General Duties and Responsibilities for Women's and Gender Studies Department

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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:
Ellen Scott, Lynn Fujiwara

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:
WGS 101, 201, 303, 352, 321

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
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:
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
- Teaching Assistant
- Grader
- Research Assistant
- Administrative GTF
- Supervisory GTF (e.g., practicum supervisor)

3.1 ELIGIBILITY REQUIREMENTS

Students eligible for a GTF appointment in this GTF employing unit are students who are eligible for a GTF appointment in women's and gender studies are graduate students enrolled at the University of Oregon in other departments or programs who have the credentials and experience 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:

1. Admission to a University of Oregon graduate program.
2. Substantial background in women's and gender studies.
3. Experience in group process.
4. Record of academic excellence and/or important experience in women's and gender issues.
5. Strong interdisciplinary background.
7. Ability to work independently.

Students will be considered in the following order:

This GTF employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
GTFs in the Department of Women’s and Gender Studies may apply for reappointment for a second year. Reappointment is contingent upon the successful and satisfactory completion of the duties outlined in 8 (Work Assignments), as well as upon satisfactory progress toward a graduate degree. If teaching performance of a GTF is clearly outstanding, as measured by student evaluations and other relevant criteria, the committee may reappoint a GTF for a third year.

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

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.

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:
Position announcements for the upcoming academic year will be made by posting a brief description of each position's duties and responsibilities, FTE, and workload, and appointment and reappointment qualifications (Article 17, Section 1) with the university Office of Affirmative Action, the Graduate School, the office of the GTFF, and other appropriate locations, by mailing to other departments and potentially interested groups, and by other means consistent with Department objectives and constraints. Announcements for potential summer positions are also published in the city or campus newspaper; positions are conditional on the interest and quality of applications received and their fit with Department needs.

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

See above.

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): Posted on the Graduate School jobs website and sent to the GTFF.

Generally, the application process for incoming students includes: Completed applications shall be returned to the Department by a deadline specified in the position announcement.

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): GTF positions offered by the Department that are not included in the winter/spring term application pool will be filled by a process similar to the one above.

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:

In such cases the Department will give priority to qualified graduate students who have applied for a GTF position in the Department but did not receive an appointment, and/or to qualified GTFs who have applied for an appointment in the Department whose current FTE could be raised to include the required workload without exceeding .49 FTE.
5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GTF employing unit’s standing committee of at least three members includes:
Head of Women's and Gender Studies, the hiring committee itself, or a GTF selection subcommittee.

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):
GTF will act as section leaders for WGS 101, an introductory Women's and Gender Studies course in fall quarter, and will teach this course independently in winter and spring terms. Responsibilities include class administration, lectures, office hours, weekly sessions for facilitators, weekly sessions with faculty supervisors and evaluation and grading of students' performance. Lectures will be scheduled throughout the week.

For a Grader:
Although duties may vary somewhat by the quarter, the successful candidate should be willing to assist with grading, attend classes, and hold office hours. The courses for which he or she will act as a GTF are: WGS 201 Introduction to Queer Studies; WGS 303 US Women's and Gender History; WGS 321 Feminist Perspectives: Identity, Race, Culture; and WGS 352 Women's Literature, Art, & Society.

(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:
The successful candidates will act as section leaders for WGS 101, an introductory Women's and Gender Studies course in fall quarter, and will teach this course independently in winter and spring terms. Responsibilities include class administration, lectures, selection and supervision of facilitators for discussion groups, office hours, weekly sessions for facilitators, weekly sessions with faculty supervisors and evaluation and grading of students' performance. Lectures will be scheduled throughout the week.

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: Assigned Supervisors for WGS 101 or the Instructor for the class being graded.

The criteria used for evaluation include:
Student Evaluations and supervisor class observation.

### 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:*

The typical full-time (.49 FTE) teaching position is full course responsibility for three terms of WGS 101 (4 credits) during the academic year. Occasionally a full-time GTF will substitute for one of the three assigned WGS 101 courses three terms of coordinating (under faculty supervision) the two-credit feminist pedagogy course (WGS 413/513) that is required of WGS 101 student facilitators.

Work Assignment: the typical GTF assignment in women’s and gender studies is to teach WGS 101 ("Women, Difference, and Power") in three terms of the academic year.

In-class contact hours.................................................................40 hours per term
Conduct lectures, discussions, media presentations, etc.

Preparation hours........................................................................127 hours per term
Prepare lectures, discussions, media presentations, etc (approximately 80 hours).
Adapt syllabus and other course materials (approximately 12 hours).
Prepare examinations and other student assignments (approximately 25 hours).
GTFs meet with the director of the Department and other teaching staff for two hours biweekly (approximately 10 hours per term).

Contact hours outside classroom .................................................30 hours per term
Hold office hours, approximately three hours per week during terms in which the GTF is teaching WGS 101.

Performance evaluation..............................................................60 hours per term
Read and grade papers, exams, journals, special projects and other course assignment
Maintain the subject grade records in compliance with the Department’s and university’s regulations.

Other responsibilities.....................................................................24 hours per term
Informal advising upon request.
Attend Department staff meetings as appropriate.

GTFs may attend Women’s and Gender Studies Committee meetings at their option and may serve on subcommittees.

*Discussion Section Leader:*

*Laboratory Section Leader:*
Teaching Assistant:  
Research Assistant:  
Administrative GTF:  
Supervisory GTF:  
Grader:  
  - attend all classes  
  - grade 80 students’ work throughout the term  
  - hold weekly office hours

Workload and work assignments for summer GTF appointments will be contingent on the content of the summer course proposal and the resultant course schedule and syllabus, as negotiated between the GTF and the director of the Department of Women’s and Gender Studies.

### WGS GTF Absence Reporting policy

The students are paying for, and it is our responsibility to provide, a full period of WGS instruction at every scheduled class meeting. If, because of illness or accident it is impossible to meet a class as scheduled, do not cancel it, but notify your supervising faculty member the day before, if possible, or at 8:00 AM the day class is scheduled. If possible, find a substitute to take your class, but if you are unable to do this, your supervisor will try to find one for you. Of course, it helps to give us as much notice as possible and to inform the substitute of where you are in the syllabus. Notify the department if you will be out of town during any working days of the term and where you can be reached if possible. This is particularly important during exam periods, in case there is a question about a grade, etc.

### 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 University of Oregon Safety Policy may be found in the library, 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://facilities.uoregon.edu/ehs. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, 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: Josie Mulkins, WGS Office/Budget Manager, 541-346-5529, jmulkins@uoregon.edu.
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:**

A first-aid kit is located in the Department of Women’s and Gender Studies in Hendricks 315B and is maintained by the office staff.

Hendricks Hall emergency procedures and evacuation plans are located in a notebook in Hendricks 119B. In the event of an emergency, the Office of Public Safety (OPS) should be called at 346-6666. In a non-emergency situation, OPS may be called at 346-5444. Material Safety Data Sheets (MSDS) may be obtained, if needed, through the Facilities Services Department at 346-2770.

### 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:

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

Coursework:
E.g., Complete x credits/courses per term/year toward the graduate degree; complete a specified sequence of courses within a timetable (define and specify, respectively).

Grades:
E.g., Complete x credits/courses per term/year toward the graduate degree; complete a specified sequence of courses within a timetable (define and specify, respectively).

Examinations:
E.g., Pass the xxx examination within prescribed timetable, with no more than x retakes (describe and specify; note if not passing the first time puts the student in an unsatisfactory standing).

Research:
Describe and define the timeline and requirements for research proposal submission and acceptance; cite any timelines or requirements related to research progress and accomplishments (e.g., having your committee on file no later than x).
Language Requirements:
Describe and define the timeline and requirements for language study/acquisition.

Teaching Requirement:
Describe and define any teaching requirements (e.g., teaching methods course or apprenticeship; impact of GTF teaching performance evaluations).

Skill/Practicum/Internship Requirement:
Describe and define any special skills or practicum requirements (e.g., computer or research software skills; proficiency in a particular art; number of hours completed through an internship).

Advancement to Candidacy:
Describe and define the timeline and exams or other requirements related to advancing to candidacy.

Other:
Describe any other criteria - be specific.

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

Describe process for evaluating satisfactory progress toward graduate degree per above instructions.

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 requested in from the office manager during normal working hours.

Workspace:
GTFs are assigned to three separate office spaces to be shared by all GTFs hired in a given year for. The office is a locked space to which they will have a key; it has desks to accommodate more than one GTF working at a given time; the office has one computer, there are book shelves available for storage of materials related to the WGS teaching position; the office has chairs available for meetings with students, virtual voicemail is available for students to leave messages and the front office has telephones which can be used if needed. GTFs are expected to arrange office hours so that they will be able to hold private meetings with students, if necessary.

Private Meeting Space:
Private meeting spaces needs beyond GTF offices should be scheduled with the front office staff. There are two conference rooms available on the 3rd floor.

Access to Telephones and Computers:
See above.

Access to Office Supplies, Photocopies and Printouts
All supplies and copies necessary for instruction related to WGS will be supplied by the Office Manager. They will have access to the copy machine and scanner as necessary to prepare for and conduct class instruction.

GTF Assistance
In Women's and Gender Studies, GTFs who work as instructors of record are not assigned to workloads that would require GTF assistance.