General Duties and Responsibilities for Folklore Program

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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. GTF in this document refers to teaching, research, and administrative positions. 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 during the term of appointment. 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 $61 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 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 the Program Director.

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2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GTF appointments in Folklore are programmatically determined by program faculty members. 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, GTFs are primarily assigned to teach discussion sections of FLR 250 Introduction to Folklore and other large lecture courses; serve as archivists in the Randall V. Mills Archives of Northwest Folklore and program assistants to the Oregon Folklife Network; and serve in other areas as determined by the Program Director and the Folklore Faculty.

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 annually by the Folklore Program faculty.

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? No
If yes, the availability of GTF appointments for the upcoming summer term is usually determined: N/A

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
☐ Administrative GTF
☐ Supervisory GTF (e.g., practicum supervisor)

3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are:
- Admitted into the Folklore Master’s Program
- Students newly entering the program must demonstrate outstanding academic record
- Students already in the program, must demonstrate satisfactory academic standing and progress toward the degree:
  - Minimum of 3.5 GPA
  - Satisfactory progress toward completing coursework for degree requirements (usually at least 9 credits per term)
  - Making appropriate progress toward thesis or terminal project (assessed by Folklore Faculty, including chair of student’s advising committee, based on when student entered program and anticipated date of graduation)

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 program’s own students.

Experience or credentials required in order to be considered include:
Assignment as a Discussion Leader in a large lecture course presupposes that the appointee has some basic academic background in the area covered by the course and ideally some teaching experience. Appointees in the archives presupposes academic background in folklore, and appointees in the Oregon Folklife Network ideally have skills applicable to public folklore in addition to academic background.

Students will be considered in the following order:
N/A

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
GTF positions in the Folklore program are not renewable from year to year. Students who have held positions one year are eligible to apply for the same or different positions in subsequent years.
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.

4.0 APPLICATION PROCESS

ACADEMIC YEAR APPOINTMENTS
Incoming master’s students are automatically considered for GTF positions. Applicants are ranked based on the quality of their applications (relevant academic and professional experience, quality of academic records, and letters of recommendation). GTF positions, depending on availability, are offered to students in the order of their ranking.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:
Position announcements for GTF positions in Folklore for the next academic year are distributed by email in early February to all current graduate students enrolled in the Folklore Program. Deadlines for applications are due to the Folklore Program secretary by the end of February, the specific date will be announced in the position announcement.

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:
N/A

Generally, the application process for continuing students includes:
N/A

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):
N/A

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:
N/A

5.0 APPOINTMENT AND REAPPOINTMENT
In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
Lisa Gilman, Program Director (or current program director), Daniel Wojcik, Professor, and a third member to be selected by the Director annually.

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): N/A

For a Discussion Section Leader:
GTFs may be assigned to assist faculty in teaching discussion sections of large lower-division FLR courses. These appointments are at .49 FTE per term. Assignment as an assistant in a large lecture course also presupposes that the appointee has some basic academic background in the area covered by the course.
Duties of these assignments will consist of assisting the professor in course preparation; conducting weekly discussion sections related to the course content (in most cases, 2 sections per appointee/per week); evaluation of critical papers and projects; meeting with students during regularly scheduled office hours.

For a Laboratory Section Leader: N/A

For a Teaching Assistant: N/A

For a Grader: N/A

For a Research Assistant:
Assignments are in the Randall V. Mills Archives of Folklore; they are at .40 FTE per term.
Assignments are based on:
1) Academic standing
2) Basic academic background and experience in the area
3) Students should show organizational skills

For an Administrative GTF: N/A.
Assignments are in the Oregon Folklife Network for .40 FTE per term. Assignments are based on:
1) Academic standing
2) Basic academic background and experience in public folklore
3) Students should show organizational and communication skills

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:
- A statement of interest that indicates the positions for which the student wishes to be considered; explanation of qualifications a student has for each position; and reasons why each position is useful in her or his professional development
- A current curriculum vitae
- Faculty review students’ academic progress on Duckweb

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 program director 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
X 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:
The professor of the assigned lecture course and the Folklore Program Director for Discussion Leader GTFs; the Folklore Archive positions are supervised by the Manager of the Archives and the Director of the Folklore Program. The OFN GTFs are supervised by the OFN Executive Director and Director of the Folklore Program.

The criteria used for evaluation include:
Criteria used for evaluation: Student transcripts are reviewed at the end of the year to verify at least 9 credit hours passed during the term(s) of the GTF appointment, and maintenance of a 3.5 GPA. GTF supervisors will also make verbal reports on the satisfaction of the work of the GTF. Aside from meeting the hiring and selection requirements described in sections 3 & 4 above, the Folklore Program evaluates teaching GTFs using the following criteria: continued academic progress; consistent fulfillment of the teaching and grading obligations entailed in each assignment; teaching performance as reflected in student evaluations and determined through periodic classroom observation by teaching faculty.

Criteria for evaluating Research Assistants in the Archive and in the OFN: working with their supervisor on a daily basis, students are continually evaluated by the supervisor in terms of their ability to fulfill the duties of the job, and at the end of their appointment their overall work performance is evaluated by the supervisor.

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:**
Discussion Leader in Large Lecture Courses GTFs may be assigned to assist faculty by teaching discussion sections of various large Folklore courses. These appointments are at .49 FTE (215 hours) per term. Assignment as an assistant in a large lecture course also presupposes that the appointee has some basic academic background in the area covered by the course.

Duties of these assignments will consist of assisting the professor in course preparation; attending the lecture; leading weekly discussion sections related to the course content (in most cases, 2 sections per appointee/per week); helping develop assignments and evaluation tools; evaluation of critical papers and projects; meeting with students during regularly scheduled office hours.

The following outline represents an appropriate distribution of work over a term for such assignments:

- 50 hours in class (3 lectures/2 discussion sections per week)
- 25 hours in preparation
- 30 hours office hours (3 per week)
- 10 hours meeting with supervisor and other GTFs
- 100 hours grading

GTFs given these assignments are supervised by the professor of the assigned lecture course and the Folklore Program Director.

**Laboratory Section Leader:**
N/A

**Teaching Assistant:**
N/A

**Grader:**
N/A

**Research Assistant:**
Folklore Archivist:
The Folklore Archivists are selected by the Folklore Program faculty each year. These non-teaching positions (.40 FTE, 175 hours for each term) are responsible for the maintenance and general administrative duties of the Randall V. Mills Archives of Northwest Folklore as determined by the Archives Manager and the Director of the Folklore Program. Students will hold weekly hours (17/week) in the archives and will be expected to be available for an additional 5 hours (as possible based on students’ other obligations) outside of their weekly hours as needed (e.g. for special events). These positions are supervised by the Manager of the Archives and the Director of the Folklore Program.

Oregon Folklife Network (OFN) Assistants:
The OFN Assistants are selected by the Folklore Program faculty each year. These non-teaching positions (.40 FTE, 175 hours for each term) contribute to research, programming, and general administrative duties of the Oregon Folklife Network as determined by the Program Manager and Executive Director of the Oregon Folklife Network. The Students will hold weekly hours in OFN office and will be expected to be available additional hours to participate in research and programming not to exceed 175 hours for the term. The scheduling of office hours and other activities will be determined by OFN staff and the GTFs and will be contingent on the OFN’s needs and the student’s availability. These positions are supervised by the OFN Program Manager and Executive Director in consultation with the Director of the Folklore Program.

Administrative GTF:
N/A

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 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 (SIAR) 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 that identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:
Melissa Bowers, Department Manager, English/Folklore.

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:
Emergency procedures, evacuation plans, and first aid supplies are available in the English Department main office, (118 PLC) or contact Melissa Bowers at 346-1506.

Use of Personal Protective Equipment:
N/A
Required safety training and appropriate departmental record keeping:  
N/A

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 in the Graduate Student Handbook:  
http://folklore.uoregon.edu/graduate-studies-in-folklore/

- Students already in the program, must demonstrate satisfactory academic standing and progress toward the degree:
  - Minimum of 3.5 GPA
• Satisfactory progress toward completing coursework for degree requirements (usually at least 9 credits per term)

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

Coursework:
Complete 9 credit hours per term of graduate level courses approved by the student's committee toward the graduate degree.

Grades:
Maintain a GPA of 3.5.

Examinations:
N/A

Research:
N/A

Language Requirements:
N/A

Teaching Requirement:
N/A

Skill/Practicum/Internship Requirement:
N/A

Advancement to Candidacy:
N/A

Other:
Making appropriate progress toward thesis or terminal project (assessed by Folklore Faculty, including chair of student’s advising committee, based on when student entered program and anticipated date of graduation)

The process for evaluating satisfactory progress toward graduate degree is as follows:
The Faculty committee reviews student transcripts at the end of the year to verify at least 9 credit hours passed during the term(s) of the GTF appointment, and maintenance of a 3.5 GPA. Faculty also solicit oral reports from the student’s advisor to assess student progress, motivation, and commitment to scholarly achievements, among other things.

Failure to make satisfactory progress toward the graduate degree:
Students failing to make satisfactory progress toward the graduate degree will receive a written warning, and will be given a one term probation to rectify deficiencies in consultation with their advisor; failure to rectify problems at the end of one term will result in loss of GTF eligibility.
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/booklet.html).

12.0 WORK ENVIRONMENT

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

Workspace:
GTFs assigned as Discussion leaders in the large lecture courses will be assigned office space in PLC 461. These work spaces have a single line phone, adequate desks and chairs, and computers. In addition, these GTFs will have access to the English Department Workroom which houses a copy machine and other materials to aid in the preparation of class work. Use of this room will follow the policies of the English Department. These policies will be distributed to the assigned Folklore GTFs each term of appointment. GTFs will be given mailboxes in 118 PLC, the administrative office of the Folklore Program.

GTFs assigned to the Randall V. Mills Archives of Northwest Folklore will work in the Archives in 453 PLC where they will have access to the Archives’ computers, files, single line phone, and copy and scan machine. They will be given mailboxes in 118 PLC, the administrative office of the Folklore Program.

GTFs assigned to the Oregon Folklife Network will work in the OFN office on the second floor of the Knight Library where they will have access to the OFN’s computers, files, single line phone, and copy and scan machine. They will use the OFN’s mailbox, which is used for all OFN business.

Private Meeting Space:
Discussion Leaders will be provided private use of 461 PLC, the Lorenzo West Resource Room & Archives Annex, during their office hours.

Access to Telephones and Computers:
As noted above GTFs have access to a single line telephone and office computers in the Lorenzo West Resource Room & Archives Annex, PLC 461, from 8 am until 6 pm, Monday through Friday. Research GRFs in the Mills Folklore Archive have access to a telephone and computers in the Archive, PLC 453, from 8 am until 6 pm, Monday through Friday.

Access to Office Supplies, Photocopies and Printouts
Access to Office Supplies, Photocopies and Printouts - All GTFs have access to a printer/printouts in the office where they are assigned to do their work – the Lorenzo West Resource Room & Archives Annex and the Archives. When additional supplies are needed, they can be ordered through the supervisor, or Program Director. The Discussion Leader GTFs will also be assigned an access code to the English/Folklore GTF copier room with copiers and paper for large print jobs.

GTF Assistance
N/A

13.0 ABSENCES

NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify your supervisor(s) (the instructor of record if you are teaching, Nathan Georgitis for the Archives, and Emily West and Riki Saltzman for the Oregon Folklife Network) as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide your supervisor with information about where you left off.

In the case that you are unable to directly notify your supervisor, you may designate someone to make your notification and provide the necessary information to your supervisor or the Folklore Program Director 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.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with your supervisor(s) (the instructor of record if you are teaching, Nathan Georgitis for the Archives, and Emily West and Riki Saltzman for the Oregon Folklife Network) 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 supervisor(s) (the instructor of record if you are teaching, Nathan Georgitis for the Archives, and Emily West and Riki Saltzman for the Oregon Folklife Network) 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