

NEWS FROM THE OFFICE OF THE PROVOST

Faculty Processional at the Presidential Installation Ceremony

The processional at the Presidential Installation Ceremony includes all faculty in academic regalia. Please mark your calendars accordingly for Tuesday, March 25, at 4:00 p.m. If you have not yet responded to the participation survey, please do so by tomorrow (Friday, February 21) at 5:00 p.m. -- www.surveymonkey.com/s/7LCXMHC. You should also register for other Inauguration events, including the Shilling Lecture, by going to www.southwestern.edu/president/inauguration/register.php.

IMPORTANT NOTE: The Installation Ceremony and the Shilling Lecture are Priority Events which means that no student, faculty, or staff member may be denied the opportunity to attend.

Faculty Development Call for Proposals

Guidelines for Competitive Professional Development Fund proposals and Faculty-Student Projects proposals are available on the Provost's Office website (<http://www.southwestern.edu/offices/provost/grants/internalsupport.php>). Proposals are due this Saturday, February 22. The Internal Grants Cover Sheet is also available on the website. Call or e-mail John McCann with any questions (x1233, mccannj@southwestern.edu). Proposals should be submitted via e-mail to Christine Vasquez (vasquezc@southwestern.edu).

Early Warning System Feedback Due by Monday, February 24

ALL FACULTY are expected to participate in the online Early Warning System (EWS) via WebAdvisor. As a reminder, the goal of the EWS is to identify students who demonstrate early signs of struggling with one or more courses before it is too late for them to make significant improvements. Students identified in this process are referred to the variety of resources available on campus. You do not need to wait for a "grade" to submit your EWS concerns. Questions may be directed to Julie at cowleyj@southwestern.edu or x1720.

Faculty and Division/SFA Meeting Schedule

Faculty Meetings -- February 25, March 18 (NOTE NEW DATE), April 22.
Division/SFA Meeting -- April 29 (no meetings in March due to spring break)

Nominations for the William Carrington Finch Award

The William Carrington Finch Award is made to a full-time faculty member "for conspicuous accomplishment in furthering the aims of Southwestern University...Its purpose is to recognize and encourage faculty who best identify themselves with an attempt to fulfill the objectives and aims of the University, as well as to encourage that combination of ability and achievement which makes for an effective faculty member." The Committee, which is responsible for recommending a slate of nominees to the President, is comprised of the Provost, two faculty members (the two most recent recipients of the William Carrington Finch Award), and two students. If you would like to suggest one (or more) faculty member(s) for consideration, please forward those names, along with a short paragraph stating how you feel the nominee exemplified the Finch criteria, to Barbara Jean in the Provost's office by Friday, March 7. The criteria for selection can be found on p. 68 of the *Faculty Handbook* (www.southwestern.edu/offices/provost/). Previous recipients of the Finch Award are

Walt Herbert (1980), Weldon Crowley (1982), Ellsworth Peterson (1984), Leonard Giesecke (1986), Martha Allen (1988), Jan Dawson (1990), Robert Soulen (1992), Gwen Kennedy Neville (1994), Doug Hooker (1996), Ed Kain (1998), Vicente Villa (2000), Patrick Veerkamp (2002), Dan Hilliard (2004), Jesse Purdy (2006), Laura Hobgood-Oster (2008), Kenny Sheppard (2010), and Jimmy Smith (2012). Questions may be directed to Barbara Jean (x1567 or jeanb@southwestern.edu).

Contracts for Campus Guests - Go to your administrative assistant!

Please ask your assigned administrative assistant to prepare all contracts for guest lecturers or individuals hired to perform a service (i.e. translation work, indexing, etc.). They are well-versed in the process and their assistance can help avoid delays and complications. All contracts must be approved by the Provost or Dean of the School of Fine Arts in advance of the event or before any services are performed. A signed contractual agreement and tax information are required in both of these cases. 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. If you wish to invite someone to campus *gratis*, a Visitor Agreement form is required. The administrative assistants have been instructed to contact faculty who are sponsoring guests for whom there is not a contract on file.

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 to <http://www.southwestern.edu/offices/spiritualandreligiouslife/policies.php>. Based on this policy, upcoming spring semester religious observance dates include: Pesach (Passover) that begins at sundown on Monday, April 14, and continues through Tuesday, April 22, with the first two days being the most important; Good Friday on April 18; and Easter on Sunday, April 20.

Retirement Reception

Mark your calendar now for Tuesday, April 22, 5:00 to 7:00 p.m. in the Howry Center at which time we will honor the following retirees: Daniel Castro, Professor *Emeritus* of History; Fred Sellers, Associate Professor of Business; and Linda Southwick, Laboratory Manager in Biology with rank of Instructor of Biology. More info to follow.

Message from the Dean of Students Regarding Hazing

The Greek community at Southwestern (four men's interfraternity conference groups and four National Panhellenic Council organizations) have started their New Member Education programs. Each Chapter will typically initiate new members in 6-10 weeks (length may differ slightly depending on the National organization). Each student organization at SU is required to complete an Anti-Hazing Agreement. The Agreement states, "Southwestern University defines hazing as any activity, expected of or done to someone affiliating with, joining or participating as a regular member of a group that humiliates, degrades, abuses or endangers regardless of the person's willingness to participate." Additional information about hazing is available in the Student Handbook

(<http://southwestern.edu/studentlife/handbook/>). Please report any violations of hazing to Jerry Brody (brodyj@southwestern.edu) or Jaime Woody (woodyj@southwestern.edu).

Upcoming Faculty/Staff Forum Dates

Mark your calendars now for the following dates and guest speakers (12:20-1:20 p.m. in the Lynda Ballroom). Bring your lunch and join the conversation! Questions about the Faculty/Staff Forum may be directed to Susie Bullock at bullocks@southwestern.edu or x1937.

- Wednesday, February 26 -- President Edward Burger discusses his book, "The 5 Elements of Effective Thinking"
- Wednesday, March 19 -- Bob Mathis, Associate Vice President for Facilities and Campus Services, discusses plans for remodeling buildings on campus
- Thursday, April 17 -- Pam McQuesten, Vice President of Information Services and CIO, will talk about digitization and how it affects us

Spring Semester First Thursdays

The next First Thursday is March 6 at 4:00 p.m. in the Periodicals section on the first floor of the Library. This month's reception will celebrate the following faculty: Melissa Byrnes (History), Reggie Byron (Sociology), Erin Crockett (Psychology), and Ben Pierce (Biology). First Thursdays are a series of receptions that recognize and celebrate research and professional achievements by colleagues across the campus. Refreshments will be served. The final First Thursday is scheduled for April 3. Questions may be directed to Ed Kain (kaine@southwestern.edu; x1967).

Admission Office Events - Faculty Needed!

Prospective student visitation programs for the semester are as follows: Saturday, March 29 (Junior Visit Day); and Saturday, April 12 (Admitted Student Day). Additionally, there are three Sprog Days where new students come to campus and register for their fall semester coursework: Saturday, April 26; Saturday, May 17; and Monday, June 9. Faculty volunteers are needed to advise these students and assist them with the registration process. To sign up for any or all of these events, go to <https://docs.google.com/forms/d/1BQqzezPpmu7xJxBMMpyHT2c-B0pml2Q5AMlwfs-0Sgs/viewform>.

Spring Family Day 2014

Southwestern University's Spring Family Day will take place on Saturday, March 1. Families are invited to enjoy hearing from professors at morning and afternoon sessions of Classes Without Quizzes, catch a women's lacrosse or softball game, or celebrate student achievement at Honors Convocation. A complete schedule of events is available at <http://southwestern.edu/gateways/parents/calendar.php>. Family are welcome at all events.

From Every Voice: Undergraduate Research and Creative Works Symposium

The Undergraduate Research and Creative Works Symposium is scheduled in lieu of classes for Tuesday, April 8. The Symposium will be a celebration of the work of our students, faculty, and staff. It will include poster presentations, oral presentations, faculty, student, and staff art exhibits, a Chorale performance, faculty panel discussions, and presentations of faculty and student research. 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 Wednesday, March 5, and may be submitted by going to www.southwestern.edu/academics/creativeworks/. Questions regarding the symposium may be directed to Christine Vasquez (vasquezc@southwestern.edu).

Fellowship Opportunity for Graduating Seniors

The James Robert Andrews Endowed Fellowship was established by family and friends of James Robert Andrews (Class of 2004), in memory of his strength, courage, determination, and intellectual curiosity. This \$2000 fellowship is designed to assist other Southwestern University graduates in their quest to earn a graduate degree. Preference will be given to applicants who are able to provide evidence of a well-rounded education. This might include experiences through internships, research with faculty, and/or study abroad programs. Applicants for the Fellowship must be: a) a senior at Southwestern University or a graduate of Southwestern University within the last two years (no later than May 2012); b) planning to pursue a graduate or professional degree at an accredited college or university; and c)

entering their first year of post-graduate study. Applicants do not need to know which graduate/professional school they will be attending at the time of application. There is no restriction on academic discipline. Applications may be obtained by contacting Susan Lamb at lamb@southwestern.edu or x1510). Completed applications are due by Monday, March 3. A committee composed of faculty, alumni, staff, and family or friends of James Robert Andrews will review applications. The selected recipient will be notified by April 2. Please share this information with graduating seniors.

Establishing a Summer Study Abroad Program

If you are thinking about proposing a new summer study abroad program for summer 2015, proposals are due to the Office of Intercultural Learning by March 17 (Monday after spring break). Contact Tisha Temple, Director of Intercultural Learning (templet@southwestern.edu), for further information, and for the application (revised January 2013) and related documents.

2014 Commencement

Commencement will take place on Saturday, May 10, at 10:00 a.m. (NOTE CHANGE IN TIME). Additional information about Commencement activities is available at www.southwestern.edu/alumni/graduation/schedule.php.

Institutional Review Board - Important Information

Similar to the practice at many institutions, as of January 1, 2014, the Southwestern University Institutional Review Board (IRB) began requiring certification of ethics training for all investigators (including students) prior to data collection when the proposed research involves more than "minimal risk" based on the judgment of the SU IRB. "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 at <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. 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 this new requirement and/or about the IRB process may be directed to Jacquie Muir-Broadus, IRB chair, at muirbroj@southwestern.edu.

Review of Course Evaluations

Course evaluations are now available for faculty review in the Institutional Research office, across the hall from the Provost's Office. Nancy Schutz can assist you between the hours of 8:00 a.m. and 5:00 p.m., with the exception of the noon hour when the office is closed for lunch.

Global Citizens Fund

The Global Citizens Fund is available to supplement funding for departmentally sponsored lectures and events which have an international focus. The Committee on Intercultural Programs and Experiences (CIPE) evaluates requests on a rolling basis throughout the academic year. CIPE 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 should be sent to Abby Dings, chair of the CIPE at dingsa@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.

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.

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.

Provost's Office Closure

Please note that the Office of the Provost is closed each Monday morning from 8:30 to 9:30 a.m. for a staff meeting.