August 22, 2013

Dear Colleague,

Welcome to the University of Oregon!

At this time last year, I too was new to this campus. As I begin my second year at the University of Oregon, I can say with certainty that you are joining our community at an exciting time. It is a time of change on our campus, as we work together to deliver on the promise of our public mission through teaching, research, and contributing to the life of the university at the highest levels. You are part of that change, and I am delighted to welcome you as colleagues.

Warm regards,

Michael R. Gottfredson
President
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Office of Academic Affairs

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 members, the Office of Academic Affairs ensures the quality of personnel, programs, and community presence. The Office of Academic Affairs serves faculty and staff members, 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 posttenure;
• Sabbaticals and nonacademic leaves;
• Courtesy and dual career appointments;
• Sabbaticals and nonacademic leaves;
• Retirement, tenure reduction program, emeritus faculty appointments;
• Teaching evaluation and awards;
• Grievances; and
• All other personnel matters.

ASSOCIATED UNITS

Unclassified Personnel Services
Sonia Potter
Director
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.
**Personnel**

James Bailey  
Associate Director, Accessible Technology Coordinator

Advisors:  
Courtney Jellar  
Jeff Larson  
Tyan Taubner  
Keith Miller  
Christiane Drangle  
Sign Language Interpreter Coordinator

Pauline Thale  
Testing Coordinator

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**Accessible Education Center**

**What does the Accessible Education Center do?**

The Accessible Education Center (AEC), formerly Disability Services, provides support and guidance to faculty members through direct services, outreach, and training 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;
- Guidance to faculty members in creating accessible PDF documents, syllabi, and web pages; 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 541-346-1155 or uoaec@uoregon.edu.
Office of Affirmative Action and Equal Opportunity

What does the Office of Affirmative Action and Equal Opportunity do?
The Office of Affirmative Action and 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 and staff members as well as 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 or equal opportunity as they apply within our university community.

Penelope Daugherty
Director and Title IX Coordinator
aaeo.uoregon.edu
541-346-3123

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 and Compliance Specialist
Vivian Wright
Executive Assistant–Office Manager


**Associated Students of the University of Oregon**

**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?**

You would contact the ASUO for the following:

- Budget processing 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.
Bias Response Team

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 preventive 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
• Cosponsoring events and speaking in classes and department meetings.
Center on Diversity and Community

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 members 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?
You should contact CoDaC for:

- Curriculum development;
- Handling “hot button” issues in the classroom;
- Mediation or conflict resolution assistance; and
- Social networking and connecting to other offices and resources on campus.

ASSOCIATED UNITS

Office of Institutional Equity and Inclusion
(See full entry, p. 12)

The Graduate School
(See full entry, p. 20)
Office of the Dean of Students

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 DOS 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 and Education
- Sexual Violence Support Services
- Substance Abuse Prevention and Student Success
- Conflict Resolution Services
- Parent and Family Programs
- Student Conduct and Community Standards
- ASUO Women’s Center
- ASUO Men’s Center
- Fraternity and Sorority Life
- Off-campus student resources

Why would you contact this office?
The DOS office provides the following:

- Maintenance of a point of contact within the university for students, faculty and staff members, and students’ family members in times of crisis;
- Support for a variety of student concerns, including illness, sexual assault or victimization, death in the family, and other personal emergencies. In cooperation with various other student service units, DOS staff members 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 members to help resolve disruptive student behaviors;
- A liaison between faculty and staff members as well as 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 and 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.
Office of the Vice President for Equity and Inclusion

What does the Office of the Vice President for Equity and Inclusion do?

Equity and Inclusion provides central leadership for campus-wide equity, as well as inclusion policies and programs in support of the UO’s educational mission. It partners with the Office of the President, Academic Affairs, the deans of the schools and colleges, Enrollment Management, and other units on campus and beyond 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 planning, programs, and policy development on inclusion and equity;
- Faculty mentoring program;
- Preparing for tenure and promotion;
- Employee resource groups based on gender, religion, LGBTQ, disability, and race, ethnicity, or nationality;
- Just-in-time research grant applications;
- 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.

ASSOCIATED UNITS

Center on Diversity and Community
codac.uoregon.edu/
541-346-3212

The Center on Diversity and Community (CoDaC) offers research, consulting, and outreach. (See full entry, p. 10)

The Center for Multicultural Academic Excellence
cmae.uoregon.edu
541-346-3479

The Center for Multicultural Academic Excellence (CMAE) offers academic support, programming, scholarships, and advising for students.
Office of the Vice President for Equity and Inclusion
(continued)

The Many Nations Longhouse
diversity.uoregon.edu/many-nations-longhouse-0
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
blogs.uoregon.edu/uomcc/
541-346-4321

The Multicultural Center (MCC) supports interactions among undergraduate students, graduate students, faculty and staff members, and the community at large. It promotes leadership development and cultural pluralism, and also engages complex topics across campus, including gender, sexual orientation, economics, and religion with a primary emphasis on race and ethnicity.
Office of the Vice President for Finance and Administration and Chief Financial Officer

What does the Vice President for Finance and Administration and CFO do?

The Office of the Vice President for Finance and Administration and Chief Financial Officer (VPFA) is responsible for the sound and strategic management of the university’s financial, physical, and human resources. VPFA 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 details below for when to contact each unit about the services provided.

ASSOCIATED UNITS

Affirmative Action and Equal Opportunity

Penny Daugherty
Director
aaeo.uoregon.edu
541-346-2971

The Office of Affirmative Action and Equal Opportunity works with the University of Oregon community to ensure the institution is fulfilling the letter and spirit of its legal obligations related to affirmative action, equal opportunity, and nondiscrimination. As part of that effort, the office develops the university’s affirmative action plan, works with hiring authorities to achieve a diverse workforce and an inclusive and accessible work environment, serves as a resource to those with or addressing possible discrimination or harassment concerns, and strives to further integrate the university’s commitment to diversity into everyday practices.

Budget and Resource Planning

Stuart Laing
Director
brp.uoregon.edu
541-346-5838

Budget and Resource Planning implements and manages the university’s annual budgeting process, and ensures the development of budgeting policies and practices to align the university’s resources with its mission and objectives. The office also provides financial monitoring, analysis, and planning functions.
Office of the Vice President for Finance and Administration and Chief Financial Officer
(continued)

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

Business Affairs oversees services for students as well as faculty and staff members, specifically those provided by Student Financial Services, Cashiering, Payroll, Accounts Payable, Travel, eCommerce, and General Campus Financial Services. As part of that effort, the office administers the institution’s use of BANNER FIS, while also managing and securing the material assets of the university. Overall, the Business Affairs office is responsible for ensuring that the institution applies sound and responsive business practices while adhering to all regulations, policies, procedures, and industry standards.

Purchasing and Contracting Services
Catherine Susman
Director
pcs.uoregon.edu
541-346-1255

Purchasing and Contracting Services develops strategies and leverages resources to acquire goods and services on behalf of the university. The office strives to obtain the best value and quality services for the university by fostering campus-wide collaboration on vendor contracts and by applying a wide range of procurement strategies. Staff members work proactively with the campus community to ensure that projects involving purchasing and contracting move smoothly from conception to completion.

Campus Operations
George Hecht
Associate Vice President for Campus Operations
campusops.uoregon.edu
541-346-2290

Campus Operations oversees the campus public works, facilities, and construction operations; the generation and distribution of utilities; and the stewardship of university grounds. The teams perform a wide variety of services, including facilities maintenance and repair, architectural design, minor and capital construction and renovation, property management, custodial services, landscaping and grounds maintenance, and moving services. Campus Operations staff members partner with a network of building managers to ensure the proper functioning and operation of spaces that house university students as well as faculty and staff members on both the main campus and in other locations. Staff members also play a critical role in various campus sustainability initiatives.
Office of the Vice President for Finance and Administration and Chief Financial Officer
(continued)

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

Campus Planning and Real Estate oversees the acquisition and creation of facilities and campus open spaces that support and enhance the teaching, research, and public service activities of the University of Oregon. In addition to real estate management and campus and project planning, the office ensures compliance with state, federal, and university regulations and standards, maintains a detailed inventory of university spaces, and provides guidance for responsible stewardship of campus lands and facilities. Professionals within the office are available for consultation in the earliest stages of idea development related to major renovation, capital construction, and real estate acquisition. They work proactively to ensure that these activities result in sustainable projects making optimal use of university resources.

Sustainability
Steve Mital
Director
sustainability.uoregon.edu
541-346-0709

The Office of Sustainability strives to reduce the university’s environmental footprint and raise awareness of environmental issues through policy and program development. The office monitors internal and external activities and plays an important coordinating role for the campus community. The office is a resource for grant opportunities, and manages sustainability-oriented internal grant programs that support faculty- and student-led initiatives to green research agendas, curriculum, and engagement opportunities. The director provides staff support to the Environmental Issues Committee, is a member of the Sustainability Council, and is actively engaged in Oregon University System initiatives.
Office of the Vice President for Finance and Administration and Chief Financial Officer
(continued)

Enterprise Risk Services
Andre Le Duc
Executive Director
ers.uoregon.edu
541-346-8316

The Enterprise Risk Services (ERS) unit provides a variety of services throughout the University of Oregon. While each ERS office fills a distinct role, the unit has a unified mission: to work collaboratively with campus and community partners to safeguard human health and reduce, through proactive actions, the university’s vulnerability to adverse conditions that have the potential to impact the university’s core mission of instruction, research, and public service. The unit provides leadership, technical expertise, and guidance to the university’s executive leadership and campus community on a variety of risk, prevention, and mitigation topics. The ERS offices—Emergency Management and Continuity, Environmental Health and Safety, and the Office of Risk Management—provide twenty-four-hour on-call response to support the UO Police Department, Campus Operations, Eugene Fire Department, and other campus partners in managing and resolving emergency situations. Below is a brief summary of the three offices:

- Emergency Management and Continuity (EMC): EMC manages, coordinates, and supports a variety of emergency planning, training, and exercising functions at the University of Oregon. Together, these functions ensure the university can protect against, respond to, recover from, and ensure continuity after natural- and human-caused emergencies.

- Environmental Health and Safety (EHS): EHS helps maintain a healthy and safe environment for the University of Oregon’s students, faculty and staff, and visitors. EHS staff members provide technical assistance and specialized knowledge; provide safety training; oversee compliance with applicable environmental, health, and safety laws, and rules and regulations; and work with the campus community to identify and resolve health, safety, and environmental issues.

- Office of Risk Management (ORM): ORM leads efforts to protect the University of Oregon’s assets by identifying, analyzing, and controlling exposures; mitigating risks; financing losses; and implementing and monitoring the risk management process. Specific functions handled by the Office of Risk Management include claims processing, workers’ compensation administration, and management of insurance policies.
Office of the Vice President for Finance and Administration and Chief Financial Officer
(continued)

Human Resources
Linda King
Associate Vice President for Human Resources
hr.uoregon.edu
541-346-2966

Human Resources manages a comprehensive employment program for classified employees, including employee and labor relations, recruitment and selection, classification and compensation. In addition, it offers a comprehensive range of services to faculty members, officers of administration, and classified staff members in all areas of the university, including benefits administration (medical, dental, retirement, and so forth), work-life resources and support, employee assistance program, employee recognition, and organizational development and training. The office also oversees the Vivian Olum Child Development Center, which provides child care services primarily for faculty and staff members.

Office of Institutional Research
JP Monroe
Director
ir.uoregon.edu
541-346-2085

Institutional Research provides management information and analytical support to the university’s decision makers, enhancing strategic planning and policy-making processes. The office serves as the chief information clearinghouse for the university, and conducts research on students as well as on faculty and staff members to promote on-going institutional evaluation and assessment. Institutional Research also fulfills the university’s compliance reporting requirements at both the federal and state levels.
Office of the Vice President for Finance and Administration and Chief Financial Officer
(continued)

Parking and Transportation Services
Gwen Bolden
Director
parking.uoregon.edu
541-346-5444

Parking and Transportation Services provides parking options and promotes transportation alternatives for faculty and staff members, students, and visitors at the University of Oregon. The department is responsible for managing and maintaining approximately 4,000 spaces, and more than fifty surface lots and facilities.

The department’s mission is to provide equitable and quality services within the scope of available resources. Its goal is to develop and improve transportation demand management by:

- Improving accessibility and mobility throughout a changing and complex university environment;
- Enhancing interaction with the community;
- Utilizing sustainable principles in meeting transportation demands; and
- Implementing and maintaining information and financial systems.

UO Police Department
Carolyn McDermed
Chief of Police
safetyweb.uoregon.edu
541-346-2919

The University of Oregon Police Department’s goal is to help create an exceptionally safe, secure campus for students as well as for faculty and staff members to focus on our core mission of instruction, research, and public service. UOPD operates twenty-four hours a day, year-round. Officers patrol the campus on foot, by bicycle, and by vehicle; and are responsible for campus safety, crime prevention, and law enforcement. UOPD serves campus with sworn police officers, as well as public safety officers, security officers, and civilian staff members in a variety of roles. For general information or routine service calls, call 541-346-2919. In emergencies, dial 9-1-1.

Printing and Mailing Services
Mark Dixon
Director
uopress.uoregon.edu
541-346-2432

Printing and Mailing Services embraces leading-edge technology to enhance the university’s academic stature with high-quality publications in a cost effective and responsive service environment. In addition to campus mail deliveries, the office also provides copyright clearance and course packet production, domestic and international mail service, and express delivery.
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?

You would contact the Graduate School:

- 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 and about academic and professional development workshops for students; and
- As a resource on trends in graduate education and for results on centrally administered graduate student exit and experience surveys.
Human Resources

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;
- Oregon University System (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.
Human Resources (cont.)

ASSOCIATED UNITS

Vivian Olum Child Development Center

Karen Logvin
Work-Life Resources Director

Carol Snead
Director of Vivian Olum Child Development Center

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.
Information Services

What does Information Services do?
Information Services is the central information technology unit for the university and provides campus-wide services such as usernames, passwords, and other account-related help; telephones and voicemail; Ethernet and Wi-Fi networking; e-mail and calendaring via Microsoft Exchange; a service desk and computer hardware repair shop; and administrative applications such as Banner ERP, Resource 25 room scheduling, and more. Information Services also 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 and CIO, who in turn reports directly to the senior vice president and provost.

Why would you contact this office?

Getting connected:
- Exchange-based e-mail, calendaring, and UO Webmail
- Duck ID and password help
- Ethernet and Wi-Fi networking

Technical support:
- Service desk
- Computer hardware repair service

Collaborate with colleagues:
- UO Blogs: blogs.uoregon.edu
- Secure file sharing via UO Docs: it.uoregon.edu/software/docs
- UO Wiki: wiki.uoregon.edu
- E-mail Lists: lists.uoregon.edu

Collect and analyze data:
- Qualtrics web-based survey software: Oregon.qualtrics.com
- Licensed software, such as ESRI GIS, Mathematica, MATLAB, SAS, SPSS, and more: it.uoregon.edu/software/list

High performance computing:
- ACISS, the university's supercomputer
- Access to NSF's XSEDE: www.xsede.org
- High-speed (10Gbs) network connection to Internet2
Innovation Partnership Services

What does Innovation Partnership Services do?

Innovation Partnership Services (IPS) facilitates and supports relationships between UO researchers and members of the public and industry involving use, development, or investment in UO innovation as well as industry-sponsored research. IPS makes these connections throughout the research and commercialization cycle by facilitating industry-sponsored research and providing licenses or permission to the intellectual property rights in UO innovation. IPS works collaboratively with UO staff and faculty members as well as 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?

You would contact IPS for:

- Intellectual property plans and innovation management;
- Liaison for industry research engagement;
- Negotiation of industry-sponsored research agreements;
- Development of research service agreements;
- Material transfer agreements;
- Data use agreements;
- Confidentiality agreements;
- Reporting innovation (inventions) to NSF, NIH, and other research sponsors;
- Licensing intellectual property; and
- Forming a startup company.
Office of International Affairs

What does the Office of International Affairs do?
The Office of International Affairs (OIA) is composed of a central administrative team and five programmatic units (International Student and Scholar Services, Study Abroad, AHA International, the Mills International Center, and the Global Studies Institute, which includes four direct-reporting research centers [Confucius Institute, Center for Asian and Pacific Studies (CAPS), Center for Applied Second Language Studies (CASLS), and the Gabon-Oregon Center]), and a series of coordinating linkages to a wide range of internationally oriented research, teaching, outreach, and programming units across campus. The Office of International Affairs is charged with coordinating university-wide international strategy and programming, offering programs and services for international students and faculty members, and administering study-abroad programs and exchanges.

Why would you contact this office?
You would contact International Affairs for:

- 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.

ASSOCIATED UNITS

Center for Asian and Pacific Studies (CAPS)
Jeff Hanes
Director

Center for Applied Second Language Studies (CASLS)
Julie Sykes
Director

Confucius Institute
Ina Asim
Executive Director

Gabon-Oregon Center
Global Oregon
Sheila Bong
Program Director

Mills International Center
Sonja Rasmussen
Coordinator

Personnel

Abe Schafermeyer
Director of International Student and Scholar Services

Stephen Wooten
Interim Director, Study Abroad Programs

Kathy Poole
Executive Director of AHA

Chakris Kussalanant
Director, Marketing and Communications

Nancy O’Brien
Executive Assistant to the Vice Provost

Cathy Method
Executive Assistant, Special Projects

Janis Brew
Business Manager

Dennis Galvan
Vice Provost for International Affairs
international.uoregon.edu
541-346-5851
Lesbian, Gay, Bisexual, Transgender Education and Support Services Program

What does the LGBTESSP do?
The Lesbian, Gay, Bisexual, Transgender Education and Support Services Program (LGBTESSP) provides education and support that enhances the academic and personal growth of lesbian, gay, bisexual, transgender, queer, questioning, intersex, and allied students, faculty and staff members, 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 as well as faculty and staff members who offer antihomophobia and anti–gender bias workshops in classes and other settings;
- For information about domestic partner benefits and tax-related policies; and
- To cosponsor events, speak in classes and department meetings, and offer time for coffee and connections with a wonderful campus community.
UO Libraries

What do the 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 UO Libraries employ approximately eighty professionals—many of whom serve as liaisons to the academic departments.

Why would you contact this office?
You should contact the UO Libraries for:
- Purchasing or licensing new resources for the collection,
- Incorporating library research methods or resources into a course,
- Learning about the Blackboard™ course management system,
- Creating and managing digital objects,
- Scheduling video production or teleconferencing support,
- Receiving training and consultation on classroom technology,
- Managing assigned readings for courses,
- Receiving publishing services, (e.g., hosting an open-access journal),
- Consultation regarding projects requiring instructional design,
- Publishing works in Scholars’ Bank, an open-access repository, and
- Consultation regarding data management and archiving issues.

ASSOCIATED UNITS

Center for Media and Educational Technologies
Helen Chu
Director of Academic Technology
library.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 members also assist with proposal and budget development for sponsored projects involving media production and distribution.
Special Collections and University Archives

James Fox
Head
library.uoregon.edu/speccoll/index.html
541-346-3068

Special Collections and University Archives holds more than 3,000 collections; more than a million items ranging from medieval codices and rare books to literary and historical manuscripts, university archives, original art, photographs, architectural drawings, and ephemera. The department preserves regional history, provides curriculum support, and assists amateur and scholarly researchers in many fields.

Digital Scholarship Center

Karen Estlund
Head
digitalscholarship
library.uoregon.edu/digitalscholarship
541-346-1854

The Digital Scholarship Center (DSC) collaborates with faculty members and students to transform research and scholarly communication using new media and digital technologies. Based on a foundation of access, sharing, and preservation, the DSC provides digital asset management, digital preservation, training, consultations, and tools for digital scholarship.

Network Startup Resource Center

Steven Huter
Director
nsrc.uoregon.edu
541-346-3547

A partnership of the UO Libraries, the Network Startup Resource Center (NSRC) provides technical advice and engineering assistance in developing regions, especially to academic and research institutions and nongovernmental organizations. The NSRC works with UO faculty members to explore common interests in these regions as part of the UO’s international programs.
Printing and Mailing Services

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 and 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 members are 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?
You would contact Printing and Mailing Services for:

- 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.

ASSOCIATED UNITS

Copyright Clearance Office
Kati Kronholm
Coordinator
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 members 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 obtain permissions for, faculty publications, seminar and conference materials, and even websites.
Office of the Registrar

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 and 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 and other FERPA questions;
- Faculty policy regarding final exams, grading, grade changes, incompletes, graduation requirements, or other academic questions regarding student records and registration (use the A-Z index on our website);
- 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)

TBA
Assistant Registrar (Transfer Articulation, Degree Audits, Graduation)

Scott Morell
Assistant Registrar (Registration and Academic History)

Laura Jacek
Assistant Registrar (Course Evaluations)

Kathleen Birkholz
Assistant Registrar (FERPA)

Julie Schulte
Assistant Registrar (Technology)

Chris LeBlanc
Assistant Registrar (Technology)
Research Compliance Services

What does Research Compliance Services do?
Research Compliance Services (RCS) serves to support and protect the interests of faculty and staff members, students, and the university in research compliance matters through guidance, education, and technical assistance. A culture of research compliance enables and encourages innovation, promotes 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?
You would contact RCS for:

- Assistance in the completion of federally mandated financial conflict of interest disclosures, and help developing plans that manage or eliminate potential or actual conflicts;
- Concerns involving potential research misconduct;
- Questions about human subject research, and assistance in preparing human subjects protocol documentation;
- Training and education in research ethics and research compliance, including post approval monitoring (PAM) of research protocols; and
- Translation of new legislation and regulatory requirements into compliant university policies and procedures.

ASSOCIATED UNITS

Animal Care Services
Monte Matthews
Director
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 or educational activities.

Environmental Health and Safety
Gwynne Daniels
Director
ehs.uoregon.edu
541-346-3192
Environmental Health and Safety supports the safe use of biological, chemical, and radiological materials at the university, and staffs specialists in those areas and in general laboratory safety.
Research Development Services

What does Research Development Services do?
Research Development Services (RDS) provides services to faculty members, individually and in teams, who are seeking support for externally funded research. Services include dissemination of funding opportunities, management of the 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?
You would contact RDS for:
- 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 grant writing; and
- Assistance with nontechnical aspects of proposals.

ASSOCIATED UNITS

Sponsored Projects Services
orsa.uoregon.edu
541-346-5131

The following pre-award activities are handled through Sponsored Project Services (SPS) (see full entry, p. 35):
- 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.
Office for Research, Innovation, and Graduate Education

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 twenty interdisciplinary research centers and nine research core facilities. RIGE emboldens innovation and economic development through strategic partnering and technology transfer.

Why would you contact this office?
Primary topics of interest for RIGE include:

- 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,
- 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.

ASSOCIATED UNITS

Graduate School (See p. 20)
Research Development Services (RDS) (See p. 32)
Sponsored Project Services (SPS) (See p. 35)
Research Compliance Services (RCS) (See p. 31)
Innovation Partnership Services (IPS) (See p. 24)
UO Research Centers and Institutes
See individual listings in the orientation guide or visit uoresearch.uoregon.edu for additional information.
**Senior Vice President and Provost**

**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 members may wish to bring them to the senior vice president and provost.
Sponsored Project Services

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?
You would contact SPS for:
- 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 subagreement preparation and authorized signature; interpretation and application of agency regulations; administrative changes and approvals; financial reporting and billings; final award closeout; audit responses.
- Information dissemination and training: provide pertinent and current information related to grants administration through workshops, meetings, website, and listserv for faculty and staff members.

ASSOCIATED UNITS

Research Development Services
Lynn Stearney
Director
rfd.uoregon.edu
Research Development Services (RDS) provides a variety of services to faculty members seeking support for research, performance, public service, and scholarly projects. (See full entry, p. 32)

Research Compliance Services
Sheryl Johnson
Associate Director
orcr.uoregon.edu
Research Compliance Services (RCS) supports and protects the interests of the university, faculty and staff members, and students in research compliance matters through guidance, education, and technical assistance. (See full entry, p. 31)
Innovation Partnership Services
Chuck Williams
Assistant Vice President for Innovation
techtran.uoregon.edu

Innovation Partnership Services (IPS) partners with UO innovators, the public, and industry to accelerate the adoption of innovations derived from UO research and education. (See full entry, p. 24)
**Division of Student Affairs**

**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-plus 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 members who have policy and educational questions regarding students or the student experience should feel free to contact the vice president for student affairs.

Faculty and staff members who have questions or issues regarding students should contact the Office of the Dean of Students (DOS). Staff members 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.

**ASSOCIATED UNITS**

**Career Center**

Daniel Pascoe-Aguilar  
Director  
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.

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Robin Holmes  
Vice President for Student Affairs  
studentaffairs.uoregon.edu  
541-346-1137  

**Personnel**

Mike Eyster  
Associate Vice President  

Kathie Stanley  
Assistant Vice President and Chief of Staff  

Paul Shang  
Assistant Vice President and Dean of Students  

Shannon A. Rose  
Executive Assistant to the Vice President and Dean of Students  

Brenda Porter  
Executive Assistant to the Chief of Staff
Division of Student Affairs
(continued)

University Counseling and Testing Center

Shelly Kerr
Director
counseling.uoregon.edu
University Counseling Center 541-346-3227
University Testing Center 541-346-3230

The University 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 and staff members, students, and parents. The University Testing Center provides computer-based testing and national testing (e.g., GRE, LSAT, MCAT), placement testing, and accommodated testing for students with disabilities. University Testing Center staff members also collaborate with staff and faculty members regarding accommodated testing and placement testing.

Erb Memorial Union

Laurie Woodward
Director
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, and 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. The EMU is embarking on an extensive expansion and renovation project that will commence in spring 2014.
Division of Student Affairs
(continued)

Holden Center
Rian Satterwhite
Director
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.

Office of the Dean of Students
Paul Shang
Dean of Students
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 and faculty members, 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 and the UO Parents Association; Lesbian, Gay, Bisexual, and Transgender (LGBT) Education Support; Honors and Awards, Sexual Assault Prevention and Education; Student Conduct and Community Standards; and Substance Abuse Prevention and Education. (See full entry, p. 11)
Division of Student Affairs
(continued)

Physical Education and Recreation

Kevin Marbury
Director
perec.uoregon.edu
541-346-1056

Physical Education and Recreation (PE and Rec) provides opportunities that enhance the quality of life for all students through a state-of-the-art recreation center, physical activity programs, and noninstructional recreation activities that focus on health and fitness, outdoor pursuits, aquatics, sports, structured intramurals, and open recreation. Additionally, PE and 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. The Student Recreation Center has begun an extensive renovation and expansion project. For more information, see renovation.uoregon.edu.

University Health Center

Mike Eyster
Director
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.

University Housing

Michael Griffel
Director
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 nontraditional 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 Lori Lander at 541-346-4277.
Student Conduct and Community Standards

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 and for internships, scholarships, study abroad, and so forth. 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.

ASSOCIATED UNITS

Office of the Dean of Students
Chicora Martin
Assistant Dean of Students
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. 11)
Teaching Effectiveness Program

What does the Teaching Effectiveness Program do?
The Teaching Effectiveness Program (TEP), a unit of the University Teaching and Learning Center, supports the UO’s instructional faculty across rank and discipline, building an imaginative, resourceful, and connected campus-wide teaching culture. It creates occasions for faculty members to develop and refresh their pedagogy in dialogue with one another, and to engage with campus, national, and scholarly conversations about higher education. It offers individual consultations, an e-newsletter, and an annual workshop and event series.

Why would you contact this office?
You would contact this office to:
- Consult confidentially about a teaching dilemma,
- Experiment with educational technologies,
- Find an outlet to share your teaching ideas with the wider community,
- Request a class observation or videotaping, or
- Build a teaching development program for your graduate students or plan a department meeting about an issue in teaching.

ASSOCIATED UNITS

University Teaching and Learning Center
Susan Lesyk
Director
tlc.uoregon.edu
541-346-3226

The University Teaching and Learning Center (TLC) provides programs and services to support the professional development of instructional faculty members (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.
Division of Undergraduate Studies

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 preprofessional 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 members, and a coherent approach to general education.

Why would you contact this office?
You would contact Undergraduate Studies for:
• First-Year Programs: Freshman Interest Groups and Freshman Seminars;
• Academic Advising;
• Disability Services; and
• Teaching improvement opportunities.

ASSOCIATED UNITS

Office of Academic Advising
Jennifer Joslin
Director
advising.uoregon.edu/
541-346-3211

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

Accessible Education Center
Hilary Gerdes
Senior Director
aec.uoregon.edu
541-346-1155

The Accessible Education Center (AEC) focuses on student access and engagement, inclusive or universal design initiatives, and technology access and usability. The AEC serves as a primary resource for faculty members in their interactions with students who require special assistance and accommodation to maximize their learning experience. (See full entry, p. 6)
Division of Undergraduate Studies
(continued)

University Teaching and Learning Center
Susan Lesyk
Director
tlc.uoregon.edu
541-346-2177

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

First-Year Programs
Marilyn Linton
Director
firstyear.uoregon.edu
541-346-1241

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

- Freshman Interest Groups (FIGs)—collaborate with a colleague in another department; and
- Freshman Seminars—explore a special research topic with a small class of students.

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.
University Advancement

What does University Advancement do?

University Advancement creates awareness and generates support for the university’s teaching, research, and public service missions. This division comprises nine organizational areas that provide services and support for schools and colleges as well as university programs.

Advancement units collaborate on major university initiatives such as comprehensive fundraising campaigns, coordinated communications efforts, advocacy, major university events, and other projects.

Why would you contact this office?

You would contact University Advancement for:

- Assistance with external affairs including fundraising and donor relations, alumni relations, media relations, marketing and communications, community relations (including Portland), governmental relations, and certain university events.
- 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.

What does University Development Do?

giving.uoregon.edu

As part of University Advancement, University Development sustains and enhances excellence at the University of Oregon by securing and stewarding philanthropic gifts, raising funds from private sources to fund priorities outlined by the university’s faculty and administrative leadership.

University Development aids the entire university community by coordinating fundraising priorities, goals, and plans; and providing recommendations and counsel for implementing development activities university-wide.

ASSOCIATED UNITS

Advancement Operations

Heather Brown
Senior Director, Advancement Operations, and Chief of Staff

This unit manages and provides strategic leadership to administrative and program services in support of the university-wide advancement efforts. Programs include events volunteer coordination; prospect development, management and analytics; budget and personnel services; facilities and IT services.
University Advancement
(continued)

Major Gifts Development
Paul Elstone
Associate Vice President, Development

This unit builds relationships with donors and friends, working to match the interests of our donors with the priorities and strengths identified by the university’s leadership. Private gifts are crucial for assuring student access, developing the campus infrastructure, and maintaining excellence in teaching, research, and outreach programs.

- For opportunities and needs in your area, contact your dean 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.
- If you would like information about including the university in an estate plan, contact the Office of Gift Planning, 541-346-1687.

International Advancement
John Manotti
Assistant Vice President for International Advancement

This unit creates and builds long-term sustainable international partnerships with UO alumni, parents, corporate partners, and sovereign nations.

Annual and Regional Advancement and Executive Director of the UOAA

This unit connects and involves UO alumni, parents, and friends with the university and each other, and manages annual fundraising efforts for the university.

- If you would like to make a gift, visit giving.uoregon.edu or contact the Annual Giving Program, 541-346-1676.

State and Community Affairs

This unit coordinates the university’s legislative and advocacy efforts, communicates the university’s impact, and builds relationships with individuals, communities, public institutions, governmental agencies, and businesses.

- Contact this office for assistance if you would like to meet with or host the governor or members of the Oregon Legislative Assembly.
University Advancement
(continued)

Federal Affairs
Betsy Boyd
Associate Vice President for Federal Affairs
gcr@uoregon.edu

Federal Affairs coordinates the activities of the university on matters relating to the federal government and Congress. Staff members coordinate development and implementation of the university’s federal legislative agenda; work with higher education associations to monitor federal legislation and budget activity; assess potential implications and opportunities; and serve as the liaison between the university and the U.S. Senate and Congress, the Oregon congressional delegation, congressional committees, and federal agencies (working closely with the UO Office of the Vice President for Research, Innovation, and Graduate Education).

- Contact this office for assistance if you would like to meet with or host a U.S. representative or senator.

Communications, Marketing, and Brand Management
Tim Clevenger
Associate Vice President for Communications, Marketing, and Brand Management
des.uoregon.edu
uomarketing.com
uonews.uoregon.edu
digital.uoregon.edu
kwax.com
oregonquarterly.com

This unit positions the UO as a premier public research university, manages the university’s brand with both internal and external audiences, and enhances its reputation by communicating the university’s strengths and contributions to society. This area includes Design and Editing Services, Development Communications, Marketing and Brand Management, Strategic Communications (media and public relations; research and science communications; internal and campus communications, digital and social media), KWAX-FM, and Oregon Quarterly, the university’s award-winning magazine.

UO Alumni Association
Tim Clevenger
Executive Director and Associate Vice President for Alumni Affairs (acting)
uoalumni.com

The University of Oregon Alumni Association serves as the 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 Advancement
(continued)

Jordan Schnitzer Museum of Art
Jill Hartz
Executive Director
jsma.uoregon.edu/faculty-students
541-346-0673

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 members include class visits and research opportunities.

Portland Advancement
Candace Horter
Assistant Vice President
pdx.uoregon.edu
503-412-3696

The 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.
Get Connected

UO Technology

UO employees use e-mail, 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 members 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 six digits with a minimum one alpha and one numeric, case sensitive.
  - Manage your PAC in DuckWeb at duckweb.uoregon.edu.
- DuckID and Password to access e-mail, Blackboard™, and other services
  - The DuckID is the UO e-mail address when followed by @uoregon.edu.
  - Passwords must be at least eight digits, with a minimum one alpha and one 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 his or her PAC, he or she must stop by the Office of Unclassified Personnel Services (677 E. 12th Avenue, Suite 400) with photo identification to have the PAC reset.
- 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.
Get Connected
(continued)

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 e-mail at helpdesk@uoregon.edu, or 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 percent or more for at least ninety 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 thirty 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 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 set up departmental access. If you are creating a course packet, the Copyright Clearance office will handle logistics for you. See uopress.uoregon.edu/copyright.html.

DuckWeb

DuckWeb is at duckweb.uoregon.edu. All faculty members 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 members may also have access to a Student Advising Menu.
Get Connected
(continued)

E-mail

Your DuckID is your e-mail username, meaning your e-mail address is DuckID@uoregon.edu. The UO offers web-based e-mail 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 the UO Police Department’s Parking and Transportation office to get your keys. A small deposit is required for each key. The Department of Parking and Transportation is at 1401 Walnut Street, on the corner of Franklin Boulevard and Walnut Street, east of the Romania Building.

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 Department of Parking and Transportation at 541-346-5444.

Photos

Faculty and staff members needing photographic portraits for work-related purposes may obtain them by participating in the photo sessions scheduled semiannually by the UO Libraries at Knight Library. It also may be possible to arrange a special photo shoot at another location. For more information, contact Lesli Larson at 541-346-1946 or e-mail her at lalarson@uoregon.edu.
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 Department 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.

E-mail and Blackboard™ Access Timeline

Tenure-Related Faculty Members:

- Blackboard™ and e-mail, one term prior to start of appointment

Non-Tenure-Track Faculty Members:

- Blackboard™, one term prior to affiliation; e-mail, two weeks prior to appointment
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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<tbody>
<tr>
<td>AAA</td>
<td>School of Architecture and Allied Arts</td>
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<tr>
<td>AAEO</td>
<td>Office of Affirmative Action and Equal Opportunity</td>
</tr>
<tr>
<td>AAU</td>
<td>Association of American Universities</td>
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<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>
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<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>
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<tr>
<td>CAPS</td>
<td>Center for Asian and Pacific Studies</td>
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<tr>
<td>CAS</td>
<td>College of Arts and Sciences</td>
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<tr>
<td>CMET</td>
<td>Center for Media and Educational Technologies</td>
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<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>
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<tr>
<td>DTA</td>
<td>Distinguished Teaching Awards</td>
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<tr>
<td>ECS</td>
<td>Electronic Curriculum System</td>
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<tr>
<td>EHS</td>
<td>Environmental Health and Safety</td>
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<tr>
<td>EOU</td>
<td>Eastern Oregon University (La Grande)</td>
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<td>FAC</td>
<td>Faculty Advisory Council</td>
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<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
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<td>FIG</td>
<td>Freshman Interest Group</td>
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<td>FOIA</td>
<td>Freedom of Information Act</td>
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<td>FPC</td>
<td>Faculty Personnel Committee</td>
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<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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<td>IR</td>
<td>Institutional Research</td>
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<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
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<tr>
<td>IS</td>
<td>Information Services</td>
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<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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</tbody>
</table>
MNCH  Museum of Natural and Cultural History
NTTF  Non-Tenure-Track Faculty
OA  Officer of Administration
OAR; ORS  Oregon Administrative Rules; Oregon Revised Statutes
OIEI  Office of Institutional Equity and Inclusion
OIT  Oregon Institute of Technology (Klamath Falls)
ONAMI  Oregon Nanoscience and Microtechnologies Institute
OSU  Oregon State University (Corvallis)
OTracI  Oregon Translational Research and Drug Development Institute
OUS  Oregon University System
P&T  Promotion and Tenure
PEBB  Public Employees’ Benefit Board
PERS  Public Employees Retirement System
PRF  Payroll Request Form
PSU  Portland State University (Portland)
RCM  Responsibility Centered Management (UO budget model)
RCS  Research Compliance Services
RIGE  Office of Research, Innovation, and Graduate Education
SOJC  School of Journalism and Communication
SOMD  School of Music and Dance
SOU  Southern Oregon University (Ashland)
TEP  Teaching Effectiveness Program
TLC  Teaching and Learning Center
TRP  Tenure Reduction Program
UMRP  Underrepresented Minority Recruitment Program
UOCC  UO Committee on Courses
UOEM  UO Emergency Management
UPS  Unclassified Personnel Services
VPFA  Office of the Vice President for Finance and Administration
WLA  World Languages Academy
WOU  Western Oregon University (Monmouth)
Teaching and Learning Center

What does the Teaching and Learning Center do?

The Teaching and Learning Center (TLC) provides students and faculty with a wide range of programs and services to support and enhance UO’s teaching and learning culture. TLC offers classes and workshops on improving learning skills and academic performance; arranges tutoring in many lower-division courses; houses the math and writing tutoring labs; and coordinates a number of programs designed to boost undergraduate achievement, including the PathwayOregon Program, the Health Professions Program, Student Support Services, and the McNair Scholars Program.

Faculty are invited to consult TLC’s Teaching Effectiveness Program (TEP) on course design and classroom issues and attend events ranging from mastering nuts-and-bolts teaching skills to topics of pressing interest to our campus community.

Why would you contact this office?

You should refer students to the Teaching and Learning Center if you believe they would like to:

- Develop strategies for more effective learning,
- Improve their academic writing,
- Gain test-preparation and test-taking techniques,
- Increase confidence and skills for successful class participation, and
- Improve their overall academic performance.

You should contact the Teaching and Learning Center if you would like to:

- Consult confidentially about a teaching concern,
- Forge a multidisciplinary teaching community with other teaching scholars,
- Experiment with new educational technologies,
- Contribute to timely conversations about higher education, and
- Boost your satisfaction with university teaching.

Personnel

Lee Rumbarger
Director, Teaching Effectiveness Program, TLC

Amy Nuetzman
Assistant Director, TLC

Kim Lilley
Office Manager, TLC

Susan Lesyk
Director
http://tlc.uoregon.edu
541-346-3226