

News from the Office of the Provost

Competitive and Faculty/Student Funding - Deadline Tomorrow

The Call for Competitive and Faculty/Student Funding is now available [here](#). Please note that, in accordance with the new faculty awards funding model that was recently approved by the Faculty Steering Committee, Competitive funding is now focused primarily on research and associated research funding needs. Funding for fall conference travel will now be funded via a separate application process, which will take place in March, after Competitive applications have been submitted. More information on that will be forthcoming. The specifics of what is now covered under Competitive funds are laid out in the documents on the Provost's page. The deadline for applications for both Competitive and Faculty/Student project funding is Friday, March 6, and all materials must be submitted directly to Christine Vasquez (vasquezc@southwestern.edu) via email. Late or incomplete applications will not be considered. Please make sure that you submit on time, and use the checklist provided on the application cover sheet to ensure you have submitted all required documents. Questions may be directed to Ken Mello, chair of the Awards and Honors Committee (mellok@southwestern.edu), or Alisa Gaunder, Dean of the Faculty (gaundera@southwestern.edu).

Abstracts Due!

The Undergraduate Research and Creative Works Symposium is scheduled in lieu of classes for Tuesday, April 14. The Symposium is a celebration of the work of our students, faculty, and staff. 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. Abstracts are due TODAY (Thursday, March 5) and may be submitted by going [here](#). Questions regarding the symposium may be directed to Christine Vasquez (vasquezc@southwestern.edu).

First Thursday Today

The next First Thursday is TODAY (March 5) at 4:00 p.m. in the Periodicals section on the first floor of the Library. This month's reception will celebrate recent professional achievements by seven Southwestern colleagues: Erin Crockett, Psychology; Traci Giuliano, Psychology; Edward L. Kain, Sociology; Alison Marr, Mathematics; Francis Mathieu, French; John Ore, Theatre; and Davi Thornton, Communication Studies. The final date for the semester is April 2. If you have a recent professional achievement, be sure to share the information with Ed Kain (kaine@southwestern.edu). This information should also be shared with your department/program chair as well as with the President's Office so that your work can be displayed in the cases on the first floor of the Cullen Building.

Soundwave 2015: Plain White T's and Alpha Rev

Southwestern's annual large-scale concert, SoUndwave (formerly Clusterfest), is this Friday, March 6, in the Robertson Center. This year's concert will feature two-time Grammy award nominated band Plain White T's, with local Austin favorite Alpha Rev as the opening act. The show begins at 7:00 pm. Discounted tickets for faculty/staff/alumni in advance of the show are \$20, and for students are \$15. More details and ticket information can be found [here](#). You can also check out Facebook (SoUndwave) and Twitter (@SU_Soundwave).

National Fellowships and Scholarships

David Gaines, Director of National Fellowships and Scholarships, encourages all faculty and staff to point interested and promising students to www.southwestern.edu/academics/fellowships/ and/or the new office of Fellowships and Scholarships in Prothro 164. Updates on opportunities will appear periodically on the webpage as well as being announced through Campus Notices and e-mails. As well as ongoing campus committee interviews and application mentoring, the process for Fulbright applications will begin in early April 2015.

Fall Semester Registration Calendar

GROUP	Initial Registration Date	Next Opportunity for Web Add (& Late Reg) / Drop Dates for Fall
Seniors	M, Mar 30 – Apr 1	Wed., Apr. 15 – Aug. 26

(completed 90 credits)		Wed., Apr 15 – Sep. 7
Athletes (Seasonal)	T, Mar 31 – Apr 2	4/15-8/26 adds 4/15-9/7 drops
Juniors (60+ credits)	Th, Apr 2 – Apr 7	4/15-8/26 adds 4/15-9/7 drops
Sophomores (30+ credits)	M, Apr 6 – Apr 9	4/15-8/26 adds 4/15-9/7 drops
Under 30 credits	W, Apr 8 – Apr 11	4/15-8/26 adds 4/15-9/7 drops

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

Check out the DEWC [website](#) 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.

Faculty Needed for Admission Visitation Days and Sprog Days

Mark your calendars now for spring semester Admission programs: 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](#). Questions may be directed to Lizette Villarreal at villarlr@southwestern.edu or x1200.

Spring Family Day 2015

Southwestern University's Spring Family Day will take place on Saturday, March 28. Families are invited to enjoy hearing from professors at afternoon sessions of Classes Without Quizzes, catch a softball or baseball game, or celebrate student achievement at Honors Convocation. A complete schedule of events is available [here](#). Faculty are welcome at all events.

Alumni Awards Nominations - Due March 27

The Association of Southwestern University Alumni is currently accepting online nominations for the 2015 Distinguished Alumni Awards. Nominate a former student who is making a difference in their community and/or profession. Categories include: Medal of Honor, Distinguished Southwestern Service, Distinguished Humanitarian, Distinguished Young Alumnus/a, and Distinguished Professional. For a full description of the awards and to read about previous award recipients, [please visit our Alumni Awards Webpage](#). [Click here to access the nomination form](#). Nominators are expected to complete an online form explaining why the nominee deserves the award, along with a letter of support. Nominations are due by Friday, March 27. Selected honorees will be celebrated at Homecoming and Reunion Weekend, October 16-18. Questions may be directed to Megan Frisque at frisquem@southwestern.edu.

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 [here](#). Based on this policy, upcoming spring semester religious observance dates include: the Pesach (Passover) that begin at sundown on Friday, April 3, and continues through Saturday, April 11, with the first two days being the most important;

Good Friday on April 3; and Easter on Sunday, April 5.

King Creativity Fund Project Exhibits and Presentations

Mark your calendar now for the the King Creativity Symposium on Monday, April 13, from 5:00 to 6:00 p.m. in the Bishops Lounge. Additional information about the King Creativity Fund is available [here](#).

Faculty/Staff Forum Schedule

Monday, March 23 -SU's 175th Anniversary and the Alumni Directory (Kent Huntsman and Megan Frisque)

Monday, April 20 - Destination: Service (Sarah Puffer)

All presentations begin at noon in the Lynda Ballroom. Questions may be directed to Susie Bullock at bullocks@southwestern.edu.

Faculty and Student Notables

Notables submitted during February have been added to the 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. Questions may be directed to Danielle Stapleton at stapletd@southwestern.edu.

2015 Commencement

Commencement will take place on Saturday, May 9, at 10:00 a.m. Additional information about Commencement activities is available at <http://southwestern.edu/gateways/seniors/>.

Grants and Professional Development Webpage

Be sure to check out the new [Grants and Professional Development webpage](#) on the [Southwestern University Faculty and Staff Gateway](#) 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.

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 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](#). 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).

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.

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.

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

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. You may access the Faculty Handbook [here](#).

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.
