

Section	Paragraph Lead Sentence	Prior Equivalent
1.0	GENERAL INFORMATION	
	The purpose of this	1.1
	Graduate Teaching Fellows are required	1.2
	All Graduate Teaching Fellows	1.3
	The individual who shall	Cover Page
	Date of this GDRS	Footer
2.0	AVAILABILITY OF GRADUATE FELLOWSHIPS	
	The availability of GTF	2.2
	In this GTF employing	2.3
	This GTF employing unit	2.0
	ACADEMIC YEAR APPOINTMENTS	
	The availability of GTF	2.1, 3.2, 3.3, 5.1.1, 5.1.2
	SUMMER TERM APPOINTMENTS	
	If yes, the availability....	4.2, 4.2.2
3.0	ELIGIBILITY REQUIREMENTS	
	ACADEMIC YEAR APPOINTMENTS	
	SUMMER TERM APPOINTMENTS	
	Students eligible for a GTF	5.6.1
	Note regarding	4.1.2
	For teaching GTF positions	5.3
	Academic promise	5.2
	Students will be	4.1.1 and 4.2.1
	This GTF employing unit	5.9
	The Graduate School requires	3.4
	In addition, this GTF	3.4.1
4.0	APPLICATION PROCESS	
	ACADEMIC YEAR APPOINTMENTS	
	Information about (incoming)	4.1.1 and 4.1.3
	Information about (continuing)	4.3
	SUMMER TERM APPOINTMENTS	
	Each candidate will be	4.1.4
	Occasionally positions	5.12
5.0	APPOINTMENT AND REAPPOINTMENT	
	ACADEMIC YEAR APPOINTMENTS	
	• Reappointments ...	5.9
	• In the case of ...	5.10
	(A) General criteria ...	
	<input type="checkbox"/> Academic credentials...	5.2
	<input type="checkbox"/> Recommendations...	5.4
	<input type="checkbox"/> Previous experience...	5.3
	<input type="checkbox"/> Interviews...	5.5
	<input type="checkbox"/> Financial need...	5.7
	(C) All criteria specific to ...	
	Performance of GTFs ...	5.11

	SUMMER TERM APPOINTMENTS	
	(A) General criteria ...	
	<input type="checkbox"/> Academic credentials...	5.2
	<input type="checkbox"/> Recommendations...	5.4
	<input type="checkbox"/> Previous experience...	5.3
	<input type="checkbox"/> Interviews...	5.5
	<input type="checkbox"/> Financial need...	5.7
	(C) All criteria specific to ...	
	Performance of GTFs ...	5.11
6.0	WORKLOAD	
	Workload includes...	7.2
	In this GTF employing unit...	
	ACADEMIC YEAR APPOINTMENTS	
	<input type="checkbox"/> .49 FTE...	7.1.3
	SUMMER TERM APPOINTMENTS	
	<input type="checkbox"/> .20 FTE...	7.1.1
	<input type="checkbox"/> .40 FTE...	7.1.2
7.0	WORK ASSIGNMENTS	
	Duties By Work Assignment	
	ACADEMIC YEAR APPOINTMENTS	
	Instructor of Record:	7.3.2
	Discussion Section Leader:	7.3.1
	Administrative GTF:	7.3.5 thru 7.3.7
	SUMMER TERM APPOINTMENTS	
	Instructor of Record:	7.3.4
	Administrative GTF:	7.3.5 thru 7.3.7
8.0	HEALTH & SAFETY INFORMATION	
	(All inclusive)	
9.0	SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE	<i>(Should appear before "Health")</i>
	Because a GTF ...	5.0
	The criteria used ...	6.1.1 and 6.2.1
	Graduate School minimum ...	6.1.2
	This section describes ...	6.1.3
	(skip to) Criteria Used to Assess Satisfactory Progress	
	Coursework:	6.2.2
	Grades:	6.2.3
	Examinations:	6.2.4
	Other: (THESIS)	6.2.5
	Failure to make satisfactory ...	6.4
10.0	DISCIPLINE & DISCHARGE	9.0
	(All inclusive)	
11.0	DESCRIMINATION GRIEVANCE PROCEDURES	10.0
	(All inclusive)	
12.0	WORK ENVIRONMENT	Appendix A
	(All inclusive)	

CONSIDER USING THE FOLLOWING SECTIONS:

- ☐ Availability (Announcement)
- ☐ Eligibility
- ☐ Application
- ☐ Appointment (Selection)
- ☐ Evaluation (*separate from Appointment*)

Missing Sections?

• ~~5.8 — Affirmative Action~~

~~GTF appointments and reappointments shall comply with the Federal and the University Affirmative Action regulations. (Article 8)~~

• ~~8.0 — Appointment Policy for Non-Native Speakers~~

~~The Creative Writing Program considers that clear oral communication with undergraduate students and the ability to understand readily and respond appropriately to these students' idiomatic speech and writing are essential for teaching of Creative Writing at the University of Oregon.~~

~~8.1 — The standards required by the Graduate School and the American English Institute (AEI) for the appointment of GTFs (the SPEAK test and subsequent training) are considered to be minimum but not sufficient standards for the appointment of GTFs to teach introductory Creative Writing courses or Kidd Tutorials. The Graduate School and the Creative Writing Program may stipulate further, more rigorous qualifications for GTF appointments.~~

Other Notes:

1. Definitions: Department, Program, Unit - Suggest using one reference throughout (i.e., Unit(s))
2. Sections 2 and 4 contain division of Academic Year and Summer Term; consider doing same for other associated sections (examples included above) or separate them entirely
3. For ease of finding specific areas in the document, consider adding back paragraph numbers.
4. Some sentences are cumbersome to read and could be revised for easier reading.
5. Check general grammar:
 - If referring to a specific section, use "Section #" (i.e., "Section 3" not "section 3")
 - For example, Section 5(C), paragraph 3, last sentence:

However, the ~~department unit~~ reserves the right to proceed to fill the position as ~~it would~~ an emergency appointment. (also described in Section 4 (*where specifically? i.e., 4.3.2 [see 4. above]*)).