2012–13
Orientation
Resource Guide

FOR OFFICERS OF RESEARCH, OFFICERS OF
INSTRUCTION, AND OFFICERS OF ADMINISTRATION

facultyorientation.uoregon.edu
August 14, 2012

Dear colleague,

Welcome to the University of Oregon. This is a wonderful time in this institution's history.

I am also just beginning my University of Oregon experience. Like you, I came here because of the quality and dedication of the faculty and staff and because of our outstanding students. We will work together to ensure that the University of Oregon provides an unparalleled public education for the people of Oregon and beyond. Thanks for joining us!

Best,

Michael R. Gottfredson
President
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Overview of the University
for Tenure-Track and Non-Tenure-Track Faculty, and Officers of Administration

Wednesday, September 19, 2012
Gerlinger Alumni Lounge
8:30 am – 12:10 pm
September 19, 2012 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
Michael Gottfredson, President
Doug Blandy, Senior Vice Provost for Academic Affairs
Jim Bean, Senior Vice President and Provost
Laura Hinman, President, Associated Students of the UO (ASUO)
Robert Kyr, President, University Senate

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
Gregg Stripp, Associate Vice President for University Relations
Robin Holmes, Vice President for Student Affairs
Yvette Alex-Assensoh, Vice President for Equity and Inclusion
Jamie Moffitt, Vice President for Finance and Administration and CFO
Paul Elstone, Assistant 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
Penny Daugherty, Director, Affirmative Action and Equal Opportunity
Linda Forrest, Associate Director for Faculty Outreach
Jamie Moffitt, Vice President for Finance and Administration and CFO

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

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

12:00 AM  Sustainability
Steve Mital, Sustainability Director

12:30 PM  Adjournment

Breakout Sessions
1:00 - 2:00 PM  Non-Tenure-Track Faculty (NTTF) in Gerlinger Alumni Lounge
2:30 - 4:00 PM  Officers of Administration in Knight Library, Room 101
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
Margaret Mahoney, Assistant Vice President for Academic Administration
Susan Peter, Executive Assistant
Kathy Warden, Project Manager
**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; and
- 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 and Innovation
Dean of the Graduate School
http://research.uoregon.edu
541-346-2090

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

The Office for Research, Innovation and Graduate Education (RIGE) promotes excellence in research and graduate education at the University of Oregon. Research is central to the UO’s mission and RIGE is committed to enhancing these efforts across the campus. RIGE also provides administrative and financial support for sponsored programs, including identification of funding opportunities, proposal submission, and contracts and grant administration. The office supports 20-plus interdisciplinary research centers, and emboldens innovation and economic development through strategic partnering and technology transfer. The UO has a long tradition of interdisciplinary research that continues with the 2012 opening of the Lewis Integrative Science Building, a facility that promises to produce new knowledge and innovative solutions to society’s grand challenges, from cells to communities.

Why would you contact this office?

Primary topics of interest:

- 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:
  - Principal Investigator Status,
  - Matching Funds,
  - Cost Share, and
  - Facilities and Administrative Return.
Office for Research, Innovation and Graduate Education (cont.)

**Personnel**
Pat Jones, Associate Vice President for Research Finance and Business Administration
Patrick Phillips, Associate Vice President for Research
Beth Stormshak, Associate Vice President for Research
Moira Kiltie, Assistant Vice President for Research
Sandra Morgen, Vice Provost for Graduate Studies and Associate Dean of the Graduate School
Chuck Williams, Executive Director for Technology Transfer
Naomi Crow, Executive Assistant
Kim Newell, Executive Assistant

**Associated Units**
Graduate School (p. 26.)
Research Development Services (RDS) (p. 40)
Sponsored Project Services (SPS) (p. 41)
Research Compliance Services (RCS) (p. 43)
Technology Transfer Services (TTS) (p. 45)
UO Research Centers and Institutes

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

Michael W. Redding, Vice President for University Relations
http://uorelations.uoregon.edu
541-346-5555

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, Michael Redding is the Vice President for University Relations and the chief of staff for the UO President's office 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; help designing and editing publications.
- Help with advertising, securing UO products to use as gifts or to market initiatives, and to develop specialized websites.
- Information regarding hosting events at the Jordan Schnitzer Museum of Art (JSMA) or engaging with JSMA for scholarship or educational reasons.

Personnel

Karen Scheeland, 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
Phil Weiler, Assistant Vice President for Strategic Communications
Nancy Fish, Operations Coordinator
Karly Mandell, Office Coordinator
University Relations (cont.)

Associated Units

Public and Government Affairs

Betsy Boyd, Associate Vice President
http://uorelations.uoregon.edu/pga
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.

Office of Strategic Communications

Phil Weiler, Assistant Vice President
http://uorelations.uoregon.edu/office-strategic-communications
541-346-3134

The Office of Strategic Communications serves the University of Oregon with experts in media relations, graphic design, editing, and web communications. Team members collaborate on production of UO publications, management of the university’s overall online strategy, and the delivery of news and information about the UO.

UO Alumni Association

Tim Clevenger, Executive Director and Associate Vice President
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.
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 Assistant Vice President and Dean of Students
Brenda Porter, Executive Assistant to the Chief of Staff

Associated Units

Career Center

Daniel Pascoe-Aguilar, 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**

*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**

*Chris Esparza, Associate 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.
Division of Student Affairs (cont.)

Office of the Dean of Students

Paul Shang, Dean of Students  
http://uodos.uoregon.edu  
541-346-3216

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; ASUO Men's Center; Commencement; Conflict Resolution Services; Diversity Education and Support; Family Programs/OU 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. (See full entry, p. 31.)

Physical Education and Recreation

Kevin Marbury, Director  
http://perec.uoregon.edu  
541-346-1056

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 programs, and martial arts.

University Health Center

Dana Mills, Director  
http://healthcenter.uoregon.edu  
541-346-2770

The primary mission of the University Health Center is to enhance the educational process by minimizing health-related barriers to personal development and learning 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; other food operations; camp and conference housing; managing the budgets and facilities of these operations, and related support services. For residence life issues contact Ellen Grant at 541-346-4386.
Office of the Vice President for Finance and Administration

Jamie Moffitt, Vice President for Finance and Administration
http://vpfa.uoregon.edu
541-346-3003

What does the Vice President for Finance and Administration do?

The Office of the Vice President for Finance and Administration/Chief Financial Officer (VPFA) is responsible for the sound and strategic management of the university’s financial resources. VPFA also includes a broad portfolio of administrative units that directly serve and support all aspects of campus life. Our goal is to strengthen and align central administrative and financial functions with the University’s core mission of teaching, research, and service.

Why would you contact this office?

We welcome your ideas and questions as we partner with other campus units and affiliated organizations to advance the University of Oregon mission. See detail below for when to contact each unit about the services provided.

Personnel

Brian Smith, Assistant Vice President for Administration, Chief of Staff
Katy Hatfield, Office Manager
Brandalee Davis, Fiscal/Administrative Assistant
Kelly Zimmerman, Executive Assistant

Associated Units

Budget and Finance

Jamie Moffitt, Vice President for Finance and Administration
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
Cathey 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, 541-346-2426
Office of the VPFA (cont.)

Affirmative Action and Equal Opportunity

Penny Daugherty, Director
http://aaeo.uoregon.edu
541-346-3123

The Office of Affirmative Action and Equal Opportunity (AAEO) develops the university's affirmative action plan and works to achieve a diverse workforce and an inclusive and accessible work environment. AAEO also serves as a resource to those with possible discrimination or harassment concerns. (See full entry, p. 29.)

Campus Operations (Facilities and Capital Construction)

George Hecht, Associate Vice President
http://campusops.uoregon.edu
541-346-2319

Campus Operations oversees capital construction and provides campus utilities, maintenance and repair, custodial services, recycling, 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.

Enterprise Risk Services

Andre Le Duc, Executive Director
http://ers.uoregon.edu
541-346-8316

Enterprise Risk Services (ERS) consolidates Emergency Management & Continuity, Environmental Health & Safety, and the Office of Risk Management under one management and operational structure. ERS staff members work collaboratively with campus and community partners to reduce the University's vulnerability and sensitivity to adverse events through proactive risk reduction and loss prevention actions. The unit provides leadership, expertise and guidance to the University's executive leadership and campus community on a variety of topics related to occupational health and safety, fire and life safety, environmental management, risk management, emergency management, and business continuity.
Office of the VPFA (cont.)

Human Resources

Linda King, Associate Vice President
http://hr.uoregon.edu
541-346-3159

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. (See full entry, p. 56.)

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.

Parking and Transportation

Gwen Bolden, Director
http://parking.uoregon.edu
541-346-5444

Parking and Transportation administers the alternative transportation and parking services programs.

Public Safety

Carolyn McDermed, Interim Executive Director and Interim Chief
http://safetyweb.uoregon.edu
541-346-2919

The Department of Public Safety (UODPS) maintains a safe and secure campus environment conducive to living, learning, and socializing.
What does University Development do?
The development office secures private gifts and 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?

- For opportunities and needs in your area, contact your dean and/or the development director for your school or college.
- If you have a lead on a possible donor, contact the development officer in your school or college.
- For stories about gift impact or to publicize a gift, contact Development Communications at 541-346-2379.
- If you would like to make a gift, visit giving.uoregon.edu or contact University Development at 541-346-3016.

Personnel

Carole Daly, Assistant Vice President, Annual-Regional-Special Gifts
Paul Elstone, Assistant Vice President, Schools and Colleges
John Manotti, Assistant Vice President, Principal Gifts
Heather Brown, Senior Director, Development Operations
David Deyhle, Director Development Communications
Division of Undergraduate Studies

Karen U. Sprague, Vice Provost for Division of Undergraduate Studies
Marilyn Linton, Associate Vice Provost for Division of Undergraduate Studies
http://ugs.uoregon.edu
541-346-1221

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: Freshman Interest Groups and Freshmen Seminars;
- Transfer Seminars;
- Academic Advising;
- Disability Services;
- Student Orientation; and
- Teaching improvement opportunities.

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. (See full entry, p. 50.)
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. (See full entry, p. 49.)

First-Year Programs

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

First-Year Programs (FYP) offer faculty members unique teaching opportunities:

- Freshmen Interest Groups (FIGs) – collaborate with a colleague in another department;
- Freshman Seminars – explore a special research topic with a small class of students; and
- 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, including compensation details.
**Graduate School**

*Kimberly Espy, Vice President for Research and Innovation and Dean of the Graduate School

Sandra Morgen, Vice Provost for Graduate Studies and Associate Dean of the Graduate School

http://gradschool.uoregon.edu

541-346-5129

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**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);
- To gather information regarding internal and external fellowships and awards for graduate students;
- To learn about 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
Kassy Fisher, Assistant Dean
Jered Nagel, Coordinator of Academic Affairs
Pam Case, Master’s Degree Specialist
Marcia Walker, Administrative Assistant to the Deans
Debbie Davidson, GTF Specialist
Office of Institutional Equity and Inclusion
Yvette M. Alex-Assensoh, Vice President for Equity and Inclusion
http://diversity.uoregon.edu
541-346-3175

What does the Office of Institutional Equity and Inclusion do?
The University of Oregon's Office of Institutional Equity and Inclusion provides central leadership for
campus-wide equity, as well as inclusion policies and programs in support of UO's educational mission.
It partners with the Office of the President, other Vice Presidents, and the university community to
accomplish the mission and strategic plans of the university.

Why would you contact this office?
You are invited to contact the Office of Institutional Equity and Inclusion for matters
related to:

- Campus-wide programs and policy development on inclusion and equity;
- Faculty mentoring program;
- Preparing for tenure and promotion ;
- Women in science initiatives;
- Research circles;
- Faculty/staff/student affinity groups based on gender, religion, LGBTQ, disability,
race/ethnicity/nationality;
- Strategic planning and implementation for inclusion and equity goals;
- Just-in-time research grant applications;
- Vice President’s faculty/staff /student and community advisory boards;
- Leadership and faculty development;
- Assistance with inclusive teaching strategies;
- Campus-wide climate assessments;
- Pipeline and bridge programs;
- Alumni development and partnerships;
- Interdisciplinary partnerships and programs; and
- Developing and strengthening domestic and international community linkages.

Personnel
Carla Gary, Assistant Vice President
Tom Ball, Assistant Vice President
Emilio Hernandez, Assistant Vice President
Rita Radostitz, Communications Director
Jennifer Burton, Executive Assistant
Christi Groves, Administrative Assistant
Office of Institutional Equity and Inclusion (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. (See full entry, p. 30.)

The Center for Multicultural Academic Excellence

http://cmae.uoregon.edu
541-346-3479

The Center for Multicultural Academic Excellence (CMAE) offers academic support, programming, scholarships, and advising for students.

The Many Nations Longhouse

diversity.uoregon.edu/many-nations-longhouse
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.

The 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. It promotes leadership development, cultural pluralism and also 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 Affirmative Action and Equal Opportunity do?

The Office of Affirmative Action & Equal Opportunity (OAAEO) 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. Specifically, the OAAEO develops and oversees the university’s affirmative action plan and activities; serves as a resource for faculty, staff, and students with concerns or questions regarding prohibited discrimination and discriminatory harassment, including sexual harassment; 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 are required to contact the OAAEO or your supervisor if you become aware of credible evidence (the kind that prudent people would rely on in making important personal or business decisions) of possible:

- Prohibited discrimination or discriminatory harassment, including sexual harassment or sexual assault, whether an issue involves you personally or is brought to your attention by a student or employee;

You are encouraged to contact the OAAEO if you have questions or concerns about the following:

- University of Oregon Affirmative Action Plan and supporting activities;
- Affirmative action and equal opportunity in connection with UO personnel search and appointments processes;
- Eligibility and reasonable accommodation under the Americans with Disabilities Act;
- Assistance with informal workplace conflict resolution; or
- Any other questions related to affirmative action and/or equal opportunity as they apply within our University community.

Personnel

Annie Bentz, AA/EO Specialist
Anne Bonner, AA/EO Specialist
Irini Papantoniou, Office Specialist
Judith Rideout, AA/EO Specialist
Randi Schmechel, AA/EO Data & 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 development to faculty and staff seeking to create multiculturally inclusive classrooms and workplaces. We seek 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 Inclusion (See full entry, p. 27)
The Graduate School (See full entry, p. 26.)
Office of the Dean of Students

Paul Shang, Assistant Vice President, Dean of Students
http://uodos.uoregon.edu
541-346-1133

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 and Veteran Student Education and Support
- Sexual Violence Prevention & Education
- Substance Abuse Prevention & Student Success
- Conflict Resolution Services
- Parent & Family Programs
- Student Conduct and Community Standards
- ASUO Women’s Center
- ASUO Men’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, DOS staff 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 541-346-3227 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; and
• Co-sponsoring events, speaking in classes and department meetings.

Personnel
Sarah Spring, Graduate Teaching Fellow
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, and the Mills International Center. The University enrolls more than 2,200 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
- Information about teaching at UO Centers abroad (AHA International sites)
- Participating in International Faculty Development Seminars (IFDS) abroad, and
- Connections with UO alumni.

Personnel

Kathy Poole, Interim Executive Director of AHA
Abe Schafermeyer, Director of International Student & Scholar Services
Cari Vanderkar Moore, Director, Study Abroad Programs
Nancy O’Brien, Executive Assistant to the Vice Provost, Office of International Affairs
Elizabeth Weber, Business/Office Manager, Office of International Affairs

Associated Units

Mills International Center, Sonja Rasmussen, Coordinator
Confucius Institute, Ina A. Asim, Executive Director

http://mills.uoregon.edu
http://confucius.uoregon.edu
Faculty Support & Development
for Tenure-Track and Non-Tenure-Track Faculty

Thursday, September 20, 2012
Gerlinger Alumni Lounge
8:30 am – 12:15 pm
September 20, 2012 Agenda

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

8:30 AM  **Registration and Continental Breakfast**

8:45 AM  **Faculty Support and Development**
Keri Doosee, Associate Vice Provost for Academic Affairs
Andrew Karduna, Associate Professor, Human Physiology
Dennis Galvan, Vice Provost for International Affairs

8:50 AM  **Research Support**
Moira Kiltie, Assistant Vice President for Research and Faculty Development
Chuck Williams, Executive Director of Technology Transfer
Sheryl Johnson, Associate Director for Research Compliance Services
Julie Brown, Director of Media Relations

9:10 AM  **Teaching Support**
Lee Rumbarger, Director, Teaching Effectiveness Program
Kati Kronholm, Coordinator, Copyright Clearance
Kassy Fisher, Assistant Dean, Graduate School
Judith Lechner, 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 & 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  **United Academics**
Doug Blandy, Senior Vice Provost for Academic Affairs

10:25 AM  **Library and Instructional Technology**
Deborah Carver, Dean of University Libraries
Andrew Bonamici, Associate University Librarian for Media & Instructional Services

10:45 AM  **Computing Support Services**
Melissa Woo, Vice Provost for Information Services and CIO
Patrick Chinn, Special Project Coordinator/Student Intern Manager

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
Doug Blandy, Senior Vice Provost for Academic Affairs

12:30 PM  **Lunch with Academic Deans**
Papé Reception Hall, Jordan Schnitzer Museum of Art

5:00 PM  Barbeque Dinner, Pioneer Mother Lawn
Office of Academic Affairs

Doug Blandy, Senior Vice Provost for Academic Affairs
http://academicaffairs.uoregon.edu
541-346-3081

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 four 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, colleges, schools, programs, and departments.

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 appointments;
• Teaching evaluation and awards;
• Grievances; and
• all other personnel matters.

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

Associated Units
Unclassified Personnel Services
Sonia Potter, Director
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 Research Development Services do?
Research Development Services (RDS) provides services to faculty and teams of faculty members seeking support for externally funded research. Services include dissemination of funding opportunities, management of limited submission program, assistance with proposal planning and development, management of internal award programs offered by the Vice President for Research and Innovation, and project management support to teams of researchers pursuing interdisciplinary funding.

Why would you contact this office?
- Coordination of proposal development for major, usually interdisciplinary, projects that represent institutional priorities;
- Consultation on funding sources, agencies, and programs;
- Assistance with planning and developing proposals;
- Access to a variety of training opportunities in grantwriting; and
- Assistance with non-technical aspects of proposals.

Associated Units

Sponsored Project Services
http://orsa.uoregon.edu
541-346-5131

The following pre-award activities are handled through Sponsored Project Services (SPS) (see full entry, p. 41):
- 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.

Research Innovation and Graduate Education Development
Matt Hutter, Director
541-346-2837

Research, Innovation and Graduate Education (RIGE) Development coordinates fundraising on behalf of the Vice President for Research and Innovation, the University of Oregon's research mission, and graduate education.
Sponsored Project Services
Moira Kiltie, Assistant Vice President for Research, Interim Director
http://orsa.uoregon.edu
541-346-5131

What does Sponsored Project Services do?
Sponsored Projects Services (SPS) provides assistance to UO employees 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, website and listserv for faculty and staff.

Personnel
Analinda Camacho, Senior Associate Director
Robert Lawson, Assistant Director Post-Award
Glen Bennett, Assistant Director Pre-Award

Associated Units
Research Development Services
Moira Kiltie
http://rfd.uoregon.edu

Research Development Services (RDS) provides a variety of services to faculty seeking support for research, performance, public service and scholarly projects. (See full entry, p. 40.)
Sponsored Project Services (Cont.)

Research Compliance Services
Sheryl Johnson
http://orcr.uoregon.edu

Research Compliance Services (RCS) supports and protect the interests of the University, faculty, staff, and students in research compliance matters through guidance, education, and technical assistance. (See full entry, p. 43)

Technology Transfer Services
Chuck Williams
http://techtran.uoregon.edu

Technology Transfer Services (TTS) partners with UO innovators, the public, and industry to accelerate the adoption of innovations derived from UO research and education. (See full entry, p. 45)
Research Compliance Services

Sheryl Johnson, Associate Director
http://orcr.uoregon.edu/
541-346-2510

What does Research Compliance Services do?
Research Compliance Services (RCS) serves to support and protect the interests of faculty, staff, students and the 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. RCS thus facilitates compliance with governmental regulations and institutional requirements related to the responsible and ethical conduct of research.

Why would you contact this office?
- Assistance in the completion of federally mandated financial conflict of interest disclosures, and help developing plans that manage and/or eliminate potential and/or actual conflicts;
- Concerns involving potential research misconduct;
- 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 in research ethics and research compliance, including Post Approval Monitoring (PAM) of research protocols;
- Translation of new legislation and regulatory requirements into compliant University policies and procedures; and
- Emergency management planning and response for research units and facilities with the UO Emergency Management Program.

Personnel
Mary Hanabury, Assistant Director
Caitlin Alcorn, IRB Analyst
Dylan Bragg, IRB Analyst
Sherry Lealess, Compliance Coordinator
Rachel Stauss, IRB Analyst
Joe Wisecaver, Compliance Coordinator
Chris Duy, Administrative Assistant
Research Compliance Services (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 administratively manages the review and approval of research involving human subject participants.

Animal Care Services

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

Animal Care Services, formerly the Office of Veterinary Services and Animal Care, administratively manages the care and use of animals involved in research and/or educational activities.

RCS 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 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.
Technology Transfer Services
Chuck Williams, Assistant Vice President, Innovation and Technology Transfer Services
http://techtran.uoregon.edu
541-346-3176

What does Technology Transfer Services do?
Technology Transfer Services (TTS) facilitates and supports relationships between UO researchers and members of the public and industry involving use, development, or investment in UO innovation. TTS makes these connections throughout the research and commercialization cycle by providing licenses or permissions to the intellectual property rights in UO innovation. The TTS 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
Linda Hansen, Senior Technology Development Associate
Christine Gramer, Senior Technology Development Associate
Jeanie McCabe, Business Manager
Rebecca Aust, Projects Assistant
What does the Teaching Effectiveness Program do?
The Teaching Effectiveness Program (TEP), a division of the University Teaching and Learning Center, supports the professional development of instructional faculty through the various stages of their teaching careers. Through both group offerings and individual appointments, TEP provides opportunities for teachers to explore a wide range of instructional strategies and discover ways to make the classroom experience more rewarding for both students and teachers.

Why would you contact this office?

- Get help with planning a class session—or an entire course,
- Request a classroom visitation to assess classroom dynamics,
- Learn about the most effective uses of instructional technologies,
- Discover tips from award-winning teachers,
- Brainstorm how to solve difficult classroom situations,
- Gain perspective on your course evaluations, and
- Join colleagues to discuss the challenges and joys of university teaching.

Personnel

Robert Voelker-Morris, Faculty Consultant - Educational Technology
Jason Schreiner, Faculty Consultant
Julie Mueller, Faculty Consultant

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) provides programs and services to support the professional development of instructional faculty (TEP) and enhance the educational experience of students. The Center provides resources to all UO students to help improve their academic writing, critical reading, and study skills. (See full entry, p. 49.)
Printing and Mailing Services

Mark Dixon, 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 the 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.
Office of the Registrar

Susan M. Eveland, University Registrar
http://registrar.uoregon.edu
541-346-2935

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
Lee Rumbarger, 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/Inclusive 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

James Bailey, Adaptive Technology Access Adviser
Christiane Drangle, Sign Language Interpreter Coordinator
Rebecca Lynn, Office and Testing Administrator
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.
Student Conduct and Community Standards

Carl Yeh, Director
http://conduct.uoregon.edu
541-346-1140

What does Student Conduct and Community Standards 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 educates students through hearings and sanctions (if applicable) and maintains students’ conduct records. SCCS reports with the students’ permission: when applying to other schools, internships, scholarships, study abroad, etc. SCCS can also refer students to Conflict Resolution Services for conflict resolution 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 Basolo, Program Assistant, (conduct@uoregon.edu, 6-1140)
Jim Chuang, Graduate Assistant, (conduct2@uoregon.edu, 6-1029)
Alexandra Bodnar, Graduate Assistant (conduct3@uoregon.edu, 6-1029)

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. (See full entry, p. 31.)
What do UO Libraries do?
The UO Libraries provide 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, electronic classrooms and computer labs, video production and conferencing, and interactive media development; and a range of in-house technology to support learning and research. The 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, and
- 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/speccoll
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.
What does Information Services do?

Information Services is the central information technology unit for the University, and supports systems and services in the areas of enterprise applications, academic technologies, telecommunications, networking, and core systems and operations. Information Services includes the Advanced Network Technology Center and works closely with the Network for Education and Research in Oregon. These areas report to the Vice Provost for Information Services/CIO, who in turn reports directly to the Senior Vice President and Provost.

Why would you contact this office?

Getting Connected
- UO Webmail
- Exchange email/calendar
- DuckID
- Wired & Wireless Network
- Emergency Text Notification

Technical Assistance
- Help Desk
- Hardware Repair Service

Collaborate with Colleagues
- Secure file sharing via UO Docs (docs.uoregon.edu)
- UO Wikis (wiki.uoregon.edu)
- Mailing Lists (lists.uoregon.edu)
- UO Blogs (blogs.uoregon.edu)

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

High Performance Computing
- UO's High Performance Computing Cluster
- Easy access to NSF TeraGrid (XSEDE)
- 10 GBS connection to Internet2
Human Resources

Linda King, Associate Vice President for Human Resources
http://hr.uoregon.edu
541-346-3159

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
Randy Wardlow, Associate Director, Classified Employment
Mary Beth Allen, Associate Director, OA Employment
Christine Lonigan, Recruitment and Employment Manager
Human Resources (cont.)

Personnel (cont.)

Pam Farmer, Organizational Development and Training Director
Karen Logvin, Work-Life Resources Director
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 year-round 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.
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 Unclassified Personnel Services (677 E. 12th Ave, Suite 400) 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 Unclassified Personnel Services, 541-346-2047.
- 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 (e.g., driver’s license or passport). For more information, see the card office website at uocard.uoregon.edu or call 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
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 halftime or greater employees. These employees can ride any LTD bus free of charge by presenting their UO ID card to the driver when boarding.

<table>
<thead>
<tr>
<th>Email and Blackboard™ Access Timeline</th>
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<tbody>
<tr>
<td>Tenure-Related Faculty: Blackboard™ and email, one term prior to start of appointment</td>
</tr>
<tr>
<td>Non-Tenure-Track Faculty: Blackboard™, one term prior to affiliation; email, two weeks prior to appointment</td>
</tr>
</tbody>
</table>
The afternoon **breakout session for Officers of Administration** will be held in Knight Library, Room 101.

The **Deans' Luncheon** will be held in the Papé Reception Hall, Jordan Schnitzer Museum of Art.

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.
## Common Acronyms and Initialisms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AAA</td>
<td>School of Architecture &amp; Allied Arts</td>
</tr>
<tr>
<td>AAEO</td>
<td>Office of Affirmative Action &amp; Equal Opportunity</td>
</tr>
<tr>
<td>AAU</td>
<td>Association of American Universities</td>
</tr>
<tr>
<td>AAUP</td>
<td>American Association of University Professors</td>
</tr>
<tr>
<td>APRU</td>
<td>Association of Pacific Rim Universities</td>
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<tr>
<td>ASA</td>
<td>Academic Support Account</td>
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<tr>
<td>ASUO</td>
<td>Associated Students of the University of Oregon</td>
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<tr>
<td>BEST</td>
<td>Oregon Built Environment and Sustainable Technologies Center</td>
</tr>
<tr>
<td>BRP</td>
<td>Budget and Resource Planning</td>
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<tr>
<td>CAMCOR</td>
<td>Center for Advanced Materials Characterization in Oregon</td>
</tr>
<tr>
<td>CAPS</td>
<td>Center for Asian and Pacific Studies</td>
</tr>
<tr>
<td>CAS</td>
<td>College of Arts &amp; Sciences</td>
</tr>
<tr>
<td>CMET</td>
<td>Center for Media and Educational Technologies</td>
</tr>
<tr>
<td>CoDaC</td>
<td>Center on Diversity and Community</td>
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<tr>
<td>COE</td>
<td>College of Education</td>
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<tr>
<td>COI / COC / FCOI</td>
<td>Conflict of Interest / Conflict of Commitment / Financial Conflict of Interest</td>
</tr>
<tr>
<td>CSWS</td>
<td>Center for the Study of Women in Society</td>
</tr>
<tr>
<td>DTA</td>
<td>Distinguished Teaching Awards</td>
</tr>
<tr>
<td>ECS</td>
<td>Electronic Curriculum System</td>
</tr>
<tr>
<td>EHS</td>
<td>Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>EOU</td>
<td>Eastern Oregon University (La Grande)</td>
</tr>
<tr>
<td>FAC</td>
<td>Faculty Advisory Council</td>
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<tr>
<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
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<tr>
<td>FIG</td>
<td>Freshman Interest Group</td>
</tr>
<tr>
<td>FOIA</td>
<td>Freedom of Information Act</td>
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<tr>
<td>FPC</td>
<td>Faculty Personnel Committee</td>
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<tr>
<td>GTFF</td>
<td>Graduate Teaching Fellows Federation</td>
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<tr>
<td>ICGER</td>
<td>Inter-college General Education Review Committee</td>
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<tr>
<td>IR</td>
<td>Institutional Research</td>
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<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
</tr>
<tr>
<td>IS</td>
<td>Information Services</td>
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<tr>
<td>JSMA</td>
<td>Jordan Schnitzer Museum of Art</td>
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<tr>
<td>LCB</td>
<td>Lundquist College of Business</td>
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<tr>
<td>LERC</td>
<td>Labor Education and Research Center</td>
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<tr>
<td>MNCH</td>
<td>Museum of Natural &amp; Cultural History</td>
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<tr>
<td>NTTF</td>
<td>Non-Tenure-Track Faculty</td>
</tr>
<tr>
<td>OA</td>
<td>Officer of Administration</td>
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<tr>
<td>OAR / ORS</td>
<td>Oregon Administrative Rules / Oregon Revised Statutes</td>
</tr>
<tr>
<td>OIEI</td>
<td>Office of Institutional Equity &amp; Inclusion</td>
</tr>
<tr>
<td>OIT</td>
<td>Oregon Institute of Technology (Klamath Falls)</td>
</tr>
<tr>
<td>Acronym</td>
<td>Full Name</td>
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<tr>
<td>ONAMI</td>
<td>Oregon Nanoscience and Microtechnologies Institute</td>
</tr>
<tr>
<td>OSU</td>
<td>Oregon State University (Corvallis)</td>
</tr>
<tr>
<td>OTRADI</td>
<td>Oregon Translational Research and Drug Development Institute</td>
</tr>
<tr>
<td>OUS</td>
<td>Oregon University System</td>
</tr>
<tr>
<td>P&amp;T</td>
<td>Promotion &amp; Tenure</td>
</tr>
<tr>
<td>PEBB</td>
<td>Public Employees' Benefit Board</td>
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<tr>
<td>PERS</td>
<td>Public Employees Retirement System</td>
</tr>
<tr>
<td>PRF</td>
<td>Payroll Request Form</td>
</tr>
<tr>
<td>PSU</td>
<td>Portland State University (Portland)</td>
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<tr>
<td>RCM</td>
<td>Responsibility Centered Management (UO budget model)</td>
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<tr>
<td>RCS</td>
<td>Research Compliance Services</td>
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<tr>
<td>RIGE</td>
<td>Office of Research, Innovation, and Graduate Education</td>
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<tr>
<td>SOJC</td>
<td>School of Journalism &amp; Communication</td>
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<tr>
<td>SOMD</td>
<td>School of Music &amp; Dance</td>
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<tr>
<td>SOU</td>
<td>Southern Oregon University (Ashland)</td>
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<tr>
<td>TEP</td>
<td>Teaching Effectiveness Program</td>
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<tr>
<td>TLC</td>
<td>Teaching and Learning Center</td>
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<tr>
<td>TRP</td>
<td>Tenure Reduction Program</td>
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<tr>
<td>UMRP</td>
<td>Underrepresented Minority Recruitment Program</td>
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<tr>
<td>UOCC</td>
<td>UO Committee on Courses</td>
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<tr>
<td>UOEM</td>
<td>UO Emergency Management</td>
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<tr>
<td>UPS</td>
<td>Unclassified Personnel Services</td>
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<tr>
<td>VPFA</td>
<td>Office of the Vice President for Finance and Administration</td>
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<tr>
<td>WLA</td>
<td>World Languages Academy</td>
</tr>
<tr>
<td>WOU</td>
<td>Western Oregon University (Monmouth)</td>
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</tbody>
</table>