRS REVISION: 5/10/207

ACADEMIC YEAR for GDRS: 2017–2018

Contact Information for Person Completing/Submitting this GDRS:

Nancy McNaught, mcnaught@uoregon.edu, 541-346-1435

2.0 Availability of Graduate Teaching Fellowships (GTTFs)

The availability of GE 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 GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

In this GE employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed for the summer term and academic year:

ARCH 201 Introduction to Architecture (Fall)
ARCH 202 Design Skills (Winter)
ARCH 222 Intro to Computer Applications in Architecture (Spring)
ARCH 283/284 Studio I & II (Winter, Spring)
ARCH 383/384 Studio III & IV (Fall, Spring)
ARCH 4/517 Context of Profession (Eugene, Winter and Portland, Spring)
ARCH 4/530 Architectural Contexts: Place and Culture (Spring)
ARCH 4/540 Human Context of Design (Winter)
ARCH 4/550 Spatial Composition (Fall)
ARCH 4/561 Structural Behavior (Structures I) (Fall)
ARCH 4/562 Wood & Steel Building Systems (Structures II) (Winter)
ARCH 4/570 Building Construction (Fall)
ARCH 4/571 Building Enclosures (Eugene, Fall and Portland, Winter)
ARCH 4/591 Environmental Control Systems I (Winter)
ARCH 4/592 Environmental Control Systems II (Spring)
ARCH 610 Design Communications II (Fall)
ARCH 610 20th Century Architecture & Theory (Summer)
ARCH 611 Graduate Design Process (Summer)
IARC 204 Understanding Contemporary Interiors (Fall)
IARC 4/547 Color Theory (Spring)

This GE employing unit:

- makes an effort to distribute GE opportunities to as many students as possible.
- encourages financial opportunities through such other means as scholarships, work study, and grants.
- reserves a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

The availability of GE appointments for the upcoming academic year is usually determined during winter and spring terms by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the Department of Architecture website and through emailing currently enrolled graduate students in the Department of Architecture.

Application forms will be available to prospective applicants on the department's website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the posted deadline (usually early March).

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

- Instructor of Record
- Discussion Section Leader (full section responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Research Assistant

SUMMER TERM APPOINTMENTS

The availability of GE appointments for the upcoming summer term is usually determined during winter and spring terms by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the Department of Architecture website and through emailing currently enrolled graduate students in the Department of Architecture.

Application forms will be available to prospective applicants on the department's website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the posted deadline (usually early March).

In recent years, GE assignments during the summer in this GE employing unit have included:
Select all that apply.

- Instructor of Record
- Teaching Assistant
- Research Assistant
- Administrative GE

3.0 Application Process and Eligibility Requirements

This unit routinely posts its positions via the Graduate School's "GE 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:

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:

Application forms will be available to prospective applicants on the department's website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the stated deadline (usually mid-late March).

Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

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

during winter term by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications on the Department of Architecture website and through emailing currently enrolled graduate students in the Department of Architecture.

APPLICATION PROCESS: 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:
Incoming students are not eligible for summer term appointments.

Generally, the application process for continuing students includes:

Application forms will be available to prospective applicants on the department's website. In order to be considered for any of the listed positions, students should submit their completed applications to the department on or before the posted deadline (usually mid-late March).

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 that are not included in the spring announcement will be filled by following a similar application and selection process as outlined above. When new positions become available, the department will send an email to architecture and interior architecture graduate students inviting them to apply to any new GE positions that were not listed in the spring call for applications. The department will also post new position descriptions to the Graduate Employees Federation office, and the Department of Architecture website. Applications for these new positions will be due by a specified deadline that is at least 10 working days after the announcement is distributed.

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:

The department head shall review the existing pool of GE applicants who have not yet received appointments to determine if there are any students who have already expressed interest in receiving a GE appointment who are qualified for the duties of a particular emergency appointment. In the event that there are no qualified members of the pool, the Department will send an email to all of the department's graduate students inviting applications. The email will explain any special circumstances the emergency appointment requires.

ELIGIBILITY: Students eligible for a GE appointment in this GE employing unit are Graduate students enrolled in the PhD of Architecture, Master of Science, Master of Architecture or Master of Interior Architecture programs.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE 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: content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Teaching appointments require the ability to communicate effectively with students, orally, graphically, and in writing. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

Students will be considered in the following order:

For GE positions which are filled through the department's open application process, preference is given to the best qualified GE applicant for each position. If the applicant pool for a particular position has more than one equally qualified candidate, preference will be given to graduate students in the Department of Architecture.

The department reserves some GE appointments for the purpose of recruiting graduate students who bring exceptional capabilities or perspectives to the program. In addition, the department makes commitments to admitted PhD students guaranteeing them a number of GE

appointments. If the department has made a commitment of GE support as part of an offer of admission, the student is expected to apply for all GE positions for which they are qualified.

This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

Students enrolled in one of the department's professional master's degree programs (Track 1 or Track 2) may receive a total of 9 quarters of appointment during their time in the program. Students who are completing professional master's degrees in both architecture and interior architecture are eligible for a maximum of 13 quarters of appointment. Students enrolled in a post professional master's program (M.S.) are eligible for 6 quarters of appointment. Students enrolled in the PhD program may receive a total of 15 quarters of appointment. Students who are completing graduate certificates in addition to their master's degrees are eligible for one additional term of appointment for each certificate. In cases where graduate students from other departments receive appointments in the Department of Architecture, the department will follow the appointment limits set by the student's home department. Summer session GE appointments will not be counted toward these maximums.

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 GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment

4.0 Appointment and Reappointment Process

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

the Director of Graduate Studies (chair) and a minimum of two additional faculty members.

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE 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 GE 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 GE employing unit and (C) specific criteria relating to the particular GE 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 GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- **Previous experience.** For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
- **Interviews.** Finalists will be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria

For an Instructor of Record (full course responsibility):

This includes content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Teaching appointments require the ability to communicate effectively with students, orally, graphically, and in writing. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

For a Discussion Section Leader:

This includes content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Teaching appointments require the ability to communicate effectively with students, orally, graphically, and in writing. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

For a Laboratory Section Leader:

This includes content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Teaching appointments require the ability to communicate effectively with students, orally, graphically, and in writing. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

For a Teaching Assistant:

This includes content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Teaching appointments require the ability to communicate effectively with students, orally, graphically, and in writing. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

For a Research Assistant:

This includes content knowledge or skills acquired in prior coursework or professional experience, or demonstrated ability documented in a portfolio. Additional specific qualification criteria may be developed for individual appointments and stated in the announcement description.

For an Administrative GE:

The work distribution for administrative assignments varies significantly depending on the nature of the work and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected range/distribution of hours and workload expectations at the start of each term.

For a Supervisory GE:

The work distribution for supervisory assignments varies significantly depending on the nature of the work and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected range/distribution of hours and workload expectations at the start of each term.

All criteria specific to a particular GE 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:

- * subject area knowledge
- * communication skills
- * time management skills

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 GEs in this employing unit are evaluated at the end of every term.

Evaluations are performed by:
the instructor/supervisor to which the student is assigned.

The criteria used for evaluation include:
Criteria vary depending on the position description. Evaluations address performance in the execution of assigned duties.

5.0 Workload and Work Assignments

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 GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs 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)

During the summer work assignments and workload may differ from work assignments and workload during fall, winter and spring (e.g., in the academic year, GEs with full course responsibility for 4 credit courses that are appointed at .49 FTE, may be appointed at .30 FTE or greater in the summer).

For 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. Supervisors of GEs will complete a GE Work Allocation form with the GEs prior to the term of employment. GEs 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 GE 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 GE is required to fulfill that specific time commitment.

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

DUTIES BY WORK ASSIGNMENT

Instructor of Record	Typical distribution of work hours
In-class contact hours (26 class meetings @ 4 hours per class)	104
Preparation hours:	20
• Teaching team meetings (10 hours)	
• Contributions to course material preparation (10 hours)	
Contact hours outside the classroom:	4
• Counseling or special consultations	
Student performance evaluation:	16
• Exit interviews with students (8 hours)	
• Maintain and submit grading records in compliance with the department's and the University regulations (8 hours)	
Other responsibilities:	9
• Administer and attend the final review for the studio (5 hours)	
• Participate as a reviewer in one other final review assigned by the department (4 hours)	

Discussion Section Leader

Typical distribution
of work hours

In class contact hours

30 - 60

- Conduct laboratory or discussion sections (1-3 hour sessions, one to four times a week)
- Lead review or help sessions (one or more 2 hour sessions)

Preparation hours:

45

- Prepare for laboratory, discussion or review sessions
- Attending course planning meetings
- Attending course lectures (if required by the faculty supervisor)

Typical distribution
of work hours

Contact hours outside the classroom:

9

Office hours (one hour per week for 9 weeks)

Student performance evaluation:

30 - 44

- Grade exams, quizzes, lab reports or projects

Other responsibilities:

18

- Administrative support (communications, Blackboard site maintenance, etc.)
- Participate as a reviewer in one final review assigned by the department (4 hours)

Laboratory Section Leader

Typical distribution
of work hours

In class contact hours

30 - 60

- Conduct laboratory or discussion sections (1-3 hour sessions, one to four times a week)
- Lead review or help sessions (one or more 2 hour sessions)

Preparation hours:

45

- Prepare for laboratory, discussion or review sessions
- Attending course planning meetings
- Attending course lectures (if required by the faculty supervisor)

Contact hours outside the classroom:

9

<ul style="list-style-type: none"> • Office hours (one hour per week for 9 weeks) 	
Student performance evaluation:	30 - 44
<ul style="list-style-type: none"> • Grade exams, quizzes, lab reports or projects 	
Other responsibilities:	18
<ul style="list-style-type: none"> • Administrative support (communications, Blackboard site maintenance, etc.) • Participate as a reviewer in one final review assigned by the department (4 hours) 	

Teaching Assistant

The distribution of hours by activity type varies significantly by course and the specific needs of the individual faculty member. Supervising faculty and GEs are expected to document the expected range/distribution of hours and workload expectations at the start of each term. Activities assigned to GEs may include any combination of:

In-class contact hours	30- 60
<ul style="list-style-type: none"> • Attend class meetings (if required by the instructor) • Assist with demonstrations, field trips, safety training, etc. 	
Out of class contact hours	9
<ul style="list-style-type: none"> • Provide assistance to students working on assignments • Supervise and assist students working on projects in shops or labs 	
Preparation hours:	45
<ul style="list-style-type: none"> • Assist instructor to prepare for class activities such as field trips, construction projects, reviews, etc. • Attend course planning meetings 	
Student performance evaluation:	33-44
<ul style="list-style-type: none"> • Grade papers, exams, quizzes, lab reports, or projects 	

Research Assistant:

The work distribution for research assignments varies significantly depending on the nature of the research project and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected distribution of hours and workload expectations at the start of each term. In recent years research GEs have spent time assisting faculty with:

- Research proposal or report preparation
- Laboratory experiments
- Construction of mock-ups
- Testing of physical models
- Conducting surveys
- Digital modeling of environmental systems
- Literature, materials and image searches
- Testing new research equipment or methods
- Field surveys of building stocks
- Preparation of drawings

Administrative GE:

The work distribution for administrative assignments varies significantly depending on the nature of the work and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected range/distribution of hours and workload expectations at the start of each term.

Supervisory GE:

The work distribution for supervisory assignments varies significantly depending on the nature of the work and does not have a typical pattern of hours and assignments. The supervisor and GE are expected to document the expected range/distribution of hours and workload expectations at the start of each term.

6.0 Health and Safety**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 541-345-8316.

All University of Oregon employees, including GEs, 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 GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE 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 GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <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 GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE'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 GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE 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 GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

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

Safety Information:

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS 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:

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

Brooke Freed, *Dir of Operations*, School of Architecture & Allied Arts,
(541) 346-3633

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTTF 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:

in the shops are explained during shop safety training. General emergency information for the school's classrooms and general use spaces is available from the School of Architecture and Allied Arts Director of Facilities in Eugene or the facilities staff of the White Stag Block in Portland.

Use of Personal Protective Equipment:

Personal Protective Equipment for GE use in the school shops, such as goggles and ear plugs, are available from the shop supervisors or supervising faculty. Hardhats for construction site tours are available to check out from the AAA Faculty and Student Services desk. Other project-specific equipment will be provided by faculty supervisors as needed.

Required safety training and appropriate departmental record keeping:

GEs who are assigned to use or supervise student use of any of the school's fabrication shops are required to complete the department's standard safety training for general shop use and for the specific equipment that the GE will use. Training will be provided by the department's shop supervisors, who will also keep records of safety training on behalf of the department. Supervising faculty may provide additional safety training pertaining to a GE's specific assignment.

7.0 Satisfactory Progress toward Graduate Degree

Because a GE 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 GEs 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 GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE'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 their graduate degree and issue its approval before a GE 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 GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GE 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 unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document:

The Department of Architecture Advising Handbook
<http://architecture.uoregon.edu/students/advising>

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:

All coursework, grade requirements, and exam requirements are stated in the Department of Architecture Advising Handbook and in the Ph.D. in Architecture Handbook.)

Grades:

All coursework, grade requirements, and exam requirements are stated in the Department of Architecture Advising Handbook and in the Ph.D. in Architecture Handbook.

Examinations:

All coursework, grade requirements, and exam requirements are stated in the Department of Architecture Advising Handbook and in the Ph.D. in Architecture Handbook.

Research:

All research duties as evaluated by supervising faculty.

Language Requirements:

NA

Teaching Requirement:

NA

Skill/Practicum/Internship Requirement:

NA

Advancement to Candidacy:

Requirements are stated in the Ph.D. in Architecture Handbook.

Other:

The process for evaluating satisfactory progress toward graduate degree is as follows:

The Graduate School will review academic transcripts of all architecture graduate students holding GE appointments for compliance with the Graduate School's standard for good standing.

The department will review graduate student academic files to determine compliance with additional criteria for satisfactory progress required for each of the department's graduate degree programs.

Students who fail to make satisfactory progress will not be eligible for GE appointments until: they regain satisfactory progress status as determined by the Graduate School, and they have received a positive evaluation for eligibility to advance to the next design studio level, if a Department of Architecture Gate review is required, or they have received a positive evaluation from their primary academic advisor or their thesis or dissertation committee indicating that they have regained satisfactory progress status.

8.0 Discrimination and Grievance Procedures

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>

9.0 Work Environment

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

Information detailing this unit's GE work environment (work space; computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found online or in another document:

List location or source of information about GE work environment.

Workspace:

All graduate students enrolled in studios or as a research assistant in the Department of Architecture have assigned workstations in studio or a research laboratory. Workstations in studios have a shelf and a lockable cabinet. Workstations in research laboratories are outfitted according to the specific requirements of the research work. GEs who need private workspace for confidential work such as grading or test preparation may schedule the use of office space that is shared with other GEs or adjuncts. GEs can also reserve meeting rooms or unoccupied classrooms that are normally scheduled by the department for this purpose.

Private Meeting Space:

Teaching GEs with responsibilities as instructor of record or as lab/discussion leader have access to private meeting space in shared offices. GEs can also reserve meeting rooms or unoccupied classrooms that are normally scheduled by the department for this purpose.

Access to Telephones and Computers:

GEs have access to telephones necessary to carry out work assignments in the Department's meeting rooms and can be scheduled as such. GEs have access to public or general use student computers in various locations in Lawrence Hall in Eugene or the White Stag Block in Portland. Most of these computers are equipped with software typically provided to departmental staff. Computers equipped with specialized software that are needed for some types of GE assignments are available in the school's computing labs or in the research laboratory to which the GE has been assigned. GEs based in Eugene can also check out laptops for up to 4 hours during week days, or for use over a week-end from the Faculty and Student Services desk in

Eugene. In Portland laptops are available for teaching use through the library and learning commons in Portland. These laptops are equipped with the Department's standard software package. GEs needing access to specialized software in order to complete work assignments can make arrangements through their faculty supervisor. GEs who are instructors of record should consult with the department head.

Access to Office Supplies, Photocopies and Printouts

GEs have access to office supplies, equipment (such as cameras, projectors or laptops) and copying services through the A&AA Facilities Services in Eugene. GEs who are directly supervised by faculty can arrange for keys, equipment check out, and copy codes by having their faculty supervisor sign the appropriate authorization forms available from Facilities Support Services. GEs appointed in Portland can request office supplies, printouts, photocopies and access to equipment from the A+AA Administration in Portland. GEs working independently as instructors of record have access to necessary supplies that are substantially similar to other instructional staff with comparable instructional assignments in the department. They can bring their authorization forms to the department staff for signatures and should consult with department staff prior to the start of their appointment to learn about the type and amount of supplies and services available. Most supplies, copying and printing needs can be obtained at the school during normal business hours. GEs must obtain prior approval before making any unusual or after-hours purchases for which they expect reimbursement.

GE Assistance

In the Department of Architecture, GEs who work as instructors of record generally are not assigned to workloads that would require GE assistance. In exceptional circumstances, if a GE is the instructor of record in a course that requires GE assistance, GEs will be appointed following the procedures outlined in this document for all other GE appointments.

10.0 Absences

Absences (Articles 27 and 28)

Documented absences due to participation in jury duty, a recognized election (e.g., an international GE required to travel to a consular office to vote), or immigration proceedings, will be permitted with no reduction in FTE or loss of pay. Election-related absences and immigration proceeding-related absences may be limited to five days. See Article 27 for specific text.

[The following, found in Article 28, applies to absences related to illness, injury, or medical appointment/procedure for the GE, their child, partner or parent, and to absences related to bereavement and birth/adoption.]

Notification

When needing to be absent, a GE is expected to notify their supervisor or other designated faculty/staff member as early as possible and before the first assigned duty on the day to be missed.

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor 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 the faculty member. 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 GE). If you are able, please attempt to reach your supervisor 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 the supervisor 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 GE and the department on any adjustment due to the GE's absence.

COVERAGE FOR TEACHING GEs. 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 your supervisor so they can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

SUBSTITUTION. Sick leave substitution hours are built in to your FTE (see section 5.0 Workload and Work Assignments). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the department head if you believe you will likely exceed the hours allocated in Section 5.0.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor 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 your supervisor how to reach you (if possible).

MORE INFO. More information about GE 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-GTTF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>

Effective January 1, 2017, you began receiving paid sick leave. Your sick leave contains unique elements, so please note the following:

- You accrue sick leave in “days”
 - If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you will be charged a “day” of sick leave
 - You accrue two days per term you work; you accrue an additional day during your first appointment in a school year
 - Sick leave is accrued at the start of each term
- You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year
- Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances
- Please notify your faculty supervisor for your course as soon as possible when you have foreseeable sick leave (surgery, etc.) so that coverage can be made.

To record and report your sick leave, please [provide a memo to Nancy McNaught mcnaught@uoregon.edu monthly.