

**2020-2022**  
**GENERAL DUTIES AND RESPONSIBILITIES STATEMENT**  
**GRADUATE EMPLOYEES**  
**DEPARTMENT OF CINEMA STUDIES**  
*Updated Draft September 20, 2020*

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*The supervisory individual who shall oversee the implementation of this GDRS is: Priscilla Peña Ovalle, Department Head*

**§ 1.0 GENERAL INFORMATION**

The purpose of the Manual is to clarify policies and procedures concerning Graduate Employment offered by the Department of Cinema Studies. The relationship between [Graduate Employees](#) (GEs) and the [University of Oregon](#) as a whole are governed by the [Collective Bargaining Agreement](#) (CBA) between the University and the [Graduate Teaching Fellows Federation](#) (GTFF). This Manual details the specific relationship between GEs and the [Department of Cinema Studies](#). This Manual does not apply to work-study students, student readers, or other staff hired by the Department of Cinema Studies.

This document and its amendments may be viewed or printed from the Graduate School website: <https://gradschool.uoregon.edu/gtf/rights-and-responsibilities/gdrs>.

**§ 2.0 AVAILABILITY OF GRADUATE EMPLOYMENT**

Graduate Employment in Cinema Studies is available to qualified graduate students in the College of Arts and Sciences, with some positions available for qualified graduate students from related departments outside the College of Arts and Sciences. All appointees (current UO students) must be in good standing and maintain satisfactory academic progress toward their degree.

2.1 GE appointments are decided by the Cinema Studies Department Graduate Committee, in conversation with or composed of the Department Head, Associate Head, and/or Graduate Liaison.

2.2 The number of such appointments is subject to Department needs, budgetary constraints of the Cinema Studies Department and the University, and the Memorandums of Understanding between College of Arts and Sciences (CAS), the Cinema Studies Department, and individual departments on campus.

2.3 GEs are primarily assigned to teach lower- division classes in or affiliated with Cinema Studies.

**§ 3.0 ELIGIBILITY REQUIREMENTS and APPLICATION PROCESS**

3.1 Students wishing to be considered for initial appointment as a GE in Cinema Studies must be accepted and enrolled in a UO graduate program and must be in good standing and maintain satisfactory academic progress as defined by their departments. Before the first term of appointment, all new GEs must participate in a Cinema Studies pedagogy workshop.

3.2 Students from other graduate programs that have a signed Memorandum of Understanding may apply for GE positions in the Department.

3.3 GE applications for the next academic year are sought during the preceding Winter and Spring terms.

3.3.1 Applications are solicited through the Graduate School. Eligible students are welcome to apply by providing the required application materials, as listed on the job position description(s).

3.4 All decisions about GE applications for the regular three terms (Fall, Winter, and Spring) of the academic year are made by the Cinema Studies Department Graduate Committee based on the criteria listed in 2.2 above. Reappointment decisions are made based on these criteria as well as on the student's progress toward the degree and satisfactory teaching performance.

3.5 The University of Oregon Graduate School requires that a GE be enrolled for a **minimum** of 9 graduate credit hours per term of appointment.

3.6 Summer GE Appointments.

A limited number of appointments may be available for summer session teaching. Applications are solicited late in Winter term or early in Spring term from doctoral students who have been judged eligible for a GE appointment by the Graduate Committee (see 3.1). Except in cases where special skills and experience are needed, teaching appointments will be made based on the following criteria:

- appropriate qualifications, especially demonstrated quality of teaching and demonstrated ability

- to teach successfully without supervision;
- seniority;
- lack of previous summer teaching appointments; and
- successful progress toward the degree. Summer appointments will be made by the Associate Department Head, in consultation with the Department Head and Graduate Liaison.

#### **§ 4.0 APPOINTMENT AND PROGRESS REQUIREMENTS**

Satisfactory progress toward a graduate degree is a requirement for GE appointment or reappointment. A GE 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. As a matter of policy, individuals appointed as GEs should be regarded primarily as graduate students providing service as part of a learning experience rather than solely as employees whose education is secondary.

In accordance with the CBA, the Cinema Studies Graduate search committee will be made up of at least three members and GEs will be appointed year-to-year rather than term-to-term, whenever feasible.

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 GE position without any new announcement of the position.

##### 4.1 Long-term Leaves of Absence

Students who need to take a period of time off from teaching during their GE appointment period may apply for a formal leave of absence from the graduate program. A UO Graduate School REQUEST FOR LEAVE OF ABSENCE form and a letter describing the reason for the request is to be submitted to the Associate Head, Department Head and the Graduate Liaison in Cinema Studies. If the request is approved, all steps of academic progress are "frozen" for the period of the leave. According to Graduate School policies regarding leaves of absence, no coursework can be taken or University resources used during the leave.

In some cases where personal circumstances warrant, academic progress may be altered slightly by the Graduate Liaison. In those cases where the alteration would add eligible years of GE appointment, the exception must also be approved in advance by the Associate Head and Department Head of Cinema Studies.

##### 4.2 GE appointments to students in other CAS programs

4.21 MA program applicants: Master's students are not currently eligible for graduate employment as teachers in Cinema Studies, but may be considered for research and other positions.

4.22 PhD program applicants: PhD students will be eligible for up to 9 terms of .49 FTE GE support. Students must maintain a 3.5 GPA (minimum) and be in good standing within their own programs. Good standing is determined by the written standards of the student's program or department.

##### 4.3 Limits on Renewal of Appointment

Assuming satisfactory progress in graduate study, satisfactory teaching, and availability of budget resources, graduate students are most commonly appointed as GEs as indicated in the statement of expectation in each section listed in 5.1 and 5.2. The Cinema Studies Department defines "satisfactory progress in graduate study" as maintaining the listed progress requirements and a cumulative GPA of 3.50 or better in all graduate coursework at the University of Oregon.

Graduate students will need to show progress toward their degree, as stated in their home department's catalog description of graduate degree requirements. A statement will be required from the Head of their home department certifying appropriate progress is being maintained in order for the student to be considered for reappointment.

##### 4.4 Conditions Determining Renewals

Renewals of appointment for GEs shall be contingent upon:

- a. availability of Department resources
- b. normal progress toward the MA or PhD (see 4.1 and 4.3)
- c. satisfactory teaching as determined by student and supervisor evaluations.

#### 4.5 Non-Renewal of Appointment

The Graduate Appointments Committee shall send a warning during Spring term to any GE whose appointment may not be renewed for other than budgetary reasons. At any time, such a warning may be sent by the Graduate Liaison, the Department Head, and/or the Associate Head. Criteria for terminating a GE include:

- a. unsatisfactory teaching
- b. failure to make progress toward the degree
- c. failure to maintain an adequate GPA
- d. violations of Department or University policies or procedures.

Article 16 of the [GTFF CBA](#) outlines procedures for informing GEs of deficiencies in their work performance or progress toward the degree.

### **§ 5.0 WORKLOAD AND WORK ASSIGNMENTS**

Duties of the appointment vary according to the specific assignment. The usual types of appointments are outlined below. Differences in teaching style and the need for teachers to work out their own schedules make it hard to prescribe fixed numbers of hours to be devoted to each aspect of these appointments.

The structures described for each of these assignments are suggestions and guidelines offered to illustrate how the appointment can be met while staying within the prescribed hours (per quarter) specified in the [GTFF CBA](#) (Article 20): 175 for .40 FTE and 215 for .49 FTE. GEs are encouraged to consult with their supervisors about methods of course preparation and teaching efficiency that will help them work effectively within the [GTFF CBA](#) limits.

All GEs assigned to teach in Cinema Studies are required to attend the CINE Fall Orientation meeting.

GEs are encouraged to pursue up to six (6) hours of training per academic year through university or department approved programs, such as TEP, and other workshops and trainings related to successful performance of GE duties. GEs may be compensated for these training hours by accounting for the hours within their regular work assignment, if job training hours at approved programs are specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual training courses and/or activities for that GE. GEs interested in attending trainings should work with their supervisor to ensure minimal disruption to work assignments. Nothing in this section shall trigger time-and-a-half substitution pay as described in ARTICLE 29 if a substitute is required to cover the duties of a GE who is engaged in training. The GE who substitutes shall be compensated at their regular hourly rate or their work duties shall be adjusted to compensate for the substitution.

#### 5.1 TEACHING APPOINTMENTS (.49 FTE)

##### 5.11 Lower-Division Media Course

There are two different types of lower-division teaching assignments: assignments to discussion sections of large lecture courses and assignments as instructor of record to a 100- or 200-level cinema course. Both assignments are .49 FTE and are described below.

##### 5.11a Sole Responsibility of a lower-division cinema course:

GEs pursuing PhDs and advanced to candidacy are eligible for a .49 FTE per term assignment for sole teaching responsibility of a lower-division cinema course when they have completed the following requirements: been advanced to candidacy; have taught a minimum of a full year of teaching in the History of Motion Pictures sequence (usually two full years); completed a separate training program (such as the completion of ENG 608, Teaching Literature and Film and Media or a Cinema Studies equivalent); demonstrated satisfactory prior teaching performance; and

shown appropriate academic preparation for the course to be assigned.

Teachers of lower-division cinema courses are expected to design their courses in accordance with University-wide and departmental policies on General Education courses, and in consultation with the Associate Head and Graduate Liaison. The following outline represents an appropriate distribution of work over a term in lower-division cinema courses for which GEs have sole responsibility:

40 hours in class  
70 hours preparation  
30 hours office hours (3 hours per week)  
72 hours grading  
03 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance

GEs having difficulty working within contractual workload norms should consult with the Associate Department Head. While teaching cinema, the GE is supervised by the Associate Department Head and the Department Head.

#### 5.11b Teaching Assistants in Large Lecture Courses (Discussion Sections)

First-time GEs in Cinema Studies are usually assigned to the large lecture sections of CINE 265, 266, 267 History of the Motion Picture sequence and other Film and Media courses. Preferred eligibility criteria for these appointments are:

- Enrollment in a University of Oregon graduate program.
- Substantial background and/or current academic coursework or research in film and media studies.
- Experience collaborating and grading preferred.
- Strong interdisciplinary background.
- Commitment to equity, diversity, and inclusion.
- Ability to work independently.
- Previous teaching experience.

Duties of this assignment will consist of assisting the professor in course preparation; attending each class meeting; conducting weekly discussion sections related to the course content (in most cases, 2 sections per appointee/per week); evaluation and grading 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:

- 60 hours in class (one 1-hour lecture/one 3-hour lecture and screening/two 1-hour discussion sections per week)
- 30 hours in preparation
- 30 hours office hours
- 10 hours meeting with supervisor and other GEs
- 82 hours grading
- 03 hours for substitution for another GE per department substitution policy or department approved training toward successful GE performance

GEs given these assignments are supervised by the professor of the assigned lecture course as well as the Associate Department Head and/or the Department Head.

### 5.12 Summer Term

The majority of Summer term courses assigned to GEs are scheduled for the first eight weeks of the Summer Session. The workload involved in the 4-credit courses follows very closely that which is required for a regular 10-week course. According to the policy regarding appointment of GEs to summer teaching (see section [3.6](#)), only experienced PhD students with training in Cinema Studies are granted summer teaching.

The following outline represents a reasonable and appropriate distribution of work over the summer term (this is provided only as a general guideline; variations are likely depending on the individual and the course requirements):

40 hours in class (4 two-hour class meetings per week)  
32 office hours (4 hours minimum required  
per week) 60 hours preparation  
78 hours grading  
3 hours for substitution

Summer assignments for sole teaching responsibility of a lower-division cinema or equivalent class (4-credit classes) will involve a total of 215 hours for the eight-week session. This appointment will therefore be at a .49 FTE.

GEs are required to attend orientation meetings and activities during the week prior to the first day of Fall term classes and as needed during Winter and Spring terms.

### 5.2 Workload

GE appointments at .49 FTE in the Cinema Studies Department involve teaching one course per term, 3 courses per year. GEs in a PhD program who are preparing for major field exams or writing dissertations may request a 2-1-0 teaching schedule.

Duties of the appointment include classroom teaching (four hours a week) and a minimum of 3 hours of office hours per week during the term. In addition, GEs are expected to attend one or two mandatory staff meetings a year (usually during the week prior to Fall term registration).

The majority of appointments in the Cinema Studies Department are as Teaching Assistants in large lecture classes, with some—usually for advanced Ph.D. students with previous Teaching Assistant experience—stand-alone classes in cinema. More specific duties of the appointments are described below in relation to the different types of appointments available in the Cinema Studies Department.

GEs are encouraged to consult with their supervisors about methods of course preparation and ways to make their teaching more efficient if they find themselves spending more time on their courses than the 175 hours per quarter for .40 FTE appointments or 215 hours for .49 FTE appointments specified in the [GTFF CBA](#) (Article 22). (See [Workload Definition](#), section [5.0](#))

In the Cinema Studies Department, GEs who work as instructors of record are not assigned workloads that would require GE assistance.

### 5.3 Non-Teaching GE Appointments

**Research and/or Administrative.** Research and/or Administrative GE appointments in the Department of Cinema Studies are made only when research funds or other support are available for this purpose. The duties required of a Research/Administrative GE will be worked out with the supervising faculty member and may include both administrative and research components. The FTE of the appointment will be determined by available funding and the amount of work required, but the total number of hours worked per academic term will not exceed the limits specified by the FTE in the [GTFF CBA](#). In some cases, annual Research/Administrative assignments may include

a term of teaching, in which case the Teaching Appointment guidelines in [5.1](#) will apply.

§ **6.0** **APPOINTMENT POLICY FOR GRADUATE STUDENTS WHO ARE NON-NATIVE SPEAKERS OF ENGLISH**

The Cinema Studies Department considers that clear oral communication with undergraduate students, and the ability to understand readily and respond appropriately to these students' idiomatic speech and writing, are essential for teachers in the Cinema Studies Department at the University of Oregon. The following guidelines are meant to provide a basis for decisions affecting the GE appointment of graduate students whose first language is not English and who may not demonstrate proficiency.

**6.1** The standards required by the Graduate School and AEI for the appointment of GEs (the SPEAK test and subsequent training) are considered to be **minimum** but not sufficient standards for the appointment of GEs to teach cinema in the Cinema Studies Department. The Graduate School and the Cinema Studies Department may stipulate further, more rigorous qualifications for GE appointments. Non-native-speaking graduate students must, like all other prospective GEs, successfully meet requirements to receive a teaching assignment in the Cinema Studies Department.

§ **7.0** **POLICY REGARDING ABSENCES DUE TO ILLNESS, BEREAVEMENT, BIRTH/ADOPTION**

When GEs need to be absent from duties due to illness, injury, medical appointment/procedure (for themselves, a child, partner or parent), or for absences related to bereavement or birth/adoption, these policies for notification and missing classes apply, pursuant to [Article 28, Absences](#) of the [GTFF CBA](#). The duties covered by this requirement include all scheduled teaching activities, such as office hours, class meetings, and student conferences.

**7.1** **Notification**

If you are unable to attend work at the scheduled time, you must notify the Cinema Studies Curriculum and Business Coordinator about the absence (Emily Cornell, [ecornell@uoregon.edu](mailto:ecornell@uoregon.edu)) by email as soon as possible but ideally in advance of the scheduled work assignment or class that you are unable to attend. In addition, be sure to cc your immediate supervisor as follows:

- CINE GEs teaching stand-alone CINE courses: Associate Department Head, Dong Hoon Kim ([donghoon@uoregon.edu](mailto:donghoon@uoregon.edu))
- CINE GEs teaching in large lecture discussion sections: the professor teaching the course and Associate Department Head, Dong Hoon Kim ([donghoon@uoregon.edu](mailto:donghoon@uoregon.edu))
- CINE Research GEs: Contact your immediate supervisor and Associate Department Head, Dong Hoon Kim ([donghoon@uoregon.edu](mailto:donghoon@uoregon.edu))

To the extent possible, please provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GE) and the likely duration of the absence along with instructions you have given your students related to your absence. Notify your students of any resulting change to meeting schedule using the method of communication you have listed on your syllabus.

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 Emily Cornell ([ecornell@uoregon.edu](mailto:ecornell@uoregon.edu)) using this protocol.

**7.2** **Coverage**

Sick leave substitution hours are built into your FTE (see [Section 5.0, Workload and Work Assignments](#)). The department will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify your immediate supervisor, if you believe you will likely exceed the hours allocated [in Section 5.0](#).

- CINE GEs teaching CINE: Associate Department Head, Dong Hoon Kim ([donghoon@uoregon.edu](mailto:donghoon@uoregon.edu))
- CINE GEs teaching in large lecture discussion sections: Associate Department Head, Dong Hoon Kim ([donghoon@uoregon.edu](mailto:donghoon@uoregon.edu)) and the professor teaching the course.

GEs may also consult with their immediate supervisor to create a compensatory activity for the students and adjust the schedule of assignments to meet course goals in consideration of the missed class time.

For longer absences, the Cinema Studies Department Head, the GE's immediate supervisor, and the Graduate School will arrange for a substitute. Whenever possible, GEs (or a designee, if the GEs cannot do so themselves) will provide information about instruction up to the absence and assist as able in the transition.

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution.

Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will either receive:

- 1) hourly compensation at the overtime rate of 1.5 times the substitute's current GE pay rate
- 2) or will account for the hours within their regular work assignment if work as a substitute is specified in the workload allocation form, a relevant and specific job description in the department GDRS, or documented list of individual work duties for that GE.

In no instance shall a GE be required to pay for a substitute.

GEs are not eligible to substitute in CINE classes taught by TTF or NTTTF faculty.

7.3 Other types of absences for professional development such as training per [GTFF CBA Article 31, Section 4](#) are built into your FTE (see [5.0](#)). Absences need to be approved by the Associate Department Head three (3) weeks in advance, and arrangements must be made as outlined above to cover any missed classes. The Department is especially concerned about absences during the first week of classes, week 10, and finals week, and requires that all possible steps to minimize them be taken when pursuing a professional training opportunity.

7.4 Absences for professional development such as conference presentations or job interviews need to be approved by the Associate Department Head according to Graduate Travel Policy (for conference presentations) or three weeks in advance (for job interviews), and arrangements must be made as outlined above to cover the missed classes. The Department is especially concerned about absences during the first week of classes, week 10, and finals week, and requires that all possible steps to minimize them be taken when pursuing a professional development opportunity.

More information about GE 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 29 of the [GTFF CBA](#).

## **§ 8.0 RIGHT TO PETITION**

A graduate student may petition the Associate Head of the Cinema Studies Department for an exception to any of the above regulations. Petitions should be addressed to the Head of the Department.

## **§ 9.0 HEALTH AND SAFETY INFORMATION**

### 9.1 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 GEs, 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 GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE 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 GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. 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 GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE'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 GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE 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 GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE 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

#### 9.2 Safety Information

The University of Oregon Safety Policy may be found in the library, <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. 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/> Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

#### 9.3 Reporting Safety Hazards

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The Cinema Studies Business Manager may also be contacted: Tim McGovney, 541-346-8313, [cinemanager@uoregon.edu](mailto:cinemanager@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:** Cinema Studies Administrative Office, 201 McKenzie and the PLC copy/mailroom.

### **§ 10.0 DISCRIMINATION GRIEVANCE PROCEDURES**

To file an employment-related discrimination grievance, GEs are encouraged to contact the GTFF. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, <http://aaeo.uoregon.edu/content/raise-concern>.

### **§ 11.0 DISCIPLINE AND DISCHARGE**

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the [GTFF CBA](#). Article

16 further outlines procedures for informing the GE of their deficiencies in work performance or progress toward the degree.

**§ 12.0 WORK ENVIRONMENT**

Once appointments are made, teaching GEs will receive information regarding office assignments and teaching support resources, including access to computers and copy machines.

12.1 Workspace/Private Meeting Space

All .49 FTE GE teaching appointments are assigned shared office space that will be equipped with a single line phone, adequate desks for the number of occupants of that office, at least one file cabinet, and one guest chair for each desk. When sharing an office with others, it is expected that schedules will be mutually worked out so that each instructor has private time for student conferences. A small kitchen is located in 201 McKenzie, with other amenities available in the PLC copy/mailroom.

12.2 Access to Office Supplies Photocopier and Printouts

A copier is available to all GEs for class preparation in 201 McKenzie and in the PLC copy/mailroom,. Cinema Studies aims to provide the necessary tools to assist instructors in their preparation of class materials; if additional support is needed, please notify the Cinema Studies Curriculum and Business Coordinator (Emily Cornell, [ecornell@uoregon.edu](mailto:ecornell@uoregon.edu)).