



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | March 16, 2020



[Latest Updates on COVID-19](#)

As spring break is now underway, most university operations remain ongoing and, upon the conclusion of the break, all classes will move online beginning March 23. This week, ETSU is exploring options for alternative, remote and flexible work opportunities for staff and faculty. Supervisors will develop these plans with employees. More details will be provided as plans emerge.

Thank you for your patience. For the most up-to-date information on the university's response to COVID-19, or for a listing of [technology resources](#), visit the ETSU [COVID-19 website](#).

Suspension of Designated Parking Enforcement

Due to spring break and the recent decision for face-to-face courses to move online through April 9, Parking Services will suspend enforcement of designated parking through April 9, 2020. This means that anyone with a valid faculty/staff or student parking permit may park in any regular faculty/staff or student parking space. Permits will still be required to park on campus. All other regulations will still be enforced 24 hours a day, seven days a week.

[Sherrod Library transitioning to remote services](#)

Sherrod Library is working with university administration to support the shared goal of lowering the number and proximity of people on campus as ETSU transitions to online course delivery effective Monday, March 23.

The library is currently operating under the Spring Break schedule, open today through Friday, March 20, from 8 a.m.-4:30 p.m. and closed Saturday and Sunday, March 21-22.

From March 23-April 9, building access will be available to ETSU ID cardholders only and restricted to the first floor. The library will be open from 8 a.m.-9 p.m. weekdays and from 9 a.m.-9 p.m. Saturdays and Sundays.

If you have on-site business with a department housed in Sherrod, floors 2-4, please make arrangements for them to escort you to these upper floors. Visitors and library guests will not have access to the library building and its resources and services during this time. Visitors and guests may email refdesk@etsu.edu or call 423-439-4307 for assistance.

Sherrod's reference and research assistance is 100% remote and online with email, Zoom, chat, and phone. [Click here](#) for additional services and details.

[The 1911 Society](#)

The 1911 Society, established in 2020, honors East Tennessee State University's most distinguished graduates from undergraduate, graduate, and professional programs. Students inducted into The 1911 Society have distinguished themselves among all graduates for academic excellence, service, and leadership. **Applications and reference letters must be submitted no later than 11:59 p.m. on Friday, March 27**, to the Office of the Provost at provost@etsu.edu.

[Click here](#) for eligibility, selection criteria, application process, etc.

[Instructional Development Committee invites grant proposals for 2020-21 year](#)

ETSU's Instructional Development Committee (IDC) invites Instructional Development Grant proposals for fiscal year 2020-2021 **by March 30**. This is the only funding cycle for the fiscal year.

Instructional Development Grants provide up to \$5,000 for special projects in which faculty implement and assess innovative methods to enhance student learning at ETSU. The committee weighs teaching innovations more heavily than requests for equipment. Click [here](#) for more information and to access the

application.

[Project Proposals for Student Activities](#)

The Student Activities Advisory Committee (SAAC) will fund approximately \$500,000 in 2020-2021 for innovative student activities, services and programs which are of significant benefit to the student body. These funds have been generated from a portion of the General Access Fee. Project proposals are requested from registered student organizations and university departments. The application form provides detailed information concerning eligibility requirements and funding criteria. The process has moved from a paper to an online form. The application form is available and should be submitted online [here](#).

To submit a request, you should complete the form and upload the budget document no later than noon on Thursday, April 9. We will send you an email confirmation. Know that with the impacts of COVID-19 on ETSU operations, the review and awarding process may be different than in past years. We will not host an in-person training/Q&A session. However, staff are available to speak with applicants and answer questions individually as needed.

Please contact the Office of Student Life and Enrollment at 423-439-6129 or at gilberjs@etsu.edu if you need additional information or have questions about the process or funding criteria.

[Open Educational Resources/Textbook](#)

[Awards](#)

The Sherrod Library and the Center for Teaching Excellence invite faculty to submit an application to the Open Educational Resources Awards Program. Open Educational Resources (OERs) are quality, authoritative, no-cost online alternatives to traditional textbooks. The awards program provides instruction, guidance, and financial incentives to use OERs in the classroom. These awards are given to faculty who plan on adopting, adapting, or creating open textbooks and instructional materials. Awards are up to \$5,000 for individuals and up to \$10,000 for departments/programs. **Award applications should be submitted by Friday, March 27.**

[SERS grant proposals for 2020-21 due April 9](#)

The Office of Equity and Inclusion is now accepting SERS Grant proposals for fiscal year 2020-2021. Proposals should be received by the Office of Equity and Inclusion by April 7 for review prior to the April 17 submission deadline. Click [here](#) for more information and to access the application under "Funding Opportunities," then select 2020-2021 Student Engagement, Retention, and Success.

Creation of Faculty/Staff LGBTQ+ Association

The Office of Equity and Inclusion is exploring the possibility of starting a Faculty/Staff LGBTQ+ Association. The start of the organization would coincide with the launch of the new Pride center in the Culp Student Center. If you are interested in being part of this organization, please send an email to Dr. Bethany Novotny at novotny@etsu.edu. Additional updates will be provided as more information becomes available.

[Policies available for public comment](#)

The following policies are available for public comment through **Monday, March 23**:

From the School of Graduate Studies:

Graduate Academic Fresh Start – This policy is directed toward graduate students and was previously housed in the Admissions policy. Changes to this policy are editorial in nature. Questions about this policy should be directed to the School of Graduate Studies.

Accelerated Bachelor's to Master's – This policy is directed toward students and provides requirements for ETSU's accelerated bachelor's to master's degree program. Questions about this policy should be directed to the School of Graduate Studies.

From the Office of the Provost:

Attendance – The purpose of this policy is to define expectations for class attendance and provide guidelines for make-up exams and coursework necessitated by excused absences. Questions about this policy should be directed to the Office of the Provost.

Academic Agreements – This policy was previously titled Collaborative Academic Arrangements. Revisions to this policy include SACSCOC-required definitions and clarifications to internal procedures. Questions about this policy should be directed to the Office of the Provost.

[Modern Authentication for University Email Access](#)

On March 17, ETSU will migrate its email systems to utilize modern authentication. This will allow email applications that support modern authentication to provide users a similar experience to logging in to webmail (<https://email.etsu.edu>). Once the migration has occurred, ETSU faculty, staff, and students who have 2-Factor Authentication enabled on their account will be prompted to log in to their mail applications again. Users will need to use their

ETSU username and password, and then complete the 2-Factor Authentication steps that they have configured to complete the setup. Note: Currently configured app passwords should continue working. For more information, read the [full support article](#).

[Personal Computers with Windows 7](#)

Microsoft ended support for Windows 7 on Jan. 14, 2020. If you have a personal computer running Windows 7, Information Technology Services (ITS) strongly recommends that you migrate to Windows 10 as soon as possible. Students may upgrade to Windows 10 for free via the OnTheHub software center at etsu.onthehub.com. Faculty and staff may purchase the upgrade through OnTheHub for \$15. During the upgrade, Microsoft will present you with an option to keep existing data; however, ITS recommends that you back up critical files before you run the upgrade. If you require assistance, please contact the ITS Help Desk on the first floor of the Sherrod Library (423-439-4648, itshelp@etsu.edu) or use the Live Chat feature on the [Help Desk](#) home page.

Earth Day Festival

The Earth Day 50th Anniversary Festival scheduled for Wednesday, April 22, has been cancelled.

[Safe Zone Faculty/Staff Trainings scheduled](#)

Safe Zone Faculty/Staff Training will be held on Tuesday, April 7, from 1-4 p.m. in the Global Understanding Video Conference Room (Room 233) in the Campus Center Building. [Click here](#) to register.

A second training session will take place on Friday, April 17, from 1-4 p.m. in the Quillen Conference room in The Sherrod Library. [Click here](#) to register.

Please note: *These trainings may be held remotely using Zoom technology. Registrants should watch for communication from the organizers.*

[Faculty Senate Communications Survey](#)

ETSU supports effective communication on campus, and efforts have been made in recent years to improve the timeliness, relevance and visibility of communication. Please complete this simple eight-item survey and let Faculty Senate know your views on the current state of campus communication and how it might still be improved. Responses are anonymous. The survey closes March 27 and can be accessed at <https://www.surveymonkey.com/r/S2MGSHY>.

Nominations open for 2020 Notable Women of ETSU

The Women's Studies Program is accepting nominations for the 19th Annual Notable Women of ETSU awards through Friday, March 27. The purpose of the award and colloquium is to honor and celebrate notable women by: 1) exposing ETSU and the surrounding community to the expertise and accomplishments of women academics on our campus; 2) providing a forum for the exchange of ideas, research, and projects that are generated by women faculty; and 3) identifying women faculty at ETSU whose work has advanced our understanding of women and their lives.

The nomination packet should include the nominee's name and CV as well as the person's title, academic rank, departmental affiliation and at least one letter of nomination. Please send nominations to womenstudies@etsu.edu.

[Distinguished Faculty Award nominations](#)

It is time to begin the process of nominations for the Annual ETSU Distinguished Faculty Awards, which will be presented at the annual Faculty Convocation in August. [Click here](#) for more information from the Office of the Provost.

[Appalachian Student Research Forum](#)

In light of rapidly evolving scheduling changes, the Appalachian Student Research Forum registration window has been extended through Tuesday, March 16, at noon. In the event that students were unable to register by the original deadline (Friday, March 13, at 4 p.m.), they can register in Digital Commons during this period. Although the event remains on the schedule for April 20-21 and is not currently affected by the cancellation of university events through April 13, it is subject to change as the COVID-19 situation evolves. The link to the Registration page is located on the [ASRF Website](#).

[Early Semester Progress Reports available for students](#)

Early Semester Progress Reports (ESPR) are grades that are posted by undergraduate instructors around the sixth week of the semester. The spring 2020 ESPR grades were entered in GoldLink between Feb. 25 and March 3. These early grades are a quick way for students to confirm how they are doing in their courses and gives them an opportunity to seek resources and improve their final grade. **Students should login to GoldLink and follow the directions below to access their ESPR grades.** In GoldLink, these grades are listed as

midterm grades.

For more information on ESPR grades, improving your grades, and resources, please visit the [Advisement Website](#).

How to view grades in GoldLink?

- Go to GoldLink via ETSU's [homepage](#)
- Choose GoldLink icon
- Log in using your user name (ETSU domain name) and password
- Choose Student
- Go to Grades Box
- Choose current term (spring 2020)
- Click on GO
- View Mid-Term Grades

Behavioral Health Survey

Faculty members from the College of Public Health and the Department of Psychology are inviting currently enrolled students between the ages of 18-25 to participate in a research study about behavioral health in college students in Appalachia. Those who decide to enroll in this study will participate in a brief online survey and will be compensated with a \$10 gift card. Participation in the study is completely voluntary.

If you would like to enroll, please contact Etsustudy2020@gmail.com or, if you have any questions about the study, please email ahujam@etsu.edu or Dr. Miller-Slough at slough@etsu.edu.

Summer job opportunities for ETSU students

ETSU Upward Bound is looking for residential advisors, residential directors, and a recreation coordinator for summer 2020. The goal of the ETSU Upward Bound program is to help first-generation, low-income high school students (grades 9-12) prepare for success in college. During the summer program, students take classes, participate in social and cultural activities, and live on the ETSU campus in order to help prepare them for life as a college student.

Are you interested in helping? This is a great work experience for college students interested in education, social work, counseling and, of course, helping the community.

Those hired live in the dorms with the high school students throughout the summer program. Boarding and meals for students and staff are paid by the Upward Bound program. Salary ranges are \$2,000-3,000 depending on the position. Visit jobs.etsu.edu to read the detailed job descriptions, and apply by March 24. Training begins May 20 for residential directors and recreation coordinator and May 26 for residential advisors. Students move in May 31. For more information, contact Tiffany Brown at 423-439-5619 and brown3@etsu.edu.

[East Tennessean: Your campus newspaper](#)

Click here to read the East Tennessean - campus news by and for ETSU students.

[Supervisors of non-faculty employees: Annual Evaluations due](#)

The 2019-20 non-faculty annual employee evaluations cycle is open. Completed evaluations are due no later than March 30, 2020.

Supervisors, please begin the process by checking your non-faculty direct reports in the eValuations system by logging into jobs.etsu.edu/portal using your ETSU username and password. From “Shortcuts” on the Home tab, select My Reports. Next to the “Supervisor Nonfaculty” report hover over “Actions” and select View. Your employees will be listed next to your name. Send any corrections to your departmental timekeeper. Supervisors should be updated through the timekeeping system.

An Evaluation Plan for each of your non-faculty direct reports must be initiated by you and acknowledged by the employee before the evaluation will be available to you. If you have not already initiated the evaluation plans, please complete this step as soon as possible by logging into jobs.etsu.edu/portal and completing Step 1 for each of the employees in your Watch List. Your employees will receive and email overnight to acknowledge the plan. Please complete this step and remind your employees to complete Step 2 as soon as possible.

Please direct questions or corrections to your direct reports to Human Resources at hr@etsu.edu or 423-439-4457. For assistance, [download the Annual Evaluation Instructions](#).

[Biometric screenings available on campus](#)

Quest Diagnostics will be on-site to do biometric screenings for those who wish to participate and are enrolled in health insurance through ETSU. The biometric screening is also an incentivized wellness activity via the Partners for Health Wellness Program. The screenings will take place in the Benefits Center conference room on April 22 from 9 a.m.-1:30 p.m. Participants should register for the screening in advance by visiting <https://my.questforhealth.com> and using the registration key SOT, or by contacting the Quest Diagnostics Service Center at 855-623-9355. The deadline to register is April 8.

You will need your Edison ID to register for this screening. You can find your Edison ID on your CVS Caremark Prescription Card. It is an eight-digit number beginning with two zeros. **Click here** for more information on the Partners for Health Wellness Program.

[Upcoming employee training opportunities](#)

Leadership tip of the week: “[Leading Remote Workers: The Coronavirus’ Impact on Crisis Management](#)”

IMPORTANT: ALL HR Employee Learning & Development Classes will move to Zoom Video or will be postponed until further notice due to the COVID-19 Coronavirus. Please be sure to check the [Event Calendar](#) and the [Scheduled Classes](#) websites for latest training information. During this time, please check out the employee learning opportunities online at [Percipio](#). If you want to learn more about Zoom, please check out the ITS website for training instructions at <https://www.etsu.edu/helpdesk/conferencing/webconference.php> and/or register for one of the upcoming remote learning opportunities on the [Event Calendar](#). Thank you for your patience and understanding as we navigate how to best serve you during this crisis. As always, please contact us at gloverke@etsu.edu or 423-439-6133 if we can help in any way with your learning as you move through the next few weeks.

[Student Employee Supervisor Training](#): This is a mandatory training of new software for all APS, FWS, and RSWP supervisors. Any faculty or staff member involved in the advertising and hiring process of student workers and/or APS service students must attend to gain access to the new website. We will be reviewing the process from advertising to submitting the new electronic timesheets. We will also review the process from the students’ view in order to better assist you with their training. There will be several sessions, all sessions will be offered via Zoom Video. Dates: March 17; April 6 and 27; May 18; June 8; July 20; August 10 from 2-3:30 p.m. and June 30 from 9-10:30 a.m. Please click the title to select your preferred session and register.

[Office Professionals Round Table Discussion](#): These are monthly gatherings of similar roles within an office (Executive Aides, Office Managers, Office Coordinators, etc.) to collaborate and share ideas for best practices for effectiveness and efficiency within a professional office environment. **This meeting will be held via Zoom Video** Thursday, March 26, from 9-10:30 a.m. Once you register by clicking the title, you’ll be emailed the Zoom invitation link and password.

Please check out all the offerings for employees on our [Employee Learning and Development](#) website. [Click here](#) to view the Employee Training Event Calendar for more training opportunities for ETSU Employees.

[UPCOMING EMPLOYEE TRAININGS & WORKSHOPS](#)

ETSU CALENDAR

