



Please note: The links to the strategic framework engagement platform and campus design survey have been corrected, and information about mail services has been added.

Open Enrollment is Oct. 18 through Nov. 19

Once again this year, Clark will provide a [virtual open enrollment benefits fair](#) experience that faculty and staff can access at their convenience — anytime, from anywhere. This year, the virtual platform lets you schedule appointments with various providers to ask questions and learn more about the benefits offered.

When you first visit the virtual fair, you will need to create an account. This will give you access to information about HPHC, BCBS, and BASIC, in addition to other benefit provider information.

- [Click on the Office of Human Resources box](#) to access enrollment forms for the health, dental, and flexible spending accounts; click “Helpful Documents.” This page also includes cost comparisons and other important notices.
- If you are not changing your health or dental plans, you do not need to submit any forms.
- You must fill out a form to enroll in a BASIC Flexible Spending Account for 2022, even if you enrolled in one this year.
- **All Forms must be submitted via the secure upload link**, which you’ll find under “Helpful Documents.”

Important Notice: Clark University is required to make employees aware of access to and the availability of important benefit documents. If you wish to receive a hard copy of this information, at no cost, please email HR@clarku.edu.

Tuition Exchange Scholarship Application Deadline is Oct. 29

Clark University is a member of the [Tuition Exchange \(TE\) Program](#), which provides the opportunity for dependent children of eligible Clark faculty and staff to receive undergraduate scholarships at other participating TE member institutions.

[Tuition Exchange scholarship applications](#) for the 2022–23 academic year are now being accepted. Applications must be submitted via email to HR@clarku.edu, with “2022/23 TE Application” in the subject line, and **must be received by HR no later than this Friday, Oct. 29**; the drawing for the lottery will be conducted on Monday, Nov. 1.

[Learn more about the TE program and process »](#)

Share Your Thoughts on Clark’s Future

Clark University’s strategic framework, still being developed, will lay the groundwork for achieving greater aspirations for the University and simultaneously greater strength and success — and the Strategic Framework Planning Committee wants to know what you think!

We urge you to share your input on the framework’s nine emerging themes, which have been driven by vigorous community input and which are reflected within priority areas for new programs, investments, and partnerships. The four identified academic themes are undergirded by five foundational themes that will help us continue to establish priorities and craft the strategies needed to support them.

To explore these organizing principles in detail, comment on them, and suggest the initiatives and goals you believe will bring them to life, [visit our engagement platform](#). Your ideas are critical to Clark’s future success!

In addition, we invite you to complete this [brief survey](#) about the Clark campus so we can understand how you interact with Clark’s physical environment, and generate ideas about how we can create a campus setting that is more impactful, innovative, and inclusive. The anonymous survey is part of our Campus Design Initiative, a long-range roadmap for evolving our shared spaces and places in ways that best serve Clark’s academic mission and that are welcoming to all.

A Notice from Mail Services

Mail Services would like to remind the campus community about provided services.

Faculty and staff need to pick up and drop off mail and packages at the auxiliary mail room, located next to the Main Mailroom in the basement of Higgins University Center. Both mailrooms are open Monday through Friday from 8:30 a.m. to 5 p.m. and Saturday from 10 a.m. to 3 p.m. For questions, please contact Mail Services at 508-793-7304 or email Mail_Services@clarku.edu.

The student mailroom, on the second floor of the UC, is open Monday through Friday from 10 a.m. to 5 p.m., and Saturday from 11 a.m. to 3 p.m.

For extra-large or heavy packages, departments have two options: borrow a hand cart from Mail Services to transport the package, or submit [an online work order request](#) to have it brought to your office.

For more information regarding these two options, please [reference the Mail Services website](#).

'Get Inclusive' Training Reminder

Clark is committed to promoting a campus environment where all students, staff, and faculty may study, work and learn in an environment free from harassment and discrimination. We have partnered with **Get Inclusive** to provide a new online training program covering topics from inclusion to sexual harassment, sexual violence, and bystander intervention.

You should have received an email from Get Inclusive at the beginning of October with instructions. Please complete this **mandatory** training as soon as possible!

Student Employment Reminder

Please remember that students are **not allowed to work unless fully onboarded** — it's a violation of employment law. If your student is working and you aren't regularly approving timesheets, it's likely your student isn't approved to work.

How do you know when a student is approved to work?

- For undergraduate students, a comment will appear in the SmartBuy Plus hiring form saying a student is approved to work.

- For graduate students, you will receive an email from Payroll when a student is approved to work.

Questions? Email ugoncampusemployment@clarku.edu.

Staff Replacement Process Update

When a position becomes vacant due to staff turnover, hiring supervisors must obtain approval to search for a replacement. The Staffing Committee (Provost Sebastian Royo, Executive Vice President Danielle Manning, and Chief Budget Officer Paul Wykes) meets on a regular basis to review requests to authorize a search. The Staffing Committee encourages supervisors to use vacancies as an opportunity to reevaluate how their department operates and whether a different staffing model might help meet the University's mission and achieve departmental goals.

To streamline the approval process and provide the Staffing Committee with the information it needs when evaluating requests, a new Search Approval and Request to Hire Form has been added to Interview Exchange. This must be completed and submitted prior to beginning the search for any staff positions. As positions become vacant, HR will contact hiring managers about the revised process for replacing open positions using this new form.

In-Person Fall Fest is Back

[Fall Fest 2021](#), Clark's autumn celebration of student research and creative work, returns in person this Friday, Oct. 29, from 1 to 4 p.m. The annual event allows students an opportunity to showcase the projects they've produced under the mentorship of Clark faculty, spanning multiple academic disciplines and a wide variety of topics. [Read more about Fall Fest on ClarkNow](#), then come support Clark undergraduate researchers on Friday!

Need to Send an Email About COVID-19?

- Questions about Clark's COVID procedures and protocols? Email covid-19-info@clarku.edu
 - Specific questions about your testing cadence? Email covid-19-testing@clarku.edu
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Student Playwrights' Work is Onstage Throughout November

The Visual and Performing Arts Department's biennial **New Play Festival**, featuring six plays by Clark student playwrights, begins on Nov. 2. The plays are presented in repertory, two plays a week, with each getting a run of three performances. Each has its own production team and director — in most cases, a recent Clark graduate — as well as a student design staff and cast. All plays begin at 7:30 p.m. in Atwood Hall's Daniels Theater; the schedule is:

- Nov. 2–4: "Write, Right," by Dylan Parra '22
 - Nov. 5–7: "Absolute Zero," by Jeremy Francouer '22
 - Nov. 9–11: "Election Night," by Rachel Goldman '21
 - Nov. 12–14: "Flying Through Windows," by Luke Pound '22
 - Nov. 16–18: "Casualties," by Tim Lucey '22
 - Nov. 19–21: "Cold Read," by Claire Cohen Kowan '22
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October Retirement Learning Opportunities

TIAA and Fidelity offer live webinars each month to help you with your financial goals. You do not need to be enrolled with either company to access the webinars, which also are available for viewing on demand.

TIAA

[Register here for access](#) to the webinars and other resources. If you are not enrolled in a TIAA retirement account, you may register for guest access. Upcoming webinars will examine The SECURE Act, financial housekeeping, how to market-proof your retirement, investment strategies, and more.

Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. November webinars will cover topics including the financial and emotional aspects of caregiving, liquidity on a fixed income, clarification on federal policy changes, basic investing strategies, and more.

Resources and Opportunities

- [Find previous employee newsletters »](#)

- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more »](#)
- The University's ombudsperson, Israela Brill-Cass, is an informal, confidential, neutral, and independent resource for staff and faculty who want to discuss any topic without fear of retaliation or judgment. [Learn more and make an appointment »](#)
- Visit [ClarkNow](#) for the latest news from campus, and check out where Clark faculty and staff experts appear [in the media](#).
- Learn about employment opportunities at Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



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