



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | March 23, 2020



[Latest Updates on COVID-19](#)

As all classes move online for the remainder of the spring semester, university offices remain open although buildings are closed. Students are encouraged to contact offices and access services through remote means (phone, email, Zoom, etc.).

Thank you for your patience as we move through these unprecedented times. With the health, safety and welfare of the campus community in mind, ETSU is taking steps to ensure that we flatten the curve of the spread of the COVID-19 virus.

Visit the ETSU [COVID-19 website](#) for the most up-to-date information on the university's response to the pandemic. If you have specific questions or concerns, you may use the live chat feature available on the COVID-19 website or email virusresponse@etsu.edu. The [ETSU Safe app](#) also provides links to the latest COVID-19 updates.

[Sherrod Library offers 100% remote services and collections](#)

Due to the COVID-19 outbreak, Sherrod Library building is closed. However, Sherrod's reference and research assistance is 100% remote and

available online with assistance by email, Zoom, chat, and phone, 7 days a week. [Click here](#) for additional services and details. Contact refdesk@etsu.edu or call [423-439-4307](tel:423-439-4307) for assistance.

Also, the remaining "How to Library Series" workshops have been canceled for spring 2020.

[Updates from Division of Business and Finance](#)

Business and Finance staff continue to adjust work flows based on the COVID-19 outbreak. Many employees will be working remotely and buildings will be locked. All offices can be contacted by email or phone and arrangements made to send documents electronically or through campus mail as needed for continued operations. We appreciate student, faculty and staff support and patience during this time of extreme disruption. Our goal is to continue providing business services to our campus community. Please see our COVID-19 Updates on the [Business and Finance website](#).

[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.

[The 1911 Society applications due March 27](#)

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.

[Deadline March 27 for 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.**

Nominations open through March 27 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.

[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.

[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.

[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>.

[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.*

[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 May 8 for review prior to the May 18 submission deadline.**

Click [here](#) for more information and to access the application under "Funding Opportunities," then select 2020-2021 Student Engagement, Retention, and Success.

[ETSU Global Year Program - deadline extended](#)

Given the various transitions taking place on campus right now, the application deadline for the “ETSU Global Year: South Korea, 2021-22” has been extended to May 15, 2020. We continue to monitor COVID-19 and continue to assess plans for this program centered on South Korea. As of now, the goal is to proceed with the Global Year as originally planned since any travel to South Korea would take place, at earliest, in January 2021. We will update the campus community on the program as we continue to learn more about COVID-19 and travel possibilities in the future. [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.

['Local News in Crisis and Disaster' Student Media virtual Media Monday](#)

Student Media in the ETSU Division of Student Life and Enrollment will present a VIRTUAL Media Monday via Zoom on Monday, March 23, at 3 p.m., featuring Dr. Mimi Perreault, an assistant professor in the Department of Media and Communication, on the topic of "Local News in Crisis and Disaster." Perreault has researched local journalists, public relations practitioners and citizen

scientists as both stakeholders and disaster communicators.

Join the Zoom Meeting at <https://etsu.zoom.us/j/821900781>.

[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.

Creation of Faculty/Staff LBGTQ+ 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.

[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](#).

[Upcoming employee training opportunities](#)

Leadership tip of the week: "[Anxiety is contagious: Here's how to contain it](#)"

IMPORTANT: ALL HR Employee Learning & Development Classes will move to Zoom Video or will be postponed until further notice due to the COVID-19 virus. 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 [Zoom training instructions](#) 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 these extraordinary circumstances.

Many of us are working from home and if your functional unit needs a way to stay in touch and communicate, please consider using Microsoft Teams. This [MS TEAMS VIDEO](#) is a great training resource if you'd like to try it out. Also, [video training](#) is available on the Payroll website for the new electronic timesheet process.

As always, please contact us at gloverke@etsu.edu or 423-439-6133 if we can help in any way with your learning as many of us transition to working remotely.

[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. All sessions will be offered via Zoom: 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.

[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** on Thursday, March 26, from 9-10:30 a.m. Once you register you will receive the Zoom invitation link and password by email.

[Retirement Basics:](#) Presented by the Benefits Center, this informational Zoom webinar will be appropriate for ETSU employees who are considering retirement

in the next 3 years. If you are curious about the process to retire, this webinar is for you. Q & A will be welcome throughout. The webinar is scheduled for Wednesday, April 8, from 11 a.m. to noon. Zoom link to be provided upon registration.

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](#)

[ETSU NEWS](#)



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