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RL Office Staff Policies

Romance Languages is one of the largest departments on campus, yet its administrative side is run by only three full-time employees. They work very hard year-round to support the needs of the 100+ faculty and graduate students that make up the RL Department.

Office Manager

Linda Leon

(346-0951, lleon@uoregon.edu)

Graduate Coordinator, Travel

Lena Cottam

(346-4013, lcottam@uoregon.edu)

Undergraduate Coordinator, Scheduling

Zach Lazar

(346-4019, lazar@uoregon.edu)

Office Location: 102 Friendly Hall

Office Hours: 8:00 am to 11:45 am & 1:00 pm to 5:00 pm

Phone Number: 541-346-4021

Fax: 541-346-4030

Website: rl.uoregon.edu

The office staff has established the following policies to create an efficient workplace for all.

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FACILITIES

Office Space

The College of Arts and Sciences Dean's office is responsible for assigning office space to departments within the College; therefore Romance Languages is required to utilize its assigned space as efficiently as possible.

Each fall the Office Manager will determine office assignments for the new academic year. Oftentimes returning GTFs are reassigned to the same office; however, if a more reasonable location should become available the GTF may be moved. An email will be sent to the GTF before the move is finalized.

Out of necessity, it is a regular practice to install more than one GTF to an office and in many cases there may be several assigned to one large room. Please remember to be courteous and a good community member by keeping your office space (in most cases a desk) neat and orderly. Do not make it a practice to store any personal items in your office on a long term basis.

If there is a medical reason for needing to be reassigned to a different office location, please contact the Office Manager.

An authorization card to rent a University office key may be obtained from Zach Lazar in 102 Friendly. The authorization card must be delivered to the Office of Public Safety in Straub Hall and it may take up to 48 hours before it's ready to be picked up. Be prepared to show your University ID card and to pay a small refundable deposit (cash or checks only) when you are ready to pick up your key. The deposit will be refunded when you return your keys to Public Safety.

Office Move Out

At the end of each academic year GTFs should make an effort to clean out or clean up office space. The front office will request large paper recycling barrels to be delivered to a location that can be easily accessed by all GTFs in the vicinity. A locked confidential recycling barrel is located in Friendly Hall should you have confidential teaching material that you need to discard. Please do not leave behind any of your students' projects like posters or collages. We won't want it if you don't want it.

Copy Machine / Work Room

GTFs with office space in Friendly Hall or UO Annex will have an account code for the copy machine in Friendly Hall Room 12. GTFs with office space in Pacific Hall will have an account code for the copy machine in Pacific Hall Room 10. The account code will be the last four numbers of the Student ID number. The copy machine should only be used for materials related to your teaching duties. GTFs are permitted to make 300 copies per term. Once this quantity is reached, the copy machine will reject the account number and no more copies will be printed. If a GTF finds that the number of copies allowed is not sufficient, then they can submit a request to their language program supervisor for additional copies.

If the copier is not working properly, do not try to fix it yourself. Please contact one of the staff members and inform them of the problem right away. Zach Lazar is responsible for the maintenance of these machines.

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Please remember to clean up after yourself when you have finished using the copy room. An assortment of paper recycle containers is available in the workroom for your convenience as well as a box for recycling unwanted transparencies.

Computers

Computers are available for GTF use in both Friendly Hall Room 30, and Pacific Hall Room 10. The computers in Friendly Hall Room 30 print to the copy machine in Friendly Hall Room 12. The computers in Pacific Hall Room 10 print to the copy machine in that same room.

The doors from Friendly Hall Room 30 to the outside staircases should NOT be propped open. These doors must remain locked at all times to maintain security in the area. The door to Pacific Hall Room 10 should be locked after 5:00 pm Monday – Friday, and on the weekends.

Microwave / Refrigerator

A microwave is available in Friendly Hall Room 30 and Pacific Hall Room 10. Students in PAC 10 also have access to a mini-fridge. We count on community effort to maintain this area. If you take advantage of these appliances, please help to keep them clean. Also keep in mind that this room serves as office space for a large group of GTFs and may not be used as a lunchroom. An open common room is located at the opposite end of the basement for this purpose.

UTILITIES AND SERVICES

Mail / Email

All GTFs are given a mailbox in Friendly Hall Room 101. This room is open between 8:00 am and 5:00 pm Monday – Friday.

These boxes will be used as the sole means of distributing your campus mail, departmental mail, and any homework and/or exams that have been turned into the front office by your students. Please do not ask your students to put their work in your mailbox because the mailroom is restricted from public access due to the confidential nature of documents and/or material that is frequently distributed to mailboxes, including yours. If a student needs to drop off their homework for you, they must bring it to the main office and leave it with one of the staff members.

In addition to a physical mailbox all GTFs are given a '@uoregon.edu' email address. We expect that email messages **and** mailboxes will be checked often. Also, every current GTF will be subscribed to the following email listserv: romanceGTFs@lists.uoregon.edu

The office staff utilizes this listserv to send important informational announcements regarding GTF and general graduate student matters. It is expected that you will read these announcements in order to remain abreast of current news or information specifically related to the RL Graduate Program. In addition Lena

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Cottam, the Graduate Program Coordinator, will send emails, often with time sensitive deadlines, that require your awareness and/or response. It is likewise expected that you will read these announcements.

Office Phone

Every GTF will have an office phone number that is shared with one or several other graduate students (depending on your office location). Your office telephone will NOT make long distance calls (only calls to local phone numbers with area code 541). If you need to place a teaching-related long distance call, please contact the front office for assistance.

Fax

If you need to send faxes related to your teaching duties, contact Zach Lazar, Undergraduate Program Coordinator, in the main office (102 Friendly Hall).

Printing

The University of Oregon Digital Printing Center can be utilized to handle larger print jobs (i.e., quizzes and tests for classes). All print jobs done at the DPC are charged to the department account. To use the DPC services, simply bring a copy of what you want printed to Friendly Room 102 and the office staff will assist you with filling out a Print Order Form. This printer is not for personal use, i.e., homework, internet articles for graduate seminars, etc.

Scanning

If you need to scan one or two documents, the office staff in Friendly Room 102 will be happy to assist you. A portable scanner can be checked out from Friendly Room 102 for larger scan jobs as long as it is for an appropriate purpose.

SUPPLIES

Grade Books

All new GTFs are given one grade book that should last for the entire duration of teaching at the University of Oregon. New grade books can be purchased at the bookstore.

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Office Supplies

Office supplies are available for teaching duties and not for personal needs. Lena or Zach can help GTFs in obtaining supplies from the office supply cabinet. If you need an overhead pen to use for your class, you can ask Lena for one.

Stationery (Letterhead and Envelopes)

Departmental stationery is available for official letters, submission of papers, or job applications. Stationery can be picked up in Friendly Room 102. The department will pay postage costs for mail related to your duties as a teacher, i.e. letters of recommendations.

PROBLEMS

Classrooms

Call:

- **Media Services at 541-346-3091** for classroom equipment problems (i.e. projector bulb burned out).
- **Facilities at 541-346-2319** for a broken door handle, etc., then report it to Linda Leon at 541-346-0951, or Lena Cottam at 541-346-4013.
- **Public Safety Dispatch at 541-346-2919** if locked out of a classroom, or related emergencies.
- **Your Language Supervisors (see below)** if classrooms are uncomfortable (i.e. too small, noisy, missing equipment, etc.). Please talk to your supervisor about the possibility of changing classrooms.

Payroll

If you have questions about payroll, or have problems with your paycheck, please contact Linda Leon at 541-346-0951. If you have questions about your insurance and benefits, please contact the Human Resources Office 541-345-3159, hr.uoregon.edu.

Visa

For visa related problems, please contact International Affairs SEVIS Coordinator Becky Megerssa at 541-346-1436, sevis@uoregon.edu.

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Copy Machine Problems

Please do not try to fix any problem with the copy machine. Please report any copy machine problems to the staff in Friendly Room 102 right away.

Other Miscellaneous Problems

Problems related to your teaching duties should be reported to your direct supervisor.

Problems related to unexpected emergencies that will require your absence from teaching should be reported to your supervisor and Linda Leon in Friendly Room 102.

Language Supervisors

FR 1st Year Supervisor – Connie Dickey

FR 2nd Year Supervisor – Patrick Moneyang

ITAL 1st Year Supervisor – Laretta DeRenzo-Huter

ITAL 2nd Year Supervisor – Nadia Ceccacci

SPAN 1st Year Co-Supervisors – Paula Ellister & Laurie DeGonzalez

SPAN 2nd Year Supervisor – Sayo Murcia

SPAN Survey Supervisor – Amanda Powell