

General Duties and Responsibilities for History Dept/275 McKenzie Hall /CAS 2020-22

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee positions (GE) offered by this hiring unit (the title Graduate Employee and GE have replaced Graduate Teaching Fellow and GTF, per the current GTFF CBA). 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.

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 (GTFF)

All Graduate Employees (including administrative, research and teaching GEs) at the University of Oregon are represented by a union, the GTFF. 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 GE appointment contract signed by each student who accepts a GE appointment.

The individual who shall oversee the implementation of this GDRS is Ryan Tucker Jones.

DATE OF THIS GDRS REVISION: JULY 15, 2020.

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.

In recent years GE/RA positions have been offered by the Department for leading discussions in courses such as HIST 101-102-103, 104-105-106, 190-191-192, 201-202-203, 250-251-252, as well as grading in HIST 240, 241, 301-302-303, 308, 309 and 380-381-382.

Specific courses vary with curricular changes each year.

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 Spring term each year.

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

- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Teaching Assistant
- Grader
- Research Assistant
- Research Fellow (Student's Own Research – dissertation fellowships, Promising Scholar , other Awards/Fellowships received for Academic Year/term)

SUMMER TERM APPOINTMENTS

Does unit hire GEs in Summer? Yes

If yes, the availability of GE appointments for the upcoming summer term is usually determined by the end of fall term or early in the winter term.

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

- Instructor of Record

3.0 ELIGIBILITY REQUIREMENTS

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

- All MA and PhD students who are admitted to the History Department graduate program.
- Graduate students enrolled at the U of O in other departments, but who have specific experience/credentials necessary to perform the work assignment.

Experience or credentials required in order to be considered include:

- Background in history at either the undergraduate or graduate level; knowledge of a particular area of the world or subfield of history (e.g., environmental history, classical antiquity, women's history); experience in grading critical essays (i.e. English PhD students).

Students will be considered in the following order:

- Preference is given to History Department graduate students.

This GE employing unit generally reappoints History Department graduate students, assuming satisfactory progress in the program, as follows:

- 2 years for master's students, 4 years for Ph.D. students who hold MA degrees, and 5 years for students admitted to BA-Ph.D. track, plus an additional year for special fellowships such as the Peggy Pascoe Fellowship.

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: Yes

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:

Graduate student applicants for admission may apply for GE positions as part of their application process, obtaining information about such employment from the History Department website at <http://history.uoregon.edu/> and the GE application form via a link to the Graduate School website, <https://gradweb.uoregon.edu/main/main1.asp>

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

Announcements for any GE positions available to non-History Department graduate students during the upcoming academic year will be made by posting a brief description of each position's duties and responsibilities, FTE and workload, and appointment and reappointment qualifications with the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1). These positions are advertised for a minimum of 10 business days.

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:

Summer term appointments are available only to students who have advanced to candidacy.

Generally, the application process for continuing students includes:

Eligible students submit course proposals to the faculty member in charge of summer session.

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):

Department will notify eligible students in the department by email. If no eligible student within the department is available, information will be posted with the Graduate School.

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:

Department will notify eligible students in the department by email. If no eligible student within the department is available, information will be posted with the Graduate School

5.0 APPOINTMENT AND REAPPOINTMENT

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

Director of Graduate Studies and three other History Department 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.

(B) Assignment Type-Related Criteria:

For an Instructor of Record (full course responsibility):

Eligibility is limited to advanced PhD students in a relevant field of History, with significant prior experience as a discussion section leader. Criteria for selection include field knowledge as demonstrated by advancement to candidacy, teaching experience, and the strength of course design.

For a Discussion Section Leader:

Field knowledge and interest, as evidenced by graduate enrollment in History or a related subject (such as Asian Studies, Russian, East European, and Eurasian Studies, or Environmental Studies), or as evidenced by a prior MA in History.

For a Teaching Assistant:

For a Teaching Assistant position centered on helping with the adaptation of a course to an on-line format, computer skills and field knowledge in History.

For a Grader:

Field knowledge and interest, as evidenced by graduate enrollment in History or a related subject (such as Asian Studies, Russian, East European, and Eurasian Studies, or Environmental Studies), or as evidenced by a prior MA in History.

For a Research Assistant:

Specialized knowledge of the specific historical subfield and/or research language in question; organizational skills; strong command of scholarly research and writing.

For a Research Fellow:

Eligibility is limited to graduate students who have received an academic award, scholarship, or fellowship where the only work expectation is for the student to conduct research on their own dissertation/projects.

(C) Position Announcements:

All criteria unique 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 criteria relating to the specific GE work assignment will be recommended by the Director of Graduate Studies based primarily on the following criteria:

- (1) ability and interest of GE/RA;
- (2) departmental pedagogical goals;
- (3) likelihood of a positive working arrangement between GE/RA and faculty member with whom they will work.

The Director of Graduate Studies schedules assignments and will make all reasonable efforts to consider requests and suggestions from GEs/RAs and faculty.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated:

- At the end of every term
- 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:

Director of Graduate Studies and supervising instructor of record.

The criteria used for evaluation include:

Attendance at all lectures and sections, and in posted office hours, except in case of sickness or otherwise excused by instructor of record. Timely completion of grading and other assigned tasks. Satisfactory end-of-term student and supervisor evaluations.

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 Canvas, 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:

- .40 FTE (Up to 175 hours per term or up to 525 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. 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:

N.B. GE Instructors of Record in Fall-Winter-Spring Quarters hold .49 FTE appointments.

In-class contact hours (teaching and administering examinations)	32 hours
Preparation (of syllabus, class sessions, exams, and other assignments)	117 hours
Holding office hours	20 hours
Grading and providing written evaluation of student performance	40 hours
Professional Development	<u>6 hours</u>
Total hours	215 hours

For Summer Session courses in which GEs are Instructors of Record:

GEs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GEs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them.) For four- or eight-week courses during summer session, minimum FTE appointments of GEs with the same responsibilities described above shall be:

- 3 credit classes – minimum .30 FTE appointment
- 4 or 5 credit classes – minimum .37 FTE appointment

Discussion Section Leader:

N.B. GEs in courses with discussion sections teach two one-hour sections each week with a maximum of 25 students per section. They grade the work of students in their sections.

Preparation time and administrative assistance to faculty member. (This will normally include reading course assignments, preparing for discussion and review sessions, preparing materials for class distribution, tabulating and recording grades, etc.)	17 hours
Attendance in class and administering exams	32 hours
Grading and providing written evaluation of student performance	70 hours
Conducting discussion and review sessions	20 hours
Holding office hours	(minimum) 30 hours
Professional Development	<u>6 hours</u>

Total hours 175 hours

Teaching Assistant:

The History Department rarely makes GE appointments as Teaching Assistants. The Department of History makes appointments of Teaching Assistantships on a basis similar to that of Graduate Employees. Teaching Assistants (TAs) are appointed at .20 FTE with an expectation of 88 hours of work per term in Fall, Winter, Spring, or Summer; at .40 FTE with an expectation of 175 hours of work per term in Fall, Winter, or Spring; at .49 FTE with an expectation of 215 hours of work per term in Fall, Winter, or Spring. A TA works under the supervision of a History department faculty member to be named in the TA’s appointment contract. The duties of a TA may include assistance with adaptation of a course to an on-line format; assistance with the preparation of instructional materials; or other appropriate tasks connected with teaching.

Total hours (.20 FTE)	88 hours
Total hours (.40 FTE)	175 hours
Total hours (.49 FTE)	215 hours

Grader:

N.B. in the History Department, this refers to GE assignments in courses without discussion sections. These are .40 FTE assignments. GEs in these courses are responsible for grading assignments for a maximum of 85 undergraduate students.

Preparation time and administrative assistance to faculty member. (This will normally include reading course assignments, preparing materials for class distribution, tabulating and recording grades, etc.)	17 hours
Attendance in class and administering exams	32 hours
Grading and providing written evaluation of student performance	100 hours
Holding office hours	(minimum) 20 hours
Professional Development	<u>6 hours</u>
Total hours	175 hours

Research Assistant:

The History Department rarely makes GE appointments as Research Assistants. The Department of History makes appointments of Research Assistantships on a basis similar to that of Graduate Employees. Research Assistants (RAs) are appointed at .20 FTE with an expectation of 88 hours of work per term in Fall, Winter, Spring, or Summer; at .40 FTE with an expectation of 175 hours of work per term in Fall, Winter, or Spring; at .49 FTE with an expectation of 215 hours of work per term in Fall, Winter, or Spring. An RA works under the supervision of a History department faculty member to be named in the RA’s appointment contract. The duties of an RA may include assistance with primary or secondary source historical research; assistance with the editing and preparation of manuscripts; or other appropriate tasks connected with historical research.

Total hours (.20 FTE)	88 hours
Total hours (.40 FTE)	175 hours
Total hours (.49 FTE)	215 hours

Research Fellow:

Graduate students on dissertation fellowships, Promising Scholar Awards, or other awards/fellowships where the only work expectation is the student’s own research.

7.5 ABSENCES

Notification:

If a GE is unable to attend work at the scheduled time or to meet a class as scheduled, the GE must notify the instructor of record for the course as soon as possible, including, if possible, in advance of the scheduled work assignment or class that the GE is unable to attend. The GE may not cancel the class without permission from the instructor of record for the course. To the extent possible, the GE will provide the department with information about course progress (e.g., left off in the previous class in the case of a teaching GE). and will attempt to reach the instructor of record for the course by both phone and email.

GEs who are unable to directly notify the department may designate another person to make the notification of absence and provide the necessary information to the instructor of record for the course using this protocol.

If a GE absence will extend more than one work week, the GE or a 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.

Sick Leave Notification:

To record and report sick leave, you must use the same notification procedures outlined in the section above. In order to properly process your sick leave, you will also need to notify the Graduate Coordinator to inform them you are taking sick leave. Preferably, you will notify the Graduate Coordinator by e-mail or by phone, or by calling the History Department’s main office line (541-346-4802). Alternatively, you can fill out the History GE Sick Leave form, sign and date it, and turn it into your Graduate Coordinator for processing. The form can be found in the History Department main office (275 McKenzie Hall), the Graduate Lounge, or on the history website under the "Graduate" tab and the "Forms" option. You may refer to Article 28 regarding absences in the UO-GTFF Collective Bargaining Agreement (CBA) for further details. Regarding substitutes, in no instance shall a GE be required to pay for a substitute, and if no substitute is found, the department may elect to cancel the class. Whenever possible, the GE (or a designee if you cannot do so yourself) will provide the department with information about where they left off (e.g. in the previous class in the case of a teaching GE).

Coverage for Teaching GEs:

The GE will make an attempt to find an appropriate substitute to take the class and notify the department of the proposed substitute. If this is not possible, the GE will inform the instructor of record for the course so that the instructor can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

Coverage for Teaching GEs Using Sick Leave:

If the instructor of record, Director of Graduate Studies, or the Department Head asks you to substitute for another GE who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate.

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.

Make Up Work:

Generally, for duties missed not related to a class meeting, the GE will contact the instructor of record for the course to determine when and how the missed work will be made up.

Planned Absences:

If a GE is planning an approved absence during any working days of the term, the GE will provide the instructor of record for the course with the GE's out-of-office contact information.

More Information:

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-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>

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). For answers to questions about the program, call 346-8912 or 346-8316 or email riskmanagement@uoregon.edu.

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://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>. Forms can also be obtained from Departmental office managers.

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 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 (EH&S) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, <http://ehs.uoregon.edu/> . Safety concerns may also be submitted via an online reporting

system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

Reporting Safety Hazards:

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

Lauren Pinchin, 541-346-4806 or lpinchin@uoregon.edu

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 building manager, Lauren Pinchin (Rm 275B), is the keeper of MSDS. Emergency Procedures are posted in the hallway on the bulletin board by Room 275 McKenzie. Building Evacuation Plans are posted in the central hallway of the building on each floor. First aid supplies are located in a wall-mounted first-aid kit in 275D McKenzie Hall.

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.

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:

See below and Section 5.0 of this GDRS above.

Detailed requirements for the MA and PhD degrees are found at <http://history.uoregon.edu/graduate/ma/> for the MA and <http://history.uoregon.edu/graduate/phd/> for the PhD.

Criteria Used to Assess Satisfactory Progress:

The criteria used to assess satisfactory progress toward a graduate degree in this unit are differentiated between MA and PhD students, with a higher level of performance expected of PhD students. Within each degree level, the criteria are the same for all graduate students of the department. See below:

Coursework:

All GEs/RAs must enroll for and complete at least 9 credit hours per term toward the graduate degree. First-year graduate students (both MA and PhD), unless specifically exempted by the Director of Graduate Studies, are expected to complete the Historical Methods and Writings course (Hist 612), winter term research and reading with their advisors (History 611), professional development (Hist 615), and the first-year Graduate Conference (Hist 616).

Grades:

All MA students must achieve an annual grade point average of 3.2 and all Ph.D. students must achieve an annual grade point average of 3.5 in coursework meeting the requirements of the graduate degree. The Graduate Committee will consider whether a grade point average below these standards is a sign of unsatisfactory progress.

Incompletes in coursework will not trigger an immediate withdrawal of a GE, but incompletes left for more than one quarter after the end of the quarter in which the student was enrolled in the course will lead to a review of the student's performance and academic warning. All outstanding coursework must be completed by July 30 for the student to retain the GE in the following year.

Examinations:

It is expected that all GEs/RAs will satisfy degree requirements as set out in their Plan of Study. Failure to do so will cause the Graduate Committee to consider whether this is a sign of unsatisfactory progress.

Research:

See Graduate School requirements.

Language Requirements:

Pass a written foreign language translation exam within the first two years of the graduate program, unless exempted by the Graduate Program Director for having a second native language or similar background..

Teaching Requirement:

See Section 7.0 Work Assignments, of this GDRS.

Skill/Practicum/Internship Requirement:

Practicum and Internship are not required.

Advancement to Candidacy:

A PhD. student must pass an oral exam and meet the language requirement before advancement to candidacy.

Other:

The process for evaluating satisfactory progress toward a graduate degree is as follows: End of term performance evaluations from instructor of record and students, reviewed by the Director of Graduate Studies. Annual spring term Progress Report update for academic work, reviewed by the Director of Graduate Studies and faculty advisor.

After successful advancement to candidacy, each Ph.D. student is required to select a dissertation committee, have this committee approved by Department administration and the Graduate School, and defend the dissertation prospectus. Satisfactory defense of the final dissertation, approved by the committee and the Graduate School, culminates the process.

Failure to make satisfactory progress toward the graduate degree:

Since the grade of C is considered less than satisfactory for graduate students, if a GE receives a grade of C or less, the Graduate Committee will consider whether this is a sign of unsatisfactory progress. Two C's will automatically result in expulsion from the program.

The Graduate Committee sets a mandatory schedule for completion of outstanding incompletes or fulfillment of other requirements (determined on a case-by-case basis). If the student is unable to meet that schedule, the student is expelled from the program.

10.0 DISCIPLINE AND DISCHARGE

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.

11.0 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>

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

Department Location:

275 McKenzie Hall, University of Oregon, 97403-1288.

Department Office Hours:

Office hours are 8:00 a.m.-Noon and 1:00-5:00 p.m. Monday through Friday, unless otherwise posted.

Department Website:

<http://history.uoregon.edu/>

Department Staff:

Lauren Pinchin, Department Manager	phone 541-346-4806
Nick Mahlum, Academic & Travel Coordinator	phone 541-346-5901
Fela McWhorter, Accounting & Communications Coordinator	phone 541-346-5902

Information Technology and Email:

An email account may be obtained two ways:

- a) online at <https://duckid.uoregon.edu/>. ('Claim Your Duck ID' requires UO ID and PAC numbers), or
- b) through the Information Technology Office at the Computing Center, phone 541-346-4357. The Information Technology web site is: <http://it.uoregon.edu/>.

Keys:

Graduate students will be issued permits for keys to their office, the departmental mailroom, and the departmental grad lounge. Keys are obtained by submitting the permit to the University of Oregon Key Office, located in the EMU, with a refundable \$10 deposit per key.

Graduate Lounge:

The History Department Graduate Lounge is near the GE offices on the third floor of McKenzie Hall. In addition to the computers/printer and typewriter listed below, the lounge also contains a library, microwave, refrigerator, sofas and chairs.

Mail Boxes:

All graduate students will be assigned a mail box in the main office. Each fall term the mail boxes are reassigned alphabetically. Graduate students will receive information in the mail box and via email.

Mail Services:

- a) Campus Mail. Pick up and delivery is available twice a day (morning and afternoon) Monday through Friday in the History Dept Office.
- b) Shuttle Mail. Shuttle mail is available between the UO, Oregon State University, Portland State University and Salem (government offices) in the History Dept Office.
- c) US Mail. US mail is delivered and picked up once a day in the History Dept Office.
- d) Mail Delivery. All US Mail, Campus and Shuttle mail will be distributed to mail boxes.
- e) Department US Mail Address: Our address is Department of History, 1288 University of Oregon, Eugene, OR 97403-1288. The street address is 1101 Kincaid St.

Parking Permits:

- a) Vehicle Registration. Parking at the UO is limited. Parking permits are available to purchase at the Office of Public Safety.

- b) Bicycles. Registration is mandatory for campus bicycle parking. The Office of Public Safety will issue a free license-registration tag to be put on the bicycle.

Workspace:

Offices. All GEs will be assigned an office in McKenzie Hall. If available, all other History graduate students will also be assigned an office space. Offices may be shared. Private offices will be assigned based on seniority.

Private Meeting Space:

Meeting space for private discussions with students, per FERPA, is available in 275 McKenzie Hall.

Access to Telephones and Computers:

- a) Phones. Each GE office will be equipped with a phone upon request. The University of Oregon uses an audix system with an automated voice system. Instructions for changing phone passwords and messages are in the new employee packet and/or available from the Graduate Coordinator. In some cases GEs may be assigned a shared office and a shared phone. For offices without phones, GEs may have access to phones in 275 McKenzie.
- b) Computers /Printer. In the graduate lounge, a printer, 2 PC computers and a Mac computer are available for graduate student use. These computers may be accessed with a DuckID and password (similar to email). The machines are maintained by the History Department and IT staff.

Access to Office Supplies, Photocopies and Printouts:

- a) Copier/Scanner/Fax Machine. The History Department office maintains a copier/fax/scanner which is available to graduate students for their research. Graduate students are encouraged to contact the Department Business Manager if research or academic copying needs exceed 500 copies/year. Copying of course handouts and exams is done through the EMU Campus Copy. The History Department staff will assist in completing order forms before copying to charge the department for the academic expense.
- b) Typewriter. An IBM self-correcting typewriter is available in the graduate lounge.
- c) Office supplies, copy paper and printer toner are available in the main office upon request.

GE Assistance:

In the Department of History, GEs who work as instructors of record are not assigned to workloads that would require GE assistance.