

LINDENWOOD  
UNIVERSITY  
—  
DIGEST  
EMPLOYEE NEWSLETTER

Today's Headlines

April 9, 2020

## Faculty/Staff Evaluation Reminder

Remember to upload evidence throughout the year to avoid the last-minute rush!

For the purpose of supporting and sustaining a culture of continuous improvement, Lindenwood employees participate in an annual, formative, and evidence-based evaluation process. Performance standards and indicators are aligned with the mission and values of the university and job description for each position.

### EVALUATION PORTAL

[Click here](#) to access your Evaluation Portal (log in using your Lindenwood username and password). If you are not in your portal and wish to email your evidence remotely from your Lindenwood email to your evaluation file, you can send notes, files, pictures, etc... to [ebesevidence@appointlink.com](mailto:ebesevidence@appointlink.com). Evidence sent remotely will appear in your evaluation portal as “Uncategorized Evidence” that you can assign to the appropriate performance indicator(s) at your convenience.

### Evaluation Cycle Begins/Portal Open for Adding Evidence

January 1: Faculty and Academic Administrators

September 1: Staff, Staff Administrators, and Coaches

### Portal Open for Completing Self-Evaluation

October 1: Faculty and Academic Administrators

May 1: Staff, Staff Administrators, and Coaches

### Self-Evaluation Due Dates

November 15: Faculty and Academic Administrators  
July 15: Staff, Staff Administrators, and Coaches  
Once you've completed and submitted your self-evaluation please schedule a meeting with your supervisor.

#### Final Evaluation Due Dates

January 15: Faculty and Academic Administrators  
August 15: Staff, Staff Administrators, and Coaches

#### Final Evaluation Sign-Off Due Dates

January 22: Faculty and Academic Administrators  
September 1: Staff, Staff Administrators, and Coaches

If you have questions about the evaluation process, please contact your supervisor. For technical assistance with the evaluation portal, please contact [HelpDesk@lindenwood.edu](mailto:HelpDesk@lindenwood.edu).

Thank you,  
Dr. Deb Ayres  
Vice President, Human Resources

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### **Lindenlink Now Available on App**

The student news website Lindenlink is now available on your cell phone. Simply download the free app called College News Source from your app store, then search for Lindenwood and click on Lindenlink. This will save the news website on your phone.



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### **PCcommon Retirement**

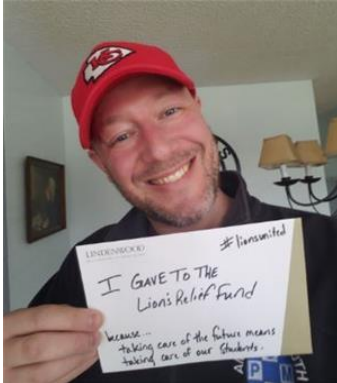
With the adoption of the Canvas Learning Management System (LMS) and Microsoft Office 365 in recent years, Lindenwood University has greatly improved its portfolio of collaboration technologies supporting the academic and administrative experience. As a result, the usage of PCcommon, a service intended to support the sharing of academic materials, has decreased significantly. Lindenwood IT is actively preparing to retire the PCcommon service on May 29, 2020.

Lindenwood University's learning management system, Canvas, is the preferred method of transferring documents, forums, links, and other academic materials. Information Technology asks that over the next month faculty and staff migrate

any remaining resources from the PCcommon server to Canvas LMS or a SharePoint/OneDrive site. If you are in need of assistance with the migration of this data, please contact the IT Help Desk at 636-255-5100 or [helpdesk@lindenwood.edu](mailto:helpdesk@lindenwood.edu).

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## Lions' Relief Fund Launched to Help Students



Many in the Lindenwood University community have been impacted by COVID-19. Because of this, the Advancement Office has created the new [Lions' Relief Fund](#) to help Lindenwood students who need it more than ever. Please pass along the information about the Lions' Relief Fund to others who care about student success and may also wish to contribute.

The Advancement Office wants to recognize those who are donating to this new Lions' Relief Fund. If you or someone else you know donates, please send a photo with the reason for donation to [alumni@lindenwood.edu](mailto:alumni@lindenwood.edu).

#LionsGive #LionsUnited

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## Stay Connected with Flat Leo!

Are you looking for a fun way to stay connected while at home? Alumni Relations is collecting Leo adventures with the new #FlatLeo, so snap a photo of yourself hanging out with Leo in the wild (a.k.a your house) and add it to the collection by using the hashtag #FlatLeo and #LionsUnited and tag it to the Lindenwood University Alumni Facebook page!



[Download Flat Leo Here.](#)

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## Ferrarini Presents Personal Finance Seminar on April 23



[Dr. Tawni Ferrarini](#), associate director of the [Hammond Institute](#), will present a webinar from 6 to 7 p.m. on Thursday, April 23. The session — Personal Finance 104: [Credit and Loans](#) — will use economic reasoning to demonstrate how different credit and loan choices lead to different levels of financial comfort and security.

Participants will explore the positive and negative aspects of using credit when debt-to-income ratios are high or low and also discuss how individuals can put the power of compound interest to work for them versus against them in the borrowing and lending market. This webinar is free and open to all, but [registration](#) is required.

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## Lindenwood University Book Club Debuts

The Office of Alumni Relations and Library Services are partnering up to start a book club! They will use Goodreads as the hosting platform for the book club. This platform allows the club to have its own Lindenwood University group, polls about which books it would like to read, discussion boards, and events so that the book club can meet. The next few weeks, the club will be selecting its first book, so don't miss out on the conversation! All staff, faculty, students, and alumni are invited to join in on this new initiative. If you would like to join the book club, please email [alumni@lindenwood.edu](mailto:alumni@lindenwood.edu) or visit [goodreads.com](https://www.goodreads.com) to get added to the group

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## COVID-19 SONGWRITING COMPETITION

Faculty and staff are invited to participate in the [COVID-19 Songwriting Competition](#)! Compose an original piece in any genre of music, highlighting life during COVID-19, social distancing, honoring those on the front line, etc... Make a video of your performance and share with [aroyal@lindenwood.edu](mailto:aroyal@lindenwood.edu) by April 13. Student Involvement will share on social media for voting the week of April 13-17.

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## Student Success Stories Sought by Alumni Relations

Alumni are interested in hearing about student success stories during this quarantine time! If you have success stories about Lindenwood students, please email them to [alumni@lindenwood.edu](mailto:alumni@lindenwood.edu). They will be sent out to alumni and shared across the institution over these next few months.

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## Alumni Award Nominations Sought

Alumni Relations is excited to continue a long-standing tradition of presenting awards to Lindenwood alumni based on their dedication to Lindenwood and the community. All nominations will be reviewed by a committee, and recipients will be honored at the 2020 Reunion & Homecoming Weekend. This year, there are three awards: Alumni Merit Award, Alumni Service Award, and Young Alumni Award. All students, staff, faculty, and alumni may nominate alumni. The deadline to nominate an alumnus is April 30, 2020. [Click here](#) for the nomination form. All questions can be sent to Rachael Heuermann at [rheuermann@lindenwood.edu](mailto:rheuermann@lindenwood.edu) or to 636-949-4964.

## Upcoming Events and Deadlines

All in-person events have been cancelled 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.](#)

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