



Memorandum to: Graduate Students in Art  
From: Laura Vandenberg, Art Department Head  
Regarding: Graduate Teaching Fellowship Appointments

The types of assignments for graduate fellows in Art are: to provide instruction in a given section of a studio class; to provide instruction in a lab tied to a lecture course; and to provide supervision and technical instruction in those studios requiring the use of tools and equipment. There is also a position available as director of the LaVerne Krause Gallery.

If you want to be considered for a fellowship for 2010-11, please return the following:

- A completed application for Graduate Teaching Fellowships
- The form indicating the type of fellowship of the kinds outlined above for which you want to be considered
- Recommendation letters: 2 for returning students, 3 for both application and fellowship consideration

The steps outlined must be completed and all material postmarked no later than January 5th, 2010. Those receiving fellowships for next year will be notified and expected to complete contract and payroll forms before the end of spring term.

It should be noted that the duties and responsibilities associated with a GTF appointment are instructional in nature and should not be viewed as an award or prize for outstanding creative work. Personal creative competence is expected but the final recommendations will be made for those who are seen to be capable of serving the instructional needs of undergraduate students without sacrificing their own MFA degree progress.

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. The 2008-09 salary base was \$22,233 for the GTF 1 level. All appointments in the Department of Art are at the GTF 1 level. Appointments are made at .20, .40, and .49 FTE (full time equivalent). With these appointments GTFs are assessed non-instructional fees set by the Oregon University System at \$538 per term (2008-09) of which the University pays \$388; the student is responsible for the balance of \$150 as stipulated in the collective bargaining agreement. The GTF tuition waiver will cover up to 16 credit hours. Nine graduate credit hours is the minimum load for GTFs.

The work hours associated with FTE (full time equivalent) are as follows:  
.20 FTE appointments require up to 88 hours per term  
.40 FTE appointments require up to 175 hours per term  
.49 FTE appointments require up to 215 hours per term



## GTF APPLICATION

NAME: \_\_\_\_\_

I am interested in, and feel qualified for, the following type of GTF:

Provide **instruction in a studio class**

Please specify the studio/media area:

(ceramics, fibers, jewelry/metals, digital arts, painting/drawing, photography, printmaking or sculpture)

Provide **supervision and technical instruction** for a studio area

Please specify the studio/media area:

(ceramics, fibers, jewelry/metals, digital arts, painting/drawing, photography, printmaking or sculpture)

All graduate students are eligible to apply for the several departmental GTF positions that are not connected to specific media programs. These positions are:

### Gallery Coordinator

Meet with the Art Department Gallery Committee; oversee work-study student; delegate tasks; see to maintenance, repair and updating of gallery and equipment; regular preparation of gallery walls and pedestals; coordination of opening and closing of the gallery; coordination of publicity and installation; review and schedule exhibition applicants in the spring and in the fall with Art Department Gallery Committee, notify applicants; maintain and update gallery calendar and budget history. Write an end-of-the-year report.

### Publications

Provide design services and printing coordination for Department of Art publications including MFA publications, ongoing visiting artist publications, and other projects that can be managed in the time allowed by this appointment.

Large Lecture Classroom Assistance

### ART 101 Understanding Contemporary Media

#### ART 111 Artist Experience

Be responsible for preparation and presentation of visual materials such as slides, video and computer displays; record roll at each class session and document other student course participation; collect and distribute written course materials, information and exams. Evaluation of examination materials.

### ARTD 250 Digital Arts Design

#### ARTD 251 Digital Arts Time Based

#### ARTD 252 Digital Arts Interactive

Duties include taking attendance, preparing course materials, setting up and taking down equipment, updating the course web site, performing research, assisting guest speakers, and meeting with the faculty on a regular basis. Lab section supervision.

### ART 115 Basic Design Foundations Labs

Supervision/assistance of students in two studios, each meeting 2 sessions per week; attend weekly lecture/presentation of primary instructor; meet weekly with primary instructor; assist with ordering/pick up of supplies/materials, packet prep and copying.



GTF APPLICATION

Applying for a Graduate Teaching Fellowship in **Art** for the Academic Year \_\_\_\_\_ / \_\_\_\_\_

Name in full: Last First Middle			
Street/Apt # City/Town State Zip Code			
Permanent Address, if different:			
UO ID if known <b>950</b>		Local Phone with Area Code:	
Date of Birth		Message Phone:	
E-mail Address			
<b>DEGREES RECEIVED</b>			
First Degree:			
	Type	Date	Institution
Other Degrees:			
	Type	Date	Institution
<b>OTHER INSTITUTIONS ATTENDED</b>			
Undergraduate: _____			
Graduate: _____			
<b>ACADEMIC WORK</b>			
Undergraduate			
Major Fields of Specialization: _____			
Other Fields of Specialization: _____			
Graduate			
Major Fields of Specialization: _____			
Other Fields of Specialization: _____			
Preparation in Foreign Languages: _____			
<b>EXTRACURRICULAR INTERESTS</b>			
Intellectual interests and activities; positions of leadership held; memberships in organizations; prizes or honorable mentions earned; or foreign travel:			



GTF APPLICATION

For the Academic Year \_\_\_\_\_ / \_\_\_\_\_

PLANS FOR GRADUATE STUDY	
Curricular or Research Interests:	
Vocational Interests:	
TECHNICAL SKILLS	
Please indicate skills related to computer software/hardware, web site design, audio/visual projection, shop upkeep/ordering, organization:	
TEACHING	
Teaching or relevant vocational experiences	
OTHER INFORMATION	
Include here any other information that you think pertinent, including military service:	
REFERENCES	
Names of references, position, institution:	
1.	
2.	
3.	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RECOMMENDATION FORM \* POSTMARK APPLICATION DEADLINE IS FEBRUARY 1ST**

Applicant, please complete this section:					
Last Name			First Name		
Applying for the Master of Fine Arts program in (subject):					
Purpose of this recommendation (check one or both)					
			Admission		Teaching Fellowship
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 and institution:					
Address:					
Telephone		( )		E-mail Address:	
Signature:					
Please rate the applicant in terms of potential for high achievement in a graduate degree program:					
	Excellent	Above Average	Average	Below Average	Unable to Judge
Intellectual Ability					
Independence of thought					
Ability to work with others					
Imagination and creative potential					
Effectiveness of oral communication					
Effectiveness of written communication					

**LETTER OF RECOMMENDATION**

On the back of this form or on your own letterhead, please assess the candidate's qualifications and promise as a graduate student. Of particular interest are your estimates of the applicant's intellectual ability and originality of mind; motivation and capacity for independent study and creative research; promise for a career in productive scholarship and effective teaching; quality of accomplishments to date; and your judgement of his/her character or personality.