



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | March 2, 2020



[Celebrating D.P. Culp Student Center Grand Reopening](#)

The D.P. Culp Student Center is officially open! Grand reopening celebration activities are scheduled throughout this week and include tours, concerts, a ribbon cutting ceremony (Thursday, March 5 at 2 p.m.) and more. Tours will depart daily at 11 a.m. and 3 p.m. Pre-registration is highly encouraged. [Click here to register.](#)

[Click here](#) for a complete list of the offices, services and dining options now located in the Culp Center.

A complete schedule of events can be found at www.etsu.edu/culpevents.

Retail food service locations now open in D.P.

Culp Student Center

Now that the D.P. Culp Student Center is open, ETSU students, faculty and staff are invited to visit the new retail locations located in the first floor: Starbucks, Roger's Buc Mart, Steak 'n Shake, Mein Bowl and Chick-fil-A locations.

Grand opening celebrations for several of the new dining locations will take place this week. visit www.etsu.edu/culpevents for complete schedule.

[Information about Coronavirus, other health tips](#)

The recent headlines regarding the coronavirus outbreak are a helpful reminder of the preventive actions recommended by the CDC and other organizations that can minimize the spread of illness. To learn more about these tips as well as how ETSU is responding to this outbreak, visit the [University Health Center website](#).

[Policies available for public comment](#)

The following policies are available for public comment through **Monday, March 2**:

Biological Materials Shipping: This policy establishes guidelines for shipping biological materials from East Tennessee State University in compliance with the U.S. Department of Transportation and the International Air Transporters Association. Questions about this policy should be directed to Environmental Health and Safety.

Peroxide Forming Chemicals: This policy prescribes the proper handling, use, and disposal of peroxide-forming chemicals at East Tennessee State University to prevent unsafe conditions and potential explosions. Questions about this policy should be directed to Environmental Health and Safety.

Graduate Degree and Certificate Requirements: Revisions to this policy include reorganization and editorial changes to clarify language. Significant changes include updating sections to reflect changes in course program of study and federal financial aid requirements and adding sections "second degree programs with a reduction in requirements" and "graduate certificate programs." Questions about this policy should be directed to the School of Graduate Studies. (comment period ends March 3)

Information Security Awareness Training: This new university-wide policy establishes East Tennessee State University's information security awareness and training program and ensures security awareness and training controls are in place to protect university information resources. Questions about this policy should be directed to Information Technology Services.

[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.

[Instructional Development Grant proposals accepted for 2020-21](#)

ETSU's Instructional Development Committee (IDC) invites Instructional Development Grant proposals for fiscal year 2020-2021 **by March 16**. 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.

[Call for ETSU 1020 instructors](#)

The Division of Student Life and Enrollment is now accepting applications to teach ETSU 1020 fall 2020. ETSU 1020 - Foundations of Student Success is a first-year experience course for new freshmen. Preference will be given to full-time ETSU employees. All applicants must receive permission to teach the course from their supervisor or department chair. Instructors must agree to attend all required training and meetings, including a one-day workshop in July 2020 and bi-weekly instructor meetings throughout the fall term. Instructors should plan to commit seven hours per week to the class, which will include preparation, instruction, biweekly meetings and management time. Please complete a [Request for Extra Assignment](#) form which must be attached to the application at question #10. To apply, [complete this online form](#). **Review of applications will begin Monday, March 16**, and continue until all teaching slots are filled.

[Boland Undergraduate Research Symposium entries due March 3](#)

Abstract submissions for the upcoming Boland Undergraduate Research Forum will be accepted through **Tuesday, March 3, at 5 p.m.** From thesis to works-in-progress, from art to zoology, the event is inclusive of all disciplines. ETSU's Boland Undergraduate Research forum will take place Friday, March 27, at the ETSU Millennium Center. [Click here](#) for more information and to register.

[Summer Fellowship awards for undergraduates](#)

ETSU undergraduate students are invited to apply for a Summer Fellowship Award. The fellowship supports research and creative activities and includes an award of \$3,000 with up to \$500 for supplies. **The deadline for submissions is Friday, March 13, at 5 p.m.** For more information, visit www.etsu.edu/honors/ug_research/funding.

[Registration open for Appalachian Student Research Forum](#)

The Appalachian Student Research Forum is a regional competition in which participants present their original research in a formal, juried setting. Undergraduate, graduate, medical and pharmacy students, as well as post-docs, medical residents and fellows are invited to present their research at the Forum on Monday, April 20 and Tuesday, April 21 at the Millennium Center. Participation is free, but **presenters must register and submit an abstract by Friday, March 13 at 4 p.m.** To register, or for more information, visit www.etsu.edu/studentresearch/call-for-abstracts.php.

[Library 101: "How to Library" Beginner Research Series](#)

Open to everyone, workshops in this series will be held in Sherrod Library, room 309, from noon to 1 p.m. on Wednesdays throughout Spring 2020. This overview of the essential steps of beginning research will take you through the process. Whether you're new to research or a seasoned information explorer, the "How-To" Library Academic Research Series has something for you. We'll cover it all, from assignment to poster. Check out our site at: <https://libraries.etsu.edu/use/instruction/workshops>. You can come to one, a few, or all. Registration is not required for this series. Send questions to Ms. Evan Schmoll at schmoll@etsu.edu.

[Nominations open for Sherrod Library Graduate Student Scholarship for Excellence in Research](#)

The Sherrod Library Graduate Student Scholarship for Excellence in Research recognizes graduate students who demonstrate research acumen and a successful, deliberate search strategy when utilizing library resources to conduct

research during graduate coursework. A \$500 scholarship will be granted to the recipient of this award given once annually during the Spring semester. [Click here](#) to learn more. **The deadline for completing the application is Friday, March 6.**

[Info session March 12 for academic internships and seminars with The Washington Center](#)

The Honors College will host an information session open to all undergraduates on ETSU's affiliation with The Washington Center for Academic Internships and Seminars. The session will be held on Thursday, March 12, from 1:15-2:15 p.m. in Yoakley Hall, room 109 (the Great Room). Refreshments will be served. [Click here](#) for more information about The Washington Center, and contact Karla Leybold at leybold@etsu.edu if interested but unable to attend the session.

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 439-5619 and browntn3@etsu.edu.

[ETSU McNair Program now accepting applications for 2020 paid summer internships](#)

The McNair Program is looking for students who have a strong desire to earn a Ph.D. or an Ed.D. If that describes your career goal and you are eligible we would love to host you this summer in a paid internship here on the ETSU

campus. Program dates are May 30–Aug. 1, 2020.

Did you know 271 universities have some type of financial assistance set aside just for McNair Scholars? Step one will be to confirm your eligibility. Go to the [McNair application website](#), and submit your eligibility checklist. Eligibility requirements are: 1) Be a U.S. Citizen; 2) Have a 3.0 GPA; 3) Have 60 credit hours by the end of the Spring 2020 semester; and you must meet one of the following criteria: Either be a low-income and first-generation college student OR Be a student that is classified as an underrepresented minority at the graduate level, defined as Black, Native American, Hispanic, Pacific Islander or Alaskan Native.

For more information contact Dr. Michelle Hurley at hurleym1@etsu.edu or Dr. Dinah DeFord at deford@etsu.edu or 423-439-4879. The deadline for submitting applications is March 15 at 11:59 p.m.

[Safe Zone Faculty/Staff Training 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.

[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. to 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: "[The neuroscience of trust](#)"

Goldlink Finance Self-Service Training: Ashley McBee will conduct this workshop. Participants must have submitted a Banner Finance Account Request Form and established their Goldlink Self-Service access before attending the last remaining session in the Sherrod Library, room 118, (ATS Computer Lab) on Wednesday, March 4, from 1-3 p.m.

Onboarding Portal Training for Hiring Managers: Angela Wright and Timothy Cheney will teach hiring managers how to navigate the new Onboarding portal, basic terminology for the new software, how to assign a checklist (required tasks for a new hire), how to properly complete the various types of tasks within the system, and more. The next session will take place in the Sherrod Library, room 118, (ATS Computer Lab) on Wednesday, March 4, from 10-11a.m. A session on the VA Campus is scheduled for Tuesday, March 3, from 10-11 a.m. in Stanton-Gerber Hall, Bldg. 178, C-002.

ABCs of Medicare: This presentation will explain Medicare's various components, coverage options, benefits and costs on Thursday, March 12, from 11 a.m.-noon in the Mini-Dome, E203 (HR Benefits Conference Room). Tennessee SHIP is a federally funded program that provides free and objective information and assistance about Medicare through one-on-one, personalized counseling sessions (both in person and over the phone), presentations, and public education programs. (note: You may also join this session via a Live Zoom Video Training at: <https://etsu.zoom.us/j/251899767>.)

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 review the process from advertising to submitting the new electronic timesheets, as well as the process from the students view in order to better assist you with their training.

Several training sessions will be held in the Sherrod Library, room 118 (ATS Computer Lab) on March 17; April 6 and 27; May 18; June 8; July 20; August 10 from 2-3:30 p.m. and June 30 from 9-10:30am.

Please check out all we have to offer employees on our newly designed [**Employee Learning and Development**](#) website.

[UPCOMING EMPLOYEE TRAININGS & WORKSHOPS](#)

[ETSU CALENDAR](#)

[ETSU NEWS](#)



ETSU Office of University Relations | emails@etsu.edu | 423-439-4317