**News from the Office of the Provost**

**Have a great semester!**

Check Your Syllabus!!

Last spring the faculty approved two significant changes to the spring semester calendar:

Spring Break -- begins at 10:00 p.m. Friday, March 13; classes resume Monday, March 23

Last day of classes -- Wednesday, April 29, with finals beginning Monday, May 4

Check your Rosters!
Please continue to check your rosters and let Kim Morter (morterk@southwestern.edu) know who you are not seeing in the classroom.  This is especially important for the following reasons:

* It's important to know who may have decided not to return to school without letting us know. Your rosters are one way to determine this.
* It's important to offer vacant seats to other students, especially since the wait list process has concluded.
* We are liable for returning federal funds for students who do not attend their classes at the end of the semester; cleaning the rosters up early is the most efficient way to prevent this from happening.

First Thursday TODAY

The First Thursday receptions for this semester are on January 15 (today!), February 12, March 5 and April 2.  All receptions are from 4-5:30 in the Periodicals section on the first floor of the A. Frank Smith Library Center. The February reception is on February 12; February 5 is the Paideia Connections event. First Thursdaysare a series of receptions that recognize and celebrate research and professional achievements by colleagues across the campus.  They are typically held the first Thursday of each month during the academic year.  Wine and cheese will be served. Today’s reception will celebrate six Southwestern colleagues who published a book during 2014: Eileen Cleere, English; Michael Cooper, Music; Laura Hobgood, Religion; Michael Saenger, English; Kim Smith, Art History; and Dustin Tahmahkera, Communication Studies.  Contact Ed Kain at kaine@southwestern.edu with questions.

First-Year/Advanced-Entry Seminar 2015-16

FYS/AES proposals are due to Julie Cowley (cowleyj@southwestern.edu) by 5:00 p.m. on Tuesday, January 20.

Associated Colleges of the South (ACS) Summer Teaching and Learning Workshop
The ACS Summer Teaching and Learning Workshop is scheduled for June 1-6, 2015 at Furman University in Greenville, SC.  The workshop is designed for talented teachers who want to perfect their craft through active feedback and is appropriate for all career stages and all disciplines.  If you are interested in attending the workshop, please contact Alisa Gaunder (gaundera@southwestern.edu; x1418) by January 15. ACS will notify faculty members of their participation by March 15.  More information is available [here](http://www.colleges.org/summerteach/summerteach.html).

MLK Week of Events

All week - Social Justice Wall - Bishops Lounge

Friday, January 16 - Book and Discussion - "Why We Can't Wait" - 3:00 p.m., Prothro 234

Monday, January 19 - MLK Day of Service: Twin Springs Reserve

Tuesday, January 20 and Thursday January 22 - RES Symposium (see details below)

Thursday, January 22 - MLK Chapel Service - 11:30 a.m., Lois Perkins Chapel

Events sponsored by: Office of Diversity Education, Race and Ethnicity Studies, Diversity Enrichment Committee, Office of Civic Engagement, Spiritual and Religious Life.  Contact Terri Johnson (tjohnson@southwestern.edu) for additional details.

Race and Ethnicity Studies Symposium

The campus community is invited to the Race and Ethnicity Studies Symposium to be held January 20 and January 22 (Tuesday and Thursday) from 4:30 to 6:45 p.m. in the Lynda Ballroom.

Tuesday, January 20

* 4:30p.m.*Introduction: Race and Ethnicity Studies at Southwestern University.*Omar Rivera, Assistant Professor of Philosophy, Chair of the Race and Ethnicity Studies Minor
* 5:00 p.m. *Pocha in the Field: Intersectional Field Identity in working with Latina/o Youth.* Melissa Quintela, Part-Time Assistant Professor of Sociology
* 5:30 p.m. *“Tis He Who Has Endured”: Understanding Texas Slavery Through Literature and Community Engagement*. Carina Hoffpauir, Assistant Professor of English
* 6:00 p.m. *Captivating Comanches in Media Borderlands*. Dustin Tahmahkera, Assistant Professor of Communication Studies
* 6:30 p.m. Q&A

 Thursday, January 22

* 4:30 p.m.*Is Justice Colorblind? Racialized Spaces and Discursive Strategies during Felony Court Proceedings*. Tara Leday, '14 (BA., Sociology)
* 5:00p.m.*U.S. Race-Based Employment and Housing Discrimination and the Post-Racial Fallacy*. Reggie Byron, Assistant Professor of Sociology
* 5:30p.m.*The Heightened Surveillance of Black Men On a Predominantly White Neighborhood Listserv.* Maria Lowe Professor of Sociology
* 6:00*The Role of Spiritualized Activism in the Pursuit of Justice and Social Healing.* Brenda Sendejo, Assistant Professor of Anthropology
* 6:30 p.m. Q&A

 Moderators: Patrick Hajovsky, Associate Professor of Art History (January 20) and Melissa Johnson, Professor of Anthropology (January 22)

Faculty Needed for Admission Visitation Days
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).  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. You may indicate your participation by completing the online form available [here](https://docs.google.com/forms/d/17DZgoBQq5VNeu_ktBKGeCvzH2ijO-6Y4Ig0aL3rlQqw/viewform?usp=send_format). Questions may be directed to Lizette Villarreal at villarrl@southwestern.edu or x1200.

Review of Course Evaluations
Electronic course evaluation results will be sent to all faculty within the first two weeks of January; in light of staff changes, your patience is appreciated.  Hard copies are available for review in the office of the Dean of the Faculty upon request (the office is open 8:00 a.m. to 5:00 p.m. with the exception of the noon hour).  Questions may be directed to Susan Lamb at lambs@southwestern.edu or x1510.

Establishing a Summer Study Abroad Program

If you are thinking about proposing a new summer study abroad program for summer 2016, you need to take action now. 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.

Faculty and Student Notables

Notables submitted during December have been added to the website.

[Faculty Notables](http://southwestern.edu/academics/facultynotables.php)

[Student Notables](http://southwestern.edu/academics/studentnotables.php)

Notables should continue to be submitted through [this form](https://docs.google.com/a/southwestern.edu/forms/d/18puc5fYospiYM9xshhNQi6Az72_EDMNPfSNBqtaBoKk/viewform) 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 soon.  In the meantime, questions may be directed to Danielle Stapleton at stapletd@southwestern.edu.

Grants and Professional Development Webpage
Be sure to check out the new [Grants and Professional Development webpage](http://www.southwestern.edu/offices/dean/funding/) on the [Southwestern University Faculty and Staff Gateway](http://www.southwestern.edu/gateways/facstaff/) under the heading “For Faculty.”  At a time when institutional resources are more restricted, the information contained on this site will be a very helpful tool for securing outside funding for faculty and staff projects.  The site is a comprehensive introduction to a wide range of funding opportunities.  It provides access to fellowships and grants in the humanities, fine arts, natural sciences and social sciences.  You will find links to private and corporate foundation funding programs and to searchable databases of funding opportunities.  There is also help and advice on writing funding proposals and procedural pointers for Southwestern University faculty and staff on how to develop ideas for projects into finished proposals. Contact John McCann (mccannj@southwestern.edu) or Larkin Tom (toml@southwestern.edu) with funding questions.

Brown Symposium

The 2015 Brown Symposium *What Things May Come: 3D Printing in the Fine Arts and Sciences* will take place on February 26-27.  Coordinated by Professor Mary Visser, the symposium will address the impact of 3D technology on the human mind as it endeavors to meet future challenges in the arts and sciences.  Additional information is available [here](http://southwestern.edu/academics/brownsymposium/index.php).

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).

Undergraduate Research and Creative Works Symposium

Mark your calendars now for the Undergraduate Research and Creative Works Symposium on Tuesday, April 14. Further information will be available in January.  Questions regarding the symposium may be directed to Christine Vasquez (vasquezc@southwestern.edu).  Note: as approved by the faculty, classes will not be held on this date so that the campus community may attend the symposium.

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 atvasquezc@southwestern.edu.

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](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](http://southwestern.edu/). Additionally, all members of the Southwestern University IRB must submit to irb@[southwestern.edu](http://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).

Committee Book Available

An online version of the 2014-15 Committee Book is available [here](http://www.southwestern.edu/offices/provost/).  Questions may be directed to the Provost's Office at x1510.

Faculty and Student Resources on the Debby Ellis Writing Center (DEWC) Webpage
Check out the DEWC web site (<http://southwestern.edu/offices/writing/>) for 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.

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](https://docs.google.com/a/southwestern.edu/forms/d/10I0rERKtPHoCbKN8yubyk7iSohiondT2DbVjhMVBt8k/viewform?c=0&w=1).  Questions may be directed to Maria Todd at toddm@southwestern.edu.

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](http://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.

