NEWS FROM THE OFFICE OF THE PROVOST Happy New Year!

Spring Semester First Thursdays

Today's First Thursday reception (January 17, 4:00-5:30 p.m.) will be held in the Periodicals section on the first floor of the Library. Refreshments will be served. This month's reception will celebrate five Southwestern colleagues who published books in 2012: Herbert Genzmer, German; Terri Johnson, Multicultural Affairs; Alison Marr, Mathematics; Francis Mathieu, French; and Eric Selbin, Political Science. First Thursdays are a series of receptions that recognize and celebrate research and professional achievements by colleagues across the campus. They are usually held the first Thursday of each month during the academic year. Additional spring semester dates are February 7, March 7, and April 4. Questions may be directed to Ed Kain (kaine@southwestern.edu; x1967).

Dr. Martin Luther King, Jr. Day - Week of Celebratory Events

- Commemorative March: Join SU students on Monday, January 21, in a march to the Square to unite with the Georgetown community in celebrating Dr. King's memory. Meet on the Academic Mall at 11:00 a.m. Show your SU pride by wearing your best SU gear!
- Martin Luther King, Jr. Reception: Join students, faculty, and staff on Monday January 21, 5:00 to 7:00 p.m., in the Bishops Memorial Lounge for a collection of musical and spoken word tributes to King and the values of community, diversity and equality featuring talent from in and around Georgetown and Austin as well as talent from Southwestern University's very own students and alumni.
- Film Screening: Join KDChi for a film screening and discussion about the documentary *Brother Outsider* that illuminates the life and work of Bayard Rustin on Wednesday, January 23, in Olin 105 at 6:30 p.m. A visionary activist and strategist of the civil rights movement, Rustin dared to live as an openly gay man during the fiercely homophobic 1940s, 1950s, and 1960s. Brother Outsider reveals the price that Rustin paid for this openness, chronicling both the triumphs and setbacks of his remarkable 60-year career. Bring your thoughtful comments and insight to the group discussion that will follow the documentary screening.
- University Chapel Service (Thursday, January 24, 11:30 a.m.): The service will be a tribute to the civil rights leader featuring our guest speaker Pastor Rudy Williams and performances from Brandon Baker (Class of 2016) and Nathanael Sherrod (Class of 2016).
- The Georgetown Freedom Tour: Pay tribute to early African-American Georgetown citizens by participating in a guided tour, hosted in collaboration with Southwestern faculty and members of the Georgetown community. The tour will visit two sites of local historical significance: Old Georgetown Cemetery and the Shotgun House. Attendees will depart from the McCombs parking lot at 3:00 p.m. on Friday, January 25.
- Friday Night Live Event: Ending the week-long tribute to the 50th anniversary of Dr. Martin Luther King Jr's. "I Have a Dream" speech, come to the FNL event starring comedian Owen Smith on Friday, January 25, at 8:00 p.m. in The Cove.
- Celebration Rap-up: TBA

Course Evaluations

Please direct all inquiries about and requests for copies of course evaluations to Melynda Stiles in the Provost's Office (stilesm@southwestern.edu; x1510).

Faculty and Division/SFA Meetings for the Semester

Faculty meetings are scheduled for 11:30 a.m. on the following Tuesdays: January 22, February 26, March 26, and April 23. Division/SFA meetings are scheduled for 11:30 a.m. on the following Tuesdays: February 12, and April 9 (there is not a March division/school meeting due to spring break).

Admission Office Events - Faculty Needed!

Prospective student visitation programs for the semester are as follows: Monday, February 18 (Pirate Preview); Saturday, March 23 (Southwestern Showcase for Juniors); and Saturday, April 13 (Admitted Student Day). To sign up for any or all of these dates, please return page two of the sign-up sheet (available at http://www.southwestern.edu/offices/provost/forms.php) to Lili McEntire in the Admission Office (mcentirl@southwestern.edu).

Faculty Development Call for Proposals

Guidelines for Competitive Professional Development Fund proposals and Faculty-Student Projects proposals are available on the Provost's Office website

(http://www.southwestern.edu/offices/provost/grants/internalsupport.php). Proposals are due Friday, February 15. The Internal Grants Cover Sheet is also available on the website. Call or e-mail John McCann with any questions (x1233, mccannj@southwestern.edu). Proposals should be submitted via e-mail to Christine Vasquez (vasquezc@southwestern.edu).

ACS Grants Available

The Associated Colleges of the South has a new round of blended learning grants available, funded by the Teagle Foundation. Pre-proposals are due February 1, with full proposals due in March. More information is available at www.colleges.org. Questions may be directed to Christiane Williams at christiane@colleges.org. Congratulations to Patrick Veerkamp (Studio Art) and Steve Alexander (Physics) for their recently funded grant through this program, Combining the Arts and Engineering.

Honoring President and Mrs. Schrum

University Relations-Communications is looking for people (alumni, staff/faculty, students, and community members) to share their memories and stories on video. Contact Antonio Banda at antonio@southwestern.edu for more information or to schedule an interview.

Photographer Available - Needs Access to Your Classes

University Relations—Communications has secured a contract photographer through the end of the academic year with the express purpose of creating a marketing photography library to help with SU's recruitment needs. A great part of those needs include compelling/engaging photography on the University's academic Web pages. We want to get the photographer into your classroom or learning space to capture some of the faculty/student interaction that is a hallmark of the Southwestern Experience. How does this benefit the faculty? All images will be shared with you for your personal faculty profile pages or other use. The photographer is on

campus for the entire academic year Monday/Wednesday/Thursday from 10:00 a.m. to 3:00 p.m.; however, he is flexible and committed to meeting our needs. If your learning time falls outside these hours, please let us know. We still want in on the action. The photographer will be taking candid shots and will not be interrupting the classroom conversation or activity. To volunteer your learning space and time, reply to this message with the details of your spring course -- name of course, when, where, best week/date, etc. A schedule will be compiled and dates/times will be confirmed in advance. Questions may be directed to Eric Bumgardner, Director of Creative Services (eric.bumgardner@southwestern.edu; x1770).

Social Media Brown Bags

Curious how SU is using social media? Want to discuss ways to promote your department on Twitter? Confused by recent changes to Facebook? Have something you want to promote? Any and all topics are on the table at the monthly Social Media Brown Bag Lunches. Bring your meal and your questions/comments! Danielle Stapleton '05, Associate Director of University Relations - New Media, will be available from 11:00 a.m. to 1:00 p.m. in the Roy B. Shilling Dining Room on the following Wednesdays: February 6, March 6, April 3 and May 1. Questions may be directed to Danielle at stapletd@southwestern.edu or x1771.

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 e-mail to Melynda Stiles with "nametag" in the subject line. The next order will be submitted on Friday, February 1. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name. Questions? Contact Melynda at x1510 or stilesm@southwestern.edu.

Pre-register for Brown Symposium!!

Registration has opened for Brown Symposium XXXV: "Sex Talk: A Symposium with Benefits" to be held on Monday, January 28, 2013. Everyone, including faculty, staff, and students, is strongly encouraged to pre-register as soon as possible by going to www.southwestern.edu/brownsymposium/ because a large turnout is expected. Pre-registrants will receive priority seating; seating for walk-ins will be on a space-available basis. The symposium features four nationally known experts, including sex columnist Dan Savage, Religious Institute President Rev. Debra Haffner, sex education consultant Pam Wilson, and Kinsey Institute researcher Debby Herbenick. Questions may be directed to Traci Giuliano at giuliant@southwestern.edu or x1596.

Important Note: As a reminder, Brown Symposium 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 Brown Symposium, with the understanding that the students are responsible for any coursework they may miss. Faculty may also require student attendance at Brown Symposium, again with the understanding that students must make arrangements to complete work missed in other classes.

Faculty Forum and Brown Bag Lunches

We will continue to host Faculty Forum lunches for special events/programs during the spring

semester. 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. Contact Susan Lamb (lambs@southwestern.edu; x1937) to talk about scheduling a Faculty Forum or a Brown Bag Lunch for the spring semester.

In conjunction with Brown Symposium XXXV, on Wednesday, February 6, from 12:00 noon to 1:00 p.m. in the Lynda McCombs Ballroom, faculty and staff are invited to a Brown Bag Workshop for parents -- "Beyond Birds and Bees." (NOTE: PLEASE PLAN TO ARRIVE EARLY. Since this is a 3-hour program condensed down to 1 hour for this special presentation, it will begin promptly at noon.) When it comes to talking about sex, parents make the best teachers. But, where (and when?!) do you start? Based on the very popular 3-hour parent workshop "Beyond Birds and Bees," this 55+ minute presentation will touch on: age-appropriate 'Sex Ed;' red flag behaviors: when to worry and what to do; what's an 'askable parent,' and how to be one. This is a fun, relaxed presentation filled with great information (attendees will also get a 16-page resource booklet). There will be plenty of time built in for Q & A. Katie Malinski is a licensed therapist specializing in children & families, so bring your questions!

Establishing a New Course

If you are thinking about a new course for fall 2013, please be aware of the procedures for establishing a new course as outlined in the Faculty Handbook, p. 85, where you can also find information about assignment of course designations (i.e. distribution requirements) and designation of Intercultural Perspectives credit.

Undergraduate Research and Creative Works Symposium

Mark your calendars now for the "Student Works Symposium: From Every Voice" on Tuesday, April 9, 2013. Please encourage students doing Honors work, Capstone work, or independent research and creative works to submit an abstract (further information forthcoming). Questions regarding the symposium may be directed to Christine Vasquez or John McCann at x1752.

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 listsery. Several gatherings will be planned throughout the year.

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 www.southwestern.edu/offices/provost/urcw.php. Questions may be directed to Christine Vasquez at www.southwestern.edu offices/provost/urcw.php.

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 www.southwestern.edu/offices/religiouslife/policies.php. Based on this policy, upcoming spring semester religious observance dates include: Pesach (Passover) that begins at sundown on Monday, March 25, and continues through Tuesday, April 2; Good Friday on March 29; and Easter on Sunday, March 31.

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 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.

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 <u>not</u> call Campus Police. Instead, call 911 and Campus Police will automatically be notified.

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.

<u>Purchasing Office/Classroom Electronic Equipment/Software with University Funds</u>
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 Technology Services (cornettb@southwestern.edu).

Inclement Weather Policy

Please refer to the University's "Policy Regarding Operation of the University During Inclement Weather and Other Emergency Events" 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 Anderson at x1475, Jerry Brody at x1582, or Jim Hunt at x1567.