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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.

The individual who shall oversee the implementation of this GDRS is: Rocío Zambrana
DATE OF THIS GDRS REVISION: 5 May 2016
2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS (GTFs)

The availability of GTF appointments are programatically 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: PHIL 101, 102, 103, 110, 120, 123, 130, 170, 211, 213, 216, 307, 308, 309, 310, 311, 312, 315, 320, 322, 323, 325, 330, 331, 332, 339, 340, 342, 343, 344, 350, 415, 420, 421, 425, 433, 441, 443, 451, 452, 453, and 463. 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
☐ offers a number of appointments for incoming students

ACADEMIC YEAR APPOINTMENTS

The availability of GTF appointments for the upcoming academic year is usually determined: by April 15 of the previous academic year.

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
- 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: during Fall 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
☐ Research Assistant
☐ Administrative GTF
☐ Supervisory GTF (e.g., practicum supervisor)
3.0 APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

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:

(1) by personal email and telephone correspondence for those GTF positions for which only graduate students in the Department of Philosophy are eligible.

(2) for those open to graduate students from any discipline, 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

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways: personal email and/or telephone correspondence

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): personal email and/or telephone correspondence

Generally, the application process for incoming students includes:
Completed applications shall be returned to the Department by January 15th. New appointments are based on a review of applications by the Graduate Studies Committee and the Faculty Committee and announced by April 15th. Additional appointments may be made after that deadline if additional funds become available for that purpose. Such additional appointments will be filled by decision of the Graduate Studies Committee.

Generally, the application process for continuing students includes:
No application process is required for academic year appointments for continuing students who have been offered GTF support on admission to the PhD program. Openings for Summer Term Appointments are announced to continuing students in fall term by personal email correspondence or telephone. The application process includes submission of a detailed course syllabus and a cover letter summarizing the applicant’s academic background and teaching experience as relevant to the course.

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):
personal email correspondence and/or telephone

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:
Announcements of emergency appointments are made via email and/or telephone correspondence; positions are filled by shifting assignments and/or by making new appointments using the eligibility requirements described in Section 3.0 above.

Students eligible for a GTF appointment in this GTF employing unit are:
1. Graduate students who are enrolled in the Department of Philosophy.
2. 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.

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: significant experience and/or credentials in philosophy necessary to perform the work assignment.

Preference for appointments will be as follows:
1. PhD students in philosophy who are making satisfactory progress toward degree and have not yet used all the terms of GTF funding offered to them at time of admission;
2. Newly admitted philosophy PhD students;
3. Students in the Philosophy MA program;
4. PhD students in philosophy who have used all of the terms of GTF funding offered to them at time of admission;
5. Other qualified graduates students enrolled at the University of Oregon.

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 7.0).

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

4.0 APPOINTMENT AND REAPPOINTMENT PROCESS

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes: the Department Head and the Directors of Graduate and Undergraduate Studies

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 3.0, 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): Priority in assignments will be given to GTFs based on (1) seniority (more senior GTFs will have priority), (2) whether or not the GTF has already taught as instructor of record (GTFs who have not taught as instructor of record will receive priority), (3) if the GTF has served as a discussion section leader for the course to be taught (those with experience will have priority), and (4) in light of the quality of the course syllabus submitted.

For a Discussion Section Leader: Priority in assignments will be based on (1) stated preferences provided by the GTF, (2) seniority (more senior applicants will have priority), and (3) whether or not the applicant has already served as discussion section leader for the course being assigned (GTFs who have not been assigned to the given course before will receive priority).

For a Laboratory Section Leader N/A
For a Teaching Assistant: N/A
For a Research Assistant: Recommendations by the supervising faculty member will be considered.
For an Administrative GTF: Recommendations by the supervising faculty member will be considered.

For a Supervisory GTF: Priority in assignments will be based on (1) stated preferences provided by the GTF, (2) seniority (more senior applicants will have priority), and (3) whether or not the applicant has already served as discussion section leader for the course being assigned (GTFs who have not been assigned to the given course before will receive priority).

(C) All criteria specific to a particular GTF work assignment are specified in position announcements (see Section 2.0 above for how to access these position announcements).

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3.0, 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, same application process described in Section 4.0 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 4.0)

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: Supervising faculty (for Discussion Section Leaders, Research Assistants, Administrative GTFs), the Department Head
The criteria used for evaluation include: Criteria set forth above for hiring/selection decisions, student evaluations of teaching, and supervisory evaluations based on work and on one teaching observation by the supervising faculty member each quarter.

5.0 WORKLOAD & WORK ASSIGNMENTS

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)

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. To assist tracking, a GTF Workload Allocation Form is available on the Philosophy Department website.

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:

0.49 FTE (up to 215 hours per term or up to 645 hours per academic year) for a 4 credit class with full course responsibility for enrollment limited to 35 students:

- adapt and/or develop syllabus and course materials;
- submit course syllabus to immediate supervisor at the beginning of each term;
- assist with registration;
- conduct 4 hours of lecture per week;
- hold office hours (at least 2 per week) and be available for counseling, tutoring, and/or special consultations;
- spend at least 4 hours per week preparing lectures and/or demonstrations;
• construct examinations and/or quizzes;
• spend approximately 55 hours per term reading and grading papers, exams, and quizzes;
• proctor exams;
• maintain and submit grading records in compliance with the Department's and the University's regulations;
• attend meetings as required (departmental and with faculty supervisor).

Discussion Section Leader:
0.40 FTE (up to 175 hours per term or up to 525 hours per academic year) for two discussion sections totaling 40-65 students:
• lead one hour of discussion per week for each section;
• attend main lecture (4 hours per week);
• complete assigned readings and plan weekly discussion section;
• help with construction of examinations and quizzes;
• hold office hours (at least 2 per week) and be available for counseling, tutoring, and/or special consultations by appointment;
• respond promptly to student emails;
• spend approximately 55 hours per term reading and grading papers, exams, and quizzes;
• proctor exams;
• maintain and submit grading records in compliance with the Department's and the University's regulations; and
• attend weekly meetings with the faculty instructor of record.

Laboratory Section Leader: N/A

Teaching Assistant: N/A

Grader:
0.40 FTE (up to 175 hours per term or up to 525 hours per academic year) for two discussion sections totaling 40-65 students:
• attend all classes (4 hours per week);
• complete assigned readings;
• help with construction of examinations and quizzes;
• spend approximately 20 hours per term assisting the instructor of record with course related research;
• hold office hours (at least 2 per week) and be available for counseling, tutoring, and/or special consultations by appointment;
• respond promptly to student emails;
• spend approximately 55 hours per term reading and grading papers, exams, and quizzes; proctor exams;
• maintain and submit grading records in compliance with the Department's and the University's regulations; and
• attend weekly meetings with the faculty instructor of record.

Research Assistant:
• assist faculty in research as directed

Administrative GTF:
• assist faculty with administrative tasks as specified in the position announcement, which may include the following: undergraduate student advising, editorial and copyediting tasks,
• assistance with colloquia arrangements and other department events;
• assistance with updates to department website;
• assistance with other office-related duties as directed.

Supervisory GTF:
0.40 FTE (up to 175 hours per term or up to 525 hours per academic year) for up to sections totaling 40-65 students:
• supervise students (both in-classroom and in-field) as part of their service-learning work in the associated course;
• lead one hour of discussion per week for each section (if required by the associated course);
• attend main lecture with primary class instructor (4 hours per week);
• complete assigned readings and plan weekly discussion section;
• help with construction of examinations and quizzes;
• hold office hours (at least 2 per week) and be available for counseling, tutoring, and/or special consultations by appointment;
• respond promptly to student emails;
• read and grade papers, exams, and quizzes;
• proctor exams;
• maintain and submit grading records in compliance with the Department's and the University's regulations; and
• attend weekly meetings with the faculty instructor of record.

6.0 HEALTH AND SAFETY

Accident Reporting and Workers’ Compensation:

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 345-8316.

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 Safety Incident or Accident 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://orm.uoregon.edu/content/injury-reporting-and-workers-compensation.

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 or 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 ORM 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 University of Oregon Safety Policy may be found in the library, [http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety](http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety). 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://ehs.uoregon.edu/](http://ehs.uoregon.edu/). Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, [http://ehs.uoregon.edu/safety-advisory-committee](http://ehs.uoregon.edu/safety-advisory-committee).

**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:
Patricia Martin, Philosophy Department Business and Budget Manager, 541-346-7352

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. Off-campus resources 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:** The evacuation plan for second floor Susan Campbell Hall is posted in the hallway near the elevators; first aid supplies are in the Philosophy Common Room, 270 Susan Campbell Hall (Theresa "TK" Landázuri, Graduate Program Coordinator, is responsible for maintaining the first aid supplies).

### 7.0 SATISFACTORY PROGRESS TOWARD 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 Philosophy along with the process by which satisfactory progress is assessed, can be found online:

**MASTER OF ARTS GRADUATE DEGREE REQUIREMENTS**  
[HTTP://PHILOSOPHY.UOREGON.EDU/GRADUATE/MA_REQUIREMENTS/](HTTP://PHILOSOPHY.UOREGON.EDU/GRADUATE/MA_REQUIREMENTS/)

**DOCTOR OF PHILOSOPHY GRADUATE DEGREE REQUIREMENTS**  
[HTTP://PHILOSOPHY.UOREGON.EDU/GRADUATE/PHD_REQUIREMENTS/](HTTP://PHILOSOPHY.UOREGON.EDU/GRADUATE/PHD_REQUIREMENTS/)

The process for evaluating satisfactory progress toward graduate degree is as follows:

The Faculty Committee will evaluate all graduate students for satisfactory progress toward degree annually in the spring term. This evaluation will be based on information provided by the Director of Graduate Studies, the Graduate Advisor (student's thesis or dissertation director) if applicable, and other faculty who have taught or supervised the student. 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.

**Failure to make satisfactory progress toward the graduate degree:**
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 (if applicable), and the Director of Graduate Studies. 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. Failure to remedy will result in disqualification from the department’s degree program.

**8.0 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/booklet.html](http://aaeo.uoregon.edu/booklet.html)
9.0 WORK ENVIRONMENT
This section provides information about GTF facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Workspace:
All GTFs are issued a Key Authorization Card which is used to obtain keys from the UO Card & Key Office (temporarily located in the Taylor Lounge, first floor of the Erb Memorial Union -- aka EMU -- at 1222 East 13th Avenue, corner of East 13th Avenue & University Street). GTFs with offices on the second floor of Susan Campbell Hall receive one key for their assigned office and one key that accesses Susan Campbell Hall after the building is locked. GTFs with offices in the Graduate School area on the first floor of Susan Campbell Hall are also issued a key to access the first floor hallway when the Graduate School is closed.

Private Meeting Space:
GTFs needing a private space to hold review sessions, make-up exams, or other events related to their GTF assignments may use Susan Campbell Hall GTF room 158 or reserve the Philosophy Department’s Conference Room (250C Susan Campbell Hall; this room must be reserved prior to use. Check the calendar posted outside the room to determine the room’s availability before contacting the Graduate Program Coordinator). FYI, since Philosophy Department meetings are normally scheduled for Thursdays from 4pm to 5:30pm, 250C Susan Campbell Hall is seldom available for any other use during that time. GTFs who find 250C Susan Campbell Hall unavailable or unsuitable for their needs may use the Academic Classroom Reservation website at http://registrar.uoregon.edu/faculty_staff/academic_scheduling/classroom_reservation_request to request a room. GTFs are requested to advise the Graduate Program Coordinator, in case students ask.

Access to Telephones and Computers:
For GTFs who occasionally need a telephone in the department, there is a telephone available at the front desk in the department office. Occasionally, the department has computers and printers available to allocate for individual GTF office use; GTFs are encouraged to submit requests for computer allocations to the Business and Budget Manager. Two computers are also regularly available for GTF use in the Susan Campbell Hall Common Room 270. Although the hall door that leads to this room is locked between 5pm and 8am, the room may be opened with the same key as the one for the individual GTF’s office. There is one printer connected to the computers; currently it is a black & white HP Laserjet printer. Printer paper is only supplied for work related to the GTF’s assignment.

Access to Office Supplies, Photocopies and Printouts
The majority of office supplies necessary for Philosophy Department GTFs to accomplish the tasks associated with their GTF assignments are located in a supply cabinet in the Philosophy Department Main Office (room 211 Susan Campbell Hall). This room is normally accessible from 8am to noon and 1-5pm Monday through Friday when office staff are on duty. Items on hand include notebook binders, recycled file folders, labels, new & re-usable envelopes for on & off campus mailing, index cards, manila folders, pens, pencils, paper clips, chalk, chalkboard erasers, and dry erase markers. Reams of photocopy paper in plain white & assorted colors are located near the copier. GTFs are expected to advise office staff if stock of a needed item is running low. Some supplies, such as a first aid kit, are located in the Philosophy Common Room (270 Susan Campbell Hall). 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 158 Susan Campbell Hall. Photocopy privileges do not extend past the term of the GTF’s appointment. Please do not make GTF assignment-related 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. Any additional desired supplies may be requested from the Department Head and may be made available depending on perceived usefulness and availability of resources.

GTF Assistance
In the Philosophy Department, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.
10.0 ABSENCES

NOTIFICATION
If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record and/or the department head, and the graduate program coordinator by both telephone and email as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from your instructor of record and/or the department head. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GTF).

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to the instructor of record and/or the department head and the graduate program coordinator using this protocol.
If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GTF and the department on any adjustment due to the GTF’s absence.

COVERAGE FOR TEACHING GTFs USING SICK LEAVE
If the Director of Graduate Studies or the Department Head asks you to substitute for another GTF who is on sick leave and you perform the substitution, you will earn hourly compensation of 1.5 times your current rate.

MAKE-UP WORK
Generally, for duties missed not related to a class meeting, please check in with your instructor of record and/or the department head to determine when and how the missed work will be made up.

PLANNED ABSENCES
If you are planning an approved absence during any working days of the term, be sure to notify your instructor of record and/or the department head how to reach you (if possible).

MORE INFO
More information about GTF absences — including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition — can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, http://hr.uoregon.edu/er/labor-agreements