

Thank you for getting in your GDRS! I have posted it on the Graduate School website. I am attaching a slightly updated copy of your GDRS in word format. If you would please use this as your starting document for next year, that would be great. I replaced some gendered pronouns, replaced two links that were not working as well. I changed the term "GEF" back to "GTFF", as the union has not yet changed its name, and I changed some minor formatting. If you have any questions, please let me know. Thanks!

1. Log into the website. Select "Find Content". Select "Not Published" and "GDRS" Click on "Filter". This will give you a list of all GDRSs that still need to be posted.
2. Click on the title of the GDRS that you wish to edit. Click on the edit tab. Click on the hyperlink for the Department/unit revised 2017-18 GDRS *
 - a. If you see that the GDRS has been uploaded as a PDF, reply to the submitter, asking that they reupload as a word version.
3. Check that all gendered pronouns (he, she, his, hers) have been replaced by they, their, the student, or whatever other non-gendered substitutes make sense.
4. Assure that the academic year 2017-18 appears on the first page.
5. Make sure all instances of GTF have been replaced by GE
6. Make sure they didn't do a "replace all" move, making "GTFF" into "GEF". The union is still called the GTFF.
7. This: <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment> Replaces this: <http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety>
8. and This: <http://aaeo.uoregon.edu/content/raise-concern> Replaces this: <http://aaeo.uoregon.edu/booklet.html>
9. Fix any fonts that changed when you pasted in the new links.
10. Save the document here: <P:\GradSchool-share\GTF Oversight\GDRS Archive\2017-18>, then save again in the same location as a PDF. Names are in the spreadsheet in GoogleDocs.
 - a. At this point, if you see any comments that need intervention listed in the comment block on the website, let me know and STOP. If there are no comments, keep going.
11. Delete/Remove the version of the GDRS that the department uploaded. Replace it with your newly created PDF. Upload.
 - a. Scroll to the bottom of the edit page, click on Publishing Options, select Published, and SAVE.
12. Make a note in GoogleDocs that you have completed and uploaded the GDRS for that area.
13. Send some version of the email above to the submitter of the GDRS (listed on the first page when you edit one of them).