NEWS FROM THE OFFICE OF THE PROVOST

Faculty Retirement Reception Tomorrow

The following retirees will be honored tomorrow (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 barbecue dinner will be served, with the program scheduled to begin around 5:45. No rsvp is necessary and all faculty and staff are welcome. Questions may be directed to Susan Lamb (lambs@southwestern.edu; x1510).

Faculty and Division/SFA Meeting Schedule

Faculty Meetings -- April 22 and May 6 Division/SFA Meeting -- April 29

Writing Workshop this Friday

The FYS/AES program is hosting a writing workshop facilitated by Kevin Bourque, Mellon Writing Fellow, this Friday, April 25, from 2:00 to 4:00 p.m. in the Merzbach Room. The workshop is titled "Effective Approaches to First-Year Writing" and all faculty and staff are welcome. Refreshments will be served. Questions may be directed to Julie Cowley (cowleyj@southwestern.edu; x1720).

Commencement Activities

Friday, May 9

5:00 - 7:30 p.m. Optional Dinner - McCombs Campus Center

6:00 - 6:45 p.m. Division/School of Fine Arts Reception (for students and

families) - Bishops Memorial Lounge

7:00 - 8:00 p.m. Optional Baccalaureate Worship Service – Lois Perkins

Chapel

Saturday, May 10

9:15 a.m. Faculty Robing – First Floor – Robertson Center (NOTE

NEW TIME)

10:00 a.m. - 12:00 noon
12:00 noon
Commencement Convocation – Robertson Center
Class of 2014 Photo for Students – Score Quadrangle
12:00 noon - 2:00 p.m.
Optional Commencement Lunch – McCombs Campus

Center

12:00 noon - 1:00 p.m. Robe Return - Robertson Center Lobby

According to the Faculty Handbook, "All full-time members of the faculty are expected to appear in academic cap and gown at special convocations and commencements." If you are not able to participate due to unusual circumstances, please send Barbara an e-mail right away (jeanb@southwestern.edu). Part-time faculty, although encouraged and welcomed, are not required to participate in Commencement.

Community-Engaged Learning Fellows Showcase

The first annual CEL Fellows Showcase will be held on Wednesday, April 30, at 4:00 p.m. in the Prothro Center Lobby. Community-Engaged Learning (CEL) Fellows will showcase how they have transformed their pedagogy to include civic engagement

components. This will be a reception format so feel free to stop by anytime between 4:00 and 5:00. Refreshments and snacks will be provided. The 2013-2014 Fellows include Sherry Adrian (Education), Barbara Anthony (Computer Science), Kathleen Juhl (Theatre), Joshua Long (Environmental Studies), and Maria Todd (Biology). The CEL Fellows Program is a year-long faculty development program that provides an opportunity for selected faculty members to integrate community-engaged learning into their pedagogy while becoming recognized campus leaders in community-engaged pedagogy. Questions about the showcase and/or the CEL Fellows program may be directed to Sarah Brackmann (brackmas@southwestern.edu; x1987).

Book Orders

Summer and Fall book orders are due to the Bookstore. You may refer to Chris Murray's March 18 email for details on how to submit your order. As soon as your book information is entered into the Follett system it migrates to the Southwestern registration page via WebAdvisor, giving students visibility to the materials required for their class choices as they register. *This keeps Southwestern in compliance with Higher Education Opportunity Act federal legislation that mandates information for all costs associated with required course materials be available prior to the start of the semester.* The Bookstore staff find that students use this information in WebAdvisor as their primary source of information for required course materials regardless of whether they plan on purchasing from the bookstore or another source. Questions may be directed to Chris Murray (cfmurray@southwestern.edu; x1344).

Review of Course Evaluations

Course evaluation results will be emailed to all faculty the week of May 19. Questions may be directed to Nancy Schutz (schutzn@southwestern.edu; x1456).

"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 (cowleyi@southwestern.edu; x1720).

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 Susan Lamb (lambs@southwestern.edu) with "nametag" in the subject line. The next order will be submitted on Monday, April 28. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name.

Purged Course Evaluations

Each spring the Provost's Office purges the file cabinets of the oldest evaluations in storage (eight years prior). This time it is calendar year 2006. If you want your course evaluations for that time period, please email Nancy Schutz (schutzn@southwestern.edu) by Monday, May 12. Your evaluations will be sent to you via campus mail. After that time, any remaining evaluations will be shredded.

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.

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-Broaddus, IRB chair, atmuirbroj@southwestern.edu.

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 <u>not</u> 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 athelpdesk@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.