



Faculty Contact Form United Academics of the University of Oregon

Name of member: _____

Email: _____ Phone: _____

Department or Unit: _____

Issue: _____

Person helping member: _____

Officer/Staff referred to: _____

Tips for documenting issues or accompanying colleagues to meetings:

- Don't overthink it! You're not responsible for solving all the problems, but rather a union contact for the member.
- Employees have the right to have a union representative present in any meeting that could result in discipline or affect their working conditions (Weingarten Rights). In these meetings, your role is to take detailed notes of what transpires – not to speak on behalf of the member. Your role as a steward/rep is also protected by law and you cannot be retaliated against.
- If you or the member is not already in contact with UA regarding this issue, refer them to us by phone (541-636-4714) or email (info@uauoregon.org). We will ensure they are connected with the appropriate officer or staff.

1. Summarize what happened (use the 5 W's!).

2. Was anyone else involved (directly or as a witness)?

3. Relevant context (motives, background causes, etc.):

4. What does the member see as an appropriate resolution?

5. Meeting accompaniment or other notes (attach additional sheets, if needed):