

NEWS FROM THE OFFICE OF THE PROVOST

Faculty Advisors Needed for Sprog Days

In response to the March 20th email from President Burger and Jim Hunt, we currently have 10 faculty signed up for the April 26th Sprog Day (thank you to those folks). We need 30 faculty advisors, from 10:00 a.m. to 1:00 p.m., so that we can accommodate 150 students. We need you!!!! As a reminder, here's an excerpt from the March 20th email:

As a reminder, Sprog Days are intended to provide newly deposited students with the opportunity to begin the process of joining the SU community by getting their SU ID card, a parking permit and, most importantly, registering for courses. Our colleagues in the Admission Office are convinced that Sprog Days help students become more connected to SU earlier and, thus, are more likely to matriculate in August.

In an effort to make this first advising relationship as successful as possible, we are asking that each department have as many faculty members as possible (but at least one) present for each Sprog Day. It is our hope that every faculty member will sign up for at least one Sprog Day.

You may click [here](#) to indicate your availability for the April 26th Sprog Day and/or for the other two Sprog Days on May 17 and June 9. Questions may be directed to Kim Murphy, Assistant Dean for Academic Success and Director of Records (murphyk@southwestern.edu; x1186).

Faculty and Division/SFA Meeting Schedule

Faculty Meetings -- April 15 (NOTE ADDITIONAL DATE AND LOCATION--OLIN 105) and April 22.

Division/SFA Meeting -- April 29

Student Absences Related to Illness

As a reminder, according to the faculty-approved Student Attendance and Excused Absences Policy, students who miss class due to illness are expected to communicate that directly to their professors so that arrangements can be made for making up class/work. In the event that a student is diagnosed with an illness that keeps them out of class for more than a few days (i.e. flu, strep throat, mononucleosis), professors will be notified by the Center for Academic Success. *With over 4000 student visits per academic year, the Health Center does NOT provide notes for students to document minor illnesses.*

Admission Office Events - Faculty Needed!

There are two more prospective student visitation programs this semester: tomorrow, Saturday, March 29 (Junior Visit Day); and Saturday, April 12 (Admitted Student Day). To sign up for these events, go to <https://docs.google.com/forms/d/1BQqzezPpmu7xJxBMMpyHT2c-B0pml2Q5AMlwfs-0Sgs/viewform>. Questions may be directed to Lili McEntire (mcentirl@southwestern.edu; x1011).

Upcoming Special Events - Mark Your Calendar

King Creativity Fund Project Exhibits and Presentations - The campus community is invited to attend the King Creativity Symposium on Monday, April 7. The symposium, including project exhibits and presentations, will be held at 5:00 p.m. in the Bishops Lounge. Additional information about the King Creativity Fund is available at www.southwestern.edu/academics/kcf. Questions about the symposium may be directed to Xan Koonce (kooncex@southwestern.edu; x1467).

In lieu of classes, the **Fifteenth Annual Student Works Symposium: *From Every Voice*** will be held on Tuesday, April 8, in various campus locations. The day-long 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. For more information, go to <http://southwestern.edu/academics/studentworks/>. Questions about the Symposium may be directed to Christine Vasquez (vasquezc@southwestern.edu; x1752).

Faculty Retirement Reception - The following retirees will be honored on Tuesday, April 22, 5:00 to 7:00 p.m. in the Howry Center: Daniel Castro, Professor *Emeritus* of History; Mary Grace Neville, Associate Professor of Business; Fred Sellers, Associate Professor of Business; and Linda Southwick, Laboratory Manager in Biology with rank of Assistant Professor of Biology. A more formal invitation will go out within the next few days.

Commencement - Saturday, May 10, at 10:00 a.m. (NOTE CHANGE IN TIME). Additional information about Commencement activities is available at www.southwestern.edu/alumni/graduation/schedule.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 <http://www.southwestern.edu/offices/spiritualandreligiouslife/policies.php>. Based on this policy, upcoming spring semester religious observance dates include: Pesach (Passover) that begins at sundown on Monday, April 14, and continues through Tuesday, April 22, with the first two days being the most important; Good Friday on April 18; and Easter on Sunday, April 20.

Collegiate Learning Assessment - Please refer seniors!

Faculty are encouraged to refer seniors to register for the Collegiate Learning Assessment (CLA). The CLA is crucial to evaluating general education at Southwestern. The assessment exercise asks students to analyze complex material and provide written responses. CLA measures are uniquely designed to test for reasoning and communication skills that most agree should be one outcome of a college education. Students can register for the CLA by going to <https://www.surveymonkey.com/s/CLA2014>. Five more opportunities are being offered through April 10. The first 25 students to register and complete the survey will be reimbursed \$53.25 for their graduation regalia package. Otherwise, all other seniors that register and complete the survey will receive a \$25 gift card. Thank you for helping us reach our goal of 100 senior participants! Questions may be directed to Nancy Schutz (schutzn@southwestern.edu; x1456).

First Thursday Reception Next Week

The last First Thursday of the semester is April 3 at 4:00 p.m. in the Periodicals section on the first floor of the Library. This month's reception will celebrate the following faculty: Barbara Anthony (Computer Science), Romi Burks (Biology), Erin Crockett (Psychology), Fay Guarraci

(Psychology), Laura Hobgood-Oster (Religion), Valerie Renegar (Communication Studies), Eileen Meyer Russell (Music), and Nico Schuler (Music). Go to <http://southwestern.edu/infoservices/firstthursday/index.php> for additional information. First Thursdays are a series of receptions that recognize and celebrate research and professional achievements by colleagues across the campus. Refreshments will be served. Questions may be directed to Ed Kain (kaine@southwestern.edu; x1967).

Upcoming Faculty/Staff Forum

Pam McQuesten, Vice President of Information Services and CIO, will talk about digitization and how it affects us at the next Faculty/Staff Forum on Thursday, April 17, 12:20 to 1:20 p.m. in the Lynda Ballroom. Bring your lunch and join the conversation! Questions about the Faculty/Staff Forum may be directed to Susie Bullock (bullocks@southwestern.edu; x1937).

"First Lectures" during New Student Orientation Week -- Faculty Needed!

In an effort to infuse Orientation Week (August 18-22) with more academic/intellectual conversation, the Orientation Committee will offer a series of "First Lectures" by individual faculty or teams of faculty. These optional, casual talks will be held throughout the week during the lunch hour or early in the evening. If you are interested in volunteering or learning more about this opportunity, please contact Julie Cowley (cowleyj@southwestern.edu; x1720).

Faculty Handbook

Proposed changes to the *Faculty Handbook* should be submitted to Julie Cowley (cowleyj@southwestern.edu; x1720) for consideration by the Faculty Handbook Advisory Committee. The Handbook is available online at <http://www.southwestern.edu/offices/provost/>.

Contracts for Campus Guests - Go to your administrative assistant!

Please ask your assigned administrative assistant to prepare all contracts for guest lecturers or individuals hired to perform a service (i.e. translation work, indexing, etc.). They are well-versed in the process and their assistance can help avoid delays and complications. All contracts must be approved by the **Provost** or Dean of the School of Fine Arts in advance of the event or before any services are performed. A signed contractual agreement and tax information are required in both of these cases. 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. If you wish to invite someone to campus *gratis*, a Visitor Agreement form is required. The administrative assistants have been instructed to contact faculty who are sponsoring guests for whom there is not a contract on file.

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.

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 (vasquezc@southwestern.edu; x1752).

Honor Code Concerns/Violations

As stipulated in the *Faculty Handbook*, all Honor Code concerns/violations are to be reported to Jaime Woody, Dean of Students (woodyj@southwestern.edu; x1624).

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.

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.
