OFFICE OF THE PROVOST
NEWS/UPDATES – FEBRUARY 2025

ACADEMIC AFFAIRS

GREETINGS FROM THE PROVOST:

Dear all,

I hope your semester is going well. It's our largest spring ever and, on top of that, it's been a very busy few weeks with campus visits. It's such a pleasure to meet the brilliant candidates who are interested in our university, so please keep your eyes peeled for upcoming research presentations, bearing in mind that a campus visit works two ways. In Academic Affairs, we have also been kept busy by late returning students – a disconcerting situation I will raise for discussion at Senate and at our next Academic Affairs Townhall. Sonya, Russell and I spent three days at the American University of Cairo with the Global Liberal Arts Alliance, where we had interesting discussions about the unusual challenges currently facing higher education with some of our counterparts from the thirty members of this organization. As always, it was fascinating to discover how many issues we have in common despite our differences and hopeful to see how solutions can often be found in partnership and community.

I look forward to our hybrid Senate on Wednesday.

Best wishes,
Hannah

FACULTY ACTIVITY REPORTS FOR 2024: FAR reporting remains an important moment to reflect upon your teaching, your university service and your professional activity, whether this is scholarly research or practice based. **FARs are due to your chairs by the 15th of March, and then due back to the Provost's Office 6th of May,** when everyone has had their FAR review with their department chair. We continue to prefill the accord service annexes based on the records at our disposal. Every CDI faculty, who is an accord adherent, simply needs to review the information and, if modifications are required, please insert the information into your FAR and we will review and respond back over the summer.

HIRING REQUESTS (2025-2026): As we prepare for the 2025-26 budget, department chairs are requested to submit their hiring requests for both CDI and CDD positions for next year by March 1st. CDI hiring requests are to run a search in 2025-26 to bring in a new hire as of the 2026-2027 academic year. Forms are available on the Department Chair/Program Director Resource page [here](#).

REMINDER:
- **CDD CLASS VISITS SPRING 2025:** Remember to plan for the class visits of our new CDD colleagues. As per the faculty manual they should be conducted in the beginning of the semester.
- **FACULTY SEARCHES:** We have eight ongoing searches this semester. Please look in your inbox for invitations to research presentations and other events with the candidates. Remember that together we can create a good experience for our potential future colleagues.

- **SUMMER 2024:** Registration is now open for all students. While the Admissions Office formally communicates about summer and helps with recruitment, personal networking and word-of-mouth always prove to be incredibly effective in extending AUP's reach.
- **MID-TERMS:** This is a reminder about AUP exam procedures to help reduce the possibility and/or temptation of cheating. While this policy focuses on the longer final exam timeslot, some elements can be used for regular testing or mid-term exams.

REGISTRAR'S OFFICE

SHORT UPDATES:

- **STAFFING UPDATES:** Kortney Nosakowski is now working on a part-time basis, focusing on the CAMS upgrade and on Registrar Office tasks. A search is underway for a newly configured Deputy Registrar position.
- **ACCRAO CONFERENCE:** Assistant Registrars Nicole Voo and Lauren Arnold will be attending the ACCRAO conference in Seattle, WA from Sunday, March 30th- Wednesday, April 2nd. Please reach out to them with any topics or best practices that your office would like them to explore in this setting.

FALL 2025 PRE-REGISTRATION DATES:

COLLEGE LEVEL	OPENS (10:00 AM)	CLOSES (11:59 PM)	NUMBER OF DAYS
GRADUATE STUDENTS	MONDAY 17 MARCH	TUESDAY 17 APRIL	1 MONTH
SENIORS (96+ CREDITS EARNED AT THE END OF SPRING)	MONDAY 17 MARCH	MONDAY 24 MARCH	8 DAYS
JUNIORS (64-95 CREDITS EARNED AT THE END OF SPRING)	TUESDAY 25 MARCH	TUESDAY 1 APRIL	8 DAYS
RETURNING VISITING STUDENTS			
SOPHOMORES (32-63 CREDITS EARNED AT THE END OF SPRING)	WEDNESDAY 2 APRIL	WEDNESDAY 9 APRIL	8 DAYS
RETURNING FIRST YEAR ABROAD STUDENTS			
FIRST YEAR STUDENTS (0-31 CREDITS EARNED AT THE END OF SPRING)	THURSDAY 10 APRIL	THURSDAY 17 APRIL	8 DAYS
LAST CHANCE REGISTRATION	WEDNESDAY 23 APRIL	WEDNESDAY 30 APRI	8 DAYS

The American University of Paris

2025-2026 SCHEDULE PROOFING TIMELINE: We are currently in the 2nd round of proofing for the Fall 2025 schedule. One more round of proofing will follow before the Fall 2025 schedule is published on Monday, March 3rd. Proofing for Spring 2026 will begin shortly. Please note the proofing timeline schedule below:

FALL 25 Proofing

- First Proof Sent to dept chairs: Friday, December 13th/Monday, December 16th
- First Proof due: Wednesday, January 8th
- Second Proof sent to faculty: Monday, January 20th
- Second Proof due: Monday, February 3rd
- Third Proof sent to dept chairs: Monday, February 10th
- Third Proof due: Friday, February 21st
- Publication: Monday, March 3rd
- Pre-Registration Begins: Monday, March 17th

SPRING 26 Proofing

- First Proof Sent to dept chairs: Monday, March 10th
- First Proof due: Friday, March 21st
- Second Proof sent to faculty: Monday, March 31st
- Second Proof due: Wednesday, April 9th
- Third Proof sent to dept chairs: Monday, April 14th
- Third Proof due: Monday, April 21st
- Final Proof sent to faculty before publication: Monday, September 15th (3rd week of courses)
- Final proof due: Monday, September 22nd
- Publication: Monday, September 29th
- Pre-Registration Begins: Monday, October 13th

- First Proof sent to department chairs and Andi: Monday, March 31st
- First Proof Due: Wednesday, April 9th
- Second Proof sent to department chairs and Andi: Monday, April 14th
- Second Proof due: Monday, April 19th
- Final Proof sent to faculty before publication: Monday, September 15th (3rd week of courses)
- Final proof due: Monday, September 22nd
- Publication: Monday, September 29th
- Pre-Registration Begins: Monday, October 13th

SSO (SINGLE SIGN ON) FORMSTACK: As part of improved IT security, AUP updated Formstack as of 31 January to use single sign-on via AUP NetID, rather than using a separate login and password as has been required.

Faculty and staff who review student academic forms (approving or denying specific steps) may still access the forms via the email links in the same manner as before. However, they now also have the option instead to log into Formstack with their AUP NetID. Logging in with personal NetID will allow users to see a dashboard of all forms pending their review, grouped by form type. The Registrar's Office is also working to include the student's name on each form for easier navigation.

Individual accounts have been created for administrative users who build and manage forms so that moving forward, each user can access Formstack via their AUP email address. We are working to update user access and permissions in the coming weeks.

If there are any issues or you are not able to login, please direct any inquiries to **larnold@aup.edu** or **brizkallah@aup.edu**.

ELECTRONIC DIPLOMAS: Last year, we successfully moved to the adoption of electronic diplomas provided by Parchment. AUP graduates now receive not only a paper AUP diploma as before but also have access to a digital blue-ribbon certified diploma. Additionally, we have begun using DocuSign for our RNCP certificates, so we now offer students a digital version.

THE GRADUATE PROGRAMS' OFFICE

The Graduate Programs Office is in the process of hiring a new Graduate Student Support Coordinator to replace Tara Raye Myer who is now an Admissions & Recruitment Counselor - Graduate Focus.

ACE: CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

NEW HIRE: ACE is delighted to welcome Loren Wolfe to the academic advising team. Loren has taught EN courses for us, and now is coming on full time in ACE where, after she has had time to settle in, she will be working with the

Department of Economics and Management as well as seconding Michelle Hwang with our First Year Abroad students.

REASSIGNING ADVISEES: Faculty advisors, please be aware that we are doing everything we can to reassign advisees who have requested a change or who have changed/declared majors before preregistration advising begins. As many of you are aware, this is a fraught and delicate task, so please be patient. We would like to be able to move the advisee's degree worksheet to the new advisor once the change has been made if the student has not changed majors, so do please ensure that your degree worksheets are uploaded to your Teams channel so that we can make the switch for you.

OFFICE OF INSTITUTIONAL RESEARCH, ASSESSMENT, AND EFFECTIVENESS

The IR Office has been working on revising and streamlining the processes of data collection, data storage, assessment, and reporting. We have redesigned the templates for syllabus, course assessment, and department report. We have requested a new license for the course evaluation system that we constantly encountered challenges with over the past year and will be able to improve the user experience shortly. We are also in close collaboration with relevant units to develop KPIs and create policies and procedures that are required by the Middle States Accreditation but currently missing.

LIBRARY

BLACK HISTORY MONTH: It is black history month on campus and, like every year, the Library is collaborating with the students to propose a set of books, films, podcasts in English and in French and more. For more information visit our page!

COLLECTION DEVELOPMENT POLICY: The library will be sharing this month its collection development policy, after approval from the AUP Leadership Team. The spirit of this new policy is to host a living and dynamic print collection, something less permanent, but always in support of the current teaching and learning needs of the AUP community. The policy will be the framework of the types of physical collections that will be stored in the Quai and the further development of the already rich and strong collections of online resources.

LIBRARY COLLABORATION INITIATIVES SPRING 2025:
- **THE 3RD FESTIVAL DE BD:** Professors Caroline Laurent and Franck Andrianarivo and the library team are coordinating this spring's third festival of BD. This year's topic will be around the African graphic novels. We are bringing two exciting authors and bedeistes to campus.
- **WRITING LAB PEER TRAINING:** Through Ann Mott's and Michael Stoepel's initiatives, the library has been involved in the Writing Lab peer tutors' training at the graduate and undergraduate level. The goal of this collaboration is to strengthen the tutors' awareness of research, existing resources and issues around academic honesty.
- **LIBRARY SPOTLIGHTS THE SCHAEFFER CENTER:** The Library opened a space in its web page to feature the Library Spotlight. This time we are featuring the **Schaeffer Center Spring Fellowships**. Students applying to the fellowships can reinforce their applications to the Center by working with librarians on their research skills and their awareness of the available resources that support their fellowship. For further information on the Schaeffer Center Fellowships click here. **Remember, you can be in our spotlight**!

SOCIAL MEDIA: Follow the AUP Library on Instagram

ACADEMIC RESEARCH CENTER (ARC)

ARC PEER TUTORING: The ARC tutors have started holding office hours this spring semester as of January 20th, 2025. Peer tutors are students who have previously excelled in their courses. They are here to help their peers with questions regarding their homework assignments and with reviewing course content before exams. These services are free of charge, and they are walk-in-based. Students can come to the 4th floor of the Quai Building at any time when a peer tutor for the subject they would like help on is present. The schedule can be found using this link: ARC-Link & Math Clinic Schedule Spring 2025.docx

We encourage you to share this schedule with all your students. For reading days, this schedule may change. However, it will be shared with you and all students on the last day of classes.

If you have a tutor for your class, they may have already contacted you about scheduling a class visit. This is so your students can be familiar with the tutor, the ways to contact them and their schedule.

If you have any questions regarding Peer Tutoring at the ARC, don't hesitate to reach out to 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 who completed the registration process before the start of the semester received these letters on January 13th.

ACADEMIC ACCOMMODATION WORKSHOPS: This semester, we are happy to announce we are offering workshops designed to support faculty navigating accommodations in their classrooms. We hosted our first Accommodations workshop of the semester: Accommodations: How They Work and Why We Need Them on Tuesday, January 28th. For those that couldn't make it, **we will host another workshop: Universal Design: Accessibility in the Classroom on Tuesday February 18th 12:30 – 13:30 in Q-609**. Bring your lunch and any questions about accommodations, we hope to see you then!

In addition to our workshops, we offer 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.

WRITING LAB: Every writer needs a reader, and AUP's Writing Lab is here to support our students -- from first year to graduate – across the disciplines and at all stages of the writing process. This term we are open from 10 – 18h, Monday through Friday, and our teams of undergrad and grad tutors are eager to work with you and your students. If you have not mentioned the Writing Lab on your course syllabus, please do so in relation to specific writing assignments.

In the coming weeks we will host several Combes lobby events, offer research workshops, and continue with our popular LNAPs (Late Night Against Procrastination) and Pizza and Papers evenings in the Quai.

We're happy to visit your class to make a brief presentation about our services. Or we can work with you to tailor in-class writing workshops. If you would like a WL tutor to visit your class at any point during the semester, please contact us. Your students are more likely to visit the Writing Lab after a tutor has made a presentation about our services, and we would be more than happy to tailor our presentations to fit your writing assignment.

TEACHING, LEARNING AND FACULTY DEVELOPMENT

The Teaching and Learning Center (TLC) met with the following new Faculty starters for the traditional orientation workshop before the start of the Spring semester: Louise Duflot (CMC), Kevin Franck (CMC), Nefeli Lefkopouloun (HP), Daniel Manjarrez (PHG) and Alessandra Trifero (CMC). A warm welcome to them all, and thanks – as ever – to the faculty and staff members who support the new faculty orientation process.

The final TLC event of last semester was a well-attended and interactive workshop on *Grades and Grading* led by Kassia Aleksic (CMC) and Friederike Windel (PHG). Watch for a follow-up event on grading right after the spring break – and just in time for midsemester grade reflections.

This semester, the TLC lunchtime workshop series kicked off with a back-to-school debrief. Geoff Gilbert (CLE) and Jeff Gima of AI@AUP joined us as faculty shared concerns and ambitions for Spring 2025 semester.

Last week we hosted a lively Experiential Learning brainstorming session with the participation of the GLACC committee. A follow-up lunchtime event, likely hybrid, will take place on Wednesday February 19th. These lunchtime Experiential Learning sessions are helping the TLC to plan for the AUP Retreat of April 2nd, the morning of which will be devoted to a deeper dive into this less well-known part of AUP's core curriculum.

Please don't hesitate to get in touch with us if you have any questions (Ruth rcorran@aup.edu or Brenda btorney@aup.edu rather than Russell rwilliams@aup.edu, who is on sabbatical this semester). And do join us at our informal lunchtime meetings.

Looking forward to seeing you at TLC lunch, or the AUP retreat on April 2nd.

AMICAL CONSORTIUM

Virtual Conference · 19–29 May 2025

AMICAL 2025

The conference for libraries, pedagogy & academic technology at international American universities

AMICAL 2025 - CALL FOR SESSION PROPOSALS ON LIBRARIES, TECH & PEDAGOGY:

The AMICAL Consortium will be running its annual conference this May as an online event, AMICAL 2025. Though several invited speakers will keynote, most of the program will be contributed by colleagues from AMICAL member institutions like AUP. Faculty or staff currently working on a project or challenge in one of the following areas are encouraged to consider submitting a proposal for a conference session about their work:

- Responses to & engagement with AI in teaching & learning
- Campus-level AI strategy & implementation
- Digital pedagogy & scholarship (incl. digital liberal arts, oral history, virtual exchange)
- Leadership in libraries, centers for learning & teaching, or academic technology
- Information & other literacies (AI, digital, data, media, etc.)
- Open education & OERs
- Library resources, services and technology
- Support for research & scholarship (incl. open access)
- Teaching writing & writing centers

Proposals should be submitted by February 13. See the Call for Proposals for more information.

SELECTED RECENT EVENTS:

- AMICAL Keeps Current: Teaching with AI – AI-assisted faculty and teaching librarians (co-facilitated by Michael Stoepel)

SELECTED UPCOMING EVENTS:

- Feb 5: OCLC WMS Acquisitions refresher demo
- Feb 11: AMICAL Representatives Forum
- Feb 12: Campus-level AI Initiatives Interest Group meeting

- Mar 11: Library Directors Forum
- Mar 12: Campus-level AI Initiatives Interest Group meeting