



Research activities to resume June 1

Effective June 1, research activities will resume on the ETSU campus. This announcement applies specifically to our funded researchers and graduate students in those labs. In addition, undergraduate students who are supported by NIH R15 grants or NSF grants should also return to their respective labs at this time. Deans and department chairs are in the process of communicating with research faculty and students regarding the conditions of re-engagement of research activities in laboratories. These conditions include the use of masks, limitations on the number of persons working in a lab space, and social distancing practices. In addition, information is being shared with faculty and students regarding the re-engagement of research activities that involve human subjects. Dr. Bill Duncan, Vice Provost for Research and Sponsored Programs Administration, is overseeing the process of research activities returning to campus and is making this information available on the [ORSPA website](#). Those with questions should consult Dr. Duncan or the respective dean or department chair.

At this time, administrative and clerical staff are not required to return to the laboratory when research resumes. These employees will follow the guidelines and recommendations that the university prescribes for employees by classification. More specific information about administrative and clerical staff returning to campus will be included in the recommendations from the Future Operations Workgroup. The recommendations will be shared with senior leadership team. Decisions regarding how and when other faculty, staff, and students may safely return to campus will be made as soon as possible. Until

that time, employees should continue to work remotely.

Information Security Awareness Training

You may be aware that we recently ran a simulated phishing security test to determine what our vulnerability would be if a real phishing attack were to happen to our employees. Our percentage of users who fell for this attack was 17.3%. The percentage of users who fall for a phishing attack within institutions of higher education that have not implemented a comprehensive information security awareness program is approximately 31.7%. Although we are doing a better than our peers, we still have a lot of learning ahead of us when it comes to phishing and scam avoidance.

Phishing is the process of trying to gain access to sensitive information such as usernames, passwords, and other personal identifiers by pretending to be a credible entity. Phishing is usually done by sending out bulk emails to try to avoid spam filters. Cybercrime is getting more serious by the month. Hackers are getting smarter about tricking people into clicking on fraudulent links or opening malicious attachments in emails. It can happen to you personally on your own computer and email as well.

Because of this, ETSU has decided that it is very important that everyone gets comprehensive security awareness training. We need to defend our University against cybercrime, and security is everyone's responsibility. You are the last line of defense in keeping our organization safe. ETSU's information security awareness training policy is available within the University's main policy website.

We will be sending out an email to invite you to take this training. In addition to security training, we will also send out simulated phishing tests regularly so you can practice the skills you will learn as part of your training. Be on the lookout for these in your inbox.

[ATS resources for online course development](#)

The Academic Technology Services team has developed a comprehensive guide for accelerated online course development. This guide will walk through some of the current instructional design best practices to ensure that you have the resources and support you need in order to create meaningful, engaging learning experiences for your students. Contact ATS with any specific questions or concerns by phone, email or chat at www.etsu.edu/ats.

Study abroad agreement finalized with

Harlaxton College

ETSU just finalized an agreement with the University of Evansville that affords ETSU undergraduates the opportunity to study abroad at Harlaxton College in Grantham, England. Grantham is one-hour north of London by train. Harlaxton College offers study abroad programs in summer, fall, and spring semester, and it focuses on experiential learning opportunities for students. ETSU students may begin studying at Harlaxton College in summer 2021. Harlaxton College also provides the opportunity for ETSU faculty to teach on its campus during summer or for a full fall or spring semester. More information about Harlaxton College may be found at <https://harlaxton.evansville.edu>. Additional questions may be addressed to Dr. Chris Keller at kellercj@etsu.edu.

[University Health Center going on the road](#)

ETSU University Health Center is going on the road with Day Clinics planned at ETSU at Kingsport Allandale (1501 University Blvd., Kingsport) on June 2 and 4 from 9 a.m. to 5 p.m., and at ETSU Sevierville (2025 Red Bank Road, Sevierville, room 135) on June 16 and 18 from 9 a.m.-4 p.m.

ETSU University Health Center staff will be on site at these locations to provide immunizations (Tdap, Hepatitis B, MENVEO, MMR, Varicella), as well as TB testing and titer lab draws. Services are available to ETSU students, faculty, and staff. Appointments are required and you must have insurance information at the time of service (cash prices available). Call [423-439-4225](tel:423-439-4225) to make an appointment.

[Presidential Grant-in-Aid proposal deadline](#) [May 29](#)

Presidential Grant-in-Aid applications for the fiscal year quarter July 1 through September 30 should be submitted by Friday, May. 29. Presidential Grants-in-Aid provide support for faculty who propose activities designed to augment their professional development in teaching, research, or service. [Click here](#) for instructions on how to complete the Presidential Grant-in-Aid application. For more information, visit [here](#).

[Nomination deadline June 1 for Distinguished Faculty Awards](#)

Due to the COVID-10 disruption this spring, the deadline for college submissions

of Distinguished Faculty Award nominees has been **extended to June 1**. Nomination materials should be submitted electronically to provost@etsu.edu in PDF format.

[Office of Equity and Inclusion Newsletter](#)

The Office of Equity and Inclusion encourages you to read the latest edition of the Office of Equity and Inclusion Newsletter. Click [here](#) to access the May 2020 newsletter as well as the inaugural April 2020 issue. In addition, please visit the office's [website](#) to learn about the upcoming Summer 2020 Lunch and Learn Sessions and the 2nd Annual Equity and Inclusion Conference.

[Bucky's Food Pantry summer operating information](#)

Bucky's Food Pantry has announced its summer 2020 operating hours continuing through Aug. 15. During this time the pantry will be open on Wednesdays from 10 a.m. to 2 p.m. and by appointment only. For additional information, please contact Kristi Smith at [423-439-2825](tel:423-439-2825) or Chuck Patton at [423-439-5243](tel:423-439-5243) or email foodpantry@etsu.edu. If you receive voice mail, please leave a detailed message with your contact information and someone will return your call soon.

To fill out an online application, drop off donations or for further information concerning pantry operations, please visit [Bucky's Food Pantry website](#).

Seeking ETSU Researchers interested in AWS

ITS-Research Computing Services (RCS) is seeking researchers interested in submitting requests for compute allowances to the Amazon Web Service (AWS) Research division. **The next deadline for review is June 30 and RCS will assist with applications.** ETSU faculty have received compute allowances for classes from AWS Educate and we hope to replicate this success with AWS Research. If you are a faculty, staff or student researcher interested in seeking compute allowances for any AWS compute service, please contact researchcomp@etsu.edu or the ITS HelpDesk.

[Call for requests: Research Discovery Work Study Positions for 2020-21](#)

The ETSU Research Discovery Program gives students exposure to research projects and skills in their fields of study. The program allocates undergraduate work-study students (either APS or FWS) into “research assistant” positions working under the supervision of a campus faculty member. Faculty members can submit a request for a Research Discovery student to the Office of Undergraduate Research & Creative Activities at www.etsu.edu/honors/ug_research/funding/discovery.php.

Requests for 2020-21 academic year are due June 26. Availability is limited. Please submit early. Upon approval, positions will be administered by the faculty member’s home department. The department will be responsible for processing the hiring and timekeeping, and for covering the costs of any overages. Contact Dr. Richard Ignace at ignace@etsu.edu, or Dr. Chris Keller at kellercj@etsu.edu with questions.

[ETSU now offers LinkedIn Learning Access for students, faculty and staff](#)

The LinkedIn Learning platform provides over 13,000 videos on topics from photography to neurology, professional skills and resume tips and tricks, and even tutorials for popular software like Microsoft 365 and Adobe. Additionally, LinkedIn Learning can offer users credential preparation and continuing development for users who already hold certain credentials.

The first time logging in to LinkedIn Learning, users will need to click the “First-Time Users” button. This is for the first time only. After that, click the “Returning Users” button. In order to access this content free-of-charge, please visit the ETSU LinkedIn Learning website at www.etsu.edu/linkedin-learning. If you have trouble getting logged in, please contact the IT Help Desk at [423-439-4686](tel:423-439-4686) or itshelp@etsu.edu. For general assistance with LinkedIn after logging in, please visit www.etsu.edu/linkedin-learning and review the “Support” tab.

[Upcoming employee training opportunities](#)

Leadership tip of the week: **[“How to thrive as a leader facing uncertainty, ambiguity and change”](#)**

IMPORTANT: ALL HR Employee Learning & Development Classes will move to Zoom Video or will be postponed until further notice. Please check the [Event](#)

Calendar and the **Scheduled Classes** websites for latest training information. Also, employee learning opportunities are available online at **Percipio**. If you want to learn more about Zoom, please check out the ITS website for training instructions at 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 you work remotely, please consider using Microsoft Teams to stay connected with your team. **MS TEAMS Video Training** is available. Contact us at gloverke@etsu.edu or **423-439-6133** if we can help in any way with your learning.

Supervisor Development: Leading in the "New Normal": If you are a supervisor responsible for leading your team into the "new normal," this Zoom coaching discussion is for you! Join Keith Glover via Zoom on **Wednesday, May 27, from 10-11 a.m.** to discuss what challenges you face in leading teams into the ever-changing, uncertain future; participate in breakout rooms about these challenges and how similar or different they are from the pre-Covid-19 world. Learn how to address challenges as a confident and trustworthy leader, and learn by connecting with other leaders and sharing information.

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. Several sessions will be offered via Zoom. **Dates: June 8; July 20; August 10 from 2-3:30 p.m. and June 30 from 9-10:30 a.m.**

UPCOMING EMPLOYEE TRAININGS & WORKSHOPS

ETSU VIRTUAL EVENTS CALENDAR

ETSU NEWS



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