WELCOME

New Faculty Orientation

September 20, 2022

12:00 – 4:30 p.m.
125 Chiles

Bruce Blonigen, Edward Maletis Dean

Philip H. Knight Professor
of Social Science
350A Lillis
541-346-3300
bruceb@uoregon.edu

College Support Services

Micki Merner
College Support Specialist
Lillis 350
mickim@uoregon.edu

Brenda Dutton
College Support Specialist
Lillis 350
bldutton@uoregon.edu

Please send all request to the Faculty Support Inbox:
lcbfacsupport1@uoregon.edu

College Support Activities

- Departmental Hiring support: travel logistics and itinerary creation for candidates
- Concur: Travel requests and reimbursements
- Expense reimbursements
- Polls, finding meeting times, room reservations
- Scantron processing
- Exam proctoring
- Mail and packages
- Printing and copying services
- Office supplies
- And more!

Printing Services

Lundquist Printers

- Cost: $0.08/sheet for B/W, **double-sided**
- Faculty Support covers items related to instruction

UO Printing Services

- Paper pricing used to change 1-2/year. It is now changing almost every *week*.
- Estimates are available given enough time.

Concur – Travel Management System

- Utilized by those who travel for airfare or rental car purchases, lodging, and all associated expenses

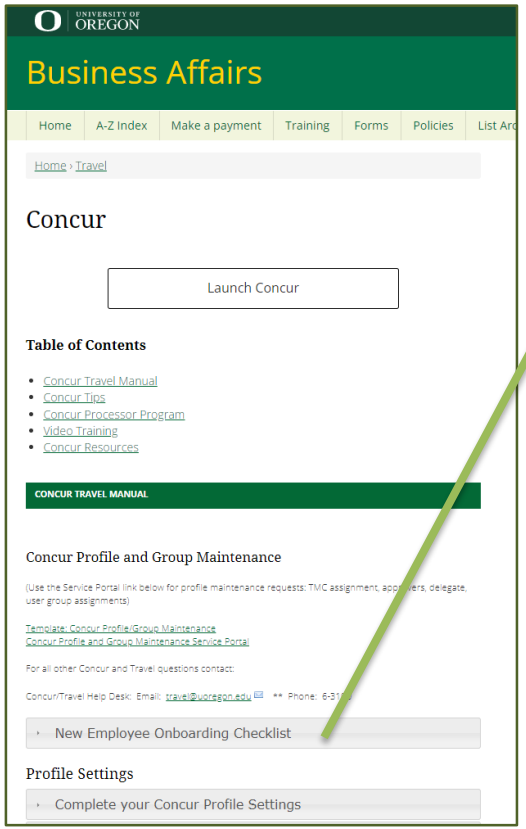
- There is a LOT to know, and we are here to help you

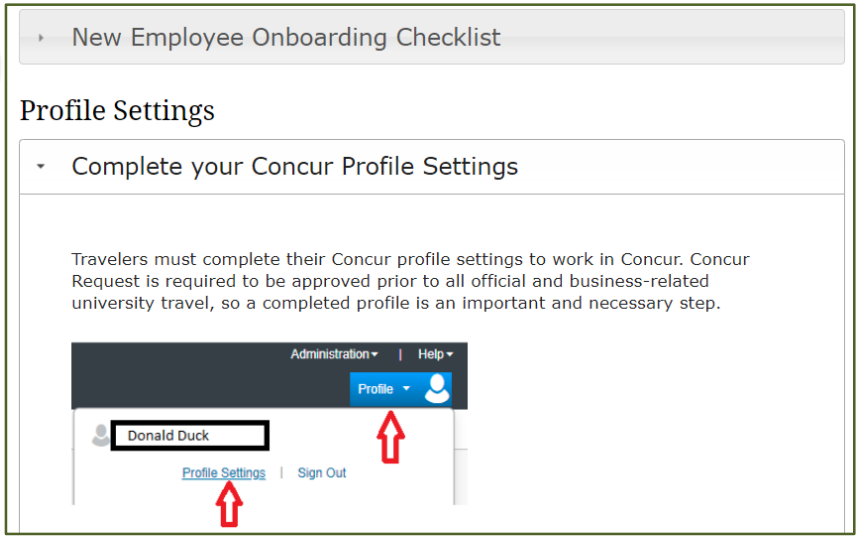
- Concur/Travel Help Desk:
  - Email: travel@uoregon.edu
  - Phone: 6-3100
  - Website: Business Affairs https://ba.uoregon.edu/travel/concur

- New users must first set up their Profile Settings

Concur – Travel Management System (2)

- New users must first set up their Profile





- There are step-by-step directions
- If you have any questions, just ask!

Concur – Travel Management System (3)

Must-Know

- Do *not* purchase your own airfare, airfare is purchased via Concur or the travel agency (TMC)
- All Travel must *first* have a Request made *before* you travel
- We can do nothing without receipts

Good-to-Know ☺

- Faculty Support and Fiscal act as *delegates* for you
  - Create Requests and Expense Reports
  - Assist you when you create your own report

Reimbursements (T&E)

- Examples
  - Meals with candidates
  - Research materials
  - Annual Memberships
  - Subscriptions
  - Technology utilized in teaching or research
- Guidelines
  - Keep your receipts!
  - Only reimburse up to 15% for tips, *unless* automatically applied
  - Email receipts along with:
    - Participants
    - Business Purpose

BizWeb (https://bizweb.uoregon.edu/faculty-staff/neo/faculty)

Faculty Support
A team of college support specialists is available to help you with many tasks from preparing exams, proofreading, travel assistance, and much more.

Fiscal Services
Find information on what financial support resources are available as well as important guidelines.

Student Advising
Student advising procedures and info including waitlists, over-enrolling, honors registration, incompletes, mandatory attendance, checking/waiving pre-requisites, testing accomodations, student concerns, and more.

Technology
Services provided by the Business Technology Center (BTC), Lillis classroom how-to, and general classroom technology overview.

Academic and Instructional Resources
Tools, pedagogy, resources, policies.

Teaching Support and Innovation
Teaching excellence, resources, and related technology at UO.
(TEP and UO Online now on one website.)

Canvas FAQ
Getting started with Canvas Learning Management System.

Instructional Policies
Policies and guidlines to assist you in the instruction and support of your students.

Learning Goals
Learning Goals for Lundquist Programs

Syllabus and Presentation Templates
For use in Lundquist courses

Library Resources
See what the UO Library has to offer. If the UO Library doesn't have what you need, materials can be ordered from other summit Libraries.

Career Services
Mohr Career Services considers faculty to be their most valued partners. Find information about what they do, who they are, and resources available to students and employers.

Academic Policies
University and College level policies you should be aware of.

FERPA
Everything you need to know about the Family Educational Rights and Privacy Act of 1974.

Exams, Coursework, & Grading
Information on obtaining exam materials for courses, processing scantrons, grading guidelines for the college, as well as a tutorial on how to enter grades.

Click the image above to access the Powerpoint orientation slides.

We look forward to assisting you!

Leeann Ford

Director of Finance and Operations

Financial Operations Team:

Leeann Ford

Director
Financial Operations

Jenna Babcock

Accounting Technician
Fiscal Services

Debi Luce

Accounting Technician
Fiscal Services

Patti McVay

Accounting Technician
Fiscal Services

Fiscal Services

- Faculty Accounts
- Grants
- Purchasing and Contracts
- Accounts Payable and Reimbursements
- Travel expense reports
- Student employee hiring

Faculty Accounts (PDA)

- TTF and NTTF faculty have an account with funding to support research and teaching
- It's associated with an index code you can use to charge items to it
- You will receive a report each month showing spending and balance
- Expenditures must have a valid business purpose, and be supported by a receipt
    - A valid receipt will show your name, item purchased, amount, method of payment or zero balance
- Technology purchases should generally be made via LCB Technology Services

Grants

- Fiscal services is your first point of contact if you want to apply for any type of sponsored research funding
- We will help with certifications and access to UO grants submission system https://researchadmin.uoregon.edu/epcs/
- Please remember to allow time for grants office review before submission deadline. Start the process early.

Purchasing and Contracts

- Faculty are not authorized to sign contracts on behalf of UO. If it has terms and a signature line (ink or electronic) it is considered a contract.
- If a vendor wants a document like this signed in order to make a purchase, please contact Fiscal Services.
- Paying for consulting or professional services always requires a contract, regardless of amount of payment. Examples are editing assistance, technical assistance with research projects, etc. Please contact Fiscal Services to get this set up before work begins.
- If you are making a purchase of goods or services over $5k, a contract may be required. Please contact fiscal services before making purchase for guidance.

Accounts Payable and Reimbursements

- You can submit invoices for direct payment, or non-travel receipts for reimbursement to lcbfiscalgen@uoregon.edu, or submit them in the fiscal services mailbox in the mailroom, or drop them off at 297 Anstett.
- Please include the index that the payment is to be made from and an explanation of business purpose with your submission.

Travel Expense Reports

- All UO travel must be requested and processed via the UO Concur travel system
- Airfare booked outside of the Concur process will not be reimbursed.
- If you are including personal time during your trip, please contact fiscal services at lcbfiscalgen@uoregon.edu before booking.
- Fiscal services or Instructional Support staff can help with general Concur training on requests, bookings, and expense report submission. You can also find training and manuals here: https://ba.uoregon.edu/travel/concur

Student Employee Hiring

- If you are hiring a student to work as a research or teaching assistant, contact Jenna Babcock jennab@uoregon.edu
- Make sure you are paying a rate that complies with the UO student wage scale: Student Wage Rate
- Students who already have GE appointments cannot work more than half time (20 hours per week) between all jobs.
- There are limits to the duties a non-GE teaching assistant can perform. Please see Jenna for guidelines before hiring.

Shandon Bates

Director

User Support Services – Academic Central

Instructional Technology

Karl Owens

Helpdesk Manager

Operating Systems & Network Analyst

User Support Services- USS Academic Central

Lundquist
Portland
University Hall
Agate Hall

Honors
Condon Hall
LERC
Psychology

Law
Fenton Hall
Human Physiology
Tykeson Hall

Technology Services

- Hardware and software purchasing
- Hardware setup and orientation
- Storage options (faculty, staff & students)
- WRDS and research software access
- Classroom technology (Lundquist vs. Non Lundquist)
- Classroom and lab software
- Requests for classroom and lab software
- Business Technology Center (BTC)
- Business Research Institute (BRI)

Helpdesk

- Helpdesk services available 8am – 5pm
- Located inside the Business Technology Center - 326 Chiles
- Service is requested through the campus technology service portal - https://service.uoregon.edu
- By phone – 541-346-3311
- After hours support is available at – 541-346-4357 (HELP)

User Support Services mission is to respond and resolve customer service requests within 6 business hours. If not resolved upon first response, technician will provide a plan and time frame for resolution.

Helpdesk

Types of services

- trouble shooting general technology support, including
    - hardware and software
    - campus technology services
- technology purchasing
- hardware setup and orientation
- classroom technology support

Business Technology Center–326 Chiles

- Lab available to:
  - Undergraduate students with a major or minor in business
  - Graduate students in MBA, MSF, and MAcc
  - University students enrolled in at least one business course - (ACTG, BA, BE, DSC, FIN, MGMT, MKTG)
  - Lundquist faculty and staff
- Lab space
  - Open area with 30 computers
  - 2 Classrooms of 30 computers each, which can be combined to form a 60 computer classroom
  - Virtual desktop infrastructure supporting remote access to lab from anywhere with an internet connection
  - Open space with power and USB charging ports
  - 3 printers – two black and white and one color
  - Available and staffed during all building open hours

BTC Lab Services

- Practice/Study rooms for undergraduate students
- Copying, printing, scanning, and laminating
  - 10¢ for black and white, 40¢ for color
  - Free scanning
  - Binding for $2.00
  - Laminating service, priced by size
- Equipment Checkout (one day rental)
  - video adapters for laptops and iPads
  - calculators
  - audio cables
  - presentation remotes
  - power adapters for Dell and Apple laptops
  - iPads for research projects
  - microphones and cameras for recording digital content

Campus services

- Microsoft Office O365
- Video conferencing using Zoom and Microsoft Teams
- Online Storage (Microsoft OneDrive and Dropbox)
- Scan to email using building copiers
- Canvas course management
- Web Space using WordPress at blogs.uoregon.edu
- Site Licensed Software - Visit software.uoregon.edu for full list of available software

Research Resources

- directEdgar
- MorningStar Direct
- S&P Captial IQ
- Wharton Research Data Service (WRDS)
- UO Libraries – Research Guides / Business

Classroom Technology

- Resident computer (in the Lillis complex only)
- Document camera
- Webcam and microphone
- PA Sound System (in larger classrooms)
- Lighting controls
- Loaner laptops available if teaching outside of Lillis
  - if you do not have a Lundquist College issued laptop
  - with 48-hour lead time)
- Specialized presentation and video equipment in Lillis 312

Software requests for lab and classrooms

- 4-week lead time is required to allow for purchase, testing and install new applications
- User Support Services sends out email reminders to faculty about 6 weeks prior to each term
- Submit a ticket via the technology service portal if classroom computers are missing instructional software
  - Classroom computers are frequently reimaged during term breaks which allow us to install or re-install new software

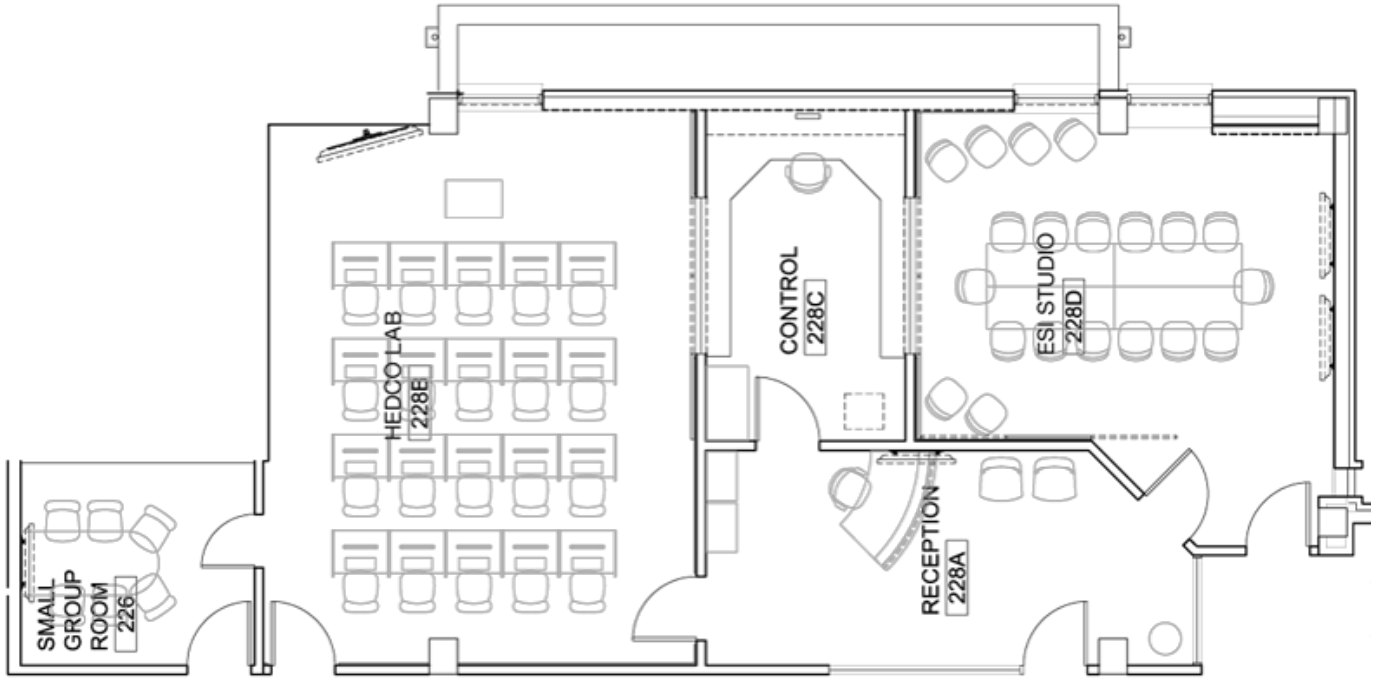
Self Help Resources

- Campus Technology Knowledge Base
  https://service.uoregon.edu

- Business Technology Public Site
  https://business.uoregon.edu/computer-labs

- Lundquist College of Business Intranet
  https://bizweb.uoregon.edu/

Business Research Institute (BRI)



HEDCO Foundation Research Lab

BRI Contact Info

- BRI Contact Info - lcbbriresearch@uoregon.edu

BRI Co-Directors:

- Ashley Angulo- aangulo@uoregon.edu, 541-346-3320
- Jessica Gamlin- jgamlin@uoregon.edu, 541-346-4130
- Noelle Nelson- nmn@uoregon.edu, 541-346-3265

Helpdesk

Hours – 8am to 5pm

Business Technology Center (BTC) - 326 Chiles

Technology service portal - https://service.uoregon.edu

Phone – 541-346-3311

Business Intranet - https://bizweb.uoregon.edu/

Tina Starr

Senior Instructor I

Department of Management

429 Lillis
541-346-8234
tstarr@uoregon.edu

Publishers & Course book adoptions

- Please check with your course coordinator about publishing resources used/required. Publishers may include Pearson, McGraw-Hill, Cengage, Wiley, McGraw, Prentice Hall, HBR…etc.. And digital online platforms include Connect, My Lab, etc…
- 'NEW" changes in Term Adoption textbook deadlines Duckstore (Oregon House Bill) : E.G AY 22/23 -Fall 2022-was April 4th 2022, Winter 2023 – Oct 3, 2022, Spring 2023 – Jan 16 2023, Summer 2023 – Mar 27, 2023 https://help.uoduckstore.com/faqs/faq/what-are-the-course-material-adoption-deadlines
- Inquiries facultyadoptions@uoduckstore.com,

  https://help.uoduckstore.com/faqs/faculty-information or call 541-255-0795
- Creating your own course pack with multiple sources requires copyright clearance from UO Publishing, check with Kati Kronholm: katik@uoregon.edu

Instructional policies links & ‘good to know’ info (1)

- College Website https://business.uoregon.edu/
- College Policies – Provost link https://provost.uoregon.edu/content/lundquist-college-business
- Registrar – All UO academic dates, deadlines, calendars, final grade policies, FERPA guidelines, etc…https://registrar.uoregon.edu/
- UO HR - https://hr.uoregon.edu/human-resources - All UO HR policies, Union info, pay policies, etc..

Instructional policies links & ‘good to know’ info (2)

- https://duckweb.uoregon.edu, Faculty Tab - final grades, class info, student pics & rosters, Employee Information Tab, Personal Information Tab, Course Evaluations Tab.

- https://dos.uoregon.edu/conduct Dean of Students, Academic Student Misconduct info
- https://bizweb.uoregon.edu/ links to New Hire Resource Checklist, links to newly approved LCB syllabi & Power Point Templates & much more!

- Collective Bargaining Agreement (CBA).UO is part of United Academics. Dues, rights, faculty input on policies, etc. https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas/united-academics

Instructional ‘good to know’ info (3)

****Mandatory Training – Workplace Harassment link under UO HR – this training MUST be completed within 90 days of hire, so if you didn’t know, you do now!** https://hr.uoregon.edu/learning-development/workplace-harassment-discrimination-prevention

Teaching Advice: Please check with your Dept Head for course coordinators & point person. Work with course coordinator to ensure consistency across all sections of a single course and connections to/from other courses in the core/program, course aims & objectives, and so forth…

Who to go to for help: Start with myself, or Denita or George for help!

Classroom & Office Safety – Active Shooter - use three rules – UOPD 6-2919

Other Campus Resources & Links

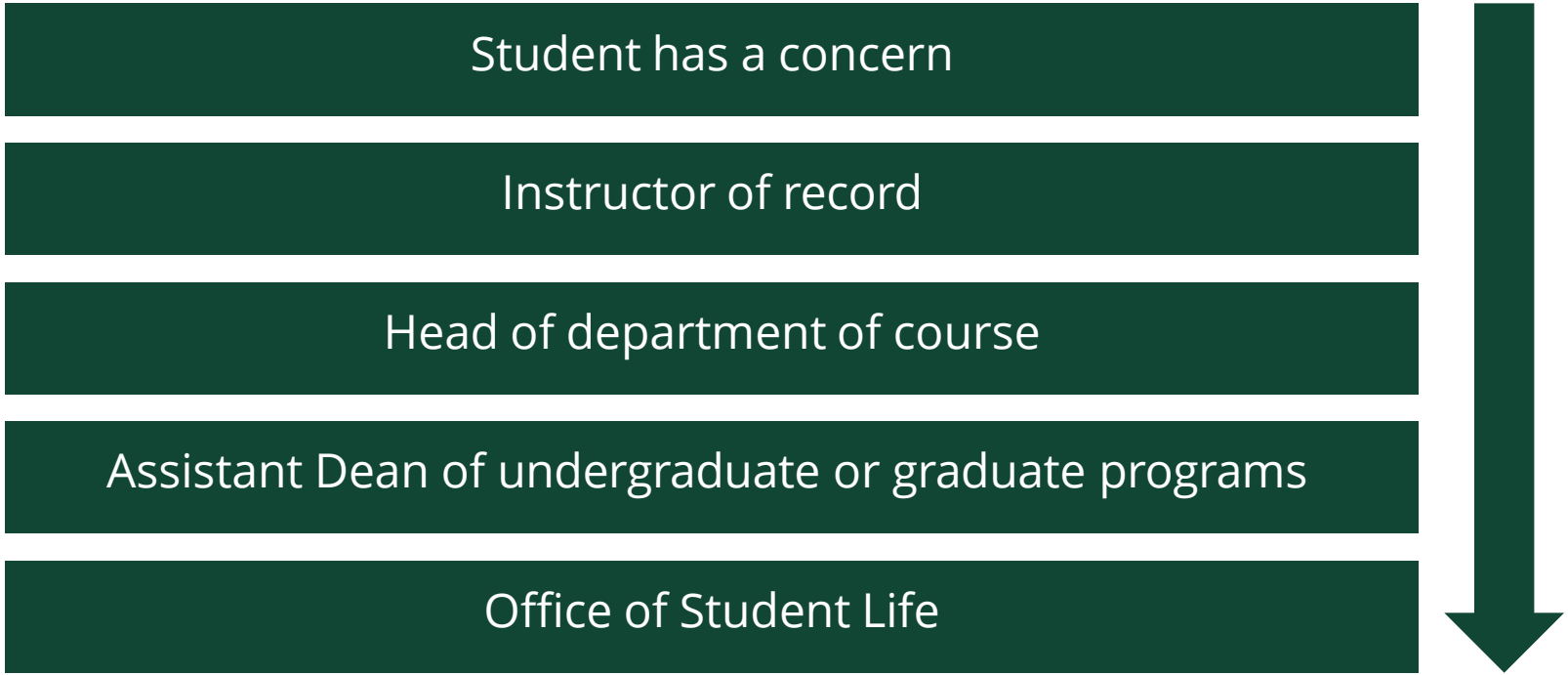
Canvas support & help; ‘Help’ button on left side of Canvas on the Dashboard, or https://service.uoregon.edu, or 541-346-1942

Teaching Engagement Program (TEP) : https://teaching.uoregon.edu or 541-346-2177

Business School Librarian & Services: Business School Librarian Genifer Snipes Gsnipes@uoregon.edu , https://library.uoregon.edu 541-346-3053 (here in-person next!)

Pathway of a Faculty complaint

Pathway of a Student complaint



Welcome to the UO Libraries

Genifer Snipes

Interim Director - Research & Information Services
Associate Professor | Business & Entrepreneurship Librarian
University of Oregon Libraries
gsnipes@uoregon.edu | 541-346-4139

Outline

About the UO Libraries

Business Student Success

Faculty Research

The Libraries

- Knight Library
- Price Science Commons & Research Library
- Mathematics Library
- Design Library
- John E. Jacqua Law Library
- Portland Library & Learning Commons
- Rippey Library - OIMB

Resources & Facilities

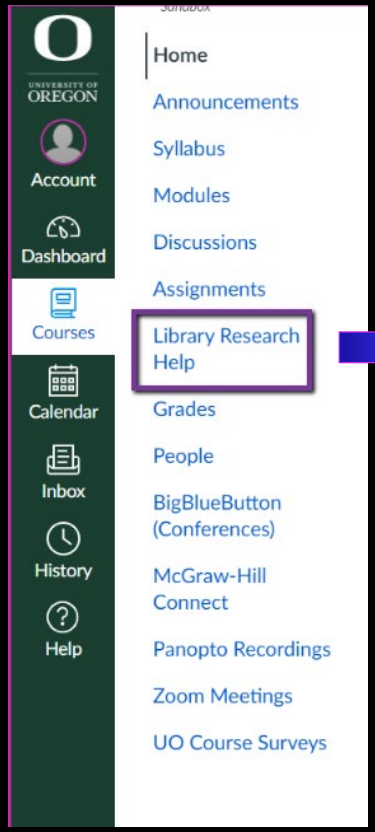
- Item Checkout
  - Books: 6 months
  - A/V: 6 days
  - Office delivery available
- SUMMIT library consortia member
- Computer labs & study spaces
- On-demand scanning of print articles & chapters
- Inter-Library Loan
- VizLab
  - high-definition visualization wall
- DeArmond MakerSpace
  - 3-D printers, laser cutters & other prototyping equipment & workshops
- DREAM Lab
  - Faculty & Graduate collaborative research commons

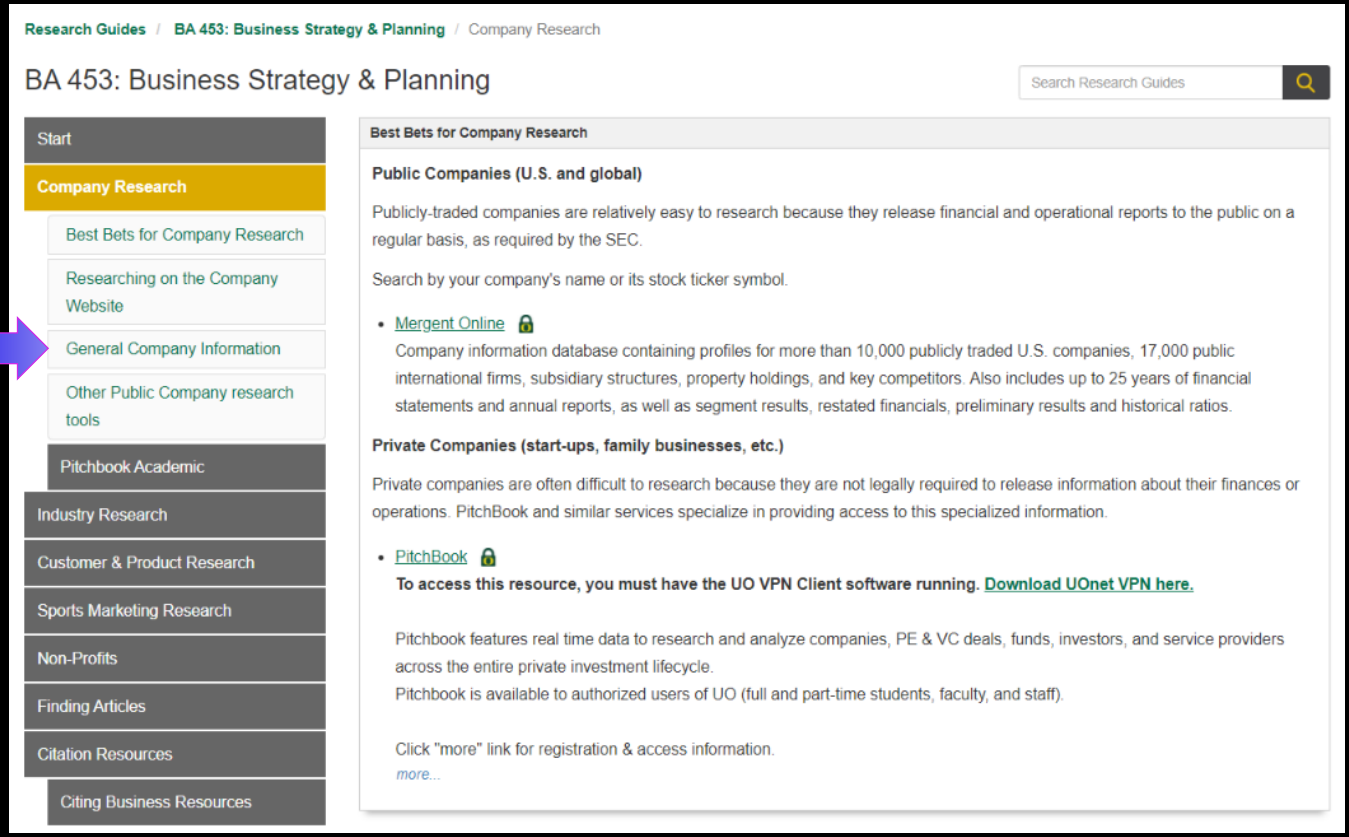
Research &
Teaching
Support

Business Student Success

- Classroom Instruction
  - Credit classes
  - Workshops / special events
  - Student clubs
- Assignment & Class Development
- Digital Learning Objects
- Research Consulting
- Course Materials
  - Purchasing
  - Course Reserves
  - Open Ed Resources
- Undergraduate Research Awards

Research Guides





Faculty Research

- Research Consulting
- Literature Review & Search Development
- Scholarly Communication & Impact
- Training Research GEs
- Resource Access
  - Journal subscriptions
  - Book purchasing
  - Database trials/access

Digital Scholarship & Data Services

- Open Access Publishing
- Copyright & Authors' Rights
- Digital Project Development

https://library.uoregon.edu/dss

- Research Data Management
- Data Research Workshops
- Statistical Consulting
- Mapping & GIS

https://library.uoregon.edu/data-services

Open Access Article Award Fund

Supports open access publishing by the UO community

Available for Article and Book Processing Fees in qualifying journals/publishers

- Up to $2000 per UO Researcher, per year
- Up to $3000 per OA Book, per year

Prioritizes early-career researchers

https://library.uoregon.edu/article-processing-charge-award

Questions?

Academic & Instructional Support Team

Denita Strietelmeier
Project Manager, Dean's Office
541-346-9316
Office: 370 Lillis
denitas@uoregon.edu

George Reese
Instructional Designer
971-270-6544
Office: 370 Lillis
greese@uoregon.edu

University Course Standard Policies Fall 2022

University Course Policies – Fall 2022

SYLLABUS

Attendance and Makeup – (Undergrad only)

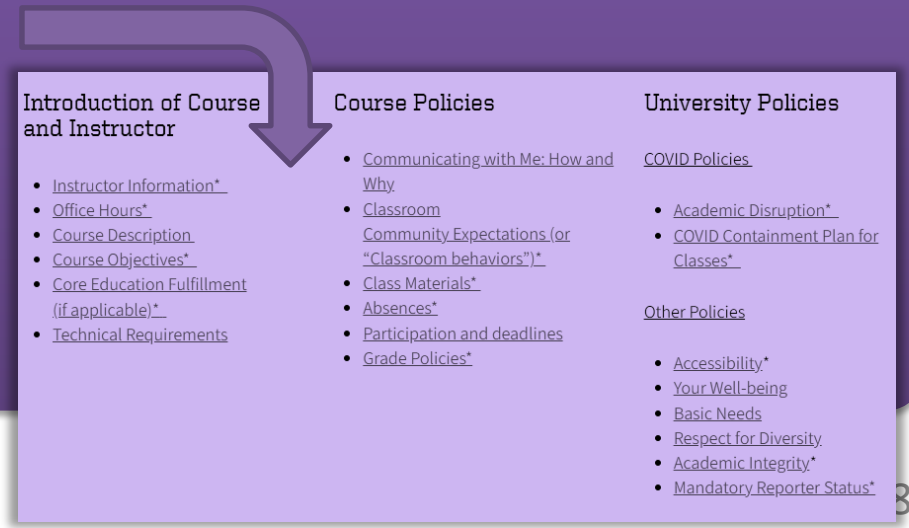
- Clearly express on syllabus and in early class meetings attendance expectations, how absences affect grades, and conditions under which course work can be made up.
- Students should not be punished for absences related to religious accommodation, accessible education, or university sponsored event
- Except for documentation on above events, instructors cannot ask students for documentation of absences
- Link to policy

Samples of acceptable course policies

- Starter Syllabus

Syllabus and presentation templates

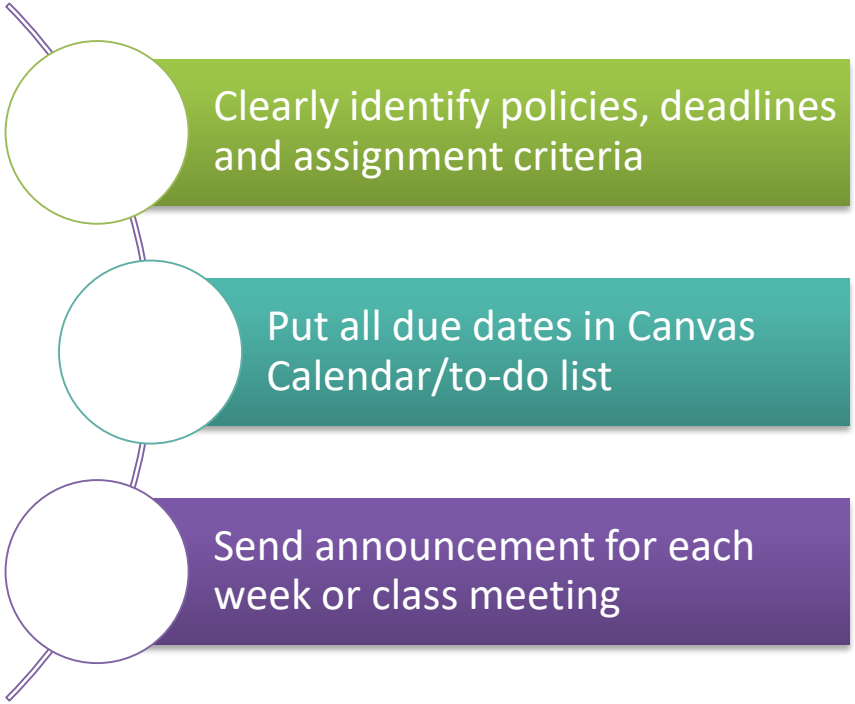
- Templates on Bizweb



Set Expectations

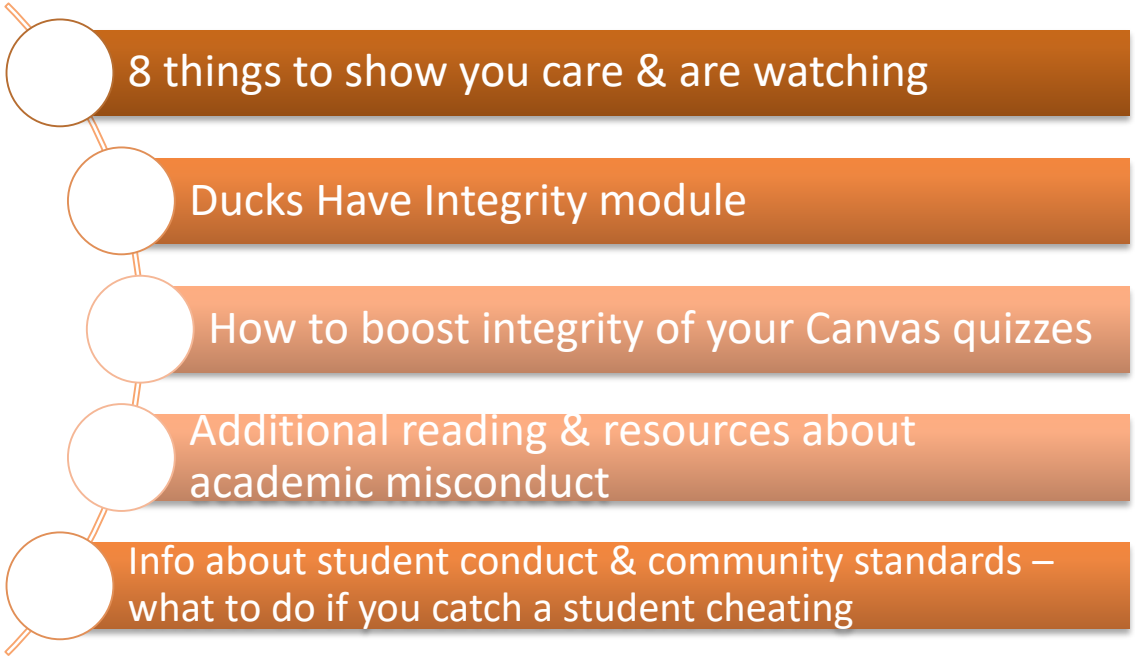
Students report that clear expectations make it easier for them to engage in their classes. Being back in the classroom doesn't change this.

[UO Academic Data Analytics analyses of Student Experience Survey data]



Academic Integrity

Clearly outline specific expectations regarding academic integrity in writing and verbally at the beginning of the term. Check out BizWeb's Exam and Academic Integrity resources.



Other things to know

FERPA

- Student Records Privacy Policy
- Implications for Zoom sessions or class visitors/guest speakers
- Software/Apps – only those purchased by UO are in compliance. Search “software center” on your Lundquist computer.
  - ✓Dropbox, OneDrive, Teams, and many others
  - ⁄ Google docs **is not** in compliance with FERPA at UO

AEC (Accessible Education Center)

- UO is dedicated to facilitating and supporting accessible education. Student requiring academic accommodations (*i.e. more time to take an exam*) register their need with the AEC and should communicate with you about it as early as possible.
- AEC’s Important Guidelines for Instructors

Concerns About Students

- Connecting students to support
- UO Counseling Programs and Services

BizWeb

Lundquist Intranet

[BizWeb New Faculty Page]

[BizWeb Academic and Instructional Support]

Academic & Instructional Support Emails

Regular emails, usually biweekly will come from **Angela Davis, Sr. Associate Dean for Academic Programs**. Emails include updates from the Provost's office, links to helpful resources, news about new tools, and more.

Dear Lundquist faculty,

Congratulations on making it through another unusual term. Your flexibility and perseverance served the students and each other well. Thank you for all you do.

Lundquist Grading Guidelines - Continuing our transition back to "normal," Lundquist's grading guidelines will be in effect again for Winter term so please plan accordingly. If you are teaching a core course, you may have guidelines that are slightly more narrow. Please contact your course coordinator if you have any questions.

Academic Integrity – The beginning of the term is an excellent time to talk with your students about your expectations regarding academic integrity.

Check out Bizweb for a list of eight recommended actions for the beginning of the term, along with other resources related to academic integrity.

TEP has additional ideas, resources, Canvas modules, student feedback, responding to misconduct, and designing assessments

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Please reach out with any questions. We'll be in touch with another email in the new year. Wishing you all happy holidays and a restful break.

Best,
Angie

Web Resources

Registrar's Office
- Office of the Registrar
- A-Z index of academic policies
- UO academic calendar, dates and deadlines
- FERPA guidelines

Class Schedule
- Class Schedule
- Details about your class; add/drop deadlines

DuckWeb Faculty Tab
- DuckWeb
- Enter final grades
- Student pics and rosters
- Course evaluations
- HTML links to courses

Lundquist Business Website
- Lundquist College of Business Website

Lundquist Intranet – Bizweb
- BizWeb
- Links to syllabi and presentation templates
- Instructor resources

Student Conduct & Community Standards
- UO Student Conduct and Community Standards

Business School Librarian
- Genifer Snipes
- Gsnipes@uoregon.edu
- 541-346-3053
- UO Libraries

Teaching Engagement Program (TEP)
- UO Teaching Engagement Program

Canvas Support and Help
- "Help" button on left menu in Canvas Dashboard
- UO Canvas and IT Support or 541-346-1942

Lundquist College Policies
- Lundquist College of Business Policies

Collective Bargaining Agreement
- Employee Groups & CBAs
- Dues, rights, faculty input on policies, etc.

Canvas and Related Tools

- Development sites
- Ready-made Canvas resources
- Things you can do in Canvas
- Related tools
  - Perusall and Hypothesis
  - Panopto
  - Zoom
  - Teams

Canvas – Development Sites

- Aka sandboxes
- Students can’t access them
- Function like a “live” course in almost every respect

Canvas Ready-made Resources

Canvas – Ready-made Resources

- Lundquist templates for:
  - Start Here and weekly modules
  - Transparent assignments
  - Transparent discussions
  - Student success resources

Canvas – Ready-made Resources (2)

- Publisher materials
- Canvas Commons
  - Pages and modules to add to your course
- “Before you publish” checklist

Things You Can Do in Canvas

Developing Your Canvas Course

- Revert to a previous version of a page (only)
- Restrict availability of exams, assignments, etc.
- See what students see (Student View)

Quizzes and Exams

- Import publisher questions
- Import questions from Word (Windows only)
- Randomize questions and answers
- Modify for students with accommodations

Assignments and Discussions

- Create student groups
- Help students address plagiarism (assignments only)
- Create peer review assignments
- Modify for students with accommodations

Monitor Engagement

- New Analytics
  - Views and engagement by:
    - Page, assignment, etc.
    - Student

Communicating with Students

- Set announcements to post at a designated time
- Send a message to one, some, or all students
- Message students who …

Grading and Feedback

- Weight assignments, discussions, and quizzes
- Set missing/late assignment policies
- Automatically drop lowest score(s)
- Hide grades
- Annotate student submissions
- Expedite using SpeedGrader

Related Tools

Perusall and Hypothesis

- Collaborative annotation tools
  - PDFs
  - Websites
  - Images and videos (only Perusal)

Panopto

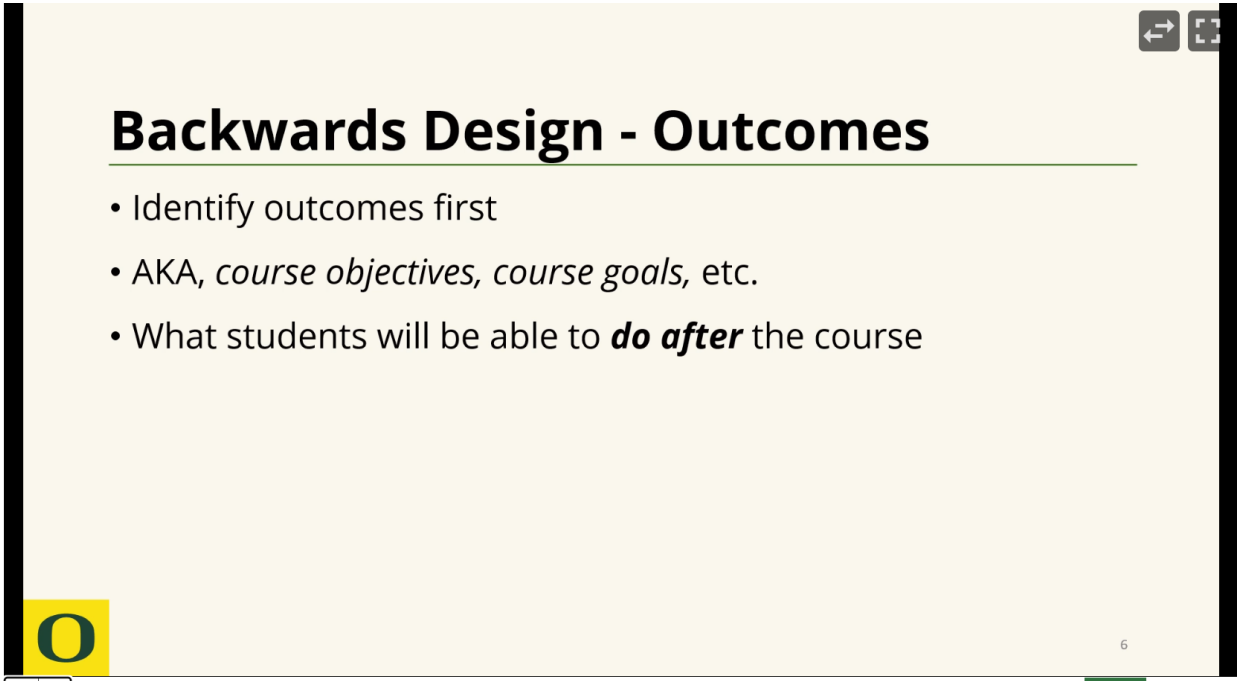
- Record, edit, and share videos
- Automatic captions
- Automatic TOC
- All content is searchable and can be bookmarked
- Embed quizzes, discussions, and notes (private or public)
- Video and student-level stats

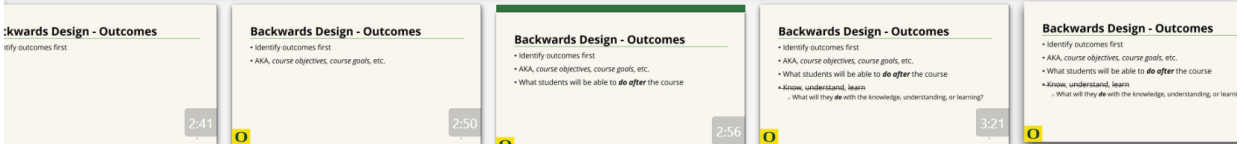
Panopto Player – What Students See

Search this recording

Details
Contents
Captions
Discussion
Notes
Bookmarks

Or, use your own	1:40
Refer to your Student Engagement Inventory sketch ...	1:48
Related Objectives	2:13
Outcomes	2:16
Objectives	2:23
Backwards Design - Outcomes	2:41
Backwards Design - Outcomes	2:50
AKA, course objectives, course goals, etc.	2:56
What students will be able to do after the course	3:21
Know, understand, learn	3:21
Backwards Design - Outcomes	3:41
Should be measurable/observable	3:42
Backwards Design - Objectives	3:53





Zoom

- Can schedule meetings within Canvas

Microsoft Teams

- Not integrated with Canvas
- Ready-made Canvas how-to module

UNIVERSITY OF OREGON

BUSINESS
LUNDQUIST COLLEGE

Undergraduate Advising Office

Introduction to key advising staff

Registration and advising tidbits

Concerns about students

Resources

UNIVERSITY OF OREGON

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Heather Bottorff

Sr. Director, Advising and Experience

Kata Bahnsen-Reinhardt

Assoc. Dir., Graduate Student

Kim Rambo-Reinitz

Assoc. Dir., Advising and Student Experience

UNIVERSITY OF OREGON

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Jessica Brown

Operations Mgr,
Executive Asst.
Graduate Programs

Krissy Hemphill

Scheduling and Communicatio n Specialist

Julia Riley

Undergraduate Program Specialist

Registration Notes

Waitlists

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Accessing Waitlists

Waitlisted Students

The following students are currently on the waitlist for this course. Students listed with position 0 have been notified of an available space in the class.

Student name	UO ID	Class	Major	Position	Status	Email
Mason, Juliana	[redacted]	JR	BADM	1		jmason2@uoregon.edu
Li, Min		SR	BADM	2		minl@uoregon.edu
Bai, Yuxin		JR	ACTG	3		yuxin@uoregon.edu
Fu, Jialin		SR	BADM	4		jialin@uoregon.edu
Ning, Xiaolin		SR	BADM	5		ning2@uoregon.edu
Li, Mengshi		JR	BADM	6		mengshil@uoregon.edu
Bernards, Ryan L		JR	BADM	7		rbernard@uoregon.edu
Liu, Ju		JR	BADM	8		liu2@uoregon.edu
Tian, Tian		JR	ACTG	9		tiant@uoregon.edu
Feng, Zhenzhen		SR	BADM	10		zhenzhen@uoregon.edu

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Registration Notes

Waitlists

Over enrolling classes – classrooms.uoregon.edu

Honors registration

Incompletes & mandatory attendance

Pre-requisite checking/waiving pre-requisites

Scheduling testing accommodations

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LUNDQUIST COLLEGE

Concern for Students

University Health Services
Counseling Services

Get Help Now

Therapy and Services | Events and Workshops | Support a Student | Self-Care | APA Doctoral Internship | About

Helping a Friend | Faculty and Staff | Parents and Families

Faculty and Staff Resources

Consultations

If you ever need assistance in helping a student, please call us for a consultation. A consultation with a therapist can help you identify the next steps, appropriate resources, and services for your student. You can always refer students to us if they are facing mental health related barriers to academic success.

Mental Health and Academics

Supporting Students in Distress

As a member of UO faculty and staff, you have the unique position of observing students in distress and offering assistance. Sometimes, struggling students cannot or will not ask for help; your expression of concern could save an academic career or even a life.

Assisting Students

Intervention Training with Kognito

Web Resources

Registrar's Office – classroom size; A-Z index of all policies

Class Schedule – details about your class; add/drop deadlines

Accessible Education Center – faculty resources and Universal Design suggestions

Duckweb – picture course list; grade center; HTML links to courses; Office hours

Lundquist
College of Business

- The most relevant source of information on appointments, performance evaluations, promotions, etc is the just ratified CBA available here:
- https://hr.uoregon.edu/united-academics

- Comprehensive set of UO-wide policies for faculty.

United Academics

UA represents approximately 1,900 faculty on campus including tenure-track and non-tenure-track instructional faculty, adjuncts, librarians, research faculty, and postdoctoral scholars. Law school faculty, EC Cares faculty, and faculty in a supervisory role (mostly department heads and primary investigators) are excluded from the bargaining unit.

Current President: Mike Urbancic, Career Senior Instructor, Economics

Website: www.uauoregon.org

Successor contract ratified by United Academics

The University of Oregon and United Academics (UA) reached a tentative agreement for a successor contract on June 17, 2022, and UA members have ratified the agreement. The new CBA goes into effect immediately with an end date of June 30, 2024. It will be published soon. In the meantime, refer to the previous CBA and the summary of changes and additions.

Current CBA
Through June 30, 2024

Summary of Successor CBA
Article Changes

University of Oregon Faculty Handbook

Employee Groups & CBAs

Negotiation Updates
Officers of Administration
Graduate Teaching Fellows Federation
Service Employee International Union
Teamsters
United Academics
- Career Faculty Layoff Guidance
- Funding-Contingent Career Faculty Layoff Guidance

University of Oregon Police Association
Important Updates & Notifications

https://hr.uoregon.edu/united-academics

- ATB 2% (1/2023) and merit raises (1/2024)
- Faculty reviews and promotion processes
- Career faculty: Performance reviews occur annually for the first three years, and then once every 3 years thereafter.
- TTF: Performance reviews occur annually until tenure review.

- Teaching (typically 80% for full-time career faculty, 40% for TTF as 1 course = 10%) will be assessed using the UO's teaching excellence principles for Professional, Inclusive, Engaged, and Research-informed Teaching.
- The best explanation of these principles is here on the provost's website.
- Note: from the link above, see the linked document within that page where it says "this optional template".
  - This is the template that department heads use to evaluate faculty in annual evaluations and in promotion cases.

Teaching was evaluated using the Teaching Quality Criteria document which articulates the conditions to meet expectations in alignment with the August 2019 Memorandum of Understanding between United Academics and the University, which modifies the CBA. The section below will describe the evidence used to determine whether [Name] met, exceeded or did not meet expectations for each of the Teaching Quality Standards: professional, inclusive, engaged or research-informed teaching. The data that informed these decisions included Course Evaluation data from 20XX-19, Student Experience Survey data from 2019-XX, Peer Reviews of Teaching, the faculty member's Personal Statement, and teaching-related materials included in the supplemental portion of the dossier.

TEMPLATE DHs USE

Professional Teaching Standard

Conditions:

1. Readily available, coherently organized, and high quality course materials; syllabi that establish student workload, learning objectives, grading and class policy expectations.
2. Respectful and timely communication with students. Respectful teaching does not mean that the professor cannot give appropriate critical feedback.
3. Students' activities in and out of class are designed and organized to maximize student learning.

Evaluation: [Meets/does not meet/exceeds] conditions

*[If meets: Meets the condition **consistently** or shows a **pattern of improvement** during the review window.*
*If exceeds: Provide evidence the instructor **excels** with respect to this condition.*
If does not meet: **Pattern of concern** based on evidence provided.]

There is evidence from [student feedback; peer review; teaching statement; dossier] indicating that…[provide a few sentences with evidence related to each of the conditions above].

ACADEMIC PERSONNEL

- COVID-19 Impact Grants
- TTF Promotion & Tenure
- TTF Evaluation
- Career Faculty Promotion
- Career Faculty Evaluation
- Appointments
- Faculty Hiring
- Executive Academic Searches & Reviews
- Leaves & Retirement
- Academic Leadership Hiring
- Statutory Faculty
- **Revising UO's Teaching Evaluations**
  - Teaching Evaluation Changes FAQs
- Supporting Faculty Success
  - Leadership
  - Teaching
  - Mentorship
  - Research

Revising UO's Teaching Evaluations

Student Feedback
Feedback
Self Reflection
Timeline
Peer Review
Evaluation
Documents
References
Course Surveys

The Office of the Provost and the University Senate have been working together since spring 2017 to revise University of Oregon's teaching evaluation system. Recent research indicates that student ratings may not accurately reflect teaching quality and may be inflected by bias [3, 4, 5, 6, 9, 10]. A research project at the University of Oregon similarly cast doubt on the reliability of numerical course evaluations [2].

The Association of American Universities (AAU) and other universities around the globe from University of Colorado, Boulder to University College London, England have argued that it is time for universities' ideals regarding teaching excellence to align with their policies [1, 7, 8]. As such, the University of Oregon has developed a holistic new teaching evaluation system that does more than simply replace problematic evaluation instruments. The new system provides the path to define, develop, evaluate, and reward teaching excellence. The goals of the new system are to ensure teaching evaluation is fair and transparent, is conducted against criteria aligned with the unit's definition of teaching excellence, and includes input from students, peers and the faculty themselves.

In August 2019 a Memorandum of Understanding (MOU) between the faculty union and the Provost communicates an update to the Collective Bargaining Agreement (CBA) and enshrines the commitment to evaluating professional, inclusive, engaged and research-led teaching practices.

In January 2021, UO Senate Legislation codified a system for teaching evaluation at UO that includes multiple sources of evidence (from students, peers, and faculty themselves) to evaluate faculty against broad and consistent standards (professional, inclusive, engaged and research-informed teaching). This legislation also calls on units to develop unit-specific rubrics to operationalize and add to these standards in ways "consistent with [units'] pedagogical values."

The Senate Continuous Improvement and Evaluation of Teaching (CIET) committee (established in April 2019 legislation), oversees implementation of Senate legislations related to teaching evaluation.

https://provost.uoregon.edu/revising-uos-teaching-evaluations

Course Surveys

1. Midway Student Experience Survey (M-SES)

Term: Week 4 | Semester: Week 7
Opens: 8 a.m., Monday
Closes: 6 p.m. Friday

2. End-of-course Student Experience Survey (E-SES)

Term: Week 9-10 | Semester: Week 15
Opens: 8 a.m., Wednesday
Closes: 8 a.m. Monday
**Replaces previous Course Evaluations*

3. Instructor Reflection

Opens: 8 a.m., Monday, of Week 10 for terms and Week 15 for semesters.
Closes: 6 p.m. Friday of the first week of the following term or semester.

Faculty reviews based on information from students, peer instructor/reviewer, and instructor's own voice

Instructor's own voice can be inserted through these or through a "teaching statement" in your review materials.

https://provost.uoregon.edu/revising-uos-teaching-evaluations

- Service and Professional Development is typically 20% of your appointment, and 20% of your evaluation is based on these.
- You will be asked to enter your activity every Fall (starting Fall 2022) into our system "Digital Measures". Your department head will base your review on the following information:
  - Activity you report in Digital Measures, student experience surveys from your classes, peer teaching evaluations, syllabi, and current CV. "Instructor reflections" are optional.
- You will receive an overall rating of whether you have met, exceeded, or have not met expectations in carrying out your assigned duties.

- Career faculty are eligible to go up for promotion to Senior Instructor I/II in their 6th year in rank.
  - Assuming 0.5 FTE or greater
- If you have “years of credit” in your contract you are eligible to go up earlier than in your 6th year.
- Eligible faculty simply let me know that they are ready to go up for promotion in June and they can submit materials the following October. The process takes the full academic year, as various levels of review take place, ending with the provost.

- Senior Instructors/Associate Professors who have been at 0.5 FTE or greater and at UO for 6 years are eligible to apply for sabbatical leave.
- https://provost.uoregon.edu/lundquist-college-business

Lundquist College of Business

https://provost.uoregon.edu/lundquist-college-business

Unit Policies:

Internal Governance

- December 17, 2015

Merit Raises

- May 27, 2014

Professional Development

- July 1, 2017

Summer Session

- June 2, 2017

TTF Professional Responsibilities

- May 17, 2017

TTF Review & Promotion

- May 9, 2017
- March 5, 2010

NTTF Professional Responsibilities

- April 27, 2017

Unit policies will be under revision across the University over the next two years to align with the CBA.

For example, contributions to DEI will be formally included as part of faculty reviews for promotion and merit.