



UO Faculty Club Organizing Group

Charge

Tenure-Track and Career colleagues will serve in three co-coordinator roles as the organizing group for the UO Faculty Club. This group, from across the university, will work in coordination with the provost's office to help promote the Faculty Club, manage regular communications with OtP support, and organize occasional, light programming (e.g., a toast to retirees and major awardees). The group will aim to have representation from three different colleges/schools.

Organizing Group members will be compensated with an annual \$2000 contribution to their ASA accounts for the full academic year in which they serve.

Responsibilities and Roles

Organizing Group

- Meets on a recurring basis (bi-weekly or monthly depending on preferences).
- Promotes Faculty Club across campus.
- Creates content for regular communications template with OtP support.
- Organizes occasional, light programming (e.g., a toast to retirees and major awardees).

Office of the Provost (OtP)

- Appoints and compensates members of the organizing group.
- Assists with the scheduling of meetings for the organizing group.
- Manages planning details such as securing a location, ordering catering, creating weekly communications templates, and more.
- Coordinates with communications team to distribute communications prepared by the organizing group.
- Serves as day-of event coordinator, which includes verifying room setup, creating run of show, and providing general staffing coverage.

Office of the President

- Provides free snacks and soft drinks for weekly gatherings.
- Schedules bartender(s) for beverages available to purchase.

Jordan Schnitzer Museum of Art (JSMA)

- Provides hosting services as primary location for gatherings.
- Ensures security of location site
- Manages room preparation and post-gathering cleanup

About UO Faculty Club

The Office of the President, Office of the Provost, and Jordan Schnitzer Museum of Art host the UO Faculty Club. In its third incarnation, the Faculty Club means to provide a place where faculty can gather in a welcoming and collegial space. Gatherings take place weekly on Thursdays from 4:00 – 6:00 pm in the JSMA. Snacks and soft drinks provided; beer and wine available for purchase at the bar.

Office of the Provost

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