



Spring 2023 Grad Partners Meeting

Staffing Updates



New Position

Holly Swartz, CRM Specialist

Position Changes

Sarah Craig, Graduate Enrollment Coordinator

Lesley Yates-Pollard, Graduate Admissions Coordinator

Bargaining

Updates at HR website

<https://hr.uoregon.edu/graduate-teaching-fellows-federation#bargaining>

Jered Nagel (he/him), Assistant Vice Provost for Graduate Studies

Krista M. Chronister (she/her), Vice Provost for Graduate Studies



GE Hiring: Summer Term

- **Summer Tuition Waiver**

For students without a summer GE appointment but had GE appointments in any two quarters of the preceding academic year. Student needs to complete the waiver form. See [Summer Tuition Waiver](#)

- **Summer Option B Positions**

The Summer Option B positions do not offer the tuition/fee benefit to the GE, however, they can petition their department to receive tuition/fee benefits for classes required by the department for their degree or required for summer graduation. See [Summer GE Hiring Options](#)

- **Exceptions to the .49 FTE Limit during Summer Term**

Under some circumstances, GEs may be hired to work up to 1.0 FTE during the summer term. Overload form must be attached to ePRF. See [Exceptions to .49 FTE Limit](#)

- **Summer Teaching Positions**

Submit ePRFs as soon as units are ready to make formal offers. There are special instructions for appointment dates and tentative offers at [Summer Teaching GEs](#).



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	GS Deadline (ePRF to Division)	Payroll Deadline (Payroll Hire Docs)
Summer 2023	May 12, 2023 <i>or as soon as possible for teaching appts.</i>	June 7, 2023
Fall 2023 / AY23-24	July 21, 2023	September 8, 2023

GE Hiring: Resources

- **GE Hiring and ePRF Refresher Training:** June 6 at 10am. Sign up at: <https://forms.office.com/r/8isjK3NjjY>
- **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 or GEPayroll@uoregon.edu

UO Support for External Fellowships and Training Grants (UO-SEFT)

The Division of Graduate Studies has an intake form called [UO-SEFT](#) for processing external fellowships and training grant support.

Please use this form to request the following for your fellows/trainees:

- Residency rate
- GTFE eligibility
- Tuition differentials for preapproved fellowships/TGs

The form consolidates previous GS forms.

Summer Term Deadline: June 1



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

<https://graduatestudies.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. (graduatestudies.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 graduatestudies.uoregon.edu/academics/policies/ge/cost-charging-guidance**

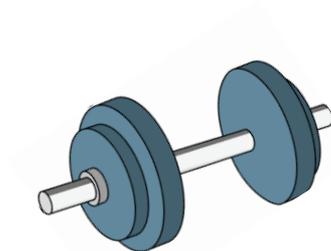


GE Supervisors

- Where GEs are the only instructor of record for a course, supervisors of GE teaching shall be added to Banner with "0% responsibility" for the purpose of providing oversight of GE teaching.
- This will give the supervisor access to the Canvas site for the course.
- To the extent necessary, the supervisor may access student work and grades in order to adequately assess the teaching of the GE.
- Supervisors are not instructors of record and should not actively engage in delivering course content and assessing students for a grade. Supervisors will not appear on the class schedule or on the student experience survey system available to students.

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



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:

- Amy Boutell, SOJC

Outstanding Faculty Mentor:

- Nicole Guiliani, School Psychology

Outstanding Director of Graduate Studies:

- Mark Eischeid, Landscape Architecture

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

Graduate Council 2022-23



New Credential Types:

Graduate Microcredential
Education Specialist Degree



New Programs:

Graduate Specialization in Ethnomusicology
Graduate Microcredential in Child Behavioral Health



Policy Changes

Elimination of 602 Supervised College Teaching



Program Revisions

Various curricular revisions ranging from minor to substantial

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 has worked with programs to determine/update their specific language requirements for 2023 catalog
- Programs will certify language on the Statement of Completion

602: Supervised College Teaching

Effective Fall 2023, this course number will be eliminated

Options for programs that currently use 602:

- a) 602 as a pedagogy course: Regularize the course through UOCC
- b) 602 as individualized study working 1-on-1 with faculty: Consider using 605
- c) 602 as a means of compensating graduate students for teaching: Eliminate this practice because it is not in keeping with current CBA; student must be hired as a GE if performing teaching duties

Declaring Degrees

- All students must be coded with the specific degree being sought (e.g., MA, MS, MEd)
- Grad Studies working with Registrar's to implement
- In some cases, most common degree will be coded; students can change



Admissions

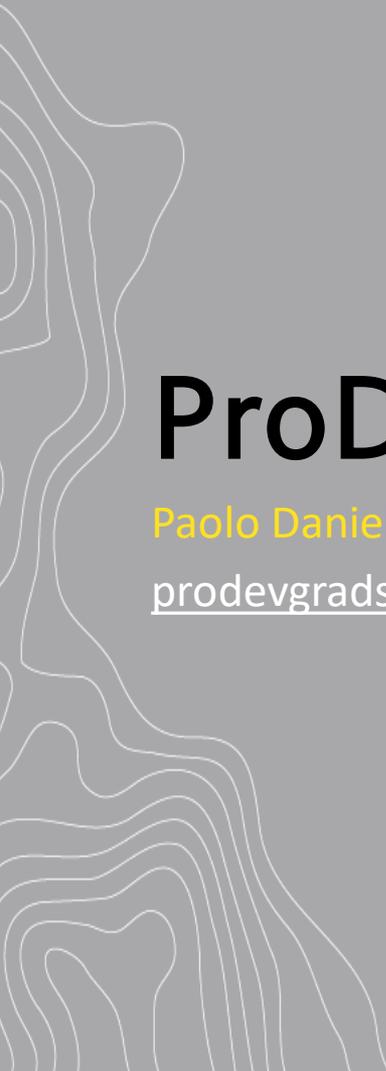
Hannah Schneider-Lynch (she/her)

hslynch@uoregon.edu

Slate Enhancements



- "Slate Enhancements" email sent 5/15
 - Report decline
 - Off-cycle app process change
 - No longer need application ID for forms!
- On the horizon...
 - Program Datasets: programs will have the ability to make many updates themselves!
 - Recruitment pilot

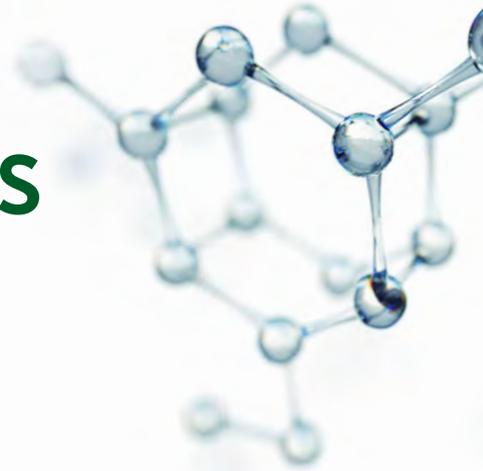


ProDev + Writing

Paolo Daniele (he/him)

prodevgradstudies@uoregon.edu

Upcoming professional development opportunities



- So, I have an interview – now what?
 - Friday, May 26, 2:00pm
- 3M RISE Symposium
 - July 17-19. Register by May 26
- Cultivating Your Network of Mentors, Sponsors & Collaborators
 - August 10, 11:00am
- 3 Minute Thesis (3MT) Competition
 - November 17, 1:30pm @EMU Crater Lakes

Upcoming writing development opportunities

- From Seminar Paper to Publication
 - TODAY, 3:00pm @ Lillis 175
- 14-Day Writing Challenge
 - June 5-18 – register by May 31
- Moving from Resistance to Writing
 - June 8, 11:00am



Orientation reminder



- Welcome Lunch + Resource Fair
 - Tuesday, 9/19 from 11:30am
- International Student Programming
 - Monday, 9/18 - Intl Student Orientation
 - Tuesday 9/19 morning – ISO continues
 - ISSS pilot program with COE on 9/15 in planning phase

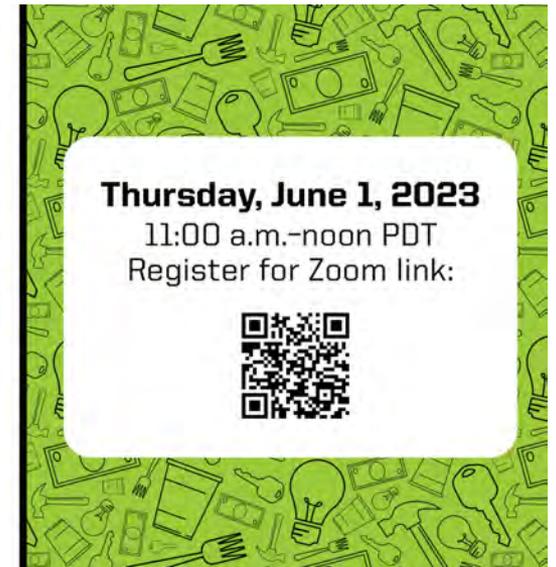
Virtual Off-Campus Housing Fair

Thursday, June 1st from 11:00AM-12:00PM

Register here: https://docs.google.com/forms/d/e/1FAIpQLSeFJoMBolyJVggW_ZDb1O8MADvSWDIh8RjD9ywEr9HPNKbagA/viewform

Please share with your students!

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Diversity + Inclusion

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

NEW International Grad Student Portal

UNIVERSITY OF OREGON

One Stop Apply Visit Give Search

Division of Graduate Studies

Admissions Academics Funding and Employment Professional Development Diversity Grad OneStop News About Us

PREPARE FOR OREGON: INTERNATIONAL STUDENTS

Get Started

- Prepare: Six-Months Out
- Prepare: Three-Months Out
- Prepare: One-Month Out
- Prepare: One-Week Out

Glossary and Definitions

Printable Checklist

Resources and Advice

Grad Stories

Help

Prepare for your new life at the University of Oregon

Congratulations on your admission to the University of Oregon! We are excited to have more than 23,000 students, scholars and employees from 99 countries. To help you with the transition, we have created a new portal to supporting your transition, from preparing for your trip to getting settled on campus.

Below is a list of activities to complete starting six months before your arrival. For more information on all tasks, [click here](#).

Six-Months Before Arrival

One-Month Before Arrival

One-Week Before Arrival

Developed to improve:

- Accessibility + clarity
- Information consistency
- Support for staff/faculty

Tailored to grads

NEW International Grad Student Portal

Prepare: Six-Months Out ★

Housing and childcare services are competitive on and around UO's Eugene and Portland campuses. Make sure to get started early on these searches. See below for other activities to complete six-months before your move.

All students: [ADMINISTRATION](#) | [HOUSING](#) | [HEALTH](#) Additional tasks for: [GRADUATE EMPLOYEES \(GEs\)](#) | [FAMILIES](#) ★

ADMINISTRATION

ACTIVITY	DETAILS
Respond to Admission Offer	<ul style="list-style-type: none">• Respond to your offer of admission via your application status portal• If you want to defer your admission, the UO has deferral policies that program. Reach out to the departmental contact as indicated in the letter. If you are unsure, find the graduate coordinator or manager of prospective program.
Submit official transcripts from all colleges or universities from which you received a bachelors degree or higher. Transcripts must be submitted as	

★ Features

- General timeline
- Additional tasks based on individual's needs
- Glossary of terms
- Printable checklist

PREPARE FOR OREGON: INTERNATIONAL STUDENTS

Get Started

Prepare: Six-Months Out

Prepare: Three-Months Out

Prepare: One-Month Out

Prepare: One-Week Out

Glossary and Definitions

Printable Checklist

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Grad Stories

Help

More International Student Support

- Virtual welcome and informational session this summer
- Division GEs welcoming incoming students
- Resume and CV support continues with Paolo
- Expansion of portal information and more multi-media guides for students

Grad Assistance Fund Updates

GAF Coverage

- **New child:** up to \$1,500 per child by birth, adoption, or foster
- **Medical:** up to \$1,000 for qualifying events
- **Childcare (for GEs only):** up to \$700 per year per child up to 7 years old

EXTENDED International GE summer support for international students who had a GE appt during AY22-23 as part of a multi-year funding offer and do not have a GE appt in Summer 2023 – students may apply for support up to \$500; if funds are still available, students can apply for an additional \$500 on Aug 15th

**Simplified application system and updates to the website coming soon*

Emergency Funding + Support Quick Guide

Grad Emergency Funding + Support Quick Guide

UO

- **Basic Needs** - food pantry, SNAP (for U.S. Citizens), textbook subsidy, rent & utilities
- **Duck Nest** - self-care, mental health, grocery shuttle, peer wellness, outdoor
- **Accessible Education Center** (AEC) - learning accommodations and disability support
- **OMBUDS** - problem solving support
- **Office of Investigations and Civil Rights Compliance** (OICRC) - Report discrimination or harassment
- **Human Resources** (HR) - work accommodations (GEs only)

DIVISION OF GRADUATE STUDIES

- **Grad Student Assistance Fund:**
 - Up to \$1,500 per child for **new child** by birth, adoption, or foster care placement
 - Up to \$1,000 for qualifying **medical events** in which a student experiences a serious setback to their health or the sudden need to provide care for a spouse (or equivalent under OR law), child, or parent who is experiencing a serious medical condition
 - Up to \$700 per year per child up to 7 years of age for **childcare** (GEs only)
- **gradFAMILIES and gradCONNECT** events for social connection, trainings, and more

DEAN OF STUDENTS

- **Crisis Fund** - Up to \$700 of emergency aid due to medical, crime or theft, divorce or separation, death or bereavement, childcare
- **Rooming** - housing insecurity, personal health, relationship, bias, or harassment concerns

GTFF Graduate Employees (GEs) only

- **International Student Support Fund** - housing, immigration, and other financial hardships
- **GTFF Health Insurance**
- **Learn about your GE contract and responsibilities;** videos on sick days, labor issue support, and more available here



scan for links
and to view online

*Flyer was sent out to
Program Directors &
Grad Coordinators on May 16

Available Soon

- Find Social Connection Quick Guide
- Grad Assistance Fund Coverage and Scenario Guides



Division of
Graduate Studies

Contact Us

Families GE at familyge@uoregon.edu
Diversity GE at gediversity@uoregon.edu

