

TIMELY TOPICS

SPRING 2023



UConn
THE GRADUATE SCHOOL

TIMELY TOPICS

Timely Topics is a series of opportunities to engage with subject matter experts on topics relevant to those who support and advise graduate students and programs. We offer two tracks for this series: one designed for faculty and one designed for faculty who hold an administrative role and staff, however every session is available to anyone interested in joining. All sessions will be held as a WebEx meeting. Links for each meeting will be sent directly to registrants and follow up materials will be posted on our website. Slides, recordings, and resources from past sessions can always be found at The Graduate School's Timely Topics webpage.

REGISTRATION

All sessions will be held via WebEx. To register for any of this semester's Timely Topics series, click the button below.

REGISTRATION

CONTACT

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THE GRADUATE SCHOOL

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grad.uconn.edu/timely-topics

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UPCOMING PROGRAMS

SETTING UP FOR SUCCESS: RECRUITMENT, OFFER LETTERS, AND HIRING OF GAs

ADMINISTRATIVE TRACK

The goal of this session is to provide you with everything you need to know about GAs upfront as you recruit incoming grads and prepare to reappoint continuing GAs. We will cover identifying eligible grads, including how to determine stipend level, what information needs to be in the offer letter (and what shouldn't be in there), and more. We'll also go over the recent changes to the offer letter templates and how the English Proficiency Policy for TAs intersects with payroll so that departments can communicate with their GAs and plan accordingly. Anyone involved in the recruitment or hiring process for GAs may find this session helpful. Please feel free to bring any GA-related questions you might have!

DATE: Thursday, January 26, 2023

TIME: 11:00 AM - 12:00 PM

FACILITATOR:

Megan Petsa - Director of Graduate Student Administration, The Graduate School

ADVISING AND MENTORING HISTORICALLY EXCLUDED OR RACIALLY OPPRESSED GRADUATE STUDENTS

FACULTY TRACK

From a deficit perspective, we, as faculty and staff, are not all humanizing the graduate school experience in ways that are culturally responsive or inclusive. From an asset perspective, we have a lot of room for growth to help retain minoritized scholars and continue to help their development and success as professional researchers and members of society. Join us for a conversation that looks at both sides of the coin and leave with action items and ideas to make change.

DATE: Thursday, February 2, 2023

TIME: 1:00 PM - 2:00 PM

FACILITATORS:

David G. Embrick - Associate Professor in Sociology and Africana Studies & Office for Diversity and Inclusion (ODI) Affiliate

Stephany Santos - Assistant Professor in Residence, Biomedical Engineering & Office for Diversity and Inclusion (ODI) Affiliate





COMMUNITY ENGAGED SCHOLARSHIP

FACULTY TRACK

Rosa Raudales, Director of the Office of Outreach & Engagement, will introduce the concept of Community Engaged Scholarship. Dr. Wagstrom will describe the value of partnering with communities to advance research. She will talk about how engaged scholarship is a tool and an opportunity to teach, mentor graduate students, advance science, and have an impact on the community. Join this conversation to get ideas on how you can integrate community engagement with your scholarship!

DATE: Thursday, February 16, 2023

TIME: 11:00 AM - 12:00 PM

FACILITATORS:

Rosa E. Raudales, Director of Outreach & Engagement and Associate Professor in Plant Science and Landscape Architecture

Kristina Wagstrom, Eversource Energy Associate Professor of Environmental Engineering Education

GRADUATE STUDENTS AND SPECIAL PAYROLL

ADMINISTRATIVE TRACK

The Special Payroll Team will be presenting information on processing deadlines, appointment titles, and related policies for hiring graduate students on Special Payroll for Summer 2023. This training session will provide departments with information to efficiently and effectively submit all Summer 2023 graduate student hire requests on Special Payroll. Special attention will be given to international students completing their degrees during Summer 2023.

DATE: Thursday, February 23, 2023

TIME: 11:00 AM - 12:00 PM

FACILITATORS:

Arthur Galinat - Director, International Student and Scholar Services

Heather Souer - Human Resources

Hannah Traynor - Human Resources





NEURODIVERSITY AND THE ADVISOR/ADVISEE RELATIONSHIP: SUPPORTING AND EMPOWERING NEURODIVERSE GRAD STUDENTS (IN STEM AND BEYOND)

FACULTY TRACK

In this session, we will discuss our findings from a series of focus groups centered around the experiences of neurodiverse graduate students in STEM programs and, specifically, the impact their advisors have on their experience. In this discussion, you will learn more about ways to support and empower neurodiverse graduate students in their programs.

DATE: Thursday, March 2, 2023

TIME: 1:00 PM - 2:00 PM

FACILITATORS:

Alexandra Hain - Assistant Professor, Civil and Environmental Engineering

Connie Syharat - Research Assistant and INCLUDE Project Manager

SUPERVISING GRADUATE ASSISTANTS

FACULTY TRACK

Join us for a facilitated dialogue around Graduate Assistant supervision. We will discuss the intersection of the employee role and the academic role, approaches to address employee performance and misconduct, and ways to connect a struggling GA with assistance and support. We will discuss conversation starters, tools available to you, how to refer to resources, and how to document conversations.

DATE: Thursday, March 9, 2023

TIME: 11:00 AM - 12:00 PM

FACILITATORS:

Cinnamon Adams - Director of Graduate Student and Postdoctoral Support, The Graduate School

Alison Cutler - Labor Relations Associate, Labor and Employment Attorney, Office of Faculty & Staff Labor Relations

Megan Petsa - Director of Graduate Student Administration, The Graduate School





GRADSLATE CRM OVERVIEW

ADMINISTRATIVE TRACK

The GradSlate system contains tools which can help your graduate recruitment and admissions efforts beyond reading and processing applications. Join this session to get an overview of Slate's CRM (customer relationship management) tools which can help you collect information, communicate, and facilitate connection with potential inquiries and applicants. Tools include: email campaigns, email mailing lists, event registration, inquiry forms, and utilizing the Person Record.

DATE: Thursday, March 30, 2023

TIME: 11:00 AM - 12:00 PM

FACILITATOR:

Marie LeBlanc - Director of CRM, The Graduate School

WORKFLOW AND TOOLS WHEN RECRUITING & HIRING GRADUATE ASSISTANTS FOR NON-ACADEMIC UNITS

ADMINISTRATIVE TRACK

Graduate students have a wealth of knowledge and skills that make them incredible assets as Graduate Assistants (GAs). As more non-academic units offer graduate assistantship positions than ever before, The Graduate School and the Center for Career Development are partnering to offer guidance on what non-academic units should take into consideration when recruiting and hiring a GA, including best practices for creating a job description that will attract a strong applicant pool, how to advertise open GA positions, and how to handle the administrative and payroll aspects of appointing a GA in a non-academic unit. Any non-academic unit that currently hires or is considering hiring a GA will find this session valuable.

DATE: Thursday, April 13, 2023

TIME: 1:00 PM - 2:00 PM

FACILITATORS:

Kay Kimball Gruder - Associate Director, Graduate Student & Postdoc Career Programs and Services, Center for Career Development (Storrs)

Megan Petsa - Director of Graduate Student Administration, The Graduate School



GRADUATE ADMISSIONS 2022-2023 CYCLE DEBRIEF

ADMINISTRATIVE TRACK

Join the Graduate Admissions and GradSlate teams to debrief the recent admissions cycle and hear updates regarding the next cycle. We will go over changes and best practices for graduate admissions, and we will preview and request feedback on new developments. Please bring your observations, questions, and items for your “wish list”.

DATE: Thursday, May 18, 2023

TIME: 11:00 AM - 12:00 PM

FACILITATORS:

Holly Brunette - Graduate Admissions
Meg Drakos - Graduate Admissions
Shirley Fiasconaro - Graduate Admissions
Marie LeBlanc - Slate Core Team
Lisa Pane - Slate Core Team
Sarah Shore - Graduate Admissions

PREPARING FOR FALL: GRADUATE ASSISTANT PAYROLL PROCEDURES

ADMINISTRATIVE TRACK

This session will outline everything you need to know to successfully process graduate payroll transactions for this fall. We'll cover SmartHR templates, important dates and deadlines, outline the payroll audit process, and discuss the most common mistakes and ways to prevent them. This session will also share detailed information about the role and importance of the Supplemental Description of Duties Form and will provide an overview of GA health insurance and information departments should be aware of to best help their GAs transition into their employee role.

DATE: Thursday, June 1, 2023

TIME: 1:00 PM - 2:30 PM

FACILITATORS:

Alison Cutler - Labor Relations Associate, Labor and Employment Attorney, Office of Faculty & Staff Labor Relations
Megan Petsa - Director of Graduate Student Administration, The Graduate School
Joanna Smith - Team Lead Benefits & HR Services
Gena Twarz - Graduate Payroll Manager, Payroll Department

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