

7/14/2008

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT

DEPARTMENT OF PHILOSOPHY GRADUATE TEACHING FELLOWSHIPS

2008-2009

CONTENTS

- 1.0 General Information
- 2.0 Availability of Graduate Teaching Fellowships (GTFs)
- 3.0 Eligibility Requirements
- 4.0 Application Process
- 5.0 Appointment Selection Process
- 6.0 Reappointment
- 7.0 Workload
- 8.0 Work Assignments
- 9.0 Health and Safety Information
- 10.0 Satisfactory Progress Toward Graduate Degree
- 11.0 Discipline & Discharge
- 12.0 Discrimination Grievance Procedures

- A Appendix A: Work Environment

The supervisory individual who shall oversee the implementation of this GDRS is Professor Bonnie Mann.

Revised: 1 April 2008

1.0 GENERAL INFORMATION

1.1 This Document

The purpose of this document is to clarify information concerning Graduate Teaching Fellowships (GTF's) offered by the Department of Philosophy. The relationship between GTFs and the University, as a whole, is governed by the Collective Bargaining Agreement between the University and the Graduate Teaching Fellows Federation (GTFF). This document details the specific relationship between GTFs and the Department of Philosophy. This document does not apply to work-study or other staff hired in the Department of Philosophy.

Access to the manual will be provided to faculty and students, as well as to the Graduate School and the Graduate Teaching Fellows Federation. This document and its amendments may be viewed or printed from the Graduate School website.

1.2 GTF Tuition and Fees

Graduate Teaching Fellows are required to maintain and complete a minimum of 9

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 a mandatory fee set by the Oregon University System (assessed at \$514 per term in 2007-08, of which the University pays \$308); **fees are subject to change without additional notice.** Details of GTF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 21.

1.3 Graduate Teaching Fellows Federation

Most Graduate Teaching Fellows at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues, or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary levels quoted for all graduate teaching 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 Resource websites. A hard copy of this document is available upon request.

2.0 AVAILABILITY OF GRADUATE TEACHING FELLOWSHIPS

2.1 GTF appointments are programmatically determined by the faculty. Areas needing GTF support are discussed each Spring in an open Department meeting as a regular part of planning for the upcoming academic year.

2.2 The number of GTF positions available is subject to the budgetary constraints on the Department and the University.

2.3 The priority is to staff regularly scheduled required courses with more than fifty students, and to provide assistance to faculty where needed.

2.4 The Department:

2.41 Makes an effort to distribute GTF opportunities to as many students as possible.

2.42 Gives priority to GTF appointments. All graduate students employed by the department at .2 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 new GTF position.

2.43 Encourages financial opportunities through such other means as scholarships, work study, and grants.

3.0 ELIGIBILITY REQUIREMENTS

3.1 Eligible students for a GTF appointment in the Department of Philosophy are:

3.11 Graduate students who are enrolled in the Department of Philosophy.

3.12 Graduate students enrolled at the U of O in other departments, but who have significant experience and/or credentials in philosophy necessary to perform the work assignment.

3.2 Preference is given to Ph.D. students who expect to complete their degrees at the U of O over M.A. students.

3.3 The University Graduate School requires that a GTF be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment. Graduate courses in philosophy usually earn 4 credits each. Independent reading courses vary from 1-4 credits, and Research and Thesis credits can go as high as 9 credits per term.

3.31 In addition the Department of Philosophy requires that a GTF maintain her/his studies in residency at the U of O during each term of appointment.

4.0 APPLICATION PROCESS

4.1 It is the Department's responsibility to provide the University with recommendations for GTF appointments (Article 17, Section 1).

4.2 Position announcements for the upcoming academic year:

4.21 will be made by the University Bulletin, personal, and telephone correspondence for those GTF positions for which only graduate students in the Department of Philosophy are eligible.

4.22 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 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 1).

4.3.1 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.

4.3.2 Positions offered by the Department, which are not included in the Spring Term application pool, will be filled by decision of the Department Graduate Committee. GTF appointments will be announced by April 15, at which time all evaluations and rankings for such appointments will have been made. Additional appointments may be made after that deadline if additional funds become available for that purpose.

4.4 From time to time emergency appointments will be necessary. In such cases, the Department shall upgrade students already appointed to a GTF or appoint new ones, based on rankings decided upon by the Department at its spring meeting to appoint new GTF's.

4.5 Completed applications shall be returned to the Department by January 15th.

4.6 Applicants may indicate an interest in a single position, specific positions, or in all positions on the application form.

4.7 Each candidate will be sent a notice of the hiring decision within five working days after

the decision has been made. (Article 17, Section 1)

5.0 APPOINTMENT SELECTION PROCESS

5.1 Recommendations for appointment and reappointment shall be made to the Department Head by the Graduate Studies Committee at a regularly scheduled meeting during Spring term.

5.11 The Graduate Studies Committee of the department will be made up of at least three members.

5.2 Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to:

5.21 General criteria regarding appointments for the particular types of work assignments available within the Department, and

5.22 Specific criteria relating to the specific GTF work assignment, quarterly evaluations of academic performance, and satisfactory progress towards degree, if applicable. For applicants not presently in the program, previous degrees and the quality of the program from which they were obtained, GRE scores, GPA, grades in philosophy courses, recommendations, written work and personal statement. Preference will be given to applicants who are candidates for a Ph.D. degree (at the U. of Oregon).

5.23 Candidates will be rank-ordered based upon these criteria.

5.3 Consideration will be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. For teaching GTF positions, an important consideration is whether the applicant has teaching experience or has taken a class or classes in the field or subject of the particular teaching position for which a GTF position is offered.

5.31 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.

5.33 For those GTF positions where the GTF is not working directly and closely with a faculty person, the Committee shall recommend the best candidate to the Department Head. The Department Head is responsible for the final selection of GTF's for appointment to specific courses.

5.4 If no qualified students apply or are available for a particular position, the Department Head or Committee may decide to reopen the application process for the position.

5.41 Generally, the same process will be repeated. However, the department reserves the right to proceed to fill the position as it would in an emergency appointment situation (see 4.4).

6.0 REAPPOINTMENT

6.1 Preference shall be given to:

6.11 Ph.D. students who expect to complete their degrees at the U of O over M.A.

students.

6.12 Each year, a certain number of GTF positions are reserved for incoming graduate students. Competition for those positions shall be limited to the pool of incoming students.

6.13 Likewise, a certain number of positions shall be reserved as reappointment positions.

6.2 Academic credentials:

6.21 "Academic Promise" of incoming students as evidenced by previous degrees and grades, test scores, etc..

6.22 "Satisfactory Progress Toward Graduate Degree" of students currently enrolled in the Department is required whether they are applying for an initial appointment or for reappointment (See 9.0). However, this is a minimal requirement. Candidates will be ranked based on academic achievement.

6.3 Previous experience:

6.31 For teaching GTF positions, previous teaching or previously taking the course where the GTF position is offered.

6.32 For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.

6.33 Interest, desire and prediction of performance may be considered in lieu of previous experience (6.31 & 6.32) based on the GTF's application as a whole.

6.4 Recommendations from academic or work supervisors.

6.5 Interview, personal, or application statements.

6.6 Financial need will not be considered (except it may be used in evaluating two or more equally qualified candidates).

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

6.8 In addition to these general selection criteria for appointments and reappointments, specific qualification criteria may be developed for individual appointments as stated in the announcement description.

6.9 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.

6.10 Reappointments are not automatic, nor are they guaranteed.

6.11 In the case of the continuation of the same position, the Department of Philosophy may decide to continue with the same GTF in the position without any new announcement of the

position.

6.12 Performance Evaluation

GTFs in the Department of Philosophy will be evaluated at the end of the academic year by the Graduate Program Director using the criteria set forth above.

7.0 WORKLOAD

7.1 GTFs are appointed in the Department of Philosophy at the following full time equivalent levels (FTE) and corresponding total workloads (Article 20).

7.11 .20 FTE appointments require up to 88 hours per term, or up to 264 hours per academic year.

7.12 .25 FTE appointments require up to 110 hours per term, or up to 330 hours per academic year.

7.13 .40 FTE appointments require up to 175 hours per term, or up to 525 hours per academic year.

7.14 .45 FTE appointments require up to 197 hours per term, or up to 591 hours per academic year.

7.15 .49 FTE appointments require up to 215 hours per term, or up to 645 hours per academic year.

7.2 For the purpose of setting the workload (and thus FTE) for a particular GTF position, the hiring unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

7.21 Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, etc. in addition to time spent actually teaching.

7.22 The distribution of workload among work assignment duties (8.0) is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours.

7.23 Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GTF will be required to fulfill that specific time commitment.

8.0 WORK ASSIGNMENTS

8.1 The Department of Philosophy typically has five types of GTF work assignments as follows:

8.11 Teaching Positions:

8.111 Full course responsibility

8.111.1 Enrollment Limited to 35 students

8.111.2 .40 FTE for a 3 credit course;
.49 for a 4 credit course.

8.112 Discussion section responsibility

8.112.1 One Discussion Section - .25 FTE (20-35 students)

8.112.2 Two Discussion Sections - .40 FTE (40-65 students)

8.113 Summer Session teaching positions

8.113.1 The FTE for GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them). For four- or eight-week courses during summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

3 credit classes - minimum .30 FTE appointment

4 or 5 credit classes - minimum .49 FTE appointment

8.12 Non-teaching positions:

8.121 Research Position

8.121.1 Research Assistant: assist faculty in research

8.122 Administrative Position

8.122.1 Administrative assistant: arrange colloquia and other department events, update department website, assist the department fund raising committee, and related office duties. This position might not be offered every year.

8.2 Full Course Responsibility GTF -- .49 FTE, if 4 credits, 215 hrs/term (.40 FTE, if 3 credits, 175 hrs/term)

8.21 In-Class Contact Hours

4 hours/week

8.211 Conduct: lectures, laboratory or discussion sections, lead review sessions, teach in the instructor's absence.

8.212 Attend lectures

8.213 Assist with: lecture/lab demonstrations, field trips, etc.

8.22 Preparation Hours

4 hours/week

8.221 Prepare: lectures, lecture demonstrations, laboratory or discussion sessions

8.221.1 Submit teaching plan to immediate supervisor once per term

8.222 Adapt or develop syllabus & course materials

8.223 Construct examinations and quizzes

8.23 Contact Hours Outside the Classroom

2-3 hours/week

8.231 Office hours - 2 hours/week

8.232 Counseling, tutoring, special consultations

8.24 Performance Evaluations

55 hours/term

8.241 Reading and grading: papers, exams, quizzes

8.242 Maintain and submit grading records in compliance with the Department's and the University's regulations

8.25 Other Responsibilities

8-10 hours/term

8.251 Assist with registration

8.252 Proctor exams

8.253 Administer student course evaluations

8.254 Attend meetings: departmental, with faculty supervisor

8.3 Discussion Section Responsibility GTF - .40 FTE (.20 FTE)

8.31 In-Class Contact Hours

5 hours/week (4 hours/week)

8.311 Conduct regularly scheduled discussion sections, lead review sections and may, if the GTF elects to do so, give an occasional lecture.

8.312 Attend lecture

8.32 Preparation Hours

30 hours/term (15 hour/term)

8.321 Do assigned readings, lesson plans, other preparation for teaching

8.322 Construct or help with construction of examinations and quizzes

8.33 Contact Hours Outside the Classroom

2-3 hours/week (1-2 hours/week)

- 8.331 Office Hours -- 2 hours/week
- 8.332 Counseling, tutoring, special consultations

8.34 Student Performance Evaluation
55 hours/term (28 hours/term)

8.341 Reading & grading: papers, exams and quizzes

8.342 Maintain & submit grading records in compliance with Department and University regulations.

8.35 Other Responsibilities

- 8.351 Proctor exams
- 8.352 Administer student course evaluations

8.4 Research Assistant GTF -- appointment level open

8.41 Assist faculty in research as directed; total hours worked not to exceed the maximum allowed for the appropriate FTE as outlined in the GTFF contract.

8.5 Administrative GTF -- appointment level open

8.51 Responsible for clerical procedures related to Colloquia and other department events, web page maintenance and work related to the department fund raising committee; total hours worked not to exceed the maximum allowed for the appropriate FTE as outlined in the GTFF contract

9.0 HEALTH AND SAFETY INFORMATION

9.1 Workers Compensation and Accident Reporting.

9.11 The University's Workers' Compensation Program is administered by the Office of Environmental Health and Safety. If you have any questions about the program, please call 346-2958.

9.12 All University of Oregon employees, including GTFs, are covered by workers' compensation insurance through State Accident Insurance Fund (SAIF) Corporation. This coverage is for occupational injury or illnesses that arise out of or in the course and scope of employment.

9.13 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, a report should be made immediately to the supervisor. If, as a result of the accident, the GTF requires medical care, a Compensation Claim Form (801) must be completed as soon as possible. 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. Departmental office managers should have these forms available or they may be obtained from the Office of Environmental Health and Safety.

9.14 In addition to the 801, the supervisor will also be completing a Supervisors Accident Investigation Report (SAIR) to help the University identify ways to prevent similar injuries or illnesses in the future. The GTF is entitled to participate in that process and have a copy of the report.

9.15 OSHA (Occupational Safety and Health Administration) regulations prohibit discrimination or retaliation by an employer against a GTF for filing a workers' compensation claim or a safety-related complaint with OSHA.

9.16 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. These payments equal 66 2/3% of the GTF's average weekly wage (up to a maximum established by the 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.

9.17 An injured GTF who is unable to work may not receive both salary compensation from workers' compensation and sick leave pay when this results in receiving more than the 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 Environmental Health and Safety immediately.

9.18 As required by ORS 659.412 through 659.420, a GTF with a compensable occupational injury or illness has the right to reinstatement or reemployment at any available and suitable employment.

9.2 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.

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

9.22 Reporting Safety Hazards. GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor or other appropriate departmental representative such as the Department Head or the Office Manager. Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTF union representative. Off-campus resources include the local OSHA office and the BUREAU of Labor and Industries (BOLI).

10.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE

10.1 Satisfactory progress toward a graduate degree is a requirement of GTF appointment and

reappointment (See section 6.0).

10.11 A GTF appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program. As a matter of policy, individuals appointed as GTFs should be regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

10.12 The hiring unit (employer) is responsible for verifying that a GTF is making satisfactory progress toward her/his degree, whether or not the hiring unit is also the GTF's graduate degree program.

10.13 During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GTF appointments. The Graduate School will notify a GTF's graduate degree program if the GTF's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward her/his graduate degree and issue its approval before a GTF reappointment can be made to that student.

10.2 For a GTF in the Department of Philosophy who is a graduate student in another department, satisfactory progress shall be assessed by criteria established by that GTF's graduate degree program.

10.3 Criteria used in assessing satisfactory progress toward a graduate degree in the Department of Philosophy shall be as follows:

10.31 The criteria used to assess satisfactory progress is the same for all graduate students of the Department of Philosophy, whether or not they also hold a GTF position in the Department.

10.32 Coursework:

10.321 Complete 9 credit hours per term toward the graduate degree.

10.322 Complete 45 credit hours (M.A. students completing a thesis), 48 credit hours (M.A. students without thesis) or 81 credit hours (Ph.D. students, 18 of the 81 credit hours must be in PHIL 603: Dissertation) of graduate course work toward the graduate degree.

10.323 Complete the distribution requirements before the spring quarter of the second year, which can be satisfied by receiving a mid-B or better in:

10.323.1 Three courses in each of the three sub-disciplinary fields;

10.323.2 One course from each of three (M.A. students) or four (Ph.D. students) historical periods; and

10.323.3 Two courses from each of the four philosophical traditions that ground the diverse philosophical perspectives of the department. A single course may count toward each of the three categories, but no more than once in a single

category. Each course taken may be used to satisfy up to two distribution requirements.

10.33 Grades:

10.331 Maintain a GPA of 3.3 or better. The GPA will be computed for coursework meeting the requirements of the graduate degree.

10.332 At any one time, a student shall have no more than 9 credit hours of incomplete (excluding Thesis, Dissertation, and associated Research hours). All incompletes shall be completed before degree is awarded.

10.333 The number of courses taken toward the graduate degree on a P/NP basis shall not exceed 21 credit hours (excluding Thesis, Dissertation, and associated Research hours).

10.34 Examinations (Ph.D. only):

10.341 Satisfy the Department requirement that the examination on the Dissertation Prospectus be passed by the end of the second quarter following the passing of the Comprehensive Examinations.

10.35 Research (Ph.D. only):

10.351 Complete a proposal for a research project in the history of philosophy by the end of the winter quarter of the second year; submit paper in the first week of the fall quarter of the third year for appraisal within that quarter.

10.352 Complete Literature Review by the end of the last quarter of the third year.

10.353 Complete Prospectus by the end of the winter quarter of fourth year.

10.354 Complete Thesis Defense by the end of spring quarter of the fifth year.

10.36 Language Requirement (Ph.D. & M.A.):

10.361 Students must demonstrate proficiency in a second language equivalent to two years of study in that language at the college level.

10.362 Proficiency can be demonstrated by passing an examination with a score of 500 or better administered by the appropriate language department.

10.363 The language must be approved by the student's advisor and typically will be one relevant to the student's philosophical interests.

10.37 Logic Requirement (Ph.D. only): as a condition for advancement to candidacy in the doctoral program, the student must satisfy the logic requirement in one of four ways:

10.371 Earning a grade of B or higher in one of the following three courses:

10.371.1 Logic, Inquiry, and Argumentation (PHIL 325),
10.371.2 Philosophy of Logic (PHIL 555), or
10.371.3 Symbolic Logic (PHIL 561);

10.372 Earning a grade of B or higher in an advanced undergraduate logic course taken before entering the doctoral program;

10.373 Completing (with a B or higher) an appropriate 4-credit reading and conference course (PHIL 605) in logic within the Philosophy Department; or

10.374 Earning a grade of B or higher in a logic course offered by another UO department (e.g., mathematics or computer science). Courses taken for logic credit under (10.372)-(10.374) above must be approved by the Director of Graduate Studies.

10.38 Advancement to candidacy: Ph.D. students will be advanced to candidacy after they have completed their comprehensives (i.e. after successfully completing the distribution requirements, history paper, and literature review).

10.39 Ability to complete the graduate degree satisfactorily: Utilizing the above objective criteria, a subjective evaluation of the student's ability to complete the graduate degree will be made. Assessments will be made of the student's motivation and resourcefulness; commitment and devotion to scholarly projects; independent, creative, and original thinking.

10.4 Process for evaluating satisfactory progress toward graduate degree:

10.41 Evaluations will be completed by the Graduate Advisor and by the Graduate Program Director.

10.42 Student will be evaluated by the Graduate Advisor once per term and by the Graduate Program Director once a year during Spring term.

10.5 Failure to make satisfactory progress toward the graduate degree jeopardizes the Graduate Teaching Fellowship and places a block on future registration. Procedure to remedy will be implemented upon discussion between the student, the Graduate Advisor, and the Graduate Program Director.

10.51 Upon regaining satisfactory progress status, the student's Graduate Advisor will provide a written statement of recommendation about strength of work already completed and of support for the student's new timetable for advancement and completion.

10.52 Failure to remedy will result in disqualification from the department's degree program.

11.0 DISCIPLINE & DISCHARGE

A GTF appointment may be terminated pursuant to the conditions specified by Article 16 of the GTF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GTF of deficiencies in their work performance or progress toward the degree.

12.0 DISCRIMINATION GRIEVANCE PROCEDURES

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

APPENDIX A: WORK ENVIRONMENT

The work environment and materials provided to the Department of Philosophy's GTFs include the following:

a.) Workspace.

All GTFs are issued a Key Authorization Card which is used to obtain keys from Public Safety (1319 East 15th Avenue, across the street from the Student Rec Center). GTFs receive one key for their assigned office and one key that accesses the Philosophy Library (room 311 PLC) and the photocopy room (308 PLC). After hours access to PLC (between 5pm and 8am, Monday through Friday, and all day on the weekends) is obtained by flashing the UO Photo ID card at one of the two electronic card readers on either the northwest door (basement level across from the Kincaid Street LTD bus stop) or the east courtyard door (near the English Department facing the Art Museum).

b.) Private Meeting Space.

GTFs needing space to hold review sessions, make-up exams, or other events related to their GTF assignments may reserve the Philosophy Department's Conference Room (314 PLC). This room must be reserved prior to use. Check the calendar posted outside either door to determine the room's availability before contacting the Office Manager. FYI, since Philosophy Department meetings are normally scheduled for Thursdays from 4pm to 5:30pm, Room 314 is seldom available for any other use during that time.

GTFs who find 314 PLC unavailable or unsuitable for their needs may use the Academic Classroom Reservation website at <http://registrar.uoregon.edu/facnstaff/classroom_reservation_request/> to request a room. GTFs are requested to add the following information at the bottom of the reservation request to ensure that the Office Manager receives a copy of the reservation, because students always ask:

Department Person to Notify: TK McDonald
Department: PHIL
E-mail: tkonal@uoregon.edu
Phone: 346-5547

c.) Access to Telephones and Computers.

Each GTF office contains one telephone, and all telephone extensions are on the UO's Intuity voice mail system (see <http://telcom.uoregon.edu/Voicemail-Voice-Mail-Overview.htm> for full instructions). Office staff will encourage callers to leave messages on voice mail. New messages will cause a light on the telephone to glow bright red, and GTFs are expected to know how to retrieve these messages. Each fall term, GTFs are encouraged to check their outgoing voice announcement (what folks hear when they call, right before they leave a message) and change it as appropriate.

Three computers are available for GTF use in room 311 PLC. Although this room is locked between 5pm and 8am, a key to the room may be obtained with a Key Authorization Card that is normally issued at the same time as the one for the individual GTF's office. There is one printer connected to each computer; currently, there is a Mac connected to an HP DeskJet color printer, a PC connected to a black & white HP Laserjet printer, and a PC connected to a black & white Samsung Laser printer. Paper is only supplied for work related to the GTF's assignment.

d.) Access to Office Supplies, Photocopies and Printouts.

Office supplies necessary for Philosophy Department GTFs to accomplish the tasks associated with their GTF assignments are located in room 338A PLC, across from the GTF & Faculty mail boxes. This room is normally accessible from 8am to noon and 1-5pm Monday through Friday when the Office Manager is on duty. Items on hand include a first aid kit, overhead transparencies, notebook binders, recycled file folders, labels, new & re-usable envelopes for on & off campus mailing, index cards, reams of photocopy paper in plain white & assorted colors, manila folders, pens, pencils, paper clips, and dry erase markers. GTFs are expected to advise the Office Manager if stock of a needed item is running low.

A scanner and a fax machine in the Philosophy Department Office are available for GTF use. Our fax number is 541-346-5544.

Current term GTFs are assigned a code to use the photocopier in room 308 PLC. Photocopy privileges do not extend past the term of the GTF's appointment. Please do not make copies at Kinko's or somewhere else off-campus. Prior approval from UO Printing Services must be obtained to receive reimbursement for off-campus copying service, and such approval is only given under limited circumstances.

Please contact TK McDonald at 541-346-5547 if you need assistance.