



[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 towards 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 towards 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.

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.

[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 that 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 backup 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.

[Participation requested: Earth Day Festival](#)

ETSU Sustainability is hosting a festival for the 50th Anniversary of Earth Day on Wednesday, April 22, from 10 a.m.-2 p.m. in the Quad. Campus organizations, departments, and colleges are encouraged to set up tables and be a part of this

celebration. If interested, fill out an application available at: <https://www.etsu.edu/sustainability/>. Space is limited, so early applications are encouraged. For more information contact the Sustainability Department at 423-439-7766 or gogreen@etsu.edu.

[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.

[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 8-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.

Nomination packets 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.

[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.

[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.

[Faculty course and program proposals open for summer 2021 study abroad courses](#)

International Programs and Services is now accepting ETSU faculty-led study abroad course proposals for summer 2021. The International Advisory Council (IAC) will review the applications and make recommendations by April 20. Faculty interested in applying should follow the checklists on the **[Bucs Abroad Faculty Information page](#)** (Steps 1 and 2). Email **studyabroad@etsu.edu** to request a recording of the Developing a Course Proposal Webinar, or to express interest in a future webinar.

The proposal Deadline is March 20, 2020, for summer 2021 programs. For more information, email **studyabroad@etsu.edu** or call 439-7737.

[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

[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**.

[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.

[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: "[Giving constructive criticism that won't make anyone cringe](#)"

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>.)

Procard Approver Training on US Bank Access Online Site for Approvers ONLY: (VA CAMPUS) This training is for individuals who will be approving cardholder transactions electronically on the US Bank Access online website. Learn how to finish setting up your account, navigate the online system and approve Procard transactions. This session will take place on the VA CAMPUS in Stanton-Gerber Hall, Bldg. 178 – B-003 Small Auditorium on Thursday, March 12, from 2-4 p.m.

Leadership Lunch-Break is back for 2020: Bring your own lunch to this monthly meeting designed for those interested in learning more about leadership (even if you do not currently manage/supervise others) on Thursday, March 12 at noon in Burgin Dossett Hall –Training Room 304. The session will last 30-60 minutes depending upon the topic and participation and is available via Live Zoom video call. Following registration, you will receive a Zoom invitation link and password.

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.

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 in Burgin Dossett Hall –Training Room 304 on Thursday, March 26, from 9-10:30 a.m. Only 12 spaces are available. This session will also be available via Live Zoom video call. Following registration, you will receive a Zoom invitation link and password

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

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