

GE APPLICATION: Returning Students

GRADUATE EMPLOYEE APPOINTMENTS: **DEADLINE Friday, April 6**

Graduate Teaching Fellows provide valuable support for the department in the form of instruction, class assistance and administration. Work performance is supervised and evaluated by a member of the faculty or staff. GTF appointments are awarded based on Specific Abilities related to the work assignment, Academic Progress & Merit, Past Performance, and Program Familiarity. The types of assignments for graduate fellows in Art may include:

- Instructor of record in a given section of a studio class
- Instruction in a lab tied to a lecture course
- Large lecture classroom assistant

RESPONSIBILITIES

Depending on the nature of the appointment, the position may entail some of the following duties:

- Attending course taught by their supervisor
- Preparing course materials
- Developing assignments
- Preparing studio demonstrations
- Preparing visual presentations
- Evaluation of examination materials such as artwork and written assignments
- Monitoring facilities
- Ordering supplies and overseeing work study students
- Faculty research assistance

NOTIFICATION

Those receiving fellowships for next year will be notified and expected to complete contract and payroll forms before the end of spring term. The fellowships are granted for one to three terms of regular session and are not renewable except through re-application and review along with all applications received for the year in question.

WORK LOAD, FEES AND SALARY

The 2018-19 salary base is \$30,504 for the GTF 1 level. All appointments in the Department of Art are at the GE 1 level. Appointments are made at .30, and .49 FTE (full time equivalent). With these appointments GEs are assessed non-instructional fees set by the Oregon University System of which the student is responsible for the balance as stipulated in the collective bargaining agreement. The GE tuition waiver will cover up to 16 credit hours. Nine graduate credit hours is the minimum load for GEs. The work hours associated with FTE (full time equivalent) are as follows:

- .20 FTE appointments require up to 88 hours per term
- .30 FTE appointments require up to 110 hours per term
- .40 FTE appointments require up to 175 hours per term
- .49 FTE appointments require up to 215 hours per term

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This form needs to be filled out in its entirety and returned to the Art Office by Friday,
April 6. - Do not attach a cv.

Please attach:

- your most recent graduate transcript from DuckWeb
- the GE Teaching Requirements Form

I am applying for a Graduate Employee Appointment in Art for the Academic Year ____/____

Name:	UO ID#:
Address:	
Name of Recommender::	
I would like to be considered for the following types of fellowship positions:	
<input type="checkbox"/> Instructor of record in a given section of a studio class <input type="checkbox"/> Instruction in a lab tied to a lecture course <input type="checkbox"/> Shop technician	
In the spaces provided below, please list all relevant qualifications	
Art Technical Skills: List specific proficiency in individual studio areas such as Ceramics, Digital Arts, Fibers, Jewelry and Metals, Painting, Printmaking and Sculpture.	
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	

Name:		UO ID#:	
Software Familiarity: Check all that is applicable and indicate the level of your proficiency using the following rubric: 1= some familiarity 2= can easily navigate most aspects, but could use a refresher 3= able to relay material to class. Example: Photoshop 2, Final Cut PRO,3			
<input type="checkbox"/> Photoshop	<input type="checkbox"/> Illustrator	<input type="checkbox"/> Processing	
<input type="checkbox"/> InDesign	<input type="checkbox"/> Flash	<input type="checkbox"/> Soundtrack Pro	
<input type="checkbox"/> Illustrator	<input type="checkbox"/> Final Cut Pro 7		
Teaching Experience: List all relevant experience in assisting or teaching classes including the level and type of instruction.			
Relevant Professional Experience:			

Department of Art 5232 University of Oregon, Eugene, OR 97403

UNIVERSITY OF OREGON 541-346-3610

RECOMMENDATION FORM | returning students | APPLICATION DEADLINE: **Friday, April 9**

Applicant Name:

To The Recommender: the Family Educational Rights and Privacy Act of 1974 and the University of Oregon Student Records Policy gives students, once admitted and enrolled, right of access to records, including letters of recommendation. The applicant will be able to review your letter if admitted and enrolled.

Recommender name:	Email Address:
Signature:	
Please rate the applicant in terms of achievement in this graduate degree program:	

	Excellent	Above Average	Average	Below Average	Unable to Judge
Intellectual ability					
Independence of thought					
Ability to accept and give criticism					
Ability to work with others					
Imagination and creative potential					
Effectiveness of oral communication					
Effectiveness of written communication					
Personal Motivation					
Leadership ability					

Please feel free to expand, keeping to the space provided below, on the applicant's accomplishments to date, intellectual ability, motivation and capacity for independent study and creative research

GE Teaching Requirements 2018-19

GEs are required to:

- **Attend departmental teaching orientation workshops** - the week before classes begin and throughout the term
- **Attend 3 Teaching Effectiveness Program (TEP) workshops** - each year during the 1st and 2nd year <http://tep.uoregon.edu>
- **Take Supervised College Teaching (SCT) credits** - before teaching a course as a Sole Instructor
- **Sole Instructors must submit syllabi to their supervisor** - by week 8 of the term before they teach the course (the week before classes begin for Fall term)

Supervised College Teaching (SCT) :

Before assuming teaching duties for a course for which they are the Sole Instructor, GEs are required to take Supervised College Teaching credits as follows:

- For Curricular Area courses, take credits with a faculty member teaching a related course
- For Core assignments (233, 116), take SCT with CORE faculty or adjuncts teaching those courses
- For Digital Art assignments (252, 300-level), take SCT with DART faculty or adjuncts teaching those courses

You must fill out and submit this GE Requirement Form to the Art Office along with your GE application.

TEP Workshop Date Attended

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TEP Workshop Date Attended

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TEP Workshop Date Attended (may be upcoming)

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SCT Credits Completed:

Course	Instructor	Term
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