

F.21 USI Today

Date

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USI Today is the official employee communication channel which includes a webpage and e-newsletter intended to keep employees up to date on recent happenings at the University and provide a forum to share information.

The webpage, www.USI.edu/usitoday, includes stories, events, employee updates and other useful information for employees.

The e-newsletter is prepared and sent every Tuesday and Friday (Some exceptions may apply during summer months or other slow periods) by the Internal Communications Specialist in University Strategic Communication. Employees are encouraged to submit story ideas, news, faculty and staff achievements, announcements and other information for *USI Today* by contacting the Internal Communications Specialist in University Strategic Communication or through the online submission form at www.USI.edu/news/send-news-tip. Information for events should be submitted three to five days before next publication. Story ideas should be sent two weeks prior to publication date.