Fall 2022 Grad Partners Meeting

Friday, November 18, 2022

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Staffing Updates

- Position Vacancy: Graduate Studies Coordinator
  - Chris Jones is leaving after almost 6 years of service in the Division.
  - Thank you, Chris, for your dedication to serving our students & programs and for being a wonderful colleague!
  - Send along any qualified candidates!
- New Position: CRM Specialist
  - Current student tracking efforts
  - Data and analytics
  - Recruitment communications

Academic Policy Updates and Reminders

Jered Nagel, Assistant Vice Provost

Division of Graduate Studies

Revised MA Language Requirement

- New Policy:

    There shall be no university-wide language requirement for master's degrees. Departments and programs shall have the option of requiring or not requiring one or more languages other than English (LOTE). If one or more languages are required, the degree granting unit is responsible for monitoring and enforcing that requirement.

- Programs must decide to:
    - Keep language requirement as-is, or
    - Revise language requirement, or
    - Eliminate language requirement

- Next steps:
    - Add to relevant committee agendas, make decision
    - Respond to Qualtrics survey
    - Proposed changes will be reviewed by Grad Council subcommittee

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Master's Graduation Process

Step	Purpose	Details	Deadline
Application for Advanced Degree	• Signals student's intention to graduate • Creates Banner record of degree application	• Student submits in GradWeb	Friday of week 7 (dept override required if after week 2)
Thesis	• Final requirement for master's degree	• Student uploads to ProQuest • Advisor signs Thesis Approval Form • GS reviews format, notifies student of any required corrections • Student revises and resubmits • GS approves and submits to ProQuest for publication	Monday of Finals Week
Terminal Project	• Final requirement for master's degree	• Subject to department/program policies and procedures • Does not get submitted to Division of Grad Studies	By end of term or earlier (set by department)
Statement of Completion	• Confirms that student has met all other departmental degree requirements	• Grad Coordinator submits SOC in GradWeb only **after all departmental requirements are met**	Tuesday after grading deadline (Dec. 20th for Fall 2022)

Deadlines: gradschool.uoregon.edu/academics/completing-degree

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Doctoral Graduation Process

Step	Purpose	Details	Deadline
Application for Advanced Degree	• Signals student's intention to graduate • Creates Banner record of degree application	• Student submits in GradWeb	Prior to defense application; dept override required if after week 2
Application for defense	• Sets date, time, location • Confirms committee has agreed	• Student submits in GradWeb • Committee approves in GradWeb • Grad Coord. approves in GradWeb	2 weeks before defense date
Post-Defense Committee Approval	• Confirms successful defense • Entrusts any remaining revisions to committee chair	• GS emails instructions 2-3 days before defense • Each committee member logs in to GradWeb to confirm successful defense	2 weeks after defense
Final Committee Approval of Dissertation	• Confirms all revisions have been made and chair approves final draft	• Chair logs in to GradWeb to confirm successful defense AND approval of final dissertation	2 weeks after defense
Dissertation	• Final requirement for doctoral degree	• Student uploads to ProQuest • GS reviews format, notifies student of any required corrections • Student revises and resubmits • GS approves and submits to ProQuest for publication	2 weeks after defense
Statement of Completion	• Confirms that student has met all other departmental degree requirements	• Grad Coordinator submits SOC in GradWeb (same as Master's SOC process)	Tuesday after grading deadline (Dec. 20th for Fall 2022)

Deadlines: gradschool.uoregon.edu/academics/completing-degree

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Graduate Employment and Institutional Support

Srithip Prime, Finance Manager

Jered Nagel, Assistant Vice Provost

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Graduate Funding

Graduate Employment

- Please remind your GEs that they are required to enroll in **9 graduate credits** toward their degree per the CBA.

- All Winter hiring documents must be submitted to Payroll by December 6th to avoid delays with paychecks.

- If you have any **GE terminations** coming up that affect Fall or Winter appointments, please email Keri Bartow (cc: Srithip Prime) as soon as you are aware.

Fellowships/Training Grants

- To process institutional support for grad students on fellowships and training grants, DGAs/units need to submit the UO-SEFT form before the start of each term. The Winter term deadline is December 1.

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GTFF Bargaining

- Bargaining will begin during Winter term

- Questions or comments for the bargaining team can be directed to Jered or Krista
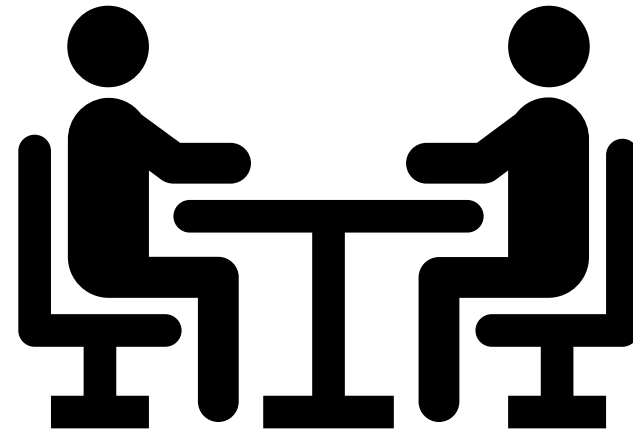
Diversity + Inclusion

Send questions, concerns, joys to tia north *(they/she)* at deigradstudies@uoregon.edu

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Recruitment

- National Name Exchange (NNE) + McNair Scholar [Recruitment Lists](#)
  - Password in 9/30 email

- Promising Scholar Award (PSA) Nominations
  - [Site](#) updated with simplified process
  - Deadline Round 1: Feb 1, 2023 + Round 2: Feb 22, 2023

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Simplified PSA Nomination Process

Promising Scholar Nomination Instructions

Material Prep + Access

☐ **Program Contact Information:** Names and emails of Department Head, Finance Manager, Graduate Coordinator, and Director of Graduate Studies

☐ **Candidate Information:** Full name, UO ID#, cumulative GPA(s)—*The Division of Graduate Studies will arrange for all additional candidate information, such as letters of recommendation, to be available to the selection committee.*

☐ **Letter of Support from Department Head:** Click here for template.

☐ **Slate Access:**

	Program Staff Access	Reader Access
Who typically has access?	Grad Coordinators, Finance Managers, and Staff	Faculty, admissions committee members
How to Login	Staff Login	Reader Login

Previous:
Candidate's name, address, emails, phone numbers, ID#, transcripts, letters of recommendation, GRE scores, letter of support, advisor information, statements of purpose, and more!

NOW:
Name, ID#, GPA(s), + Letter of Support

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Easy upload + submission through one Qualtrics form

Look for the click to submit button at the bottom of the PSA site

Nominate a Promising Scholar

I'm clickable; try me!

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Candidate #2 Information

Student Name

UO ID#

Candidate #2 Letter of Support from Department Head

Drop files or click here to upload

I'm clickable; try me!

←   →

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Important Information through Templates

Promising Scholar
Letter of Support from Dept Head

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Candidate Information

Program		Candidate UO ID#	
Round	1	Candidate Cumulative GPA(s)	
Date		Candidate Rank	

In **250 words or less,** how does the applicant enhance the academic and scholarly excellence of your program?

Need help finding candidate info?
Slate support available [here]

Set up for easy copy and paste

In **100 words or less,** how does the program plan to support the success of this student?

I'm clickable; try me!

Enter Next Candidate

*This button clears candidate info
but keeps program + DH info
to help with multiple nominations

Department Head Approval

Signature	
Name, Title(s)	
Contact Information	

Enter Next Candidate

Notification Templates

- Programs are encouraged to notify perspective students that they have been **nominated** for this prestigious award

- Final award notification templates will be provided via email following the Grad Council's selection

Nomination Notice Template
(I'm clickable; try me!)

UNIVERSITY OF OREGON

[Date]

Subject: Promising Scholar Award Nomination

Dear [Prospective Student Name],

On behalf of the [Program Name] in the [College or School], I am pleased to a[...] been nominated for the prestigious Promising Scholar Award.

This award is offered to highly qualified incoming graduate students from dive[...] enhance and advance the academic and scholarly excellence of our program a[...] admissions committee members see this promise in you and thank you again f[...] program.

Recipients of this competitive award will receive a $6,000 stipend from the Div[...] on top of our program's graduate funding offer. This stipend can be used to he[...] research and travel, or general living expenses.

Selections will be made by the Division of Graduate Studies' Graduate Council [...] about their decision, I will notify you about the outcome.

If you have any questions in the meantime, please let me know.

Division of Graduate Studies

Resource + Student Organization Support

Emrakeb Woldearegay

Family GE   *Pronoun: She*

Email: familyge@uoregon.edu

Kaito Camps de Novais

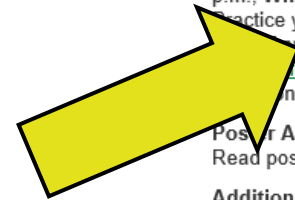**Diversity + Retention GE**   *Pronoun: He*

Email: gsdiversity@uoregon.edu

Here to help!

- **Community**: Connect marginalized students with community outside of your program

- **Leadership**: Contact for your in-house grad organizations or student-run boards

- **Resources**: Alleviate pressure of searching for resources or hosting workshops

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Connecting Your Students Across Programs

- Look for gradCONNECT events
  - **Fall Film Festival** on Friday, Dec. 2 from 3-5 p.m. in EMU Redwood Auditorium
    - Please encourage students to RSVP to the event by 11/27

- Refer students to DGS newsletter
  - To minimize the # of communications going to students, we'll funnel important diversity resources and events to this bimonthly newsletter

Graduate Research Forum 2023

February 15, 2023

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Important dates

- **Practice sessions** for 3MT and Panel presentations:
  - ➢ December 1
  - ➢ December 8
  - ➢ December 15
  - ➢ January 5

    bit.ly/practice_sessions

- **Poster, 3MT and Panel proposal deadline**:
  - ➢ January 10, 2023

    graduatestudies.uoregon.edu/forum

- **Panel competition:**
  - ➢ January 12, January 19 (January 26 if needed)

- **All presentations:**
  - ➢ February 15

Also open to students not participating in the Forum!!!

gradCAREERS

https://graduatestudies.uoregon.edu/professional-development/opportunities

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Connecting Your Students to Professional Development Resources

- **Refer students to LinkedIn and Grad Division website**
  - **Daily updates**
  - Resources at UO and beyond
  - All resources free for students, priority to remote resources

  On LinkedIn, search: University of Oregon Division of Graduate Studies

- **Refer students to DGS newsletter**
  - To minimize the # of communications going to students, we funnel important career resources and events to this bimonthly newsletter

Writing Support

https://graduatestudies.uoregon.edu/professional-development/opportunities/writing

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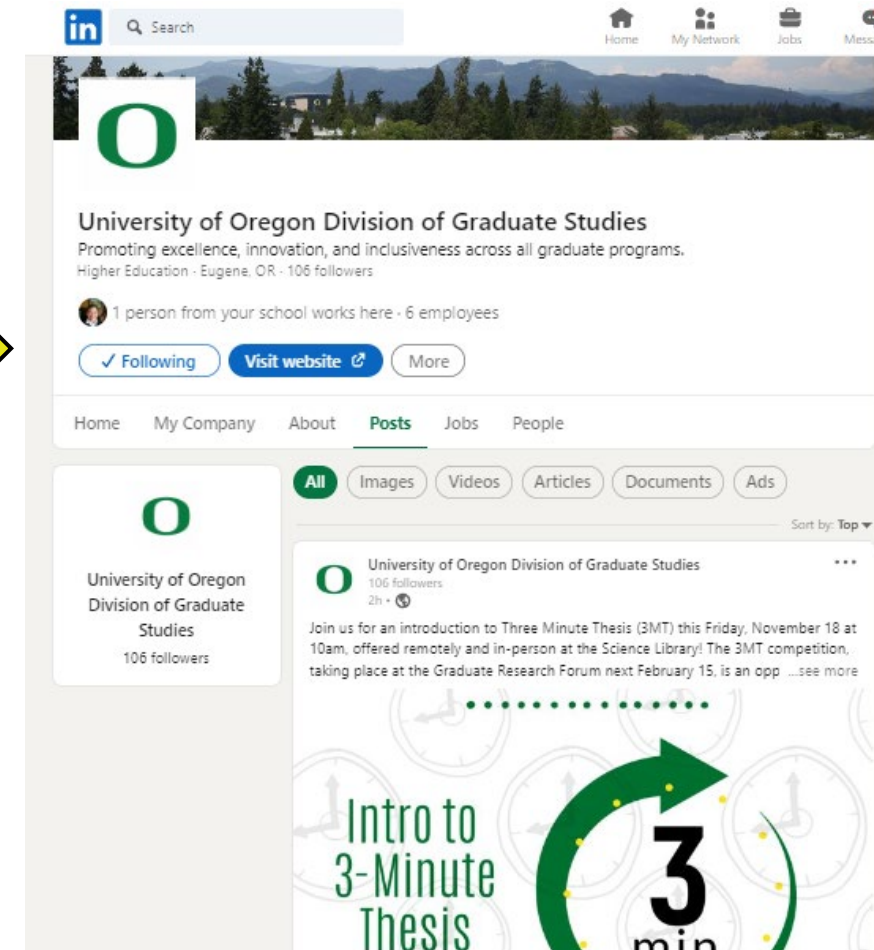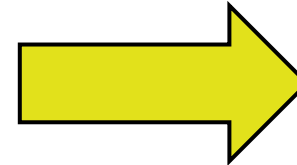# Connecting Your Students to Writing Resources

- **Refer students to Grad Division website**
  - **Well monitored updates**
  - Resources at UO and beyond
  - All resources free for students, priority to remote resources
- **Current availability**
  - 1-to-1 Coaching Sessions: includes writing and editing. Email aweinst6@uoregon.edu
  - Writing Circles (all available online, too):
    Wednesdays 2pm-3:30pm: Peterson 107
    Thursdays 2pm-4pm: Campbell 111
    Fridays 10:30am-12:30pm: Campbell 111

New dedicated website coming soon!

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Admissions

Hannah Schneider-Lynch, Director of Graduate Admissions

- Slate for Graduate Admissions
- Offer Letter Review
- Recruitment Awards

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Slate Resources

All resources are linked on your Slate homepage as well!

Admissions – Program Staff (staff)	Admissions Handbook for Program Staff Admissions Videos for Program Staff
Admissions - Readers (faculty)	Slate Faculty Reader Guide Slate Faculty Review Video DGS expects program staff to take the lead on faculty Slate training due to the highly customized nature of program review. We are here to help you navigate!
Office Hours	We will be holding drop-in office hours mid-August through mid-December. Winter office hours will be available, possibly with different days/times. Join via Zoom. Mondays, 9-9:45am, August 22 - December 12 Thursdays, 4-4:45pm, August 18 - December 15

Division of Graduate Studies

Upcoming Slate Trainings

December 1
- 1:00-2:30pm
- join on Zoom

December 14
- 9:00-10:30am
- join on Zoom

Note: Trainings will not be recorded. If you are unable to attend either training, please make use of the handbook, videos & office hours or contact us with questions.

Audience:

Graduate coordinators/recruiters/staff using the admin role in Slate (Admissions – Program Staff)

Topics covered:
- First 30 Mins:
  - Orientation to Slate Resources
  - Basic overview of Slate
  - Answers to FAQs
- Second 30 Mins:
  - Overview of faculty review process & discussion of options to manage review
- Final 30 Mins:
  - Q&A/Office Hours format

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Human Capital (Slate Consultant) Engagement

- The Division, Lundquist College of Business and Information Services are partnering with Human Capital.

- We have identified a number of system improvements that we will work with Human Capital on over the next months.

- What this means for you: improvements to the system, taking your feedback into account!

Slate Spotlight – Reporting!

- Anyone with **Admissions – Program Staff** access can run the queries that are linked on their Slate Homepage.

- Reach out if there is a standard report you need that you think would help a number of programs! hslynch@uoregon.edu

Reporting (Queries)

In-Progress Applications *New!*
Submitted and Paid Applications *New!*
Admission Offer Decisions
Comprehensive Applicant Data
Incoming Students
Program Paid Fee Waivers
Reader - Rating Form

On the tabs above this table (Admission Offer Decisions, Enrollment Funnel, Reader Synopsis), there are some point-in-time reports that are specific to the application populations that you have access to. Please review the Admissions Handbook for details.

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Offer Letter Review

What/Why	The Division reviews all program templates associated with graduate admission recommendations and funding for incoming students. We do this to ensure that accurate information is being communicated to our applicants and that requirements are met.
How	Review "Action Required: 2023 Graduate Admission Offer Letter Review" email sent on 11/4/22 for templates, requirements and submission details.
When	Due December 1st, 2022 *Please allow two weeks for DGS review process.*

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Offer Letter Review (pg. 2)

New this year:

- You must provide a deadline for the applicant to respond by and it needs to match what is in Slate.

- Slightly different language about GTFF Bargaining.

- New CGS Resolution link for fall term offers with funding.

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Recruitment Awards

[Campus Visit Support](#) for Doctoral Applicants

- First come first served.
- Up to $1000 per student; $4000 max per program!
- Apply via [qualtrics survey](#)

[Top-Off Recruitment Support](#) for Doctoral Applicants

- First come first served.
- Up to $4000 max per program!
- Apply via [qualtrics survey](#)

[Lokey Graduate Science Awards](#) - Changes this year:

- Deans of each qualifying unit/college will request funds from the Division to improve the quality and quantity of graduate students in the doctoral science programs. (In the past, programs have applied directly and now deans will work with programs to prioritize funding requests to the Division.)

- As a result of discussions with the Deans, the Division will no longer offer Lokey Graduate Science Fellowships, and instead route those funds to the Lokey Graduate Science Awards.

- Deans will submit proposals to the Division for review and approval by December 20th.

- Division will notify Deans of accepted proposals by January 8th.

[Promising Scholar Award](#)

- Round 1 Deadline: February 1, 2023 by 5pm PST
- Round 2 Deadline: February 22, 2023 by 5pm PST

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Questions?

541-346-5129

graduatestudies@uoregon.edu

graduatestudies.uoregon.edu

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