

# General Duties and Responsibilities for Art/Lawrence Hall/School of Art + Design, 2020-22

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## 1.0 GENERAL INFORMATION

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) 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 GEs 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.

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

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DATE OF THIS GDRS REVISION: 8/8/2017

## 2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

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:

ART 233, ART 333, ART 116, ART 115, ART 101, ART 111, ARTC 255, ARTD 250, ARTD 251, ARTD 252, ARTD 360, ARTD 361, ARTD 362, ARTD 394, ARTD 395, ARTF 270, ARTM 257, ARTP 281, ART0 251, ART0 354, ARTR 346, ARTR 347, ARTR 348, ARTR 349, ARTS 288, Sculpture Tech, Photo Tech, Metals/Jewelry Tech, Ceramics Tech, Communications Tech .

Typical appointments range from instruction of introductory studio courses to studio technician in the more complex media-based studios, lab section instruction, large lecture support.

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

- 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:

The programmatic needs of the Department, determined by the faculty, drive the scheduling of courses and the availability of GE positions. GE needs are established as part of the regular academic planning in the Winter and Spring for the following year.

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

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

#### SUMMER TERM APPOINTMENTS

Does unit hire GEs in Summer? No

If yes, the availability of GE appointments for the upcoming summer term is usually determined:

On occasion, a GE is needed in the summer to support summer offerings. This is usually determined in the Spring as summer enrollments become apparent. Curricular Coordinators work with the Graduate Director and Department Head to assess curricular need, resource availability and selection process.

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

Select all that apply.

- Instructor of
- Discussion Section Leader (full course responsibility)
- Laboratory Section
- Teaching Assistant
- Grader
- Research
- Administrative

- Supervisory GE (e.g., practicum supervisor)

### **3.0 ELIGIBILITY REQUIREMENTS**

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

Graduate students in Art who are in good standing and making satisfactory academic progress are eligible for GE appointments. The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours per term of appointment. The Department of Art has no enrollment/credit hour requirement beyond that of the Graduate School.

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:

Graduate students in Art who are making satisfactory academic progress eligible for GE appointments.

Graduate students outside the Department of Art, making satisfactory progress in a related discipline, may be considered if they possess special skills appropriate to a particular position if there are no departmental grads available or qualified.

Students will be considered in the following order:

The Department may set aside a few GE's for incoming recruitment.

MFA students in good standing, incoming and continuing, receive available GE assignments based on 1)skills specific to the work assignment 2)academic merit 3)past performance and 4)program familiarity.

For continuing students, assessment of academic merit is based on GPA, reclassification review, thesis proposal progress and faculty rankings and recommendations. The latter is of particular importance in the Art Department as the focus of the MFA program is the development of a rigorous, independent art practice. The Department relies on the faculty to judge the commitment to studio practice and inquiry, as well as progress on the thesis body of work.

For incoming students, assessment of academic merit is based on GPA, letters of reference, previous relevant experience, admissions ranking, quality of work and academic progress.

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

3 years or nine consecutive quarters.

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 APPLICATION PROCESS**

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:

#### **ACADEMIC YEAR APPOINTMENTS**

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

The range of potential GE positions are listed on the website and can be solicited from the art department. The GE application is included in the online application for graduate admission to the department. The application is available by November 1 of each year and the completed form is due no later than January 5.

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

The Department will post a letter to those eligible to apply making sure to include those graduate students who may be returning from leaves of absence. Individual GE job descriptions and a GDRS link are posted on the Art Department website, making easily accessible the

responsibilities and criteria for each job. The application letter will be posted by March 1 of each year and the applications are due in the Art office on April 1. Further information about each position is available from the supervising faculty. Departmental office staff will direct applicants to the appropriate supervisor.

## 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 GE positions prior to the first term of enrollment.

Generally, the application process for continuing students includes:

Summer appointments are rare. If a GE becomes available, students with the relevant skill set are identified and considered for the assignment, based on the same criteria as the academic year appointments.

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):

The original pool of applicants is reviewed again. If a suitable candidate is not found within the existing pool of applicants, the department will post a letter to all eligible graduate students in the Art 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:

In such cases, the Department shall consider applications from graduate students whose expertise may fit the nature of the appointment. If a suitable candidate is not found within the existing pool of applicants, the department will post a letter to all eligible graduate students in the Art Department.

## 5.0 APPOINTMENT AND REAPPOINTMENT

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

The GE appointment process is conducted by the Graduate Director, the Graduate Committee and the Head of the Art Department.

Appointments and reappointments will be based evaluation of each candidate's qualifications with respect to the following criteria:

- 1) Specific abilities related to the work assignment. The majority of GEs in the Art Department are teaching or technical positions within a media area and therefore require specialized knowledge and depth of experience within that area.
- 2) Academic Merit; measures of merit are described above.
- 3) Past Performance. Performance in previous GE positions will be considered in subsequent appointment decisions. An assessment of past performance will be based on student evaluations and supervisors' evaluations. Written supervisor evaluations will be done each term and made available to both the student and the Graduate Director for review. For incoming students, past performance in related positions may be considered. Consideration will be given for a positive working arrangement between a GE and the supervising faculty. Recommendations from the supervising faculty will be solicited by the Graduate Committee. For positions based in a curricular area, the recommendations will be done by the Curricular Coordinator. Recommendations for positions not based in an area will be done by the supervising faculty, a supervisory committee or the Department Head, as appropriate. The recommendation includes comments about the individual's qualifications relative to the specific work assignment.
- 4) Program Familiarity. Some assignments require familiarity with the undergraduate curriculum, technical shops and the functioning of the studio community. Familiarity with that program, based on the student's academic concentration, studio commitment and previous experience will be considered.

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.
- Financial need will be considered in evaluating two or more equally qualified candidates.

**(B) Assignment Type-Related Criteria**

For an Instructor of Record (full course responsibility):

For an Instructor of Record position a student must have demonstrated knowledge and competency in the subject area; this is based on evidence in their own work, past educational background and technical competencies. Instructors of record must also be able to work independently and have good communication and organizational skills.

For a Discussion Section Leader:

N/A

For a Laboratory Section Leader:

Laboratory section leaders must have some background and competency in the subject areas; in some cases, they may have partial knowledge in the subject, which will be supplemented by Department organized training workshops. Lab section leaders must also be good communicators, independently directed and have good organizational skills.



For a Teaching

For teaching assistants, organizational and written communication skills are important.

For a Grader:

N/A

For a Research Assistant:

For a research assistant, specialized knowledge or skills related to the research or creative practice project are necessary.

For an Administrative GE:

Administrative GE's primarily take the form of technical support for specialized studios.

Extensive knowledge of the equipment and processes of the particular shop and media areas

For a Supervisory GE:

N/A

**(C) 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:

Specific abilities related to the work assignment.

The great majority of GE positions in the Art Department are teaching or technical positions within a media area and therefore require specialized knowledge and depth of experience within that area.

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
- During spring
- At the end of the academic year for GEs appointed fall, winter and spring
- At the end of the summer term for summer GEs

Evaluations are performed by:

Evaluation of GE performance will be done each term by the supervising departmental faculty.

The criteria used for evaluation include:

Evaluation is based on information gathered from the GE supervisor based on the following criteria:

For teaching GE positions: teaching effectiveness; organizational skills; class content/management; communications skills with students; quality of student work; observation of teaching; behavioral factors; such as attendance and use of leave time; effectiveness of work relationship with supervisor, co-workers and others; awareness of and effort to maintain a healthy and safe working environment; student evaluations.

For studio GE positions: evaluation of duties: execution and productivity; behavior factors such as attendance and use of leave time; effectiveness of work relationship with supervisor, co-workers and others; degree of supervision required and the ability to follow directions; quality and quantity of work and use of work time; awareness of and effort to maintain a healthy and safe working environment.

## 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 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)

## 7.0 WORK

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. 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:**

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.

Regular term, .49 FTE (classes with 4 credits) total hours: 215/term

studio contact hours: 6/week

office hours: 2/week

preparation, review, conference as needed outside class time, and area meetings: 11 hours/week

**Discussion Section**

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.

Regular term, .49 FTE (classes with 4 credits) total hours: 215/term

studio contact hours: 8/week

lecture attendance: 2/week

office hours: 2/week

Responsibilities cover oversight of the studio/lab component of the course: 7/week.

**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.

12 at .30 FTE in both regular session and summer session, based on 10 weeks. Approximations of how time might be allocated in carrying out this assignment are: attendance at class – two hours

per week, and the remainder in activities such as monitoring class attendance, copying slides, collecting and organizing student papers, or print to press.

### **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**

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.

12 at .30 FTE in both regular session and summer session, based on 10 weeks.

Research, fabrication, and assistance to faculty.

### **Administrative GE:**

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.

The clock hours per week are 17.5 at .40 FTE and 8.8 at .20 FTE (based on 10 weeks) with the distribution of tasks varying from week to week as is required by the flow of studio activity during the term. These appointments are at .20 and .40 FTE in the regular session and in summer session.

Monitoring facilities, copying images, ordering and refilling materials.

### **Supervisory GE:**

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**

### **Accident Reporting and Workers' Compensation:**

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

All University of Oregon employees, including 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 Supervisor's Accident Investigation Report (SAIR) 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://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 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 EHS immediately.

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

### **Safety Information:**

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

### **Reporting Safety**

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

All GEs are directed to call the College of Design Facilities Manager (6-2055) for non-threatening emergencies and 6-6666 for threatening emergencies.

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:**

The College of Design Facilities manager is responsible for evacuation plans. All exits located on floor plans of studios supplied by EHS. Curricular Coordinators and/or Studio Technicians are responsible for the availability of MSDS. First Aid kits are maintained by the College Facilities Manager.

### **Use of Personal Protective Equipment:**

List Personal Protective Equipment - see next section

### **Required safety training and appropriate departmental record keeping:**

#### Ceramics:

EHS ventilator training required.

For any GE's using forklift, training

Training and instruction by Curricular Coordinator in:

- Use of kilns, spray booth, power tools, clay mixers
- Waste glaze materials are fire bonded into bricks or recycled into glazes.

Fibers:

EHS ventilator training required.

Training and instruction by Curricular Coordinator in:

- safe use of Dye lab such as use of protective clothing, rubber gloves and safety goggles
- re-lighting pilots for gas
- labeling all containers to include product hazardous codes for any materials used by students in classes
- disposal of broken glass
- location of eye wash in adjacent photo area

Metals/Jewelry:

EHS ventilator training required.

Training and instruction by Curricular Coordinator in:

- all tools specific to coursework in metalsmithing (e.g. power tools, shears, rolling mills, hydraulic press, burn-out and enameling kilns, centrifugal casting arm, wax injector, vulcanizer, polishing tumbler,
- studio equipment and safety orientation occurs on the second day of classes each term. Written health and safety rules are distributed.
- Labeling of material; scheduling regular pickup of hazardous waste through EHS.

Art & Technology:

No safety training

Painting and Drawing:

Training and instruction by Curricular Coordinator in:

- policy on spray fixatives use



- health and safety considerations in painting studios.

#### Photography:

EHS ventilator training required.

Training and instruction by Curricular Coordinator in:

- use of gloves and goggles for mixing chemicals
- use of eye wash
- collection of hazardous waste; removal by EHS

#### Printmaking

EHS ventilator training required.

Training and instruction by Curricular Coordinator in:

- pickup of hazardous waste by EHS
- correct use of all chemicals used in print processes.

#### Sculpture:

EHS ventilator training required.

Training and instruction by Curricular Coordinator in:

- safety glasses or other eye protection, hearing protection, gloves
- woodshop: power tools, paints solvent, dust hazards, supervision techniques
- welding: correct operation welding equipment, exchange of gas cylinders, supervision of students.
- Wax: use of wax melting equipment and ventilation hoods.
- Plaster: use and disposal of plaster clean-up bucket
- Regular disposal of solvents, aerosol cans, patina chemicals at marked sites in the studios; disposal through EHS

### **9.0 SATISFACTORY PROGRESS TOWARD THE 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.
- an academic unit with no graduate degree program. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.
- an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

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:

Insert link or description of hard copy

MFA Degree Requirements: <http://art-uo.uoregon.edu/academics/grad/mfareqs>.

### **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.

MFA students are expected to complete 30 credits/year to be on track for the three year program. Satisfactory completion of the required courses, e.g. Issues & Practices in the Fall, Graduate Critique Colloquium in the Winter & Spring of years 1 and 2, etc.

#### **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).

Maintenance of a minimum 3.0 GPA.

#### **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).

Reclassification Review is a critical assessment at the end of the first year. Passing this review moves the student from conditional status to full candidacy and is an assessment of suitable engagement and development of work in the first year. Failing this review puts the student on probation and is indicative of unsatisfactory progress; they have a second opportunity to

complete Reclass in the following term, Fall of their 2<sup>nd</sup> year. Students failing the reclassification review twice must leave the program.

**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).

Students must participate in the non-evaluative department-wide Graduate Reviews at least once a year, to present their creative practice work. In the Spring of the 2<sup>nd</sup> year, students must make a thesis proposal for the MFA Terminal Project. Failure to have the proposal accepted by the thesis committee indicates inadequate preparation and progress. MFA students may convene a second meeting to present the proposal for approval in the Fall of their 3<sup>rd</sup> year. Because the focus of the MFA program is the development of a rigorous, independent inquiry and practice, the Department relies on the judgement of the faculty to assess the quality and depth of work.

**Language Requirements:**

N/A

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

**Teaching Requirement:**

No teaching benchmarks are required for basic satisfactory progress in the degree, though teaching performance evaluations are considered as relevant criteria for those positions. All graduate students preparing foGE positions in studio classes are required to complete Supervised College Teaching Credits with full time faculty in their area of expertise. Classroom observation is designed to assist graduate students in implementing methods for teaching visual arts through lectures and assignments, preparing and delivering demonstrations, and critiquing and grading student work. Graduate students are expected to observe each class and prepare materials for two class sessions covering one technical demonstration and one topical image presentation.

**Skill/Practicum/Internship Requirement:**

N/A

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**

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

Reclassification Review at the end of the first year and Thesis Proposal at the end of the second are the critical academic benchmarks in advancing to candidacy.

**Other:**

Describe any other criteria - be specific.

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

Describe process for evaluating satisfactory progress toward graduate degree per above instructions.

The full faculty is involved in the assessment of appropriate progress within the degree. All participate in the review of studio work. At Reclassification Review a committee, composed of faculty they both have and haven't worked with in the past, is assigned to complete the official assessment. The makeup of the Thesis Committee is based on student preferences in consultation with the Graduate Committee. The evaluation includes not only quality of work but also depth of inquiry and experimentation, critical thinking and commitment to practice. Extensive individual mentoring through Graduate Studio help prepare students and assist them with any shortcomings.

Failure to make satisfactory progress toward the graduate degree:

Describe procedure and timetables per instructions above related to GTF's failure to make satisfactory progress toward a graduate degree.

In the event of failure to pass either the Reclass Review or the Thesis Proposal, while students are considered to be behind, they do have an opportunity to repeat these reviews the following term. In the interim, students receive advising from both the review committee and primary faculty about areas of improvement. Failure to pass Reclassification twice results in disqualification from the program. Failure to have the thesis proposal accepted after two meetings will likely result in delay of degree or disqualification.

## **10. DISCIPLINE AND**

A GE 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 GE of deficiencies in their work performance or progress toward the degree.

## **11. DISCRIMINATION 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>

## **12. 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; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found online or in another document:

**Workspace:**

GEs work in our teaching studios. All studios are secured with punch code locks; the codes are changed each term to ensure that only authorized and enrolled students can access the studios. All infrastructure, furniture and equipment is regularly maintained by staff, and there is responsive support for security and repairs.

**Private Meeting Space:**

Teaching GEs should be able to meet with students in their own private studio space/office. If the GE has a shared semi-private studio space, they can reserve the department conference room for private student meetings.

**Access to Telephones and Computers:**

Telephones are available in each studio classroom and near the individual studio spaces. Many areas have local computer stations accessible to the GEs. The School of Art + Design office also has telephones and computers available during business hours.

**Access to Office Supplies, Photocopies and Printouts**

### Access to Office Supplies, Copies and Services

The office of Facilities Support Services is located on the first floor of Lawrence Hall: equipment can be reserved and checked out. For class handouts, campus copies can be accessed through FSS. Office supplies can be obtained from FSS or the School of Art + Design office.

Additional technology equipment and support is available on the Northsite.

Materials for classes are purchased through MIT fees; purchase orders are processed through the School of Art + Design.

GEs can obtain keys or codes for the spaces they use, through the School of Art + Design office.

### Sick

**ABSENCE NOTIFICATION.** If you are unable to attend work at the scheduled time, you must notify the **area curricular head** and **graduate administrative staff person** 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 a class without permission from the **area curricular head/primary supervisor**. 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).

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 **area curricular head** and **graduate administrative staff person** 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.

You accrue sick leave in 'days'.

- If you are absent for a work assignment, 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 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.



If the Graduate Director asks you to substitute for another GE who is out sick, you will earn hourly compensation of 1.5 times your current rate unless the GDRS, your job description or workload allocation sets aside hours for substituting.

Please notify your curricular area supervisor as soon as possible when you have foreseeable sick leave.

To record and report your sick leave, please respond promptly to emails sent by the Department office for monthly reporting.

**[Coverage for Teaching GEs Using Sick Leave.]**

**SUBSTITUTION WITH MORE THAN 24 HOURS NOTICE**

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours' notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.

**SUBSTITUTION WITH LESS THAN 24 HOURS NOTICE**

1) Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will receive hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate. Substitution coverage must be authorized by the department/director of graduate studies; it is not the decision of the sick or substituting GE.

**MAKE-UP WORK.** Generally, for duties missed not related to a class meeting, please check in with **area curricular head** 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 the **area curricular head** how to reach you (if possible).