Fall 2023 Grad Partners Meeting

Thursday, November 9, 2023

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Staffing Updates

- Director of Systems – Hannah Schneider-Lynch
  - Anticipated start date: December 1
  - Will continue to oversee admissions until new Director of Admissions is hired

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Graduate Employment and Institutional Support

Srithip Prime, Finance Manager

Division of
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Graduate Funding

Graduate Employment

- Any outstanding Winter ePRFs should be submitted by November 10 or as soon as you are able.

- Winter new hire documents must be submitted to Payroll by December 7th to avoid delays with paychecks.

- If you anticipate **GE Terminations** for Fall or Winter, please email Srithip Prime and Keri Bartow 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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Oregon Paid Family and Medical Leave (OR PFML)

The University of Oregon's [Paid Family and Medical Leave (OR PFML)](#) program is administered by *The Standard*. Contributions and benefits began September 2023.

Paid leave is available for the following:

- Birth or adoption of a child

- You or a loved one's serious illness

- If you experience sexual assault, domestic violence, harassment, or stalking

Responsibilities:

- GE needs to complete their intake with *The Standard* (30 days in advance of the leave if possible).

- Hiring units should email Srithip and Jered if they have a GE who is applying for ORPFML.

Resources:

- [Paid Family and Medical Leave](#)

- [GE Absences and Leave Policies](#)

Division of Graduate Studies

Diversity + Inclusion

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

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Diversity Recruitment

- ***Updated*** Awards to support recruitment efforts

Award	Updates
Future Stewards	New deadline to support recruitment; priority given to Master's and Law students
Promising Scholars	Perspective students may now opt-in for consideration through their Slate application; single round of nominations with no additional write-ups; no minimum GE FTE required for program eligibility; incoming Doctoral students only

- Request McNair + NNE Recruitment Lists here

Prepare for the PSA Nomination Process

- Find students who indicated they would like to be considered for the PSA in your Slate report
  - Programs may still nominate students who did not select this option

- Select candidates for nomination
  - We'll collect name, ID #, and application reference #

- Confirm program support details
  - In lieu of a written statement, check all that apply

Program Support for Student Development and Diversity

Check all that apply:

Program offers service opportunities for shared governance to graduate students ☐

Program has at least one faculty member who has received an award for teaching or advising from a professional organization ☐

Retention Support

Kaito Campos de Novais

Diversity + Retention GE *Pronoun: He*

gsdiversity@uoregon.edu

Emrakeb Woldearegay

Family GE *Pronoun: She*

familyge@uoregon.edu

Contact GEs for

→ **Community**
Connect students with community outside of your program
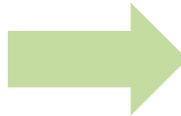
→ **Collaboration w/ Leadership**
Contact for your in-house grad organizations or student-run boards

→ **Resources**
Alleviate pressure of searching for resources or hosting workshops

3MT Competition 2023

November 17, 2023

Division of
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Important 3MT dates

- **Sign-up is closed**
  - ...but we will not turn away anyone asking to get in by next Monday. Email Jen at jenmb@uoregon.edu for special requests.

- **Drop-in Practice sessions** at 111 Susan Campbell Hall
  - Monday, November 13, 1:30 PM – 4:00 PM
  - Tuesday, November 14, 1:30 PM – 4:00 PM
  - Thursday, November 16, 1:30 PM – 4:00 PM

- **3MT Competition:**
  - Friday, November 17, starts at 1:30 PM, EMU Crater Lake Rooms
  - First place wins $500; second place $300; third place $200

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gradCAREERS

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

**Division of Graduate Studies**

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 for "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
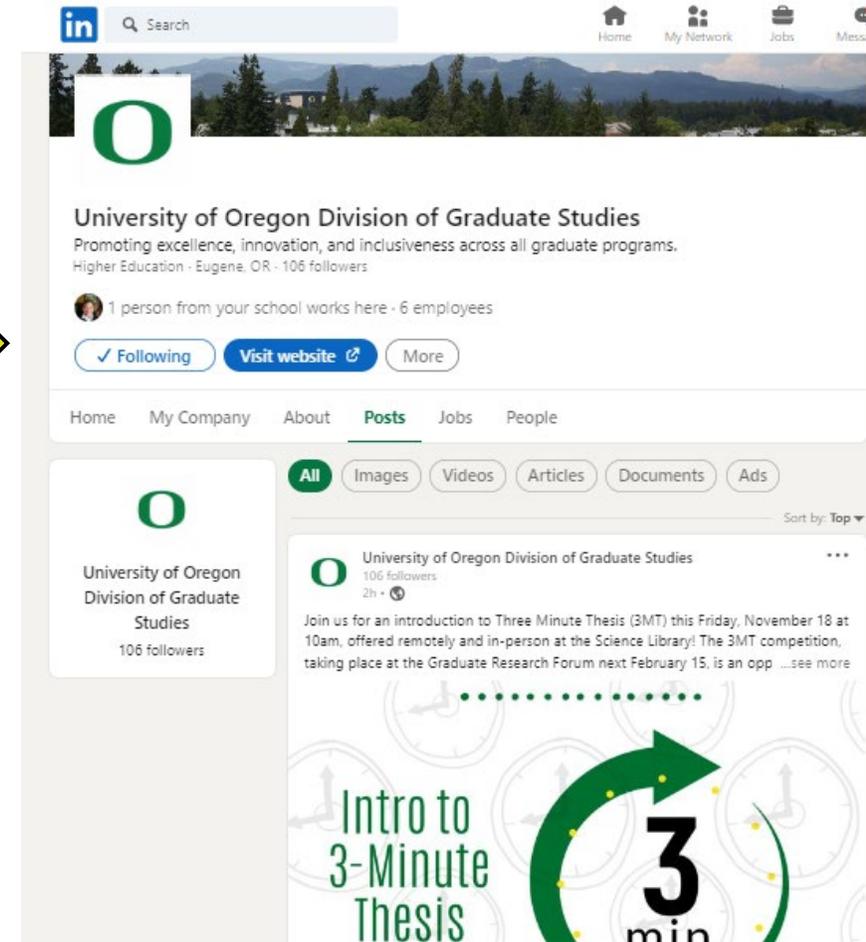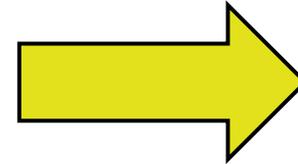
Upcoming events

- **Professional development collaboration with OHSU, OSU and PSU "Grad Student Professional Development Series" continues with these events open to all students:**

  ➢ Part 2: Advancing your Scholarly Writing as a Graduate Student (remote, December 7, 2023, 10:00am)

  ➢ Part 3: Strategies for Navigating Interpersonal Conflict (remote, February 9, 2024, 2:00pm)

  ➢ Part 4: Leadership & Management Skills (remote, March date TBA, 2024)

- **Save the Date for the Graduate Research Forum**

  ➢ Friday, May 10, 2024, starts at 11:00 AM, Ford Alumni Center

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Writing Support

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

Connecting Your Students to Writing Resources

- **Dissertation Writing Assistance**
  - ➢ Email aweinst6@uoregon.edu to schedule an appointment

- **Writing Groups**

  Tuesdays, 10:00am to 12:00pm in Susan Campbell Hall, Grad Student Lounge

  Tuesdays, 10:00am to 1:00pm in 244 HEDCO

  Wednesdays, 9:30am to 12:30pm in Susan Campbell Hall, Room 54 (CoDaC)

  Wednesdays, 10:00am to 12:00pm in Susan Campbell Hall, Grad Student Lounge

  Wednesdays, 1:00pm to 4:00pm in Provisions South, 747 E 32nd Ave, Eugene

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Admissions

Hannah Schneider-Lynch, Director of Graduate Admissions

- Offer Letter Review
- Recruitment Awards
- Recruitment Pilot

Division of Graduate Studies

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 "2024 Graduate Admission & Funding Offer Letter Review" email sent on 11/3/23 for templates, requirements and submission details.
When	Due December 1st, 2023 *Please allow two weeks for DGS review process.*

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Offer Letter Review (pg. 2)

New this year:

- Better instructions for how the applicant will accept or decline their offer in Slate.

- Some wording changes related to offers of funding.

Recruitment Funding for Doctoral Applicants

- Campus Visit Support
  - First come first served.
  - Apply via Slate.

- Lokey Graduate Science Awards
  - The Division is working with college deans on allocations and details will be communicated to programs through your dean's office.

- Promising Scholar Award

- Graduate Studies Doctoral Awards (*Previously called Top-Off Awards*)
  - First come first served.
  - Apply via Slate.

Slate Recruitment Pilot – AY23/24

Pilot Goal: Develop best practices, policies, and procedures related to the use of the Slate CRM to further program level recruitment communications by Summer 2024.

Considerations:

- What are programs' individual goals when it comes to recruitment? Recruiting more students, more highly qualified applicants, a particular subset of applicants? Programs may have different goals and objectives for recruiting.

- What are best practices related to recruitment communications?

- What does Slate offer? What is the level of technical expertise needed?

- How can we achieve our goals with current Division and program level staffing?

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Enhancements & Next Steps

New Functionality in Slate

- Timeline Tab, Interactions, Audit Log and Campaigns
- Inbox Gateway

Upcoming

- Look out for an email from us asking you to tell us more about your program's current recruitment efforts and future goals.

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Academic Policy Updates and Reminders

Jered Nagel, Assistant Vice Provost

Division of Graduate Studies

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

Division of Graduate Studies

Graduate Tracking Project

- Director of Systems will soon take the lead within the Division, alongside Holly Swartz

- Human Capital conducting learning sessions & will help make recommendation moving forward

- More to come!!!

Questions?

541-346-5129

graduatestudies@uoregon.edu

graduatestudies.uoregon.edu

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