

OFFICE OF THE DEAN OF THE FACULTY

2020-2021

REMINDERS

<http://www.southwestern.edu/offices/dean/index.php>

Online Information

- [Academic Affairs FAQ](#)
- [Pandemic Resources for Faculty](#)
- [Faculty Handbook](#)
- [2019-2021 Catalog](#)
- [New Faculty Resource Book](#)

Update Your Info

Please inform the Human Resources department of your new address and/or telephone number. Simply email Tafi LaDuque, Human Resources Assistant, at laduquet@southwestern.edu. Feel free to also stop by the Human Resources Office (Cullen Building) to make these changes.

Transcripts Needed

As stated in your appointment letter, the Office of the Dean of the Faculty requires an official transcript from each institution from which you have received a degree. Please have these transcripts forwarded to:

Southwestern University
Office of the Dean of the Faculty
Attention: Barbara Jean
P.O Box 770 Georgetown, Texas, 78627-0770