**NEWS FROM THE OFFICE OF THE DEAN OF THE FACULTY**

Continue to Check Your Rosters
Please continue to check to ensure that all students attending your classes are actually on your roster.  If students are on your roster, but not in attendance, please send an email to Kim Morter (morterk@southwestern.edu) as soon as possible.  Your cooperation is critical as the University is liable for financial aid used to pay for the education of students who are not actually in attendance.

Academic Warning System
All faculty are encouraged to participate in the on-line Academic Warning System (AWS) via WebAdvisor that will now be available throughout the semester.  The goal of the AWS is to identify ALL students (regardless of classification) who demonstrate signs of struggling with one or more courses before it is too late for them to make significant improvements -- the earlier you use the AWS to communicate your concern(s), the better. Students identified in this process are referred to the variety of resources available on campus. Important Note:  You do not need to wait for a "grade" to submit your AWS concerns.  Details about the AWS were included in an email to all faculty dated September 3.  Questions may be directed to Julie Cowley (cowleyj@southwestern.edu; x1510).

Important Message from Institutional Review Board

If you or your students will be conducting research involving human participants, be sure to visit the Institutional Review Board's (IRB's) updated [website](http://www.southwestern.edu/offices/dean/IRB/). There are new proposal forms and new model consent forms, along with a new decision tree for determining whether your project needs IRB approval or not. Questions? Please contact Abby Dings or Kathryn Prater, the IRB co-chairs, at irb@southwestern.edu

Sam Taylor Fellowship
The deadline for submission of Sam Taylor Fellowship applications is Tuesday, September 15.  Guidelines were provided in an email from John McCann dated September 8.  The Division of Higher Education of the General Board of Higher Education and Ministry of the United Methodist Church administers these fellowships for Texas Methodist institutions and SU faculty have been very successful with their applications in the past.  The maximum award is $2000.  Questions may be directed to John at mccannj@southwestern.edu.

Call for Applications for Faculty Professional Development Support
The Awards and Honors Committee is pleased to announce the call for applications for Faculty Professional Development Support, covering activities from January 1 - June 30, 2016. Each tenured and tenure-track faculty member, academic staff member with faculty rank, and three-year instructor is eligible to apply for faculty professional development support, except for those who hold Brown Chairs/Endowed Chairs.  Information about what is covered under these funds (primarily conference attendance/participation and other professional development activities) as well as the required information and cover sheet can be found [here](http://www.southwestern.edu/offices/dean/research.php).  Applications are due by midnight on Friday, September 18, and all materials should be emailed to Christine Vasquez (vasquezc@southwestern.edu).   Since this is not a competitive award, an official "proposal" is not required, unless there is information that needs to be explained beyond what can fit in the box on the cover sheet. Applicants only need to make it clear what her/his role/participation will be, and how much money s/he will need to accomplish it.  In most cases, applications will only need to include (1) the completed cover sheet, (2) a detailed itemized budget (3) the outcome chart and (4) a copy of an acceptance letter/email, etc., if available.  Please direct any questions to Alisa Gaunder at gaundera@southwestern.edu.

BHEM Nomination Deadline
Each year the Board of Higher Education and Ministry (BHEM) of The United Methodist Church sponsors an Exemplary Teacher Award Program whereby the University may designate one individual as the Southwestern University 2015-16 Exemplary Teacher.  The individual chosen should be characterized by excellence in teaching; civility and concern for students and colleagues; commitment to value-centered education; and service to students, the institution, and the community.  BHEM provides a certificate of appreciation and a $500 award.  All tenured and tenure-track faculty are eligible for nomination.  Nomination letters from both faculty and staff (which can be sent electronically to Barbara Jean at jeanb@southwestern.edu) should address the individual's qualifications as defined above and should be received no later than Friday, September 25.  Recent recipients of this award are Traci Giuliano, Suzanne Buchele, Dirk Early, Alicia Moore, Jacquie Muir-Broaddus, Ed Kain, Emily Niemeyer, Daniel Castro, Martín Gonzalez, Ben Pierce, Maria Todd, and Willis Weigand.  Questions may be directed to Barbara at x1567.

Student Fellowships and Scholarships
Please direct potential students for the Fulbright application process to David Gaines, keeping in mind the official campus deadline of October 6. There are currently five students in the proverbial pipeline, and additional student interest is welcome.

Mark your calendar now for a recognition ceremony for sophomores on the Dean's List to be held on Wednesday, September 30, at 4:00 p.m. in the McCombs Ballrooms. Recent graduate Alexis Kropf will be speaking, sophomores will be honored, fellowship and scholarship opportunities will be discussed and shared with those students, and food and drink will be served. Please stay tuned for more information and please consider attending in support of our students.  Questions about the Fulbright and the recognition ceremony may be directed to David Gaines at gainesd@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. 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.  The maximum award per event is $300.  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.

King Creativity Fund Call for Proposals
All students are invited to apply for 2015-2016 King Creativity Grants to support innovative and visionary projects.  Your help is requested to encourage students to apply for the KingCreativity Fund with creative, out-of-the-box ideas.  In the case of the King Grants, "creative" includes artistic work and performances in the obvious sense, but also "creativity" in that students will pursue ideas that no one has looked into before, try developing a device not now available, apply standard techniques from one area to another, etc.  Proposals may be funded in the range of a few hundred to a few thousand dollars. Projects may be extra-curricular, curricular or inter-curricular.  Students may work individually or in teams.  Advisors may come from the faculty, staff or administration.  For more information on the program, and for details on how to apply, go [here](http://www.southwestern.edu/kingcreativity).  The deadline is 5:00 p.m. on Monday, October 12. Questions may be directed to John McCann at mccannj@southwestern.edu.

Constitution Day
In recognition of Constitution Day on Thursday, September 17, the Office of Civic Engagement (OCE) will distribute free Constitution pocket books during the lunch period in the Campus Center concourse. OCE staff will also be posting a 10-day countdown to Constitution Day on social media (Facebook, Twitter, and Instagram).   Constitution Day honors the signing of the U.S. Constitution on September 17, 1787.  For more information, visit the National Constitution Center website at [www.constitutioncenter.org](http://www.constitutioncenter.org/).

Fall Faculty Conference Informational Materials
Don't forget to browse through the online packet of beginning-of-the-year informational materials that are available [here](http://www.southwestern.edu/offices/dean/ffc/resources.php).

Faculty Meeting Schedule
The fall schedule for faculty meetings at 11:30 a.m. in the Ballrooms is as follows:
Tuesday, September 22
Tuesday, October 27
Tuesday, November 24

Division/School Meeting Schedule
The fall schedule is as follows (all meetings are at 11:30 a.m.):
No October meeting due to Fall Break
Tuesday, November 10

Committee Meeting Schedule
Curriculum Committee - every other Friday, 10:00 a.m., Cullen 300
Faculty Steering Committee - Fridays, 11:00 a.m., Cullen 320
Strategic Planning and Budget Committee - first and third Tuesdays, 11:30 a.m., Cullen 360
Staff Steering Committee - next meeting is September 14 at 1:30 p.m. in Cullen 260; subsequent meeting dates/times tbd
Student Government Association - every other Tuesday, SLC Prothro Room

Unless in executive session, these meetings are open to all faculty, staff, and students.

Religious Observance Days and Religious Holidays Absences
Upcoming fall semester religious observance dates include: Rosh Hashanah which begins at sundown on Sunday, September 13, and continues through Tuesday, September 15; Yom Kippur which begins at sundown on Tuesday, September 22, and continues through Wednesday , September 23; and Eid-Adha which begins at sundown on Wednesday, September 23, and continues through Thursday, September 24.  Additional information is available [here](http://southwestern.edu/offices/spiritualandreligiouslife/policies.php).

Scheduling Courses and Other Academic Activities
Please make yourself familiar with the guidelines for scheduling courses and other academic activities available [here](http://southwestern.edu/offices/dean/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 Dean of the Faculty 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 Alisa Gaunder (gaundera@southwestern.edu) or Julie Cowley (cowleyj@southwestern.edu).

Faculty Participation in Honor Code Hearing Boards
As approved by the faculty, this year a ‘call to serve’ (jury-type) system will be implemented for Honor Code Hearing Boards.  Faculty will randomly be invited to serve.  One exemption will be afforded, but exempted faculty will remain in the lottery for another invitation to serve.  Hearing Board training sessions will be offered monthly beginning in September (details to be announced shortly).

A long held tradition at Southwestern is being true to oneself and others.  Students established the Honor Code over a century ago to commit themselves to academic integrity and to hold each other accountable in their endeavors.The purpose of the Honor Code is to stimulate and promote the ideals of honesty and integrity among students, and to eliminate the practice of cheating by putting into practice these ideals of honesty and integrity.  The Honor Code system is a valuable tool for faculty and students that helps foster the culture of honesty, integrity, and trust that is necessary for the collaborative learning we do on this campus.

At times, a Hearing Board is utilized to guarantee the integrity of the Honor Code, by serving as the tribunal for hearing alleged cases of violation of that Code.  The Board determines guilt or non-guilt and imposes appropriate penalties.  It follows procedures and sanctions prescribed in its constitution.  If a student is found guilty, the Hearing Board recommends an academic penalty to the instructor.

Faculty commitment to this long-standing tradition is appreciated. Questions may be directed to Jaime Woody, Vice President for Student Life, at woodyj@southwestern.edu or x1624.

First Thursdays
First Thursdays are a series of receptions that recognize and celebrate research and professional achievements by colleagues across the campus.  They are held the first Thursday of each month during the academic year at 4:00 p.m. in the Periodicals Room of the Library.  Upcoming fall semester dates are October 1 and November 5.  Questions may be directed to Laura Hobgood at hobgood@southwestern.edu.

Faculty Needed for Admission Visitation Days

The Admission Office hosts a variety of on-campus visit programs for prospective students throughout the academic year, the first of which will take place on Monday, November 16. 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 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 (and others!) by completing the online form for fall programs [here](https://docs.google.com/a/southwestern.edu/forms/d/17DZgoBQq5VNeu_ktBKGeCvzH2ijO-6Y4Ig0aL3rlQqw/viewform) and spring programs [here](https://docs.google.com/a/southwestern.edu/forms/d/1BQqzezPpmu7xJxBMMpyHT2c-B0pml2Q5AMlwfS-0Sgs/viewform). The fall form also includes the dates of our Off-Campus Road Shows hosted by the Admission Office; faculty participation is welcome. Questions may be directed to Rachel Martin at martinr@southwestern.edu or at x1011.

Also, mark your calendars now for spring semester Admission programs: Monday, January 25 (High School Counselor Visit); Monday, February 15 (Pirate Preview); Monday, March 7; (Top Scholar Weekend); Saturday, April 2 (Admitted Student Day); Monday, April 11 (Admitted Student Day); Saturday, April 16 (Southwestern Showcase for Juniors); Saturday, May 14(Sprog Day); Saturday, June 4 (Sprog Day); and Monday, June 13 (Sprog Day).

Video Production Opportunities
Pirate Studios and Video Specialist Whitney Milam are on campus to assist faculty and students with any aspect of video production. Whitney offers weekly workshops and is also available by appointment. He can also come to classes to talk to students about how they can get training on video shooting, producing, talent direction, lighting and editing for class assignments, student functions or anything campus related. Adobe Creative Cloud is available to faculty and students at no cost. Pirate Studios is located in Olin 124 and is available for students and faculty to use. Please contact Whitney Milam at milamw@southwestern.edu for more information.

President's Report

If you missed or want to refresh your memory regarding the 2014-15 President's Report sent via email during the summer months, please take a moment and check it out [here](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 (jeanb@southwestern.edu) 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.

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 with applications accepted on a rolling basis.  Additional information, including the application, is available [here](http://southwestern.edu/offices/dean/urcw.php). Questions may be directed to Christine Vasquez at vasquezc@southwestern.edu or x1752.

Faculty Handbook

Over the course of the last year, the Faculty Steering Committee and the Office of the Dean of the Faculty have been collaborating to significantly revise the Faculty Handbook, which had become unnecessarily long, and redundant and outdated in places. We will distribute a draft of the revised version early in the fall semester and then allow sufficient time for the university community to review the draft and provide feedback. It is our aim to have a final version in place no later than the end of this academic year.

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 from all institutions from which a college degree was earned.  Please send official transcripts to Barbara Jean in the Dean of the Faculty's Office as soon as possible.  Questions may be directed to Barbara  at jeanb@southwestern.edu or 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 Dean of the Faculty or the Associate Vice President for Academic Affairs) 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.  The faculty administrative assistants can assist you with the proper forms and procedure, or you may contact Norma Gaines (gainesn@southwestern.edu; x 1472) for forms or with questions.  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.  The faculty support staff have been instructed to contact faculty who are sponsoring guests for whom there is not a contract on file.  If you wish to invite someone to campus *gratis*, a Visitor Agreement form is required.  The faculty administrative assistants in each building have all the necessary forms.

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 Dean of the Faculty is closed each Monday morning from 8:30 to 9:30 a.m. for a staff meeting.

