

## NEWS FROM THE OFFICE OF THE PROVOST

Have a great summer!

### Commencement Weekend Activities

*Friday, May 9*

5:00 - 7:30 p.m.

Optional Dinner - McCombs Campus Center

6:00 - 6:45 p.m.

Division Reception with Faculty (for students and families) -

Bishops Memorial Lounge

***Your participation in this new aspect of Commencement weekend is very important as our students' families are eager to greet***

***you. Look for your unit's respective sign in the corner***

***of the room.***

7:00 - 8:00 p.m.

Optional Baccalaureate Worship Service – Lois Perkins

Chapel

*Saturday, May 10*

9:15 a.m.

Faculty Robing – First Floor – Robertson Center (**NOTE**

**NEW TIME)**

10:00 a.m. - 12:00 noon

Commencement Convocation – Robertson Center

12:00 noon

Class of 2014 Photo for Students – Score Quadrangle

12:00 noon - 2:00 p.m.

Optional Commencement Lunch – McCombs Campus

Center

12:00 noon - 1:00 p.m.

Robe Return - Robertson Center Lobby

According to the *Faculty Handbook*, "All full-time members of the faculty are expected to appear in academic cap and gown at special convocations and commencements." If you are not able to participate due to unusual circumstances, please send Barbara an e-mail right away ([jeanb@southwestern.edu](mailto:jeanb@southwestern.edu)). Part-time faculty, although encouraged and welcomed, are not required to participate in Commencement.

### Special Events this Friday

- Multicultural Recognition Ceremony - Friday, May 9, 2:00-3:00 p.m., Mood-Bridwell Atrium - Recognizing and celebrating the accomplishments of students who have been advocates, leaders and champions for diversity at SU for numerous years. The major highlight of the ceremony is the awarding of the Diversity Leadership Awards.
- Lavender Graduation - Friday, May 9, 5:00-6:00 p.m., Prothro Center Lobby and Atrium - Recognizing the unique struggles that the queer community and its allies face throughout their time in higher education. The event also honors students who major and minor in Feminist Studies.

Questions about both events may be directed to Terri Johnson ([tjohnson@southwestern.edu](mailto:tjohnson@southwestern.edu); x1342).

### Grades Due

Spring semester grades are due by 5:00 p.m. on Wednesday, May 14, via WebAdvisor. Contact Kim Murphy with questions ([murphyk@southwestern.edu](mailto:murphyk@southwestern.edu); x1952).

### Review of Course Evaluations

Course evaluation results will be emailed to all faculty the week of May 19. Questions may be directed to Nancy Schutz ([schutzn@southwestern.edu](mailto:schutzn@southwestern.edu); x1456).

### Purged Course Evaluations

Each spring the Provost's Office purges the file cabinets of the oldest evaluations in storage (eight years prior). This time it is calendar year 2006. If you want your course evaluations for that time period, please email Nancy Schutz ([schutzn@southwestern.edu](mailto:schutzn@southwestern.edu)) by Monday, May 12. Your evaluations will be sent to you via campus mail. After that time, any remaining evaluations will be shredded.

### Teaching and Advising Awards

Congratulations to the recipients of the 2014 SU Teaching and Advising Awards: Dr. Martin Gonzalez (SU Teaching Award), Dr. Erin Crockett (SU Teaching Award), Dr. Debika Sihi (SU Teaching Award), and Dr. Melissa Byrnes (SU Advising Award).

### Annual Reports

All tenured and tenure-track faculty are asked to submit an Annual Report by Friday, May 30, to Barbara Jean ([jeanb@southwestern.edu](mailto:jeanb@southwestern.edu)). Details are included in an April 15th email from Jim Hunt. Questions may be directed to the Provost's Office at x1567.

### Beginning of the Academic Year Activities

- Matriculation Convocation – Saturday, August 16, at 3:30 p.m.
- Fall Faculty Conference – Monday afternoon and Thursday afternoon, August 18 and 21
- Advising Appointments – Wednesday, August 20
- Opening of School Reception (tentative) – Thursday, August 21

A more detailed beginning-of-the-year calendar will be made available in early August.

### Memory Books for Faculty Retirees

Faculty are invited to drop by the Provost's Office (8:00 a.m. to 12 noon and 1:00 to 5:00 p.m.) to write a note in Daniel Castro's, Fred Sellers' and/or Linda Southwic's memory book(s) on the occasion of their retirement from SU. The book will be available until Monday, May 19.

### Business Office Year-End Deadlines

Please make note of the important deadlines included in the attached document - *Accounts Payable Cutoff Procedures for the Fiscal Year Ending June 30, 2014*. Questions should be directed to Brenda Thompson ([thompsob@southwestern.edu](mailto:thompsob@southwestern.edu); x1956) or Jennifer Martinka ([martinkj@southwestern.edu](mailto:martinkj@southwestern.edu); x1290) in the Business Office.

### Book Orders

Summer and Fall book orders are due to the Bookstore. You may refer to Chris Murray's March 18 email for details on how to submit your order. As soon as your book information is entered into the Follett system it migrates to the Southwestern registration page via WebAdvisor, giving students visibility to the materials required for their class choices as they register. *This keeps Southwestern in compliance with Higher Education Opportunity Act federal legislation that mandates information for all costs associated with required course materials be available prior to the start of the semester.* The Bookstore staff find that students use this information in WebAdvisor as their primary source of information for required course materials regardless of whether they plan on purchasing from the bookstore or another source. Questions may be directed to Chris Murray ([cfmurray@southwestern.edu](mailto:cfmurray@southwestern.edu); x1344).

### 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](mailto:irb@southwestern.edu). Additionally, all members of the Southwestern University IRB must submit to [irb@southwestern.edu](mailto: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-Broaddus, IRB chair, at [tmuirbroj@southwestern.edu](mailto:tmuirbroj@southwestern.edu).

### Honor Code Concerns/Violations

As stipulated in the *Faculty Handbook*, all Honor Code concerns/violations are to be reported to Jaime Woody, Dean of Students ([woodyj@southwestern.edu](mailto:woodyj@southwestern.edu); x1624).

### Schedule Your 2014-15 Faculty and Staff Forum Now!

If you are interested in scheduling a Faculty and Staff Brown Bag Forum for the 2014-15 academic year, please contact Susie Bullock ([bullocks@southwestern.edu](mailto:bullocks@southwestern.edu); x1937).

### 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](mailto:helpdesk@southwestern.edu) PRIOR to purchase.