

NEWS FROM THE PROVOST

Early Warning System

All faculty are expected to participate in the on-line Early Warning System (EWS) via WebAdvisor. The deadline is Friday, October 3. 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).

Religious Observance Days and Religious Holidays Absences

Southwestern University recognizes that it has students from a variety of religious and cultural traditions that have special days of observance or celebration that may take students out of their regular activities on certain days during the school year. Since the academic calendar does not always coincide with these days, the following policy is to be followed in order to facilitate student absences due to cultural and religious observances. Students' classroom responsibilities:

- As far in advance as possible, the student is expected to notify the professor(s) or instructor(s) of the class(es) to be missed.
- The student is expected to learn what assignments or exams are due or will be assigned on those dates and negotiate with the professor(s) or instructor(s) alternate times for fulfilling those requirements. Students should be prepared to fulfill the requirements prior to the class(es) to be missed.

Upcoming fall semester religious observance dates include: Rosh Hashanah which began at sundown yesterday and continues through tomorrow (Friday, September 26); Yom Kippur which begins at sundown on Friday, October 3, and continues through Saturday, October 4; and Eid-Adha which begins at sundown on Saturday, October 4, and continues through Sunday, October 5. Additional information is available at <http://southwestern.edu/offices/spiritualandreligiouslife/policies.php>.

Lunch Invitation - Designing Effective Writing Assignments

The first Mellon Fellow Faculty Workshop on *Designing Effective Writing Assignments* will be held Tuesday, September 30 from 11:30 a.m. to 12:30 p.m. in the Debby Ellis Writing Center (Mood 306). Lunch will be provided. Please RSVP by Monday, September 29 at http://southwestern.edu/calendar/#event_id/3111/view/event.

Another Lunch Invitation - Writing a Sabbatical Proposal

The next teacher-scholar lunch will focus on writing a sabbatical proposal. Ken Mello (chair) and other members of the Awards and Honors Committee will address questions about the sabbatical proposal process. Recent sabbatical recipients will also share tips on how to design a manageable project. This session will be helpful to those planning to apply for sabbatical this year or in the future. If you are unable to attend this lunch but are planning to apply for sabbatical, please contact your area representatives on the Awards and Honors Committee with questions. The lunch is on Tuesday, September 30 from 12:00 noon to 1:00 p.m. in the Dan Rather Room. To engage the entire group in conversation, the lunches are limited to the first 24 email RSVPs to Nancy Schutz (schutzn@southwestern.edu). Lunch will be provided by the Office of the Dean of the Faculty (your name will be on the teacher-scholar lunch list at the cash register). Feel free to come late or leave early as need be.

First Thursdays

The next First Thursday is scheduled for October 2. Laura Hobgood-Oster is coordinating the First Thursdays while Ed Kain is participating in the London Semester program. Please email Laura with any professional achievements that you would like to share with your colleagues (hoboster@southwestern.edu). The last First Thursday of the semester will be on November 6.

King Creativity Fund Call for Proposals

The King Creativity Fund encourages all students to apply for 2014-2015 King Creativity Grants to support unusual, different and "outside the box" ideas, projects and interests. Your help is requested to encourage students to apply for the King Creativity Fund with creative, out-of-the-box ideas. Proposals may be funded in the range of a few hundred to a few thousand dollars. Projects may be extra-curricular, curricular or inter-curricular. Students may work individually or in teams. Advisors may come from the faculty, staff or administration. For more information on the program, and for details on how to apply, go to www.southwestern.edu/academics/kcf. The deadline is Friday, October 10. Questions may be directed to Alena Garcia (garciaal@southwestern.edu)

First Symposium

Mark your calendar for the second annual First Symposium on Thursday, October 16, 9:00 to 11:30 a.m. in the Bishops Lounge. First Symposium showcases the work of First-Year Seminar and Advanced-Entry Seminar students. Stay tuned for additional information.

Dean of the Faculty Open House

To encourage discussion among faculty from across campus, Alisa Gaunder will be hosting another open house in the Dean of Faculty/Institutional Research suite (across the hall from the Provost's Office) on Tuesday, October 21, 9:00-10:30 a.m. All faculty are invited to stop by.

Faculty/Staff Forum and Brown Bag Lunches

Mark your calendars for these Brown Bag Lunches (all Mondays at noon in the Marsha Ballroom):
October 27 - Enrollment, Financial Aid, and Revenue: A SU Study of a Complex Process (Christine Bowman, Craig Erwin, and James Gaeta)
November 24 - Southwestern's 175th Anniversary (Kent Huntsman)

Questions may be directed to Susie Bullock at bullocks@southwestern.edu or x1937.

Faculty and Student Resources on the Debby Ellis Writing Center (DEWC) Web Site

Check out the DEWC web site (<http://southwestern.edu/offices/writing/>) for new resources for students and faculty on all stages and aspects of writing and writing instruction. Feedback is invited -- contact Jessica Goudeau at goudeaj@southwestern.edu.

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 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).

Faculty Needed for Admission Visitation Days

The Admission Office is hosting a prospective student visitation program on Monday, November 17. 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 this visitation day by completing the online form available at https://docs.google.com/forms/d/17DZgoBQq5VNeu_ktBKGeCvzH2ijO-6Y4Iq0aL3rIQgw/viewform?usp=send_format. This form also includes the dates of Off Campus Road Shows hosted by the Admission Office; faculty participation is welcome. Questions may be directed to Lizette Villarreal at villarri@southwestern.edu or x1200.

Mark your calendars now for spring semester Admission programs: Monday, February 16 (Pirate Preview); Monday, March 2 (Top Scholar Weekend); Saturday, March 28 (Admitted Student Day); Saturday, April 11 (Southwestern Showcase for high school juniors); Saturday, April 25 (Sprog Day); Saturday, May 16 (Sprog Day); and Monday, June 8 (Sprog Day).

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. If you wish to invite someone to campus *gratis*, a Visitor Agreement form is required. Please note that the faculty administrative assistants have been instructed to contact faculty who are sponsoring guests for whom there is not a contract on file. The faculty administrative assistants can assist you with the proper forms and procedures, or you may contact Norma Gaines (gainesn@southwestern.edu; x 1472) for forms or with questions.

Nota Bene: If you wish to invite a foreign national to campus, the IRS requirements for payment are significantly different. Please contact Jennifer Martinka in the Business Office (x1290) to learn what those requirements are before you promise payment to any guest.

Be Southwestern on the Road

The Offices of Admission and University Relations would like to connect you nationwide with members of the Southwestern community! If you are traveling this year, for professional and/or personal reasons, please consider meeting with prospective students or presenting at a [local association](#) event. Travel for events within the state is appreciated, too! Please contact Megan Frisque at atfrisquem@southwestern.edu for more information and to share your travel plans.

Minnie Stevens Piper Professor

The Minnie Stevens Piper Foundation of San Antonio will be honoring 10 professors this year for their "dedication to the teaching profession and for their outstanding academic, scientific and scholarly achievement". Each honoree will be awarded a certificate, a cash honorarium of \$5,000 and a gold commemorative pin. Dr. Sharon Commons Johnson was selected as "Piper Professor of 2001". You may nominate a faculty colleague by submitting a memo outlining the nominee's qualifications, with emphasis given to teaching excellence. Please submit your nomination as an e-mail attachment to vasquezc@southwestern.edu by Friday, October 10. The division/school chairs will review the nominations and recommend a candidate to President Burger. With his approval, the candidate will be asked to serve as Southwestern's nominee for 2015. The application and related nomination material is quite lengthy so it is important to give our nominee as much time as possible in order to meet the Piper Foundation deadline of November 21. Official announcement of candidates chosen by the Piper Selection Committee will be made May 1, 2015.

Global Citizens Fund

The Global Citizens Fund is available to supplement funding for departmentally sponsored lectures and events which have an international focus. Requests are evaluated by the Intercultural Programs and Perspectives Committee (IPPC) on a rolling basis throughout the academic year. The IPPC 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 can be submitted online [here](#). Until the new Intercultural Programs and Perspectives Committee is appointed by the Faculty Steering Committee, questions should be directed to Abby Dings at dingsa@southwestern.edu.

Establishing a Summer Study Abroad Program

If you are thinking about proposing a new summer study abroad program for summer 2016, you should begin planning as soon as possible. Please contact Tisha Temple, Director of Intercultural Learning (templet@southwestern.edu), for further information on deadlines, and for the application (revised April 2014) and related documents. You will

need to begin coordinating with the Office of Intercultural Learning no later than January 2015 in order to establish a program for the summer of the following calendar year.

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://www.southwestern.edu/offices/provost/ffc/>. In particular, all faculty should pay special attention to the information on Sexual Violence Prevention and Awareness.

Faculty Meeting Schedule

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

Tuesday, October 28

Tuesday, November 25

Division/School Meeting Schedule

The fall schedule is as follows (all meetings are at 11:30 a.m.):

No October meeting due to Fall Break

Tuesday, November 11

Committee Meeting Schedule

Curriculum Committee - Fridays, 2:00-3:30 p.m. in Olin 323

Faculty Steering Committee - Fridays, 12:30-1:30 p.m. in the Roy Shilling Dining Room

Strategic Planning and Budget Committee - Mondays, 4:00-5:00 p.m. in the Dan Rather Room

Staff Steering Committee - 2nd Mondays, 1:00-2:30 p.m. in Cullen 260

Student Congress - every other Tuesday, 6:00 p.m. in the SLC Prothro Room

Unless in executive session, these meetings are open to all faculty, staff, and students.

President's Report

If you missed or want to refresh your memory regarding the 2013-14 President's Report sent via email on July 22, please take a moment and check it out at <http://southwestern.edu/yearinreview>.

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. 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.

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

In light of the significant changes to the University's governance structure, the *Faculty Handbook* and the *Staff Handbook* will not be revised for the coming year. Alternatively, an

addendum to both handbooks will outline the major changes and, in some cases, direct faculty and staff to online versions of policies that have been detailed in the respective handbooks in previous years. Additionally, the Staff Steering Committee and the Faculty Steering Committee will collaborate during the 2014-15 academic year to explore different approaches to presenting material in the *Staff Handbook* and the *Faculty Handbook*, including the removal of detailed policies that can be presented and archived online as well as the removal of duplicate Catalog material. If you have suggested changes to the *Faculty Handbook*, you may send those to Julie Cowley (cowleyj@southwestern.edu) who will collect those on behalf of the Faculty Steering Committee.

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 Institutional Research/Dean of the Faculty's Office as soon as possible. Questions may be directed to Nancy at schutzn@southwestern.edu or x1456.

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.

Office Closure

Please note that the Office of the Provost and the Institutional Research/Dean of the Faculty's Office are closed each Monday morning from 8:30 to 9:30 a.m. for a staff meeting.