

NEWS FROM THE OFFICE OF THE PROVOST

Wishing you a great semester!

Welcome to the 2013-14 academic year at Southwestern University. Messages such as this will be sent approximately every two weeks with information that is of broad interest to the faculty.

Check Your Class Rosters

Please check to ensure that all students attending your classes are actually on your roster. If students are on your roster, but not in attendance, please send an e-mail to Kim Murphy (murphyk@southwestern.edu) as soon as possible. This has been a real challenge in the past, and we hope to see better success this year.

Staff Changes in the Provost's Office

Please note that Melynda Stiles, former Senior Secretary in the Provost's Office, now works in the Enrollment Services area. Until such time as we have filled the currently vacant position, please direct your emails/requests to Barbara Jean (jeanb@southwestern.edu or x1567). The Provost's Office is happy to welcome Nancy Schutz to the team. The Director of Institutional Research will also be joining the Office of the Provost, with the search for a new hire currently underway.

Fall Faculty Conference Informational Materials

Don't forget to browse through the online packet of beginning-of-the-year informational materials that are available at <http://southwestern.edu/offices/provost/forms.php>. Of special note: in Part 2 of the online materials is critical information for faculty from Counseling Services related to Title IX and the Reauthorization of Violence Against Women Act.

Faculty Meeting Schedule

The fall schedule for faculty meetings at 11:30 a.m. in the Ballrooms is as follows:

Tuesday, September 24

Tuesday, October 22

Tuesday, November 26

Minutes from previous faculty meetings may be accessed at the password protected website: <http://southwestern.edu/academics/councils/meeting.php>.

Division/School Meeting Schedule

The fall schedule for division/SSFA meetings at 11:30 a.m. is as follows:

Tuesday, September 10

Tuesday, October 8

Tuesday, November 12

Councils Meeting Schedule

Academic Affairs Council - 1st and 3rd Fridays at 1:30 p.m. in Olin 323

Faculty Affairs Council - 2nd and 4th Fridays at 11:00 a.m. in the Roy Shilling Dining Room

Staff Affairs Council - 3rd Thursdays at 9:00 a.m. in Prothro 131

Student Affairs Council - 1st and 3rd Wednesdays at 4:45 p.m. in the Dan Rather Room

University Council - 2nd and 4th Tuesdays at 8:30 a.m. in the Dan Rather Room

Council meetings are open to all faculty, staff, and students.

Religious Observance Days

Please familiarize yourself with the variety of religious observance days, as well as the University's policy on scheduling functions in relation to these days, by going to <http://www.southwestern.edu/offices/spiritualandreligiouslife/policies.php>. Based on this policy, upcoming fall semester religious observance dates include: Rosh Hashanah which begins at sundown on Wednesday, September 4, and continues through Friday, September 6; Yom Kippur which begins at sundown on Friday, September 13, and continues through Saturday, September 14; and Eid-Adha which

begins at sundown on Monday, October 14, and continues through Tuesday, October 15.

Scheduling Courses and Other Academic Activities

Please make yourself familiar with the guidelines for scheduling courses and other academic activities (<http://southwestern.edu/offices/provost/forms.php>). 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; x1567).

New Southwestern Calendar

On Friday, August 30, in Cullen Building room 260, the Web Management Team will be conducting open training sessions (30 minutes to one hour) on the LiveWhale Events module that populates the new Southwestern Calendar. Sessions are being offered all afternoon at 1:00, 2:00, 3:00 and 4:00. If you are responsible for promoting events in your area or just want to see how the new Events module works, please plan on attending one of these open sessions. There will be a demonstration of the LiveWhale Events module and how it works, after which -- if you are a current LiveWhale user -- you will be given access to the Events module so you can enter and publicize events on the new Southwestern Calendar. Questions may be directed to John Kotarski at kotarskj@southwestern.edu or x1479.

Faculty Needed for Admission Visitation Days

The Admission Office is hosting four prospective student visitation programs this fall on September 30, October 21, November 18 and December 2 (all Mondays). For prospective students, the campus visit is one of the most critical aspects of their college selection process. Spending time on a college campus provides them with the opportunity to experience first-hand what life on the campus is like. It is also true that students report a higher degree of satisfaction with their campus visit when they have the opportunity to interact with faculty. Please consider participating in these visitation days by completing the online form available at <http://southwestern.edu/offices/provost/forms.php> and returning it to Lili McEntire in the Admission Office. Questions may be directed to Lili at mcentirel@southwestern.edu or x1200.

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 with "nametag" in the subject line. The first order will be submitted on Friday, September 13, with subsequent orders placed throughout the year. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name. Questions? Contact Barbara at x1567 or jeanb@southwestern.edu.

Meditation Opportunity

Guided meditation will be held every Wednesday from 12:20 to 1:00 p.m. in the Office of Health and Counseling Services (2nd floor of the Prothro Center). These meditation sessions are open to students, faculty and staff. The facilitator will lead the group in guided imagery, progressive muscle relaxation and meditation. There is no sign-up, just come to the office and do something good for yourself. Questions may be directed to Judy Sonnenberg at sonnenbj@southwestern.edu or x1251.

Faculty Forum and Brown Bag Lunches

The first Brown Bag Lunch of the semester will take place on Monday, September 9, at 12:00 noon in the Lynda Ballroom (the Office of the Provost will cover your lunch if you sign the sheet at the cashier's stand). Tisha Temple, Director of Intercultural Learning, and Jessica Zbeida, part-time English Language Learning Resource Specialist, will talk about how SU is working to identify and meet the needs of international students in and out of the classroom (we have 23 new students in this category!). Contact Susan Lamb (lambs@southwestern.edu; x1937) to talk about scheduling a Faculty Forum or a Brown Bag Lunch.

Early Warning System

All faculty are expected to participate in the on-line Early Warning System (EWS) via WebAdvisor. Look for an e-mail from Julie Cowley on September 16. The deadline is Friday, October 4. As a reminder, the goal of the EWS is to identify ALL students (regardless of classification) 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 Cowley (cowleyj@southwestern.edu; x1510).

BHEM Nomination Deadline

Each year the Board of Higher Education and Ministry (BHEM) of The United Methodist Church sponsors an Exemplary Teacher Award Program whereby the University may designate one individual as the Southwestern University 2013-14 Exemplary Teacher. The individual chosen should be characterized by excellence in teaching; civility and concern for students and colleagues; commitment to value-centered education; and service to students, the institution, and the community. BHEM provides a certificate of appreciation and a \$500 award. All tenured and tenure-track faculty are eligible for nomination. Nomination letters from both faculty and staff (which can be sent electronically to Barbara Jean at jeanb@southwestern.edu) should address the individual's qualifications as defined above and should be received no later than Friday, September 20. Questions may be directed to Barbara at x1567.

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.

Faculty Handbook

The 2013-14 *Faculty Handbook* is available on-line at www.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.

Councils and Committees Book

You may access the 2013-14 Councils and Committees book by going to www.southwestern.edu/offices/provost/.

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 Barbara Jean in the Provost's Office as soon as possible. Questions may be directed to Barbara at jeanb@southwestern.edu or x1567.

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.