GDRS for University of Oregon Forensics Program

Contact Information for Person Completing/Submitting this GDRS:

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1.0  GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GTFs) offered by this GTF hiring unit. The relationship between GTFs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GTFs and this GTF hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GTF hiring unit.

About 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 $140 of the mandatory fees set by the Oregon University System; 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 22.
About the Graduate Teaching Fellows Federation (GTFF)

All Graduate Teaching Fellows (including administrative, research and teaching GTFs) at the University of Oregon are represented by a union, the GTFF. Official membership is at the individual's discretion although payment of monthly dues or an equivalent is required under a fair share agreement. Levels of appointment and minimum salary levels for all graduate teaching appointments are subject to the provisions of the CBA between the GTFF and the University of Oregon. A link to the CBA and to this GDRS is provided in the GTF appointment contract signed by each student who accepts a GTF appointment.

The individual who shall oversee the implementation of this GDRS is: Trond Jacobsen, Ph.D.
Director of Forensics and University Forum Robert Clark Honors College

DATE OF THIS GDRS REVISION: 5/15/2015

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GTF positions available is subject to the budgetary constraints on the GTF employing unit and the University, and is based on the unit’s specific need for one or more GTFs.

In this GTF employing unit, the priority is to staff regular required courses (including the following courses) and to provide assistance to faculty where needed:
NA

This GTF employing unit: (Select all that apply.)

☑ Makes an effort to distribute GTF opportunities to as many students as possible.
☑ Encourages financial opportunities through such other means as scholarships, work study, and grants.
☐ Reserves a number of appointments for incoming students.

ACADEMIC YEAR APPOINTMENTS

The availability of GTF appointments for the upcoming academic year is usually determined: WINTER TERM

In recent years, GTF assignments during the academic year in this GTF employing unit have included:

☐ Instructor of Record
☐ Discussion Section Leader (full course responsibility)
☐ Laboratory Section Leader
☐ Teaching Assistant
☐ Grader
☐ Research Assistant
☑ Administrative GTF
☑ Supervisory GTF (e.g., practicum supervisor)
SUMMER TERM APPOINTMENTS
Does unit hire GTFs in Summer? YES

If yes, the availability of GTF appointments for the upcoming summer term is usually determined:

SPRING TERM

In recent years, GTF assignments during the summer in this GTF employing unit have included: Select all that apply.

- [ ] Instructor of Record
- [ ] Discussion Section Leader (full course responsibility)
- [ ] Laboratory Section Leader
- [ ] Teaching Assistant
- [ ] Grader
- [ ] Research Assistant
- [x] Administrative GTF
- [ ] Supervisory GTF (e.g., practicum supervisor)

3.1 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are

Current University of Oregon graduate students pursuing (or at least admitted and planning to attend) a master’s or doctoral degree in any discipline are eligible to apply.

Note regarding graduate programs and departments that employ GTFs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GTF positions in this employing unit. In all cases, preference is given to the department or program’s own students.

Experience or credentials required in order to be considered include:

- Demonstrated educational focus in rhetoric, speech and communication, or related disciplines is required.
- Proven ability to proactively reach out to students to schedule regular meetings and practice students is required.
- Experience developing and managing summer debate institutes for high school students is required.
- Proven track record of successful recruiting efforts, particularly recruitment of students from traditionally under-served communities.
- Experience participating on a forensics debate team that competing on a national and regional level is required.
- Demonstrated knowledge of the full range of forensic events and multiple types of debate is required.
- The successful applicant must demonstrate clear, specific progress towards an advanced degree reasonably related to the activities of competitive speech and debate.
Students will be considered in the following order:

- Participation in an academic program which is reasonably related to the activities of competitive speech and debate, including scheduling frequent meetings and practice rounds with students in the forensics program.
- Direct experience with a collegiate forensics program, including but not limited to budget preparation; cost accounting; planning and conducting events such as speech and debate tournaments; summer debate workshops; and, public forum speech and debate events.
- Direct experience teaching and judging a full range of forensics events and types of debate.
- Demonstrated ability to manage travel responsibilities, school performance, and on-campus coaching duties all at the same time.

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:

A GTF in a masters program will be renewed no more than three times. A GTF who is a doctoral candidate will be allowed no more than seven reappointments.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GTF appointment and be making satisfactory progress toward their degree in order to be eligible for a GTF appointment (see Section 9).

In addition, this GTF employing unit requires that a GTF maintain her/his studies in residency at the UO during each term of appointment: Yes

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School’s “GTF Openings” page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days: Yes

ACADEMIC YEAR APPOINTMENTS

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

Availability of positions for the upcoming year are announced to the UO Forensics Team and posted in collaboration with and through the Graduate School. Forensic program position announcements will also be posted with GTF Federation and the UO English, Journalism, and Political Science departments, as well as the law school. Postings will also be placed in publications/websites where such positions are commonly advertised, such as those maintained by CEDA, NPDA, and other debate associations.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

Same as the previous statement.
SUMMER TERM APPOINTMENTS

Information about the availability of positions (including specific position announcements where applicable) for the upcoming summer term will be shared with continuing graduate students in the following way(s):

Generally, the application process for incoming students includes:

Summer appointments are not typically available for new GTF’s in this department. Summer appointments are determined on "as needed" bases, and are only available to GTFs currently scheduled for re-appointment after completing a prior term as a GTF in the UO Forensics department AND are scheduled to return for a re-appointment the following academic year.

Generally, the application process for continuing students includes:

Summer appointments, if any, are disseminated to candidates through University of Oregon job postings boards, as well as by posting their availability in specific department and program jobs boards. Examples of such departments or programs include the political science department, the law school, the journalism school, the Clark Honors College, and the School of Journalism and Communications. Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, positions will be identified outside of the normal appointment cycle. Information about the availability of these positions will be made in the following way(s):

Information about the availability of non-standard appointments will be coordinated through the UO Graduate School to ensure proper procedures are followed when making new appointments.

From time to time, in this unit, emergency appointments may be necessary. In such cases, these positions will be announced and filled in the following ways:

Information about the availability of emergency appointments will be coordinated through the UO Graduate School to ensure proper procedures are followed when making new appointments.

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:

The standing committee shall consist of (a) a tenured faculty member of the department or college which is hiring the GTF (in this case, the Clark Honors College); (b) the Director of Forensics; and (c) a student representative of the forensics program, which is presumptively the President of the Forensics team. Also in accordance with the CBA:

- GTFs will be appointed year-to-year rather than term-to-term, whenever feasible. GTFs are not employed term-by-term in order to determine whether they are adequately qualified for a GTF position.
• Reappointments are not automatic, nor are they guaranteed.
• In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GTF position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GTF employing unit and (C) specific criteria relating to the particular GTF work assignment.

(A) General criteria include (in no particular order):

☐ Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
☐ Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GTF and the faculty person with whom the GTF will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GTF’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria. Previous experience.
☐ For teaching GTF positions, having previously taught or taken the course where the GTF position is offered. For non-teaching GTF positions, previous employment or other experience relevant to the GTF position available.
☐ Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
☐ Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria
For an Instructor of Record (full course responsibility):

1. Experience teaching in a successful high school or college speech and debate program. Must be able to demonstrate instruction resulted in significantly improved student competitor performance.
2. Experience in planning and conducting the events typically associated with collegiate forensics programs, such as debate tournaments; summer debate/speech workshops; and public forum speaking events.
3. Success in conducting travel and participation in speech and debate tournaments.
4. Ability to address audiences with varying levels of speech and debate expertise.
5. Demonstrated success in budgeting; cost accounting; planning; and managing a successful high school or college debate program.

For a Discussion Section Leader: N/A
For a Laboratory Section Leader: N/A

For a Teaching Assistant: N/A

For a Grader: N/A

For a Research Assistant: N/A

For an Administrative GTF:
Successful planning and administration of a forensics budget; successful planning of intensive recruiting initiative targeting both in and out of state students; successful planning of a summer debate workshop; cost accounting of debate/speech expenditures; experience with the funding process of a forensics program; weekly meetings with students to provide forensics instruction; determining and meeting the needs of the various members of a university debate community.

For a Supervisory GTF: N/A

(C) All criteria specific to a particular GTF work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include:

- Experience participating on one or more successful forensics programs competing at both the national and regional levels.
- A minimum of 1 year full-time (or equivalent, i.e. 2 year part time) work experience in the administration of an educational or associated student body program. Preference will be given to candidates who have direct work experience with administrative oversight and instruction of a forensic/speech debate program.
- Knowledge and skills to teach and judge the full range of forensic events and multiple types of debate.
- Ability to work in collaboration with students and team members and university partners to accomplish goals and tasks for the administration and instruction of the UO Forensics Program.
- Demonstrated excellence in communication and interpersonal habits of communication.
- The successful applicant must demonstrate clear, specific progress towards an advanced degree reasonably related to the activities of competitive speech and debate.

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, the same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (Also described in Section 4).
Performance of GTFs in this employing unit are evaluated:

- At the end of every term
- During spring term
- At the end of the academic year for GTFs appointed fall, winter and spring
- At the end of the summer term for summer GTFs

Evaluations are performed by: Director of Forensics.

The criteria used for evaluation include: Evaluations will focus on the effectiveness toward completing duties as outlined in the GDRS.

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GTF position, GTF employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GTF employing unit, GTFs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .20 FTE (Up to 88 hours per term or up to 264 hours per academic year)
- .25 FTE (Up to 110 hours per term or up to 330 hours per academic year)
- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .35 FTE (Up to 153 hours per term or up to 459 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .45 FTE (Up to 197 hours per term or up to 591 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties 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. GTFs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GTF assignment types in this unit.

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

In this GTF employing unit, duties for the following types of GTF work assignments are as follows:
DUTIES BY WORK ASSIGNMENT

Instructor of Record: N/A

Discussion Section Leader: N/A

Laboratory Section Leader: N/A

Teaching Assistant: N/A

Grader: N/A

Research Assistant: N/A

Administrative GTF:

Administration of UO Forensics Program:
Under the supervision and direction of the Director of Forensics the GTF will assist in the administration and operational duties necessary to run the UO Forensics Program. Examples of these duties include, but are not limited to, regular instruction of students in speech, debate, and mock trial at times proactively scheduled by the GTF, development of the Oregon Global Debate Institute summer workshop, recruitment, event/tournament coordination, travel arrangement, correspondence management, program development, outreach development and administration, event promotion, event staff oversight/supervision, working with UO departments as directed to ensure the Forensics program is implementing and following UO policy and procedure related to administration and operations of the program. This position also requires assisting with oversight of the Forensics budget. Forensics GTF must be prompt in providing all receipts and related documentation and complete and comprehensive travel reports for review by Forensics Coordinator and to the Clark Honors College finance team.

Forensics Instruction:
Unless otherwise proscribed, the GTF will take the lead in providing forensics instruction outside of the HC 399 class. The Forensics GTF should initiate a plan to coordinate forensics personnel and resources to effectively instruct and develop students in all events supported by Oregon Forensics. This instruction will include classroom instruction, individual coaching, and coaching during tournaments and events as determined by the Director of Forensics and in part on the needs of events/tournaments scheduled each term. This work will be complete through courses, labs, and tournaments. These are the most important duties of the Forensics GTF.

Travel:
This position requires travel. The UO Forensics Team participates in approximately 13 to 18 tournaments each year. The GTF chosen for this position must be available and willing to travel for participation and attendance of approximately 50% of the tournaments attended by the UO Forensics Team for tournament oversight. The GTF must demonstrate insurability for the use of both private rental vehicles as well as responsibility for operating state motor pool vehicles. The GTF must be able to manage and chaperone college students while traveling to off campus speech and debate events. The GTF must comply with all accounting and travel reporting procedures.
**Time Allocation:** The GTF will be held to the contractual limit of 19 hours of work per week. This time will be "averaged," as an attempt to balance the academic needs of the GTF with the needs of the forensics program. Roughly speaking, 40% of the GTF's time will be spent teaching and coaching; 40% of the time traveling to and attending speech and debate tournaments; and 20% of the time administering the intercollegiate forensics program.

**Supervisory GTF:** N/A

**8.0 HEALTH AND SAFETY INFORMATION 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://facilities.uoregon.edu/. 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.
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 541-346-3192 or visit their website, http://facilities.uoregon.edu/ehs

Reporting Safety Hazards:
GTFs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:

- 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. Emergency situations may also be reported to the Department of Public Safety; the Eugene Police Department; and/or the Eugene Fire Department. Off-campus resources also include the local OSHA office and the Bureau of Labor and Industries (BOLI).

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

See the Director of Forensics

Use of Personal Protective Equipment: N/A

Required safety training and appropriate departmental record keeping:

Each GTF must be trained in basic CPR and first aid. Having a certificate establishing current proficiency in CPR and first aid, and "on file" with the Director of Forensics is required. GTFs will study and learn driving safety concepts, whether issued by the state of Oregon Motor Pool or any other department or agency to which the University of Oregon forensics program is responsible. Finally, the GTF must learn all applicable rules, policies, and regulations applicable to University of Oregon employees as they pertain to protecting the safety and welfare of the forensics students while conducting their events on behalf of the University of Oregon.

9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because 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, individuals appointed as GTFs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GTF position. For GTFs, satisfactory progress toward the degree is an eligibility requirement of GTF appointment and reappointment. Each GTF employing unit (employer) is responsible for verifying that the GTF is making satisfactory progress toward his/her degree, whether or not the hiring unit is also the GTF's graduate degree program. The GTF’s progress toward the degree is assessed based on criteria established by the
GTF’s graduate degree program, regardless of where the GTF is employed.

Graduate School Minimum GPA: 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.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GTF employing units, the GTF should refer to the GDRS for his/her academic program and/or inquire with the graduate program director or graduate coordinator/secretary. This GTF employing unit is:

☐ An academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.
☒ An academic unit with no graduate degree program. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.
☒ An administrative, research, or non-academic unit. Satisfactory progress is determined by each GTF’s graduate program. See that program’s GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document: N/A

Criteria Used to Assess Satisfactory Progress
The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

- **Coursework:** See Other
- **Grades:** See Other
- **Examinations:** Research: See Other
- **Language Requirements:** See Other
- **Other:** The criteria used to assess satisfactory progress toward a graduate degree in this unit are as determined by the candidate’s academic graduate program. Failure to (1) make satisfactory academic progress, (2) regain satisfactory academic progress status, and/or (3) disqualification from the forensics GTF position, will be judged by the graduate program in which the GTF is pursuing her/his advanced degree. Any GTF appointment or renewal which occurs at a time when the GTF is not in "satisfactory academic standing" shall be void in its inception, and will be withdrawn immediately upon discovery of the lack of satisfactory academic progress.

The process for evaluating satisfactory progress toward graduate degree is as follows: Director of Forensics will meet with GTF at the end of each term and discuss degree progress. Director of Forensics will verify degree process annually (usually Spring term). The Director of Forensics reserves the right to verify academic progress at any time during the year.

Failure to make satisfactory progress toward the graduate degree: GTFs must make satisfactory progress toward the graduate degree per Graduate School requirements. Failure to meet the academic qualification can result in termination of the GTF contract.

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

11.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GTFs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GTF’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online: http://aaeo.uoregon.edu/AAEO%20Booklet%20Color.pdf

12.0 WORK ENVIRONMENT

This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Information detailing this unit’s GTF work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GTF assistance) can be found online: http://blogs.uoregon.edu/forensics/

**Workspace:**
876 East 12st Avenue Suite 2, Eugene, OR 97403

**Private Meeting Space:**
876 East 12st Avenue Suite 2, Eugene, OR 97403

**Access to Telephones and Computers:**
GTFs assigned this position will be provided keys to the work space and will have access at all times.

**Access to Office Supplies, Photocopies and Printouts**
Access to office supplies, photocopies and printouts will be provided, within the budget of the University of Oregon Forensics program. Oregon’s commitment to “paperless” debate and sound environmental policies dictates that printed material be kept to a minimum.

**GTF Assistance:** NA

13.0 ABSENCES

Arrangements for customary and informal absences will be made directly between the GTF and the Director of Forensics. The GTF is required to meet all duties and responsibilities associated with the assigned FTE. Anticipated absences should be requested by email at least 2-weeks in advance. Less notice is permissible upon mutual agreement between the GTF and the Director of Forensics.

In the event of an unanticipated absence the GTF should call the Director of Forensics’ cell phone as soon as the absence is realized. When possible during or within 24-hours after and unanticipated leave a follow-up email should be sent to the Director of Forensics from the GTF for tracking.

All other absences will follow the absence policy outlined in Section 10 of the GTFF Contract.