

OFFICE OF THE DEAN OF THE FACULTY 2019-2020 REMINDERS

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

Online Information

- Faculty Handbook
<https://www.southwestern.edu/faculty-dean/>
- 2019-2021 Catalog
<https://www.southwestern.edu/academics/records-registrar/catalog/>
- Resource Book for New Faculty
<http://www.southwestern.edu/offices/dean/index.php>
- News from the Office of the Dean of the Faculty
<https://www.southwestern.edu/faculty-dean/>



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