

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

DEPARTMENT OF PSYCHOLOGY GRADUATE TEACHING FELLOWSHIPS

2009-10

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**The supervisory individual who shall oversee the implementation of this GDRS is:
Chair, Graduate Education Committee.**

**This document and its amendments
may be viewed or printed from the Graduate School Website.**

Revised: May 2009

1.0 GENERAL INFORMATION

1.1 This Document

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by the Department of Psychology. The relationship between GTFs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GTFs and the Department of Psychology. This document does not apply to work-study or other staff hired in the Department of Psychology. This document and its amendments may be viewed or printed from the Graduate School website.

1.2 GTF Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9 graduate credit hours towards the degree per term of appointment. 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 \$150 of the mandatory fees set by the Oregon University System (assessed at \$538 per term in 2009-09); **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.

1.3 Graduate Teaching Fellows Federation

Most Graduate Teaching Fellows at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues, or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon. An electronic copy of the Collective Bargaining Agreement is available on the Graduate School and Human Resources websites. A hard copy of this document is available upon request.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

The Department will give priority to GTF appointments. All graduate students employed by the department at .20 FTE or above for research, teaching (e.g., grading, lab assistant, discussion leader) or administrative duties will be awarded a Graduate Teaching Fellowship, except in emergency situations that cannot be accommodated by an increase in the FTE of current GTFs and/or the creation of a new GTF position.

- 2.1 GTF appointments are determined by the Department Head, the Chair of the Graduate Education Committee (GEC) and Manager of Academic Administration.
- 2.2 The number of GTF positions available is subject to the budgetary constraints on the Department and the University.
- 2.3 The priority is to staff regular required courses (e.g., PSY 201, PSY 202, PSY 302, PSY 303) and to provide assistance to faculty where needed.
- 2.4 The Department:
 - 2.41 Makes an effort to distribute GTF opportunities to as many students as possible.
 - 2.42 Encourages students to seek outside financial opportunities such as scholarships. Should the outside support be less than a .42 FTE academic year GTF, the Department will attempt to raise total funding to the .42 FTE level for students in the highest priority (see Section 6).
- 2.5 In recent years GTF positions have been offered by the Department for teaching in courses such as PSY 302, PSY 303 and PSY 410, as well as assistance in PSY 201, PSY 202, PSY 302, PSY 303 and other selected 300 and 400 level courses, Human Subjects Coordinator, Laboratory Coordinator, Clinic Coordinator, etc.

3.0 ELIGIBILITY REQUIREMENTS

- 3.1 Eligible students for a GTF appointment in the Department of Psychology are:
 - 3.11 Graduate students enrolled in the graduate program in the Department of Psychology. Our current policy is to offer academic year GTF support for the first four years pending 1) good standing in the graduate program, 2) satisfactory performance as a GTF, and 3) availability of funds.
- 3.2 Hiring for GTF positions for the academic year will be in the following priority:
 - a) entering students and returning students in good standing;
 - b) students who have returned to good standing;
 - c) others (e.g., students who have returned from a leave of absence, 5th year students in good standing, students in the masters program or students from other disciplines).
- 3.3 Appointments will be based on evaluation of each candidate's qualifications with respect to:
 - 3.31 For entering students: "incoming academic promise" as evidenced by previous degrees and grades, test scores, etc.;

For students currently enrolled in the Department: good standing in the graduate programs (see section 3). This is a minimal requirement. Candidates will be ranked based on academic achievement;

- 3.32 Satisfactory evaluations of the student in previous GTF assignments or other work experience (e.g., previous work in a particular area);
- a) for teaching GTF positions, previous teaching or previously having taken the course where the GTF position is offered;
 - b) or non-teaching GTF positions, previous employment or other experience relevant to the GTF position available;
 - c) recommendations may be obtained from academic or work supervisors;

3.33 General criteria regarding appointments for the particular types of work assignments available with the Department;

3.34 General criteria (e.g., computer skills, demonstrated knowledge of subject) relating to the specific GTF work assignment. Input may be solicited from the faculty person;

3.35 Candidates will be rank-ordered based upon these criteria.

3.4 GTF appointments are determined by the Department Head, the Chair of the Graduate Education Committee (GEC) and Manager of Academic Administration.

3.5 Summer Term Teaching Assignment. As with all teaching assignments, the primary criteria used in selecting instructors for summer term courses are demonstrated competence in the topic material and teaching ability. Whenever there is no clear difference between potential student instructors for a course, the choice of instructor will be made according to the following priority ranking:

- a) 1st year students;
- b) 4th year students;
- c) 3rd year students;
- d) 2nd year students;
- e) others (e.g., 5th year students, master's students, post-docs).

3.6 The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.

3.61 In addition, the Department of Psychology requires that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

4.0 APPLICATION PROCESS

As described in Article 9 of the Collective Bargaining Agreement, each potential GTF shall be given a copy of the appointment or reappointment criteria at the time of application.

Position announcements for the upcoming academic year that are available to graduate students from any discipline 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 University's Office of Affirmative Action, the Graduate Teaching Fellows Federation office, and on the websites of the Graduate School and Human Resources (Article 17, Section 1).

- 4.1 It is the Department's responsibility to provide the University with recommendations for GTF appointments. (Article 17, Section 1)
- 4.2 Position announcements for the upcoming academic year will be made:
 - 4.21 by letter to current graduate students for those GTF positions for which only graduate students in the Department of Psychology are eligible (Spring term application pool).
- 4.3 Positions offered by the Department that are not included in the Spring term application pool will be appointed by the GEC prior to the beginning of the term needed.
- 4.4 From time to time emergency appointments will be necessary. In such cases, the Department Head, in consultation with the GEC, shall choose a qualified person for that position.
- 4.5 Completed requests for specific positions shall be returned to the Department by the announced deadline. Applicants may indicate an interest in a single position, specific positions, or in all the announced positions.
- 4.6 Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

5.0 APPOINTMENT SELECTION PROCESS

The standing committee of the department will be made up of at least three members.

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

- 5.1 GTF appointments and reappointments are determined by the Department Head, the Chair of the Graduate Education Committee (GEC) and Manager of Academic Administration.
- 5.2 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:
 - 5.21 General criteria regarding appointments for the particular types of work assignments available within the Department, and
 - 5.22 Specific criteria relating to the specific GTF work assignment.

- 5.23 Candidates will be rank-ordered based upon these criteria.
- 5.3 Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work.
- 5.31 Input will be solicited from the faculty person.
- 5.32 The GEC Chair and the faculty person will come to an agreement on the selection with final approval given by the Department Head.
- 5.33 For those GTF positions where the GTF is not working directly and closely with a faculty person, the Committee shall recommend the best candidate to the Department Head.
- 5.4 If no qualified students apply or are available for a particular position, the Department Head or Committee may decide to reopen the application process for the position.
- 5.41 Generally, the same process will be repeated. However, the department reserves the right to proceed to fill the position as it would in an emergency appointment situation (see 4.4)

6.0 APPOINTMENT AND REAPPOINTMENT

GTFs will be employed year-to-year rather than term-to-term, whenever feasible. GTFs cannot be employed term-to-term in order to determine whether they are adequately qualified for a GTF position.

6.1 Preference shall be given to:

6.11 Graduate students enrolled in the doctoral program in the Department of Psychology. Our current policy is to offer academic year GTF support for the first four years pending 1) good standing in the graduate program, 2) satisfactory performance as a GTF and 3) availability of funds.

- 6.2 Hiring for GTF positions for the academic year will be in the following priority:
- a) entering doctoral students and returning doctoral students in good standing;
 - b) doctoral students who have returned to good standing;
 - c) others (e.g., doctoral students who have returned from a leave of absence, 5th year doctoral students in good standing, students in the masters program or students from other disciplines).

6.3 Academic credentials:

6.31 "Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required, whether they are applying for an initial appointment or for reappointment. However, this is a minimal requirement. Candidates will be ranked based on academic achievement.

6.4 Previous experience:

- 6.41 For teaching GTF positions, previous teaching or previously taking the course for which the GTF position is offered.
- 6.42 For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.
- 6.43 Interest, desire and prediction of performance may be considered in lieu of previous experience (6.41 & 6.42) based on the GTF's application as a whole.
- 6.5 Recommendations from academic or work supervisors.
- 6.6 Interview, personal, or application statements.
- 6.7 GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8)
- 6.8 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.
- 6.9 Reappointments are not automatic, nor are they guaranteed.
- 6.10 In the case of the continuation of the same position, Psychology may decide to continue with the same GTF in the position without any new announcement of the position.
- 6.11 Performance Evaluation
- GTFs in Psychology will be evaluated at the end of every term by their faculty instructor or advisor.

7.0 GTF LEVELS AND WORKLOADS (Academic Year)

- 7.1 GTFs are appointed in the Department of Psychology at the following full time equivalent levels (FTE) and corresponding total workloads. (Article 19)
- 7.11 GTFs are appointed in the Department of Psychology at GTF levels I, II, and III and generally at the full time equivalency (FTE) percentages of .21, .25, .28 .37, .42, and .49.
- 7.12 GTF I - Regularly enrolled graduate students admitted to a graduate degree program or doctoral students not eligible for a GTF II or GTF III appointment.
- 7.13 GTF II - Regularly enrolled graduate students who have a) master's degree in the same or cognate field, b) successfully completed a qualifying examination, or c) completed 45 credit hours toward a doctoral degree and have written recommendation of the head of their major department.

- 7.14 GTF III - Regularly enrolled doctoral students who have advanced to candidacy.
 - 7.15 .21 FTE appointments require up to 92 hours per term, or up to 276 hours per academic year.
 - 7.16 .25 FTE appointments require up to 110 hours per term, or up to 330 hours per academic year.
 - 7.17 .28 FTE appointments require up to 123 hours per term, or up to 369 hours per academic year.
 - 7.18 .37 FTE Summer Session appointments require up to 162 hours per term.
 - 7.19 .42 FTE appointments require up to 184 hours per term, or up to 552 hours per academic year.
 - 7.20 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.
- 7.2 For the purpose of setting the workload (and thus FTE) for a particular GTF position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.
- 7.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, etc. in addition to time spent actually teaching.
 - 7.22 The distribution of workload among work assignment 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.
 - 7.23 Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GTF will be required to fulfill that specific time commitment.
 - 7.24 Hourly workload estimates for each of the duties included in a position are approximations only. The actual time spent on different duties may vary. The GTF may also be required to perform other duties directly related to the position that are not listed provided the total time commitment is not exceeded.

8.0 WORKLOAD (Summer Session)

GTFs 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 GTFs 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 GTFs with the same responsibilities described above shall be:

3 credit classes - minimum .30 FTE appointment

4 or 5 credit classes - minimum .37 FTE appointment

9.0 WORK ASSIGNMENTS

9.1 The Department of Psychology typically has the types of GTF work assignments as follows.

9.11 Teaching positions:

9.111 Full course responsibility

9.112 Laboratory/Discussion section responsibility

9.113 Teaching Assistant: assist faculty who teaches a course

9.114 Summer Session teaching positions

9.12 Non-teaching positions:

9.121 Research Assistant

9.122 Human Subjects Coordinator

9.123 Assistant to the Department Head

9.124 Administrative Support

9.125 Newsletter Support

9.126 Academic Advisor for Undergraduate Students

9.2 Full Course Responsibility GTF at .49 FTE

9.21 In-class contact hours per term: 30

9.211 Conduct lectures, lead review sessions

9.22 Preparation hours per term: 85

9.221 Prepare lectures, lecture demonstrations

9.222 Adapt or develop syllabus & course materials

9.223 Construct examinations and quizzes

9.23 Contact hours outside the classroom hours per term: 30

9.231 Office hours

9.232 Counseling, tutoring, special consultations

9.24 Performance evaluation hours per term: 70

- 9.241 Proctoring exams, reading & grading papers, quizzes, lab reports, special projects
- 9.242 Maintain & submit grading records in compliance with the department's and the University regulations

9.3 Laboratory/Discussion Section GTF at .42 FTE

9.31 Attend class: 30

9.32 Conduct laboratory/discussion sections, lead review sessions hours per term: 40

9.33 Preparation hours per term: 20

- 9.331 Meet with faculty instructor for planning sessions
- 9.332 Assist with constructing examinations and quizzes

9.34 Contact hours outside the classroom hours per term: 30

- 9.341 Office hours
- 9.342 Counseling, tutoring, special consultations

9.35 Performance evaluation hours per term: 65

- 9.351 Proctoring exams, reading & grading papers, quizzes, lab reports, special projects
- 9.352 Assist in maintaining & submission of grading records in compliance with the department's and the University regulations

9.4 Laboratory/Discussion Section GTF at .21 FTE

9.41 Conduct laboratory/discussion section(s) and assist the instructor of the course hours per term: 92

- 9.411 Duties are similar to 9.3 above, but with reduced hours to be distributed as discussed with the course instructor based on the 92 hour maximum for a .21 FTE.

9.5 Teaching Assistant GTF at .42 FTE

9.51 Attend class: 30

9.52 Preparation hours per term: 40

- 9.521 Meet with instructor for planning sessions
- 9.522 Assist with constructing examinations and quizzes

9.53 Contact hours outside the classroom hours per term: 30

- 9.531 Office hours
- 9.532 Counseling, tutoring, special consultations

9.54 Performance evaluation hours per term: 84

- 9.541 Proctoring exams, reading and grading papers, quizzes, lab reports, special projects
- 9.542 Assist in maintaining & submission of grading records in compliance with the department's and the University regulations

9.6 Teaching Assistant GTF at .21 FTE

9.61 Assist the instructor of the course hours per term: 92

- 9.611 Duties are similar to 9.5 above, but with reduced hours to be distributed as discussed with the course instructor based on the 92 hour maximum for a .21 FTE.

9.7 Summer Session Full Course Responsibility at .37 FTE

9.71 In-class contact hours per term: 36

- 9.711 Conduct lectures

9.72 Preparation hours per term: 85

- 9.721 Prepare lectures & lecture demonstrations
- 9.722 Adapt syllabus & course materials
- 9.723 Construct examinations and quizzes

9.73 Contact hours outside the classroom hours per term: 15

- 9.731 Office hours
- 9.732 Tutoring

9.74 Performance evaluation hours per term: 26

- 9.741 Proctoring final or reading & grading papers
- 9.742 Maintain & submit grading records in compliance with the department's and the University regulations

9.75 In cases of team teaching, FTEs will be at .20

9.8 Research Assistant GTF at .42 FTE or .49 FTE

- 9.81 Duties will vary due to the type of research being conducted by the Principal Investigator but may include conducting subject experiments, writing up reports, co-authoring journal articles.

9.9 Human Subjects Coordinator GTF at .49 FTE

9.91 Run the subject pool hours per term: 60

- 9.911 Inform subjects, researchers, and potential subjects and researchers about procedures
- 9.912 Organize, collect, and administer subject hour requests
- 9.913 Maintain and update Sona, Blackboard, and department human subjects web sites
- 9.914 Handle problems and complaints

9.92 Organize the prescreening procedure hours per term: 60

- 9.921 Promote the prescreening procedure among subject pool students
- 9.922 Organize and administer the procedure
- 9.923 Collect the measures and update the Human Subjects protocol
- 9.924 Create prescreen on the Sona site
- 9.925 Distribute prescreen data to researchers

9.93 Organize the two General Surveys hours per term: 33

- 9.931 Promote the General Survey among researchers
- 9.932 Organize and administer the two General Surveys
- 9.933 Collect the measures and update the Human Subjects protocol
- 9.934 Distribute General Survey data

9.94 IRB related duties hours per term: 32

- 9.941 Log and maintain approved protocols
- 9.942 Approve debriefing forms for new protocols and protocol modifications
- 9.943 Renew and update Human Subjects protocol and Prescreening & General Survey protocol

9.95 Assist the faculty HS chair procedure hours per term: 30

- 9.951 Assist in the implementation to procedures, official documents and organizational structures pertinent to human subjects issues

9.10 Department Head Assistant GTF at .49 FTE

9.101 Assist the Department Head hours per term: 215

- 9.1011 Duties will vary due to the needs of the department

9.11 Administrative Support GTF at .21 FTE

- 9.111 Various appointments for departmental committees (UEC, GAC, GEC). Assist the committee hours per term: 92

9.1111 Duties will vary due to the needs of each committee

9.12 Newsletter Support GTF at .42 or two positions at .21 FTE

9.121 Assist the Associate Department Head with departmental newsletter hours per term: 92 or 185 depending on FTE

9.1211 Construct, update, and maintain departmental newsletter at the direction of the Associate Department Head

9.13 Academic Advisor for Undergraduate Students GTF at .21 FTE

9.131 Assist the departmental undergraduate advisor hours per term: 92

10.0 HEALTH AND SAFETY INFORMATION

10.1 Accident Reporting and Workers Compensation

10.11 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 346-2907.

10.12 All University of Oregon employees, including GTFs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injury, illnesses or diseases that arise out of or in the course and scope of employment.

10.13 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://oehs.uoregon.edu/workerscomp/>. Forms can also be obtained from departmental office managers or EHS.

10.14 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).

10.15 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.

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

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

10.2 Health and Safety Requirements. The University acknowledges an obligation to provide a safe and healthy environment for GTFs and agrees to do so in accordance with applicable local, state and federal laws pertaining to occupational safety and health.

10.21 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 346-3192 or visit the department's web site at <http://oehs.uoregon.edu/>.

10.22 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative (the department head or business manager). Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTF union representative. Off-campus resources include the local OSHA office and the BUREAU of Labor and Industries (BOLI).

10.23 Use of Personal Protective Equipment. If protective gloves, safety glasses or respirators are required in the Animal Labs, it is the responsibility of the Principal Investigator or his designee to provide and train lab personnel.

10.24 Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies. First aid supplies are maintained by the main Psychology Department office personnel. Supplies are checked and replaced as needed on an on-going basis.

11.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

11.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and reappointment. (See section 6.0)

- 11.11 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. As a matter of policy, individuals appointed as GTFs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.
- 11.12 The hiring unit (employer) is responsible for verifying that a GTF is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GTF's graduate degree program.
- 11.13 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.
- 11.2 For a GTF in the Department of Psychology who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.
- 11.3 Criteria used in assessing satisfactory progress toward a graduate degree in the Department of Psychology shall be as follows:
- 11.31 The criteria used to assess satisfactory progress is the same for all graduate students of the Department of Psychology, whether or not they also hold a GTF position in the Department.
- 11.32 Coursework:
- 11.321 Complete a specified sequence of courses within a timetable: Data Analysis, PSY 611/612/613 by end of spring term of first year; Complete at least two of the required three core courses by the end of spring of first year. Complete third core course by the end of spring of second year (unless student has successfully petitioned the GEC for an extension); Seminar: First Year Research Practicum (3 terms) by end of spring term of first year; First-Year Research Requirement, paper due by Nov. 15 of second year; Supporting Area Requirement and Major Preliminary Examination by end of third year (one requirement by May 15 of third year, second requirement by the end of 8-week of Summer Session of third year); Doctoral Dissertation by seven years from time of admission to the doctoral program.
- 11.33 Grades:
- 11.331 Maintain a GPA of 3.0 or better. The GPA will be computed for coursework meeting the requirements of the graduate degree.

11.332 All incompletes shall be completed according to the requirements specified above (see 11.321).

11.34 Research:

11.341 Shall be evaluated each year by the Advising Committee and the GEC and must be making satisfactory progress

11.35 Advancement to candidacy: Advancement is required prior to accumulating the 18 hours of dissertation credits toward the dissertation, nomination of the Dissertation Committee to the Graduate School, and application for the final oral defense and degree. Advancement to candidacy takes place after all department and area requirements have been fulfilled (with the exception of the clinical internship)

11.4 Process for evaluating satisfactory progress toward graduate degree:

11.41 Evaluation is done by the Advising Committee whose chair reports to the Graduate Education Committee (GEC). There are two types of evaluations: (a) formal evaluations require an Advising Committee meeting and report to the GEC, a GEC meeting and discussion, and a faculty meeting and discussion; (b) informal evaluations require only an Advising Committee meeting and report to the GEC; problematic cases may still be discussed in a faculty meeting.

11.42 First-year students have an informal evaluation in winter term. Second-year students have a formal evaluation in winter term. Third-year students have a formal evaluation in spring term. Fourth-year (and beyond) students have an informal evaluation fall term. Students in the Individualized Master's Program have a formal evaluation in spring term.

11.5 Failure to make satisfactory progress toward the graduate degree could result in:

11.51 Disqualification from the department's degree program.

11.52 Remedy timelines are set on an individual basis.

12.0 DISCIPLINE AND DISCHARGE

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree.

13.0 DISCRIMINATION GRIEVANCE PROCEDURES

A copy of the AAEO Discrimination Grievance Procedures is available online at: <http://aaeo.uoregon.edu/booklet.html>

APPENDIX A: WORK ENVIRONMENT

The work environment and materials provided to the Department of Psychology's GTFs include the following:

a.) Workspace.

A single office is available for the use of all of the department's masters students. It is typically only used by the few masters students who hold teaching appointments, as masters students who hold research appointments are typically provided space within labs. This office is supplied with the following:

- Two desk-size work tables
- Two desk chairs
- Three full size file cabinets
- One free-standing bookshelf

While masters students using the office are welcome to claim a single file drawer as their own, they are asked to remember that the office and the furniture, fixtures, and equipment within are shared by and accessible to others.

Masters students holding required scheduled office hours have priority use of this space. To avoid conflicts and misunderstandings, these students are asked to coordinate and post their office hours in a single conspicuous location within the space prior to the start of each term.

Doctoral student offices are routinely assigned to all of the department's doctoral students. Doctoral student offices are normally shared by two to three doctoral students. Each doctoral student office is initially supplied with a minimum of the following:

- One ergonomic desk and chair for each assigned occupant
- One standard file cabinet
- One free-standing bookshelf

If all the individuals assigned to a doctoral student office unanimously agree, they may contact the department administration to have furniture removed from the office (for the purposes of maximizing available space, etcetera).

Doctoral students are encouraged to notify the office if either of the following is true:

- An assigned office will not be needed
- An assigned office will not be regularly used

Providing this information will help the department work with graduate students to make the most efficient use of the limited space available to the department. It should be noted that some students voluntarily surrender their offices to, instead, establish office space within an appropriate lab within the department.

The department reserves the right to redistribute and reassign student offices at least once each year. Each spring the department will conduct a survey of student wants and needs. After compiling and considering the collected data, student offices will be assigned with the best interests of both the students and the department in mind. Office moves are generally expected to take place during summer term.

Unless approved in advance, students may not remove, trade, exchange, or otherwise dispose of any department owned furniture, fixtures, or equipment. Students are discouraged from adding personal furniture to an office.

Unless an authorized user is present, all office and lab doors in the building are to remain locked. If a key or lock fails to work properly, the department administration should be notified immediately. Students will be issued keys to their office and to the building's exterior entrances.

A key card provided by the department administration must be presented when picking up keys from Public Safety Office. Deposits are required for keys and are the responsibility of the student to whom the keys are issued. Any student to whom keys are issued accepts responsibility for the keys and for promptly notifying the department administration if the keys are lost or stolen. Keys no longer needed should be returned to the Department of Public Safety.

b.) Private Meeting Space.

In addition to assigned offices, should students require larger and/or more private space for the purposes of official meetings with others, they may occasionally use either of two department conference rooms. Though these rooms are not necessarily in high demand at all times, it should be noted that the reservation and use of the rooms is on a first-come-first-served basis. Students may request a key to these rooms.

c.) Access to Telephones and Computers.

Each student office is equipped with one phone set and one dedicated phone line. If the students assigned to an office unanimously agree to furnish and use a phone other than the phone provided by the department, they may contact the department administration to have the existing phone removed. Students may not remove, trade, exchange, or otherwise dispose of department phones.

A single voicemail account is provided with each dedicated phone line. Consequentially, the voicemail is shared along with the phone line. Students assigned to an office must cooperate to establish an agreeable voicemail access code, outgoing message, and incoming message review protocol.

Each student office is also equipped with one dedicated internet connection. In offices occupied by multiple individuals, the department provides internet switches, allowing multiple devices to be connected simultaneously. Students may not remove, trade, exchange, or otherwise dispose of department internet switches. Students are responsible for providing the cables required to connect their devices to the provided internet connections.

In addition to the internet access provided in offices, students have round-the-clock access to the department's computer labs. All software currently required for department taught courses is available on the computers within these labs. A student may request a key to these rooms.

While they are employees of the department, students may make use of the department's site license for the Microsoft Office Productivity Suite. This suite includes but is not limited to Word, Excel, Outlook, PowerPoint, and Access. Each employee may use the license for one computer in his/her possession which is used to perform job duties. The software installation and licensing are administered by the department's technical services coordinator.

d.) Access to Office Supplies, Photocopies and Printouts.

Limited access to department office supplies, printers, scanners, copiers, and a fax machine are provided all graduate students in the department. While there are currently no hard limits on access to any of these items, it is understood that the following individuals need reasonable and appropriate access to additional supplies necessary to accomplish the tasks associated with their assignments:

- GTFs working under the direction of an instructor of record (as teaching assistants, lab leaders, or discussion section leaders)
- GTFs working as instructors of record
- Administrative GTFs
- Research GTFs

When procuring necessary office supplies, printing, or copying in quantities beyond those reasonably considered incidental administrative use associated with assigned job duties, students will be expected to use appropriate non-department resources and/or arrange for billing the expenses to the appropriate funding sources. Instruction in this regard will be provided by main office personnel as needed.

The department has two copier/printer/scanners in the building. They are both available round-the-clock for the use of department personnel. Use requires a dedicated user code. The dedicated code assigned to each individual is unique and should not be shared. Department administrators will review copier/printer/scanner use on a regular basis. When an individual's use is deemed excessive given his/her department assignments, the individual will be contacted in order to reconcile and/or resolve the issue.

A fax machine is also available in the department's main office. Students are welcome to use it. Sending work-related long-distance faxes will require the assistance of administrative personnel during standard department office hours. Incoming faxes addressed to department personnel or entities will simply be placed in the appropriate department mailbox along with any campus or US mail received. All other incoming faxes will be confidentially destroyed.

General office supplies are located in the main office supply closet. Some may also be found in the main office copy room. The supplies found in these

locations are provided for the incidental use of Psychology personnel. If a substantial quantity of any office product is needed, the administrative staff can arrange to have the supplies ordered and billed to the appropriate accounts.

While access to the supply closet is limited to standard department office hours, the mail and copy rooms are accessible at all times with an exterior building key.