

NEWS FROM THE OFFICE OF THE PROVOST

Nominations Being Accepted for Who's Who Among Students

On behalf of Omicron Delta Kappa, the national leadership honor society, nominations are now being accepted from students, faculty, and staff for students to be considered for selection to the 2013-14 edition of Who's Who Among Students in American Universities & Colleges. Eligible students must be juniors or seniors who have demonstrated good scholarship (3.00 or above cumulative GPA), who have participated and served as leaders in academic and/or extracurricular activities, who have a record of good citizenship and volunteer service, and who have a potential for future achievement. If you wish to nominate a student or students who meet the above requirements, please do so by sending an email to alvarezs@southwestern.edu by Friday, February 7. You need only nominate students by name, since each student nominated will be asked to submit a complete resume for consideration by a selection committee composed of students, faculty, and staff.

Faculty Processional at the Presidential Installation Ceremony

The processional at the Presidential Installation Ceremony includes all faculty in academic regalia. Please mark your calendars accordingly for Tuesday, March 25, at 4:00 p.m. Additional information will be distributed within the next few days at which time faculty will be asked to verify their participation to the Office of the Provost.

Dr. Robert Jensen to speak on "Race and Privilege"

Dr. Robert Jensen, professor in the School of Journalism at The University of Texas at Austin and board member of the Third Coast Activist Resource Center in Austin, will deliver a lecture titled "Race and Privilege" on Monday, February 10, at 4:30 p.m. in Olin 105. Dr. Jensen will also give a second lecture on "The End of Intimacy? Reviving Relationships in a Pornographic World" later that evening at 8:00 p.m. in the McCombs Ballrooms. Both lectures are sponsored by Counseling and Health Services, in collaboration with the Sexual Assault Risk Reduction Committee, Diversity Enrichment Committee, Office of Diversity Education, and the Race and Ethnicity Studies Minor. Copies of Dr. Jensen's articles are available at <http://uts.cc.utexas.edu/%7Erjensen/index.html>.

Resident Assistant Nominations

The Office of Residence Life is asking faculty to nominate students that they feel would be a good candidate for the Resident Assistant position for the 2014-2015 academic year. A key component of this job is shaping community within a floor of residents and responding appropriately to the needs of the students living on their floor/in their building. Ideal candidates are those students who show leadership potential, maturity, self-motivation, and strong interpersonal skills. If you feel like you know a student that should be considered for this role, send an email by Wednesday, February 12, to Elliott Powell, powelle@southwestern.edu, and list the name(s) of the students you would like to be considered for the position.

Spring Semester First Thursdays

The next First Thursday is February 13 at 4:00 p.m. in the Periodicals section on the first floor of the Library. Refreshments will be served. This month's reception will celebrate the following faculty: Emily Niemeyer (Chemistry), Emily Northrop (Economics), Michael Saenger (English), Anwar Sounny-Slitine (Environmental Studies), Davi Thornton (Communication Studies), and Star Varner (Studio Art). First Thursdays are a series of receptions that recognize and celebrate research and professional achievements by colleagues across the campus. They are usually held the first Thursday of each month during the academic year. Additional spring semester dates are March 6 and April 3. Questions may be directed to Ed Kain (kaine@southwestern.edu; x1967).

Admission Office Events - Faculty Needed!

Prospective student visitation programs for the semester are as follows: Monday, February 17 (Pirate Preview); Saturday, March 29 (Junior Visit Day); and Saturday, April 12 (Admitted Student Day). Additionally, there are three Sprog Days where new students come to campus and register for their fall semester coursework: Saturday, April 26; Saturday, May 17; and Monday, June 9. Faculty volunteers are needed to advise these students and assist them with the registration process. To sign up for any or all of these events, go to <https://docs.google.com/forms/d/1BQqzezPpmu7xJxBMMpyHT2c-B0pml2Q5AMlwfs-0Sgs/viewform>.

Student Leadership Awards

Southwestern's Circle of Omicron Delta Kappa, the National Leadership Honor Society, is now accepting nominations for the Sixteenth Annual Student Leadership Awards to be presented on Thursday, April 3. The Leadership Awards celebrate outstanding student leaders in each of the four classes, as well as the Emerging Student Leader (first-year or sophomore), the Overall Student Leader (junior or senior), and the Student Organization of the Year. The Student Leadership Awards were created to commend not only students with strong academics but students who make a difference on the Southwestern campus through their leadership. Faculty may nominate a student or organization by simply sending an email with the nominee's name to Adrienne McClendon at mcclenda@southwestern.edu with the subject line "Student/Organization Nominee" by Monday, February 17. The nominees will then be asked to submit a resume and respond to questions concerning their leadership experiences.

Faculty Development Call for Proposals

Guidelines for Competitive Professional Development Fund proposals and Faculty-Student Projects proposals are available on the Provost's Office website (<http://www.southwestern.edu/offices/provost/grants/internalsupport.php>). Proposals are due February 22. The Internal Grants Cover Sheet is also available on the website. Call or e-mail John McCann with any questions (x1233, mccannj@southwestern.edu). Proposals should be submitted via e-mail to Christine Vasquez (vasquezc@southwestern.edu).

Early Warning System Feedback Due by Monday, February 24

The Early Warning System is now active. ALL FACULTY are expected to participate in the online Early Warning System (EWS) via WebAdvisor. No concerns? Simply mark the box "I have no concerns about any of these students." As a reminder, the goal of the EWS is to identify students who demonstrate early signs of struggling with one or more courses before it is too late for them to make significant improvements. Students identified in this process are referred to the variety of resources available on campus. Important Note: You do not need to wait for a "grade" to submit your EWS concerns. Questions may be directed to Julie at cowleyj@southwestern.edu or x1720.

Upcoming Faculty/Staff Forum Dates

Mark your calendars now for the following dates and guest speakers (12:20-1:20 p.m. in the Lynda Ballroom). Bring your lunch and join the conversation! Questions about the Faculty/Staff Forum may be directed to Susie Bullock at bullocks@southwestern.edu or x1937.

- Wednesday, February 26 -- President Edward Burger discusses his book, "The 5 Elements of Effective Thinking"
- Wednesday, March 19 -- Bob Mathis, Associate Vice President for Facilities and Campus Services, discusses plans for remodeling buildings on campus
- Thursday, April 17 -- Pam McQuesten, Vice President of Information Services and CIO, will talk about digitization and how it affects us

Spring Family Day 2014

Southwestern University's Spring Family Day will take place on Saturday, March 1. Families are invited to enjoy hearing from professors at morning and afternoon sessions of Classes Without Quizzes, catch a women's lacrosse or softball game, or celebrate student achievement at Honors Convocation. A complete schedule of events is available at <http://southwestern.edu/gateways/parents/calendar.php>. Family are welcome at all events.

From Every Voice: Undergraduate Research and Creative Works Symposium

The Undergraduate Research and Creative Works Symposium is scheduled in lieu of classes for Tuesday, April 8. The Symposium will be a celebration of the work of our students, faculty, and staff. It will include poster presentations, oral presentations, faculty, student, and staff art exhibits, a Chorale performance, faculty panel discussions, and presentations of faculty and student research. 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. Abstracts are due Wednesday, March 5, and may be submitted by going to www.southwestern.edu/academics/creativeworks/. Questions regarding the symposium may be directed to Christine Vasquez (vasquezc@southwestern.edu).

Fellowship Opportunity for Graduating Seniors

The James Robert Andrews Endowed Fellowship was established by family and friends of James Robert Andrews (Class of 2004), in memory of his strength, courage, determination, and intellectual curiosity. This \$2000 fellowship is designed to assist other Southwestern University graduates in their quest to earn a graduate degree. Preference will be given to applicants who are able to provide evidence of a well-rounded education. This might include experiences through internships, research with faculty, and/or study abroad programs. Applicants for the Fellowship must be: a) a senior at Southwestern University or a graduate of Southwestern University within the last two years (no later than May 2012); b) planning to pursue a graduate or professional degree at an accredited college or university; and c) entering their first year of post-graduate study. Applicants do not need to know which graduate/professional school they will be attending at the time of application. There is no restriction on academic discipline. Applications may be obtained by contacting Susan Lamb at lamb@southwestern.edu or x1510). Completed applications are due by Monday, March 3. A committee composed of faculty, alumni, staff, and family or friends of James Robert Andrews will review applications. The selected recipient will be notified by April 2. Please share this information with graduating seniors.

Establishing a Summer Study Abroad Program

If you are thinking about proposing a new summer study abroad program for summer 2015, proposals are due to the Office of Intercultural Learning by March 17 (Monday after spring break). Contact Tisha Temple, Director of Intercultural Learning (templet@southwestern.edu), for further information, and for the application (revised January 2013) and related documents.

2014 Commencement

Commencement will take place on Saturday, May 10, at 10:00 a.m. (NOTE CHANGE IN TIME). Additional information about Commencement activities is available at www.southwestern.edu/alumni/graduation/schedule.php.

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. Additionally, all members of the Southwestern University IRB must submit to 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 muirbroj@southwestern.edu.

Faculty and Division/SFA Meeting Schedule

Faculty Meetings -- February 25, March 25, April 22.

Division/SFA Meetings -- February 11 and April 29 (no meetings in March due to spring break)

Review of Course Evaluations

Course evaluations are now available for faculty review in the Institutional Research office, across the hall from the Provost's Office. Nancy Schutz can assist you between the hours of 8:00 a.m. and 5:00 p.m., with the exception of the noon hour when the office is closed for lunch.

Global Citizens Fund

The Global Citizens Fund is available to supplement funding for departmentally sponsored lectures and events which have an international focus. The Committee on Intercultural Programs and Experiences (CIPE) evaluates requests on a rolling basis throughout the academic year. CIPE does not sponsor or plan events, so departments must provide some funding and all logistical support. \$1,500 is typically the maximum award per event. Requests should be sent to Abby Dings, chair of the CIPE at dingsa@southwestern.edu.

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. Questions may be directed to Christine Vasquez at vasquezc@southwestern.edu or x1752.

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

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.

Faculty Transcripts

As noted in the *Faculty Handbook* and as required by the Southern Association of Colleges and Schools Commission on Colleges (our accrediting agency), ALL faculty -- full-time and part-time -- are required to submit original transcripts to the Provost's Office from all institutions from which a college degree was earned. Please send official transcripts to Nancy Schutz in the Provost's Office as soon as possible. Questions may be directed to Nancy Schutz at schutzn@southwestern.edu.

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; 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 administrative assistants in each building 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 to Information Services at helpdesk@southwestern.edu PRIOR to purchase.

Provost's Office Closure

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