Augustana
COLLEGE

Electronic Newsletter: HR Update Policy: All campus news, announcements, employee awards and accomplishments, and feature articles on strategic college initiatives will be posted through the HR Update or by submitting information for distribution through the updated Staff/Admin Google Groups. Across-campus access to the Staff/Admin Google Groups will be limited to specific senders.

HR Update
- The HR Update is an electronic newsletter compiled and managed by Human Resources.
- It is for information and news to share with all Augustana College employees.
- The purpose of the HR Update is to keep communication as clear as possible, and archive it for later use.
- Information that you would like to disseminate to all employees, can be sent to hrupdates@augustana.edu

HR Update Overview
The HR Update is designed to ensure college news and events are shared with the campus community regularly. This timely vehicle will feature campus news, research, employee awards and accomplishments, and feature articles on strategic college initiatives. The HR Update will be sent out every Wednesday.

The HR Update will feature the top news items and direct users to its website. The featured news items will be determined by the Office of Human Resources. High-priority notices as determined by college leadership are also sent periodically.

Content submission guidelines
- The deadline to submit items for the HR Update Tuesday at noon.
- The audience for the HR Update is first and foremost an internal. As such, it is also a broad audience, reaching across all departments and roles
- Only Augustana-related news is published. Therefore, items included must be applicable to most of campus. Inclusion is at the editor's discretion.
- Submissions of a non-college related nature such as classified (garage sales, houses for rent, etc.) will not be posted through newsletters or Google Groups. It is recommended to use Facebook Marketplace, Craig's List, and other local posting platforms.

Campus Events
The Augustana College Events Calendar lists events happening on campus. Rather than submit campus events for promotion in the HR Update please submit them using this link: submit an event or by emailing events@augustana.edu and including all necessary information.