Graduate School Leadership

• Scott L. Pratt, Dean
• Sara Hodges, Associate Dean
• Laura Jacek, Assistant Dean
• Kellie Geldreich, Academic Affairs Manager
• Cortney McIntyre, Admissions and Communications Manager

• Nancy Willcox-Trent, Budget Manager
• Brandy Teel, Engagement & Opportunities Manager
• Professional Development and Career Planning Manager
• https://gradschool.uoregon.edu/people

Scott Pratt
Graduate School Goals

Major Goals/Results 2015-16

• Fall Program Reports
• New PhD Funding (including 12 new dissertation fellowships)
• Improved relations with the GTFF
• Fall 2016 PhD Cohort:
  • 267 students (35% increase over 2105)
  • 37 First Year Fellows
  • 23 Dean’s Merit Awards
  • 36 PhD Promising Scholars

Goals for 2016-17

• Increase PhD student funding (increased FYFs, PhD lines, dissertation fellowships) and continue recruitment funding (travel, top-offs, Promising Scholars).
• Establish an infrastructure for new and continuing Master’s degree and Certificate programs.
• Develop new career planning and placement programs for students and programs
• Graduate School Fund Raising
Admissions Overview

• **GradWeb** – faculty vs. administrative view

• **Admissions Requirements:**
  - Official transcripts (Bachelor’s degrees+) mailed to Admissions office from institution *when applying*
  - Departments can collect unofficial transcripts through GradWeb

• **Offer Letters should include:**
  - Sentence explaining that final admission to the UO is pending GS approval
  - For letters with offers of financial support, offer letters should also include:
    - CGS’s “Resolution Regarding Graduate Scholars, Fellows, Trainees, & Assistants” – Friday, April 14th
International Admissions

International Applicants must also display English language proficiency:

<table>
<thead>
<tr>
<th>Method</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>TOEFL Score</td>
<td>Minimum Score: 575 (Paper) or 88 (Internet-Based). NOTE: Some departments require a higher score. Scores must be less than 2 years old at the time of application.</td>
</tr>
<tr>
<td>IELTS Score</td>
<td>Minimum Score: 7.0 overall band score. NOTE: Some departments require a higher score. Scores must be less than 2 years old at the time of application.</td>
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<tr>
<td>Degree from English-speaking country</td>
<td>Submit degree transcripts proving that you have received a bachelor's degree or higher from a regionally accredited U.S. institution or from an institution in the following countries: Australia, Canada (excluding Quebec), Ireland, New Zealand, or the United Kingdom.</td>
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</tbody>
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• TOEFL/IELTS petition policy
• Transcript policy
  • Required documents, translations, 3-year degrees, credential evaluations (WES/ECE)
Kicking the Year off Right…

**DGS = Director of Graduate Studies**
(Graduate Education; may include Graduate Admissions)

**Grad Coordinator** (or Graduate Secretary)
Kicking the Year off Right… (or left!)

Introduce yourself to the person/people beside you –
Dept?
Role?
How long?
Biggest headache/thing you are worried about in this role?
DGS and Grad Coordinator need to discuss Relationships & Roles:

- Who handles inquiries about graduate education in your department?
- Admission inquiries, prospective students, coordinating campus visits?
- Admissions files review and processing workflow?
- Who corresponds with students about deadlines and requirements?
- Who forwards emails from the Grad School?
- Who sends out awards “calls”? Who receives nominations and award applications? Who coordinates selection?
- Who tells grad students about new orientation (especially international students)?
Dates and Deadlines

Fall:

- **October 7 (tomorrow!)** - Last day to apply for Fall 2016 graduate degree
- **November 11** - Winter GE contracts due to Graduate School
- **November 23** - Last day to hold Final Oral Defense (to graduate Fall 2016)
- **December 20** - Master’s Degrees Statements of Completion due to Grad School from Grad Coordinator
Winter:

- **Late January /Early February** - Department nomination process for: UO Public Impact Graduate Fellowship; UO Dissertation Research Fellowships

- **February 10** - Promising Scholar Award; **first** deadline

- **February 17** - Award applications due:
  - UO Public Impact Grad Fellowship; UO Dissertation Research Fellowships; Betty Foster McCue Scholarship; Gary E. Smith Summer Prof Dev Award; Southeast Asian Studies Award, Easly Award, Graduate Teaching Excellence Award, Margaret McBride Lehrman Fellowship

- **March 10** - Promising Scholar Award; **second** deadline

Sara Hodges
Spring:

• *Early April* - Department nomination process for:
  Dixon Award
  Margaret Wiese Graduate Research Award
  Oregon Sylff Graduate Fellowships for International Research

• **April 14** - Admissions deadline for acceptance of financial support

• **April 28** - Award application deadlines:
  Dixon Award
  Oregon Sylff Grad Fellowships for Int’l Research
  Margaret Wiese Graduate Fellowship

• **May 15** – GDRS must be uploaded to Grad School website

Sara Hodges
Summer...

...and then we do it all over again!

Sara Hodges
Special events

- Oct 13 – Graduate School Fall Awards Ceremony, 5-7 pm, Gerlinger Lounge (honoring new awardees, light refreshments)
- March 9 – 2nd Grad School Distinguished Alumni Speaker, John Shurts (History)...plus 2 more in Spring.
- April 21 (new time of year!) – Graduate Research Forum (and 3MT Prelims)
- May 12 – UO 3MT Finals
- May 20 – Oregon Statewide 3MT...at UO!!
Grad Resources

• “Write Time” in Grad Lounge (Susan Campbell Hall)
  – Wednesdays from 8:30-12:00 (with Prof. Emerita Aletta Biersack from 11-12)
  – Thursdays from 8:30-11:00

• Library Space –
  Knight Library rooms 419 and 419A
  Up to 3 people
  Sign up (http://library.uoregon.edu/reserve/gradstudy) or drop-in.

• Grad Post – emailed every month to all Grads (you, too!)

• University Ombuds – Brett Harris (541-346-6400; ombuds@uoregon.edu; please do not include any confidential information over email)
Other News

• New personnel:
  - New Student & Admissions Specialist: Kayla Robinson
  - TBA New Officer of Admin for Professional Development & Career Planning
  - TBA New Administrative Program Assistant

• Grad School closed between 12:00 and 1:00 (please let us know if you need an appointment)
Preventing & dealing with sexual harassment & violence

Most complicated for Grad Students (all sides; which hat?)
- Where can grad students go as victims?
  Start with Renae DeSautel (541-346-8194); safe.uoregon.edu; 541-346-7233 (confidential)
- Grad student hears of someone else as victim?
  Title IX coordinator: 541-346-8136 or titleixcoordinator@uoregon.edu
- You (DGS) hear about a grad student as victim (your role as responsible employee)?
  Title IX coordinator: 541-346-8136 or titleixcoordinator@uoregon.edu
  EEOC - 541-346-3123

• New GEs DO still need to complete mandatory online harassment training
  https://odt.uoregon.edu/registration/course_view.php?crse_id=445
• Grads want to know more? Making Tracks HR workshop, Nov 29, 8:30-11:00 am

Sara Hodges
Things you really, truly need to do:

1. Have written policies about what constitutes academic (all grads) and GE “bad behavior”
   - make sure students know where they are (handbook; online)
   - follow them!

2. Provide written feedback to your graduate students at least once a year
   - make sure it actually corresponds to their performance
   - follow-up on remediation plans, deadlines

3. Give students written notice before doing anything big (e.g., kicking out of program)
   - chance for remediation
   - follow policy

4. Document anything serious or out of the ordinary

5. Turn in GE contracts on time to the Grad School
   - Cost to your grads (hard to miss a paycheck near poverty line)
   - GTFF grievance potential
When to call the Grad School:

1. Anytime!
2. A student does horribly in your program/does something horrible
3. Threatened or Actual Grievance
   - **GTFF Grievance** (related to employment):
     → Contact Peter Fehr, (541) 346-2998, pfehrs@uoregon.edu
   - **Academic Grievance** (related to academic performance):
     → Contact Grad School (Deans, Kellie Geldreich)
     → Contact Missy Matella, (541) 346-3082, mmatella@uoregon.edu, General Council’s office

   *Keep in mind that some events involve BOTH kinds of grievance!*

4. A student is struggling (financially, academically, physically), needs help
5. A policy is not working for you or you have a good idea for something new
Dave Cecil (cecil@uauoregon.org)

- Guidelines for being a good GE supervisor
Seasons change... and so does the GTFF CBA

(Also, some FLSA stuff, no big deal)

pfehrs@uoregon.edu
Collective Bargaining Agreement changes

- Name
- Salary
- Training
- Childcare
- Summer Term
- Contract Guarantees and Rescission
- Discharge for Degree Change
- Respectful Workplace
- Classifications
Name

No more GTFs, now GEs (Graduate Employees)

• Please update forms accordingly

• No impact on graduate students who work as student employees
  • Does not increase the number of GTFs/GEs, just a name change
Salary

Increases to Minimums

- 3.5% on Sept. 15\(^{\text{th}}\) (retroactive)
- 3.5% for FY 18
- 3.7% for FY 19

Three-year agreement

- (Soonest they could strike would be Spring 2019!)
All Presentations Must Have a Chart

Your Attention Span Over Time

- With coffee
- With lukewarm water
- Control
Training

During term of first appointment:

- Four hours of paid training on:
  - Cultural Competency
  - Discrimination and Sexual Harassment
  - Time & Hour Reporting
  - Student Conduct
  - General Employment Info
- Creation of advisory committee

Is this the lowest form of humor? Yes.
Childcare

During first 18 months of child’s life/adoPTION

• Can access Graduate Assistance Fund for $575
• If fund drops below $25k, UO will deposit $25k in fund

Family Issues GE increased from 0.40 FTE to 0.49 FTE
Summer Term

Fee Split

• Fee split now 65% (GE)/35% (UO) during summer
  • GEs previously paid ~$400

• Only for all “degree-requirement fulfilling classes”

Hiring

• May offer a tentative hire based on enrollment/funding

• If tentative offer is rescinded within 4 weeks of the start of the class, department to pay GE $300

• Formal offers for hire shall come no later than one week prior to the start of the session
Guarantee and Rescission

• Guarantee
  • “Years of funding offered by a department... in admission or appointment notices sent to new hires... shall be binding and may not be reduced or rescinded except for good cause shown”
    • Poor performance
    • Discharge
    • Unsatisfactory academic progress

• Rescission
  • 10-calendar day rescission period
    • Unless payable work is “requested by the University and performed by the GE.”
  • All offer letters must clearly state in bold font on the first page that there is a 10-day rescission period
Change in Degree

• The University may discharge a GE when
  • the GE transfers to a new department or graduate major, unless (a) the appointment was already in a unit outside of the GE’s home department and (b) the transfer has no negative impact on the operations, agreements, or budget of the employment unit.

• Example #1: Math GE accepts appointment to teach Calculus, then informs you they have changed to a Masters in Music Theory – dischargeable

• Example #2: Math GE accepts appointment to teach Freshmen-level Composition, then informs you they have changed to a Masters in Music Theory – not dischargeable
Respectful Workplace

• Incorporates Respectful Workplace memo into CBA
  • “Regardless of the provocation or reason, it is never appropriate or acceptable to vent frustrations, or conduct workplace business by yelling, using profanity, or acting in a demeaning or verbally abusive way.”

• Wrinkle
  • So far the University has been unsuccessful in getting United Academics to accept the Respectful Workplace memo
    • When a conflict arises things will become interesting
Classifications

• GEs now divided into three classifications
  • Instructors
    • Majority of time imparting knowledge
  • Researchers
  • Administrative

• Why?
FLSA
(cue dramatic music)
Rules of the Game

Don’t kill the messenger
FLSA

- Future trainings from HR
- I'll skip the history, but
  - Non-exempt:
    - “Hourly”
    - Timecards
    - Measuring time
  - Exempt
    - “Salaried”
    - No timecards
    - Measure work product/output
- December 1, 2016
- All across campus
- HR will conduct doing trainings (see prior train joke)
Teaching Exemption

• Teachers exempt from FLSA if:
  • Their primary duty is
    • teaching,
    • tutoring,
    • instructing, or
    • lecturing in the activity of **impacting knowledge**, 
  • And
    • They are employed and engaged in this activity as a teacher in an educational establishment
  • If the above applies, no timecards
After December 1st...

Teachers
• Remain exempt

Researchers and Administrative
• Change to “salaried non-exempt”
• Technically hourly employees
Titles that Cause Concern

- Teaching Assistant
- Lab Section Leader
- Discussion Section Leader
- Grader
- Anything that isn’t: Instructor, Research Assistant, Administrative Assistant
  - Or where the hours are clear
Move to Instructor

• Want to see at least 60% teaching/instructing/tutoring/office hours/etc

• If possible, introduce more hours of tutoring, office hours, prep for instruction and reduce grading

• Likely not possible to move Research or Administrative into Teaching
Danger if I don’t have more information

<table>
<thead>
<tr>
<th>Prior to December 1\textsuperscript{st}</th>
<th>December 1\textsuperscript{st} and after</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All positions are exempt</td>
<td>• Some positions stay exempt</td>
</tr>
<tr>
<td>• Paid $X per quarter</td>
<td>• Non-exempt: positions where I can’t determine the duties</td>
</tr>
<tr>
<td></td>
<td>• Paid $X per month (salaried) + overtime for every hour over forty in a week.</td>
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<tr>
<td></td>
<td>• Have to track and report hours</td>
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</tbody>
</table>
Trigger Warning
Practical Impact

- 0.49FTE and below
  - Fluctuating base rate
  - No change to pay until hit 40 hours
- Overtime unlikely
- Person works less/more, paid same

These pay changes are the greatest pay changes. A lot of people tell me these changes are the best. Just the greatest. They’re yuge.
Actual Impacts

- Administrative burden
  - Both on staff and GEs for recording time

- Potential for wage claim, especially from Research
  - Wage claims are individualized and separate from the Union
International Students

- Can’t go over 20 hours in a week
  - (existing rule)
  - If timecard shows 20+ hours, then in violation of visa
  - Can perform no work until reapplication approved

- On the flipside...
  - Should not discriminate against international students
  - They should be able to apply for/work any GE position
Researchers

• Prior “fiction”
  • We will pay you $X/term
    • You will perform research
      • Some for your benefit
      • Some for ours
    • No clear distinction between work

• New rules
  • We will pay you $X/hour/month
    • You will perform research
      • Some for your benefit (19.5 hours)
      • Some for ours (all the rest)
    • No clear distinction between work
Common Jobs and Timecard Options

**Graders**
- Track hours
- Paid for months with little grading work
- Classified as administrative

**Researchers**
- Pre-populated timecard
- Record changes

**Administrative**
- Could be week-to-week timecard
- Pre-populated
- Daily tracking of hours
What about a big grading assignment (over 40 hours)?
Grading

Test given on a Thursday

- GE has opportunity to work up to 40 hours between Thursday and Sunday Night

Grading due on Wednesday

- GE can work up to 40 hours between Monday morning and Wednesday morning
Coding

- BUOG9T – Teachers
- BUOG9A – Administrative
- BUOG9R - Research
pfehrs@uoregon.edu