

## NEWS FROM THE OFFICE OF THE PROVOST

### Photographer Available - Needs Access to Your Classes

University Relations—Communications has secured a contract photographer through the end of the academic year with the express purpose of creating a marketing photography library to help with SU's recruitment needs. A great part of those needs include compelling/engaging photography on the University's academic Web pages. We want to get the photographer into your classroom or learning space to capture some of the faculty/student interaction that is a hallmark of the Southwestern Experience. How does this benefit the faculty? All images will be shared with you for your personal faculty profile pages or other use. The photographer is on campus for the entire academic year Monday/Wednesday/Thursday from 10:00 a.m. to 3:00 p.m.; however, he is flexible and committed to meeting our needs. If your learning time falls outside these hours, please let us know. We still want in on the action. The photographer will be taking candid shots and will not be interrupting the classroom conversation or activity. To volunteer your learning space and time, reply to this message with the details of your fall and/or spring course -- name of course, when, where, best week/date, etc. A schedule will be compiled and dates/times will be confirmed in advance. Questions may be directed to Eric Bumgardner, Director of Creative Services ([eric.bumgardner@southwestern.edu](mailto:eric.bumgardner@southwestern.edu); x1770).

### Spring 2013 Book Orders

Don't forget that course material requests for spring 2013 are due by Friday, November 16. For submission details, refer to the October 18 e-mail from the SU Bookstore. Questions may be directed to Chris Murray ([cfmurray@southwestern.edu](mailto:cfmurray@southwestern.edu)) or Sharon Thomason ([thomasos@southwestern.edu](mailto:thomasos@southwestern.edu)); they may also be reached at x1344.

### 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 Melynda Stiles with "nametag" in the subject line. The next order will be submitted on Friday, November 16. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name. Questions? Contact Melynda at x1510 or [stilesm@southwestern.edu](mailto:stilesm@southwestern.edu).

### Pre-register for Brown Symposium!!

Registration has opened for Brown Symposium XXXV: "Sex Talk: A Symposium with Benefits" to be held on Monday, January 28, 2013. Everyone, including faculty, staff, and students, is strongly encouraged to pre-register as soon as possible by going to [www.southwestern.edu/brownsymposium/](http://www.southwestern.edu/brownsymposium/) because a large turnout is expected. Pre-registrants will receive priority seating; seating for walk-ins will be on a space-available basis. The symposium features four nationally known experts, including sex columnist Dan Savage, Religious Institute President Rev. Debra Haffner, sex education consultant Pam Wilson, and Kinsey Institute researcher Debby Herbenick. Questions may be directed to Traci Giuliano at [giuliant@southwestern.edu](mailto:giuliant@southwestern.edu) or x1596.

### Faculty Forum and Brown Bag Lunches

We are continuing to host Faculty Forum lunches for special events/programs. Traci Giuliano will host a lunch on Wednesday, November 28, previewing the 2013 Brown Symposium; watch Campus Notices for details. Brown Bag Lunches may also be arranged for faculty/staff who are

looking for a venue through which to share information about their research, special interests, etc. Contact Susan Lamb ([lamb@southwestern.edu](mailto:lamb@southwestern.edu); x1937) to talk about scheduling a Faculty Forum or a Brown Bag Lunch for the spring semester.

### First-Year Seminar 2013

The Call for Proposals for FYS/AES 2013 has been e-mailed to all tenured and tenure-track faculty. Proposals are due on Tuesday, January 15. Information sessions with 2012 FYS/AES faculty will be held at 12:00 noon on Thursday, November 29 (Margaret Shilling Dining Room) and on Wednesday, December 5 (Dan Rather Dining Room). Sign the sheet at the cashier's stand for a free lunch -- no commitment. Questions about FYS/AES may be directed to Julie Cowley at [cowleyj@southwestern.edu](mailto:cowleyj@southwestern.edu) or x1720.

### Mark Your Calendar for First Thursdays

First Thursdays are monthly receptions recognizing and celebrating the professional achievements of colleagues across campus. They are held in the Merzbach Room (in the McCombs Campus Center) from 4:00 to 5:00 p.m. the first Thursday of most months during the academic year. At each event, several colleagues talk briefly about a recent professional achievement such as a book or article that has been published, a concert, a performance, a juried exhibition in which they participated, or a grant they received. This is followed by time for informal interaction and a chance to visit about their achievements one-on-one. Refreshments are served. The last First Thursday for the semester is December 6. Questions may be directed to Ed Kain ([kaine@southwestern.edu](mailto:kaine@southwestern.edu); x1967).

### Recognition Ceremony for Summer Graduates and December Candidates for Graduation

The campus community is invited to the Recognition Ceremony for Southwestern's summer graduates and December candidates for graduation on Saturday, December 15, 2:00 p.m. in the Lois Perkins Chapel. A reception in the Bishops Memorial Lounge will follow the ceremony.

### ACS Summer Teaching and Learning Workshop

The ACS Summer Teaching and Learning Workshop is scheduled for June 3-8, 2013 at Trinity University in San Antonio. The workshop is designed for good teachers who want to hone their craft and build a culture of excellent teaching on their respective campuses. If you are interested in attending the workshop, please contact John McCann ([mccannj@southwestern.edu](mailto:mccannj@southwestern.edu)) by January 15. ACS will notify faculty members of their participation by March 15. More information is available at [www.colleges.org/summerteach/summerteach.html](http://www.colleges.org/summerteach/summerteach.html).

### Undergraduate Research and Creative Works Symposium

Mark your calendars now for the "Student Works Symposium: From Every Voice" on Tuesday, April 9, 2013. Please encourage students doing Honors work, Capstone work, or independent research and creative works to submit an abstract (further information forthcoming). Questions regarding the symposium may be directed to Christine Vasquez or John McCann at x1752.

### Junior Faculty Research Group (JFRG)

The JFRG offers support (and some friendly accountability) for the scholarship of SU faculty early in their academic careers. Faculty from all disciplines are welcome and "research" is

defined broadly. The group is open to all junior faculty. Questions? Check in with Melissa Byrnes at [byrnesm@southwestern.edu](mailto:byrnesm@southwestern.edu).

#### "Scholarship of Teaching and Learning"

"Scholarship of Teaching and Learning" is a field of inquiry informing many people's roles and interests across Southwestern. Beyond scholars in our Education department, we have administrators, librarians, trainers, and a myriad of faculty actively studying, innovating and experimenting with teaching, learning, and conceptual designs for education. Interested in meeting each other? E-mail your name to Michael Kamen at [kamenm@southwestern.edu](mailto:kamenm@southwestern.edu) to be added to the listserv. Several gatherings will be planned throughout the year.

#### 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](http://www.southwestern.edu/offices/provost/urcw.php). Questions may be directed to Christine Vasquez at [vasquezc@southwestern.edu](mailto:vasquezc@southwestern.edu) or x1752.

#### Scheduling Courses and Other Academic Activities

Please make yourself familiar with the new guidelines for scheduling courses and other academic activities (<http://www.southwestern.edu/live/files/2082-scheduling-courses-and-other-academic>). The document, approved by AAC and the faculty, 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 Provost 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 Jim Hunt ([huntj@southwestern.edu](mailto:huntj@southwestern.edu); x1567).

#### Faculty Handbook

The 2012-13 *Faculty Handbook* is available on-line at <http://southwestern.edu/offices/provost/>. Proposed changes are reviewed by the Faculty Handbook Advisory Committee and should be submitted to Julie Cowley at [cowleyj@southwestern.edu](mailto:cowleyj@southwestern.edu).

#### Councils and Committees Book

You may access the 2012-13 Councils and Committees book by going to [www.southwestern.edu/offices/provost/](http://www.southwestern.edu/offices/provost/). Hard copies are available upon request (contact Melynda Stiles at [stilesm@southwestern.edu](mailto:stilesm@southwestern.edu) or x1510).

#### 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](mailto: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.

### Contracts for Campus Guests - Very Important Reminder

If you wish to bring a guest lecturer to campus, or if you wish to hire someone to perform a service (i.e. translation work, indexing, etc.), contract paperwork must be completed (and approved by the Provost or Dean of the School of Fine Arts) in advance of your event or before any services are performed. A signed contractual agreement and tax information are required in both of these cases. The faculty support staff can assist you with the proper forms and procedure, or you may contact Norma Gaines ([gainesn@southwestern.edu](mailto:gainesn@southwestern.edu); x 1472) for forms or with questions. 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. The faculty support staff have been instructed to contact faculty who are sponsoring guests for whom there is not a contract on file. If you wish to invite someone to campus *gratis*, a Visitor Agreement form is required. The faculty secretaries have all the necessary forms.

### 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 PRIOR to purchase to Brenda Cornett in Information Technology Services ([cornettb@southwestern.edu](mailto:cornettb@southwestern.edu)).

### Inclement Weather Policy

Please refer to the University's "Policy Regarding Operation of the University During Inclement Weather and Other Emergency Events" for detailed information about what to do in case of sustained power outages or inclement weather, including how to learn more about possible school closures. The policy is also available at <http://southwestern.edu/hr/forms.php>. Questions may be directed to Richard Anderson at x1475, Jerry Brody at x1582, or Jim Hunt at x1567.

### Provost's Office Closure

Please note that the Office of the Provost is closed each Monday morning from 8:00 to 9:00 a.m. for a staff meeting.