

News from the Office of the Provost

Celebrate 175 years! - Thursday, February 5

Join the celebration as Southwestern University commemorates the 175th anniversary of its original 1840 charter.

9:00 a.m. - Historical Exhibit - A. Frank Smith, Jr. Library

11:00 a.m. - Organ Concert - Lois Perkins Chapel

11:30 a.m. - Chapel Service - Lois Perkins Chapel

Noon - Campus Celebration - Academic Mall (commemorative group photo)

1:00 p.m. - 175th Anniversary Legacy Lunch - McCombs Ballrooms (ticket required)

2:30 p.m. - Campus Historical Tours

4:00 p.m. - Paideia Connections: Engaging Scholarly Conversations Lecture - Alma Thomas Theater with reception following

For additional details about the day's events, go [here](#).

Early Warning System Feedback Due by Monday, February 23

The Early Warning System is now active. ALL FACULTY are expected to participate in the online Early Warning System (EWS) via WebAdvisor. 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.

Check Your Syllabus!!

Last spring the faculty approved two significant changes to the spring semester calendar:

Spring Break -- begins at 10:00 p.m. Friday, March 13; classes resume Monday, March 23

Last day of classes -- Wednesday, April 29, with finals beginning Monday, May 4

Student Foundation Nominations - Due Today

The Student Foundation Steering Committee is seeking your assistance in identifying students (first-years, sophomores and juniors) who you feel would (1) help fulfill the Student Foundation mission through meaningful contributions and (2) benefit from membership within the Foundation. Student Foundation was created in 1980 to help advance the University in a variety of ways, both on and off campus. Its mission is to "serve as a liaison between the student body, the faculty, the University administration and staff. The Foundation strives to enlist and motivate University constituents to promote the welfare of the University." Please take a few minutes to identify students so that the Steering Committee may reach out to them and invite them to apply for membership. [Click here to recommend a student](#). The form will be open through Wednesday, February 4. Questions should be directed to JoAnn Lucero, Senior Associate Director of University Relations, at luceroj@southwestern.edu or x1589.

Dean's Lunch

The first Dean's Teacher-Scholar Lunch of the semester (Friday, February 6, 12:00-1:00 p.m. in the Margaret Shilling Dining Room) will focus on faculty development funds. Members of the awards committee will be present to address questions regarding competitive funding, faculty-student awards, and faculty conference travel and memberships. Submit your RSVP to Christine Vasquez at vasquezc@southwestern.edu by 5:00 p.m. Thursday, February 5.

Competitive and Faculty/Student Funding

The Call for Competitive and Faculty/Student Funding is now available [here](#). Please note that, in accordance with the new faculty awards funding model that was recently approved by the Faculty Steering Committee, Competitive funding is now focused primarily on research and associated research funding needs. Funding for fall conference travel will now be funded via a separate application process, which will take place in March, after Competitive applications have been submitted. More information on that will be forthcoming. The specifics of what is now covered under Competitive funds are laid out in the documents on the Provost's page. The deadline for applications for both Competitive and Faculty/Student project funding is Friday, March 6, and all materials must be submitted directly to Christine Vasquez (vasquezc@southwestern.edu) via email. Late or incomplete applications will not be considered. Please make sure that you submit on time, and use the checklist provided on the application cover sheet to ensure you have submitted all required documents. Questions may be directed to Ken Mello, chair of the Awards and Honors Committee (mellok@southwestern.edu), or Alisa Gaunder, Dean of the Faculty (gaundera@southwestern.edu).

Fall Semester Registration Calendar

GROUP	Initial Registration Date	Next Opportunity for Web Add (& Late Reg) / Drop Dates for Fall
Seniors (completed 90 credits)	M, Mar 30 – Apr 1	Wed., Apr. 15 – Aug. 26 Wed., Apr 15 – Sep. 7
Athletes (Seasonal)	T, Mar 31 – Apr 2	4/15-8/26 adds 4/15-9/7 drops
Juniors (60+ credits)	Th, Apr 2 – Apr 7	4/15-8/26 adds 4/15-9/7 drops
Sophomores (30+ credits)	M, Apr 6 – Apr 9	4/15-8/26 adds 4/15-9/7 drops
Under 30 credits	W, Apr 8 – Apr 11	4/15-8/26 adds 4/15-9/7 drops

From the Diversity Enrichment Committee - Survey Response Requested

Southwestern University is committed to inclusive excellence and creating a socially just community. We affirm the current differences of our community while continually striving for an environment with even greater inclusivity and social justice. As SU's Diversity Enrichment Committee begins its work under the new committee structure, the membership is interested in collecting the many ways offices, departments and student groups around campus are supporting

and providing opportunities and programs which further diversity on campus. You may access the survey [here](#). Your username will be recorded when you submit this form.

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

Check out the DEWC web site (<http://southwestern.edu/offices/writing/>) for 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.

Spring Semester First Thursdays

The next First Thursday is February 12 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 recent professional achievements by six SU colleagues: Barbara Anthony (Computer Science), Reggie Byron (Sociology), Josh Long (Environmental Studies), Maria Lowe (Sociology), Laura Senio Blair (Spanish), and Dana Zenobi (Music). Additional spring semester dates are March 5 and April 2. If you have a recent professional achievement, please share the information with Ed Kain (kaine@southwestern.edu). This information should also be shared with your department/program chair as well as with the President's Office so that your work can be displayed in the cases on the first floor of the Cullen Building.

Faculty Needed for Admission Visitation Days

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). 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. You may indicate your participation by completing the online form available [here](#). Questions may be directed to Lizette Villarreal at villarri@southwestern.edu or x1200.

Brown Symposium

The 2015 Brown Symposium *What Things May Come: 3D Printing in the Fine Arts and Sciences* will take place on February 26-27. Coordinated by Professor Mary Visser, the symposium will address the impact of 3D technology on the human mind as it endeavors to meet future challenges in the arts and sciences. Additional information is available [here](#).

Important Note: As a reminder, Brown Symposium is a Priority Event. Therefore, "no student, faculty or staff member may be denied the opportunity to attend because of a conflicting meeting or event" (Faculty Handbook).

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 [here](#). Based on this policy, upcoming spring semester religious observance dates include: the Pesach (Passover) that begin at sundown on Friday, April 3, and continues through Saturday, April 11, with the first two days being the most important; Good Friday on April 3; and Easter on Sunday, April 5.

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 14. The Symposium is a celebration of the work of our students, faculty, and staff. 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 Thursday, March 5, and may be submitted by going [here](#). Questions regarding the symposium may be directed to Christine Vasquez (vasquezc@southwestern.edu).

King Creativity Fund Project Exhibits and Presentations

Mark your calendar now for the King Creativity Symposium on Monday, April 13, from 5:00 to 6:00 p.m. in the Bishops Lounge. Additional information about the King Creativity Fund is available [here](#).

Faculty/Staff Forum Schedule

Monday, February 16 - The Faculty Fulbright Program (guest Daris Hale)

Monday, February 23 - Student Planning Tools (Kim Morter)

Monday, March 23 - SU's 175th Anniversary and the Alumni Directory (Kent Huntsman and Megan Frisque)

Monday, April 20 - Destination: Service (Sarah Puffer)

All presentations begin at 12:15 p.m. in the Lynda Ballroom. Questions may be directed to Susie Bullock at bullocks@southwestern.edu.

Faculty and Student Notables

Notables submitted during January have been added to the website.

[Faculty Notables](#)

[Student Notables](#)

Notables should continue to be submitted through [this form](#) in order to appear on the websites noted above. Please contact your department's webmaster if you would like the same information to show up on your departmental page. A new process/flow for notables will be launched soon. In the meantime, questions may be directed to Danielle Stapleton at stapletd@southwestern.edu.

2015 Commencement

Commencement will take place on Saturday, May 9, at 10:00 a.m. Additional information about Commencement activities is available at <http://southwestern.edu/gateways/seniors/>.

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 2013); 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 David Gaines (gainesd@southwestern.edu; x1494). Completed applications are due by Monday, March 2. 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 1. Please share this information with graduating seniors.

Grants and Professional Development Webpage

Be sure to check out the new [Grants and Professional Development webpage](#) on the [Southwestern University Faculty and Staff Gateway](#) under the heading "For Faculty." At a time when institutional resources are more restricted, the information contained on this site will be a very helpful tool for securing outside funding for faculty and staff projects. The site is a comprehensive introduction to a wide range of funding opportunities. It provides access to fellowships and grants in the humanities, fine arts, natural sciences and social sciences. You will find links to private and corporate foundation funding programs and to searchable databases of funding opportunities. There is also help and advice on writing funding proposals and procedural pointers for Southwestern University faculty and staff on how to develop ideas for projects into finished proposals. Contact John McCann (mccannj@southwestern.edu) or Larkin Tom (toml@southwestern.edu) with funding questions.

Faculty Development Calendar

Faculty are invited to subscribe to the Faculty Development calendar through SU's Google calendar. Coordinated by the Office of the Dean of the Faculty, the calendar is a work-in-progress and includes faculty development dates from HHMI, Paideia, FYS, the Dean of the Faculty, etc. Questions may be directed to Christine Vasquez at vasquezc@southwestern.edu.

Ethics Training Announcement

Effective January 1, 2014, the Southwestern University Institutional Review Board (IRB) began requiring certification of ethics training for all Principal Investigators prior to data collection. Additionally, when the proposed research involves more than "minimal risk" based on the judgment of the SU IRB, all other investigators (students, etc.) involved in the research also need to submit certification of ethics training prior to data collection. "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 [here](#). 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 the ethics training requirement may be directed to IRB co-chairs Abby Dings (dingsa@southwestern.edu) or Kathryn Prater (praterk@southwestern.edu).

Committee Book Available

An online version of the 2014-15 Committee Book is available [here](#). Questions may be directed to the Provost's Office at x1510.

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).

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.

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](#). Questions may be directed to Maria Todd at toddm@southwestern.edu.

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

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. You may access the Faculty Handbook [here](#).

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.

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.