



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | September 21, 2020



[Non-faculty performance review](#)

The close of the 2019-2020 Non-faculty Employee Evaluations has been extended to Friday, Sept. 25. Please complete outstanding steps in the evaluation process no later than Wednesday, Sept. 23 at 4:30 p.m. to allow time for HR processing before the program ends. You may review your evaluation action items by logging into the evaluation portal at <https://jobs.etsu.edu/portal> using your ETSU username (e.g. SMITHJ) and password. Instructions for completing each step of the process may be found on the [Evaluations Information and Training website](#).

[Voluntary Faculty Retirement Incentive Program](#)

[open through Sept. 30](#)

The Voluntary Faculty Retirement Incentive Program will continue to accept applications through September 30, 2020. The application can be found on the incentive webpage at:

etsu.edu/human-resources/faculty_voluntary_retirement.php.

Applications may be returned to the Office of Human Resources or emailed to hr@etsu.edu.

[Partners for Health Annual Enrollment is Oct. 1-16](#)

Are you aware of the changes to benefits for 2021? There will be a health insurance premium increase. There will be a new vendor for Flexible Spending Accounts and Health Savings Accounts. To review the changes for 2021, please visit the [**Partners for Health Annual Enrollment website**](#).

[New Process: Non-employee direct deposit authorization required via Dynamic Forms](#)

Business and Finance has revised and enhanced the process of setting up non-employees for payment, which now requires direct deposit authorization, excluding foreign vendors and others that are not eligible for direct deposit. We ask for your patience and understanding as these improvements incorporate better security measures to safeguard confidential information and protect the University from ongoing fraudulent external threats. Following these guidelines will greatly increase the speed of this process and ultimately lead to timelier payments. We have provided a detailed guide to assist departments with the adoption of this new process:

<https://www.etsu.edu/bf/documents/nonemployeedirectdepositprocess.pdf>

[Study Abroad update from Office of International Programs](#)

The Office of International Programs is currently working with students interested in education abroad during Summer 2021 and later. Several ETSU faculty-led programs as well as other partnership programs are still being planned. The Office of International Programs, however, is carefully watching developments related to COVID-19 and travel advisories and restrictions as well as communicating this information to students interested in Education Abroad. There

is no guarantee that education abroad programs will take place in Summer 2021, and International Programs will help ensure that no non-recoverable expenses are committed on behalf of ETSU students, faculty, or staff as we navigate the landscape of education abroad next summer and beyond.

Information about Summer 2021 programs can be found at www.etsu.edu/honors/international/studyabroad/. Any questions may be directed to Dr. Christopher Keller at kellercj@etsu.edu.

ETSU Global Year delayed

The “ETSU Global Year: South Korea” will be delayed one year and will take place in the 2022-23 academic year instead of 2021-22. The uncertainties surrounding COVID-19 will not allow the program to achieve its goals next year, so it will begin a year later in the hopes it can then reach its full potential as an effort toward greater comprehensive internationalization at ETSU. Updated information about the “ETSU Global Year: South Korea, 2022-23” will be released later this Fall 2020. Any questions may be directed to Dr. Christopher Keller at kellercj@etsu.edu.

[21-day Antiracism Challenge for students](#)

We invite you to participate in an ETSU 21 Day Antiracism Challenge September 21 - October 19.

In this student-specific challenge, we would like you to spend time examining yourself and everyday practices with an antiracist lens. Our hope is that you will take this opportunity to examine yourself, the history of racial justice in the state and the region, and consider ways you can be more inclusive.

Here's how it will work:

Each day, you are asked to complete one task with an antiracist lens. At the end of each week, we'll ask you to share a brief reflection (25 words) on your experiences in a one-question survey. Please feel free to post about your experiences on social media sites using the hashtag #ETSUAntiracistChallenge. On the 21st day of the challenge, October 19 at noon, we'll invite you to a 1-hour discussion so you can share your experiences with other students who have also been participating in the challenge.

[Click here](#) for more information. Let us know you are participating, by **[registering here](#)**.

[Virtual Conversation Partner Program for International Students](#)

The Language and Culture Resource Center at ETSU offers conversation practice via Zoom for international students and multilingual speakers of the community. Individualized meetings will be scheduled with ETSU students who work at the LCRC. For more information or to set up an appointment, contact kappel@etsu.edu.

[Faculty/Staff meal plans available](#)

Attention faculty and staff - Did you know that we have a special meal plan just for ETSU faculty and staff members? This plan includes 60 meals to use at the dining hall and they DO NOT EXPIRE as long as the faculty/staff member is employed at ETSU. Click here to check out payroll deduction options. To purchase a faculty/staff meal plan for payroll deduction, please fill out this [form](#). Faculty/Staff Plans are available for purchase at our dining hall cash register. Visit [Dining Services website](#) for more details.

[Student-Faculty Collaborative Grant program deadline Oct. 9](#)

The deadline for the fall 2020 Student-Faculty Collaborative Grant program is Oct. 9, at 4 p.m. These grants are given to support undergraduate students in the completion of organized scholarly projects. This program is administered by The Honors College with funds made available from the Honors College, the Office of the Provost, and the Office of Research & Sponsored Programs. Grant proposals are solicited once in the fall and once in the spring. Grants funded under this fall cycle will become available in late October 2020 and must be spent before the end of spring semester 2021. The maximum award is \$1,200.

Any ETSU undergraduate student is eligible to apply. Please direct questions to Dr. Trena Paulus, Director of Undergraduate Research and Creative Activities at paulust@etsu.edu. To apply visit: www.etsu.edu/honors/ug_research/funding/sfcgs.php

[Grant Opportunity – Open Educational Resources](#)

and Low/No Cost Materials

The Office of Equity and Inclusion is now accepting grant proposals for a new TBR Office of Organizational Effectiveness funding opportunity for eligible locally governed institutions. The primary purpose of this grant initiative is to increase equity in access to quality digital education initiatives and educational support materials (textbooks, articles, printed or electronic documents) by:

- a) Reducing the costs of or identifying “no costs” textbooks and other educational support materials via the creation of Open Educational Resources or adoption of materials available at no costs;
- b) Closing the digital divide in the state of Tennessee via increased access to technologies;
- c) Demonstrating innovation and transformation in the requirements and/or use of textbooks; and
- d) Developing course content and educational materials that are culturally responsive, inclusive, focused on equity and social justice that will produce pedagogical transformation.

Applications will be accepted through Oct. 21 for review by the Office of Equity and Inclusion and the Office of Research and Sponsored Programs before an applicant directly submits their application by the Nov. 1, 2020, submission deadline. (Awards notification by Dec. 18, 2020.) Click [here](#) to access the grant application and other materials. All applications must be submitted through the grant portal. No hard copies of grant materials will be accepted.

Opportunities to learn about Open and Affordable course materials

Take advantage of these upcoming online events to learn about Open and Affordable course materials. Open Educational Resources (OERs) and Affordable course materials can reduce the cost of education for students and provide innovative ways for instructors to deliver learning materials.

Introduction to OER Webinar:

THEC’s Tennessee Textbook Affordability Task Force invites you to "An Introduction to Open Educational Resources," a collaborative, one-hour webinar detailing OER and Open Education. Speakers are Elizabeth Spica (UT-Knoxville), Ryan Korstange (MTSU), and Ashley Sergiadis (ETSU). The webinar will be held **Friday, Sept. 25, from 3-4 p.m.** Please register [here](#).

"Saving Bucs": Open and Affordable Course Materials Workshop:

Come to this online workshop to discover how you can integrate OERs and Affordable course materials into your courses. You will also learn about the upcoming Open and Affordable Awards and how to apply. Presenters are Ashley Sergiadis (Sherrod Library, ETSU) and Phil Smith (Center for Teaching Excellence, ETSU). This workshop is offered twice during the Fall semester.

- **Monday, Oct. 5, 10-11:30 a.m.** Please register [here](#)
 - **Tuesday, Oct. 6, 2-3:30 p.m.** Please register [here](#)
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Suspension of designated parking enforcement

Due to the reduction of on-campus classes, Parking Services will suspend enforcement of designated parking through Jan. 1, 2021. 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.

[Office of Equity and Inclusion September newsletter and upcoming events](#)

You are invited to read the latest edition of the Office of Equity and Inclusion Newsletter. Click [here](#) to access the September 2020 newsletter.

For a full listing of the fall 2020 lunch and learn sessions or to learn more about the annual Equity and Inclusion Conference, please visit the [Equity and Inclusion website](#).

[Instructions for ETSU Events email submissions](#)

Is your organization or department planning an event in the coming weeks to which you would like to invite members of the campus community? If so, remember to request that your event be included in the weekly ETSU Events email that hits inboxes each Thursday!

First, make sure your event is entered into the appropriate category of the [ETSU events calendar](#) (remember to submit events to appropriate sub-categories rather than Master Calendar when at all possible). Then, send the URL of your approved calendar item, along with the name of the event and a brief (one- to two-sentence) basic description of the event, to emails@etsu.edu by noon on the Wednesday before the intended Thursday email. [Click here](#) for complete instructions.

[eBucs Classic Experience available until Nov. 9](#)

The New Shopping Experience is now available to all eBucs requestors and approvers. Users may toggle between the New Shopping Experience and the Classic Experience via the button located in the lower right portion of the eBucs system. The New Shopping Experience will be the only version available to all requestors and approvers after the retirement of the Classic Experience on Nov. 9. All users are encouraged to begin using the New Shopping Experience as their primary version for all requisitions and approvals. New eBucs users should only utilize the New Shopping Experience and should refrain from toggling to the Classic Experience. Please see the eBucs [webpage](#) for more information.

[RDC Small Grant submissions open](#)

Please note: Small Grant funds are limited so apply early.

All submissions should use the online form at https://bgcop.formstack.com/forms/rdc_small_grant_application_form_2021

Submission Deadlines:

Submission opened Aug. 1. Submissions will be reviewed as they are received and until funds are expended.

After electronic submission, a compiled file will be sent. PRINT this form for signatures (scanned signatures are allowed). A signed printed copy of the application is DUE within two weeks of electronic submission.

Additional information:

RDC Small Grant home page:

<http://www.etsu.edu/research/rdc/smallgrant/default.php>

Contact RDC@etsu.edu.

[Upcoming employee training opportunities](#)

Leadership tip of the week: "[How to overcome your fear of making a mistake](#)"

[“We Hear You!”—Helping ETSU employees to appropriately navigate the dangerous discussions around today’s “hot button” politically and socially charged issues.](#)

*(DISCLAIMER: we will **NOT** be discussing these political and social issues but attempt to give you tools to better navigate these conversations in the workplace setting without causing division.)*

This training is for ETSU Employees who want to learn how to engage/respond in ways that are aligned with **ETSU's Core Values** to potentially divisive (political and social) topics in the workplace. The first part of the training will cover the Core Values of ETSU and provide some practical methods and tools for navigating workplace conversations around current issues that have potential to divide us. The second part of the session will consist of a panel of experts sharing their perspectives from Human Resources, Equity and Inclusion, and Psychology (the Human perspective). The training will be offered several times from September through November (specific dates to be set later), so click the title to select and register for the first session on Friday, Sept. 25, from 10-11:30 a.m. Other sessions will appear on the **[schedule](#)** later.

Please see the **[Human Resources Home Page](#)** to find out more information on Supervisor COVID-19 Guidance, Voluntary Faculty Retirement Incentive Program, and much more.

Please Note: Be sure to check the **[Event Calendar](#)** and the **[Scheduled Classes](#)** websites for the latest training information. Check out the employee learning opportunities online at **[Percipio](#)**. Also check out **[LinkedIn Learning](#)**. As always, please contact us at **gloverke@etsu.edu** or **423-439-6133** if we can help in any way with your learning for you and/or your functional unit.

[UPCOMING EMPLOYEE TRAININGS & WORKSHOPS](#)

[ETSU EVENTS CALENDAR](#)

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