

NEWS FROM THE OFFICE OF THE DEAN OF THE FACULTY

April 9, 2018

TOMORROW!!! Student Research and Creative Works Symposium

The 2018 Student Research and Creative Works Symposium is scheduled in lieu of classes tomorrow (Tuesday, April 10). The Symposium is a celebration of the work of our students, faculty, and staff. 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. Questions regarding the symposium may be directed to Julie Sievers (sieversj@southwestern.edu) or Christine Vasquez (vasquezc@southwestern.edu).

Check Your Syllabus!

Last day of classes -- Wednesday, May 2, with finals beginning Monday, May 7. The days in between are considered Study Days meaning that no activities (curricular or extra-curricular including tests, finals, make-up work, etc.) requiring student participation are scheduled during this time set aside for final preparations. Exceptions to this restriction must be approved in advance by the Dean of the Faculty. Exams for graduating seniors may be given during Study Days. ***Grades for graduating seniors are due by noon on Monday, May 7 (no exceptions). Grades for all other students are due by 5:00 p.m. on Wednesday, May 16.***

Faculty, Area, and All-Area Meetings

Faculty Meetings will continue to be held the fourth Tuesday of each month with the exception of the April meeting which will be on the 17th (not the 24th). According to the Faculty Meeting minutes, "Area meetings and All-Area meetings are on the second Tuesday of each month, or an alternate Tuesday when needed to accommodate the academic calendar. . ."

Course Evaluations

Course evaluations should be administered within the last two weeks of classes. Please note the following important information regarding the course evaluation system at Southwestern (and refer to the most current available *Faculty Handbook*, which is located on the SU website):

- Evaluations will be delivered to you by your administrative assistant by Friday, April 13, so that you will be able to administer them during the last two weeks of classes.
- You are required to absent yourself from the classroom while students are working on the evaluation forms.
- You should allow your students adequate class time to complete course evaluations thoughtfully and without pressure. Recent feedback from students indicates they are more likely to provide thoughtful responses if the course evaluations are administered at the beginning of the class period.
- All completed evaluations must be turned in at the same time. If a student is absent on the day of evaluation, s/he may not fill out an evaluation for that class. No exceptions are to be made according to faculty policy. Please do not send students to the Dean's Office to fill out course evaluations or to turn in late evaluations.
- You must choose a student from your class to return the course evaluation forms to the Dean's Office. The student should do so on the same day the forms are completed.

If you have questions about this process, please call Susan Lamb at x1510.

Conversations on Our Scholarly and Creative Lives Series

The Office of Teaching, Learning, and Scholarship is pleased to announce another presentation in this year's *Conversations on Our Scholarly and Creative Lives* series. On Wednesday, April 18, 12:30-1:30 p.m., in Cullen 360, Dr. Michael Cooper, Professor of Music and Margaret Root Brown Chair In Fine Arts, will offer the following presentation:

Knowing Florence Price (1887-1953): The Rediscovery of an African American Doyenne of Twentieth-Century Music, with a report from the archives

Lunch will be provided in Cullen 360. [RSVPs](#) are appreciated. Questions may be directed to Julie Sievers at sieversj@southwestern.edu.

Exploring Digital Pedagogy - Presentation by Dr. Andrew Torget

On Thursday, April 19, at 4:00 p.m. in the Prothro Room of the Smith Library Center, Dr. Andrew Torget, an American historian at the University of North Texas, will present on his latest undergraduate course project, for which his students used simple digital tools to build an innovative online museum about the Civil Rights era in Texas. In 1956, Mansfield High School became the first Texas public school to desegregate. Dr. Torget and 30 of his students conducted archival research on this crucial but often overlooked chapter in civil rights history, and assembled their findings into an interactive online exhibit that challenges the accepted national narratives of the era. Dr. Torget will describe his pedagogical approach, along with the logistics and digital tools he used, offering a template for Southwestern faculty to facilitate original, high-impact undergraduate research in their own courses. A veteran of pioneering work in digital scholarship, Dr. Torget has been a featured speaker at Harvard, Stanford, Rice, Duke, Johns Hopkins, and the Library of Congress. In 2011, he was named the inaugural David J. Weber Research Fellow at the Clements Center for Southwest Studies at Southern Methodist University. His most recent book, *Seeds of Empire: Cotton, Slavery, and the Transformation of the Texas Borderlands*, won twelve book awards and prizes. Questions may be directed to Carol Fonken at fonkenc@southwestern.edu

Faculty and Staff Recognition Event

On Friday, April 20, 4:00 to 6:00 p.m. at the Howry Center, the campus community will recognize the faculty and staff whose names appear below with food, beverages, and music. The program will begin at approximately 4:30. All faculty and staff are welcome; no RSVP is necessary.

Steve Davidson, Professor of History*

Randy Dillard, Police Officer

Paul Gaffney, Professor of Theatre*

Anne Hines, University Police Communications Coordinator

Louisa Landry*, Academic & Transition Advisor

Vincent Martinez, Custodian

Tim O'Neill, Professor of Political Science

Bill Raleigh, Assistant Director of Intercollegiate Athletics

Kenny Sheppard, Professor of Music

Sue Smith, Teaching Certification & Testing Coordinator

Dottie Turner, Administrative Assistant-Enrollment Services

*being honored in absentia

Global Citizens Fund

The Intercultural Programs and Perspectives Committee (IPPC) administers the Global Citizens Fund, which is meant to help departments pay for events of an international nature. The IPPC and the Global Citizens Fund do not take on the task of organizing events, but rather makes those already in the pipeline possible with additional funding. Appropriate events are those which are of general interest to the campus community, involve students, staff and faculty, and are of a (broadly writ) international nature. GCF cannot be the only source of funding. The form is available [here](#). When you have submitted the form, please write to Kerry Bechtel (bechtelk@southwestern.edu) and Tisha Temple (templet@southwestern.edu) to let them know you have submitted a request and to send any attachments you'd like to include. Attachments are not required.

Book Orders

Summer and Fall book orders are due to the Bookstore by the end of the month. You may refer to Chris Murray's March 29th 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; x1344).

2018 Commencement

Commencement will take place on Saturday, May 12, at 10:00 a.m. Additional information about Commencement activities is available [here](#).

Spring Faculty Workshop

All faculty are invited to attend a Spring Faculty Workshop to be held on Monday, May 21, 12:00 noon to 5:00 p.m. The workshop will begin with lunch and conversation in the Howry Center and will then continue in the McCombs Ballrooms for sessions focused on advising practices. Thanks to Brown Foundation funding, faculty participants who attend the full event will receive a \$175 stipend. Look for more details about sessions and the event schedule in the near future. In the meantime, questions may be directed to Julie Sievers at sieversj@southwestern.edu.

Library Acquisitions Requests

Faculty are asked to submit requests for library book and media acquisitions (FY 2017-18) by Monday, April 30. Submit requests in whatever form is most convenient for you, although [Get It!](#) has the advantage of allowing library staff and you to track the status of your request, and automatically notifies you when an item is received.

Religious Observance Days and Religious Holidays Absences

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.*

Additional information is available [here](#).

Care Team

The Southwestern University Care Team meets weekly to discuss how to support students who have been identified as experiencing challenges in and/or out of the classroom. The goal of the team is to promote the academic success, safety, and health of students which, in turn, aids in the well-being of the Southwestern community. The team is comprised of the following individuals: Jason Bonick, Director of Counseling and Health Center; Julie Cowley, Associate Vice President for Academic Affairs; Megan Danner, Director of Spiritual and Religious Life and Chaplain; Bob Flinders, Director of Residence Life and Housing; Jennifer Leach, Director of Advising and Retention; Dave Seiler, Director of Academic Success; Shelley Story, Dean of Students; and Jaime Woody, Vice President for Student Life. Faculty and staff are encouraged to reach out to any of these individuals to share concerns about a student.

Welcome, Jennifer Leach!

Many of you have had the opportunity to meet with Dr. Jennifer Leach, Director of Advising and Retention. A few key projects that she is currently working on include the advising syllabus, faculty spring advising initiatives, providing leadership for the DRAFT and EQUIP summer enrichment programs, and reviewing retention-related data. Jennifer is also meeting with departments to discuss concerns and gather recommendations on advising and retention issues. Please connect with Jennifer for support related to enhancing your advising practice, as well as navigating difficult conversations with advisees. She is also interested in collaborating with others on existing and potential retention programs. Specific concerns about students should continue to be forwarded to the staff in the Center for Academic Success. Jennifer can be reached at leachj@southwestern.edu.

From Jennifer Smull, Assistant Director of Academic Success: Service Dogs (and other animals)

As you may have noticed, there has been an increase in animals on campus. By law, however, the only animals that must be allowed in all University buildings where members of the public are allowed to go are service dogs. A service dog is individually trained to do work or perform tasks for a person with a disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service dogs; such dogs may qualify as emotional support animals (ESAs), but ESAs are restricted to an individual's residence. For more information, please visit this [website](#) and consult the University's current policies governing [service animals](#) and [ESAs](#). Questions may be directed to Jen Smull (x1536; smullj@southwestern.edu).

NEH Grants and Fellowships

The next deadline for NEH fellowships is April 11. Additional information is available [here](#). Contact Niki Bertrand (bertrand@southwestern.edu) or Larkin Tom (toml@southwestern.edu) with questions.

Capstone borrowing privileges at Smith Library Center

Students enrolled in a capstone or research seminar are eligible for semester long borrowing privileges on library items related to their research. If you are currently teaching a course in which students would benefit from the extended borrowing period, please forward a list of their names to Jean Whewell (whewellj@southwestern.edu) at the SLC InfoDesk. Please note: this does not include interlibrary loan items, which are subject to the due date set by the lending library.

Information from the Institutional Review Board (IRB)

The last day to submit IRB proposals for review during the 2017-2018 academic year is Wednesday, May 2nd. The IRB committee regularly reviews proposals during the fall and spring semesters (rolling deadlines for expedited reviews; on the 1st and 15th of each month for full reviews), and does not typically review proposals after the last day of classes in the spring and prior to Matriculation Convocation in the fall; therefore, researchers should make appropriate plans. Before submitting a proposal to the IRB Committee, we ask that all Principal Investigators (PIs) carefully read the IRB website (<http://www.southwestern.edu/offices/dean/IRB/>) and the [SU IRB Procedures](#) document located on the webpage.

If, after reading this information, you have questions about procedures or protocol, please contact the IRB co-Chairs, Maria Lowe and Maha Zewail-Foote.

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.

From the Office of Alumni and Parent Relations

Alumni Directory - Faculty Access - www.southwestern.edu/alumni/directory

Faculty, staff and students all have access to Southwestern's online Alumni Directory using their Southwestern login. Search features include names, class years, majors, location, vocations, employers, and organizations/athletic teams.

- Faculty/Staff - connect with former students, find speakers for classes or programs, connect students with alumni in different industries/fields.
- Students - search for professional connections for jobs and internships, find speakers for student organizations, locate alumni in various cities or countries.

Helpful Tips for Inviting Alumni and Parents to Present on Campus

The Office of Alumni and Parent Relations can serve as a campus resource when inviting alumni and parents to speak on campus. [Review these helpful tips](#) or reach out with questions by contacting Megan Frisque, Associate Vice President for Alumni and Parent Relations, at frisquem@southwestern.edu or x1584.

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) or Julie Cowley (cowleyj@southwestern.edu).

Faculty Participation in Honor Code Hearing Boards

As approved by the faculty, all tenured/tenure-track faculty and academic affairs staff with rank will continue to be invited to serve on Honor Code Hearing Boards in a jury-type system with at least seven-day notice provided. One exemption will be afforded, but exempted faculty will remain in the lottery for another invitation to serve.

Hearing Boards are utilized to guarantee the integrity of the Honor Code, by serving as the tribunal for hearing alleged cases of violation of that Code that cannot be resolved through non-judicial resolutions. The Board determines whether the student is responsible or not responsible, and (in findings of "responsible") makes sanction recommendations to the Advisory Panel, following procedures prescribed in the Honor Code Council's constitution. The Advisory Panel recommends an academic penalty to the instructor.

Faculty commitment to this long-standing tradition is appreciated. Questions may be directed to Shelley Story, Dean of Students (storys@southwestern.edu).

Research with Students - from Larkin Tom

Information on the publications and presentations that emerge from your collaborative research with students is a very powerful way to document the exceptional work that you are doing. The collective numbers are impressive and send a strong message to current and potential donors that Southwestern is equipping students well for future study and employment.

We've been in the process of creating a new automated system that pulls together information from across all academic areas. Just follow the prompts and add your information. In the case of publications you will need the journal citation to complete your entry:

<https://tinyurl.com/pubs-and-presentations>

If you are not sure whether or not you have submitted a publication or presentation, you can go to the summary document which is organized by discipline, faculty member, and year to search and see if it's already in the database: <https://goo.gl/9vtxDp>.

We have historically had good participation in keeping this information updated, but there's been a hiatus as the new system was created. Please help us share your exceptional work with donors, foundations, alumni and friends! Questions may be directed to Larkin Tom, Senior Director of Foundation Relations (toml@southwestern.edu; x1578).

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.

Faculty Handbook and Committee List

The 2017-18 Faculty Handbook and the 2017-18 Committee Book are available [here](#).

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 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. All honoraria must be approved in writing by Alisa Gaunder before a contract is prepared. 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). Contact Jennifer Martinka with any contract questions related to paying Non-US citizens (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 PRIOR to purchase.

Office Closure

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