

NEWS FROM THE OFFICE OF THE PROVOST

Welcome to the 2012-13 academic year at Southwestern University. Messages such as this will be sent approximately every two weeks with information that is of broad interest to the faculty.

Check Your Class Rosters

Please check to ensure that all students attending your classes are actually on your roster. If students are on your roster, but not in attendance, please send an e-mail to Dave Stones (stonesd@southwestern.edu) as soon as possible. This has been a real challenge in the past, and we hope to see better success this year.

Faculty Meeting Schedule

There is not a Faculty Meeting in August. The fall schedule for faculty meetings at 11:30 a.m. in the Ballrooms is as follows:

Tuesday, September 25

Tuesday, October 23

Tuesday, November 27

Minutes from previous faculty meetings may be accessed at the new site <http://southwestern.edu/academics/councils/meeting.php>.

Division/School Meeting Schedule

The fall schedule for division/SSFA meetings at 11:30 a.m. is as follows:

Tuesday, September 11

Tuesday, October 9

Tuesday, November 13

Councils Meeting Schedule

Academic Affairs Council - 1st and 3rd Fridays at 1:30 p.m. in Olin 323

Faculty Affairs Council - 2nd and 4th Fridays at 11:00 a.m. in the Roy Shilling Dining Room

Staff Affairs Council - 4th Thursdays at 9:00 a.m. (meeting location tbd)

Student Affairs Council - 1st and 3rd Wednesdays at 4:30 p.m. in the Dan Rather Room

University Council - 2nd and 4th Tuesdays at 8:30 a.m. in the Dan Rather Room

Council meetings are open to all faculty, staff, and students.

Religious Observance Days

Please familiarize yourself with the variety of religious observance days, as well as the University's policy on scheduling functions in relation to these days, by going to <http://www.southwestern.edu/offices/spiritualandreligiouslife/policies.php>. Based on this policy, upcoming fall semester religious observance dates include: Rosh Hashanah which begins at sundown on Sunday, September 16, and continues through Tuesday, September 18; Yom Kippur which begins at sundown on Tuesday, September 25, and continues through Wednesday, September 26; and Eid-Adha which begins at sundown on Thursday, October 25, and continues through Friday, October 26.

Scheduling Courses and Other Academic Activities

Please make yourself familiar with the new guidelines for scheduling courses and other academic activities (<http://www.southwestern.edu/live/files/2082-scheduling-courses-and-other-academic>). The document, approved by AAC and the faculty, includes important information on class field trips and exams outside of class time, tutorials and other study sessions, and capstone presentations. Scheduling a required class-related activity without following the policies in this document or without prior approval of the Provost will constitute a violation of the stated Academic Rights for Students and will be considered valid grounds for a grade appeal. Questions may be directed to Jim Hunt (huntj@southwestern.edu; x1567).

Faculty Needed for Admission Visitation Days

The Admission Office is hosting three prospective student visitation programs this fall on September 22 (Saturday), September 29 (Saturday), October 22 (Monday) and November 17 (Saturday). For prospective students, the campus visit is one of the most critical aspects of their college selection process. Spending time on a college campus provides them with the opportunity to experience first-hand what life on the campus is like. It is also true that students report a higher degree of satisfaction with their campus visit when they have the opportunity to interact with faculty. Please consider participating in these visitation days by completing the sign-up sheet available at www.southwestern.edu/offices/provost/forms.php, and returning it to Lili McEntire in the Admission Office. Questions may be directed to Lili at mcentirel@southwestern.edu or x1200.

Gold Nametags Available for Faculty

If you are a faculty member who participates regularly in prospective student and/or alumni events and are interested in having a gold nametag, please send an email to Barbara Jean with "nametag" in the subject line. The first order will be submitted on Friday, September 14, with subsequent orders placed throughout the year. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name. Questions? Contact Barbara at x1567 or jeanb@southwestern.edu.

Faculty Forum and Brown Bag Lunches

We will continue to host Faculty Forum lunches for special events/programs (i.e. Writer's Voice, Brown Symposium, etc.) on select Mondays at 12:30 p.m. Brown Bag Lunches may also be arranged for faculty/staff who are looking for a venue through which to share information about their research, special interests, etc. Looking ahead, the Writer's Voice series will host two lunches on Monday, September 17 and Monday, October 29, in anticipation of the Suzan-Lori Parks' visit on November 13 and Traci Giuliano will host a lunch on Monday, November 28, previewing the 2013 Brown Symposium. Contact Susan Lamb (lamb@southwestern.edu; x1937) to talk about scheduling a Faculty Forum or a Brown Bag Lunch.

Early Warning System

All faculty are expected to participate in the on-line Early Warning System (EWS) via WebAdvisor. Look for an e-mail from Julie Cowley on September 17. The deadline is Friday, October 5. As a reminder, the goal of the EWS is to identify ALL students (regardless of classification) who demonstrate early signs of struggling with one or more courses before it is

too late for them to make significant improvements. Students identified in this process are referred to the variety of resources available on campus. Important Note: You do not need to wait for a "grade" to submit your EWS concerns. Questions may be directed to Julie Cowley (cowleyj@southwestern.edu; x1510).

Junior Faculty Research Group (JFRG)

The JFRG offers support (and some friendly accountability) for the scholarship of SU faculty early in their academic careers. Faculty from all disciplines are welcome and "research" is defined broadly. The group is open to all junior faculty. Questions? Check in with Melissa Byrnes at byrnesm@southwestern.edu.

"Scholarship of Teaching and Learning"

"Scholarship of Teaching and Learning" is a field of inquiry informing many people's roles and interests across Southwestern. Beyond scholars in our Education department, we have administrators, librarians, trainers, and a myriad of faculty actively studying, innovating and experimenting with teaching, learning, and conceptual designs for education. Interested in meeting each other? E-mail your name to Michael Kamen at kamenm@southwestern.edu to be added to the listserv. Several gatherings will be planned throughout the year.

Mark Your Calendar for First Thursdays

First Thursdays are monthly receptions recognizing and celebrating the professional achievements of colleagues across campus. They are held in the Merzbach Room (in the McCombs Campus Center) from 4:00 to 5:00 p.m. the first Thursday of most months during the academic year. At each event, several colleagues talk briefly about a recent professional achievement such as a book or article that has been published, a concert, a performance, a juried exhibition in which they participated, or a grant they received. This is followed by time for informal interaction and a chance to visit about their achievements one-on-one. Refreshments are served. Upcoming fall dates include September 6, October 4, and November 1. Questions may be directed to Ed Kain (kaine@southwestern.edu; x1987).

BHEM Nomination Deadline

Each year the Board of Higher Education and Ministry (BHEM) of The United Methodist Church sponsors an Exemplary Teacher Award Program whereby the University may designate one individual as the Southwestern University 2012-13 Exemplary Teacher. The individual chosen should be characterized by excellence in teaching; civility and concern for students and colleagues; commitment to value-centered education; and service to students, the institution, and the community. BHEM provides a certificate of appreciation and a \$500 award. All tenured and tenure-track faculty are eligible for nomination. Nomination letters from both faculty and staff (which can be sent electronically to Barbara Jean at jeanb@southwestern.edu) should address the individual's qualifications as defined above and should be received no later than Friday, September 21. Questions may be directed to Barbara at x1567.

Sabbatical Applications Due

Applications for sabbaticals to be taken during the 2013-14 academic year are due by Monday, October 15. Also due on this date are evaluations of sabbatical proposals and departmental impact statements from department chairs. Electronic copies are preferred and may be sent to Christine Vasquez (vasquezc@southwestern.edu). Sabbatical proposal guidelines can be found in the 2012-13 Faculty Handbook (www.southwestern.edu/offices/provost/). Questions may be directed to John McCann at x1233.

Annual Reports Due

Annual reports for Competitive Faculty Development Grants (2011-12) and Faculty-Student Projects (2011-12) are due to Christine Vasquez (vasquezc@southwestern.edu) by Monday, October 8. Electronic submissions are needed (.doc file). Questions may be directed to Christine at x1752.

Endowed Chair Reports

Annual reports from faculty who hold endowed chairs are due to Barbara Jean by Monday, October 1. Questions may be directed to Barbara at jeanb@southwestern.edu or x1567.

Student Travel Awards

The Fleming Student Travel Fund supports student presentations at national and regional conferences. Usually, this student work results from student/faculty collaboration. The maximum award per student is \$500. Faculty apply on behalf of students. Applications are accepted on a rolling basis. Application materials are available at www.southwestern.edu/offices/provost/urcw.php. Questions may be directed to Christine Vasquez at vasquezc@southwestern.edu or x1752.

Faculty Handbook

The 2012-13 *Faculty Handbook* is available on-line at <http://southwestern.edu/offices/provost/>. Proposed changes are reviewed by the Faculty Handbook Advisory Committee and should be submitted to Julie Cowley at cowleyj@southwestern.edu.

Councils and Committees Book

You may access the 2012-13 Councils and Committees book by going to www.southwestern.edu/offices/provost/. Hard copies are available upon request (contact Melynda Stiles at stilesm@southwestern.edu or x1510).

Honor Code Concerns/Violations

Faculty should note that all Honor Code concerns/violations are to be reported to Jaime Woody, Dean of Students, as stipulated in the Faculty Handbook. Jaime may be contacted at x1624 or at woodyj@southwestern.edu

Classroom Emergencies

Should you have an emergency in your classroom, do not call Campus Police. Instead, call 911 and Campus Police will automatically be notified.

Faculty Transcripts

As noted in the Faculty Handbook and as required by the Southern Association of Colleges and Schools (our accrediting agency), ALL faculty -- full-time and part-time -- are required to submit original transcripts to the Provost's Office from all institutions from which a college degree was earned. Please send official transcripts to Barbara Jean in the Provost's Office as soon as possible. Questions may be directed to Barbara Jean (jeanb@southwestern.edu or x1567).

Contracts for Campus Guests - Very Important Reminder

If you wish to bring a guest lecturer to campus, or if you wish to hire someone to perform a service (i.e. translation work, indexing, etc.), contract paperwork must be completed (and approved by the Provost or Dean of the School of Fine Arts) in advance of your event or before any services are performed. A signed contractual agreement and tax information are required in both of these cases. The faculty support staff can assist you with the proper forms and procedure, or you may contact Norma Gaines (gainesn@southwestern.edu; x 1472) for forms or with questions. Note: Non-Resident aliens must generally provide an Individual Tax Identification Number form (obtained at the U.S. Consulate/Embassy in their home country), and a copy of a B-1/B-2 visa in order to be paid by U.S. check. The faculty support staff have been instructed to contact faculty who are sponsoring guests for whom there is not a contract on file. If you wish to invite someone to campus *gratis*, a Visitor Agreement form is required. The faculty secretaries have all the necessary forms.

Purchasing Office/Classroom Electronic Equipment/Software with University Funds

It is important to remember that, as stated in the *Faculty Handbook*, all requests to purchase electronic equipment (computers, digital cameras, audio and visual equipment, software, etc.) with University funds must be submitted to the Information and Technology Services department at helpdesk@southwestern.edu PRIOR to purchase.

Provost's Office Closure

Please note that the Office of the Provost is closed each Monday morning from 8:00 to 9:00 a.m. for a staff meeting.