

Fall 2019 Grad Coordinator Meeting



Padma Akkaraju, Director of Diversity and Inclusion

Tori Byington, Assistant Dean of Professional Development and Student Opportunities

Becky Megerssa, Assistant Director & SEVIS Manager, International Student & Scholar Services

Jered Nagel, Assistant Dean of Academic Affairs

Lisa Howard, Director of Finance and Administration

Hannah Schneider-Lynch, Director of Graduate Admissions & Recruitment

Lesley Yates-Pollard, Academic Affairs and Admissions Specialist



UNIVERSITY OF
OREGON

Graduate School

Welcome New Graduate School Staff

Interim Vice Provost and Dean of
the Graduate School:

Dr. Kate Mondloch

Director of Diversity and Inclusion:

Dr. Padma Akkaraju

Executive Assistant to the Deans:

Tara Kaiser



Recruitment & Admissions

- Department Offer Letters
- New Admissions Processes
- Recruitment Awards



Graduate Admissions Process Changes

Transcripts:

Applicants are now instructed to send transcripts to the Office of the Registrar, instead of the Office of Admissions.

Hard copy transcripts should be sent to:

Office of the Registrar
5257 University of Oregon
Eugene, OR 97403



Graduate Admissions Process Changes

Final Approval:

The Graduate School is now the final approval step for all graduate admissions – the Office of Admissions approval step has been removed.



Domestic Admissions Flow Chart

Questions? Contact the Graduate
School gradsch@uoregon.edu

Department Approval

To submit departmental
recommendation for admission:

Navigate to: GradWeb>Online
Apps>Review Apps>View All

Select applicant(s) and scroll to
bottom of page. Select "Submit
Decisions"

To check application status after
submitting to GS: GradWeb>Online
Apps>Decisions>Admission Offered

Applicants who have been offered
admission by the program are broken
down into three lists on this page.

Departmental Decision Provided: the
application is in the Graduate School's
queue.

Pending: the Graduate School has
requested additional documentation.

Graduate School Approval: the applicant
has been fully admitted. Domestic
applicant letters generated w/in 1
business day.

Note: Once the Graduate school
has emailed the department to
indicate that we are missing
transcripts, the GS will only
revisit the record if:

1. Applicant sends
transcripts directly to
GS.
2. GS is notified by Dept to
review transcripts
added to DuckDocs. (If
the applicant had
transcripts sent to
OA/RO/Dept.)

Graduate School Approval

Graduate School reviews admission recommendation within
10 business days of department approval. GS does not
admit the applicant until the three points below have been
resolved. If GS review determines that additional
information is needed, GS emails department to notify
them. Department notifies student.

Verifies:

1. Applicant meets minimum degree equivalency
2. Applicant has submitted official transcripts

Checks:

3. Whether or not the applicant is already enrolled in a
graduate program or has already been admitted to a
graduate program. If yes, contacts applicant to
determine if they are planning to pursue concurrent
degrees.

Upon approval, the GS enters final decision in Banner and
orders admission packet to be printed and mailed. The
admissions packet is mailed within 48 hours.

Packet includes official offer of admission and Personal
Access Code (PAC) used to log into DuckWeb.





International Admissions Flow Chart

Questions? Contact the Graduate School gradsch@uoregon.edu

Department Approval

To submit departmental recommendation for admission:

Navigate to: GradWeb>Online Apps>Review Apps>View All

Select applicant(s) and scroll to bottom of page. Select "Submit Decisions"

To check application status after submitting to GS: GradWeb>Online Apps>Decisions>Admission Offered

Applicants who have been offered admission by the program are broken down into three lists on this page.

Departmental Decision Provided: the application is in the Graduate School's queue.

Pending: the Graduate School has requested additional documentation.

Graduate School Approval: the applicant has been fully admitted. International applicants are at the International Student and Scholar Services step. No updates are made in GradWeb by ISSS.

Graduate School Approval

Graduate School reviews admission recommendation within 10 business days of dept. submission. GS does not admit the applicant until the four points below have been resolved. If GS review determines that additional information is needed, GS emails department to notify them. Department notifies student.

Verifies:

1. Applicant meets minimum degree equivalency
2. Applicant has submitted official transcripts
3. Applicant meets English Language Proficiency requirement

Checks:

4. Whether or not the applicant is already enrolled in a graduate program or has already been admitted to a graduate program. If yes, contacts applicant to determine if they are planning to pursue concurrent degrees.

Upon approval, the GS enters final admission decision in Banner.

SEVIS Coordinator contact information:

Becky Megerssa

sevis@uoregon.edu

International Student and Scholar Services

ISSS receives GS admission decision.

1. Verifies evidence of financial resources. Contacts applicant if missing.
2. Creates I-20 (or Transfer-In)
3. Assemble Admit Packet
 - Admit letter
 - I-20 or Transfer-In Form
 - "Next Steps" insert
 - Graduate School flyer
4. Emails Student with mailing options for admit packet.
 - Express mail: Student pays.
 - Regular airmail: Admissions pays



Graduate Admissions Process Changes

Financial Documentation:

International Student and Scholar Services will now be the office responsible for reviewing incoming international graduate students' financial documentation.

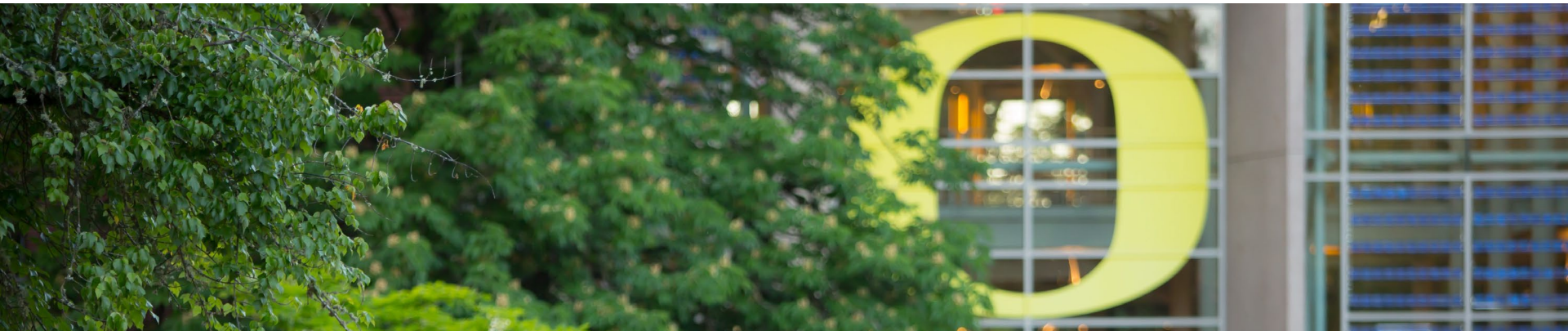
Recruitment Awards

- Raymund Fellowships
- Promising Scholar Awards
- Lokey Graduate Science Awards
- Campus Visit Recruitment Support
- Top-Off Recruitment Support
- First Year Fellowships
- Future Stewards (all grad students, not just incoming)



Mandatory GE Training

- Online
- Available by 2nd week of the term
- Videos and Quizzes
- Payment



Current Student Awards & Scholarships

<https://gradschool.uoregon.edu/fellowships>

- Most deadlines are Feb. 17th (a few in April)
- **New! Apply through UO Scholarship Dashboard**
- Some require dept. nomination

Special “Opps” Award

- Up to \$500 for travel/research
- Deadline Wed. of week 8 each term



Graduation Reminders

Master's Graduation Process



Applications for Advanced Degree

Published Deadline	Grace Period – no override needed	Final deadline w/dept override
Friday of week 2	Friday of week 3	Friday of week 7*

*after this date, students should contact the Graduate School

Other Deadlines

Thesis/Dissertation Turn-in	Statements of Completion
Monday, December 9th	Monday, Dec. 23rd

- Full ETD submission instructions at gradschool.uoregon.edu/academics/thesis-dissertation/etd-submission
- Do not send statements until all department requirements have been met (grades, copy of final project received by office, etc.)
- Deadlines: gradschool.uoregon.edu/academics/completing-degree



Doctoral Graduation Process (for now)

Deadlines and Signatures				
What	Why	Who	How	When it's due
Application for defense	Sets date, time, room, confirms committee has agreed	<ul style="list-style-type: none"> • Student initiates • Online approval by all committee members • Signed by DGS/Dept Head 	<ul style="list-style-type: none"> • Student submits in GradWeb • Committee approves online • GC prints and sends to GS 	3 weeks before defense date
Certificate of Completion aka “The Tan Sheet”	Confirms successful defense; entrusts any remaining revisions to committee chair	<ul style="list-style-type: none"> • Grad School sends to chair • Committee and dept head sign • Grad Coordinator returns to Grad School 	<ul style="list-style-type: none"> • Paper form • Original signatures • Email approval from members attending remotely 	2 weeks after defense
Thesis/ Dissertation Approval Form	Confirms all revisions have been made and chair approves final draft	<ul style="list-style-type: none"> • Student fills out • Chair signs 	<ul style="list-style-type: none"> • PDF from GS website • Student can upload w/ETD or deliver to GS 	Monday of finals week Fall: Dec. 3rd

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



Graduate Coordinator Handbook



You asked, we are answering!

- Brief explanations of common tasks with graphics!
- Instructions for transmitting documents to Grad School!
- Contacts and their specific areas of oversight!
- Helpful tips and other resources!

We want your help to make this the best resource it can be.

What processes can we demystify? - What changes have you made over the years that have made life as a coordinator easier? - What do you need to know? - What do you wish you HAD known when you began as a coordinator?

Help us identify what isn't here but should be. Your feedback is needed!

Feedback period is open now through December 15th with the hope that we can deliver a comprehensive manual to coordinators early in the new year. I promise I will utilize both a cup of coffee and a bean bag chair while I carefully consider the items that are important for you to see spelled out more clearly. Contact me at 6-5134, lesleyyp@uoregon.edu, or set up a brief meeting with me to relay your thoughts.



Diversity and Inclusion Initiatives

- Graduate student well-being and resilience building
- Programming initiatives with student leader groups and GTFF
- Undergraduate-Graduate student peer mentoring collaborative: DEI, McNair Scholars Program, CRES, Center for Undergraduate Research and Engagement



Seasons change... and so does the GTFF CBA

pfehrrs@uoregon.edu

Collective Bargaining Agreement changes

- Salary
- Sick Leave
- Summer Term
- Childcare and Parental Leave
- Training
- Disability Accommodation
- Work Agreement/GDRS
- Curriculum
- Union Rights
- Respectful Workplace Training



Salary

Increases to Minimums

- 3.0% on Sept. 15th (retroactive)
- 3.0% for AY20-21
- 3.0% for AY21-22

NEW! Increases to those above mins:

- 1.4% each year

Three-year agreement







Sick Leave

NEW! Fixed sick leave substitution pay

- Only applies in cases of less than 24 hours notice

Increased but fixed accrual

- GEs now accrue three (3) days of sick leave per term
 - Bank size (10 days) remains same
 - GEs now accrue like other employees, don't have leave front-loaded
- 
- 

Clarified that sick leave taken in full day increments






Summer Term

Summer GE position

- No tuition or fee benefit
- GE can petition/grieve for class to be covered
- Incentive to hire more GEs in summer



Gym Access

- GEs who worked in the Spring and who have a Fall appointment
 - Who don't cause a tuition or fee cost to the University
 - Can get “free” access to Rec Center over summer term
- 



Childcare and Parental Leave

Childcare

- During first ~~18 months~~ seven (7) years of child's life/adoption
- Can access Graduate Assistance Fund for ~~\$575~~ \$700
- If fund drops below \$25k, UO will deposit \$25k in fund
- *NEW* Can access once per year

Letter of Agreement on Parental Leave (expires at end of contract)

- GEs can access up to six weeks of paid parental leave
- Must exhaust own sick leave, University covers the difference up to six weeks (pay continuation)
- Oregon's own paid leave law soon (worker's compensation)

Training

During term of first appointment:

- Four hours of paid training

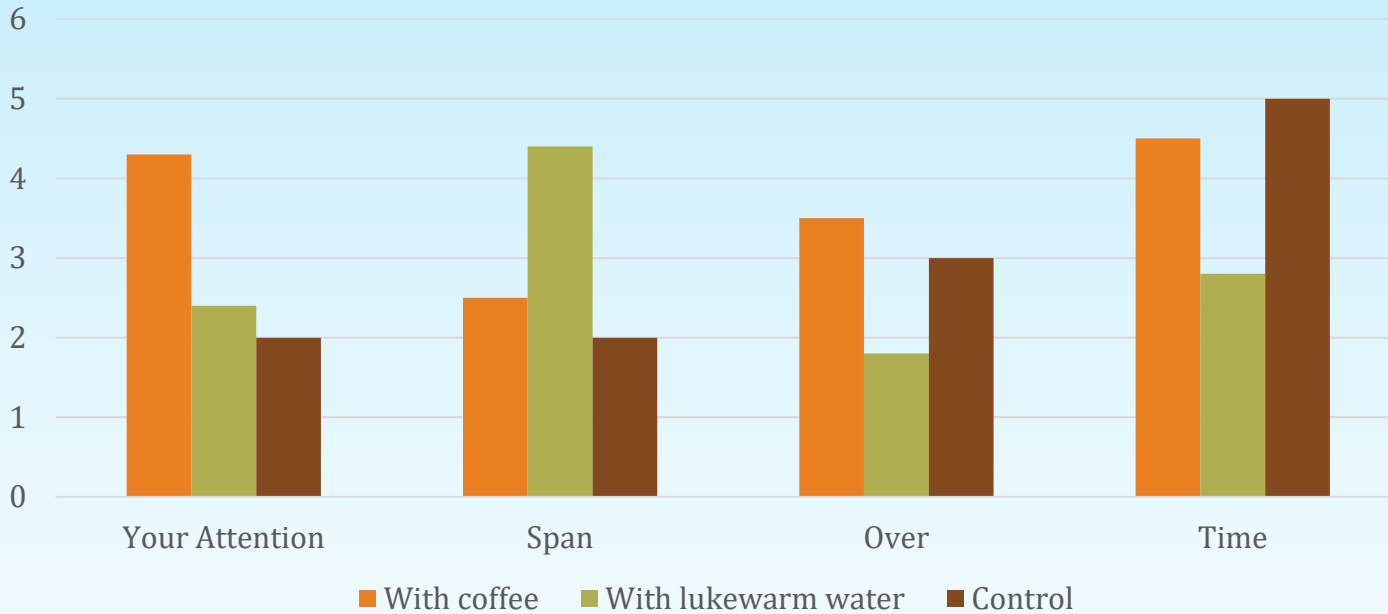
NEW!

- Can do six (6) hours of professional development per year
- Can build into GDRS in place of sick leave substitution pay



Is this the lowest form of humor? Yes.

All Presentations Must Have a Chart







Discipline

“Written reprimands shall include a summary of the problem and the University’s expectations and guidelines for corrected behavior”

Position abandonment



- 5 consecutive days
 - “without consent or authorized leave” NOT “without notification”
- 
- 



Disability Accommodation

Clearer process

Please direct all GEs to:

- <https://hr.uoregon.edu/employee-labor-relations/accommodations>
 - WorkplaceADA@uoregon.edu
- 
- 

Appointments

If you have GEs on hiring committees:

- You may “not share material with those GEs that is disciplinary, confidential, or FERPA-protected.”

If you do not have GEs on hiring committees:

- GEs may submit written feedback on the process for evaluating GE applications before the process has concluded.
- Departments shall respond to these comments in writing to the GE who submitted feedback no later than twenty (20) days after the application process concludes




Work agreement

Feedback

- GEs can provide feedback on GDRS documents
- University notify by April 1, GEs can submit feedback by April 15







Physical posting

- “A physical copy of the GDRS shall be posted prominently in the department office or another conspicuous location.”
 - No obligation to keep up to date
 - Print a page providing the web address for GDRSes
 - No obligation on size of printing
- 



Curriculum



Feedback

- GEs can provide feedback when changes will have a “substantial impact on GE work conditions”
 - “Departments shall inform GEs when changes to undergraduate curricula are made which have a substantial impact on GE work conditions.”
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DACA and Diversity GE

“The University shall issue a written annual public notice to all employees regarding how to respond to immigration enforcement officials...and a list of currently existing University resources for undocumented and DACA students and employees.”



University to hire a 0.49 FTE AY Diversity GE to develop resources specifically for underrepresented graduate students.



Dept. Head Training on Respectful Workplace

Annual training from dept. head to dept. faculty covering:

- The Respectful Workplace Memorandum,
- Sections of Article 25 relating to workplace bullying, and how they relate to interactions with GEs
- Policies on romantic relationships, prohibited discrimination and retaliation, and campus violence prevention
- Power dynamics between faculty members and graduate students and appropriate professional boundaries
- Employment disability accommodations.

New definition of bullying in CBA


- Written, electronic or verbal communications, behaviors or conduct, or any physical act that
 - (1) places the student or employee in actual and reasonable fear of harm to the person or damage to their property or
 - (2) is severe or pervasive and interferes with their work or participation in university programs or activities
- This will not “be interpreted in a way that undermines a supervisor’s authority to appropriately manage their work unit. “




Health Insurance

Incentives

- Over 10%, Union members must pay more
- Under 5%, UO raises minimum salaries



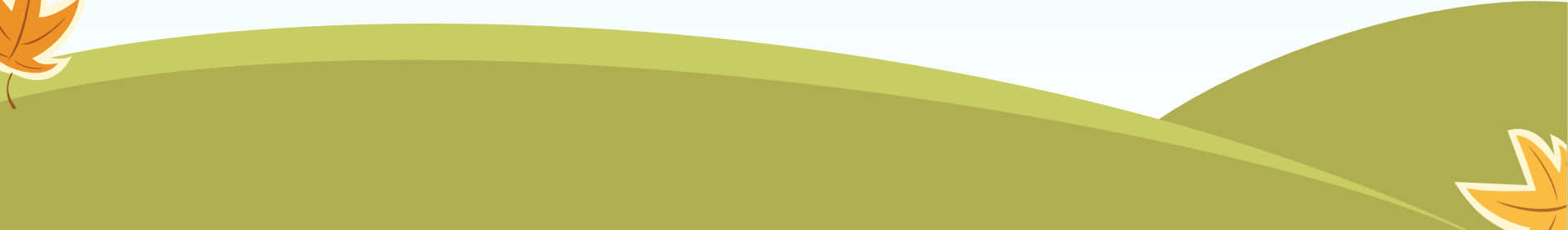




Exploring self-funding

- Agreement to form a joint workgroup to explore moving to self-funded insurance
- 



Software



“GEs whose assignments involve use of specific software shall be provided with access to the software.”





Union Rights

GFFF gets two (2) University-paid reps per academic term (total six)

- Can't be from same department
 - Must notify department and HR
- 
- 

Questions?
pfehrrs@uoregon.edu



Questions?





