

**From:** [Karen Olmstead](#)  
**To:** [Karen Olmstead](#)  
**Subject:** Academic Affairs First Monday email for January 2022  
**Date:** Monday, January 3, 2022 5:40:24 PM

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Happy new year and snowy day,

It's with a heavy heart that I share the sad news of the loss of two talented and beloved faculty members. Patti Erickson (Associate Professor, Biological Sciences) passed away on Dec. 24<sup>th</sup> and will be greatly missed by her students and colleagues across campus and within her extensive research network. Our deepest condolences to her husband Les and son Spencer. Information about a memorial service and scholarship is forthcoming. Sue Park (Clinical Associate Professor) passed away on Dec. 21<sup>st</sup> and leaves behind grieving colleagues and the students she served so well as the Site Coordinator for Social Work at the Eastern Shore Higher Education Center since 2012. Sue was a strong advocate for the importance of clinical faculty and satellite students at the University. Her efforts resulted in increased benefits for faculty and services to students.

**Good news to share:**

- Congratulations to the following faculty who were recognized with the **SU Alumni Association Faculty Award** which honors faculty who have made a difference in the lives of students and are outstanding teachers.
  - Steve Adams, Management & Marketing, Perdue School of Business
  - Claudia Burgess, Early & Elementary Education, Seidel School of Education
  - Brandye Nobiling, Public Health, College of Health & Human Services
  - Brian Polkinghorn, Conflict Analysis & Dispute Resolution, Fulton School of Liberal Arts
  - Gene Williams, Biological Sciences, Henson School of Science & Technology
- My thanks again to all of you who participated in the **Grad Walks held in December**. Given the continued impacts of the pandemic, we are planning for Grad Walks in lieu of a formal Commencement ceremony for May, 2022 graduates. It was great to have so many faculty and staff join us for the event last month – please feel free to send reactions/recommendations to [commencement@salisbury.edu](mailto:commencement@salisbury.edu). We'd love to hear your thoughts.
- Thanks and congratulations to Jeremy Corfield (Biological Sciences) and his students and colleagues for their efforts to win the High Fliers recognition from the [Maryand Bird City Campus program](#).
- This is an overdue but **enthusiastic shout-out to Brent Zaprowski** (Geography & Geosciences) and students who used ground-penetrating radar to identify hundreds of unmarked local grave sites. Identifying who is buried in these sites is the next time-consuming and challenging step. Brent sees this project as an important way to honor veterans and other public servants as well as to build a connection to the past. Well done!

**Preparing for Winter Session and the Spring 2022 Semester (and COVID, of course)**

Unfortunately, but not unexpectedly, we must continue to incorporate contingencies for the impacts and disruptions of the pandemic in our instructional, scholarship, outreach and other planning. These may include increased absences of students, faculty, and staff due to illness, a positive test result, quarantine, or other circumstances. To prepare for this, please consider the following for your Winter Session and Spring 22 courses:

- Rosters in Gullnet will continue to indicate Cleared, Not Cleared (blue/grey highlighting), or Medically-Required Absence (yellow) status of students in your courses.
- In F2F and hybrid courses, please use a seating chart to allow more effective contact tracing as necessary. We have strong evidence that, to date, instructional settings have not been the sites of COVID transmission and we would like to continue to verify that.
- Developing mechanisms that allow the engagement of students who must attend class remotely due to illness.
- Planning contingencies for instruction should you not be able to come to campus or if you are ill.
- Please verify your rosters in Gullnet by the deadline of 1/7/22 for winter session courses (rosters open on 1/5) and by 2/10/22 for spring semester and 2/7/22 for 7W1 courses. Roster verification is an important process in the University's efforts to maintain compliance with federal regulations. For example, eligibility for federal student aid is based upon attendance, therefore the institution must ensure that students are actively participating in enrolled courses in order to remain compliant. Students are not permitted to attend/participate unless they are officially enrolled and on the course roster.
- If you are planning meetings, conferences, searches, etc., please consider how these may be conducted virtually if necessary. Although the University Health Team has not recommended any change in planning for in-person events for Spring 2022, we may need to limit larger in-person gatherings through the spring semester.

- We live in stressful times. Please encourage your students to seek any help they may need through [SU's Counseling Center](#) which offers 24/7 telehealth support through [timelycare](#). Employee support is available through the USM's Employee Assistance Program [ComPsych](#). If you haven't already done so, consider setting-up an account to learn about services available. When you register, our Organization Web ID is *USMEAP*.

#### Regarding COVID-19 protocols more generally:

- Please review Winter Term COVID-19 info [here](#).
- For the first few months of 2022, we plan to limit access to several campus buildings (by Gull Card only). This will allow us to limit traffic in University buildings to those who are cleared to be on campus. Contingencies for access during any public events will be planned.
- Salisbury University's [Isolation and Quarantine protocols](#) remain unchanged from those previously set forth by the University Health Team. Campus Health will continue to provide return dates to students and employees in quarantine or isolation.
- Mask-wearing remains a critical part of our COVID-mitigation infrastructure. This means that everyone should wear a mask around others (KN95 preferred) and that eating is limited to designated sites (e.g., private offices, dining hall, café, etc.)
- KN95 masks will be available in the Great Hall of Holloway Hall during normal hours of operation (Monday-Friday, 8:30 a.m.-4:00 p.m.) and should be worn by everyone in classrooms and other instructional settings. With the high transmissibility of the Omicron variant, **faculty and speakers are also required to wear KN95 masks** in face-to-face instructional settings through Winter session.
- All faculty and staff – regardless of vaccination or booster status – are required to get an **SU-administered COVID-19 test** on their first day back to campus. Schedule test at: <https://sutesting.timetap.com>. Test times have been expanded this week due to the snow today.
- Beginning in January, **SU employees are expected to receive a booster shot once they become eligible**. Those who have not received their COVID-19 boosters within 90 days of their initial Johnson & Johnson vaccination, or within eight months of their second Pfizer or Moderna vaccination will be required to test twice weekly at SU to maintain campus access. Employees who have not received boosters within the timeframes listed above should get their boosters as soon as possible. Once an employee has received a booster shot, regardless of the timeframe, they will no longer need to test. Information on boosters is available [here](#).
- **All employees are strongly encouraged to pick up a take-home test and get tested before their first day back on campus**. One take-home test kit is available for pickup for each member of the campus community in the Great Hall, Holloway Hall, Monday-Friday from 8:30 a.m.-4 p.m. (note change of location from GSU) during winter session. Tests also are available from the local health departments at this [link](#). We expect free take-home tests to also be available throughout the spring semester.
- Please continue monitoring your SU email account and the [SU COVID-19 webpage](#) for the most up-to-date information regarding campus operations. Stay Informed updates are issued on Tuesdays and Thursdays at 4:30 p.m. as necessary.

#### Training, Opportunities, Resources and Reminders

- The Office of Graduate Studies & Research offers [grants up to \\$750 for graduate students](#). Applications are due on 2/11/22. Spread the word!
- **Scholarship of Teaching & Learning (SoTL) Fellowship applications** are due on 1/30/22. The [SoTL Faculty Learning Community](#) (FLC) supports the SoTL Fellowship in order to help SU learn more about best practices in evidence-based techniques, innovations, and processes to continuously improve our students' outcomes. All SU Faculty, Staff, and Graduate Students are encouraged to apply. Visit the [SoTL Fellowship](#) website section for more details and the application submission form.
- Information about the approved General Education model and implementation process is available on the [Faculty Senate website](#) and a new [Gen Ed Implementation website](#). Also, several faculty and staff are planning a **Gen Ed convening** from 11 a.m. to 1 p.m. on January 26<sup>th</sup>. This virtual session will explore our new General Education program, discuss timelines, and activities necessary to offer the program in Fall 2024. Attend this session to ask your burning questions about the implementation process of this important transformation of our undergraduate curriculum. Event registration available [here](#).
- Don't forget annual training in **Cybersecurity** and **FERPA** (both in KnowBe4 in Employee Links box in Gullnet) and, if not completed yet, **Diversity** modules (required of all employees when hired, see Diversity Training in External Links box in Gullnet).

I am very hopeful that things return to more normal operations over the spring semester and continue to be very appreciative of your perseverance and commitment to our students and the University's mission.

As always, we'll get there together,  
Karen

**Upcoming Dates of Interest (bold indicates events added this month). For more detailed information regarding instruction-related dates of interest, please consult the [Registrar's Calendars](#). For information about Faculty Senate meetings, please consult their [webpage](#). 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.**

<b>1/5-7</b>	<b>Winter Session Rosters open (please verify)</b>
1/20/22	SU Foundation Professional Grant applications due
1/21/22	Lumen Circles Fellowship Opportunity: Belonging & Inclusive Teaching Fundamentals (Visit the <a href="#">USM Belonging Circles application page</a> for more details and for the application submission form)
<b>1/24</b>	<b>MyClasses opens to spring students, if published Academic Chairs Spring Meeting 10 a.m.-2:00 p.m. – to be held virtually Adjunct Faculty Welcome 6:00-8:00 p.m. – to be held virtually</b>
1/26	All Aboard the General Education Train <a href="#">Registration link</a>
<b>1/28</b>	<b>New Faculty Spring Event 11 a.m. to 5 p.m.</b>
<b>1/30</b>	<b>Scholarship of Teaching &amp; Learning FLC Fellowship applications due</b>
1/31	First day of classes – Spring 2022 semester
2/1	Promotion application (Round 1, combined T&P) to University Promotions Committee
<b>2/2-7</b>	<b>Spring 7W1 rosters open (please verify)</b>
2/4	SU Anti-Racism Summit – to be held virtually
<b>2/5</b>	<b>Posters on the Bay</b>
<b>2/5-10</b>	<b>Spring semester rosters open (please verify)</b>
2/11	Research and Presentation (RAP) Grant proposals due
2/15	Submission of promotion (Round 2, promotion only) file by faculty to department promotions committee (or CHHS school committee)
2/18	SU's 12 <sup>th</sup> Annual Teaching & Learning Conference
2/19	Admissions Open House
Feb. '22	Planned launch of Updated Faculty Handbook
3/1	Recommendation by department promotions (Round 2) committee to department chair (in CHHS, school committee to school director) Promotion recommendation (Round 1) from University Promotions Committee to Provost
3/4	Scholars Day
3/5	Admitted Students Day
3/15	Promotion recommendation (Round 2) from department chair to dean (in CHHS, from school director to dean) Sabbatical applications for Spring 2023 due to department chair/CHHS school director <b>Intent to Submit deadline for 2022 SUSRC</b>
<b>3/21-25</b>	<b>Spring Break Recess</b>
3/22	Promotion recommendation (Round 1) from Provost to President
3/30	Promotion recommendation (Round 2) from dean to University Promotions Committee
4/5	Giving Day
4/8	Department chairs/CHHS school directors send endorsements for Spring 2023 sabbatical applications to dean
4/9	Admitted Students Day
4/15	Notification of promotion (Round 1) outcome to applicant by President
4/22	SU Student Research Conference (SUSRC)
4/22	Promotion (Round 2) recommendation from University Promotions Committee to Provost
5/1	Deans send endorsements for Spring 2023 sabbaticals to Provost
5/2	Promotion (Round 2) recommendation from Provost to President
5/16	Notification of promotion (Round 2) outcome to applicant by President
<b>5/20-21</b>	<b>Commencement activities</b>
<b>6/1-3</b>	<b>Chesapeake Studies Conference <a href="#">Registration link</a></b>
8/26-28	National Folk Festival
8/31	Deadline for final approval by President for Spring 2023 sabbaticals
<b>Major events on the horizon</b>	
July 2022	We are SU Campaign tentatively ends

Fall 2022	Identify workgroups for Middle States re-accreditation self-study
S23 thru AY23-24	Work on Middle States self-study
Summer '23	Anticipated launch of Workday for Financials and HR
July 2023	Begin review of planning for new Student Information System (currently Gullnet)
Fall 24	New General Education Curriculum begins
AY24-25	SU Centennial Celebrations begin
AY24-25	2020-2025 Strategic Plan ends
AY24-25	Middle States reaccreditation (site visit likely in the spring semester)

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