



D² Digest

in this issue >>>

- Spring 2020 Contract Deadlines
- Faculty Relocation Bonuses
- MicroStrategy Census Reports
- Upcoming Events
- Lunch & Learn Webinar
- D2 Kudos

reminders >>>

◆ Faculty Relocation Bonus Guidelines

Before establishing relocation bonuses for new faculty hires, you should review the [guidelines matrix](#).

◆ MicroStrategy Reports

You can run a census report for your department using MicroStrategy! Contact [Stephanie](#) for questions or additional help.

upcoming events >>>

Mason Staff Appreciation Event

February 27 1– 2 p.m.
Johnson Center, Dewberry Hall

Farewell to Ashlie Lunch

February 27 12:00– 1:00 p.m.
Mum Mum Thai, SciTech Campus

Donuts with Dan!

March 16 8:30– 10:00 a.m.
D2 Lounge, 3302 Exploratory Hall

Spring 2020 Contracts & Dossiers

Multi-Year & Single-Year Deadlines

The deadlines for Multi-Year contracts, dossiers, and Single-Year contracts are below.

March 1st

- COS Departments send the names of all Spring 2020 Multi-Year contract candidates to the Provost.
- Single-Year contracts are all signed, initialed, and sent to the Provost.

March 10th

- Multi-Year contract dossiers AND contracts signed by the Chair are due to COS (via shared drive).

March 15th

- Multi-Year contract dossiers with contracts signed by the Dean are due to the Provost.

In order to provide the college with more time to review, we recommend sending your contracts as soon as possible.

LUNCH & LEARN

Wednesday, February 26
1:00– 2:30 p.m.
Location TBD

Bring your lunch as we participate in a live webinar on **Compensable Time & Overtime Rules**. Get a better understanding of exempt vs non-exempt positions, DOL overtime basics, and more!

[Click here](#) to let us know if you plan to attend so we can reserve a large enough room.

"I would like to say a BIG FAT THANK YOU to Maria for being so patient, understanding and super helpful while I am getting all my contracts together."

-Hillary

"I would like to give kudos to Vanna De Angelis for answering my many questions with patience."

-Tammie

"Thank you to Ashlie for her support in NCBID and her contributions to the D2 Group! She has an exciting new opportunity and we wish her all the best. Come join us in a farewell lunch on Thursday, Feb. 27 at 12 noon at Mum Mum Thai at the SciTech campus!"

- COS HR Team

DID YOU KNOW?

There are several new HR webinars available in Mason LEAPS!

Is there someone you want to thank or recognize?
[Click here and let us know.](#)