

Spring 2021 Grad Partners Meeting



Padma Akkaraju, Director of
Diversity & Inclusion

Jered Nagel, Assistant Dean of
Academic Affairs

Hannah Schneider-Lynch, Director
of Admissions & Recruitment



UNIVERSITY OF
OREGON

Graduate School

GE Hiring/OnBase Updates

Keri Bartow

GE Payroll Specialist

Kelly Gossett

Service Manager for DuckDocs

GE Hiring

Deadlines

The following deadlines are in place to ensure that paperwork can be processed in time for the first pay date of the appointment term. If a deadline is missed, the affected GE must be notified in writing by the hiring department that they may be paid late. Every effort should be made to meet the below deadlines.

Term	Graduate School Deadline (ePRF submitted to Grad School)	Payroll Hire Documentation Deadline (send directly to payroll)
Summer 2020	May 20, 2020	June 5, 2020
Fall 2020	July 17, 2020	September 8, 2020

GE Hiring

Hire Documents

- GE hire documents manual and bundled packets available on payroll website: <https://ba.uoregon.edu/payroll/graduate-employee>
- Have a tracking system
- Payroll News Listserv
- I-9 Employment Eligibility Workshop/International Hire Documents Training – MyTrack
- Questions: Keri Bartow – kbartow1@uoregon.edu

GE Hiring

Support Documentation Requirements

Reminder – if Level 2 because of master’s degree in same or cognate field – no longer need to attach transcript but official transcript must be available in OnBase

Level	Support Documentation
Level 1	None
Level 2: Master’s Degree in same or cognate field	None but official transcripts must be on file in OnBase
Level 2: Successful completion of a qualifying examination toward a doctoral degree	Statement from department head confirming that the student has completed the qualifying exam
<u>Level 2</u> : Completion of 45 credit hours toward a doctoral degree and written recommendation of the head of major department	Statement from department head confirming completion of 45 credit hours and recommendation
Level 3	None

Teaching GE Language Requirement

- Incoming GEs who scored lower than 26 on the Speaking portion of the TOEFL must take the SPEAK test in the Summer or Fall
- Depending on their SPEAK score, they may be placed into one of the following support courses:
 - GRST 621: Academic Discourse, 4 cr., T/R 2:00-3:20
 - GRST 624: Teach US Universities, 4 cr., F 2:00-4:50 (tentative)
- The test will be done by Zoom on an individual basis
- See <https://gradschool.uoregon.edu/funding/ge/english-language-policy>
- Questions: Trish Pashby, pashby@uoregon.edu



Summer Tuition Waiver

<https://gradschool.uoregon.edu/academics/policies/ge/summer-tuition-waiver>

Eligibility	
Option A Summer GE Appointment	Tuition waiver will be applied with the appointment. No action needed.
A GE appointment in any two quarters of the preceding academic year—the preceding fall, winter, and spring	Complete and submit the summer tuition waiver request form by May 10 (or closest business day) to ensure it is processed before the start of the applicable summer term. Forms will be accepted through September 10 (or closest business day) following the applicable summer.
New Option B GE Appointment pursuant to Appendix H	Tuition benefit/summer tuition waiver is not applicable. Student must petition. https://gradschool.uoregon.edu/funding/ge/summer-ge-hiring-options

- Covers tuition for up to 16 credits used to meet degree requirements (excluding those with irregular fees).
- Students are responsible for 65% of fees
- **Reminder: Summer tuition costs are charged to hiring units – see <https://gradschool.uoregon.edu/academics/policies/ge/cost-charging-guidance>**



“Option B” Summer positions

- <https://gradschool.uoregon.edu/funding/ge/summer-ge-hiring-options>
- No tuition/fee benefit. Does have insurance benefit.
- Must inform student that position does not offer summer tuition benefit
 - Note: The summer tuition waiver does not apply
- Student may petition to receive tuition benefit
- Goal – increase summer GE positions by offering more cost-effective option

Summer Rec Center Membership

- Summer GEs with Spring appointments and a GE appointment following Fall term who do not enroll in any summer courses may receive no-cost UO Rec center membership.
- Student signs up at rec center for the “Non-Fee Paying Students” membership option and has the fee charged to their student billing account
- Grad School will provide list to student billing and reconcile in September
- Charged to schools/colleges in same manner as summer insurance and tuition waiver for non-GEs

Summer Registration

- General policy: Summer registration is required if students complete advancement requirements, major exams, graduate, or use faculty/staff resources in the summer
- Temporary policy changes:
 - If a student's graduation term is delayed due to COVID-19, they may petition for a waiver of the final term registration requirement (General Petition Form)
 - Students who originally planned to complete non-coursework requirements (e.g., exams) during AY 2020-21 but are now planning to complete them in Summer 2021 because of COVID-19 related delays may petition for a waiver of the summer term registration requirement using the [General Petition Form](#)

Paid Parental Leave

- Can be used in a term student has a GE appointment or promise/offer of a position
- Can be used in the first year of a child's life – must be used by child's first birthday
- 6 weeks paid
- Sick leave exhausted first
- 12 weeks total of FML – if student takes full 12 weeks of FML, first six weeks is paid, remaining 6 weeks unpaid
- Keri Bartow (Payroll Office) will do time entry
- New Earn code **LPL** – salary charged centrally
- Unit responsible for remissions (tuition, fees, insurance)

GTFF Release Positions

- CBA requirement to release two individual GEs per term from their GE duties in order to perform work on behalf of the GTFF
- GE appointment remains with department but change to Admin GE (new pooled position coming) and charged to Grad School. Full instructions provided to affected units each term
- Note: Timing of notice from GTFF has been a challenge

Excellence Awards

Outstanding Graduate Coordinator

Outstanding Faculty Mentor

Outstanding Director of Graduate Studies

Nomination deadline: May 22nd

Info at:

<https://gradschool.uoregon.edu/academics/policies/faculty-staff/excellence-awards>



New Student Orientation & GE Training

- September 21st – GTFF Welcome and Information Session, time TBD
- September 22nd – Day of Teaching organized by TEP, 9am-5pm
- Asynchronous Canvas Sites
 - All student orientation
 - GE Mandatory Training

Stay Tuned!

- Dissertation submission deadlines:
 - Current: One deadline regardless of defense date
 - Proposed: Two weeks after defense
- Streamlining post-defense dissertation approval processes
- Style Manual revisions

Grad Student Tracking

- GradWeb Retirement
 - In planning/evaluation phase to determine what tool(s) can be used in place of GradWeb AND meet currently unmet needs

Admissions



Slate for Admissions

Implementation Timeline Extended

- Main application built
- Working on building out program supplements
- Upcoming call for Project Champion Team Members

Yearly Academic Program Page Updates

- Look for an email from Hannah in June prompting programs to review their entries on our [academic programs list](#).
- Review your program page entries to identify any updates that will need to be made. Examples of updates:
 - Broken links to program website
 - New application deadlines
 - Changes in application requirements
 - Updated program description
- Submit qualtrics form for each degree offered by **July 1st**, regardless of need for updates to be made.

Admissions Reminders

- Update Admission Decisions to Declined/Not Coming or Accepted Offer
 - Graduate School relies on timely and accurate submission of decisions for official records in Banner and for our communications, both to share resources with incoming students and for orientation information.
 - Also important for data collection and dissemination to departments.
- View Admission Status:
 - Online Apps > Decisions > Admission Offered
 - Not Yet Processed
 - Pending List – More Documentation/information Required
 - Graduate School Approval Provided for Decision Type: Admitted

Top-Off and Lokey Awards Qualtrics Form Reminder

- Top-off awardee info was due May 1; please submit asap if you haven't already
- Lokey awardee info is due by June 1

Links to qualtrics forms were included in the allocation email.

Holistic Admissions Resources

Thank you to everyone who attended the Holistic Admissions Workshops with Drs. Posselt and Miller!

The Graduate School has information and resources on holistic admissions on our website:

<https://gradschool.uoregon.edu/holistic-admissions-resources-programs>



Questions?

Graduate School
gradsch@uoregon.edu