GRADUATE SCHOOL STAFF

- Scott L. Pratt, Dean of the Graduate School
- Sara Hodges, Associate Dean of the Graduate School
- Laura Jacek, Assistant Dean
- Brandy Teel, Engagement & Opportunities Manager
- Cortney McIntyre, Admissions and Recruitment Manager
- Kellie Geldreich, Academic Affairs Manager
- Nancy Willcox-Trent, Operations Coordinator
- [https://gradschool.uoregon.edu/people](https://gradschool.uoregon.edu/people)
GRADUATE SCHOOL GOALS

Program support:
• Data
• New Awards application module
• New Program development
  • Certificates and Specializations
  • Masters Degrees
  • Interdisciplinary PhDs

Student Support
• Additional Fellowships and Tuition waivers
• Workshops on career planning (Faculty and Students)
• Individual Development Plans (IDPs)

Long Term Goals: to increase graduate enrollment, career support, applied masters degrees and PhD production.

Scott Pratt
FALL PROGRAM REPORTS

3. For students responding that they DID accept another offer: Which of the following were reasons you choose not to accept UO's offer of admission? Check all that apply.

1. I wanted to work with a specific faculty member at another university
2. Another university was stronger in my area of study
3. The offer I accepted was at a more prestigious university
4. I was offered a better financial support/better compensation at another university
5. I was offered a more attractive type of position/support at another university
6. UO's offer came too late - I had already accepted elsewhere
7. I was depending on a scholarship/fellowship funding that did not come through
8. I thought the institutional resources (libraries, labs, etc...) were superior at another university
9. I received superior communication from the university whose offer I accepted
10. The geographic location of the other university was preferable to me
11. I felt that my "fit" with the university whose offer I accepted, was better (please explain)
12. Other reason

Scott Pratt
KICKING THE YEAR OFF RIGHT...

DGS = Director of Graduate Studies (Graduate Education, may include Graduate Admissions)
Grad Coordinator (aka Graduate Secretary)

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 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 9** - Last day to apply for Fall 2015 graduate degree
- **November 13** - Winter GTF contracts due to Graduate School
- **November 25** - Last day to hold Final Oral Defense (to graduate Fall 2015)
- **December 18** - Deadline to apply for Grad Forum
- **December 22** - Master’s Degrees Statements of Completion due to Grad School from Grad Coordinator
Winter (Part I):

- **January 15** - Last day to apply for Winter 2016 graduate degree
- **Late January /Early February** - Department nomination process for:
  - UO Public Impact Graduate Fellowship; UO Doctoral Research Fellowships – **BOTH REQUIRE DEPT’L NOMINATION!**
- **February 12** - Spring GTF contracts due to Graduate School
- **February 12** - Promising Scholar Award; first deadline
- **February 19** - Award applications due:
  - UO Public Impact Grad Fellowship; UO Doctoral Research Fellowships; Betty Foster McCue Scholarship; Gary E. Smith Summer Prof Dev Award; Southeast Asian Studies Award, Easley Award (new!)
Winter (Part II):

- **February 26** - Graduate Forum
- **March 4** - Last day to hold Final Oral Defense (to graduate Winter 2016)
- **March 11** - Promising Scholar Award; second deadline
- **March 29** - Master’s Degrees Statements of Completion due to Grad School from Grad Coordinator
Spring (Part I):

• **April 1** - Deadline to apply for Three Minute Thesis (3MT)

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

• **April 8** - Last day to apply for a Spring 2016 graduate degree

• **April 15** - Admissions deadline for acceptance of financial support

• **April 19, 26 and May 3** - Three Minute Thesis (3MT) competition
Spring (Part II):

- **April 29** - Award application deadlines:
  - Dixon Award
  - Graduate Teaching Excellence Award
  - Oregon Sylff Grad Fellowships for Int’l Research
  - Margaret Wiese Grad Research Award

- **May 6** - Summer GTF contracts due to Graduate School

- **May 15** - GDRS must be uploaded to Grad School website

- **May 27** - Last day to hold Final Oral Defense to graduate Spring 2016

- **June 21** - Master’s Degrees Statements of Completion due to Grad School from Grad Coordinator

Sara Hodges
Summer:

• **July 1** - Last day to apply for Summer 2016 graduate degree
• **July 15** - Fall GTF contracts due to Graduate School
• **August 26** - Last day to hold Final Oral Defense to graduate Summer 2016

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

Sara Hodges
ADMISSIONS OVERVIEW

• Quick GradWeb Overview

• Admissions Requirements: official degree transcripts for all degrees earned (Bachelor’s and higher) sent directly to Office of Admissions from the institution upon application. Recommend departments collect unofficial transcripts through GradWeb & require only the one copy to be sent to Admissions.

  • If transcripts aren’t present when department recommends admissions, delays their official admission to the university and creates more work for everyone.
International Applicants must also display English language proficiency:

<table>
<thead>
<tr>
<th>Method</th>
<th>Requirement</th>
</tr>
</thead>
<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>
</tr>
<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>
</tr>
</tbody>
</table>

- TOEFL/IELTS waiver
- Transcript policy
  - Required documents, translations, 3-year degrees, credential evaluations (WES/ECE)
SPEAK TEST FOR GTFS

For Non-Native English Speaking GTFs in Teaching Related Positions

Every non-native speaker of English who accepts a graduate teaching fellowship (GTF) for a teaching-related position must submit to a test of his/her English-speaking ability. Individuals who scored a 26+ on the Internet-based TOEFL Speaking section or a 7+ Speaking Band Score on the IELTS are exempt from the SPEAK test.

- The SPEAK test costs $35, but can be waived for those who have GTF appointments during the academic year in which they take the test.
- Students who score below a 50 on the SPEAK will be required to attend language support classes (at no additional charge to the student) and may be subject to limitations on the kinds of activities they may carry out as GTFs.
- PLEASE review your incoming International students’ TOEFL scores to see if they need to take the SPEAK test and notify them BEFORE they arrive at the Info Session.
- PLEASE also try to anticipate if the student will pass the SPEAK, or if your department may need to make adjustments to the GTF assignment. If you are accepting a student with a TOEFL speaking score of 24 or lower, there is a good chance they will not pass the SPEAK and GTF duties/assignments will need adjusted.
- We are working with Trish Pashby to set up an earlier SPEAK exam for international graduate students that arrive before orientation week. It will most likely take place the Wednesday of Week 10 of summer term (next year).
• Please review your departmental admission offer letters to ensure they include:
  • A sentence/paragraph clearly explaining that final admission to the UO is pending Graduate School approval.
  • For admission offer letters that include offers of financial support, Council of Graduate Schools’ “Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants” is required and should also include the link: http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf
    • An accepted offer of financial support is considered an agreement between the student and the institution. Both parties must honor and accept the conditions cited within the agreement.
    • **Students are not obliged to respond to offers of financial support earlier than April 15.** Institutions setting earlier deadlines for acceptance are in violation of the Resolution.
  • The Graduate School will be collecting each department’s template beginning early fall for our records.
STUDENT ENGAGEMENT

PACE Workshops      Fridays, 12:00 to 1:20pm
Graduate Student Lounge,  Susan Campbell Hall

Professional Development
• 11/13: Nick Sousanis: Pursuing Alternative Formats for your Dissertation and Career Paths Outside the Academy
• 4/15: Resume/CV Writing workshop

Academic Success
• 10/16: Speed Reading for Graduate Students
• 10/23: Time Management Workshop

Community and Wellness
• 10/9: Nontrad Student Networking and Support Workshop
• 11/6: Interrupting Oppressions in Everyday Situations

Engaging in Research
• 1/15: Writing and Researching your Thesis/Dissertation
• 2/12: Poster presentation workshop

Brandy Teel
STUDENT ENGAGEMENT (cont.)

• Graduate Student Research Forum February 26, 2016
• Three Minute Thesis (3MT): Win up to $1500!
  • UO Prelims and Finals: April 19th, 26th, and May 3rd
  • Statewide Championship: May 14th
TUESDAY, OCTOBER 6, 2015
GERLINGER ALUMNI LOUNGE
5:00 TO 7:30PM

FOOD AND LIGHT REFRESHMENTS WILL BE SERVED
GRADUATE SCHOOL STUDENT GROUPS

• Graduate Student Advisory Board
• Graduate Student Association
• Women in Graduate Sciences
• The Alliance of Graduate Students for Diversity
• Rehearsals for Life
STUDENT SUPPORT SERVICES

• New GTFs need to complete mandatory online harassment training:
  • [https://odt.uoregon.edu/registration/course_view.php?crse_id=445](https://odt.uoregon.edu/registration/course_view.php?crse_id=445)
• Sexual Harassment & Title IX Trainings (in addition to mandatory online)
  • Two trainings per term for all GTF’s (October 2 and November 6)
  • Offered through the Dean of Students, Teaching Effectiveness Program, Affirmative Action, and the Graduate School
ACADEMIC POLICIES OVERVIEW

Policies are outlined on the Graduate School website:
http://gradschool.uoregon.edu/policies-procedures

• Continuous Enrollment Policy
  • Graduate students must be registered for a minimum of 3 graduate credits each term until degree completion unless they are approved on-leave.
  • Includes students not in residence while writing a thesis, dissertation or project but working with their committee or advisor and receiving feedback.
  • Summer registration required if student is using services such as advancing, taking comprehensive exams, presenting a terminal project, etc.

Kellie Gelreich
ACADEMIC POLICIES OVERVIEW

• On-Leave Status
  • On-leave requires student doesn’t use faculty assistance or university services.
  • Doctoral students eligible for a max of 6 terms of On-Leave status.
  • Master’s and certificate-only students eligible for a max of 3 terms of On-Leave status.
  • Degree completion deadline extended only for these reasons:
    • Student’s serious health/medical condition
    • Parenting needs during the 12 months immediately following a child’s birth or placement in the home
  • See: http://gradschool.uoregon.edu/policies-procedures/leave
ACADEMIC POLICIES OVERVIEW

• Academic Year Of Residency For Doctoral Students
  • 3 consecutive terms of full-time UO coursework toward degree—at least 9 graduate credits a term. Year of residency occurs after student has been admitted to doctoral program, expected to be the first year.
  • Courses in Research (601), Reading and Conference (605), and other individualized study options may be a part of the 9 credits, but majority of the year of residency credits are to consist of regular graduate course work.
  • Alternative method: Doctoral students may fulfill residency requirement if they were officially awarded a UO master's degree in the same major and doctoral degree program immediately follows the master's degree program (no break).
  • Academic residency is not tied to nonresident/resident tuition classification.
  • See: http://gradschool.uoregon.edu/policies-procedures/enrollment-residency

Kellie Gelreich
ACADEMIC POLICIES OVERVIEW

• Academic Residency For Master’s Students
  • At least two terms of study at the UO
  • At least 30 UO graduate credits (applicable to degree requirements)
  • Academic residency is not tied to nonresident/resident tuition classification
  • See: http://gradschool.uoregon.edu/policies-procedures/enrollment-residency

• Petitions
  • Each petition is reviewed individually. At times a petition is appropriate to recommend (i.e. a masters student is experiencing a serious medical issue and needs a 4th term of On-Leave). Forms are available at: http://gradschool.uoregon.edu/current-students/academic-forms

Kellie Gelreich
ACADEMIC POLICIES OVERVIEW

• Satisfactory Academic Progress
  • A cumulative GPA below 3.0 at any time during a graduate student's studies or the accumulation of more than 5 credits of N or F grades – regardless of the GPA is unsatisfactory.
  • If GPA is below 3.0, Graduate School will contact student by email, cc’ing the DGS and Graduate Coordinator. Department is required to create a formal Low GPA/Remediation Plan (sent to student and Graduate School).
  • If student does not meet plan, the department can dismiss the student with a formal dismissal letter. Notify Graduate School for consultation and to trigger additional Graduate School steps.
  • GTFs must enroll in and complete at least 9 graduate credits each term.

Kellie Gelreich
ACADEMIC PROCESSES OVERVIEW

• Graduation of master’s students requires approval of DGS and/or Department Head
  • Department must certify completion of all departmental degree requirements immediately following the grading deadline.
  • What is the practice for review of student progress in the department? How is this approval communicated to the Graduate Coordinator for graduation approval or denial in GradWeb?

• Final oral defense applications require approval of DGS and/or Department Head
  • Graduate Coordinator will ask for an approval signature as part of required department approval step.

• Advancement recommendations require approval of DGS and/or Department Head
  • Graduate Coordinator will ask for an approval signature as part of required department approval step.
UNION ENVIRONMENT

• UO has several unions representing everyone from our custodians to our faculty
• GTFF represents the Graduate Teaching Fellows
  • GTFs are unique employees in that they are 51% students and 49% employees
  • GTFs are younger than most employees and have far less workplace experience
  • GTFs can be activists
• How you treat these employees can determine
  • Whether or not you will receive a grievance
  • How you’ll have to interact with all future GTFs
GDRS, CBA, AND GENERAL EXPECTATIONS

• Graduate Teaching Fellows operate under three systems:
  • GDRS – General Duties and Responsibilities Statement
    • Is specific to the jobs offered by the department
    • Provides expected hours, positions available, satisfactory academic progress
    • Provides some duties and expectations for how GTFs will act as employees
  • CBA
    • Applicable to all GTFs
    • Agreement between the UO and GTFF regarding the terms and conditions of employment
  • General Expectations
    • Workplace concepts of time management, appropriate dress and interactions, professionalism, customer service, etc
GRIEVANCES – WHAT THEY ARE

- A grievance is a tool, provided by the CBA, to solve a violation of the CBA or GDRS
  - GDRS created by CBA
- Three components
  - Allegation
    - Not proof, but a story that explains what has happened
  - Violation
    - The events from the allegation, if true, would constitute a violation of the contract
  - Specificity
    - There is enough information provided to allow UO to investigate the grievance
- Grievances arrive
  - In response to a real issue
  - During bargaining
  - In response to “retaliation”
  - To create a precedent
- Grievants
  - Employee
  - Union
  - Both
AVOIDING PREPARING FOR GRIEVANCES

• Not all grievances should be avoided
• Equitable, consistent management
• Explicit expectations and course correction when necessary
• Documentation of conversations and expectations
  • Email follow-up is an easy way
    • “Thanks for meeting earlier today. Just to recap, my expectation is that you...”
• “Solving” it (people pleasing) isn’t necessarily to your benefit
  • Flexible schedule
• Conflict avoidance isn’t necessarily to your benefit
GRIEVANCES – WHAT TO DO

• CALL HR
• You may receive a written page listing the information, articles at issue, and requested remedy.
  • At this point, you have 10 working days to arrange a meeting with
    • Grievant
    • Union
  • You have 15 working days from filing of grievance to respond in writing
• CALL HR
• We will help you
  • Review the information
  • Draft a response
LEGAL ISSUES ARISING OUT OF YOUR ROLE AS A GTF SUPERVISOR

Missy Matella
PROHIBITED DISCRIMINATION

• Discriminatory Harassment: conduct that unreasonably discriminates among individuals on the basis of race, color, gender, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, or gender expression, and that is sufficiently severe or pervasive that it interferes with work or academic performance. Discriminatory harassment includes sexual and racial harassment.

• Sexual Harassment: Any sexual advance, any request for sexual favors, or other verbal or physical conduct of a sexual nature when (a) submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic experience; or (b) submission to or rejection of such advances, requests, or conduct by an individual is used as a basis or condition for employment or academic decisions affecting such individual; or (c) such conduct is unwelcome and sufficiently severe or pervasive that it interferes with work or academic performance because it has created an intimidating, hostile, or offensive working or academic environment for the individual who is the object of such conduct, and where the conduct would have such an effect on a reasonable person of that person’s gender.
RETALIATION

1. Retaliation is taking a detrimental action against an employee for filing a grievance or complaint or participating in an investigation.

2. Retaliation is a violation of Oregon law and UO policy.

3. Retaliation can occur even if the underlying allegation is untrue.
EXAMPLES OF RETALIATION

• A student employee files a grievance against a professor alleging that the professor discriminated against the employee based on her sexual orientation. Because the student employee filed a grievance against the professor, the professor feels uncomfortable interacting with the student employee and tells her that she can no longer act as her advisor.

• An employee alleges that his professor has created a hostile work environment. Because the professor knows the employee’s claim is untrue, the professor states that the student is no longer allowed to work in the lab.
REPORTING OBLIGATIONS

• Under UO policy and federal law, you are a responsible employee.

• Responsible employees must report information regarding sexual violence and sexual harassment to the Office of Affirmative Action and Equal Opportunity.

• You should inform students of your reporting obligations prior to the student making a report.
ACCOMMODATIONS

• Employees may be entitled to certain accommodations relating to a disability or a religious belief.

• If an employee requests an accommodation or states that the employee has a disability, direct them to the Office of Affirmative Action and Equal Opportunity.
FERPA

- FERPA is the federal law that prevents disclosure of education records to third parties without the student’s consent.

- FERPA allows school officials, i.e., faculty, staff, administrators, etc. to use education records if they have a legitimate educational reason to do so.

- FERPA applies to GTFs’ records, including their employment records.
BEST PRACTICES

• If you know that an employee has filed a complaint or if you know that the employee is involved in an investigation, maintain the status quo. If you feel that you cannot maintain the status quo, contact Labor Relations or the Office of the General Counsel.

• Maintain up-to-date employment files, which include meaningful performance reviews.

• Set clear expectations and follow up with employees regarding whether or not they have met those expectations.

• Document the reasoning behind your employment decisions.

• Do not disclose information regarding the student/employee, including the existence of a complaint or the student’s participation in an investigation, to others unless that person needs the information in order to fulfill his or her professional duties.

• Contact the Office of the General Counsel, Labor Relations, or the Office of Affirmative Action and Equal Opportunity if you have any questions.
TOP 10 THINGS that can ruin a DGS’s day:

1. A student does horribly in your program/does something horrible.
   Do you have a policy for terminating students?
   What are the reasons (academic? conduct?)
   What are the steps?
   Where are they published?
TOP 10 THINGS that can ruin a DGS’s day:

2. You don’t have Student Handbook to look up policies/procedures surrounding termination, satisfactory academic progress, and everything else.

   If you don’t have a handbook, start small and add
   (check out other handbooks on Sharing Forum!)

   Share with your students and faculty!
TOP 10 THINGS that can ruin a DGS’s day:

3. You don’t allocate resources (GTF assignments, offices, etc.) fairly.
   (Or it appears you don’t.)
   Have written guidelines, follow them
   Be aware of inadvertent precedent setting
TOP 10 THINGS that can ruin a DGS’s day:

4. You didn’t provide written evaluations of your students at least once per year.
   If they are not doing well, they need to know.
   They need to be told what they need to do better.
   Follow up on remediation/steps to improve.
TOP 10 THINGS that can ruin a DGS’s day:

5. You or your faculty colleagues didn’t document (email counts!) a problem or suggestion for remediation.

    Surprise bad news to grads (anyone) is worse than plain old bad news.
    Serious business (like terminating a student) requires serious documentation.
TOP 10 THINGS that can ruin a DGS’s day:

6. You or your faculty colleagues *inadvertently* documented something in an email.

    Be careful of your tone – be professional and watch emotion, but ESPECIALLY in emails.
TOP 10 THINGS that can ruin a DGS’s day:

7. You messed with a fight on your own.

   Threatened or Actual GTFF Grievance (related to employment):
   ➔ Contact Peter Fehr, (541) 346-2998, pfehrs@uoregon.edu

   Threatened or Actual 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!*
TOP 10 THINGS that can ruin a DGS’s day:

8. You didn’t turn in GTF contracts on time to the Grad School.
   Cost to your grads (hard to miss a paycheck near poverty line)
   GTFF grievance potential
TOP 10 THINGS that can ruin make a DGS’s day:

9. Grad Council helped change a bad/unclear policy.
   (WHAT is Grad Council??
   Answer: Elected committee that advises the Graduate School)
TOP 10 THINGS that can ruin make a DGS’s day:

10. You met/emailed with another DGS today (or soon) and were able to get help/advice from that person!

Stay tuned for Sharing Forum for Grad Directors!

Login at UO blogs:  https://blogs.uoregon.edu/

We’ll add you as a user

https://blogs.uoregon.edu/graddir/