



Spring 2022 Grad Partners Meeting

Staffing Update

Please welcome our new Finance Manager:
Srithip Prime

srithip@uoregon.edu



GE Hiring



Deadlines

- Deadlines ensure that paperwork can be processed in time for the 1st pay date.
- If a deadline is missed, the affected GE must be notified in writing by the hiring department that they may be paid late.

Term	Graduate Studies Deadline (ePRF to Division)	Payroll Deadline (Payroll Hire Docs directly to payroll)
Summer 2022	May 14, 2022	June 7, 2022
Fall 2022	July 16, 2022	September 8, 2022

GE Hiring



ePRF Support Documentation Requirements

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
Level 2: 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

GE Hiring



Payroll Hire Documents

- **GE Hire Documents:** Manual and bundled packets available on payroll website: <https://ba.uoregon.edu/payroll/graduate-employee>
- **Remote Hire Process:** GEs requiring an I-9 (all new GEs) who will not be on campus by the payroll documentation deadline should use the remote hire process: <https://ba.uoregon.edu/payroll/remote-hires>
- **Payroll Training:** I-9 Employment Eligibility Workshop/International Hire Documents available through MyTrack
- **Payroll GE Questions:** Keri Bartow – kbartow1@uoregon.edu

Grad Students on Fellowships and Training Grants

Updated approach for providing institutional support for fellowships and training grants:

- [*Pre-Approved External Fellowships List*](#)
- [*External Fellowship Support Request form*](#)

➤ *Form: UO Support for External Fellowships and Training Grants (UO-SEFT)* - Division form to be completed by DGA to affirm the exact support each term.

*Coming
Soon*

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 a language support course offered by AEI
- The test will be done by Zoom on an individual basis
- See gradschool.uoregon.edu/funding/ge/english-language-policy

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 may petition for waiver under some circumstances. (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>**

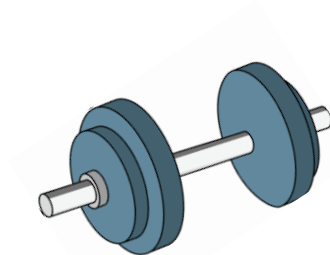


“Option B” Summer positions

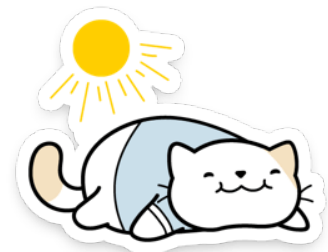
- <https://gradschool.uoregon.edu/funding/ge/summer-ge-hiring-options>
- No tuition/fee benefit. Does have insurance benefit.
- Must inform student that position does not offer summer tuition benefit
 - Note: The summer tuition waiver does not apply, even if they had a GE in 2 quarters of the preceding year
- 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 Studies 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 continue:
 - 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 2021-22 but are now planning to complete them in Summer 2022 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
- Earn code **LPL** – salary charged centrally
- Unit responsible for remissions (tuition, fees, insurance)
- **New: FML forms now processed through HR**



Excellence Awards



Outstanding Graduate Coordinators:

- Kayla Robinson, Linguistics
- Cheri Smith, Computer & Information Science

Outstanding Faculty Mentor:

- Jerry Rosiek, Education Studies

Outstanding Director of Graduate Studies:

- Maile Hutterer, History of Art & Architecture

graduatestudies.uoregon.edu/academics/policies/faculty-staff/excellence-awards

Upcoming Policy Changes

Incompletes

- Clearer definition of when an "I" is appropriate
- Contract form required to be filed
- Instructor will also record the grade the student would have received
- After one year, "I" will convert to that grade
- If student completes the work after one year, instructor can change grade using SGR (no GS petition required)

Upcoming Policy Changes

New MA Language Requirement (effective Fall 2023):

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

Implementation:

- During AY 22-23, GS will work with programs to determine/update their specific language requirements for 2023 catalog
- Programs will certify language on the Statement of Completion

Generic Courses

1. Realignment of generic course numbers

New course numbering:

- 601 Research
- 604/704 Internship
- 605/705 Reading and Conference or Special Problems
- 606/706 Practicum or Field Studies
- 507/607/707 Seminar or Colloquium
- 508/608/708 Workshop or Laboratory Projects
- 609/709 Terminal Project or Capstone

Generic Courses

2. Generic course numbers as degree requirements

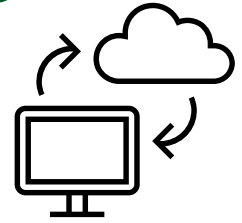
The following course numbers may be listed as degree/certificate requirements if they meet certain criteria:

- 601 Research
- 604/704 Internship
- 605/705 Reading & Conference or Special Problems
- 606/706 Practicum or Field Studies
- 609/709 Terminal Project or Capstone

Admissions



Yearly Academic Program Page Updates



- Look for an email 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
 - Changes in application requirements
 - Updated program description

Admissions Reminders

- Update Admission Decisions to Declined/Not Coming or Accepted Offer
 - The Division 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
 - Division of Graduate Studies Approval Provided for Decision Type: Admitted

Deferral Policy

Permanent policy: Fully admitted applicants who have accepted their offer of admission may defer their term of admission, at the discretion of the program, up to one entire year from their original term of admission.

Applicants who defer will not be charged a reapplication/deferral fee.

English Language Proficiency Policy

Realigned policy: Starting with winter 2023 admissions, the English Language Proficiency requirement will apply to all applicants for whom English is not a native/primary language, instead of specifically to international applicants.

This change is a realignment to previous longstanding policy, which was eroded due to staffing transitions and different interpretations of the wording of the policy. The realignment was reviewed and supported by the Graduate Council.

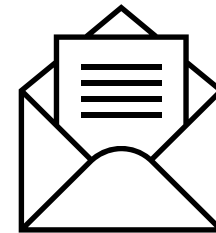
Official Transcript Policy

Policy: Applicants must submit official transcripts from all colleges or universities from which they received a bachelor's degree or any subsequent degree.

Current procedure: Official transcripts must be submitted at the time of application. In cases where documents are not issued in English, applicants must submit certified **word-for-word** English translations of all documents.

New procedure:

- Applicants must submit unofficial transcripts from all colleges or universities previously attended. Unofficial transcripts will be uploaded as part of the online application. Unofficial transcripts should show all coursework taken to date and, if applicable, the title of the degree earned and the date the degree was conferred.
- Applicants who accept their offer of admission and matriculate must submit official transcripts from all colleges or universities from which they received a bachelor's degree or higher. Official transcripts received will be compared to the unofficial transcripts submitted as part of the application. If unofficial transcripts are later determined to be a forgery, or, if official transcripts are not submitted, the applicant's admission will be rescinded.
- In cases where documents are not issued in English, applicants must submit certified **word-for-word** English translations of all documents.



Recruitment Awards Reminder

Award decisions were due *May 1, 2022* for:

- Promising Scholar Awards – report acceptances and declines via [Qualtrics survey](#)
- Top-Off Awards – report acceptances via [Qualtrics survey](#)

Report award decisions to DGS by June 1, 2022

- Lokey Graduate Science Awards – report awardees via [Qualtrics survey](#)

Slate for Admissions



User Acceptance Testing is underway.

- Small group testing happening next week
- Those who submitted Qualtrics requests have been emailed directly and asked to conduct a final review of the application, specific to the configurations requested for their program(s). Responses are due June 1.

Graduate application is on schedule to go live on September 1st!

Slate for Admissions

Trainings & Documentation

- Documentation of processes and new workflows will be published prior to go-live.
- User trainings will be scheduled for summer & fall.

User Access

- Staff system access will be based on current GradWeb access, with the option to submit additional access requests. More will be communicated on this.
- Faculty access for application review will be based on faculty committee lists submitted via Qualtrics.

Join us at the EMU next Friday!

Graduate Research Forum

The Division of Graduate Studies invites you to a one day conference showcasing the research, scholarship, and creative expressions of UO graduate students.

Friday May 13 8-2pm

graduatestudies.uoregon.edu/forum



Guest:

Theresa Cuenca, UO Career Center

Grad student career services

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