



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

February 21, 2024

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO **YOUR INBOX.**

GOOD MORNING LINDENWOOD LIONS!

Spring 2024 Career Fair!



The [Spring 2024 Educator, Career, and Internship Fair](#) is this Thursday, February 22, from 2-5 p.m., in Evans Commons. Students and alumni are invited to meet with employers and learn about upcoming full-time employment and paid internship opportunities across all majors.

Staff and faculty are also welcome to network and support students. A headshot station will also be available.

LATEST NEWS

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[Updates to Employee Policies](#)

Human Resources and the Benefits Office have updated a few employment policies. The reasons for the updates are below.

- **Employee Benefits:** Restructured policy to provide easier access to pertinent information and removed vendor specific language.
- **Workers' Compensation:** New policy that aligns with plan document and current practice.
- **Military Leave (USERRA):** New stand-alone policy that expands on the small paragraph that currently exists in PTO policy.

Employees can access these and all other employment policies in Workday under Useful Links.

Questions can be directed to the [Benefits Office](#).

Medicare Fundamentals Webinar

This Thursday, February 22, at 1 p.m., Brown & Brown will host a complimentary Medicare educational webinar. This webinar will center around Medicare fundamentals, giving participants an opportunity to enhance their comprehension of how Original Medicare functions, explore common supplemental coverage options, address misconceptions, understand the enrollment process, and much more.

The Benefits Office works with Brown & Brown and encourages employees to attend if this topic is of interest to you! [Register](#) for the event.

2024 Staff and Staff Admin Performance Evaluation Guides Revised

The Rubric Task Force is pleased to announce the release of the updated 2024 Staff and Staff Admin Performance Evaluation Guides, effective this month. These revisions aim to enhance clarity and effectiveness in our evaluation process, ensuring equitable and transparent assessments across all divisions. Below are the key updates:

- **Timeline Adjustments:** Self-Evaluations will now be conducted from Wednesday, May 1, through Sunday, June 30, while Final Evaluations will take place from Monday, July 1, through Thursday, August 15, providing ample time for reflection and assessment.
- **Enhanced Clarity on Evidence and Impact Summary Statement:** We've refined guidelines to provide clearer expectations regarding evidence and impact summaries, aiding in more comprehensive evaluations.
- **Improved Clarity on Ratings:** The updated guide offers clearer definitions for remedial and novice ratings, fostering better understanding and alignment between evaluators and staff.

- **Enhanced Guidance for Manager Changes and Employment Status:** We've added clarity on how manager changes and employment status updates impact the evaluation process, promoting consistency and fairness.
- **Clarification for New Employees:** Staff joining the University after Wednesday, May 1, are now exempt from formal evaluation in their first year, streamlining the onboarding process while ensuring fair evaluation practices.
- **Addition of Goals Template:** Additionally, we're excited to introduce goal templates tailored for new employees beginning with the university prior to Wednesday, May 1, facilitating a smoother integration into our organizational objectives.

Staff and Staff Administrators are encouraged to familiarize themselves with the updated guidelines. Register for additional training through the [Learning Academy calendar](#) on Tuesday, April 9 (in-person) or Thursday, April 25 (virtual).

Join Lindenwood in the St. Patrick's Day Parade

Lindenwood University is proud to be a sponsor and participant in the third annual St. Patrick's Day Parade, presented by the City of St. Charles and St. Charles Division of the Ancient Order of Hibernians.

[Sign up](#) individually or as a group to participate in the parade with Lindenwood in this fun, family-oriented event celebrating Irish heritage and the Patron Saint of Ireland.

- Sunday, March 17
- Parade begins at 4 p.m. on Main Street

Any questions, contact [Sarah Kozy](#).

Amazing Race-Ability Edition

Mark your calendars for the second Amazing Race-Ability Edition! This event will be Wednesday, March 27, from 1:45-4 p.m. Teams of four-to-six participants will compete in accessibility challenges around campus. [Sign up](#) today!

Calling All Faculty Interested in Leading a Study Abroad Program

Are you a faculty member interested in leading a study abroad trip in the future? Or are you a faculty member who is a veteran at leading students abroad?

The Office of Global Student Mobility invites interested faculty members to learn about new initiatives in making faculty-led study abroad opportunities more accessible to students and more do-able for faculty on Tuesday, February 27, at noon in LARC 240. [Rachel Jagust](#) will host a conversation,

which will include Andrea Adams from EF/Study Abroad, one of Lindenwood's long-standing partners.

Because we will provide lunch, please [RSVP](#) by Friday, February 23. If you have any questions, contact Rachel or [Mark Valenzuela](#).



Recognize Employees Who Live Out Lindenwood's Core Values!

Use the [link](#) under the 'Announcements' section on your Workday home screen to access the form that allows us to recognize employees that we see living out LU's core values.

Value: We thrive together.

Nancy Tinker is always at the top of her game. When called with issues regarding Sodexo orders, she immediately jumps into solutions, if she hasn't already found one. When I called her about a mystery charge from dining services, she found a solution within five minutes. Nancy not only excels at problem-solving in her role to make everyone's life easier, but she cares about everyone as an individual. She checked in on one of her co-workers after a difficult day to ensure they were doing OK. From her ability to seamlessly jump to solve problems to her care for others, Nancy embodies our value of thriving together.

Value: We do what is right.

Eric Bliggenstorfer lives out this value in his daily working routine with his calm demeanor, attention to detail, and willingness to ensure each student gets what they need while, at the same time, ensuring everything given out is correct and accurate. He walks a student through step by step to make sure they understand every aspect of the complexity of financial aid and never loses patience – not because it is his job, but because "we do what is right."

View all of the [submissions](#) that recognize employees who live out our values.

[Submit Your VIP Moment](#)

LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

Virtual Socioeconomic Bias

February 22, 2:30-3 p.m.

Online

This interactive training session will help the participants develop an awareness of how SES bias can impact those around them with different socioeconomic statuses. Participants will discover campus resources and strategies to apply what they learned to their environment in order to identify and challenge their own socioeconomic status bias.

Register

Feed Your Mind Fridays: Navigating Anti-Fat Bias in College

February 23, noon-1 p.m.

Online

While “fat” can evoke a negative connotation, it is merely an adjective describing a person’s body. Fat is a neutral descriptor for predominantly plus-size people. While fat is frequently used to insult people of all sizes, many fat activists – those of us who are undeniably, indubitably fat by any measure – reclaim the term as an objective adjective to describe our bodies, like tall or short. Fat stands in contrast to the endless parade of euphemisms – fluffy, curvy, big guy, big girl, zaftig, big-boned, husky, voluptuous, thick, heavy set, pleasantly plump, chubby, cuddly, more to love, overweight, obese – all of which just serve as a reminder of how terrified so many thin people are to see our bodies, name them, have them. This online session will be led by Dr. Andrea Melrose.

Register

Promotion in Rank Help Sessions

February 26, noon-1 p.m.

Online

Members of the Faculty Council and the Human Resources Department will share reminders and answer questions regarding the 2024 Promotion in Rank process. Topics will include timeline, item submission, review process, and more. Come with any questions you may have about the PIR process!

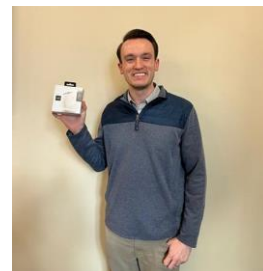
Register

Virtual Curriculum Mapping
February 28, noon-1 p.m.
Online

This virtual workshop explores the process of curriculum mapping, a literal "map" showing how graduate attributes, program outcomes, and course outcomes align, as well as scaffolding from introductory, advanced, to mastery knowledge. Bring your current map and/or outcomes as we workshop our way to alignment!

[Register](#)

February's Learning Academy Challenge Winner: Hunter Davis



Congratulations to Hunter Davis on winning a Bluetooth speaker by being the first staff member to complete the Learning Academy Challenge published in February's Learning Log. Thank you, Hunter!



SPRING SEMESTER HOURS

LARC/LIBRARY SERVICES

- Monday-Thursday: 8 a.m.-10 p.m.
- Friday: 8 a.m.-5 p.m.
- Saturday: 10 a.m.-3 p.m.
- Sunday: 2 p.m.-10 p.m.

EVANS COMMONS REC CENTER

- Monday-Friday: 6 a.m.-9 p.m.
- Saturday-Sunday: 11 a.m.-4 p.m.

LU BOX OFFICE

- Tuesday-Friday: Noon-4 p.m.
- Saturday: 10 a.m.-2 p.m.
- Sunday-Monday: Closed

STARBUCKS

- Monday-Friday: 7 a.m.-5 p.m.
- Saturday: Closed
- Sunday: 2 p.m.-9 p.m.

BOYLE FAMILY ART GALLERY

- Monday: 1-6 p.m.
- Tuesday: Noon-5 p.m.
- Wednesday-Friday: 1-6 p.m.
- Saturday-Sunday: Closed



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