August 1, 2011

Dear Colleague,

Welcome to the University of Oregon. This is a wonderful time in this institution’s history. Student demand has never been higher, and we continue to hire excellent new faculty members.

I came here two years ago because of the potential I saw, and because of the dedication and commitment of this faculty. We have bold plans to move the University of Oregon forward, and I’m glad you have joined us.

All the best,

[Signature]

Richard W. Lariviere
President

P.S. Please read the university’s mission statement (http://uoregon.edu/our-mission) and the academic plan (http://provost.uoregon.edu/academic-plan). Both are important for our work together.
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Overview of the University
for Officers of Research, Officers of Instruction & Officers of Administration

Wednesday, September 21, 2011
Gerlinger Alumni Lounge
8:30 am – 12:00 pm
September 21, 2011 Agenda
Orientation for Tenure-Track and Non-Tenure-Track Faculty, and Officers of Administration

8:30 AM  Registration and Continental Breakfast

9:00 AM  Welcome and Introductions
Ken Doxsee, Associate Vice Provost for Academic Affairs
Jim Bean, Senior Vice President and Provost
Ben Eckstein, President, Associated Students of the UO (ASUO)
Robert Kyr, President, University Senate
Richard Lariviere, President

9:35 AM  University Structure and Function
Jim Bean, Senior Vice President and Provost
Kimberly Espy, Vice President for Research and Innovation, Dean of the Graduate School
Michael Redding, Vice President for University Relations
Robin Holmes, Vice President for Student Affairs
Frances Dyke, Vice President for Finance and Administration
Mike Andreasen, Vice President for University Development
Randy Geller, General Counsel to the University

10:00 AM  Academic Overview and Priorities
Jim Bean, Senior Vice President & Provost
Kimberly Espy, Vice President for Research and Innovation, Dean of the Graduate School
Karen Sprague, Vice Provost for Undergraduate Studies
Sandi Morgen, Vice Provost for Graduate Studies/Associate Dean of the Graduate School

10:40 AM  Break

11:00 AM  Supporting Diversity and Building Community
Robin Holmes, Interim Vice President for Institutional Equity and Diversity
Penny Daugherty, Director, Affirmative Action and Equal Opportunity
Mia Tuan, Director of the Center on Diversity and Community (CoDaC)

11:30 AM  Profile: UO Students and Student Services
Paul Shang, Assistant Vice President and Dean of Students
Chicora Martin, Director, Lesbian, Gay, Bisexual, Transgender Education and Support Services Program and Assistant Dean of Students, Office of the Dean of Students
Denis Simon, Vice Provost for International Affairs

11:50 AM  Emergency Response
Andre Le Duc, Director, Emergency Management Program
Edward Rinne, Captain, Safe Campus Team

12:00 PM  Adjournment

2:00 PM  Breakout Sessions
Non-Tenure-Track Faculty (NTTF) in Gerlinger Alumni Lounge
Officers of Administration in Ford Lecture Hall, Jordan Schnitzer Museum of Art
What does the senior vice president and provost do?
As the chief academic officer for the university, the provost provides leadership for matters that affect academic programs, research, and outreach involving faculty members, students, and staff members. The provost oversees the quality of programs of instruction and research through collaborative work with vice presidents, academic deans, vice provosts, and numerous other units related to the university. Additionally, the provost is responsible for overseeing academic and budgetary planning and priorities.

Why would you contact this office?
When matters cannot be resolved at the appropriate dean, vice president, vice provost, or senior vice provost level, faculty may wish to bring them to the Senior Vice President and Provost.

Personnel
Beverlee Stilwell, Assistant Vice President for Academic Administration
Susan Peter, Executive Assistant
What does the ASUO do?

The ASUO serves as the voice of students. Its purpose is to provide for the social, cultural, educational, and physical development of its members. The ASUO advocates for collective interests of the student body, working on campus-, city-, state-, and federal-level campaigns. Membership consists of all students who have paid the current term or semester student incidental fee. The government consists of the Student Senate, which approves all programming and contractual budgets, the Constitution Court, and the Executive.

Why would you contact this office?

- Budget process for programs, contracts, and departments funded by the student incidental fee
- ASUO Student Vote Coalition
- Outreach for student involvement opportunities and campus events.
- Advocacy on any campus, state, or federal issue that affects students.

Personnel

Katie Taylor, ASUO Vice President
Kerry Snodgrass, ASUO Chief of Staff
Senate President, TBD
Consuela Perez-Jefferis, ASUO Leadership Advisor
Julie Palanuk, ASUO Programs Advisor
Office for Research, Innovation and Graduate Education

Kimberly Andrews Espy, Vice President for Research, Innovation and Graduate Education
http://research.uoregon.edu/
541-346-2090

What does the Office for Research, Innovation and Graduate Education do?

The mission of the Office for Research, Innovation and Graduate Education (ORIGE) is to elevate UO’s research productivity and impact as a leading research university. The ORIGE promotes strategic research initiatives, oversees 32 interdisciplinary research centers and institutes, and partners with the schools and colleges on fostering a strong program of graduate education. Additionally, the office provides administrative and financial support for sponsored programs, including identification of funding opportunities, proposal submission, and contracts and grant administration, as well as the oversight of strategic research initiatives and interdisciplinary research centers and institutes. In FY10, sponsored program expenditures surpassed $120 million, supporting hundreds of active UO research, instruction, and community service projects. The ORIGE supports innovation and economic development through strategic partnering, technology transfer, and Riverfront Research Park activities.

Why would you contact this office?

This office provides information to administrative units that report to the Vice President and provides direct oversight and support for:

- Graduate programs,
- Identification of funding opportunities,
- Proposal submission,
- Research compliance (e.g., human and animal subjects),
- Contracts and grant administration,
- Translation of basic research into commercial products or services through technology transfer and Riverfront Research Park activities,
- Research initiatives,
- Interdisciplinary research centers and institutes, and
- Research-related policies and procedures, including:
  - Principal Investigator Status,
  - Matching Funds,
  - Cost Share, and
  - Facilities and Administrative Return.
Office for Research, Innovation and Graduate Education (cont.)

Personnel
Moira Kiltie, Assistant Vice President for Research and Interim Director ORSA
Susan Brown, Budget Manager
Stacy Williams-Wright, Office Manager
Naomi Crow, Executive Support Specialist

Associated Units
Graduate School
Research and Faculty Development (RFD)
Office of Research Services and Administration (ORSA)
Office for Responsible Conduct of Research (ORCR)
Office of Technology Transfer (OTT)
UO Research Centers and Institutes

Affiliated Units
Corporate Relations
Foundation Relations
Federal Affairs and University Relations
Science and Research Communications

See individual listings in the orientation guide or visit http://research.uoregon.edu for additional information.
What does University Relations do?

University Relations is made up of Public and Government Affairs, the UO Alumni Association, the Jordan Schnitzer Museum of Art (dual report with the provost), and Portland Advancement. University Relations is a service unit with responsibility for alumni affairs; communications; marketing, including logo and trademark licensing; and government and community relations. University Relations builds support for the university, and its programs and initiatives among its various constituents. A member of the president’s cabinet since 2004, Redding is the Vice President for University Relations and the chief of staff for the UO president and is responsible for management of the Office of the President as well as University Relations.

Why would you contact this office?

- Assistance with external affairs, campus communications, legislative matters, alumni relations, community relations including engagement in Portland, and certain university events. (University Relations also includes KWAX, Oregon Quarterly, and Marketing and Brand Management.)
- Help publicizing research and scholarship; a need to engage with local, state, or federal elected officials; a desire to connect with alumni; planning a strategic event that requires specialized assistance; help designing and editing publications.
- Help with advertising, securing UO products to use as gifts or to market initiatives, and to develop specialized web sites.
- Information regarding hosting events at the Jordan Schnitzer Museum of Art (JSMA) or engaging with JSMA for scholarship or educational reasons.

Personnel

Karen Scheleland, Executive Assistant to the Vice President
Betsy Boyd, Associate Vice President for Public and Government Affairs
Jill Hartz, Executive Director, Jordan Schnitzer Museum of Art
Candace Horter, Assistant Vice President, Portland Advancement
Tim Clevenger, Executive Director and Associate Vice President for Alumni Affairs
Greg Stripp, Associate Vice President for Planning and Administration
Nancy Fish, Operations Coordinator
Julie Gray, Finance and Human Resources Manager
Abigail Jorgenson, Finance and Human Resources Associate
University Relations (cont.)

Associated Units

Public and Government Affairs

Betsy Boyd, Associate Vice President
http://advancement.uoregon.edu/node/3
541-346-5020

Public and Government Affairs supports the University of Oregon's teaching, research, and community service missions through coordinated communication efforts, advocacy, and building relationships with individuals, communities, public institutions, and businesses.

Personnel

Tim Clevenger, Alumni Affairs
Phil Weiler, Communications
Greg Rikhoff, Community Relations
Colin Miller, Design and Editing Services
David Deyhle, Development Communications
Jill Hartz, Jordan Schnitzer Museum of Art
Matt Dyste, Marketing and Brand Management
Julie Brown, Media inquiries
Guy Maynard, Oregon Quarterly
Candace Horter, Portland Advancement
Jim Barlow, Research Communications
Courtney White, State Affairs
Zack Barnett, Web Communications

UO Alumni Association

www.uoalumni.com
541-346-5656 or toll-free 800-245-ALUM

The University of Oregon Alumni Association serves as a liaison between the university and its more than 155,000 living alumni. Launched in 1879 with five alumni, the UOAA is proud to keep alumni connected to the university and offers alumni a wide array of services. The UOAA also manages and operates the Ford Alumni Center.
University Relations (cont.)

**Jordan Schnitzer Museum of Art**

Jill Hartz, Executive Director  
http://jsma.uoregon.edu/programs/faculty-students/  
541-346-0973

The Jordan Schnitzer Museum of Art enhances the UO’s academic mission and furthers the appreciation and enjoyment of the visual arts for on- and off-campus communities. Options for faculty include class visits and research opportunities.

**Portland Advancement**

Candace Horter, Assistant Vice President  
http://pdx.uoregon.edu  
503-412-3696

Portland Advancement staff creates opportunities that engage area volunteers, alumni, and community partners to generate and sustain philanthropic support, build community awareness, and develop good will for the University in the Portland region.
Division of Student Affairs
Robin Holmes, Vice President for Student Affairs
http://studentaffairs.uoregon.edu
541-346-1137

What does the Division of Student Affairs do?
The Division of Student Affairs supports the university’s academic mission through comprehensive programs and services that promote student learning and success while fostering an inclusive and vibrant campus community. With a commitment to diversity, and partnerships with academic departments, the 600+ faculty and staff members in the Division of Student Affairs play a significant role in preparing students for a culture of learning in a global society.

Why would you contact this office?
Faculty and staff who have questions or issues regarding students should contact the Office of the Dean of Students (DOS). Staff in the DOS office are trained to assist in a wide variety of situations, referring as necessary:

- Students in crisis;
- Conduct issues, including academic dishonesty; and
- General referral.

Faculty who have policy and educational questions regarding students or the student experience should feel free to contact the Vice President for Student Affairs.

Personnel
Mike Eyster, Associate Vice President
Kathie Stanley, Assistant Vice President and Chief of Staff
Paul Shang, Assistant Vice President and Dean of Students
Debbie Turetzky, Executive Assistant to the Vice President
Brenda Porter, Executive Assistant to the Chief of Staff

Associated Units
Career Center
Deb Chereck, Director
http://career.uoregon.edu
541-346-3235

The Career Center exists to provide career and job search services and resources to UO students and alumni. Our mission is to help students develop long-term career goals and strategies, facilitate self-exploration and discovery, connect with potential employers, and empower and challenge students and alumni to fulfill their potential.
Division of Student Affairs (cont.)

Counseling & Testing Center
Shelly Kerr, Director
http://counseling.uoregon.edu
Counseling Center 541-346-3227
Testing Center 541-346-3230

The Counseling Center provides psychological services and programs for currently enrolled students through initial assessment; brief therapy; crisis intervention; skill-development and therapy groups; educational outreach programs; referral to community resources; and consultation to faculty/staff, students, and parents. The Testing Center provides computer-based testing and national testing (e.g., GRE, LSAT, MCAT), placement testing, and accommodated testing for students with disabilities. Testing Center staff also collaborate with staff and faculty regarding accommodated testing and placement testing.

Erb Memorial Union (EMU)
Wendy Polhemus, Interim Director
http://emu.uoregon.edu
541-346-3705

The Erb Memorial Union (EMU) provides a combination of programs, services, and facilities that enrich the educational, cultural, and recreational opportunities in the university community and help make students’ extracurricular activities an integral part of their education. The building houses group-meeting rooms, a variety of food service options (everything from fresh-baked breads and homemade soups, to pizza, pasta, vegan cuisine, authentic ethnic foods, sandwiches and salads...and, of course, coffee), lounges, a pool hall and arcade, and a staff of program consultants to help groups and individuals plan programs. The student government and more than 150 diverse student groups call the EMU home.

Holden Center
John Duncan, Director
http://leadership.uoregon.edu
541-346-1146

The Holden Center serves the UO community as a clearinghouse for leadership education opportunities, experiential learning, community service, and civic engagement activities. As the nexus point for student involvement, the Holden Center strives to help students get connected on campus and in the community. Through its structured curriculum, leadership programming, general advising, and service learning offerings, the Holden Center encourages and supports students in their efforts to create positive change.
The Office of the Dean of Students (DOS), formerly the Office of Student Life, plays a vital role in enriching and maintaining a positive campus community and serves as a point of contact within the University for students, staff, faculty, and student’s family members in times of crisis. The DOS office provides support for a variety of student concerns, including illness, death in the family, other personal emergencies and academic difficulty. Specific programs include: ASUO Women’s Center; Commencement; Conflict Resolution Services; Diversity Education and Support; Family Programs/UO Parents Association; Lesbian, Gay, Bisexual, and Transgender (LGBT) Education Support; Honors and Awards, Sexual Assault Prevention/Education; Student Conduct and Community Standards; and Substance Abuse Prevention/Education.

Physical Education and Recreation

Physical Education and Recreation (PE & Rec) provides opportunities that enhance the quality of life for all students through a state-of-the-art recreation center, physical activity programs, and non-instructional recreation activities that focus on health and fitness, outdoor pursuits, aquatics, sports, structured intramurals, and open recreation. Additionally, PE & Rec administers an elective credit physical education course curriculum. Course opportunities include aerobics, fitness, outdoor pursuits, aquatics, individual activities, racquet sports, team sports, running, weight training, mind-body, and martial arts.

University Health Center

The primary mission of the University Health Center is to enhance the educational process by minimizing health-related barriers to personal development and learning, and by providing a variety of medical and health care services for currently enrolled UO students who have paid student fees. These services are provided by a highly qualified staff that includes physicians, a dentist, nurse practitioners, registered nurses, laboratory and x-ray technicians, athletic trainers, physical therapists, pharmacists, dental hygienists, health educators, and support employees.
Division of Student Affairs (cont.)

University Housing

Michael Griffel, Director
http://housing.uoregon.edu
541-346-4277

The role of University Housing is to support the academic mission of the University through the provision of residence hall and family student housing and related services. University Housing operates two types of student housing: residence hall housing, and family student housing intended primarily for student families and non-traditional students. University Housing is also responsible for dining services, campus-wide catering, and other food operations, camp and conference housing, as well as managing the budgets and facilities of these operations, and related support services.
Office of the VP for Finance and Administration

Frances L. Dyke, Vice President for Finance and Administration
http://vpfa.uoregon.edu
541-346-3003

What does the VPFA do?
As the university’s chief financial and administration officer, the vice president is responsible for the sound and strategic management of the university’s financial resources, as well as leadership of administrative functions that support the university’s mission. Managing a broad portfolio that directly serves and supports all aspects of campus life, this office embraces a service approach that strives to maintain effective and warm relationships with its many campus and community customers. We endeavor to develop and implement best practices to assist in the academic, research, business, and public service efforts of the University of Oregon.

Why would you contact this office?
To report potential financial irregularities.

Personnel
Brian Smith, Assistant Vice President for Administration, Chief of Staff
Katy Hatfield, Office Manager

Associated Units
Budget and Finance
Laura Hubbard, Associate Vice President for Budget and Finance
http://brp.uoregon.edu
541-346-3044

The Budget and Finance units are responsible for the operating budget of the university and serve the campus community in nine key areas; budget planning, accounts payable and receivable oversight, payroll operations, travel reimbursements, procurement of goods and services, Banner training, student accounts, printing services, and coordination of the campus mail system. The following units fall into the Budget and Finance division:

Budget and Resource Planning
Stuart Laing, Director
brp.uoregon.edu, 541-346-3044

Purchasing and Contracting Services
Cathy Susman, Director
pcs.uoregon.edu, 541-346-2419

Business Affairs
Kelly Wolf, Director
ba.uoregon.edu, 541-346-3165

Printing and Mailing Services
Mark Dixon, Director
uopress.uoregon.edu, 541-346-35854
Office of the VPFA (cont.)

Affirmative Action and Equal Opportunity
Penny Daugherty, Director
http://aaeo.uoregon.edu
541-346-2971

The Office of Affirmative Action and Equal Opportunity (OAAEO) develops the university’s affirmative action plan and works to achieve a diverse workforce and an inclusive and accessible work environment. The OAAEO also serves as a resource to those with possible discrimination or harassment concerns.

Campus Operations and Capital Construction
George Hecht, Associate Vice President
http://campusops.uoregon.edu
541-346-3044

Campus Operations oversees capital construction and provides campus utilities, maintenance and repair, custodial services, recycling, and landscaping and moving services. Through a network of building managers, Campus Operations works to ensure the smooth operations of all campus facilities on the main campus and in other geographic areas.

Campus Planning, Real Estate and Sustainability
Christopher Ramey, University Architect and Associate Vice President
http://uplan.uoregon.edu
541-346-5562

Campus Planning, Real Estate and Sustainability serves the campus community in five key areas: campus planning, project design management, stewardship, space management, and sustainability.

Emergency Management
Andre Le Duc, Director
http://em.uoregon.edu
541-346-5833

The Emergency Management (UOEM) program creates and supports the framework within which the university reduces vulnerability and sensitivity to hazards, and copes with crises and disasters.
Office of the VPFA (cont.)

Human Resources
Linda King, Associate Vice President
http://hr.uoregon.edu
541-346-2966

Human Resources (HR) provides leadership, training and assistance related to recruitment and employment, benefits counseling, organizational development and training, and employee assistance programs to promote the health and well being of faculty and staff. Human Resources is also responsible for collective bargaining agreements and oversight of the Vivian Olum Child Development Center.

Institutional Research
J P Monroe, Director
http://ir.uoregon.edu
541-346-2085

Institutional Research serves as a clearinghouse for information requests from federal and state agencies, peer universities, and various private publishers. In addition, the office provides policy analysis and performs social science research related to issues impacting students, faculty, staff, and others to support regular and on-going institutional self-examination.

Public Safety
Doug Tripp, Executive Director and Chief
http://safetyweb.uoregon.edu
541-346-2651

The Department of Public Safety (UODPS) maintains a safe and secure campus environment conducive to living, learning, and socializing. In addition to its law enforcement services, Public Safety administers the campus commuter and parking services program.

Environmental Health, Safety, and Risk Management
Kay Coots, Director
http://riskmanagement.uoregon.edu
541-346-5421

Environmental Health, Safety, and Risk Management works to achieve a safe and healthful environment for UO staff and students through education, technical assistance, training, evaluation and risk assessment and compliance. Additionally, this office coordinates with the campus community to minimize loss of resources including property, personnel, and processes, and to protect students participating in study abroad programs.
What does University Development do?

The development office builds relationships with donors and friends, working to match the interests of our donors with the strengths and funding opportunities of the UO. Private gifts of all sizes play a crucial role in maintaining excellence in teaching, research, and student support.

Why would you contact this office?

- If you would like to make a gift, visit giving.uoregon.edu or contact University Development.
- For stories about gift impact or to publicize a gift, contact Development Communications.
- If you have a lead on a possible donor, contact the development officer in your school or college.
- For opportunities and needs in your area, contact your dean and/or the development director for your school or college.

Personnel

Carole Daly, Assistant Vice Provost, Annual-Regional-Special Gifts
Paul Elstone, Assistant Vice Provost, Schools and Colleges
John Manotti, Assistant Vice Provost, Principal Gifts
David Gant, Senior Director, Gift Planning
Shane Giese, Assistant Vice Provost, Campaign Initiatives
David Deyhle, Director Development Communications
Heather Brown, Senior Director, Development Operations
What does the Division of Undergraduate Studies do?
Undergraduate Studies, as part of Academic Affairs, offers programs that enrich the academic life of undergraduate students in all majors and pre-professional programs. Through the units reporting to the Vice Provost for Undergraduate Studies, the division promotes a campus culture of intellectual curiosity and engagement, opportunities for students at all levels to be creative and to work in close association with outstanding faculty, and a coherent approach to General Education.

Why would you contact this office?
- First-Year Programs: FIGs and Freshmen Seminars; Transfer Seminars
- Academic Advising
- Disability Services
- Student Orientation
- Teaching improvement opportunities

Personnel
Undergraduate Studies Administration: 541-346-1221

Associated Units
Office of Academic Advising
Jennifer Joslin, Director
http://advising.uoregon.edu/
541-346-3211

The Office of Academic Advising (OAA) supports faculty by providing resources to assist students in developing meaningful educational plans and in making progress toward educational and career goals. OAA staff work collaboratively with faculty to advise entering students, to help undeclared students find appropriate majors, and to advise departmental majors on General Education and preparation for post-graduate work in law or the health professions.

Accessible Education Center
Hilary Gerdes, Director
http://aec.uoregon.edu
541-346-1155

The Accessible Education Center (AEC) focuses on student access and engagement, inclusive/universal design initiatives, and technology access and usability. The AEC serves as a primary resource for faculty in their interactions with students who require special assistance and accommodation to maximize their learning experience.
University Teaching & Learning Center

Susan Lesyk, Director
http://tlc.uoregon.edu
541-346-2177

The University Teaching & Learning Center (TLC) offers a variety of support services to faculty and students to help them achieve their teaching and learning goals. Students participate in study skills classes, drop by the math or writing labs, meet with advisors, and sign up for tutoring. Within the Teaching Effectiveness Program (TEP), faculty learn strategies to improve their teaching, discuss teaching-related concerns, and consider ways to implement instructional technology to enhance the learning process.

Student Orientation

Cora Bennett, Director
http://orientation.uoregon.edu/SO_home.html
541-346-1142

Student Orientation provides opportunities for faculty to interact with new students and their parents through active demonstration of excellent teaching and scholarship during the annual IntroDUCKtion Orientation Program in July.

Physical Education and Recreation

Peg Rees, Associate Director
http://perec.uoregon.edu
541-346-4113

Faculty can take advantage of the facilities and classes offered by this department, and special programs encourage families to participate.

First-Year Programs

Marilyn Linton, Director
http://firstyear.uoregon.edu
541-346-1241

First-Year Programs (FYP) offer faculty members unique teaching opportunities:
- FIGs – collaborate with a colleague in another department
- Freshman Seminars – explore a special research topic with a small class of students
- Transfer Seminars – mentor new transfer students in their academic transition to UO

Faculty members from every discipline and department are encouraged to propose FIGs, Freshman Seminars, and Transfer Seminars. Please go to the FYP website for more information, including compensation.
What does the Graduate School do?
Through the Graduate School, the University of Oregon offers study leading to advanced degrees in the liberal arts and sciences and in the professional areas of architecture, business, education, fine art, historic preservation, journalism and communication, planning and public administration, and music and dance. The Graduate School oversees compliance with institutional graduate degree policies and the Graduate Teaching Fellows Federation collective bargaining agreement. Additionally, the Graduate School provides a variety of resources for professional development and funding for graduate study and research.

Why would you contact this office?
- For policies governing admissions, progress toward degrees, and graduation;
- For advice and policies governing performance issues (academic and GTF);
- Regarding internal and external fellowships and awards for graduate students;
- Regarding new graduate student orientations, academic and professional development workshops for students; and
- As a resource on trends in graduate education, for results on centrally administered graduate student exit and experience surveys.

Personnel
Mia Tuan, Associate Dean, Academic Programs and Diversity-Related Research and Programs
Debra Otley, Assistant Dean, Academic Affairs
Kassy Fisher, Assistant Dean, Graduate Student Affairs
Jered Nagel, Coordinator of Academic Affairs
Pam Case, Master's Degree Specialist
Marcia Walker, Administrative Assistant to the Deans
Debbie Davidson, GTF Payroll Specialist

http://gradschool.uoregon.edu
541-346-5129
Office of Institutional Equity and Diversity

Robin Holmes, Interim Vice President for Institutional Equity and Diversity
http://oied.uoregon.edu/
541-346-3175

What does OIED do?
The University of Oregon’s Office of Institutional Equity and Diversity (OIED) provides central leadership for campus-wide diversity efforts, and prioritizes initiatives that serve the diversity goals of UO’s education mission. The OIED leads the UO in development and implementation of the University Diversity Plan, assisting campus units in their strategic diversity planning. OIED facilitates collaborations on diversity initiatives throughout campus and the external community, and provides opportunity to inform, discuss, collaborate, advise, and pool resources to streamline and enhance diversity efforts. OIED and its subsidiary units offer diversity training, programming and funding support.

Why would you contact this office?
You should contact the office of Institutional Equity and Diversity for matters related to:

- Developing a culturally responsive community
- Improving campus climate
  - Guidance and assistance with a unit’s strategic action planning and reports
  - Faculty and student diversity training
  - Diversity advising
  - Diversity presentations
- Building critical mass
  - Assistance with applications and planning for the Under-represented Minority Recruitment Plan (UMRP) and funding
- Expanding and filling the pipeline
  - Bridge programming
  - Pipeline programming
- Developing and strengthening community linkages
- Developing and reinforcing diversity infrastructure
  - Guidance and assistance in completing requests for proposals (RFPs) for the Innovations in Diversity and Academic Excellence Program and funding

Personnel
Carla Gary, Assistant Vice President
Tom Ball, Assistant Vice President
Emilio Hernandez, Assistant Vice President
Rita Radostitz, Communications Director
Shauna Whidden, Development Director
Jennifer Burton, Executive Assistant
Christi Groves, Administrative Assistant
Office of Institutional Equity and Diversity (cont.)

Associated Units
Center on Diversity and Community
http://uocodac.com/~codac/
541-346-3212
The Center on Diversity and Community (CoDaC) offers research, consulting, and outreach.

Office of Multicultural Academic Support
http://uoregon.edu/~omas
541-346-3479
The Office of Multicultural Academic Support (OMAS) offers academic support, programming, scholarships, and advising for students.

Many Nations Longhouse
http://longhouse.uoregon.edu
541-346-6262
The Many Nations Longhouse serves as a physical and cultural nexus where the local Native community, the University community, and greater Indigenous communities can come together.

Multicultural Center
http://uoregon.edu/~mcc/
541-346-4321
The Multicultural Center (MCC) supports interactions among undergraduate students, graduate students, faculty, staff, and the community at large. The MCC promotes leadership development and cultural pluralism, and engages complex topics across campus including gender, sexual orientation, economics, and religion, with a primary emphasis on race and ethnicity.
What does the Office of AAEO do?

The Office of Affirmative Action & Equal Opportunity (AAEO) works with all members of the University of Oregon community to ensure that the university is meeting the letter and spirit of its legal obligations related to affirmative action, equal opportunity, and nondiscrimination. The office develops and oversees the university’s affirmative action plan and activities, including monitoring and support of the unclassified hiring process; serves as a resource for faculty, staff, and students with concerns or questions regarding prohibited discrimination; coordinates the employment provisions of the Americans with Disabilities Act; and assists with informal resolution of workplace conflicts.

Why would you contact this office?

You should contact the Office of Affirmative Action and Equal Opportunity for questions or concerns about the following:

- Prohibited discrimination or discriminatory harassment, including sexual harassment, whether an issue involves you personally or is brought to your attention by a student or employee;
- University of Oregon Affirmative Action Plan and supporting activities;
- Unclassified personnel search and appointments process;
- Eligibility and reasonable accommodation under the Americans with Disabilities Act;
- Assistance with informal workplace conflict resolution and managing organizational challenges.

Personnel

Penelope Daugherty, Director
Annie Bentz, Informal Complaint Resolution Specialist
Anne Bonner, AA/EO Specialist
Irini Papantoniou, Office Specialist
Judith Rideout, AA/EO Specialist
Randi Schmechel, AA/EO Data and Compliance Specialist
Vivian Wright, Executive Assistant/Office Manager
Center on Diversity and Community

Mia Tuan, Director
http://uocodac.com
541-346-3212

What does CoDaC do?
The Center on Diversity and Community (CoDaC) is an applied research center offering consulting services and professional developmental opportunities to faculty and staff seeking to create multiculturally inclusive classrooms and workplaces. CoDaC seeks to advance inclusive excellence in higher education by linking critical thinking and an ethic of care.

Why would you contact this office?
- Curriculum development;
- Handling “hot button” issues in the classroom;
- Mediation/conflict resolution assistance; and
- Social networking -- connecting to other offices and resources on campus.

Personnel
Gordon Hall, Associate Director of Research
Linda Forrest, Associate Director of Faculty Support
Tina Schmich, Mediation/Dispute Resolution Specialist
Tim McMahon, Curriculum Transformation Specialist

Associated Units
Office of Institutional Equity and Diversity
Office for Research, Innovation and Graduate Education
The Graduate School
What does the Office of the Dean of Students do?

The Office of the Dean of Students (DOS) plays a vital role in enriching and maintaining the campus community. The DOS office supports the university mission by enhancing all aspects of student life, promoting and supporting student development, fostering student success, and helping to resolve campus crises and difficulties. The Dean of Students assists in maintaining a healthy university community and oversees the following programmatic areas:

- Diversity Education and Support
- LGBT Education and Support
- Nontraditional Student Education and Support (including Veterans)
- Sexual Violence Prevention
- Substance Abuse Prevention
- Conflict Resolution Services
- Family Programs and Commencement
- Student Conduct and Community Standards
- ASUO Women’s Center
- Off-campus student resources

Why would you contact this office?

- Maintain a point of contact within the university for students, staff, and faculty, and students’ family members in times of crisis;
- Support for a variety of student concerns, including illness, death in the family, and other personal emergencies. In cooperation with various other student service units, staff in the Office of the Dean of Students will meet with students on a one-on-one basis to provide assistance and advocacy, and strive to reach helpful, satisfactory solutions to student concerns;
- Consultations for faculty and staff to help resolve disruptive student behaviors;
- A liaison between faculty, staff, and students;
- Financial support and enrichment to various student groups and initiatives;
- Suicide prevention and intervention support. **NOTE:** If you feel a student may be suicidal, you are encouraged to contact the University Counseling & Testing Center at 346-3227 as soon as possible and ask to speak to the staff psychologist on call. You may also access the Suicide Report form at the DOS website, using the “Need Help?” button.

Personnel

Sheryl Eyster, Associate Dean of Students 541-346-1156
Chicora Martin, Assistant Dean of Students 541-346-1134
University Counseling and Testing Center 541-346-3227
UO Student Crisis Line 541-346-3227
Lesbian, Gay, Bisexual, Transgender Education & Support Services Program

Chicora Martin, Director
http://lgbt.uoregon.edu
541-346-1134

What does the LGBTESSP do?
The LGBTESSP provides education and support that enhances the academic and personal growth of lesbian, gay, bisexual, transgender, queer, questioning, intersex, and ally students, faculty, staff, and visiting community members while assisting in the creation of a campus climate that is free from homophobia, heterosexism, and gender bias and allows unrestricted access and full involvement for our campus community.

Why would you contact this office?
You should contact the LGBTESSP for questions or concerns about the following:

- For our LGBTQ Resource guide that includes community resources and detailed information about our programs;
- To participate in an ally-building program on campus that serves to identify, train, and connect allies for the LGBTQ community;
- To request our speakers’ panel program, Bridges, consisting of students, faculty, and staff who offer anti-homophobia/anti-gender bias workshops in classes, etc.;
- For information about domestic partner benefits and tax-related policies; and
- To co-sponsor events, speak in classes and department meetings, and offer time for coffee and connections with a wonderful campus community.

Personnel

Maure Smith-Benanti, Assistant Director
Bias Response Team

Chicora Martin, Director
http://bias.uoregon.edu
541-346-2037

What does the Bias Response Team do?
The Bias Response Team (BRT) seeks to create a just campus by providing resources for the university community to respond to incidents of bias and harassment. Our mission is to encourage an understanding of the effects of bias, to create a sense of community responsibility, and to build an environment of mutual respect through education and dialogue.

Why would you contact this office?
You should contact the BRT for questions or concerns about:

- Responding immediately to bias-related incidents by offering support, referral, and opportunities for dialogue,
- Requesting preventative education and information on the impact of bias to the campus community,
- Advocating for and empowering the targets and reporters of bias incidents to participate in and direct responses that renew their ability to live and learn in our community,
- Co-sponsoring events, speaking in classes and department meetings.

Personnel
David Martin, Graduate Teaching Fellow
What does the Office of International Affairs do?

The Office of International Affairs is charged with crafting the University's international strategy and implementing the institution's international agenda. Led by the Vice Provost for International Affairs, the division is comprised of International Student and Scholar Services, Study Abroad Programs, AHA International, the Mills International Center, and International Advancement and Alumni Relations. The university enrolls more than 1,700 international students from nearly 90 countries, and sponsors 165 study abroad programs in about 90 countries. More than 1,000 UO students participate in study or internships abroad each year.

Why would you contact this office?

- Assistance with visas,
- Advising for international scholars,
- Help for students in need of scholarships,
- Questions about Fulbright opportunities,
- Information about Study Abroad Programs,
- Assistance with developing Faculty-Led Programs, and
- Connections with UO alumni.

Personnel

Denis Simon, Vice Provost, Office of International Affairs
Kathy Poole, Director of Special Programs
Magid Shirzadegan, Director of International Student and Scholar Services
Cari Vanderkar Moore, Director, Study Abroad Programs
Cynthia Stenger Riplinger, International Advancement and Alumni Relations
Elizabeth Weber, Business/Office Manager, Office of International Affairs

Associated Units

Mills International Center, Sonja Rasmussen, Coordinator http://mills.uoregon.edu
Confucius Institute, Bryna Goodman, Executive Director http://confucius.uoregon.edu
Faculty Support & Development
for Officers of Research, Officers of Instruction & Officers of Administration

Thursday, September 22, 2011
Gerlinger Alumni Lounge
8:30 am – 12:15 pm
September 22, 2011 Agenda

Orientation for Tenure-Track and Non-Tenure-Track Faculty

8:30 AM  Registration and Continental Breakfast

8:45 AM  Faculty Support and Development
Ken Doxsee, Associate Vice Provost for Academic Affairs
Andrew Karduna, Associate Professor, Human Physiology

8:50 AM  Research Support
Moira Kiltie, Assistant Vice President for Research and Faculty Development
Don Gerhart, Associate Vice President for Research and Innovation
Lynette Schenkel, Assistant Vice President, Director, ORCR
Kenny Brown, Director, Media Relations

9:10 AM  Teaching Support
Jason Schreiner, Faculty Consultant, Teaching Effectiveness Program
Kati Kronholm, Coordinator, Copyright Clearance
Kassy Fisher, Assistant Dean of Graduate Student Affairs and Assessment
Jeremy Strickler, President of the Graduate Teaching Fellows Federation
Ken Doxsee, Classroom Infrastructure

9:30 AM  University Registrar
Roger Thompson, Vice Provost for Enrollment Management
Sue Eveland, Registrar

9:40 AM  Student Matters
Sandi Morgen, Vice Provost for Graduate Studies/Assoc. Dean of the Graduate School
Susan Lesyk, Director, University Teaching and Learning Center
Hilary Gerdes, Senior Director of Disability Services
Carl Yeh, Director, Student Conduct and Community Standards
Jennifer Joslin, Director, Office of Academic Advising

10:15 AM  Legal Matters and Dispute Resolution
Debra Merskin, UO Chapter President, American Association of University Professors
Russ Tomlin, Senior Vice Provost for Academic Affairs

10:25 AM  Library Services
Deborah Carver, Dean of University Libraries

10:30 AM  Break

10:45 AM  Computing Support Services
Donald Harris, Vice Provost for Information Services and Chief Information Officer
Helen Chu, Director, Academic Technology

10:55 AM  Personal and Professional Support
Linda King, Associate Vice President for Human Resources
Ernie Pressman, Benefits Administrator, Human Resources
Karen Logvin, Work Life Resources

11:40 AM  Faculty Development Opportunities
Moira Kiltie, Assistant Vice President for Research and Faculty Development
Karen Sprague, Vice Provost for Undergraduate Studies
Marilyn Linton, Associate Vice Provost Undergraduate Studies
Russ Tomlin, Senior Vice Provost for Academic Affairs

12:30 PM  Lunch with Academic Deans
Earl International Kitchen

5:00 PM Barbeque Dinner, Pioneer Mother Lawn
What does the Office of Academic Affairs do?
The Office of Academic Affairs provides service and guidance on faculty and unclassified personnel matters, academic and statewide programs, classroom coordination, and other duties of academic management as delegated by the Provost. Composed of two Vice Provosts and associated staff, the Office of Academic Affairs ensures the quality of personnel, programs, and community presence. The Office of Academic Affairs serves faculty, staff, departments, schools, programs and colleges.

Why would you contact this office?
You should contact the Office of Academic Affairs for questions or concerns about:

- Academic appointments, recruitment, and retention;
- Faculty review for promotion, tenure, and post-tenure;
- Sabbaticals and non-academic leaves;
- Courtesy and dual career appointments;
- Retirement, tenure reduction program, emeritus faculty
- Teaching evaluation and awards; and
- Grievances and all other personnel matters.

Personnel
Ken Doxsee, Associate Vice Provost for Academic Affairs
Ruth Keele, Assistant Vice Provost for Academic Affairs
Pam Palanuk, Executive Assistant/Office Manager for Academic Affairs
Sonja Runberg, Executive Assistant for Academic Affairs
Tami Oar, Administrative Assistant
Erin Flood, Web Content Specialist

Associated Units

Unclassified Personnel Services
Sonia Potter, Administrative Director of Personnel and Budget
http://ups.uoregon.edu
541-346-2002

Unclassified Personnel Services (UPS) works closely with Academic Affairs to manage the hiring and leave processes of academic and administrative personnel. You may contact UPS directly regarding the search process, contracts, sabbaticals, and the tenure reduction program.
What does RFD do?
The Office of Research and Faculty Development (RFD) provides a variety of services to faculty seeking support for research, performance, public service, and scholarly projects. Services include funding source information dissemination, proposal development, statistical programming and consulting, and management of internal research support programs.

Why would you contact this office?

- The New Junior Faculty Award provides up to $7,500 to support research expenses to all eligible faculty in their first year of appointment.
- The RFD provides 20 Summer Research Awards of $4,500 yearly in a campus-wide, peer-reviewed competition to which tenure-track and tenured professors are eligible to apply.
- The office administers summer workshop program on proposal development. Participants receive $1,000 upon meeting specific criteria announced at the beginning of each workshop.
- The RFD provides proposal development assistance to faculty, instructors, and graduate students seeking external funding for non-curricular, research-related activities through workshops, seminars, in-class presentations, and individual meetings.
- The office coordinates proposal development for major, usually interdisciplinary, projects defined as research priorities by central administration.

Personnel
Robert Long, Assistant Director
Stacy Williams-Wright, Office Manager, Project Manager
Naomi Crow, Administrative Assistant

Associated Units

Office of Research Services and Administration - Pre-Award Unit

Glen Bennett, Rebecca Roby, Kari Vandergus
http://orsa.uoregon.edu
541-346-5131

The following pre-award activities are handled through ORSA (also see separate section on ORSA):

- Assistance with the preparation of application forms and guidelines, required proposal certifications, and institutional information required by sponsors such as audit reports or tax ID;
- Preliminary review and approval (expedited by E-PCS or e-mail) of budgets before final proposal clearance; and
- Proposal submission assistance.
Office of Research and Faculty Development (cont.)

Office of Corporate and Foundation Relations

Betsy Richanbach, Director, Corporate Relations
http://corporate.uoregon.edu/contact.php
541-346-1395

Paul Elstone, Assistant Vice President, Interim Foundation Relations Manager
541-346-5253

Faculty and development officers are encouraged to contact Foundation Relations in the planning stages of projects to identify funding sources and to develop successful proposals. Foundation Relations can provide assistance to faculty on the current interests of private foundations and how to develop successful funding strategies around these areas for prioritized UO projects.
Office of Research Services and Administration

Moira Kiltie, Assistant Vice President for Research, Interim Director
http://orsa.uoregon.edu
541-346-5131

What does the ORSA do?
The Office of Research Services and Administration (ORSA) provides assistance to the faculty who seek, obtain, and manage grants and contracts in support of their research, instructional programs and public service projects.

Why would you contact this office?
- Proposal Preparation and Clearance: application materials and guidelines; budget development and approvals; final proposal review and clearance; authorized signature and official submission of proposals in electronic or hard copy,
- Externally Sponsored Grant and Contract Administration: review, negotiation, and acceptance of award terms; account number and budget set up; contract and sub-agreement preparation and authorized signature; interpretation and application of agency regulations; administrative changes and approvals; financial reporting and billings; final award closeout; audit responses,
- Institutional Systems Development as they relate to sponsored research administration: identify, advocate, and participate in making changes to UO management and financial systems, to streamline administrative burdens and respond to the changing environment in electronic processing; provide pertinent and current information related to grants administration through workshops, meetings, web site and listserv for faculty and staff

Personnel
Analinda Camacho, Associate Director Pre-Award
Marisa Zuskar, Interim Associate Director Post-Award

Please visit the website listed at the top of the page for campus unit assignments.

Associated Units
Office of Research and Faculty Development (RFD)
Office for Responsible Conduct of Research (ORCR)
Office of Technology Transfer (OTT)
What does the OTT do?
The Office of Technology Transfer (OTT) facilitates and supports relationships between UO researchers and members of the public and industry involving use, development, or investment in UO innovation. OTT makes these connections throughout the research and commercialization cycle by providing licenses or permissions to the intellectual property rights in UO innovation. The OTT works collaboratively with UO staff, faculty and students at various stages of the innovation process to help develop teaching and research artifacts into tools for direct use by the research community, or into bases for new platforms, products, or services to be made available by industry in the future.

Why would you contact this office?

- Intellectual property plans and innovation management;
- Liaison for industry research engagement;
- Material transfer agreements;
- Confidentiality agreements;
- Reporting innovation (inventions) to NSF, NIH, and other research sponsors;
- Licensing intellectual property; and
- Forming a startup company.

Personnel

Don Gerhart, Associate Vice President for Research and Innovation
(university-industry collaboration, startup ventures, OTT director reports to AVPRI)
Charles Williams, J.D., CLP, Director (life sciences, education, copyright)
Linda Hansen, Senior Technology Development Associate (life sciences, education)
Christine Gramer, Senior Technology Development Associate (chemistry, materials science, patents)
Jeanie McCabe, Business Manager
Rebecca Aust, Projects Assistant
What does the ORCR do?
The Office for Responsible Conduct of Research (ORCR) serves to support and protect the interests of the faculty, staff, students and University in research compliance matters through guidance, education, and technical assistance. A culture of research compliance enables and encourages innovation, the advancement of knowledge, and provides stewardship of public and private resources. The ORCR thus facilitates compliance with governmental regulations and institutional requirements related to the responsible and ethical conduct of research.

Why would you contact this office?

- Conflicts of Interest: The ORCR assists faculty in the completion of their federally mandated financial conflict of interest disclosures and develops plans that manage and/or eliminate potential and/or actual conflicts.
- Research Integrity Officer: The Assistant Vice President, Responsible Conduct of Research (AVPRCR) serves as the Research Integrity Officer (RIO) and is the initial point of contact for any concerns involving potential research misconduct. The RIO assesses allegations of research misconduct and oversees inquiries and investigations.
- Institutional Official: The AVPRCR is the authorized Institutional Official (IO). The IO is responsible for oversight and administration of the UO’s human and animal subject research, as well as research activities monitored by the Radiation Safety Committee, Lab Safety Committee, Institutional Biosafety Committee and Laser Safety Committee.
- Training and Education: The ORCR coordinates training and education in research ethics and research compliance. Post Approval Monitoring (PAM) of research protocols is one component of research compliance education.
- Regulatory Requirements: The ORCR coordinates the translation of new legislation and regulatory requirements into compliant University policies and procedures.
- Emergency Planning: The ORCR coordinates emergency management planning and response for research units and facilities with the UO Emergency Management Program.

Personnel
Meg Rowles, Assistant Director
Joe Wisecaver, Compliance Coordinator
Sherry Lealess, Compliance Coordinator
Office for Responsible Conduct of Research (cont.)

Associated Units

Office for Protection of Human Subjects

Lynette Schenkel, Interim Director
http://humansubjects.uoregon.edu
541-346-2510

The Office for Protection of Human Subjects (OPHS) administratively manages the review and approval of research involving human subject participants.

Office of Veterinary Services and Animal Care

Monte Matthews, Director
http://ovsac.uoregon.edu
541-346-4958

The Office of Veterinary Services and Animal Care (OVSAC) administratively manages the care and use of animals involved in research and/or educational activities.

ORCR liaises with:

Office of Environmental Health and Safety

Kay Coots, Director
http://facilities.uoregon.edu/?q=node/289
541-346-3192

The Office of Environmental Health and Safety (EHS) provides administrative support to the Radiation Safety Committee, Lab Safety Committee, Institutional Biosafety Committee, and Laser Safety Committee, as well as lab monitoring and inspection functions.
Teaching Effectiveness Program

Georgeanne Cooper, Director, Teaching Effectiveness Program
http://tep.uoregon.edu
541-346-2177

What does the TEP do?
The Teaching Effectiveness Program (TEP) works to make instructors feel supported at every stage of their teaching careers so that they can help students succeed. The TEP helps teachers to identify the skills, abilities, and habits of mind that students will need to be successful scholars, and can help instructors to identify student learning goals with which to guide course design. Teachers can use the TEP to gain feedback on teaching and to explore technologies in support of student learning experiences. The TEP encourages teachers to recognize the diversity of learners and to create inclusive classrooms.

Why would you contact this office?
• To get help with course planning,
• To problem-solve difficult classroom situations,
• To get feedback on new teaching ideas,
• To gain perspective on course evaluations, and
• To find new ways to engage students in discussions and large classes.

Personnel
Robert Voelker-Morris, Instructional Technology Specialist
Jason Schreiner, faculty consultant
Julie Mueller, faculty consultant, Teaching Science Specialist

Associated Units
The Teaching Effectiveness Program is part of:
The Teaching and Learning Center
Susan Lesyk, Director
http://tlc.uoregon.edu
541-346-3226

The Teaching and Learning Center (TLC) is committed to providing programs, services, and support that enhance the educational experience of our students and the professional experience of our teaching faculty. Programs, workshops, courses, tutors, and mentors are among the many resources we provide to help with educational pursuits at the University of Oregon.
Printing and Mailing Services

Mark Dixon, Interim Director
http://uopress.uoregon.edu
541-346-3794

What does Printing and Mailing Services do?

Printing and Mailing Services, established in 1889, continues to serve the University of Oregon community and its allied agencies with value-added products and services. Printing & Mailing Services is the printing procurement agent for the University of Oregon, which includes all departments and offices of the university. By incorporating leading edge technology and equipment, our professional staff is able to produce high-quality publications. The office is your source for business cards, student course packets and all your printing and mailing needs.

Why would you contact this office?

- Copyright clearance and student course packets;
- High-quality and high-speed digital printing at two locations: EMU and Baker Downtown Center;
- Offset printing;
- Full bindery services; and
- Mailing and distribution services, including express services, presort, and campus mail.

Personnel

John Boytz, Assistant Director
Maureen Wimberly, Business Manager

Associated Units

Copyright Clearance Office

Kati Kronholm
http://uopress.uoregon.edu
541-346-5370

The Copyright Clearance Office helps the university community to comply with copyright law, especially concerning class packets and other publications. This office can help explain the university’s policy and interpretation of the copyright laws and guidelines for fair use, obtain copyright clearances, or help others obtain clearances. For course packets, experienced staff will obtain copyright permission, process orders, and guide the packet through all stages of production at Printing and Mailing Services to delivery at The Duck Store for student purchase. The office is available to provide information on, or obtaining permissions for, faculty publications, seminar and conference materials, and even websites.
What does the Office of the Registrar do?
The Office of the Registrar is responsible for academic and classroom scheduling, student registration, enrollment verification, grading and academic records maintenance, transfer credit articulation, degree audits, monitoring undergraduate General Education requirements, degree awarding, course evaluations, student data/statistical analysis, veterans benefits, Family Educational Rights and Privacy Act (FERPA) compliance, and transcript services. These responsibilities, assignments and services are completed within institutional policies and standards, as well as related state and federal laws and regulations.

Why would you contact this office?
You should contact the Office of the Registrar for questions or concerns about:

- Privacy of student records/FERPA questions;
- Faculty policy regarding final exams, grading, grade changes, incompletes, graduation requirements, or other academic questions regarding student records and registration;
- Course evaluations (using the online system, access);
- Access to student advising information in DuckWeb; and
- Data about students (use of data, requests for data).

Personnel
Brian Lowery, Associate Registrar (Operations)
Jim Bouse, Associate Registrar (Technology)
Jim Blick, Assistant Registrar (Data, Statistical Analysis)
Mike Jefferis, Assistant Registrar (Classroom Scheduling)
Estelle Brunner, Assistant Registrar (Transfer Articulation, Degree Audits, Graduation)
Kari Geske, Assistant Registrar (Registration and Academic History)
Laura Jacek, Assistant Registrar (Course Evaluations)
Kathleen Birkholz, Assistant Registrar (FERPA)
What does the Teaching and Learning Center do?
The Teaching and Learning Center (TLC) provides programs, services, and resources to improve and support the teaching endeavors of UO faculty and enhance the educational experience of students. Through the Teaching Effectiveness Program (TEP), faculty may attend workshops on topics related to teaching, request classroom visitations, find help using instructional technology, or meet in confidential consultations to discuss their teaching issues. The TLC provides tutors, workshops, and classes that help students improve their research, writing, and presentation skills as well as their approaches to effective study.

Why would you contact this office?
You should contact The Teaching and Learning Center if you would like to:

- Meet with colleagues across campus to discuss topics related to university instruction;
- Consult confidentially about a teaching difficulty;
- Learn more about teaching and learning with current and new technologies;
- Receive suggestions on designing an effective syllabus or constructing learning objectives;
- Extend your knowledge about ways to assess student learning.

You should refer students to The Teaching and Learning Center if you believe they:

- Need to improve their academic writing;
- Struggle to understand course material;
- Convey test anxiety;
- Show reluctance to participate in class; or
- Seem discouraged with their overall academic performance.

Personnel
Georgeanne Cooper, Director, Teaching Effectiveness Program, TLC
Amy Nuetzman, Assistant Director, TLC
Kim Lilley, Office Manager, TLC
What does the Accessible Education Center do?

The Accessible Education Center (AEC), formerly Disability Services, provides support and guidance to faculty through direct services, outreach, and training and consultation, and facilitates student access to and participation in individual classes and academic programs. Universal Design principles are promoted as an approach for making classes accessible and usable by most students with the goal of reducing the need for individual accommodations.

An instructor notification letter outlines recommended accommodations individualized to each student, and adjustments that will allow for full and effective participation. For more specific information, including faculty responsibilities, please visit the website shown above.

Why would you contact this office?

Please contact the AEC with questions, concerns, or consultation needs regarding:

- Legal and institutional responsibilities, as well as best practices, in providing accommodations to undergraduate and graduate students with disabilities;
- Designing your class or program to be inclusive, accessible, and usable for a broad range of people;
- Captioning media shown in the classroom;
- Administration of accommodated tests, and universal design strategies to minimize the need for individual accommodations;
- Appropriate modification of academic policies and requirements as an accommodation to disability;
- Alternate print formats (Braille, auditory) and accessible web design; and
- Sample Syllabus Statement [The University of Oregon is working to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in disability-related barriers to your participation, please notify me as soon as possible. You may also wish to contact the AEC in 164 Oregon Hall at 346-1155 or uoaec@uoregon.edu.]

Personnel

Molly Sirois and Keith Miller, Advisors
James Bailey, Adaptive Technology Advisor
Christiane Drangle, Sign Language Interpreter Coordinator
Rebecca Lynn, Administrative Specialist
Accessible Education Center (cont.)

Associated Units

Adaptive Technology Center

James Bailey, Adaptive Technology Advisor
http://adaptive-tech.uoregon.edu/
541-346-1076

The Adaptive Technology Center provides access to technology and related training for students with disabilities. Guidance is available to faculty in creating accessible PDF documents, syllabi, and web pages.
Office of Student Conduct and Community Standards

Carl Yeh, Director of Student Conduct and Community Standards
http://conduct.uoregon.edu
541-346-1140

What does the SCCS do?
The Office of Student Conduct and Community Standards (SCCS) administers the Student Conduct Code, which sets forth the community standards and procedures for maintaining an environment keeping with the educational objectives of the University of Oregon. The SCCS also administers positive and healthy forms of conflict resolution.

The SCCS educates students through hearings and sanctions (if applicable) and maintains students’ conduct records. The SCCS reports with the students’ permission, when applying to other schools, internships, scholarships, study abroad, etc. The SCCS can also refer students to Conflict Resolution Services for coaching and mediations.

Why would you contact this office?
Contact SCCS for questions or concerns about:

- Academic misconduct,
- Social misconduct (usually in-classroom or class-related behavior), and
- Concern for any student’s behavior or its impact on others.

Personnel
Rachel Howe, Program Assistant
Trimaine Belton, Graduate Assistant
Alexandra Bodnar, Graduate Assistant

Associated Units

Office of the Dean of Students
Chicora Martin, Assistant Dean of Students
http://uodos.uoregon.edu
541-346-3216

The Office of the Dean of Students (DOS), formerly Student Life, is dedicated to enhancing the lives and learning of all students at the University of Oregon. The Office seeks to engage students through a variety of leadership positions, programs, and services.
American Association of University Professors

Deb Merskin and Gina Psaki, Co- Presidents
American Association of University Professors University of Oregon Chapter
http://www.uoregon.edu/~aaup/

What does the AAUP do?
The American Association of University Professors (AAUP) is the only national organization exclusively representing the interests of all college and university faculty members. Founded in 1915, the AAUP establishes and maintains standards for academic due process and faculty participation in academic decision making. The AAUP also participates in precedent-setting court cases involving academic freedom and tenure issues, represents faculty interests in state and federal legislatures, provides comprehensive data on the economic status of the profession, and offers professional liability insurance and other membership benefits and services. Active AAUP membership is open to teaching faculty, research scholars, professional librarians, or counselors with faculty status.

Why would you contact this office?

- Concerns regarding academic freedom;
- Concerns regarding due process in the application of university policies, including tenure/promotion policy and grievance policy;
- Concerns regarding faculty participation in academic decision making;
- Information on how universities across the country are dealing with the current fiscal crisis in higher education; and
- Access to AAUP resources from its yearly national salary report to issues of local and/or national higher education policy, as well as resources such as professional liability insurance and other membership benefits and other services.

Personnel

Deb Merskin, Co-President  dmerskin@uoregon.edu
Regina Psaki, Co-President  rpsaki@uoregon.edu
Gordon Sayre, Vice President  gsayre@uoregon.edu
Susan Anderson, Secretary and Treasurer  susana@uoregon.edu
American Assoc. of University Professors (cont.)

Associated Units

National AAUP Office

American Association of University Professors
1133 Nineteenth St., NW, Suite 200
Washington, DC 20036
www.aaup.org/aaup
202-737-5900

The AAUP has been protecting the rights of faculty and other higher education professionals for ninety-five years. Through assistance and advice to individual faculty members and administrators, state and federal lobbying, amicus briefs before the courts, and other means, the AAUP helps shape American higher education and ensure higher education's contribution to the common good.
What does UO Libraries do?
The UO Libraries provides scholarly resources and information services to support the production, acquisition, dissemination, and preservation of content. Other key services include instructional programs to help students in all disciplines find and evaluate the most relevant information sources; educational technologies, including the Blackboard™ system, classroom presentation systems, video production and conferencing, and interactive media development; and a range of in-house technology to support learning and research. The UO Libraries employ approximately 80 professionals — many of whom serve as liaisons to the academic departments.

Why would you contact this office?
- Purchase or license new resources for the collection
- Incorporate library research methods or resources into a course
- Learn about the Blackboard™ course management system
- Create and manage digital objects
- Schedule video production or teleconferencing support
- Receive training and consultation on classroom technology
- Manage assigned readings for courses
- Receive publishing services, e.g. hosting an open access journal
- Consultation regarding projects requiring instructional design
- Publish works in “Scholars Bank,” an open access repository
- Consultation regarding data management and archiving issues

Personnel
Andrew Bonamici, Associate University Librarian for Media and Instructional Services
Mark Watson, Associate University Librarian for Collections and Access
Sheila Gray, Executive Assistant

Associated Units
Center for Media and Education Technology
Andrew Bonamici
http://libweb.uoregon.edu/cmet/
541-346-3091

The Center for Media and Educational Technologies (CMET) provides direct support, consulting, and training for classroom technologies, Blackboard™, videoconferencing, video production, interactive media development, and more. CMET's professional staff also assists with proposal and budget development for sponsored projects involving media production and distribution.
Special Collections and University Archives

James Fox, Head
http://libweb.uoregon.edu/specoll
541-346-3068

Special Collections and University Archives is the repository for the libraries’ rare materials (e.g., books, manuscripts and photographs) and for the official documentation of the University. The collections represent an unmatched and irreplaceable record of Northwest history and culture.

Wired Humanities Projects (Digital Humanities Center)

Stephanie Wood
http://whp.uoregon.edu
541-346-5067

The purpose of the Wired Humanities Projects is to support digital scholarship, primarily in the humanities, through the pursuit of grant funding; to share expertise in the presentation, integration, and analysis of digital content; and to help create connections among scholars from different disciplines who have shared interests.

Network Startup Resource Center

Stephen Huter
http://nsrc.uoregon.edu
541-346-3547

A partnership of the UO Libraries and the Vice President for Research and Innovation, the Network Startup Resource Center (NSRC) provides technical advice and engineering assistance to developing area networking initiatives seeking to connect to the public Internet, especially to academic/research institutions and non-governmental organizations.
Information Services

Don Harris, Vice Provost, Information Services and University Chief Information Officer
http://it.uoregon.edu
541-346-1702

What does Information Services do?

Information Services (IS) is the central information technology unit for the institution and supports systems and services in the areas of administrative applications, academic technologies, systems and operations, network services, and telecommunications. Information Services also includes the Advanced Network Technology Center. These units report to the Vice Provost for Information Services/CIO who in turn reports directly to the Senior Vice President and Provost. IS consists of the following departments:

- Academic Services,
- Enterprise Administrative Applications,
- Systems and Operations,
- Network and Telecommunications Services,
- Network for Education and Research in Oregon (NERO), and
- Office of the CIO.

Why would you contact this office?

Apply for Research Grants
- Pre Award and Post Award Technology Consultations
- Data Management Plan Consultations

Collect and Analyze Data
- Qualtrics Survey Software
- Available Software (ESRI GIS, Mathematica, MATLAB, SAS, SPSS and more)

Collaborate with Colleagues
- UO Docs (docs.uoregon.edu) – secure file sharing and collaboration
- Wikis
- Mailing Lists

Get Connected
- Email
- DuckID
- Emergency Text Notification
- Wired and Wireless Network
- Help Desk and Hardware Repair Service
Information Services (cont.)

Why would you contact this office? (cont.)

High Performance Computing
- UO's High Performance Computing Cluster
- Easy access to NSF TeraGrid (XSEDE) computing resources
- 1 GBS and 10 GBS networking, Internet2

Labs and Technology-Rich Meeting Spaces
- Instructional and Open Access Computing Labs
- Collaboration Centers
- SMART boards and meeting/event space

New and Emerging Technologies
- Technical Library
- Custom training and consultation
What does Human Resources do?

The Office of Human Resources (HR) provides a wide array of personnel and employee relations services for faculty and staff members. A key function is to serve as a resource for faculty and staff members, providing information and consultation regarding all aspects of university work life, including training and development and work-life balance. The department administers the university’s comprehensive benefits plans, including medical and dental insurance, sick leave, and other medical and personal benefits and leaves. In addition, HR experts regularly consult and provide guidance to department managers and supervisors on all aspects of employee and labor relations, including performance management and coaching.

Why would you contact this office?

You should contact the Office of Human Resources for questions or concerns about:

- Benefits information and enrollment for employees and qualified dependents, including domestic partners;
- Staff tuition privileges for employees and dependents;
- Retirement information and counseling;
- Sick, family, medical and other leaves;
- Officer of Administration policies and initiatives;
- Training and development needs and opportunities;
- OUS classification and compensation;
- Employee and labor relations;
- Policies and leaves;
- Work-Life Resources and information;
- Employee Assistance Program;
- Child care and schools information;
- Elder care resources; and
- Lactation support.

Personnel

Ernie Pressman, Benefits Administrator
Stephanie Franklin, Assistant Director
Randy Wardlow, Employee Relations Manager
Mary Beth Allen, Associate Director, Officer of Administration Employment
Human Resources (cont.)

Personnel (cont.)
Christine Lonigan, Recruitment and Employment Manager
Pam Farmer, Organizational Development and Training Director
Karen Logvin, Director, Work-Life Resources
Laurie Mills, Medical Leaves Coordinator

Associated Units
Vivian Olum Child Development Center
Karen Logvin, Work-Life Resources Director
Carol Snead, Director of Vivian Olum Child Development Center
http://olum.uoregon.edu
541-346-6586

The Vivian Olum Child Development Center is an on-campus early childhood education and care program that offers faculty and staff families priority enrollment. The center is open all year and serves children eight weeks through fifth grade, providing after-school transportation from several area elementary schools and a summer camp for school-age children.
What does the Office of General Counsel do?

The Office of the General Counsel is responsible for representing and advising the University of Oregon in all legal matters related to University operations. The General Counsel is responsible for determining the appropriate legal resources to be dedicated to all legal matters related to University operations.

The Office of the General Counsel supports the mission of the University of Oregon by providing legal advice that facilitates the achievement of the University’s goals in a lawful manner. The General Counsel’s goals are to provide, manage, and coordinate quality legal services; minimize legal risks and costs; reduce litigation; and ensure legal compliance.

Why would you contact this office?

- A faculty member is served with a subpoena or summons and complaint;
- A faculty member is contacted by an attorney; and/or
- A faculty member requires legal advice in relation to university business and dean or department head has authorized inquiry to Office of the General Counsel.

Personnel

Randy Geller, General Counsel
Doug Park, Associate General Counsel
Lauren Townsend, Executive Assistant and Operations Manager
Get Connected

UO Technology
UO employees use email, DuckWeb, and a variety of other electronic resources. DuckWeb is a secure website that interfaces with the university’s central administrative system. In DuckWeb, employees can see payroll data and update their own personal information, such as their address. Faculty use DuckWeb to obtain class lists and for grading.

Technology Access Codes
At the University of Oregon, employees need two sets of login information:

UO ID Number and PAC to access DuckWeb
- The UO ID number begins with “95” and is nine digits long.
- The PAC (personal access code) is 6 digits with a minimum 1 alpha and 1 numeric, case sensitive.
- Manage your PAC in DuckWeb at duckweb.uoregon.edu.

DuckID and Password to access email, Blackboard, and other services
- The DuckID is the UO email address when followed by @uoregon.edu.
- Passwords must be at least 8 digits, with a minimum 1 alpha and 1 numeric.
- Manage your DuckID and password at duckid.uoregon.edu.

How to Obtain Codes

New-To-Campus Employees
A “new-to-campus” employee is one who has never been a student or employee at the University of Oregon. All new-to-campus unclassified employees receive a printout with their UO ID number and PAC in the same envelope with their initial formal contract (“Notice of Appointment and Contract”).

Upon initial login to DuckWeb at duckweb.uoregon.edu, new-to-campus employees will be prompted to select a new PAC and to activate a security question to help manage their DuckWeb account.

New-to-campus employees use the UO ID number and PAC to go online at duckid.uoregon.edu to establish a DuckID and password.

New Employees with Prior UO Affiliation
New unclassified employees who have a prior affiliation with the University of Oregon (either as a student or an employee) should already have a UO ID number and PAC. If the new employee previously set up a security question in DuckWeb, the PAC can be reset by clicking “Forget PAC?” on the DuckWeb login page. Otherwise, if the new employee does not know their PAC, he or she must stop by the Office of Human Resources (4th floor of Oregon Hall) with photo identification to have the PAC reset.
Get Connected (cont.)

New employees who do not already have a Duck ID can go online at duckid.uoregon.edu and use the UO ID number and PAC to establish a DuckID and password.

Assistance with Technology

• For assistance with the UO ID number, contact the hiring department.
• For assistance with the PAC, contact the Office of Human Resources, 541-346-3159.
• For assistance with the DuckID and password, contact the Information Services Help Desk, 151 McKenzie Hall, by email at helpdesk@uoregon.edu, by phone at 541-346-4357.

For more information about IS Help Desk services, see it.uoregon.edu/is-help-desk-services.

Benefits

Employees hired at 50% or more for at least 90 days are eligible for insurance benefits. Contact the Benefits Office at 541-346-2956 or 541-346-3086 to schedule a benefits orientation or to receive a packet. Enrollment must occur within 30 days of your start date. Coverage will be effective for the employee and any eligible dependents the first of the month following enrollment. Information is available at hr.uoregon.edu/benefits.

Blackboard

The UO supports Blackboard for class management, content sharing, online assessments, and student tracking. Use your DuckID and password to access Blackboard at blackboard.uoregon.edu.

Course Materials

The UO Duck Store uses an online Faculty Course Material Adoptions system. To register for an account, go to literary.uoduckstore.com and click on Faculty Adoptions and Register Here. Contact your department for the codes you will need to setup departmental access. If you are creating a course packet, the Copyright Clearance office will handle logistics for you. See http://uopress.uoregon.edu/copyright.html.

DuckWeb

DuckWeb is at duckweb.uoregon.edu. All faculty have automatic access to the DuckWeb Faculty Menu including: View Class List, View Teaching Schedule, and Grade Rosters. Upon request through their department and with an educational need to know, faculty may also have access to a Student Advising Menu.
Email
Your DuckID is your email username, meaning your email address is DuckID@uoregon.edu. The UO offers web-based email access at webmail.uoregon.edu.

ID Card
New employees may obtain a UO ID card at the UO Card Office in Room 12 of the Erb Memorial Union (EMU). Room 12 is on the lower level, adjacent to the Union Market. New employees should bring their contract and UO ID number. Your hiring department can assist with both kinds of required information. Also bring conventional photo ID (driver's license or passport). For more information, see the card office website at uocard.uoregon.edu. Their phone number is 541-346-3113. If your ID card will be used for building access, contact your hiring department for the required information for proximity access.

Keys
Authorization for appropriate and essential keys comes from the hiring department. See your hiring department for details on getting authorization and for the relevant key authorization forms. When these are completed and signed off, take the forms to Public Safety to get your keys. A small deposit is required for each key. The Department of Public Safety is at 1319 E 15th Avenue, just east of Straub Hall.

Parking
Parking permits may be purchased online at parking.uoregon.edu. Employees may login to the system using their DuckID and password. For assistance, contact the Office of Parking and Transportation at 541-346-5444.

Transportation Options
The UO encourages everyone to consider alternatives to car transportation. This includes bus service, car pooling options, and excellent bicycle paths and services. For details, please see the Office of Parking and Transportation website at parking.uoregon.edu.

The university contracts with Lane Transit District to provide free-to-the-user bus ridership to all half-time or greater employees. These employees can ride any LTD bus free of charge by presenting their UO ID card to the driver when boarding.

Email and Blackboard Access Timeline
Tenure-Related Faculty: Blackboard and email, one term prior to start of appointment
Non-Tenure-Track Faculty: Blackboard, one term prior to affiliation; Email, two weeks prior to appointment
The afternoon breakout session and reception for Officers of Administration will be held in the Ford Lecture Hall, located on the north side of the Jordan Schnitzer Museum of Art.

The Deans' Luncheon will be held at the Earl Memorial Kitchen. Enter from the east side, just across from the Living-Learning Center.

The Barbeque Dinner will be held on the Pioneer Mother Lawn, south of Johnson Hall and identified here by the black star.

If you have any questions, please contact Tami Oar at 541-346-6943 or toar@uoregon.edu.