

University of Oregon
School of Music and Dance

Graduate Teaching Fellow
**General Duties and
Responsibilities
Statement**

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UNIVERSITY
OF OREGON

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School of Music and Dance General Duties and Responsibilities Statement (GDRS)

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1. General Information

Purpose of this Document

The purpose of this document is to clarify information concerning music Graduate Teaching Fellowships offered by the School of Music and Dance (SOMD). The relationship between a GTF and the University as a whole is governed by a Collective Bargaining Agreement between the University and a union, the Graduate Teaching Fellows Federation (GTFF). This document details the relationship between music GTFs and the School of Music and Dance. It does not apply to work-study students or other faculty or staff in the School. This document and its amendments may be viewed or printed from the Graduate School website. Copies of this document are made available to the Graduate School and the Graduate Teaching Fellows Federation, as well as faculty and students, upon request.

Purpose of Graduate Teaching Fellowships

Graduate Teaching Fellows (GTFs) play important roles in the academic mission of the School and contribute directly to the quality of instruction delivered to undergraduate students. The School regards fellowship recipients as professionals and expects them to perform their work according to highest professional standards. Graduate Teaching Fellows are, however, students first. Both GTFs and faculty members must work to assure that the GTF's work does not interfere with that individual's degree progress. The first priority of GTFs must be the completion of the graduate degrees they seek, and that priority is to be maintained throughout a GTF appointment.

In some important ways, however, GTFs are also part of the faculty. They are often teachers of classes and as such represent the University of Oregon to the students. GTFs who assist instructors also provide critical services to the students. Many participate in curricular discussions with their supervisors and other faculty members, and all are invited to attend School faculty meetings if they are interested in doing so.

GTF Tuition and Fees

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

Graduate Teaching Fellows Federation

Most Graduate Teaching Fellows at the University of Oregon are represented by the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues, or an equivalent amount, is required under a fair share agreement (Article 4, Section 4). Levels of appointment and salary levels for all GTF 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. Other information pertinent to GTF appointments will be provided by the School of Music and Dance.

School of Music and Dance Music GDRS Supervisor

The individual who shall supervise the implementation of the *General Duties and Responsibilities Statement* (GDRS) in the School of Music and Dance is Dr. Ann Tedards, Associate Dean and Director of Graduate Studies.

GTF Work Environment

Information about the physical workspace of GTFs, including access to computers, phones, and office supplies, is available in the *Office Manual for Music GTFs 2011-2012*.

2. Availability of Graduate Teaching Fellowships

With regard to the employment of graduate students, 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.

GTF appointments are programmatically determined by the faculty. The number of GTF positions available is subject to budgetary constraints on the School and University. Early each calendar year music school faculty inform the Director of Graduate Studies about new or changing GTF needs for the next academic year. The Director of Graduate Studies consults with the Dean about possible changes, reductions, or additions to the GTF appointments. The School makes an effort to distribute GTF opportunities to as many students as possible and encourages other financial aid and teaching opportunities through scholarships, practica, work-study, and guided college teaching assignments. New GTF applicants and current GTFs who wish to renew their appointments are considered. Students interested in GTFs are encouraged to apply for the positions and to discuss their interests with the chair(s) of the department(s) in which they are applying.

3. Eligibility Requirements

To be eligible for music GTF appointments in the School of Music and Dance, students must be admitted to and enrolled as full-time students in appropriate graduate degree programs at the University of Oregon (normally in the School of Music and Dance), during each term in which GTF appointments are held. The Graduate School requires that GTFs successfully complete a minimum of nine credit hours of graduate work (i.e., a full-time load) appropriate to their degree programs each term of the appointment.

4. 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).

The School of Music and Dance offers a variety of music GTFs. Duties vary from year to year, depending on the School's needs, but normally include most of the following: athletic bands, brass instruments, composition and Finale, conducting (choral and wind), intermedia music technology, jazz studies, music education, musicology and ethnomusicology, music theory, orchestra, collaborative piano and piano pedagogy, stringed instruments and Eugene Symphony (violin, viola, cello), voice and opera, and woodwind instruments. Other GTF areas may be added as needed. In addition, the Department of Dance has several Graduate Teaching Fellowships. Information about them is available from the Dance Department.

SOMD fellowships may involve any one or more of the following, sometimes in combination: classroom instruction, assisting with ancillary classroom duties, grading, conducting ensembles, coaching ensembles, group performance instruction, individual performance instruction, program administration, or solo or group performance. Positions range from an FTE (full-time equivalence) of .20 to .49, with most GTFs at .20 FTE. Criteria for appointment are listed in Section 5 of this document; workloads are discussed in Section 7 and GTF assignments in Section 8.

Individuals are encouraged to apply for any of the areas listed above or other areas in the field of music in which they have expertise. Applicants may indicate an interest in a single position, several positions, or in all positions on the application form. For full consideration, individuals must meet the application of the year prior to possible appointment. Application forms are available from the Music Graduate Office and on line at <http://music.uoregon.edu/academics/graduateprograms.htm>. GTF positions are filled no sooner than February of the academic year prior to possible appointment, but as soon thereafter as appropriate candidates are identified.

GTF application forms are sent to all individuals who inquire about music graduate studies at the SOMD and to all others who request the form. After the chosen candidate has accepted the position, other applicants for the position shall be informed of the decision.

5. Appointment Process

GTF appointments will be filled by the Director of Graduate Studies in consultation with appropriate faculty members and after approval of the Dean, as soon as the need for the position, its priority, the appointee, and available funding can be determined.

Appointments and reappointments are based upon evaluation of each candidate's qualifications with respect to the general criteria regarding appointments in the School and specific criteria relating to the particular GTF work assignment. Where deemed necessary, an interview by telephone or in person will be conducted.

The Area faculty, including the Area Chair, and faculty supervisor, select the candidate, with the final approval of the Director of Graduate Studies and the Dean as necessary. Criteria for selecting appointees are:

- (a) Academic potential of the student, as evidenced by application materials.
- (b) Applicant's ability to communicate in writing and verbally, and the ability to organize and explain his or her thinking.
- (c) Applicant's recommendations from academic or work supervisors, and personal or application statements.

- (d) Where appropriate, the candidate's musical performance (through live or taped presentation).
- (e) Candidate's interest and amount of knowledge in subject to be taught.
- (f) Previous teaching, performance, or related experience, especially in the area of the assignment.
- (g) The ability to maintain a positive working relationship with the faculty member with whom the GTF will work.
- (h) Other criteria as deemed important by the faculty members making the decision.

GTF appointments and reappointments shall comply with Federal and University Affirmative Action regulations. 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. In addition, no fixed number of positions will be reserved for incoming or continuing graduate students, and no appointment shall create any automatic right, interest or expectation in any other appointment beyond its specific terms. Finally, financial need will not be considered except in evaluating two or more equally qualified candidates. If no qualified students apply or are available for a particular position, the Area Chair and Director of Graduate Studies may decide to reopen the application process for the position or to seek other kinds of employees for the duties.

6. Reappointments

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. GTF reappointments are not automatic, nor are they guaranteed. If reappointments are made, however, School of Music and Dance guidelines stipulate that a master's student may hold a GTF a maximum of two years, and a doctoral student, four years. In addition to the criteria listed in Section 5: Appointment Process, above, reappointments will be based on:

- (a) Satisfactory progress toward completion of the student's degree as determined by the student's supervisor, advisor, and the Director of Graduate Studies.

- (b) Satisfactory performance of previous GTF duties as determined by the supervising teacher (who does a formal annual evaluation at least once each year) and other knowledgeable faculty members, student course evaluations, and the Director of Graduate Studies.
- (c) Sufficient enrollment in the course or area of study to permit continuation of the position.
- (d) Availability of sufficient funds in the budget.
- (e) Number of years the GTF has had an appointment, the typical limit being two years for a master's student and four for a doctoral student.
- (f) Professional quality of other applicants for the position.

Further, GTF reappointments shall comply with all Federal and University Affirmative Action regulations.

7. Workloads

GTFs are appointed in the SOMD at the following full-time equivalent (FTE) rates and corresponding total workloads:

- .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.
- .30 FTE appointments require up to 131 hours per term, or up to 393 hours per academic year.
- .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.
- .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

The FTE for a GTF who has sole responsibility for teaching a course or is listed as the instructor of record shall be based on the academic credit value of the course for which the GTF is responsible. (Sole responsibility is understood to mean sole individual preparing and teaching of class(es) assigned.) A three-credit course will carry a minimum FTE appointment of .40, and a four-credit course will carry a minimum FTE appointment of .49.

For four- or eight-week courses during summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

three-credit classes — minimum .30 FTE

four- or five-credit classes — minimum .37 FTE

Workloads include performance of all duties of the work assignment. For example, the hours specified above include in-class time, preparation, office hours (as applicable), grading papers, and other activities related to the assignment, as specified by the supervisor.

- Music GTFs are expected to fulfill course-related advising and administrative duties for a total that normally does not exceed 15 hours per term.
- Private performance studies will receive one half-hour of load credit for each half-hour lesson and preparation time up to one quarter-hour for each one hour of teaching.

- Coaching small ensembles and conducting sectional rehearsals will grant 3 hours of load credit for each 2.5 hours of contact and up to one half-hour of preparation.
- Class performance instruction will grant one hour of load credit for each hour of class instruction and up to one half-hour of preparation.
- Attendance at faculty meetings is recommended but not required. The meetings are optional unless the contract specifies otherwise.
- Official meetings with supervising faculty members shall be determined at the beginning of the term and included in the workload of the GTF.
- Initial class preparation will be granted where a class is being taught for the first time. The amount of time will be determined with the supervising faculty member and Director of Graduate Studies. Observation of classes is considered part of class preparation and is to be included in the hours allotted for class preparation.
- Attendance at juries and auditions may be part of the GTF load. The times for attendance by GTFs and the workload credit shall be worked out with the Area Chair or supervising faculty member.

Individual GTF Workload Agreement. A copy of the form titled *Individual GTF Workload Agreement*, which is appended to this document, must be completed by each GTF in consultation with the faculty supervisor, signed by the GTF and the supervising faculty member at the start of each academic year, and returned to the Director of Graduate Studies for the GTF's employment file. The form is designed to make clear the responsibilities of the position and the limits of these responsibilities for both the GTF and the supervising faculty member. If duties change during the year, a new copy of the form must be completed and signed by the two parties.

8. GTF Assignments

The School of Music and Dance typically has seven types of GTF assignments, although some assignments are a mixture of the following descriptions.

Full Responsibility for a Course

This assignment normally includes responsibility for all in-class contact hours, including conducting lectures and discussions, leading laboratory or review sessions, and reading student papers. It also normally includes preparation of all class-related activities and course syllabi, preparing or adapting course materials, constructing and administering examinations and quizzes, maintaining grade records and reporting grades, and holding office hours (which may not exceed 15 hours per term). In the School of Music and Dance, GTFs who work as instructors of record are not assigned to work loads that would require GTF assistance.

In addition, this assignment may include other responsibilities such as attending departmental and supervisor's meetings and other professional responsibilities related to the teaching assignment.

Full Responsibility for Laboratory, Discussion, or Review Sections

In-class hours include conducting laboratory, drill, discussion, or review sections and attending lectures or rehearsals as needed. There are also preparation hours for the +laboratory, discussion, and review sections; the preparation of lesson plans, if needed; adapting existing course materials; and preparing examinations and quizzes if needed.

Contact hours outside the classroom, including office hours, are not to exceed 15 hours per term.

In addition, this appointment may include reading and grading papers, examinations, quizzes, and special projects; maintaining attendance and grade records; reporting grades; and other responsibilities.

Responsibility as a Teaching Assistant

In-class contact includes teaching assigned classes, attending the professor's lectures or rehearsals as assigned, teaching in the instructor's absence, leading review sessions and discussions, and similar activities. Preparation hours include such things as preparation of lectures, assisting the instructor in preparing course-related materials or activities, constructing examinations and quizzes, and adapting existing course materials. Contact hours outside the classroom, including office hours, are not to exceed 15 hours per term.

In addition, this appointment may include reading and grading papers, examinations, quizzes and projects; maintaining attendance and grade records; reporting grades; and other responsibilities.

Responsibility as a Conductor or Coach of a Musical Ensemble

In this assignment, the GTF has full or partial responsibility to conduct or coach a musical ensemble. Depending on the degree of responsibility carried by the GTF, the assignment will include establishing ensemble membership, scheduling of performances, logistics in setting up rehearsals and concerts (including program copy to the publicity office), selection of repertoire for performances, and planning and conducting rehearsals and performances. Additional responsibilities may include performance evaluations in cooperation with supervising teacher, maintaining grade records, and reporting grades. Contact hours outside the classroom, including office hours and assistance with individual parts, may not exceed 15 hours.

Responsibility as a Studio Teacher

In-class hours include teaching individual or group lessons in vocal or instrumental performance, and conducting or assisting with performance classes. Preparation hours include selecting repertoire for the lessons, determining the lesson schedule, selecting student repertoire, and evaluating student progress. Contact hours outside the classroom may involve minimal advising and office hours since the regular one-on-one instructional format provides for this personal evaluation and advising.

Evaluations of student performance include attendance at jury examinations, studio classes, recitals or concerts, maintaining grade records, and reporting grades.

Responsibility as a Research Assistant to a Faculty Member

This assignment involves locating, assembling, organizing, and otherwise preparing materials related to the supervisor's duties and otherwise conducting research on topics specified by the supervisor. It also includes regular meetings with the supervisor to determine the nature of assignments and the progress being made in the research.

Responsibility as a Performer

This appointment includes rehearsals and performances as stipulated by arrangement with the ensemble director.

9. Evaluating the Performance of Duties by Graduate Teaching Fellows

There are several means of evaluating the work of GTFs: evaluations by the Graduate School, evaluations by the GTF's supervising faculty member, evaluations of the GTF by students, evaluations by the Director of Graduate Studies, and evaluations by the student's advisor in the degree program.

Evaluations of GTFs by the Graduate School

At the end of each term the Graduate School reviews transcripts of all graduate students holding GTF appointments. The Graduate School will notify the Director of the GTF's graduate degree program if the GTF has failed to complete satisfactorily at least nine graduate credits applicable to the GTF's degree program during the term. The Director must then review the student's progress toward his or her graduate degree and recommend continuation before the GTF is allowed to continue in the appointment. Failure to complete the required course load and duties may result in changes in salary payments and/or GTF retention.

At the end of each academic year, the Graduate School reviews transcripts of all graduate students holding GTF appointments during that year. The Graduate School will notify the Director of the GTF's graduate degree program if the GTF's grade point average fell below the Graduate School's 3.0 standard during the appointment period. In such cases the Director of the degree program will be asked to review the student's progress toward his or her degree program and recommend whether continuation should be permitted before a GTF reappointment can be made.

Evaluation of GTFs by the Supervising Faculty Member

The supervising faculty member for each GTF will prepare a written evaluation of his or her GTF's work and review it with the GTF at least once each academic year. A copy of the evaluation, signed by the GTF and the supervisor to indicate they have read it, is returned to the Graduate Office for placement in the GTF's personnel file. This evaluation will be based on the following criteria, as appropriate to the GTF's assignment:

Criteria for Evaluating GTFs in Course Instruction

1. The objectives for the course are made clear.
2. Materials presented during the quarter follow the stated objectives of the course.
3. Assignments for the course are clearly defined and are helpful in gaining comprehension of the course material.
4. The required and recommended course materials are helpful in achieving course objectives.
5. The required and recommended course materials are consistent with the catalog description.
6. The instructor's ability to explain course content, lead discussions and other student activities, and otherwise conduct class business is competent and productive.
7. The instructor stimulates critical, analytical, and creative thinking about the subject matter.
8. The instructor is receptive to questions, ideas, and opinions.
9. The instructor's interactions with the students are courteous.

10. Grading procedures for the course are clear, fair, and impartial.
11. Student grades accurately represent achievement in the course.
12. The instructor is punctual (i.e., beginning and ending class on time).
13. The instructor's pace in covering material during the term is reasonable.
14. The course requirements of additional personal time are reasonable.
15. The instructor is reasonably available for conferences.
16. The instructor's praise and criticism is fair and impartial and represents accurately the students' achievement.

Criteria for Evaluating GTFs in Ensemble Instruction

1. The conductor's rehearsals promote students' abilities to interpret and perform music.
2. The conductor's rehearsal techniques improve group performance.
3. Ensemble time and rehearsal commitments are reasonable.
4. The grading criteria for the course are clear, reasonable, and impartial.
5. The conductor's gestures are easy to follow.
6. The conductor's rehearsals are well organized.
7. The conductor provides a variety of repertoire.
8. The conductor exhibits a thorough knowledge of the scores being rehearsed.
9. The conductor seems confident during rehearsals.
10. The conductor is constructively critical.
11. The conductor is reasonably available for conferences outside the rehearsal.
12. The conductor stimulates critical, creative thinking and discussion about the music being performed.
13. The conductor begins and ends rehearsals on time.
14. The conductor successfully balances the amount of rehearsal time spent working with individuals or sections with the amount of time spent working with the entire ensemble.
15. The conductor exhibits strong leadership in directing the activities of the ensemble.
16. The conductor's interactions with the students are courteous and helpful.

Criteria for Evaluating GTFs in Studio Instruction

1. The instructor demonstrates a constructive approach to the student's development as a performer.
2. The assigned technical material and repertoire are appropriate to the student's level of ability and are conducive to musical growth.
3. The instructor communicates clearly what the student is supposed to prepare for the lessons.
4. The instructor's approach stimulates each student to work.
5. The instructor demonstrates a sincere interest in the professional development of students.
6. The instructor demonstrates or explains how musical passages may be enhanced through improved technique and/or interpretation.
7. The instructor helps students understand differences among musical styles.

8. The instructor demonstrates an interest in individual students and in their professional development.
9. The instructor's criteria for evaluating student progress are clear, fair, and impartial.
10. The instructor adequately diagnoses difficulties and suggests remedies.
11. The instructor provides appropriate guidance in practice techniques.
12. The instructor encourages students to perform.
13. The instructor praises and criticizes students fairly and impartially, in accordance with achievements.
14. The instructor's lessons are held on schedule, begin on time, run full-length, and are efficient and well organized.
15. The instructor exhibits a thorough knowledge of the music and technical materials being studied.
16. The instructor stimulates appropriate analytical and musical thinking about the music being performed.
17. The instructor's interactions with the students are courteous and helpful.

Criteria for Evaluating GTFs Functioning as Research Assistants

1. The GTF performs all assigned duties in a timely fashion.
2. The GTF follows instructions and completes assignments thoroughly and accurately.
3. The work of the GTF is of a high, acceptable caliber.
4. The GTF submits written work in an acceptable, legible format and employs good quality English prose.
5. The GTF contributes positively to a cordial, professional relationship with the supervisor.

Evaluations of GTFs by Students

GTFs are evaluated each term by their students. Student evaluations are accessible electronically to the GTF and Director of Graduate Studies. These evaluations may be examined by supervising faculty members as part of the review process.

Review of GTF Evaluations by the Director of Graduate Studies

The Director of Graduate Studies will review the evaluations of each GTF and, where problems are apparent, discuss those issues with the GTF and take actions as needed.

Evaluations by the Faculty Advisors (See Section 10 below)

10. Determining Satisfactory Progress Toward a Graduate Degree

Each GTF will be evaluated at least once each year as a student in a graduate degree program. Individuals appointed as GTFs are officially students first and employees second. Because they are regarded primarily as graduate students, making progress toward the degree to which they have been admitted is required for continuation of a GTF appointment (and for reappointment). This part of the evaluation is therefore an evaluation of the GTF as a graduate student and is the responsibility of the GTF's faculty advisor, with assistance from the Director of Graduate Studies. If desirable, the Graduate Committee, the Dean, or other informed faculty members may be asked to contribute to

the evaluation. GTFs have the same responsibility for adhering to School's policies and procedures as other graduate students.

Criteria used in assessing a GTF's progress toward a music graduate degree in the School of Music and Dance

1. Each GTF must satisfactorily complete a minimum of nine credits per term in coursework directly associated with the graduate degree program to which the GTF has been admitted.
2. Each GTF must maintain a cumulative and yearly GPA of 3.0 or better. The GPA will be computed only on coursework related to the requirements for the graduate degree.
3. Each music GTF must successfully complete the School's music entrance examinations and review coursework by the end of the first term in residence unless the course is not available until later.
4. Each GTF must complete in a timely fashion the specified courses in the degree program to which he or she has been admitted:
 - (a) for master's degree students — the appropriate degree checklist
 - (b) for conditionally admitted doctoral students — courses prescribed by the student's advisor and courses that are part of the core degree requirements
 - (c) for formally admitted doctoral students — courses approved by the Director of Graduate Studies as part of the student's degree program.
5. No GTF may accumulate more than six credits of incompletes at any one time.
6. No GTF may accumulate more than two grades of "C+" or lower.
7. Each GTF must complete all courses specified by title or category in the appropriate degree program on a graded basis.
8. Each GTF must meet the deadlines specified in the degree program to which he or she has been admitted. These deadlines are specified in the printed material on each degree program and in the *Procedures and Policies* booklet. (Copies are available in the Music Graduate Office.)
9. Each GTF must make timely progress on theses, projects, or recitals as determined by the student's advisor and the appropriate music area faculty.
10. Each GTF must pass all degree requirements by at most the second attempt with the exception of language examinations and doctoral degree comprehensive examinations. If two efforts to pass a degree requirement do not result in a satisfactory grade (B- or better) or other appropriate faculty approval, further enrollment as a graduate music major will be permitted only by a successful petition to the Graduate Committee.
11. Each GTF must complete all degree requirements within seven years. For master's degree students the seven-year time limit starts with the beginning of the term of the earliest course recorded on the degree checklist. For doctoral degree students the seven-year time limit begins with the term of matriculation. If the seven-year period is exceeded in the doctorate, an additional year of residence or a new set of comprehensive examinations, or both will be required. If the seven-year limit is reached without completing any graduate degree, the student must apply for, and receive, an extension of the time limit from the Director of Graduate Studies (who may refer the question to the Graduate Committee) and from the Graduate School before continuing in the program.

11. General University Information Pertinent to Employment as a Graduate Teaching Fellow

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 GTFs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GTF is injured on the job, the GTF must report it immediately to the supervisor. The supervisor will complete the Supervisor's Accident Investigation Report (SAIR) with the GTF. If, as a result of the accident, the GTF requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GTF is unable to complete the 801, the supervisor will submit it on behalf of the GTF.

Workers' compensation information and forms are available at <http://oehs.uoregon.edu/workerscomp/>. 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 GTF is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GTF's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GTF will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

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

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

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.

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, GTFs should contact EH&S at 346-3192 or visit the department's web site at <http://oehs.uoregon.edu/>.

Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisors or the Director of Graduate Studies. 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).

Use of Personal Protective Equipment. At present the School's administration has not identified any GTF duties that require the use of personal protective equipment. Any GTFs with questions or concerns about this matter should contact the Director of Graduate Studies.

Location of emergency procedures, evacuation plans, material safety data sheets (MSDS) and first aid supplies.

- First aid supplies are available at the Receptionist's desk and in Beall Hall Box Office.
- Information about emergency and evacuation procedures are posted near all exits from the Music Building and in the offices of the Office Manager and Assistant to the Dean.
- Material safety data sheets are available in the offices of the Office Manager and Assistant to the Dean.

Discrimination Grievance Procedures

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

Appendix A

Application for GTFs or Scholarships

*To be used by **current** UO Music graduate students*



To be considered for a GTF position for next year, you must complete this form and return it to the Music Graduate Office by January 2. **Failure to submit this by the deadline will result in the assumption that you do not wish to be considered for a GTF next year.**

Current GTFs: If you know you are graduating or leaving and do not wish to be considered for next year, please check here and return.

Application Deadline: January 2 for the following Academic Year *(for priority consideration)*

APPLICANT INFORMATION

| | | |
|-------------------|--------------|------|
| Name: <i>Last</i> | <i>First</i> | Date |
|-------------------|--------------|------|

| | | |
|---|---|-------------------------------------|
| Degree Program Area (Primary for doctoral) | Instrument (<i>if Performance</i>) or Emphasis (<i>if Conducting or Jazz</i>) | Degree: <i>MA, MMus, DMA or PhD</i> |
|---|---|-------------------------------------|

| | |
|---|---|
| Supporting Area (doctoral) or Concurrent Master's Area | Instrument (<i>if Performance</i>) or Emphasis (<i>if Conducting or Jazz</i>) |
|---|---|

SCHOLARSHIP AND GRADUATE TEACHING FELLOWSHIP CONSIDERATION

I wish to be considered for a **Scholarship**

I wish to be considered for a **GTF**

I have not held a **GTF**

I am or have been a **GTF**; my last contract year is/was _____

MUSIC GRADUATE OFFICE ONLY

Rec'd _____

Years as GTF by end of current AY: _____

Master: _____ Doctoral: _____

Current GTF position _____ FTE _____

Please consider me for a GRADUATE TEACHING FELLOWSHIP in the following area(s)
(please indicate only those areas for which you are qualified):

| | |
|---|---|
| <input type="checkbox"/> Athletic Bands <input type="checkbox"/> Collaborative Piano <input type="checkbox"/> Composition <input type="checkbox"/> Conducting: <input type="checkbox"/> Choral <input type="checkbox"/> Instrumental <input type="checkbox"/> Ethnomusicology <input type="checkbox"/> Eugene Symphony String Positions* <input type="checkbox"/> Violin <input type="checkbox"/> Viola <input type="checkbox"/> Cello <input type="checkbox"/> Intermedia Music Technology <input type="checkbox"/> Jazz Studies | <input type="checkbox"/> Music Education (<i>specify area</i>) <input type="checkbox"/> Band <input type="checkbox"/> Choral <input type="checkbox"/> Elementary <input type="checkbox"/> String <input type="checkbox"/> Musicology <input type="checkbox"/> Music Theory <input type="checkbox"/> <i>I wish to take the required Theory GTF Qualifying Exam, to be given in January or February (date to be announced)**</i> <input type="checkbox"/> Opera Workshop Pianist <input type="checkbox"/> Performance (<i>Instrument/Voice</i>): _____ <input type="checkbox"/> Piano Pedagogy <input type="checkbox"/> Other: _____ |
|---|---|

*View the Eugene Symphony Orchestra GTF audition requirements at <http://darkwing.uoregon.edu/~gradmus/ESOGTF.pdf>
 ** A study guide is available at <http://darkwing.uoregon.edu/~gradmus/GTFTheoryStudyGuide.pdf>

LIST RECENT PROFESSIONAL ACCOMPLISHMENTS & TRAINING

(e.g., TEP training sessions attended, papers presented, or other professional development activities):

PLEASE LET US KNOW if you are exploring possibilities that would make you unavailable for a GTF next year

Appendix B

Individual GTF Workload Agreement



This form must be submitted at the beginning of each academic year and whenever a change in FTE or duties occurs.

GTF Name: _____ Term(s) this agreement covers: _____ FTE: _____
Last Name *First Name* *Term(s) & year*

1. Course taught:

| Course number and course title | Course credit | Initial class preparation per course | Weekly teaching hours x 10 weeks | Weekly prep hours x 10 weeks | Total hours per term |
|--------------------------------|---------------|--------------------------------------|----------------------------------|------------------------------|----------------------|
| | | | + x10= | + x10= | = |

2. Labs/Discussion Groups taught:

| | | | | | |
|--|--|--|--------|--------|---|
| | | | + x10= | + x10= | = |
|--|--|--|--------|--------|---|

3. Courses assisted:

| | | | | | |
|--|--|--|--------|--------|---|
| | | | + x10= | + x10= | = |
|--|--|--|--------|--------|---|

4. Private studio teaching:

| No. of 1/2-hour lessons per week | No. of 1-hour lessons per week | Total weekly hours* studio teaching x 10 weeks | No. of weekly hours prep x 10 weeks | Total hours per term |
|----------------------------------|--------------------------------|--|-------------------------------------|----------------------|
| | | | | |
| + | | x10= | + x10= | = |

**Example: 3 (1/2 hour lessons) + 1 (1-hour lesson) = 2.5 (total weekly hours)*

| | |
|---|--|
| 5. Office hours <i>(not to exceed 15 hours per term)</i> | |
| 6. Meeting time with supervising faculty <i>(per term)</i> | |
| 7. Juries and audition hours <i>(per term)</i> | |
| 8. Advising, administrative duties <i>(per term)</i> | |
| 9. Other assignments <i>(please specify) (per term)</i> | |
| 10. Grand total hours per term | |

GTF Signature: _____ Date: _____

Faculty Supervisor's Signature: _____ Date: _____

GRADUATE OFFICE ONLY: Rec'd _____