

NEWS FROM THE OFFICE OF THE PROVOST

Establishing a Summer Study Abroad Program

If you are thinking about proposing a new summer study abroad program for summer 2015, proposals are due to the Office of Intercultural Learning by March 17 (Monday after spring break). Contact Tisha Temple, Director of Intercultural Learning (templet@southwestern.edu), for further information, and for the application (revised January 2013) and related documents.

Spring Semester First Thursdays

Today's First Thursday reception (January 16, 4:00 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 seven Southwestern colleagues who published books in 2013: Michael Cooper (Music), Alison Kafer (Feminist Studies), Ed Kain (Sociology), Thom McClendon (History), Sandi Nenga (Sociology), Michael Saenger (English), 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 6, March 6, and April 3. Questions may be directed to Ed Kain (kaine@southwestern.edu; x1967).

First-Year/Advanced-Entry Seminar 2014

FYS/AES proposals are due on Monday, January 20, and should be emailed to Julie Cowley at cowleyj@southwestern.edu.

Paideia Director Applications

Applications for Director of Paideia are due to Christine Vasquez (vasquezc@southwestern.edu) in the Office of the Provost by the end of the day Friday, January 17.

MLK Day Community Dinner

SU will host a community dinner Monday, January 20, in celebration of Martin Luther King Day. The dinner will begin at 5:30 p.m. in the Campus Center Ballrooms and will feature a keynote speech by Southwestern graduate and trustee Larry Haynes. The dinner is free for students and \$5 for faculty, staff and members of the community. To make a reservation, contact Terri Johnson, Assistant Dean for Student Multicultural Affairs, at x1342 or tjohnson@southwestern.edu. For more information about other MLK Day activities that are taking place in Georgetown and Williamson County, go to <http://www.southwestern.edu/live/news/8752-su-graduate-to-speak-at-jan-20-community-dinner-in>.

Faculty Processional at the Presidential Installation Ceremony

The processional at the Presidential Installation Ceremony includes all faculty in academic regalia. Please mark your calendars accordingly for Tuesday, March 25, at 4:00 p.m. Additional information will be available at a later date at which time faculty will be asked to verify their participation to the Office of the Provost.

Admission Office Events - Faculty Needed!

Prospective student visitation programs for the semester are as follows: Monday, February 17 (Pirate Preview); Saturday, March 29 (Junior Visit Day); and Saturday, April 12 (Admitted Student Day). Additionally, there are three Sprog Days where new students come to campus and register for their fall semester coursework: Saturday, April 26; Saturday, May 17; and Monday, June 9. Faculty volunteers are needed to advise these students and assist them with the registration process. To sign up for any or all of these events, go to <https://docs.google.com/forms/d/1BQqzezPpmu7xJxBMMpyHT2c-B0pml2Q5AMlwfS-0Sgs/viewform>.

ACS Summer Teaching and Learning Workshop

The ACS Summer Teaching and Learning Workshop is scheduled for June 2-6 at Trinity University in San Antonio. The workshop is designed for good teachers who want to hone their craft and build a culture of

excellent teaching on their respective campuses. You may indicate your interest in attending by emailing John McCann (mccannj@southwestern.edu) no later than Monday, January 27. ACS will notify faculty members of their participation by March 15. More information is available at www.colleges.org/summerteach/summerteach.html.

Resident Assistant Nominations

The Office of Residence Life is asking faculty to nominate students that they feel would be a good candidate for the Resident Assistant position for the 2014-2015 academic year. A key component of this job is shaping community within a floor of residents and responding appropriately to the needs of the students living on their floor/in their building. Ideal candidates are those students who show leadership potential, maturity, self-motivation, and strong interpersonal skills. If you feel like you know a student that should be considered for this role, send an email to Elliott Powell, powelle@southwestern.edu, and list the name(s) of the students you would like to be considered for the position.

Institutional Review Board - Important Information

Similar to the practice at many institutions, as of January 1, 2014, the Southwestern University Institutional Review Board (IRB) began requiring certification of ethics training for all investigators (including students) prior to data collection when the proposed research involves more than "minimal risk" based on the judgment of the SU IRB. "Minimal risk" means the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests" (Code of Federal Regulations Title 45 Part 46.102).

NIH has a free training program that meets its education requirements for grant recipients and provides important information for anyone involved in human research. It takes about 2-3 hours and can be accessed at <http://phrp.nihtraining.com/users/login.php>. Principal Investigator(s) must submit a certificate of completion (PDF or screenshot) for this NIH program or a similar certification program (e.g., CITI) dated within the past three years to irb@southwestern.edu. Additionally, all members of the Southwestern University IRB must submit to irb@southwestern.edu a certificate of completion dated within the past three years.

Questions about this new requirement and/or about the IRB process may be directed to Jacquie Muir-Broadus, IRB chair, at muirbroj@southwestern.edu.

Faculty and Division/SFA Meeting Schedule

Faculty Meetings -- January 28, February 25, March 25, April 22.

Division/SFA Meetings -- February 11 and April 29 (no meetings in March due to spring break)

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 February 22. 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).

Staff Changes in the Provost's Office

With the retirement of Dr. Ron Swain, the Institutional Research (IR) function now reports to the Provost. Staff in the IR area include Nancy Schutz, Senior Administrative Assistant-Academic Administration, and the Director of Institutional Research, Dr. Trey Buchanan, who will join the SU community on February 3. Dr. Buchanan currently serves as the Assistant Provost for Assessment and Quality Enhancement at Concordia University Texas where he also holds a faculty appointment in the Psychology Department. His research interests include college student development, measurement and analysis of longitudinal data, institutional effectiveness, and the history of psychology. He earned a Ph.D. and an M.A. in Psychology from the University of New Hampshire and a B.A. in Psychology from

Baylor University. Stay tuned for details regarding a welcome reception.

Susan Lamb joins the Provost's Office as Senior Administrative Assistant-Academic Administration and sits at the front desk. Susie Bullock is replacing Susan in the Olin Building.

Review of Course Evaluations

Course evaluations are now available for faculty review in the Institutional Research office, across the hall from the Provost's Office. Nancy Schutz can assist you between the hours of 8:00 a.m. and 5:00 p.m., with the exception of the noon hour when the office is closed for lunch. Final grades must be submitted before course evaluations can be reviewed.

Brown Symposium XXXVI

Mark your calendar for Brown Symposium XXXVI: "The Art and Science of Medicine" to be held on February 6 and 7. Speakers include Victoria Sweet, author and physician; Mauro Ferrari, leading authority on nanotechnology in medicine; Kevin Davies, author and geneticist; Anne West, genome pioneer; Peter Hotez, pediatrician, researcher and advocate for global health; Jonathan Skinner, health care economist; and Patricia Olynyk, artist. Associated events will include a health fair, a photography contest (submit a photo for a chance to win a prize!), and the Empty Bowls Project. For more information, please see the Brown Symposium XXXVI website at <http://southwestern.edu/academics/brownsymposium/>. The Brown Symposium is free and open to the public; no reservation is required.

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).

From Every Voice: Undergraduate Research and Creative Works Symposium

The Undergraduate Research and Creative Works Symposium is scheduled in lieu of classes for Tuesday, April 8. The Symposium will be a celebration of the work of our students, faculty, and staff. It will include poster presentations, oral presentations, faculty, student, and staff art exhibits, a Chorale performance, faculty panel discussions, and presentations of faculty and student research. This is a great opportunity for prospective students and Georgetown community members to get to know Southwestern and for first-year and sophomore students to view more advanced student work. Further information will be available later this month. Questions regarding the symposium may be directed to Christine Vasquez (vasquezc@southwestern.edu).

Global Citizens Fund

The Global Citizens Fund is available to supplement funding for departmentally sponsored lectures and events which have an international focus. The Committee on Intercultural Programs and Experiences (CIPE) evaluates requests on a rolling basis throughout the academic year. CIPE does not sponsor or plan events, so departments must provide some funding and all logistical support. \$1,500 is typically the maximum award per event. Requests should be sent to Abby Dings, chair of the CIPE at dingsa@southwestern.edu.

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.

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 Commission on Colleges (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 Nancy Schutz in the Provost's Office as soon as possible. Questions may be directed to Nancy Schutz at schutzn@southwestern.edu.

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 administrative assistants in each building 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 Information Services 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 8:30 to 9:30 a.m. for a staff meeting.