FACULTY & STAFF HIGHLIGHTS

Paul Arbisi, PhD - Psychiatry
Treatment options for Seasonal Affective Disorder in response to the recent rise in diagnoses. MN Daily

Gaurav Guliani, MD - Neurology
Mosquito-borne virus may cause fatal brain infection. U.S. News & World Report, Tech Times, Ghana Web

Dorothy Hatsukami, PhD - Psychiatry
Chewing tobacco worse than previously thought. Detroit Lakes Online

Michael Howell, MD - Neurology
Do you know someone who sleepwalks? WCCO Radio

Good question: Sleep-falling out of bed. WCCO-TV

Howell (pictured below) presented, On Somnolence: The Evolution and Function of Sleep, on January 21 to Medical School administrative staff as part of the Medical School’s Connect to the Mission series.

Teresa Kimberley, PhD - Physical Medicine & Rehabilitation
A trial at the U of M is helping stroke victims regain their strength. Fox 9

Uzma Samadani, MD, PhD - Neurosurgery
Minnesotans offer two takes on the concussion debate. Star Tribune, Live Science

Counterpoint: Call to ban football collides with the facts. Star Tribune

How will NFL improve concussion problem over next 50 years? Sports Illustrated

RESEARCH NEWS

Sponsored Projects Administration Deadline
Effective January 4, 2016, the internal deadline policy for proposal submissions to SPA will change and become uniform for all types of proposals. Specifically, proposals must be submitted for SPA's review by 9:00 a.m. three business days prior to the time the proposal must be submitted to the sponsor (e.g. an electronic proposal that must be received by the sponsor on Friday will be due at SPA by 9:00 a.m. on Wednesday.) Please also keep in mind that prior to the SPA deadline, CNC research accountants need several days in order to complete budgets and PRF forms.

More details on this updated policy are available from your departmental/center staff, SPA staff, and online at the SPA website.

Advancing Your Research with CTSI Expertise
The Clinical and Translational Science Institute invites all AHC faculty to learn more about CTSI, its funding programs, and its expert resources. Join them on February 15, 2016, for a formal presentation and the chance to network with colleagues, find research collaborators, and meet CTSI staff. Hors d’oeuvres and refreshments will be served. The presentation portion of the event will be live streamed. Read more.

Minnesota Neuromodulation Symposium
Call for abstracts; the submission deadline is March 1. Read more.

New natural language processing tool available to investigators
CTSI’s Informatics Consulting Services (ICS) recently began offering a new self-service tool to University investigators that retrieves unstructured clinical notes from the electronic health record. It can be used for biomedical research, including recruitment planning, retrospective cohort studies and observational studies. Learn more.

NIH Funding Increase
This past December, the federal government approved the 2016 spending bill, which included the largest investment in the National Institutes of Health (NIH) in over a decade. The legislation increased the NIH’s budget by $2 billion to $32 billion total. The NIH is the largest funder of biomedical research in the world with over 80% of its budget being awarded as grants to 300,000 scientists at more than 2,500 research institutions-accounting for two-thirds of all university research funding.
FROM THE CENTER DIRECTOR

I am excited to introduce the first bi-monthly issue of Brain Matters, an expanded and refreshed CNC newsletter to replace and build upon the success of The HR Insight. In its new form, Brain Matters will continue to deliver essential HR related resources while also incorporating new content across all CNC business functions including finance, research and operations. In addition, we hope this can be a medium to champion for the clinical neurosciences by showcasing a sampling of achievements, innovative programs, recent press and upcoming events from across your departments. Amazing work is happening each and every day, and we want to do our part to boast and brag on your behalf. For that we ask for your help and encourage you to submit ideas for topics, news, events and developments across all missions. Any and all content or feedback should be sent to cnc@umn.edu.

Thanks for reading and I hope you find Brain Matters to be a valuable resource and advocate for the U’s clinical neuroscience community.

Sincerely,

Jeremy Marshall
CNC Administrative Center Director

WELCOME NEW EMPLOYEES!

Faculty, Staff, Residents and Students who started November 2015-January 2016.

CNC ADMIN CENTER
Christina Yau

NEUROLOGY
Molly Grames
Muhammad Miran
Bhavani Murakonda
Jennifer Sees
Emily Twedell

NEUROSURGERY
Edward Curran
Claire Graham
Nonye Harcourt
Sean Moen
Zharachne Rahkonen

PSYCHIATRY
Erin Amundson
Robyn Birkeland
Sammi Hoar
Andre Robinson
Shubham Shukla
Benjamin Ubani

PHYSICAL THERAPY PROGRAM
Dawn Graupman
Joseph Hale
Angus Lindsay, PhD
Stephanie Vandover

HR INSIGHTS

2015 Performance Appraisals
The 2015 performance appraisals for most Administrative Professional, Civil Service and Labor Represented employees were initiated on January 4, 2016.

The purpose of the performance appraisal process is:

• To formally document and recognize performance and identify goals so that expectations are clear between the supervisor and employee.

• To help align individual performance priorities with the broader priorities of the department, unit, school or college and ultimately the University.

• To enhance two-way feedback regarding performance, productivity, developmental needs and work strategies between the employee and supervisor.

Please follow the timeline below to ensure that the appraisals are completed in a timely manner.

The supervisor section of the performance appraisal is due on February 19, 2016.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. HR initiates appraisals</td>
<td>HR</td>
<td>1/4</td>
</tr>
<tr>
<td>2. Employee provides self-evaluation</td>
<td>Employee</td>
<td>1/6-1/22</td>
</tr>
<tr>
<td>3. Supervisor reviews employee evaluation, prepares score and comments, and submits</td>
<td>Supervisor</td>
<td>1/6-2/19</td>
</tr>
<tr>
<td>4. HR reviews appraisals and discusses with supervisors</td>
<td>HR</td>
<td>2/22-2/26</td>
</tr>
<tr>
<td>5. Supervisor/Employee in-person evaluation meeting</td>
<td>Supervisors/ Employees</td>
<td>2/29-3/4</td>
</tr>
<tr>
<td>6. HR releases all appraisals to be signed by employees</td>
<td>HR</td>
<td>3/7</td>
</tr>
<tr>
<td>7. Employee finalizes review with electronic signature</td>
<td>Employee</td>
<td>3/7-3/18</td>
</tr>
</tbody>
</table>
Goal Setting for 2016

The performance appraisal tool is not only a platform to reflect on past performance, but a great tool to use to set goals. Employees and supervisors are strongly encouraged to utilize the ‘Goals’ section of the performance appraisal. Goals are important not only for employee development, but they provide clear expectations and drive employee performance as well.

Tips and techniques for setting goals:

- Set short-term goals with singular objectives or long-range, complex goals with multiple objectives (based on past behavior and organizational skills)
- Make the goals realistic (based on competency, capability, expertise)
  - Think of the skills that are needed, what information/knowledge is needed, what help/collaboration is needed, what resources are needed, and what might block progress in achieving the goal
- Use the SMART framework for setting goals
  - Specific
  - Measurable
  - Attainable
  - Relevant
  - Timely

*Civil Service (1 year probationary) employees that started between 10/1/15 and 12/31/15 will have their appraisals initiated in March of 2016. P&A employees that started between 6/1/15 and 12/31/15 will have their appraisals initiated in March of 2016. All Labor Represented and Civil Service (6 month probationary) employees that started between 11/1/15 and 12/31/15 will have their appraisals initiated in February 2016.

If you have any questions regarding the Performance Appraisal timeline or process, please reach out to your HR PAT contact for assistance!

CNC HR PAT Contacts:

- Maren Cote: mmpeters@umn.edu; 6-3021 (Psychiatry)
- Elsa Stork: ekstork@umn.edu; 5-6110 (Neurology, Neurosurgery, and PM&R)

EMPLOYEE ENGAGEMENT SURVEY

The University of Minnesota 2015 E² Employee Engagement Survey had the highest response rate to date. The Clinical Neuroscience Admin Center’s Human Resources team would like to thank you for your participation in completing the Employee Engagement Survey! The results of the 2015 Survey will begin rolling out in February and will be dispersed to departments shortly after.