

NEWS FROM THE PROVOST

First Thursdays

The next First Thursday is scheduled for tomorrow (November 6) and will be held in front of the Gallery in the Fine Arts Center. The presenters are: Barbara Anthony (Mathematics and Computer Science), Ed Burger (Mathematics and Computer Science), Erin Crockett (Psychology), David Gaines (English), Fumiko Futamura (Mathematics and Computer Science), Alisa Gaunder (Political Science), Keith Syska (Biology), and Star Varner (Art). Laura Hobgood-Oster is coordinating the First Thursdays while Ed Kain is participating in the London Semester program. Please email Laura with any professional achievements that you would like to share with your colleagues (hoboster@southwestern.edu). The last First Thursday of the semester will be on December 4.

Homecoming Academic Reception This Friday

Please make plans to attend this Friday's academic reception from 2:30 to 3:30 p.m. in the Bishops Lounge as part of Homecoming activities. Each year our colleagues in Alumni and Parent Relations hear from many SU alumni that they want to reconnect with you while they are on campus. No rsvp or pre-registration is required; don't forget to wear your gold nametag if you have one (we'll have paper nametags there as well). You may access the full Homecoming schedule [here](#).

A few highlights follow:

Friday, November 7

From the Bookshelf: Laurence Musgrove '76 (3:30-4:30 p.m.), Smith Library, Prothro Room (2nd Floor)

Laurence Musgrove '76 will discuss his book [Handmade Thinking](#), a guide to using drawing to think and learn. He will also present the latest issue of *Texosophy*, Laurence's quarterly collection of cartoons starring his pal Tex and his simple, humorous and heart-warming approach to life.

Historical Tour of Campus (3:30-4:15 p.m.), McCombs Campus Center, Rockwell Rotunda/Map Room
Join Nancy Harris Bacchus '69 as she (literally) walks Homecoming visitors down memory lane.

Southwestern University Opera Theatre (7:00 p.m.), Fine Arts Center, ATT

The Southwestern Music Department presents 10 music majors singing scenes from famous operas such as *The Marriage of Figaro*, *La Traviata*, *Cenerentola* and *The Magic Flute*.

Saturday, November 8

What Things May Come: 3D Printing in the Fine Arts and Sciences (10:00 a.m.), Olin Building, Room 110

An introduction to the 2015 Brown Symposium, organized by Professor Mary Visser, Holder of the Herman Brown Chair in the Department of Art and Art History. *What Things May Come: 3D Printing in the Fine Arts and Sciences* will focus on the impact of 3D Printing on the human mind as it endeavors to meet future challenges in the arts and sciences.

Cullen Historical Tour (10:00-10:45 a.m.), Cullen Building, North Entrance

Join Kathy and Fred Sellers (associate professor *emeritus* of business) as they share the history and fun facts about this iconic building.

The Celebration Begins: 175th Anniversary (11:00 a.m.), Fine Arts Center, ATT

A "can't miss" event for the entire Southwestern community! Spend an hour celebrating all that we love about our University and help kick off the 175th Anniversary festivities.

Student Symposium (Noon-2:00 p.m.), Smith Library

This come-and-go event highlights the University's First-Year Seminar program and Summer SCOPES Program, by showcasing the culminating experiences of Southwestern students.

Paideia Connections (3:00-4:00 p.m.), Olin Building, Room 105

Alison Kafer, associate professor of feminist studies, will give a talk titled "Edgework: Disability in Relation" and Maria Todd, associate professor of biology, will give a talk titled "Breaking the Ties That Bind: The Role of Tight Junction Deregulation in Breast Cancer Metastasis."

Faculty and Student Notables

Notables submitted by faculty during October have been added to the SU website.

[Faculty Notables](#)[Student Notables](#)

Notables should continue to be submitted through [this form](#) in order to appear on the websites noted above. Please contact your department's webmaster if you would like the same information to show up on your departmental page. A new process/flow for notables will be launched in early 2015. In the meantime, questions may be directed to Danielle Stapleton at stapletd@southwestern.edu.

Faculty Development Calendar

Faculty are invited to subscribe to the Faculty Development calendar through SU's Google calendar. Coordinated by the Office of the Dean of the Faculty, the calendar is a work-in-progress and includes faculty development dates from HHMI, Paideia, FYS, the Dean of the Faculty, etc. Questions may be directed to Christine Vasquez at vasquezc@southwestern.edu.

Committee Book Available

An online version of the 2014-15 Committee Book is available [here](#). Questions may be directed to the Provost's Office at x1510.

Ethics Training Announcement

Effective January 1, 2014, the Southwestern University Institutional Review Board (IRB) began requiring certification of ethics training for all Principal Investigators prior to data collection. Additionally, when the proposed research involves more than "minimal risk" based on the judgment of the SU IRB, all other investigators (students, etc.) involved in the research also need to submit certification of ethics training prior to data collection. "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 [here](#). 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 the ethics training requirement may be directed to IRB co-chairs Abby Dings (dingsa@southwestern.edu) or Kathryn Prater (praterk@southwestern.edu).

Faculty Needed for Admission Visitation Days

The Admission Office is hosting a prospective student visitation program on Monday, November 17. 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 this visitation day by completing the online form available [here](#). This form also includes the dates of Off Campus Road Shows hosted by the Admission Office; faculty participation is welcome. Questions may be directed to Lizette Villarreal at villarri@southwestern.edu or x1200.

Mark your calendars now for spring semester Admission programs: Monday, February 16 (Pirate Preview); Monday, March 2 (Top Scholar Weekend); Saturday, March 28 (Admitted Student Day); Saturday, April 11 (Southwestern Showcase for high school juniors); Saturday, April 25 (Sprog Day); Saturday, May 16 (Sprog Day); and Monday, June 8 (Sprog Day).

Writing Fellows Workshop

Please join the Mellon Writing Fellows for lunch and a discussion of best practices in planning writing in your course on Tuesday, November 18 from 11:30 a.m. to 12:30 p.m. in the Debby Ellis Writing Center (Mood 306). Lunch will be provided. Please RSVP by the end of the day Monday, November 17 to Jessica Goudeau at goudeauj@southwestern.edu.

Announcements from the Center for Academic Success and Records

As we move closer to the end of the semester, Maria Pena, Assistant Director of Academic Success, is asking faculty to pay special attention to the University's exam accommodation policies. Additional information is available [here](#). Questions may be directed to Maria at penam@southwestern.edu or x1536.

The Center for Academic Success and Records (CASAR) testing center is for students with disabilities who have been approved for the use of extended time and/or reduced distraction testing. CASAR is unable to support make up exams or other types of exams that are not for students with disabilities. As an alternative, you may work with your assigned faculty administrative assistant to schedule space and proctor any make up exams you are administering. Questions may be directed to Kim Morter at morterk@southwestern.edu.

Faculty/Staff Forum and Brown Bag Lunches

The final Brown Bag Lunch of the semester on Monday, November 24, at 12:15 p.m. in the Marsha Ballroom will feature a presentation by Kent Huntsman about Southwestern's 175th anniversary. Bring your lunch upstairs and join the conversation. Questions may be directed to Susie Bullock at bullocks@southwestern.edu or x1937.

Recognition Ceremony for Summer Graduates and December Candidates for Graduation

The campus community is invited to the Recognition Ceremony for Southwestern's summer graduates and December candidates for graduation on Saturday, December 12, at 2:00 p.m. in the Lois Perkins Chapel. A reception in the Bishops Memorial Lounge will follow the ceremony.

Course Evaluations

Evaluations will be delivered to you by your building's administrative assistant by Friday, November 21 so

that you will be able to administer them during the last two weeks of classes. If you need your evaluations prior to this date, please notify Susan Lamb at lambs@southwestern.edu. Please note the following:

- You are required to absent yourself from the classroom while students are working on the evaluation forms.
- You should allow your students adequate class time to complete course evaluations thoughtfully and without pressure. Typically, students are more likely to provide thoughtful responses if the course evaluations are administered at the beginning of the class period.
- All completed evaluations must be turned in at the same time. If a student is absent on the day of evaluation, s/he may not fill out an evaluation for that class. No exceptions are to be made according to faculty policy. Please do not send students to the Provost's Office to fill out course evaluations or to turn in late evaluations.
- You must choose a student from your class to return the course evaluation forms to the Provost's Office. The student should do so on the same day the forms are completed.

Are You an ODK Member?

From Joshua Page, ODK SU Circle President: As part of our efforts to grow ODK, the leadership honor fraternity, we are reaching out to ODK members of the faculty. If you are an ODK member, we invite you to contact Stefanie Alvarez (alvarezs@southwestern.edu) so that we may get in touch.

Faculty and Student Resources on the Debby Ellis Writing Center (DEWC) Web Site

Check out the DEWC web site (<http://southwestern.edu/offices/writing/>) for new resources for students and faculty on all stages and aspects of writing and writing instruction. Feedback is invited -- contact Jessica Goudeau at goudeaj@southwestern.edu.

Scheduling Courses and Other Academic Activities

Please make yourself familiar with the guidelines for scheduling courses and other academic activities (<http://southwestern.edu/offices/provost/forms.php>). The document 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).

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. If you wish to invite someone to campus *gratis*, a Visitor Agreement form is required. Please note that the faculty administrative assistants have been instructed to contact faculty who are sponsoring guests for whom there is not a contract on file. The faculty administrative assistants can assist you with the proper forms and procedures, or you may contact Norma Gaines (gainesn@southwestern.edu; x 1472) for forms or with questions.

Nota Bene: If you wish to invite a foreign national to campus, the IRS requirements for payment are significantly different. Please contact Jennifer Martinka in the Business Office (x1290) to learn what those requirements are before you promise payment to any guest.

Religious Observance Days and Religious Holidays Absences

Southwestern University recognizes that it has students from a variety of religious and cultural traditions

that have special days of observance or celebration that may take students out of their regular activities on certain days during the school year. Since the academic calendar does not always coincide with these days, the following policy is to be followed in order to facilitate student absences due to cultural and religious observances. Students' classroom responsibilities:

- As far in advance as possible, the student is expected to notify the professor(s) or instructor(s) of the class(es) to be missed.
- The student is expected to learn what assignments or exams are due or will be assigned on those dates and negotiate with the professor(s) or instructor(s) alternate times for fulfilling those requirements. Students should be prepared to fulfill the requirements prior to the class(es) to be missed.

Additional information is available at <http://southwestern.edu/offices/spiritualandreligiouslife/policies.php>.

Global Citizens Fund

The Global Citizens Fund is available to supplement funding for departmentally sponsored lectures and events which have an international focus. Requests are evaluated by the Intercultural Programs and Perspectives Committee (IPPC) on a rolling basis throughout the academic year. The IPPC 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 can be submitted online [here](#). Questions may be directed to Maria Todd at toddm@southwestern.edu.

Establishing a Summer Study Abroad Program

If you are thinking about proposing a new summer study abroad program for summer 2016, you should begin planning as soon as possible. Please contact Tisha Temple, Director of Intercultural Learning (templet@southwestern.edu), for further information on deadlines, and for the application (revised April 2014) and related documents. You will need to begin coordinating with the Office of Intercultural Learning no later than January 2015 in order to establish a program for the summer of the following calendar year.

President's Report

If you missed or want to refresh your memory regarding the 2013-14 President's Report sent via email on July 22, please take a moment and check it out at <http://southwestern.edu/yearinreview>.

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 email to Barbara Jean with "nametag" in the subject line. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name. Questions? Contact Barbara at x1567 or jeanb@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.

Faculty Handbook

In light of the significant changes to the University's governance structure, the *Faculty Handbook* and the *Staff Handbook* will not be revised for the coming year. Alternatively, an

addendum to both handbooks will outline the major changes and, in some cases, direct faculty and staff to online versions of policies that have been detailed in the respective handbooks in previous years. Additionally, the Staff Steering Committee and the Faculty Steering Committee will collaborate during the 2014-15 academic year to explore different approaches to presenting material in the *Staff Handbook* and the *Faculty Handbook*, including the removal of detailed policies that can be presented and archived online as well as the removal of duplicate Catalog material. If you have suggested changes to the *Faculty Handbook*, you may send those to Julie Cowley (cowleyj@southwestern.edu) who will collect those on behalf of the Faculty Steering Committee.

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 Barbara Jean in the Provost's Office as soon as possible. Questions may be directed to Barbara at jeanb@southwestern.edu or x1567.

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.

Office Closure

Please note that the Office of the Provost and the Institutional Research/Dean of the Faculty's Office are closed each Monday morning from 8:30 to 9:30 a.m. for a staff meeting.