

## RL Office Staff Policies

Romance Languages is one of the largest departments on campus, yet its administrative side is run by only a handful of 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. The office staff have established the policies below to create an efficient workplace for all.

<b>Office Coordinator</b>	<b>Jonathan Knight</b>
	jknight6@uoregon.edu
<b>Graduate Coordinator</b>	<b>Brita Ellis</b>
	bellis5@uoregon.edu
<b>Undergraduate Coordinator</b>	<b>Jennifer Daeges</b>
	jdaeges@uoregon.edu

Office Location: 114 Friendly Hall  
Office Hours: 8:30 am - 4:30 pm  
Phone Number: 541-346-9780  
Fax Number: 541-346-4030  
Website: [rl.uoregon.edu](http://rl.uoregon.edu)  
Email: [gsl@uoregon.edu](mailto:gsl@uoregon.edu)

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

Out of necessity, it is a regular practice to install more than one GE 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 Coordinator.

An authorization card to rent a university office key may be obtained from the Office Coordinator. The authorization card must be delivered to the Key Office on the lower level of the EMU 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.

### **Office Move Out**

At the end of each academic year GEs should make an effort to empty 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 GEs 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**

GEs with office space in Friendly Hall will have an account code for the copy machine in Friendly Hall Rooms 20 and/or Room 101. GEs with office space in Esslinger will have an account code for the copy machine in Esslinger 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. GEs 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 GE 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 the Office Coordinator and inform them of the problem right away.

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.

### **Microwave / Refrigerator**

A microwave and refrigerator are available in Friendly Hall Room 30 and a microwave and mini fridge are available in Esslinger Room 10 for students in that building. 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 GEs and may not be used as a lunchroom. An open common room is located at the opposite end of the basement for this purpose.

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.

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## **UTILITIES AND SERVICES**

## **Mail / Email**

All GEs 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 GEs are given a '@uoregon.edu' email address. We expect that email messages and mailboxes will be checked often. Also, every current GE will be subscribed to the following email listserv: [RomanceGs@lists.uoregon.edu](mailto:RomanceGs@lists.uoregon.edu).

The office staff utilizes this listserv to send important informational announcements regarding GE 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, the Graduate 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 GE 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 the Office Coordinator in the main office (114 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 114 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 114 will be happy to assist you. A portable scanner can be checked out from Friendly Room 114 for larger scan jobs as long as it is for an appropriate purpose.

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## SUPPLIES

### Grade Books

All new GEs 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.

### Office Supplies

Office supplies (chalk, white board markers, etc.) are available for teaching duties and not for personal needs. The staff in the main office can help GEs obtain supplies from the office supply cabinet.

### 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 114. The department will pay postage costs for mail related to your duties as a teacher, i.e., letters of recommendations.

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## 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 the Office Coordinator.
- 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 Payroll at [gepayroll@uoregon.edu](mailto:gepayroll@uoregon.edu). If you have questions about your insurance and benefits, please contact the Graduate Teaching Fellow Federation (GTFF) at 541-344-0832.

### Visa

For visa related problems, please contact International Affairs SEVIS Coordinator Becky Megerssa at 541-346- 1436, [sevis@uoregon.edu](mailto:sevis@uoregon.edu).

### 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 114 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.

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## **Language Supervisors**

FR 1<sup>st</sup> Year Supervisor – Connie Dickey

FR 2<sup>nd</sup> Year Supervisor –

ITAL 1<sup>st</sup> Year Supervisor – Laretta DeRenzo-Huter

ITAL 2<sup>nd</sup> Year Supervisor – Claudia Ventura

SPAN 1<sup>st</sup> Year Supervisor – Paula Ellister

SPAN 2<sup>nd</sup> Year Supervisor – Paulo Henriquez

Director of Language Instruction – Robert Davis