

OFFICE OF THE PROVOST

NEWS/UPDATES – OCTOBER 2024

ACADEMIC AFFAIRS

GREETINGS FROM THE PROVOST:

Dear all,

I hope your semester got off to swimming start. We began the year by welcoming incoming degree-seekers with a Common Read, James Baldwin's *Encounter on the Seine*. This was accompanied by the vibrant exhibition in Combes and will pursue with events by guest speakers and our own faculty later in the semester. My thanks go to Russell Williams, Andrea Rosengarten and Geoff Gilbert for all their help with this project, as well as Stéphane Treilhou for overseeing the exhibition. Our collaboration with Student Life and its First Year Success program deepens as the FYS taskforce, under the guidance of Russell and Kevin Fore, evolves into a First Year Council with a broadened remit to think about the experience of our first years from a holistic perspective, in particular how First Year Success dovetails with Firstbridge.

In another initiative this semester, working closely with Chairs, Academic Affairs has introduced a system of chair support through key academic administrators. My thanks go to Ursula Darien, Sophie Bricout, Jessica Karlsson and Hania Acar for embracing this important work under the guidance of Christine, Zarifa and Brenda.

As you read the updates in this newsletter, please pay close attention to dates for pre-registration from the Registrar and take the opportunity to contact ACE for tailored workshops on advising. Keep your eyes peeled for more talks and events organized by Geoff and Jeff on AI@AUP as we reflect upon ways to navigate a new technological landscape. Don't forget that the TLC is offering lunchtime sessions that are an invaluable opportunity to focus on our pedagogy, troubleshoot problems and connect with other professors (thank you Russell, Ruth and Brenda!).

And finally, click on the [link](#) to check out the new edition of the Faculty Achievement Brochure chronicling our faculty's wonderful accomplishments of 2023.

I look forward to seeing many of you at Faculty Senate tomorrow and I wish you all courage and calm as we head into midsemester.

Best wishes,
Hannah

PROVOST OPEN HOURS: The Provost's Open Office hours for faculty and Academic Affairs staff have resumed weekly on alternate Thursdays and Fridays. Come and raise a glass at the end of the week!

NEW FACULTY: We are delighted to have our newest permanent faculty members join us this academic year.

Assistant Professor Magali An Berthon in the Department of Communication, Media and Culture

Assistant Professor Noah Teichner in the Department of Communication, Media and Culture

Assistant Professor Mirjam Dageförde in the Department of History and Politics

Assistant Professor Mariana Armond Dias Paes in the Department of History and Politics

Assistant Professor Mona El Khoury in the Department of French Studies and Modern Languages

COURSE SCHEDULING: The summer 2025 schedule is currently being crafted under close collaboration between the Summer Coordinator (Andi Christmas), Department Chairs, and Academic Affairs. We hope to publish the summer offerings and an updated summer website by the end of October.

Academic Affairs has issued the framework for next year’s course offerings to department chairs. Department chairs will work with their faculty members to identify which courses will be on offer next fall 25, spring 26 and summer 26, including expected faculty teaching assignments. **This will be due by mid-November. You should expect to see a call to all faculty asking for scheduling constraints/preferences for each semester.** We rely on you to provide this information so that we can assign course times that work for everyone. Fall 2025 proofing should begin with department chairs in December 2024 and then go to all faculty in January 2025.

ACADEMIC INTEGRITY: As we approach the mid-point of the fall semester, we’d like to remind you of the importance of academic integrity. Youna Kim, our Director of Academic Integrity, can be reached at academicintegrity@aup.edu. The University’s Policy on Academic Integrity, which includes the process for reporting violations, is available [here](#). The Academic Incident Resolution Form can be found either on the [Faculty support page](#) under teaching resources, or via the [ARC website](#) on the *Information for Faculty-page*. We are only able to help educate our students and ensure academic integrity if you report names and circumstances. You are in full control of how to sanction a first individual offense within your course. However, if it turns out a reported violation is a second violation for an individual student, the Office of Academic Integrity will be involved as needed. Please do not hesitate to reach out if you have any questions or need to consult on an individual case.

REMINDERS:

- Sabbatical & course releases. Letter of requests are due to the Provost by 1st November.
- For the composition of the 2024-2025 elected committees, please see the [faculty governance page](#).
- We advise everyone to review and **update your faculty AUP web profile regularly**. It is highly recommended that you provide a profile picture, your office location, office hours, and academic credentials. All can be submitted [here](#).
- Course scheduling for the next academic year is due by mid-November.

DEPARTMENT CHAIRS for 2024-2025:

Chair	Department
Anna Russakoff	Art History and Fine Arts
Robert Payne	Communication, Media and Culture
Cary Hollinshead-Strick	Comparative Literature and English
Elena Berg	Computer Science, Mathematics and Environmental Science
Vacant	Economics and Management
Raphael Bloch-Laine	French Studies and Modern Languages
Peter Hägel	History and Politics
Maria Medved	Psychology, Health and Gender

UNDERGRADUATE PROGRAM COORDINATORS for 2024-2025

Program Coordinator	Program & Department
Stéphane Treilhou	Curator of the Fine Arts Gallery
Renate Stauss	Fashion Studies
Emre Caglayan	Film Studies
Roman Zinigrad	History, Law & Society
Carla Canelas	International Economics
Jurgen Hecker	Journalism
Ziad Majed	Middle East Pluralities
Oliver Feltham	Philosophy
Peter Hägel	Philosophy, Politics and Economics
Lissa Lincoln	Gender, Sexuality & Society

GRADUATE PROGRAM DIRECTORS for 2024-2025:

Program Director	Program
Tanya Elder	MA in Global Communications
Susan Perry	MIN, MADIL
Albert Cath	MSc in International Management
Claudia Roda	MSc in Human Rights and Data Science
Waddick Doyle	MSc in Strategic Brand Management

THE REGISTRAR'S OFFICE

Welcome Back, Everyone.

We hope the semester is going well for you. We are already looking forward to next semester and future academic years, with Calendar Committee planning and pre-registration for the spring. The Spring 2025 schedule will be published the week of October 1st and pre-registration will start on Monday, October 14th. Please find the pre-registration schedule below:

COLLEGE LEVEL	OPENS (10:00am)	CLOSES (11:59pm)	NUMBER OF DAYS
GRADUATE STUDENTS	MONDAY 14 OCTOBER	TUESDAY 19 NOVEMBER	1 MONTH
SENIORS (96+ credits earned at the end of Spring)	MONDAY 14 OCTOBER	MONDAY 21 OCTOBER	8 DAYS
JUNIORS (64-95 credits earned at the end of Spring) Returning Visiting Students	TUESDAY 22 OCTOBER	TUESDAY 29 OCTOBER	8 DAYS
FALL BREAK : 28 October- 01 November (University closed Th & Fr 31 Oct- 01 Nov)			
SOPHOMORES (32-63 credits earned at the end of Spring) Returning First Year Abroad Students	MONDAY 4 NOVEMBER	MONDAY 11 NOVEMBER	8 DAYS
FIRST YEAR STUDENTS (0-31 credits earned at the end of Spring)	TUESDAY 12 NOVEMBER	TUESDAY 19 NOVEMBER	8 DAYS
LAST CHANCE REGISTRATION	MONDAY 25 NOVEMBER	FRIDAY 29 NOVEMBER	5 DAYS

Below you will find a breakdown of each team member and their areas of responsibility. **Please contact the appropriate person directly.** If you are unsure of whom to contact, please write to us at registraroffice@aup.edu or have them make an appointment [here](#).

Justina CESYNAITE, Registrar's Office Assistant

jcesynaite@aup.edu, ext. 612

- Registrar Office inbox & general inquiries
- External Course Pre-Approvals (ECPA)
- Diploma Mailing / Tracking
- Transfer Credit Evaluations
- Course substitution and registration petitions

Andrew TISCHLER, Registrar's Office Assistant

atischler@aup.edu, ext. 813

- Front Desk Management
- Enrollment Certificates and Transcript issuance
- Grade changes
- ID and Beaux-Arts Card

Lauren ARNOLD, Assistant Registrar (Scheduling, Records Management, & Registration)

larnorld@aup.edu, ext. 818

- Scheduling
- Registration
- Status Updates
- Transfer Credit Evaluations

Nicole VOO, Assistant Registrar (Transfer Credit, Onboarding, & Curricular Coordination)

nvoo@aup.edu, ext. 648

- Orientation & Student Onboarding
- Transfer Credit Evaluations
- Curricular Changes
- Academic Catalogue

Kortney NOSAKOWSKI, Associate Registrar

knosakowski@aup.edu, ext. 661

- Day-to-day Operation Management
- Degree Audits
- AdHoc Reporting
- Curricular Changes
- Transfer Credit Evaluation

Lorie MACKENZIE, University Registrar & Associate Dean for Strategic Initiatives

lmackenzie@aup.edu, ext. 624

- Conferring of Degrees
- University Policy
- Faculty Liaison
- Committee Representative (Calendar, GLACC, Curriculum)

Please feel free to stop by the Registrar's Office or to reach out by phone, email, or on Teams with any questions or concerns or just to meet our wonderful team. We are here to support you!

WE HAVE A NEW MEMBER OF THE STUDENT ACCOUNT SERVICES TEAM TO WELCOME TO AUP: Eva Spek has joined the SAS office as an office assistant. We are happy to have Eva join our Team.

THE GRADUATE PROGRAMS OFFICE

We are happy to announce that our application for reaccreditation to the RNCP level 7 for the title of Manager de la Communication et du Marketing International is to be submitted in the coming days. Instruction will last several months, and we will report back to you in early spring.

OFFICE OF INSTITUTIONAL RESEARCH AND EDUCATIONAL ASSESSMENT

The Office of Institutional Research and Educational Assessment is delighted to announce that **Kate Yue Zhang** has been appointed as **Associate Dean of Assessment**. In good news, Claudio Piani remains part-time in the Office of IR throughout the Fall semester to ensure a smooth transition until the position of Director of Institutional Research is filled.

As AUP is entering the next accreditation cycle with the accreditation visit scheduled in Spring'28, we have formed a steering committee to work on evidence inventory and prepare for the Self-Study Institute in AY25-26 as required by Middle States Commission on Higher Education. The following individuals are members of the Steering Committee for 2024-2026: Kate Yue Zhang, Carlos Eduardo Suprinyak, Jennifer Dixey, Zarifa Mirzayeva.

ACE: CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

TEAM UPDATES: **Linda Martz** now serves as the Director of Academic Advising. **Gwyneth Johnstone** joined ACE as a **Career Advisor in June 2024** and is also serving as the **Interim Co-director for Career Development** this Fall. As of June 2024, **Sandra Diab** began as an **ACE Career Advisor** after serving as the ACE Administrative Assistant for the 2023-2024 Academic Year. Sandra is currently the point person for the Global Professional Skills Program. A warm welcome to **Sophia Kozlovska** who joined the ACE team this September as the Career Office Coordinator. Many thanks to **Francesca Giuliano** – who is leaving AUP at the end of October- for her years of work with the ACE Center. We wish you well in your next chapter and beyond!

GLOBAL PROFESSIONAL SKILLS PROGRAM: AUP's Global Professional Skills Program (GPS) was redesigned this summer to better align with our students' evolving needs, particularly in the areas of experiential learning and professional development. After thoroughly reviewing the feedback we received from students and the program evaluation undertaken by the GPS Team, the new program path is now more tailored to equipping students with the practical professional skills and knowledge they need to succeed in their academic and career objectives. The GPS Team has already received much positive feedback from both students and staff. The GPS Team will meet with the GLACC Committee and Student Development this Fall to discuss experiential learning objectives and the evaluation of CCX coding to fulfill degree requirements. If you have any questions about the Program or the redesign, please contact gps@aup.edu.

INTERNSHIPS: This summer, the Career Team conducted a thorough evaluation of the AUP Internship Policy, offering clearer guidance for AUP students, faculty, and staff. The evaluation was undertaken in coordination with the Registrar's Office, Student Immigration Services, Graduate Programs, and Student Accounting Services. The Team also completed a comprehensive review of the software used to process and manage internships, instituting more precise practices and procedures allowing for more efficient and effective processing of student internships.

ACADEMIC RESOURCE CENTER

A big change this semester for the ARC: Kevin Dixey and Jennifer Dixey are now a part of ITS. Have no fear, however, they are still available to help you with all your Blackboard and Academic Technology needs! You can find them in Grenelle G-010 or by email at ultrahelp@aup.edu.

Below you will find a breakdown of the ARC services and resources available this semester. If you are unsure whom to contact, please email us at arc@aup.edu.

ACADEMIC ACCOMMODATIONS: Students with recognized disabilities can register their need for academic accommodations through our office. Students with accommodations are responsible for sending their professors the official letter detailing their accommodations. All returning students and new students that completed the registration process before the start of the semester received these letters on September 4th.

We also provide support and resources for faculty to help navigate applying these accommodations in their classrooms. If you need assistance working with students with disabilities in your classrooms, please contact Rachel Webber at rwebber@aup.edu.

ARC provides exam proctoring exclusively for students with registered exam accommodations. Students should speak with their professors as early as possible in the semester to organize any exam accommodations. We ask professors to first try and coordinate accommodations for students directly, however, should a student require an ARC proctored exam they must submit the exam request form two (2) weeks prior to the exam date. Students may find [the Exam Request Form here](#).

PEER TUTORING: This semester, peer tutors in a variety of subjects are available for tutoring sessions free of charge on the 4th floor of the Quai building. There is no need to make an appointment prior to coming to see the subject and math tutors. Students can come to the ARC during the tutors' scheduled hours. Students are encouraged to come prepared with questions, assignments, and/or textbooks. Tutors can help with homework, revision before exams, practice questions, and understanding expectations and criteria for assignments. Language tutors can also help practice speaking, and with conversational aspects of language learning.

When students come to the ARC, they can identify tutors using their name tags which will be displayed on the tables where they sit. You can find the schedule for this semester's tutoring sessions using the following links:

- Master Schedule Timetable: [ARC-Link & Math Clinic Schedule Fall 2024](#)
- Interactive Schedule: [ARC-Link & Math Clinic Schedule Fall 2024](#)

THE WRITING LAB TEAMS: Both undergrad (8) and grad (3) – are already busy with one-on-one student consultations, EN and grad class visits, and Lit Review workshops with Micheal Stoepel. This term we are open Monday – Friday, from 10 – 18h, in the Quai, 4th floor, and we will expand our tutoring services by holding hours in Grenelle (undergrad) and in ACE (grad students and CVs, application letters, professional writing, etc).

Upcoming events include a series of undergrad and grad workshops; several Combes lobby 'Meet and Greets;' a more formal Grad student Meet and Greet, co-hosted with the AUP Library; our popular 'All Day Against Procrastination' before mid-terms and finals; a PJs and papers weekend; and monthly thesis 'write-ins' for grad students.

Hats off to our team of exceptional student writers who also shine outside the Writing Lab as editors of *Paris/Atlantic*, *Hibou*, *Roaches* and *The Peacock*; contributing writers to all our student publications; winners of the Senior Capstone GPS award (3 in the past 5 years), SGA class reps, departmental student reps, yearbook staff. Bravo!

Our new website will be up and running soon, but please do visit and follow us on Instagram

LIBRARY

THE AUP LIBRARY ON INSTAGRAM: The library team invites all members of the AUP Community to follow us on Instagram. We have two Instagram giveaways for *tickets cadeaux* for Smith & Son, and later on from Shakespeare & Co. Please do follow us to get updates on library events and how to take advantage of our services. Following us on Instagram will enable you to understand that the library is a lot more than just books!

For further information on following us on Instagram please go to [@aup.library](#)

CONSULTANT ERIN STALBERG ANALYZED THE LIBRARY COLLECTIONS: On Thursday October 26th Hannah Westley shared library expert Erin Stalberg's report with faculty. Associate Director of Collections at MIT, Erin made some important suggestions for moving forward with the collections, but one that the library team really likes is the call for a 'Library Advisory Committee' with members of the faculty, student and staff bodies. We will be looking for forward-thinking and open-minded members of the community desirous to shape future services and collections.

THE ATRIUM: As you have seen over the last two semesters, the Library has opened up the Atrium space to more informal usage. Previously used as an informal study area, the Atrium is now becoming a hybrid space allowing for multiple activities. Any person wishing to organize an event in the Atrium needs to know that the space may be devoted to simultaneous usage, with a special focus on student activities. While it has the look and feel of the Library, we will be looking into new ways of arranging the collections, thus allowing for more activities.

NEW TRIALS:

- Starting this Fall we have added a new film platform called [Films on Demand - Infobase](#)
- [Understanding Shakespeare](#) is one of our new trials with JSTOR eBooks.

For further information on our new trial check: <https://library.aup.edu/trial>

YOUR RESEARCH SKILLS: Whether you are a new faculty or staff member, the library team is here to help you understand the new online collections, the streaming videos available, and the leisure eBooks collections with audiobooks and more! This fall come and brush up your skills by scheduling a meeting with [LibCal](#).

TEACHING, LEARNING AND FACULTY DEVELOPMENT

The Teaching and Learning Center (Russell Williams, Ruth Corran and Brenda Torney) is delighted to support your pedagogy this new academic year. We continue to strive to provide a forum for addressing the challenges and sharing the joys of teaching and learning at our institution. We started work before the start of semester, organizing our regular orientation day for all new CDI and CDD faculty on August 30 – many thanks to all faculty and staff who continue to support this initiative.

In addition to connecting all new permanent faculty members with mentors outside of their departments, the TLC has instigated a lively series of lunchtime discussion sessions. So far this semester we have held two lunches: on September 10, an engaged group of twenty faculty members reflected on the challenges of the first week of teaching. On September 26, the group was joined by Kevin Dixey and Rachel Webber to consider how the AUP classroom might have changed post-pandemic.

We will continue our fortnightly workshops as the semester continues. October will be a particularly busy month. Here are some dates for your diary:

- **October 10, 12h10, Q709**, a TLC lunch where we'll be comparing notes about what has worked, and what might not have worked quite so well in our classrooms so far this semester

- **October 15, 17h00, C104**, we'll be welcoming Geoff Gilbert and Jeff Gima who'll be speaking about and inviting participation in the AI@AUP initiative
- **October 16, 12h10, room TBC**, we'll be hosting a special TLC lunch with a workshop on Wiki editing for teaching led by Caitlyn Monroe from the University of Northern Colorado. More details to follow!
- **October 23, 12h10, Q609**, we'll be welcoming Courtney Stombeck, Vice-President for Development and Alumni Relations who will be helping us think about fundraising and grant applications. More details to follow!

Please don't hesitate to get in touch with any of us (rwilliams@aup.edu, rcorran@aup.edu, btorney@aup.edu) if you have any questions at all. We'll be sending Outlook invitations for all of these events presently. The TLC will be in touch about new initiatives as the semester develops.

on AMICAL Connect, our member forum, to catch those and other discussions about [Open Education](#) and many other topics related to libraries, tech and pedagogy!

SELECTED RECENT EVENTS: Recent online events organized by AMICAL or with partner organizations:

- [Mastering research impact: A workshop for librarians](#)
- InfoLit MeetUp (Summer 2024) – Info Lit & Metrics Support for Faculty
- Applying evidence-based practice in your library
- Virtual Tuesdays (Spring 2023) – Collaborative insights! What are your current information literacy projects?
- [Campus-level responses to generative AI: An AMICAL panel & workshop](#)