

## Karen Olmstead

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**From:** Karen Olmstead  
**Sent:** Tuesday, August 6, 2019 9:45 AM  
**Subject:** First Monday Update from Provost's Office

**Dear Salisbury University Faculty:** Hard to believe it's the first week in August, but here we are! Whether you are teaching, engaged in research or creative activity, working with the community, or just kicking back, I hope each of you are having a productive and rejuvenating summer. This is the first of my monthly communications for the academic year which arrive on or around the first Monday of the month – amazing how quickly Tuesday can come!. If you want to share information about events/activities of interest to faculty across campus, please send them to [provost@salisbury.edu](mailto:provost@salisbury.edu) at least three days before the first Monday of each month.

I'm excited about the upcoming year and the great work that is going on across campus. At our Welcome Back meeting on 8/21/19, I look forward to reviewing many of our on-going projects and achievements and goals for the upcoming year. In this email, I thought I'd share information that may be useful to you as you put your fall calendar and syllabi together. Please note, we'll be using the term 'unit' to refer to departments and/or schools within the College of Health and Human Services.

- Several SU faculty, staff and students are working on programming titled *1619-2019: 400 Years of Resilience* to reflect upon the effects of slavery in America. Events are planned throughout the semester (website forthcoming) with a launch on 9/17/19 at 6 pm next to the Harriet Tubman statue outside of Conway Hall. For more information, please contact Wallace Southerland (Associate VP for Student Affairs) or April Logan (Associate Professor of English).
- By early next week, Melissa Thomas (Manager of Instructional Design and Delivery) will be sending an email with an overview of policies and procedures updated for Fall 2019. This helpful resource will include information on our academic misconduct policy, emergency absence policy, Turnitin, SU's Disability Resources Center, etc. and will be available as a pdf and in MyClasses.
- This year's Faculty Development Day is on the topic of *Effective Teaching and Learning Strategies for the Higher Ed Classroom!* Dr. Todd Zakrajsek (UNC-Chapel Hill) will lead us in two engaging sessions. [Registration is requested.](#)
- We're still plugging away on the Faculty Handbook; updated chapters are available on the [website](#) and additional revised chapters will be posted this month.
- Due to increased costs and reduced budgets, SU libraries has had to cancel some databases. See Dean Bea Hardy's 6/21/19 for more information.
- We are launching a significant upgrade to our EAB platform to support student success (called Navigate, available as link from the [Employee webpage](#) or through Gullnet). Faculty are being trained to serve as 'Navigators' to support the use of this powerful platform within their units. Associate VPAA Melissa Boog will be sending an email this week regarding Navigate and how to use this for student appointments.
- At the request of the Staff Senate, the University's core service hours have been changed from 8:00 am-5:00 pm to 8:00 am-4:30 pm. These hours may be adjusted given unit-specific needs or heavy traffic times (e.g., semester start and end). See the email from HR dated 7/24/19.
- Our recruitment efforts continue with Admissions Open Houses (dates below). If you are representing your unit at these events, don't forget that food and beverages are available in the Cool Beans Conference Room compliments of the Provost's Office.
- If you have an idea for a story to share with the public or an alumni success story to share with Alumni Relations, please use the [Story Idea](#) link on the website.
- A gentle reminder (but it's really important), we are required to hold finals or appropriate academic activities during finals week (this is part of the necessary instructional hours associated with each class required by State law). Please make sure you plan to include an exam or other class activity during finals week.
- We appreciate the effort so many of you have made to use [Digital Measures](#) (DM). Look for an email from Associate Provost Rich Wilkens about upcoming training sessions and opportunities to have your photo taken.

My best wishes for the upcoming semester; I look forward to seeing you on August 21 if not sooner,  
Karen

**Upcoming dates of interest** – see [Academic Affairs calendar](#) for times and locations. For information about performances, lectures, and other cultural events, check out the [Fall 2019 Panorama](#).

- 8/1 Fall Sabbatical Leave Applications due to unit chair or director/immediate supervisor
- 8/15 Transitional Terminal Leave request for Spring is due
- 8/19 Adjunct Faculty Orientation
- 8/19 New Student Reflection Facilitator refresher training (lunch included)
- 8/20 New Faculty Orientation
- 8/21 Faculty Development Day
- 8/21 Provost's Welcome Back
- 8/22 New Student Move-in
- 8/23 New Student Orientation activities and Convocation
- 8/26 Fall 2019 Semester Classes Begin
- 8/26-30 Add-Drop Period
- 8/29 Summer Research Poster Session 3:30 pm GAC Assembly Hall
- 9/1 Fall Sabbatical Leave Applications due to the Dean
- 9/5 Academic Affairs Office notifies faculty who are eligible for promotion and/or tenure
- 9/9-18 Gullweek
- 9/15 Faculty who are applying for tenure/promotion notify unit chair/director who notifies chair of unit tenure review committee of candidates
- 9/20 [Graduate Research and Presentation](#) (RAP) and [University Student Academic Research Awards](#) (USARA) grant applications due.
- 9/21 Admissions Open House
- 10/1 Fall Sabbatical Leave Applications due to the Provost
- 10/1 Tenure candidate's application file due to chair of unit tenure review committee
- 10/12 Admissions Open House
- 10/15 Sabbatical part B (report) due for Spring 2019 sabbaticals
- 10/18-19 Homecoming and Family Weekend
- 10/25 Last day to Withdraw (with grade of W).
- 11/1 Recommendations and tenure file given to unit chair/director by unit tenure review committee
- 11/9 Admissions Open House
- 11/11 Veterans Day Ceremony
- 11/15 Unit chair/school director sends recommendations and tenure file to school dean
- 12/1 Dean sends recommendations and tenure file to the Provost
- 12/6 Last Day of Classes
- 12/7 Reading Day
- 12/9-13 Final Exams
- 12/14 Commencement
- 12/15 Provost sends tenure recommendations to the President

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