

## NEWS FROM THE OFFICE OF THE DEAN OF THE FACULTY

### Faculty Participation in Honor Code Hearing Boards and Training Sessions

As approved by the faculty, faculty will continue to be randomly invited to serve on Honor Code Hearing Boards in a jury-type system. One exemption will be afforded, but exempted faculty will remain in the lottery for another invitation to serve.

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 responsible/not responsible and makes sanction recommendations to the Advisory Panel. It follows procedures prescribed in its constitution. If a student is found responsible, the Advisory Panel may recommend an academic penalty to the instructor.

**An Honor Code Hearing Board training session is scheduled for this Thursday, September 29, 9:00-9:45 a.m. in Cullen 340. If you are not able to make this session, expect to hear from Dean Shelley Story to schedule a time within the next couple of weeks as all tenured/tenure-track faculty need to participate in a training session.**

Faculty commitment to this long-standing tradition is appreciated. Questions may be directed to Dean Story ([storys@southwestern.edu](mailto:storys@southwestern.edu)).

### Academic Warning System

All faculty are encouraged to participate in the on-line Academic Warning System (AWS) via WebAdvisor that is available now and 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. Questions may be directed to Julie Cowley ([cowleyj@southwestern.edu](mailto:cowleyj@southwestern.edu); x1510).

### Sam Taylor Fellowship

The deadline for submission of Sam Taylor Fellowship applications is Friday, September 30. Guidelines were provided in an email from Julie Sievers dated September 2. 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 Julie at [sieversj@southwestern.edu](mailto:sieversj@southwestern.edu) or x1390.

### Recognition of Academic Achievement Ceremony

The second Recognition of Academic Achievement ceremony will take place from 4:00 to 6:00 on Wednesday, October 5 in the McCombs Ballrooms. The top sophomores and juniors on the Dean's List will be recognized at a reception that all faculty are invited to attend. Dori Glanz Reyneri, Southwestern '06, will speak about "From Southwestern to the White House: Thoughts on Putting Education into Action." There will be food and refreshments. Any questions about the event should be directed to David Gaines, Director of National Fellowships and Scholarships.

### FERPA and Sexual Harassment Prevention Training Modules

The University's liability insurance consortium, Educational and Institutional Insurance Administrators, Inc. (EIIA), requires all of its members to conduct Sexual Harassment Prevention Training and Family Education Rights and Privacy Act (FERPA) training. Faculty who have not completed either or both of these trainings should have received an email notification from [system@in2vate.com](mailto:system@in2vate.com). The online training modules include helpful information and are not lengthy. Please complete the trainings as soon as possible. Questions may be directed to Chris Murray, Senior HR Information Specialist ([murrayc@southwestern.edu](mailto:murrayc@southwestern.edu); x1220).

### First Symposium

Mark your calendar for the fourth annual First Symposium on Thursday, October 13, 8:30 to 11:15 a.m. in the Bishops Lounge. First Symposium showcases the work of First-Year Seminar and Advanced-Entry Seminar students. Faculty attendance is very much appreciated by these students. Questions may be directed to Julie Cowley ([cowleyj@southwestern.edu](mailto:cowleyj@southwestern.edu); x1720).

### King Creativity Fund Call for Proposals

The King Creativity Fund annually supports "innovative and visionary projects" of enrolled students, supporting multiple projects every academic year with grant awards ranging from a few hundred to a few thousand dollars. The purpose of this program is to give Southwestern students the means and opportunity to explore ideas and interests that fall outside of the usual academic process and curriculum—ideas that may not have a lot to do with a student's major, that combine interests in more than one area, or are extra-curricular in nature. Students may work alone or in collaborative teams.

Eligible projects: 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 to develop a device not currently available, apply standard techniques from one area to another, etc. The King Creativity program is designed not for the projects you are already going to do, or projects you otherwise couldn't do, but the projects that, without this fund, you wouldn't do. Take a look at [Past Recipients](#) to see the range of ideas that have been supported by the program.

Funding: Proposals are usually funded in the range of a few hundred to a few thousand dollars, but there is no limit to requests. Remember that the inexpensive idea is as interesting as the expensive one. The amount of funds awarded will depend on the number and quality of proposals submitted. Be prepared to know how you will proceed if the King Creativity Fund is able to provide only part of the funding you apply for.

Deadline: The deadline for proposal submissions is 5:00 pm on October 14. King Scholars must present the results of their work at an annual symposium and dinner to be held in the spring on Monday, April 3.

For complete details and the full call for proposals, please visit the [King Creativity](#) website. Questions may be directed to Julie Sievers ([sieversj@southwestern.edu](mailto:sieversj@southwestern.edu); x1390).

### 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. This month's event will take place on October 6 and we will hear from Suzanne Garcia-Mateus, (Education), Alison Marr (Mathematics), Katy Ross (Spanish), Eric Selbin (Political Science) and Patrick Van Horn (Economics). Refreshments will be served. Other fall semester dates are November 3 and December 2. Questions may be directed to Barbara Jean at [jeanb@southwestern.edu](mailto:jeanb@southwestern.edu).

### Information Technology and Library Contacts

Until further notice, please direct Information Technology inquiries to Todd Watson, Senior Director of Information Technology ([tkw@southwestern.edu](mailto:tkw@southwestern.edu)). Library inquiries may be directed to Carol Fonken, Interim Director of the Library ([fonkenc@southwestern.edu](mailto:fonkenc@southwestern.edu)).

### Establishing a Summer Study Abroad Program

The Office of Intercultural Learning will host a series of lunches for faculty who want to submit a London Semester proposal (the call will be going out shortly), explore the idea of (and the process for proposing) a new faculty-led program, or just want additional information about study abroad programs for their advisees: Thursday, September 29th, 12:30-1:30 p.m., Margaret Shilling Room

Tuesday, October 18th, 11:30 a.m.-1:30 p.m., Margaret Shilling Room  
Friday, October 28th, 11:30 a.m.-1:30 p.m., Margaret Shilling Room  
Friday, November 18th, 11:30 a.m.-1:30 p.m., Margaret Shilling Room  
Tuesday, November 29th, 11:30 a.m.-1:30 p.m., Margaret Shilling Room  
(Note: There will be a sign-in sheet at the cashier's stand to cover the cost of your lunch.)

You will need to begin coordinating with the Office of Intercultural Learning no later than January 2017 in order to establish a program for the summer of the following calendar year. Please contact Tisha Temple, Director of Intercultural Learning ([templet@southwestern.edu](mailto:templet@southwestern.edu)), for further information.

#### 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) [website](#). The site includes proposal forms and model consent forms, along with a decision tree for determining whether your project needs IRB approval or not. Questions? Please contact Abby Dings or Max Taub, IRB co-chairs, at [irb@southwestern.edu](mailto:irb@southwestern.edu).

#### Faculty Meeting Schedule

The fall schedule for faculty meetings at 11:30 a.m. in the Ballrooms is as follows:

Tuesday, October 25  
Tuesday, November 29

#### All Area 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 8

#### Meeting Schedule for Coordinating Committees

Curriculum Committee - every Monday, 4:00 p.m., Cullen 360  
Faculty Steering Committee - second and fourth Fridays, 9:00 a.m., Cullen 360  
Strategic Planning and Budget Committee - first and third Tuesdays, 1:00 p.m., Cullen 320  
Staff Steering Committee - third Thursdays at 1:30 p.m., Prothro 132 (no December meeting)  
Student Government Association - every other Tuesday, 7:00 p.m., SLC Prothro Room

Unless in executive session, these meetings are open to all faculty, staff, and students. Agendas and minutes for coordinating committees may be accessed from the Dean of the Faculty [homepage](#).

#### Scheduling Courses and Other Academic Activities

Make yourself familiar with the guidelines for scheduling courses and other academic activities available [here](#). In particular, please note that the 5:00 p.m. to 7:30 p.m. timeframe is set aside for non-academic activities. 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](mailto:gaundera@southwestern.edu)) or Julie Cowley ([cowleyj@southwestern.edu](mailto:cowleyj@southwestern.edu)).

#### Religious Observance Days and Religious Holidays Absences

Upcoming fall semester religious observance dates include: Rosh Hashanah which begins at sundown on Sunday, October 2, and continues through Tuesday, October 4; and Yom Kippur which begins at sundown on Tuesday, October 11, and continues through Wednesday, October 12. Additional information is available [here](#). The University's Religious Holidays Policy for students follows:

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.

#### Digital Projects and Assignments

Mellon Postdoctoral Fellow in Digital Scholarship Andrew Rechnitz is available for consultations on digital projects and assignments. Experts in higher education increasingly situate digital literacy as a crucial outcome of Liberal Arts education. When matched appropriately with your teaching interests and course goals, digital tools and methods can facilitate new ways for students to connect with content while also building digital skills. To learn more about the services Andrew provides, please visit the [Digital Scholarship LibGuide](#), which also contains a growing list of resources, vetted platforms and methods, and sample course assignments, or contact him by email at [rechnita@southwestern.edu](mailto:rechnita@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 14. 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. If you feel inspired to join the cause, please fill out this [GOOGLE FORM](#) with information on available classes and office hours during Pirate Preview Day (November 14). Questions may be directed to Dana Marchant ([marchand@southwestern.edu](mailto:marchand@southwestern.edu); x1011).

Also, mark your calendars now for spring semester Admission programs: Monday, February 20 (Pirate Preview); Monday, March 6 (Top Scholar Weekend); Saturday, March 25 (Showcase for Juniors); Monday, April 3 (Admitted Student Overnight); Saturday, April 22 (Admitted Student Day); Saturday, April 29 (Sprog Day); Saturday, May 13 (Sprog Day); and Monday, June 5 (Sprog Day).

#### 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 and Records. With over 4000 student visits per academic year, the Health Center does NOT provide notes for students to document minor illnesses.

#### 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](#).

#### 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](mailto:jeanb@southwestern.edu)) with "nametag" in the subject line. The next order will be submitted on Friday, October 7. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name.

#### Faculty Handbook and Committee List

The 2016-17 Faculty Handbook and the 2016-17 Committee Book are available [here](#).

#### 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 Office of the Dean of the Faculty from all institutions from which a college degree was earned. Please send official transcripts to Barbara Jean as soon as possible. Questions may be directed to Barbara at [jeanb@southwestern.edu](mailto:jeanb@southwestern.edu) or x1567.

#### Contracts for Campus Guests - Very Important Reminder

Whenever you wish to engage someone for a lecture or service, a written contractual agreement and tax form are required before services can be performed. Additionally, all contracts also require advance approval from the Dean of Faculty office and the Chief Financial Officer, so you should begin the process well before the date of service. Only the Visitor Agreement forms do not require advance approval, but those are only utilized when there is zero compensation. The faculty administrative assistants can assist you with the proper forms and procedures. You can streamline the process if you utilize their assistance. Note: Non-US citizens require a great deal more documentation, and your guest will need much more time to acquire and submit the necessary forms before they can be paid. Contact Norma Gaines with any contract questions ([gainesn@southwestern.edu](mailto:gainesn@southwestern.edu)). Contact Jennifer Martinka with any contract questions related to paying Non-US citizens ([martinkj@southwestern.edu](mailto:martinkj@southwestern.edu)).

#### 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 [infodesk@southwestern.edu](mailto:infodesk@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.

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