

TIMELY TOPICS

Spring 2025 Faculty & Administrative Tracks



TIMELY TOPICS

Timely Topics is a series of opportunities to engage with subject matter experts on topics relevant to graduate education. Every session is open to all who wish to attend, however, The Graduate School highlights three tracks (student, faculty, and administrative) to help registrants identify which sessions may be most relevant to their interests. This flyer includes sessions designed for faculty and for staff and faculty who hold an administrative role. Sessions for the student track are listed on the [Timely Topics](#) webpage, along with slides, recordings, and resources from past sessions.

REGISTRATION

All sessions are virtual. To register for any of this semester's Timely Topics sessions, click the registration link below.

[REGISTRATION](#)

AT A GLANCE

FACULTY TRACK

- Part 1: AI is Here to Stay...Now What? A Conversation (February 6)
- Part 2: AI is Here to Stay...Now What? A Conversation (February 13)
- Having That Difficult Conversation with Your Graduate Advisee (March 6)*
- Strength-based Advising for Neurodiverse Graduate Students (March 27)*
- Inclusive Career Conversations: Reducing Implicit Bias in our Formal and Informal Conversations (April 10)

ADMINISTRATIVE TRACK

- Setting Up For Success: Recruitment, Offer Letters, and Hiring of GAs (January 30)
- Graduate Students and Summer: What You Need to Know About Special Payroll, Funding, and Summer Graduations (February 20)
- Having That Difficult Conversation with Your Graduate Advisee (March 6)*
- Strength-based Advising for Neurodiverse Graduate Students (March 27)*
- Graduate Admissions 2024-2025 Cycle Debrief (May 15)
- Preparing for Fall: Graduate Assistant Payroll Procedures (May 29)

**session appears on multiple tracks*

CONTACT

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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 recent updates to the templates, resources TGS provides to help you with these processes, and more. Anyone involved in the recruitment or hiring process for GAs may find this session helpful. Bring any GA-related questions you might have!

DATE: Thursday, January 30, 2025

TIME: 11:00 AM - 12:30 PM

FACILITATOR:

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

PART 1: AI IS HERE TO STAY...NOW WHAT? A CONVERSATION

FACULTY TRACK

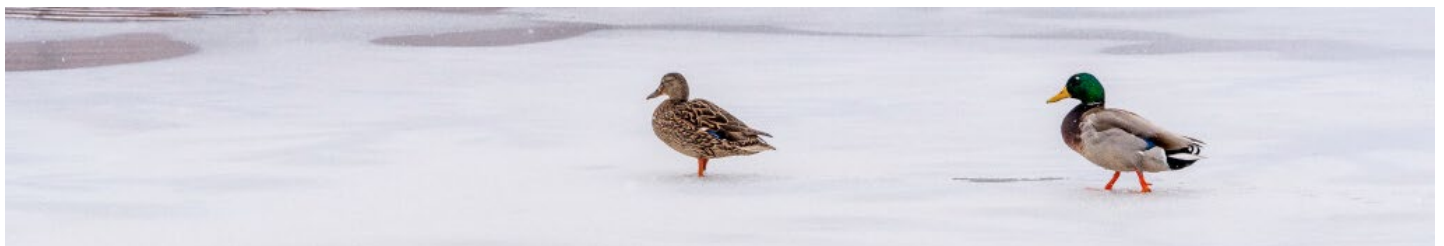
How comfortable are you using AI? Are you familiar with the ways AI can benefit research and the classroom experiences of your graduate students? AI is here to stay, now what? This two-part Timely Topic mini-series will focus on AI use in higher education classrooms and research. Part 1 will provide a definition of what generative artificial intelligence is and the benefits and the challenges of integrating AI in teaching and research. We will discuss best practices in in how to present opportunities for AI use in teaching and learning and explore Babbidge Library's AI resources for faculty and staff. Finally, the discussion will cover the importance of articulating our AI policy in courses syllabi/research expectations.

DATE: Thursday, February 6, 2025

TIME: 11:00 AM - 12:00 PM

FACILITATORS:

Erica Charis-Molling, Instructional Design and Learning Librarian, Homer Babbidge Library,
Kimberly Curry, Director of Graduate Student and Postdoctoral Support, The Graduate School
& **Tina Huey**, Associate Director for Faculty Development, Center for Excellence in Teaching and Learning





PART 2: AI IS HERE TO STAY...NOW WHAT? A CONVERSATION

FACULTY TRACK

This Timely Topic will explore the impact of AI use through the lens of equitable access and fairness in higher education. Specifically, we will explore the impact of restricting AI, especially the impact of restriction on non-native English-speaking scholars. Finally, we will review The Graduate School Academic, Scholarly, and Professional Integrity and Misconduct (ASPIM) Policy to foster greater understanding of how to report Scholarly Misconduct, with a focus on ASPIM when AI use is suspected.

DATE: Thursday, February 13, 2025

TIME: 11:00 AM - 12:00 PM

FACILITATORS:

Mary Bernstein, Associate Dean of The Graduate School, **Kimberly Curry**, Director of Graduate Student and Postdoctoral Support, The Graduate School, & **Jeannie Slayton**, Director of Intercultural Programs and Support/UCAELI

GRADUATE STUDENTS AND SUMMER: WHAT YOU NEED TO KNOW ABOUT SPECIAL PAYROLL, FUNDING, AND SUMMER GRADUATIONS

ADMINISTRATIVE TRACK

The Special Payroll Team, Payroll, Degree Audit, and The Graduate School are coming together to cover everything you need to know about graduate students and summer. The Special Payroll Team will be presenting information on processing deadlines, appointment titles, and related policies for hiring graduate students on Special Payroll that will provide departments with information to efficiently and effectively submit all Summer 2025 graduate student hire requests on Special Payroll. The Graduate School and Degree Audit will also discuss how a summer graduation can impact funding and important deadlines and degree auditing timelines keep in mind.

DATE: Thursday, February 20, 2025

TIME: 1 :00 PM - 2:30 PM

FACILITATORS:

Emma Belekewicz, Special Payroll Team, Human Resources, **Hannah Capello**, Special Payroll Team, Human Resources, **Tina Haiderer**, Special Payroll Manager, Payroll Department, **Jenn Horan**, Registrar Specialist, Degree Audit, Office of the Registrar & **Megan Petsa**, Director of Graduate Student Administration, The Graduate School





HAVING THAT DIFFICULT CONVERSATION WITH YOUR GRADUATE ADVISEE

FACULTY TRACK

ADMINISTRATIVE TRACK

Difficult conversations are just that: difficult. But they are a healthy, normal part of our work with graduate students, particularly for faculty advisor and directors of graduate programs. Whether it is providing challenging feedback or discussing a conflict, the tendency can be to avoid addressing the issue or possibly overact in a conversation. We will unpack why we sometimes avoid engaging in challenging conversations; why they cause so much stress and anxiety; and identify strategies that will help reduce stress and increase the success of these conversations. While this session will be particularly relevant to grad faculty advisors, the challenges and strategies discussed will be applicable to multiple roles and the session is open to all.

DATE: Thursday, March 6, 2025

TIME: 11:00 AM - 12:00 PM

FACILITATORS:

Cinnamon Adams, University Ombuds & **Kimberly Curry**, Director of Graduate Student and Postdoctoral Support, The Graduate School

STRENGTH-BASED ADVISING FOR NEURODIVERSE GRADUATE STUDENTS

FACULTY TRACK

ADMINISTRATIVE TRACK

The quality of the advisor-advisee relationship is known to be an important factor in the success and wellbeing of graduate students. Neurodiverse graduate students, including, but not limited to students with ADHD, dyslexia, or those on the autism spectrum, often encounter stereotypes and negative perceptions from faculty; the tenor of this key relationship may make or break the graduate school experience. Research suggests that a strength-based approach to neurodiversity may be one way to support and empower neurodiverse graduate students, while enhancing motivation and agency. This session aims to provide insights into neurodiverse graduate student experiences and provide practical strength-based strategies for advising neurodiverse graduate students.

DATE: Thursday, March 27, 2025

TIME: 11:00 AM - 12:00 PM

FACILITATOR:

Connie Syharat, Research Assistant and INCLUDE Project Manager





INCLUSIVE CAREER CONVERSATIONS: REDUCING IMPLICIT BIAS IN OUR FORMAL AND INFORMAL CONVERSATIONS

FACULTY TRACK

Join this session to recognize and reduce implicit biases, particularly within formal and informal advising roles. Do you ever recall a time when you caught yourself guiding a student only toward the careers with which you were most familiar? Or maybe it was simply responding to a student that their career choice was "interesting," as in "unlikely". This session equips participants with strategies to facilitate more equitable and inclusive career conversations, positively impacting the range of guidance offered to individuals who identify as being from marginalized groups and communities.

DATE: Thursday, April 10, 2025

TIME: 11:00 AM - 12:00 PM

FACILITATORS:

Kay Gruder, Associate Director for Graduate Student and Postdoc Career Programs and Services, Center for Career Readiness and Life Skills & **Diandra Prescod**, Associate Professor, Department of Educational Psychology & Holmes Scholars Program Coordinator

GRADUATE ADMISSIONS 2024 -2025 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 15, 2025

TIME: 1:00 PM - 2:00 PM

FACILITATORS:

Holly Brunette, Graduate Admissions Specialist, The Graduate School
Meg Buckley, Director of Graduate Admissions, The Graduate School
Shirley Fiasconaro, Graduate Admissions Specialist, The Graduate School
Katie O'Keefe, Graduate Admissions Specialist, The Graduate School
Lisa Pane, Director of CRM & Data Management, The Graduate School
Sarah Shore, Assistant Director of Graduate Admissions, The Graduate School
Paula Steele, Assistant Director of CRM & Data Management, The Graduate School





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 common mistakes and ways to prevent them. We will also review policies and procedures related to remote work exceptions, supplemental employment, and other information you'll need to know as you prepare for fall.

DATE: Thursday, May 29, 2025

TIME: 1:00 PM - 2:30 PM

FACILITATORS:

Kacey Baer, Graduate Payroll Manager, Payroll Department & **Megan Petsa**, Director of Graduate Student Administration, The Graduate School

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REGISTRATION

