

# Spring 2020 Grad Coordinator Meeting



Hannah Schneider-Lynch, Director of Admissions & Recruitment

Jered Nagel, Assistant Dean of Academic Affairs

Lisa Howard, Director of Finance & Administration

Padma Akkaraju, Director of Diversity & Inclusion



UNIVERSITY OF  
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Graduate School

# 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 change: 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)

# 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 <a href="#">summer tuition waiver request form</a> by <b>May 10</b> (or closest business day) to ensure it is processed before the start of the applicable summer term. Forms will be accepted through <b>September 10</b> (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. ( <a href="https://gradschool.uoregon.edu/funding/ge/summer-ge-hiring-options">https://gradschool.uoregon.edu/funding/ge/summer-ge-hiring-options</a> )

- Covers tuition for up to 16 credits used to meet degree requirements (excluding those with irregular fees).
- Students are responsible for 65% of fees



# Policy Updates

## Thesis/Dissertation Grades

- Faculty will enter “P” for students making good progress
- “I” should be used like an Incomplete in any other course
- Aiming for Fall 2020 effective date

## Satisfactory Academic Progress

- Effective Fall 2019: Dismissal recommendations must come from Dept. Head or Dean/Dean’s designee
- Full policy (probation, etc.) to be implemented by Fall 2020
- We will be working on details (forms, templates, etc.) over the Summer

# Policy Updates

## Doctoral Residency Requirement

- Change from “3 consecutive full-time terms” to “27 UO credits” (i.e., could be taken on a part-time basis or not in consecutive terms)
- Official effective date Fall 2020

## Spring 2020 Temporary Grading Changes

- Deadline to change to P/N extended to July 16
- All graduate courses will have P/N option
- All P/N graduate courses for Spring will count toward Grad School 24 graded credit requirement
- Instructors must maintain and record letter grades even if student is taking the course P/N
- Departments are asked to waive departmental graded course requirements

See [https://gradschool.uoregon.edu/temporary\\_changes](https://gradschool.uoregon.edu/temporary_changes) for full list of temporary policy changes due to COVID-19



# Excellence Awards

Outstanding Graduate Coordinator

Outstanding Faculty Mentor

Outstanding Director of Graduate Studies

Nomination deadline: May 22<sup>nd</sup>

Info at:

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



# 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 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 2:00-3:50
- The test will likely be done by Zoom on an individual basis
- See <https://gradschool.uoregon.edu/funding/ge/international>
- Questions: Trish Pashby, pashby@uoregon.edu

# Revised GDRS Timeline

- By June 1, the University will notify GEs that they may submit feedback to their department by June 15
- Departments must submit revised GDRSs to the Graduate School by July 1
- Graduate School will make the GDRSs available on its website by September 1



# Fall 2020 Orientation

- Online orientation
- Canvas Sites
  - All students
  - GE orientation & training

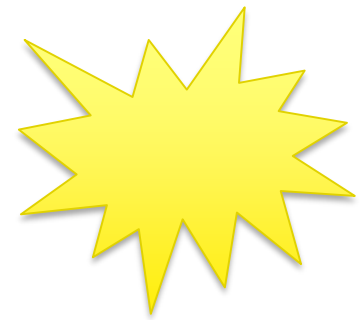
# Fall 2020 Orientation Modules

- Resource guide for
  - Basic Needs
  - Academic policies and procedures
  - Billing and finances
  - Professional Development
  - Well-being and on-campus student networking

# Admissions



# New Admissions CRM



- The UO is getting very close to signing a contract with a vendor for the new CRM that will replace GradWeb for our admissions functionality!
- Tentative implementation timeline:
  - Work with the vendor, IS & stakeholders beginning this summer. Tentative go-live in August 2021.
- More information to follow when we are able to share more!



# 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 1<sup>st</sup>**, 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

# GE Policy Updates

## “Option B” Summer positions – Appendix H

- <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

# GE Policy Updates

## 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 will do time entry
- New Earn code **LPL** – salary charged centrally
- Unit responsible for remissions (tuition, fees, insurance)





# GE Policy Updates

## 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

# GE Policy Updates

## 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

# GE Hiring Updates

## Hiring Freeze

By submitting an ePRF, the hiring department confirms that the hire is being made consistent with the hiring freeze guidelines. See 4/8 email from the Grad School.

Hiring freeze questions: Andy Karduna, Associate Dean of the Graduate School [adgradschool@uoregon.edu](mailto:adgradschool@uoregon.edu)

# GE Hiring Updates

## Support Documentation Requirements

Change – 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

# GE Hiring Updates

## DuckDocs

GE Workflow in OnBase Go-Live planned for **June 15**.

- All summer ePRFs must be submitted through the current system (Perceptive).
- AY 20-21 ePRFS are encouraged to be submitted to OnBase (new system) which will be available June 15.
- Perceptive will be open on June 1 for AY 20-21 for ePRF submissions for units who do not want to wait until June 15.

# GE Hiring Updates

## 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)	<a href="#">Payroll Hire Documentation</a> Deadline (send directly to payroll)
Summer 2020	May 20, 2020	June 5, 2020
Fall 2020	July 17, 2020	September 8, 2020

# GE Hiring Updates

## 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](mailto:kbartow1@uoregon.edu)



# GE Hiring Updates

## OnBase Updates

Kelly Gossett

Analyst Programmer | Service Manager for DuckDocs  
Application Services

Tony Saxman

Enterprise IT Project Manager  
Information Services





# Questions?

Graduate School  
[gradsch@uoregon.edu](mailto:gradsch@uoregon.edu)