

LINDENWOOD
UNIVERSITY
—
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

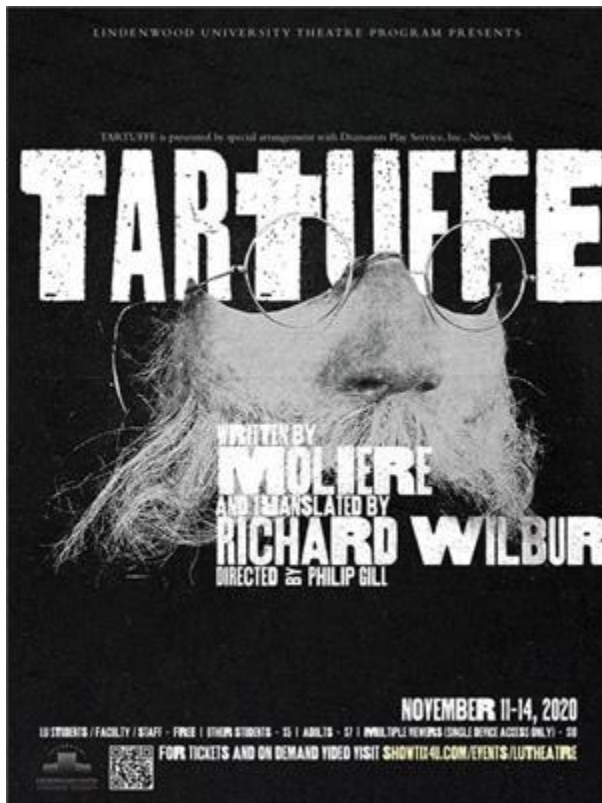
November 3, 2020

Thanksgiving Holiday Announcement

In recognition of the outstanding teamwork you have demonstrated this year, employees will have the entire week of Thanksgiving off! If you were unable to attend yesterday, please [watch the Town Hall](#) with Dr. Porter and Dr. Ayres, which shares this special announcement.

<hr size=2 width="100%" noshade style='color:black' align=left>

LU Theatre Presents Moliere's Tartuffe



LU Theatre presents Moliere's Tartuffe

(translated by Richard Wilbur)

A Video on Demand Event Nov. 11-14.

Presale starts Nov. 2

“In Moliere’s classic comedy, an all too familiar story unfolds. A con man pretending to be pious uses his guise to gain unearned wealth and to seduce women. While written back in 1669, Tartuffe still remains very relevant in 2020.”

Visit [ShowTix4u.com](https://www.showtix4u.com) and, when prompted, enter the presale code: LUTartuffe

(This production was staged and filmed in the Lindenwood Theater at the J. Scheidegger Center for the Arts. All appropriate measures were taken to ensure the safety of all actors, backstage crew, stage managers and technicians.)

Join the Next Lindenwood Book Club Virtual Meeting

Readers! Join our next LU Book Club Virtual Meeting on Tuesday, Nov. 17 at 7 p.m. We will be discussing the first 8 chapters of [The Vanishing Half](#) by Britt Bennett. [Register for the Zoom meeting](#) to connect with alumni, students, staff, and faculty. Join the Lindenwood Book Club on [our Goodreads.com hub](#), where our community comments on weekly discussion posts.

Submit a Lion Letter

Participate in our Lion Letter writing campaign for students in quarantine or isolation. [Submit your note here](#), and we can deliver with their meals as a little “thinking of you” moment. Let’s make sure our students know they’re loved and cared for.

Hammond Institute Fellow Delivers Honorary Lecture in the UK

On Oct. 14, Hammond Institute senior research fellow Richard Anderson presented the [2020 annual Maxwell Fry Memorial Global Finance Lecture](#) at the University of Birmingham (UK). The [lecture](#) is sponsored each year by the Money, Macro and Finance Society (UK) and the Birmingham Business School, University of Birmingham (UK).

The topic of the lecture was the continuing tension between fiscal and monetary policies, in the US and the UK, that began in 2008 with the global financial crisis and has been amplified by the global pandemic.

CAMS Enterprise and Portals Outage

Timeframe

Sunday, Nov. 8 from 8 a.m. to 10 p.m.

CAMS Enterprise, Student Portal, Faculty and Staff portal, admissions application portal and CAMS Enterprise databases will be unavailable beginning Sunday, Nov. 8 at 8 a.m. for scheduled maintenance. During the outage timeframe, all features of these systems will be inaccessible.

Access to all other IT services, including the website, network, WiFi, Canvas, Workday, Docuware, LindenCircle and email will be unaffected by this outage. The update will be completed by Sunday, Nov. 8 at 10 p.m.

Questions or Assistance?

If you have any questions or require assistance, please contact the IT Help Desk at HelpDesk@lindenwood.edu or via the helpdesk phone 636-255-5100.



MOMENTS

During the months of November and December, the Q2 Team will offer Q2 Phase I sessions to our partners at Wylie. All areas of Wylie will participate in the sessions, Academic Services, Recruitment, and Retention. We look forward to spreading the culture of Q2 service excellence and bringing a heightened level of service to our students through this initiative!

-Q2 Team

LINDENWOOD UNIVERSITY LEARNING ACADEMY

New Staff and Staff Administrator Performance Evaluation Guides

HR and the Learning Academy are pleased to share the *refreshed* [staff](#) and [staff administrator](#) performance evaluation guides, they are linked and can also be found in Workday's Useful Links worklet. Staff will begin to see the updated standards now and some of the remaining updates we have been discussing with respect to goal setting will be refreshed before the end of this calendar year.

Here are some of the significant changes:

- Fewer standards.
- Updated indicators.

- Summary comments for all standards required by the evaluator *at the end* of the final evaluation document instead of after each standard.
- Ratings will be 0-3 instead of 0-4.

3 = Exceeds Expectations
 2 = Meets Expectations
 1 = Below Expectations
 0 = Unsatisfactory

- 360 feedback will focus on the indicators with the asterisks under Standard 4: Employee Management and Development.
- Goals will be entered at the beginning of the new cycle instead of at the end of the current cycle for the upcoming year. This should be a collaborative process between the staff and staff admin.

Performance Evaluation Cycle

Annual Evaluation Cycle for Staff Administrators							
Evaluation Cycle Begins	Complete Annual Goals	Enter Evidence and Comments	Complete Self-Eval	Complete 360 Eval	Complete Final Eval	Confirm Final Eval	Employment Recommendation to VP-H
September 1	September 15	September 1-June 15	May 1- June 15	May 1- June 15	June 16- August 15	August 31	November

A new module has been released for the Faculty Certificate in Writing: Improving Student Proofreading Skills

Are you surprised--or disappointed--when students don't catch obvious typos on their final drafts? This one-hour module will provide an explanation for why writers often miss their own errors, and teaching tips to help students learn how to proofread their writing.

Interested in completing this module? Contact Faculty Fellow, Dr. Elizabeth Fleitz (efleitz@lindenwood.edu) to be added to the Faculty Certificate in Writing Canvas shell.

Learning Academy Calendar – [Click here](#) to find November's development opportunities

- CDI Diversity and Bias Trainings
- Faculty-led Study Abroad Information Session

- Culture Connection
- Staff Administrator Sessions
- DEI Reading Challenge

Fall Semester Hours

LARC/Library Services' Fall Hours

Monday – Thursday: 8 a.m. – 10 p.m.

*We will begin staffing the building at 7:30 a.m.

Friday: 8 a.m. – 5 p.m.

Saturday: 10 a.m. – 6 p.m.

Sunday: 2 – 10 p.m.

For safe communication, Chat Services are always available during the LARC's open hours.

Upcoming Virtual Events and Deadlines

- Oct. 26 - Nov. 13 - [Pantry Wars](#), Collection site: CDI Atrium
- Nov. 10 - [Flash Forms Festival](#) Virtual Storytelling Event, 7-8:30 p.m., [Zoom](#)
- Mondays and Thursdays in Nov. - The Creative Writing Club for National Novel Writing Month, 7-9 p.m., [Discord](#). Email dplate@lindenwood.edu for info.

All in-person events have been canceled until further notice. [See the list of all virtual events](#). If you would like to have a virtual event posted, please send any applicable posts via the online Marketing and Communications [project request form](#).

Submit Information to the Digest

To have your listing appear in the Digest, please fill out the [Project Request Form](#) (be sure to choose "Communications and Public Relations" for type of request) by noon on the day prior to send-out. The Digest is sent every Tuesday and Friday morning during the term and on Fridays during break. Information submitted past the deadline may not be included in that edition but will appear in the following one. Entries are only subject to run once but may run twice depending on volume of material submitted that week. Please note, all entries to the Digest are subject to editing prior to running. [Get more information](#).

