

General Duties and Responsibilities for Arts and Administration Program

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1.0 GENERAL INFORMATION

About This Document

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

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

About GTF Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours. GTFs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Teaching Fellows must pay \$140 of the mandatory fees set by the Oregon University System; fees are subject to change without additional notice. Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

About the Graduate Teaching Fellows Federation (GTFF)

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

The individual who shall oversee the implementation of this GDRS is: Patricia Dewey

DATE OF THIS GDRS REVISION: 8/8/2014

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: AAD 250 Art and Human Values; AAD 251 Art and Visual Literacy; AAD 252 Art and Gender

This GTF employing unit:

Makes an effort to distribute GTF opportunities to as many students as possible and encourages financial opportunities through such other means such as travel and conference awards and work study.

ACADEMIC YEAR APPOINTMENTS The availability of GTF appointments for the upcoming academic year are usually:

Announced in mid-April, with decisions made by mid-June. In recent years, GTF assignments during the academic year in this GTF employing unit have included:

Teaching Assistant, Administrative Assistant, and Research Assistant.

SUMMER TERM APPOINTMENTS Does unit hire GTFs in Summer? Yes

If yes, the availability of GTF appointments for the upcoming summer term is usually determined: The appointment is determined in spring term as part of the annual GTF call and appointment timeline.

In recent years, GTF assignments during the summer in this GTF employing unit have included: Research Assistant

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are Graduate students enrolled in the Arts & Administration Program admitted as candidates for a master's degree in Arts Management.

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:

Previous experience relevant to the position(s) to which the candidate applies. Courses taken and/or experience with similar coursework and favorable recommendations from prior colleagues or supervisors. For teaching GTF positions, previous teaching or previously taking the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available. Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole.

Students will be considered in the following order:

Graduate students enrolled in the masters degree program in Arts Management who are beginning their second year of study in the program will be considered first. Admitted master's degree students who are beginning their first year in the program are eligible to apply and will be considered for positions where their experience and credentials demonstrate a competency beyond any other candidate in the pool.

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

We have no stated maximum number of terms or years a student is eligible for reappointment.

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

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

4.0 APPLICATION PROCESS

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

Information about GTF positions is shared with in-coming students through email notification. Announcements are sent to all candidates in mid- to late-April. Applications for available positions are due by applicants two to three weeks after the notification goes out and decisions about GTF appointments are announced by mid-June.

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

Information about GTF positions is shared with continuing students through email notification. Announcements are sent to all candidates in mid- to late-April. Applications for available positions are due by applicants two to three weeks after the notification goes out and decisions about GTF appointments are announced by mid-June.

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): Summer appointments are made available to all incoming and continuing students in mid- to late-April as part of the regular academic year appointment process.

Generally, the application process for incoming students includes:

Applicants must complete an application form that provides their name, contact information, a check next to the GTF position(s) for which the applicant is applying (see below), names and contact information for three references. Attached to the application form, a letter specifically describing the candidate's qualifications for EACH of the positions for which s/he is applying and a current resume.

- Art & Human Values

- Art & Visual Literacy
- Art & Gender
 - faculty assistance in research or program initiative, added to any of the above
- ChinaVine Research Fellow
- AAD/CCACP Events & Communications Coordinator
- AAD/CCACP Program Development Coordinator

Generally, the application process for continuing students includes:

Applicants must complete an application form that provides their name, contact information, a link to their student ePortfolio, a check next to the GTF position(s) for which the applicant is applying (see below), names and contact information for three references. Attached to the application form, a letter specifically describing the candidate's qualifications for EACH of the positions for which s/he is applying and a current resume.

- Art & Human Values
- Art & Visual Literacy
- Art & Gender
 - faculty assistance in research or program initiative, added to any of the above
- ChinaVine Research Fellow
- AAD/CCACP Events & Communications Coordinator
- AAD/CCACP Program Development Coordinator

Each candidate will be sent a notice of the hiring decision within five working days after all appointment decisions have 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):

Information about GTF positions available outside of the normal appointment cycle is shared with students through email notification, using a student listserv maintained by the department.

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 will give priority to qualified graduate students in the department who had applied for GTF positions but did not receive an appointment and/or to qualified GTFs in the department whose current FTE could be raised to include the required workload without exceeding .49 FTE.

5.0 APPOINTMENT AND REAPPOINTMENT

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

The program director and the faculty and staff who will act as GTF supervisors for the available GTF positions.

While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF's supervisor, the selection committee will give substantial consideration to the other

appointment or reappointment criteria.

Each year, applicants for GTFs are reviewed spring term for the positions for the following year. Recommendations for appointment and reappointment are made by committee consensus to the Program Director, based on a review of qualified applicants' files and/or performance.

Also in accordance with the CBA:

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

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

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

Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

Previous experience. For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.

Interviews. Finalists may 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): N/A

For a Discussion Section Leader: N/A

For a Laboratory Section Leader: N/A

For a Teaching Assistant:

Previous experience relevant to position; prior coursework taken and/or taught related to the content of the course where the candidate will assist; and consideration of a positive working arrangement between a

GTF and the faculty person with whom the GTF will work. Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole.

For a Research Assistant:

Prior coursework and/or research experience relevant to the position and consideration of a positive working arrangement between the GRF and the faculty person with whom the GRF will work. Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole.

For an Administrative Assistant:

Prior coursework and/or administrative experience relevant to the position and consideration of a positive working arrangement between the GAF and the faculty and/or staff person with whom the GAF will work. Interest, desire and prediction of performance may be considered in lieu of previous experience based on the GTF's application as a whole.

For a Supervisory GTF: N/A

(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:

For Teaching Fellowships, the ability to support the professor during lectures, lead breakout and discussion groups, provide grading support, and take other duties as assigned by the professor in support of the class.

For Research Fellowships, the ability to gather, organize, and annotate resources; and may be asked to assist researchers with cultural interpretation and preparing multimedia fieldwork data.

For Administrative Fellowships, the ability to plan and implement events, coordinate internal and external communications regarding those events and general Program information, both in digital and print formats, manage database information, assist with program development, student recruitment, and alumni network maintenance.

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:

At the end of the term for appointments that are a single term in duration

At the end of the academic year for GTFs appointed fall, winter and spring

At the end of the summer term for summer GTFs

Evaluations are performed by:

The supervisor of record for the GTF, which could include a tenure-related assistant, associate, or full professor, an NTTF instructor, or the managing director (an officer of administration).

The criteria used for evaluation include:

Evaluation of a GTF's performance is the primary responsibility of the faculty supervisor (i.e. the faculty member teaching a course for which the GTF serves as teaching assistant or leading the research for which a GTF serves as a research assistant), the faculty member assigned by the Program Head to supervise a course being taught independently by a GTF, or the Managing Director of AAD in the case of an administrative GTF. The means of evaluation will include end-of-term student evaluations of the course and the GTF, where applicable or, in the case where supervising faculty choose to administer end-of-term course evaluations, a written faculty evaluation of the GTF. Evaluation may also include direct conversations with students taking the class, discussions with the GTF, classroom observation of the GTF either by the faculty supervisor or another agent designated by the faculty supervisor only when documented and shared with the GTF in writing. In the case of administrative and research assistants, the supervisor will evaluate through direct conversation and through a written record, when requested by the GTF.

6.0 WORKLOAD

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

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

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

7.0 WORK ASSIGNMENTS

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

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

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

DUTIES BY WORK ASSIGNMENT

Instructor of Record: N/A

Discussion Section Leader: N/A

Laboratory Section Leader: N/A

Teaching Assistant:

In-class contact hours..... 4 avg. hours/wk.

Conduct discussion sections, lead review sessions, teaching during the instructor's absence, attend lectures, assist with audio-visual presentations

Preparation hours..... 1- 2 avg. hours/wk

Prepare discussion sessions, demonstrations

Contact hours outside the classroom..... 1 avg. hour/week

Office Hours: 1 hour, once a week. Counseling, tutoring, special consultations

Performance Evaluation..... 1-2 avg. hour/week

Reading & grading: papers, exams, quizzes, special projects. Maintain and submit grading records in compliance with the Program's and the University's regulations

Other responsibilities..... 1 avg. hours/week

Proctor exams, administer student course evaluations, attend meetings: departmental; faculty supervisor

Grader: N/A

Research Assistant:

Research Activities..... 4 - 14 avg. hours/week

Develop project schedule; Library research including computer and hand-searching, working with government documents, card catalog, reference materials, slide library, print collection, periodicals, etc. as appropriate; Maintaining web-based media environment; Preparing multimedia fieldwork data; Dissemination of surveys, questionnaires, conducting interviews as needed; writing of letters; data gathering; Attendance at specified committee meetings as appropriate to research;

Miscellaneous..... 1- 5 avg. hours/week

Photocopy work, telephone calls, and other errands pertinent to research

Administrative GTF:

Position 1: Events and Communication Coordinator Events Coordination 6 - 8 avg. hours/week

Consultation with Managing Director and pertinent faculty; Working with faculty-sponsor, plan and implement co-curricular visiting scholar events; Liaison with university and community offices; Supervision

of supporting personnel; execute all aspects of AAD/CCACP constituent database (on BatchBook platform) and train others to use database based on defined standards and protocols.

Communications Coordination..... 6 - 11 avg. hours/week

Website Management for AAD/CCACP; Updates of all linked pages; Write and edit print and web content; Research regarding other cohort sites and suggestions for improvement; Implementation of new software as used on the website; Design of additional pages; Coordination of web pages with AAA and UO; Trainings as appropriate for faculty, staff, students; Maintenance of event calendar, news pages, and, eNewsletter.

Management and oversight of the development of all print collateral for AAD/CCACP; work collaboratively with faculty and staff for content development and act as primary liaison to designers and the A&AA Office of Communications and External Relations for the creation of print material.

Position 2: Operations and Development Coordinator 6 - 11 avg.

Program Development for AAD/CCACP; Coordinate entrepreneurial and revenue-focused program development activities for AAD and CCACP. Duties include (but are not limited to): project management; data management; research, and financial management. Act as liaison to community projects. Support research and planning associated with curricular development; Analysis of the relationships and funding models associated with all AAD/CCACP programs; Support and implement streamlined management systems for AAD/CCACP; Assist with development and maintenance of alumni network.

Project Manager..... 6 - 8 avg. hours/week

Work collaboratively with faculty and staff to develop and implement project management tools to track progress on all internal projects; Project budget development and tracking; Assist with grant writing and fund development. execute all aspects of AAD/CCACP constituent database (on BatchBook platform) and train others to use database based on defined standards and protocols.

Supervisory GTF: N/A

8.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers' Compensation

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 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 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://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/illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

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

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

Safety Information

The Office of Environmental Health and Safety (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, <http://ehs.uoregon.edu>

Reporting Safety Hazards

GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Michael Smith, Director of A&AA Facilities Services at michael@uoregon.edu or (541) 346-2055.

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

Michael Smith, Director of A&AA Facilities Services, has a complete set of guidelines for emergency procedures and evaluations in his office at 126 Lawrence Hall.

Material data safety sheets are not necessary in AAD, as dangerous chemicals and essential safety equipment are not used.

The sounding of a fire alarm is the signal to evacuate the building; this system is tested at least semi-annually. A first aid kit is available at Faculty and Student Services, 124 Lawrence Hall or in the AAD program office. For after-hours emergencies, call the Office of Public Safety at 346-6666.

Use of Personal Protective Equipment: N/A

Required safety training and appropriate departmental record keeping: N/A

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

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

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

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

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

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

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

<http://aaablogs.uoregon.edu/aadorientation/policies-procedures/satisfactory-progress/>

Criteria Used to Assess Satisfactory Progress

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

Coursework

Complete at minimum 3 graduate credits per term toward the graduate degree. For graduate students holding a GTF position completion of a minimum of 9 graduate credits per term is required. It is expected that graduate students, maintaining full-time status (9-16 credits per term) will complete the master's degree in arts management in two years. This timetable also applies to graduate teaching fellows. Exceptions to this timeline may be made in consultation with the academic advisor and/or the Program Director.

Grades

Maintain a cumulative GPA of 3.0. The GPA will be computed for coursework meeting the requirements of

the graduate degree.

A student shall receive no less than a grade of B in any required core course. Grades lower than B necessitate repeating the course, or an equivalent course approved by the Program Director, at the next available offering.

At any one time, a student shall have no more than two incompletes. All incompletes shall be completed within one calendar year of the assignment of the incomplete.

Examinations N/A

Research

All masters' students are expected to enroll in a research methods course, develop a formal research proposal, and prepare a final research project, capstone, or thesis as part of the master's degree, according to the completion timeline established with their faculty research advisor.

Language Requirements

Students opting for an MA instead of an MS must demonstrate language competence in one foreign language as defined in the University of Oregon Catalog.

Teaching Requirement N/A

Skill/Practicum/Internship Requirement N/A

Advancement to Candidacy N/A

Other N/A

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

The Program Director, faculty advisor, and members of the graduate committee will conduct the evaluation. Evaluations shall be conducted quarterly. The timeline for remedy (getting back on track) shall be one term.

Failure to make satisfactory progress toward the graduate degree:

If for any reason a graduate student falls below the minimum 3.0 GPA or does not maintain the minimum 3 credits per term (9 credits for those holding a GTF), he or she will have one term to regain satisfactory status. The student will be notified in writing of an unsatisfactory status. For students holding a GTF position, his or her GTF appointment may be withdrawn on this basis for any subsequent quarters.

If for any reason a student does not make satisfactory academic progress for one term, that student may be subject to disqualification from the master's degree program as well as discontinuance as a GTF. A decision of disqualification will be made by the Program Director in consultation with the student advisor and graduate faculty committee. The student will be notified of disqualification in writing.

10.0 DISCIPLINE AND DISCHARGE

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTF

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 GTF Collective Bargaining Agreement.

Workspace

Each GTF will have access to desk space in a locked and secure space in either LA 264-A or LA 168. Each space has filing cabinets and shelves for securely storing work-related documents, files, and publications.

Private Meeting Space

GTFs will share office space with other GTFs, but should organize their time in the office to ensure the ability to conduct meetings in private when necessary. GTFs should coordinate their schedules each term so that during the minimum 1-hour office time that each teaching GTF must have each week, GTFs are able to hold confidential meetings with students when necessary.

Access to Telephones and Computers

Each GTF will have access to a Macintosh desktop or laptop computer that is outfitted with Microsoft Office; Adobe Creative Suite; email and calendar; and other standard Mac applications. GTF offices have a phone with a messaging system that GTFs can use. GTFs should schedule regular office hours during normal business hours, Monday – Friday, 8 a.m. to 5 p.m., however GTFs will have access to their GTF office on a 24 hour/7 days a week basis and can use the equipment in those spaces any time during their regular office hours and when the offices are not being used for other purposes.

Access to Office Supplies, Photocopies and Printouts

GTFs may use the copy machines in the A&AA Dean's Office for limited copies (up to 100 at a time). For larger photocopy jobs, GTFs can place copy orders through the A&AA Facilities Support Services Office at least 24 hours before the copies are needed. GTFs will be given an index at the beginning of their appointment to which all photocopy services can be charged. Office supplies necessary for carrying out the GTF assignment can be ordered through the AAD office or can be purchased on a limited basis from the UO Duck Store. The photocopiers in the A&AA Dean's Office can scan documents and convert them to PDFs that can be sent from the photocopier directly to an email address. Faxes can be sent and received in the A&AA Facilities Support Services Office. The fax number is (541) 346-3626.

Access to office supplies necessary to conduct GTF business will be available at no personal cost to the GTF. However, oversight on purchases and limitations based on available resources will be managed by the GTF's supervisor and the AAD Director.

GTF Assistance N/A