

Faculty FAQs Fall 2022

August 23, 2022

What is the absence policy for faculty?

According to the Faculty Handbook, *Faculty members are expected to meet all classes for which they are scheduled. Necessary absences should be reported in advance to the department chair. Department chairs should report their own absences to the Dean of the Faculty. In cases of extended absences, the department chair should notify the Dean of the Faculty about the use of substitute teachers.*

What types of absences fall under the category of “necessary”?

Necessary absences might include, but are not limited to, personal illness, family illness, family emergency, funerals, conference travel or other professional invited engagements.

What types of absences do not fall under the category of “necessary”?

Personal travel should be limited to University holidays and periods when faculty are not on appointment or when classes and meetings are not being held..

If a faculty member cannot teach class due to a necessary absence, can the faculty member offer remote instruction?

No. We are no longer providing remote instruction.

Why are we no longer offering remote instruction as options for students and faculty?

We are no longer providing students remote options for attendance as hybrid instruction proved too cumbersome to manage and created a less than ideal learning environment. It is difficult to explain why faculty can offer remote instruction when students no longer have this option. In addition, the Covid landscape has changed. CDC guidance now calls for five days of isolation followed by five days of masking for those who test positive for Covid. Quarantining is no longer part of the recommended protocol. Faculty can always reach out to the Dean if extenuating circumstances exist and course coverage options need to be discussed.

If a faculty member cannot teach class due to illness (or some other necessary absence) what are some options for course coverage?

Most commonly we ask other faculty in the department to assist with extended classroom absences. Faculty can lead more general sessions on the discipline or subfield or perhaps take topics later in the syllabi that they feel more comfortable covering. If the faculty member who must be absent can share class preparation notes, this is ideal.

To lower the burden on faculty in the department, the Office of the Dean of the Faculty has worked with staff across campus to develop one-day class modules to assist in course coverage. These modules include:

Writing Center (Maurice Wilson)

- Plagiarism and Effective Paraphrasing
- Effective Peer Review Processes
- Engaging the Writing Process

Center for Academic Success (Dave Seiler)

- Peer Mentors are available for a variety of presentations on study skills topics

Office of Advising & Retention (Jennifer Leach)

- Drafting Your Personal Paideia narrative - the professional academic advisors lead an exercise about how to articulate how the different threads of their college experience come together, inform each other, and create complex meaning

Center for Integrative Learning (Sarah Brackmann)

- Integrative Learning
 - High Impact Experiences at Southwestern
- Study Abroad
 - Group Advising Study Abroad (Study Abroad Info Session)
 - ISEP Exchange info session
 - Capitol Hill Internship Program (CHIP) info session
 - New York Arts Program info session
- Internships
 - Funded Internship Information Session
 - Internships 101
 - Internship Ready: Do you look good on paper? (resumes and cover letters)
- Community-Engaged Learning
 - Community-Engaged Learning: Moving from Volunteerism to Collective Impact
 - Neoliberalism, Community Engagement, and the Public Good
 - Civic Engagement: How to be an engaged, active, and aware voter
 - Georgetown 101

Library (Alex Riggs)

- [Information and Library Literacy Instruction](#)

Center for Career & Professional Development (Alex Anderson)

- Fellowships 101

- Getting Into Graduate School
- Self-assessment for Academic and Career Development
- Custom topics (e.g. job search, networking, writing skills for self-marketing, etc.)

How can a faculty member request a module?

Please reach out to the person whose name is in parentheses following the category of interest listed above.

Does a faculty member need to be ill to request one of these modules?

No. Requesting one module is fine. However, please be mindful that we are trying to assist faculty who are unable to teach.

If I test positive for Covid, do I still need to notify HR?

Yes. While tracking Covid positivity has become more challenging, we do ask that you contact Elma Benavides in HR if you test positive for Covid so we provide information on our protocols as well as monitor the campus.

Can faculty have regularly scheduled virtual office hours if they also have regularly scheduled in-person office hours?

Yes. Faculty are asked to have in-person office hour options and to meet with students who request in-person appointments outside of office hours. As long as in-person office hour options exist it is fine to have virtual options as well.

Can faculty have virtual office hours if a virtual meeting is requested by the student?

Yes. It is fine to meet with students virtually if that works for you and the student.

What is the policy for rising sophomores changing advisors?

Rising sophomores need to stay with their newly assigned advisors for the fall semester. They can request an advisor change at the beginning of the spring semester.

What is Nuro Retention?

Nuro Retention is an integrated student case management system that supports the collection of data to aid with resource referrals, course scheduling, tracking of outcomes, and reporting of results. Faculty can use *Nuro Retention* to generate alerts for students experiencing challenges in and out of the classroom so that they can get connected to appropriate resources for intervention.

How was Nuro Retention selected?

Nuro Retention was selected as a student success tool from a pool of at least six other platforms based on its flexibility, its user-friendliness, and its history with other institutions like Southwestern. Several offices in Academic Affairs were involved in the review of the software.

When do I sign up to use the Nuro student case management system?

You should have received information from *Nuro* on how to log into the system on Monday, August 22, 2022. Please complete those steps in a timely manner. If you did not receive the information from Nuro, please check your spam folder.

What *Nuro* functionality should I use at this time?

At this time, we ask that you only use the system to raise "flags" (similar to our previous alerts in AWS) on students in your classes for whom you have concerns. We are working on guidelines for messaging (text/email) through *Nuro*; we ask that you do not use messaging at this time.

Can you provide a link to the Title IX presentation.

Yes. The Title IX presentation can be found [here](#). (The conversion to a google doc produced some formatting issues).

What is the FOC CONNECT Program?

FOC CONNECT is a new grant-funded ACS initiative that addresses the disproportionate challenges that faculty of color (FOC) face on their path to professional success in the academy. At liberal arts colleges, faculty of color are far less likely to have colleagues of color, specifically mentors, in their department or area. FOC CONNECT supports a virtual one-year pilot mentoring program for faculty of color that will provide opportunities for them to engage in one-on-one mentoring activities, and participate in professional development activities. These activities will assist in developing a supportive and safe space for discussions concerning the challenges that they experience and will enhance personal and professional growth and development, as well as provide cross-institutional connections and networking opportunities.

What if I am interested in being a mentor or mentee in the FOC CONNECT program?

You can find the call for applications to be involved in the FOC CONNECT program [here](#). Applications are due on September 2 by 5PM.

What is/Is there a new rate for faculty meals in the Commons?

Here are the new meal rates for Faculty & Staff:

Breakfast - \$5.75

Lunch/Brunch - \$6.50

Dinner - \$6.75

Sunday Brunch - \$8.75

Special Event Meal - \$9.00

Where can we access the Aramark catering prices?

Aramark catering prices can be found [here](#). The Aramark Catering Director is Kristy Babicki (babicki-kristina@aramark.com). She will be happy to discuss a menu and prices.

Do we need to use Aramark for snacks in class?

No. Snacks such as donuts, cookies and/or chips can be provided by the professor without using Aramark. If you are providing more substantial food options such as pizza, you need to use the student catering menu. The items on this menu are less expensive than the regular catering offerings.

Do we need to use Aramark for a group advising session?

Yes. All department events that include students need to be catered. If the food is exclusively for students there is an option to use the student catering menu. The items on this menu are less expensive than the regular catering offerings.

At capstone presentations, can we have snacks for the presenters/audience that we provide, or do they have to be catered?

Capstone events are organized functions that fall under the catering requirements. Because this event is not exclusively for students you will need to use the regular catering menu.

Can we pick up catered items in order to avoid set-up fees?

Yes. You can pick up catered items in order to avoid set-up fees.

Is there any other way that departments can save money while still providing food for students at department events?

You can utilize the student catering menu or request a custom menu versus one from the standard catering guides. The Aramark Catering Director is Kristy Babicki (babicki-kristina@aramark.com). She will be happy to discuss menu options and prices.

Where can I go for help with Moodle and/or Google?

Drop in at the Sandbox in the library (1st floor) on Friday, August 26, between 2:00 and 4:00. You can bring your laptop or use the computers in the Sandbox. Melanie Hoag, Instructional Technologist, is also available for questions one-on-one (hoagm@southwestern.edu).

When is our first area/all-area meeting?

At the request of the DIBE taskforce and with endorsement from Faculty Steering last spring, we will begin the year with DIBE training at an all-area meeting on Monday, September 12, 2022 from 12:30 to 1:50 in the Connie Ballrooms. The training will be led by [Dr. Leslie Gonzales](#) from Michigan State University. Dr. Gonzales was recommended by a LACRELA presenter.

What will the DIBE workshop on September 12th focus on?

The workshop is titled “Building Inclusive Academic Workplaces through Personal and Organizational Levers for Change.” A description follows: Our academic workplaces are what we make them. Thus, in this 75-minute workshop, we will consider what opportunities and

levers are available to us to create more inclusive workplaces. From making space for the important insights that new faculty members bring to our disciplines and departments to the evaluative practices we use to promote and honor colleagues, *there is always an opportunity to foster inclusion and equity*. This workshop will involve short reflection periods, small group discussions amongst colleagues situated in similar academic areas/fields, and whole group share outs as we reflect on our personal and organizational levers for change.

Who are the coordinating committee chairs?

The chair of the Curriculum Committee is Scott Mclean. The chair of the Strategic Planning Committee is Alison Marr and the chair of the Faculty Steering Committee is Fay Guarraci.

When will the committee book be available?

The committee book should be available by Friday, August 26. We apologize for the delay. We are completing the identification of committee chairs.

August 12, 2022

What is Matriculation Convocation?

The purpose of the Matriculation Convocation ceremony is to formally welcome the entering students to Southwestern and to provide them with a sense of the expectations we have for members of our community.

Who participates in Matriculation Convocation?

Attendance by tenured and tenure-track faculty is required. Visiting and part-time faculty are invited to attend, but not required.

What time should we arrive for robing for Matriculation Convocation?

Faculty robing will take place at 2:45 p.m. on the first floor of the Robertson Center in the main hallway between the racquetball courts and the locker rooms. Academic regalia will be available in the first floor lobby beginning at 2:15 p.m.

What will be the seating arrangement at Matriculation?

The seating rows have been decreased from 14 seats to 10 seats wide in order to distance participants more than in the past.

Who attends the Fall Faculty Conference?

All full-time faculty are expected to be present for all Fall Faculty Conference activities. Adjunct faculty are welcome to attend.

What is the schedule for the Fall Faculty Conference on Monday, August 15?

Please arrive in the Alma Thomas Theater lobby **between 12:30 and 12:50 p.m.** so you will have enough time to check in and get your conference program, session assignments, and name tag. After the Keynote Address, faculty will attend two sessions from a selection of five. These

sessions run from 2:30-3:30 and 3:45-4:45 in the Olin Building. There is a faculty reception sponsored by the Dean's Office in the Howry Center from 5-6PM. You can find the full schedule [here](#).

What is the schedule for Fall Faculty Conference on Thursday, August 18?

On August 18th President Trombley will give an update from 12:30-1:30 in Alma Thomas Theater. It will be followed by a Title IX update and Nuro training until 4:30. You can find the full schedule [here](#).

What is Nuro?

Nuro is an integrated student case management software. Nuro will allow us to collect student data and provide institutional reports which can be used to predict student characteristics (i.e., likelihood to persist, GPA's, need for resources) and institutional data to aid with course scheduling, track outcomes, and report results. In addition, faculty will be able to generate alerts for students experiencing challenges and connect them to appropriate resources for intervention. This mechanism serves as a replacement for the former Academic Warning System (AWS). **It is strongly recommended that all teaching faculty, including visitors and part-timers, attend the Fall Faculty Conference session on Thursday to learn how to submit alerts on students in their classes.** In addition, faculty and staff advisors will learn how to navigate students' profiles and engage in proactive advising practices through the system.

Can faculty get tested for Covid at the Health Center?

No. The only service the Health Center offers to faculty/staff is the flu shot. All other services are for students. The Health Center is focused on student care and does not have the budget or bandwidth to provide Covid testing to faculty/staff. Faculty and staff can test at [Curative](#) at the Georgetown Public Library at no cost as our insurance covers testing. There is also drive-through PCR testing in Round Rock at [Pro-Lab](#). You can register ahead of time and they have been very consistent about providing same day results. This option is also covered by our group health insurance.

Can I teach if I have been exposed to Covid?

Yes. As long as you remain symptom-free, you are able to be at work on campus, but you must wear a well-fitting mask for at least 10 days from your date of exposure. On the 5th day, you should get a COVID-19 test. If it is negative, then you are o.k. to continue coming to work on campus, but should continue to wear your mask until completing the 10 days. Based on the most recent CDC guidance, this guidance now is applicable to fully vaccinated/boosted individuals AND those who are unvaccinated or not up to date on COVID-19 vaccines.

Even if we are testing negative, but we think/know we've been exposed, do we isolate and hold classes remotely (for five days, then back for 5 more days in masks)?

No. As stated above as long as you remain symptom-free, you are able to work on campus wearing a well-fitting mask for at least 10 days from the date of exposure. We are not providing remote instruction this year. If a faculty member has significant extenuating circumstances the faculty member can reach out to the Dean to discuss accommodations. In the past when faculty were sick, they canceled class. The hope is to move back in this direction. That is, faculty do not need to teach if they are sick.

If students have been exposed to Covid can they come to class?

Yes. As long as the student remains symptom-free, the student can come to class, but the student must wear a well-fitting mask for at least 10 days from the date of exposure. On the 5th day, the student should get a COVID-19 test. If it is negative, then the student is o.k. to continue coming to class on campus, but should continue to wear their mask until completing the 10 days.

What are our protocols if I test positive for Covid?

You need to self-isolate for at least 5 days from the date you test positive. If your symptoms are improving during those 5 days, then you are able to be at work on campus, but should wear a well-fitting mask for another 5 days when you are around others. If your symptoms don't improve or you begin to have severe symptoms, please notify HR as there are additional protocols.

If a student tests positive for COVID-19, will they be required to provide a negative rapid antigen test prior to return?

No. Students will receive the same guidance as faculty. With home testing, it is no longer possible to monitor Covid positive cases. We do not have the human resources to include this additional step although it can be encouraged.

There are some faculty who are not considered fully vaccinated (age 50, did not get the 2nd booster) and are waiting for the new vaccine. What are our guidelines?

The definition of fully vaccinated is contested. We have required students to get two doses of the vaccine. We are only encouraging faculty and staff to stay up to date on the vaccine based on CDC guidance.

Can the Center for Academic Success verify student absences related to Covid?

No. The Center for Academic Success cannot verify student absences related to Covid. Academic Success will continue to reach out to faculty if students anticipate prolonged absences from class for a variety of reasons (illness, hospitalization, car accident, athletic injury, etc).

Can you provide suggested syllabus language regarding our current masking policy?

Yes. Here is suggested syllabus language regarding masking:

Beginning July 22, 2022, we will no longer require the use of face coverings in indoor spaces on campus, with the following exceptions:

- *Faculty and staff may require the use of face coverings in their personal offices; please continue to carry a mask with you in order to meet the requirements in these spaces.*
- *Masks may be required as normal Personal Protective Equipment (PPE) in lab courses*
- *Individuals who are unvaccinated and/or at high risk for serious illness are strongly advised to continue to wear a KN95 or N95 mask in indoor settings and large group events.*

We should also recognize that each person comes to the community with their own sense of personal risk. Many will continue to choose to wear a mask, and we should extend our colleagues, peers and neighbors grace in recognition of their needs and preferences.

Can faculty indicate their masking preferences on the syllabus or in classroom remarks?

No. Faculty are in a position of power and cannot create an environment where students feel pressured to wear a mask.

Can HEPA filters be provided for classrooms upon request?

No. In general, we are not able to provide HEPA filters for classrooms. If there is a documented reason for increased risk that warrants a HEPA filter, a faculty member can consult Elma Benavides in Human Resources.

Can you provide suggested Title IX language for our syllabi?

Yes. Here is suggested language from our Title IX Coordinator:

***TITLE IX AND MANDATORY REPORTING:** Southwestern University is committed to compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally funded education programs and activities. According to Title IX and Texas law, SU Faculty and staff members are considered Mandatory Reporters of any instances of sexual misconduct, including sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, intimate partner violence, stalking, and related retaliation. If you share information with SU employees about any incidents of this nature, even if these instances occurred before you came to SU, employees are required to report all information to the Title IX Coordinator to make sure you have information about support resources and complaint resolution options. This report does not initiate a formal process, and you are in control over how you choose to engage with the Title IX Coordinator. You can read more about the full policy on SU websites [here](#) and also [here](#). The Title IX Coordinator is Katie Ralloy who can be reached at titleixcoordinator@southwestern.edu or by phone, 512-863-1111.*

What is our plan for monkeypox?

The Health Center will provide students information and support. According to the CDC: Monkeypox does not spread easily between people. You can get monkeypox from close, skin-to-skin contact with a person who has a rash or scabs from monkeypox, through body fluids such as kissing or sex, and sharing objects such as cups or clothing. The best way to protect yourself from monkeypox is to avoid skin-to-skin contact with anyone who has a rash that looks like monkeypox. Academic Success will provide support for students if they require a prolonged absence due to the need to isolate.

When can I learn more about Moodle?

If you are new to Moodle or want to refresh or learn new Moodle “things,” there is a workshop on August 17 from 1:30-3:30. This workshop is designed to get you started and ready for your fall classes. To familiarize yourself with Moodle and Google, please explore [our short](#)

instructional modules with videos and resources prior to the workshop. The workshop will be held in the Sandbox in the Library. Feel free to bring your laptop; you are also welcome to use the computers in the Sandbox.

I want to use Moodle Gradebook this semester. Is training available?

Yes. Melanie Hoag will lead a workshop on August 17 from 10-10:50 in the Sandbox in the library. It will focus on how to use the gradebook function so that students can see their current grade without any setup at all. It will then explore setting up a basic gradebook where Moodle does the math and will automatically update when a grade for a graded item is entered. It will also outline how to do things such as dropping the lowest grade - or any number you want - for a collection of graded items or for the entire gradebook.