

NEWS FROM THE OFFICE OF THE PROVOST

Faculty Needed for Admission Visitation Days

The Admission Office is hosting three prospective student visitation programs this fall on September 29 (THIS 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.

Early Warning System

All faculty are expected to participate in the on-line Early Warning System (EWS) which is now available via WebAdvisor. 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).

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 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).

Establishing a Summer Study Abroad Program

If you are thinking about proposing a new summer study abroad program for summer 2013, proposals are due to the office of Intercultural Learning by September 30. Please note that for programs beginning summer 2014, proposals will be due the Monday after spring break of the previous year. Contact Tisha Temple, Director of Intercultural Learning (templet@southwestern.edu), for further information, and for the application and related

documents.

Request from the Office of Civic Engagement

Sarah Brackmann, Director, is collecting a list of community-engaged learning courses (courses with a civic engagement component) that are being offered this academic year. Compiling this information will help her understand the variety of community-engaged courses and also allow her to better support community partnerships. If you are teaching a community-engaged course this fall, please send Sarah an email (brackmas@southwestern.edu) listing the title of the course, type of civic engagement project, and names of any community partnerships. If you are considering community-engaged learning for the spring semester, please send Sarah an email with the courses, your learning goals, and potential partners (if available).

Deconstructing the Inner You: An Exploration of Diversity, Gender and Inclusion

Mark your calendar for Friday, October 19, for this Southwestern University-sponsored conference that aims to provide a vehicle to carefully explore and discuss the sensitive issues of race, ethnicity, and inclusion in the communities in which we live, learn, work and worship. For more information, including a schedule and registration materials, go to www.southwestern.edu/about/diversity/conference/ or <http://www.facebook.com/events/442368259149336/>. Questions may be directed to Terri Johnson, Assistant Dean for Student Multicultural Services, at tjohnson@southwestern.edu or x1342.

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 a second lunch on Monday, October 29, in anticipation of the Suzan-Lori Parks' visit on November 13, and Traci Giuliano will host a lunch on Wednesday, November 28, previewing the 2013 Brown Symposium. Additionally, on Monday, October 22, the FYS/AES Program will host a complimentary through-line lunch to share faculty experiences with Writer's Help, an online writing manual used this fall by a group of FYS/AES faculty. Contact Susan Lamb (lamb@southwestern.edu; x1937) to talk about scheduling a Faculty Forum or a Brown Bag Lunch.

Participation in Writer's Voice

As a reminder, Writer's Voice is a Priority Event. Therefore, "no student, faculty, or staff member may be denied the opportunity to attend because of a conflicting meeting or event" (Faculty Handbook). The Academic Affairs Council has affirmed that this policy means that students may be excused from classes to attend the Writer's Voice on Tuesday, November 13, with the understanding that the students are responsible for any coursework they may miss. Faculty may also require student attendance at Writer's Voice, again with the understanding that students must make arrangements to complete work missed in other classes.

King Creativity Fund Call for Proposals

The King Creativity Fund encourages all students to apply for 2012-2013 King Creativity Grants

to support unusual, different and "outside the box" ideas, projects and interests. Your help is requested to encourage students to apply for the King Creativity funding with creative, out-of-the-box ideas. Grants of \$200 to \$2,000 are available for students who have unusual, creative and innovative ideas they want to pursue. Projects may be extra-curricular, curricular or inter-curricular. Students may work singly or in teams. Advisors may come from the faculty, staff or administration. For more information on the program, and for details on how to apply, go to www.southwestern.edu/academics/kcf. The deadline is Friday, October 12. Questions may be directed to Paul Gaffney (gaffneyp@southwestern.edu; x1379).

London Semester 2014 Applications

Applications for teaching in the 2014 London Semester are due to Barbara Jean (jeanb@southwestern.edu) by Monday, October 22. Proposals are reviewed by the Committee on International Programs and Experiences, which makes recommendations to the Provost. Details about the application components are available in an e-mail sent to all faculty on September 13. The completed application should be submitted to the Provost's Office along with a letter from the department chair assessing the impact of the faculty member's teaching in London upon the department and indicating the level of his or her support. The chair's letter should list courses that need to be replaced should the faculty member be selected. The applications that were selected in the past two years (fall 2012 and fall 2013) are available for review in the Provost's Office. Questions may be directed to Jim Hunt (huntj@southwestern.edu; x1567).

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 October 4, November 1, and December 6. Questions may be directed to Ed Kain (kaine@southwestern.edu; x1987).

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 PRIOR to purchase to Brenda Cornett in Information and Technology Services (cornettb@southwestern.edu).

Inclement Weather Policy

Richard Anderson, Jerry Brody, and Jim Hunt recently distributed the University's "Policy Regarding Operation of the University During Inclement Weather and Other Emergency Events." Please refer to this document for detailed information about what to do in case of sustained power outages or inclement weather, including how to learn more about possible school closures. The policy is also available at <http://southwestern.edu/hr/forms.php>. Questions may be directed to Richard at x1475, Jerry at x1582, or Jim at x1567.

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.