Orientation for new faculty

September 22, 2015
Wilson Hall 126
Key dates for students & faculty in A&S

- Through Sept. 2 (1st week of semester): Students may add or drop courses online via YES (Your Enrollment Services)
- Through Sept. 9 (2nd week of semester): Students may drop, with adviser signature; students may add, with adviser and instructor signatures
- Sept. 16: Class roll discrepancies due (online)
- Oct. 14: Mid-semester deficiency reports due (online)
- Oct. 12: Spring 2016 course schedule available in YES
- Oct. 23: Last day students may withdraw from courses (with adviser and instructor signatures)
- Oct. 26 through Nov. 13: Students register for Spring 2016 classes
- Dec. 4 through 10: “Dead week” (in A&S and Blair)
- Dec. 21: Deadline for submission of fall grades (online)
• Dealing with student absences
• “Dead week”: No examinations of any type—including quizzes, hour examinations, and portions of final examinations—are allowed during the last week of classes (Dec. 4 through 10 in Fall 2015). In-class presentations, deadlines for papers, and lab quizzes ARE permitted.
• Online course evaluations (VOICE). Please reserve time in class for students to complete evaluation for your courses, using laptops or phones.
• Numerical summaries of course evaluations for several prior semesters are available online to students; courses taught by faculty with fewer than 3 years teaching experience are exempted (VOICEView)
• Primary and alternate exam times
• Temporary course grades (including I, M, etc.)
• Retaining grades, final exams, etc.
• FERPA (Please do not ever send a grade via e-mail, or leave graded materials unsecured.)
AXLE = Achieving eXcellence in Liberal Education

1. The Writing Requirement (3-4 courses): English Composition (appropriate test score or 1 course); First-Year Writing Seminar; 1000-level W course (in any department); 1000-level or higher W or Oral Communications course (in any department)

2. The Liberal Arts Requirement (13 courses in at least 7 departments; FYWS and writing-intensive courses count among these)

   - Humanities and the Creative Arts (3 courses)
   - International Cultures (3 courses, including completion (or equivalent) of at least second-semester language-acquisition course)
   - History and Culture of the United States (1 course)
   - Mathematics and Natural Sciences (3 courses, including at least 1 laboratory course)
   - Social and Behavioral Sciences (2 courses)
   - Perspectives (1 course)

Note: Virtually all courses offered in A&S count in one of the AXLE Liberal Arts “bins.” Neither AP credit nor courses taken elsewhere may count toward AXLE, although transfer students may use previous college coursework toward AXLE. AXLE courses may also count toward requirements for majors or minors.
• **Classroom recording** policy: As of fall 2014, students may not record classroom activities without explicit permission from the instructor and other students. (Exception for students who have accommodations that require recording.) We encourage faculty to include a statement about the recording policy in their syllabi. See page 95 of *Undergraduate Catalog* for full policy statement.

• **Course renumbering:** All ten schools at Vanderbilt moved from 3- to 4-digit course numbers in fall 2015. We expect some confusion, especially among old-timers. The course renumbering lookup tool may be helpful: registrar.vanderbilt.edu/faculty/course-renumbering

• **Centralization of registrar functions:** In July 2014, Vanderbilt moved from school-based registrars to a centralized University Registrar Office. In A&S, we now have an Office of Academic Services. We are still figuring out who (URO or OAS) does what.
Teaching and advising resources

• 301 Kirkland Hall (Dean Benton, 2 associate deans, skilled support staff)

• 311 Kirkland (5 associate deans, Office of Academic Services, skilled support staff)

• CASPAR (advising for pre-major students; Andrea Hearn) in Commons Center

• Major advisers (faculty advisers for students who have declared majors)
  Students and advisers can access student records and degree audits online through YES (Your Enrollment Services)

• Tutoring Services (Catesby Yant) in 1801 Edgehill

• Writing Studio (support for all students & for faculty; Gary Jaeger) in 1801 Edgehill

• Health Professions Advisory Office (Robert Baum) in 1801 Edgehill

• Pre-law advising (Carrie Russell, Department of Political Science) in Commons Center
- John Sloop, Associate Provost for Digital Learning (formerly in A&S dean’s office); oversees Vanderbilt Institute for Digital Learning

- Cynthia Cyrus, Vice Provost for Learning and Residential Affairs

- Center for Teaching (university-level; Derek Bruff)

- VUIT-CAS (computer/media support for A&S faculty)

- Psychological & Counseling Center (counseling for undergraduate and graduate students; academic skills workshops)

- EAD: Equal Opportunity, Affirmative Action, and Disability Services Department (works with students who have documented disabilities and who need accommodations; also Title IX oversight)

- Project Safe (referral services for addressing sexual assault, partner violence, stalking, etc.) on West Side Row

- K.C. Potter Center (Office of LGBTQI Life) on West Side Row
• Keivan Stassun, Senior Associate Dean for Graduate Education & Research
  301 Kirkland Hall; Keivan.Stassun@Vanderbilt.edu

• Marion Pratt, Grants Resource Officer for the Humanities & Social Sciences
  220F Garland Hall; Marion.Pratt@Vanderbilt.edu

• Comprehensive site re: research at Vanderbilt:
  as.vanderbilt.edu/research/

• A&S guidelines for spending from research fund:
  as.vanderbilt.edu/docs/Research%2Fund%20Guidelines.pdf
Committees of which you may hear

- **A&S Faculty**
  - (3rd Tuesday of month)

- **A&S Faculty Council**
  - (1st Tues of month)

- **Committee on Academic Standards & Procedures**
  - Proposal re: cross-department / program standards or policies

- **Curriculum Committee**
  - Proposal from dept or program for new, revised, or deleted course

- **Committee on Educational Programs**
  - Proposal from dept or program for new, revised, or deleted major or minor

(Info on committee chairs and members—for these and other committees—is on the A&S website: as.vanderbilt.edu/overview/faculty/governance.)
2015-2016 A&S Faculty Council

- Robert Barsky (A; French & Italian)
- David Blackbourn (S; History)
- Laura Carpenter (S; Sociology) **SEC’Y**
- Colin Dayan (H; English)
- Marshall Eakin (A; History)
- Eva Harth (N; Chemistry)
- Jane Landers (A; History)
- Letizia Modena (H; French & Italian)
- Dana Nelson (A; English)
- Lucius Outlaw (A; Philosophy)
- Edward Saff (N; Math)
- Tiffiny Tung (A; Anthropology) **CHAIR**
- Dean Lauren Benton

(A) = At-large representative
(H) = Humanities divisional representative
(N) = Natural Sciences divisional representative
(S) = Social Sciences divisional representative

Jonathan Bremer, A&S Program Coordinator, is liaison to Faculty Council.

Info about A&S Faculty Council and Faculty meetings (dates, agendas, etc.):

[as.vanderbilt.edu/overview/faculty/governance/](as.vanderbilt.edu/overview/faculty/governance/)
• SACS = Southern Association of Colleges & Schools

• Lots of resources for A&S faculty:
  as.vanderbilt.edu/overview/faculty

• Faculty Manual:
  vanderbilt.edu/faculty-manual/as.vanderbilt.edu/overview/faculty

• Undergraduate Catalog:
  http://vanderbilt.edu/catalogs/undergrad/

• Student’s guide to AXLE:
  as.vanderbilt.edu/docs/AXLE.pdf

• Graduate Catalog:
  vanderbilt.edu/catalogs/grad/Grad01.html

• karen.e.campbell@vanderbilt.edu