



UNIVERSITY OF OREGON

SCHOOL OF MUSIC AND DANCE

Music Graduate Office

(541) 346-5664 • gradmus@uoregon.edu • music.uoregon.edu

Individual GTF Workload Agreement

GTF Name:			Term(s) this agreement covers:		FTE:	
	<i>Last Name</i>	<i>First Name</i>		<i>Term(s) & year</i>		

GTF Faculty Supervisor:
(please print name)

With your faculty supervisor, please list each activity you will perform, along with how many hours per week and how many hours per term for each activity. For the purpose of this form, there are eleven weeks in the term. A list of sample activities can be found on the back of this sheet.

Weekly Activities (example: classroom teaching)	Hours per week	Hours per week x 11 = Hours per term

Other Activities (example: attending juries)	Hours per term

You and your supervisor must sign and date this form. Keep a copy for your own records, and submit the original to the Music Graduate Office by the end of the first week of the term.

Total hours per term*
*N. B. Because your FTE is _____, your hours may not exceed _____ per term.

GTF Signature: _____ Date: _____

Faculty Supervisor's Signature: _____ Date: _____

MUSIC GRADUATE OFFICE ONLY: Rec'd _____
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Sample Activities for Music GTF Workload Agreement

The following list is provided to help you and your supervisor organize your duties. This is by no means a comprehensive or exclusive list: it suggests potential activities. If you are not sure how to designate your duties, contact the area chair or the Director of Graduate Studies.

- Accompanying
- Administrative tasks
- Attending juries
- Discussion group leader
- Grading
- Lab instructor
- Meeting with supervisors
- Office hours
- Performing in rehearsals or concerts
- Prep work for class or discussion section
- Sole instructor for a course
- Teaching a weekly studio class
- Teaching studio lessons