You are the backbone of this university

In This Issue...

Adjunct Spotlight
University News
Events
Athletics Update
Share Your Knowledge

“In learning you will teach, and in teaching you will learn”
- Phil Collins

Thank you for your continued hard work and dedication to our SLU students. As we move into another term, I encourage you to challenge, motivate and inspire. Since this is the last Newsletter of the year, I would like to wish everyone a happy and joyous holiday season. I pray that your time will be well spent with friends and family, surrounded in love.

Remember learning is a two-way street and it should happen through all of our interactions.

Duane Stephens
Director of Adjunct Relations
Adjunct Spotlight

Nathaniel “Blake” Davis, EdD, has been an adjunct professor (teacher) for Saint Leo University serving Lake City and Trenton campuses since 2009. Dr. Davis enjoys teaching at Saint Leo University for one primary reason, that he understands his students and the work required to achieve their goals, such as working, and raising a family while pursuing a degree.

Like the students he teaches, Dr. Davis earned his AS, BS, and MS taking non-traditional classes (i.e. evenings and weekends) during his 20 years of military service. Dr. Davis is also a Committee Chair for Nova Southeastern University’s Applied Research Center; guiding doctorate students in completing their research and Applied Dissertation. Dr. Davis enjoys being with family and traveling to new areas.

University News

From the Office of the President

Maribeth Durst makes important announcement

Dr. Maribeth Durst, vice president of Academic Affairs, has made the decision to retire at the end of the 2014-2015 academic term. During her more than 35 years at Saint Leo, as both an administrator and professor, Maribeth has educated thousands of students and provided sound leadership to our academic programs and faculty. She will be missed.

Once this transition takes place, please be assured that Academic Affairs will seamlessly continue the good work that Maribeth has initiated. My intent is to appoint an interim vice president next spring and allow the next university president to hire someone on a permanent basis. Through it all, I am confident that Saint Leo’s commitment to be the leading Catholic teaching university of international consequence for the 21st century will remain steadfast.

Please join me in wishing Maribeth all the best in her retirement. No doubt she and her husband, Chuck, have a long list of trips to take, as well as a grandchild to play with, friends and family to visit, and many beaches to enjoy.

Sincerely,
Saint Leo University welcomes new partners

Saint Leo University has established articulation agreements with colleges and universities in Florida and other states where the university has a presence. These contracts define which courses from one institution will be accepted by the second institution for transfer credit at the graduate level, or as adequate preparation for graduate-level study.

Polk State College is new articulation partner

Over the summer, Saint Leo University and Polk State College in Winter Haven signed an articulation agreement that allows Polk graduates who want to pursue graduate work in criminal justice or business administration to attend Saint Leo.

The agreement also allows Polk associate degree holders to enroll at Saint Leo and take upper-level undergraduate courses leading to a bachelor’s degree in psychology or accounting.

Polk State College, established in 1964, is a multi-campus institution serving more than 20,000 students with Bachelor of Applied Science, Bachelor of Science, Associate in Arts, and Associate in Science degrees, as well as a wide range of certificate and workforce training options. The college also operates three charter high schools.

Three new corporate partners join forces with university
Saint Leo has corporate partnerships with municipalities, businesses, and organizations in the Tampa Bay area and in other states. Partner companies’ employees receive certain benefits to help them continue their education, including discounted tuition and application fee waivers. Saint Leo University recently welcomed three new corporate partners:

**Cox Enterprises**
A leading communications, media, and automotive services company headquartered in Atlanta, GA, Cox Enterprises’ revenues are nearly $16 billion. The company employs more than 50,000 people, and Saint Leo’s agreement is for Cox employees in Virginia. Susan Craft, associate director of admissions, is the partner relationship manager.

**Florida Medical**
Florida Medical provides patient care to area residents in multiple locations throughout Hillsborough and Pasco counties. The company employs approximately 1,200 people in the greater Tampa Bay region. Glenn Sanchez, assistant director of graduate admissions, is the partner relationship manager.

**Haines City**
Haines City, with a population of approximately 21,000, is the third most populous city in Polk County, FL. It is part of the Lakeland-Winter Haven Metropolitan Statistical Area. Incorporated in 1914, the city employs 250 people and operates under a commission-manager form of government and provides numerous services to its citizens, including public safety, streets and highways, culture-recreation, public improvements, sanitation, planning and zoning, and general administrative services. Alena White, Lakeland Education Center director, is the partner relationship manager.

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**Presidential search webpage**

The search for the next Saint Leo University president is well underway. If you would like more details, this webpage has been created and will be updated appropriately in the weeks to come: [www.saintleo.edu/presidentialsearch](http://www.saintleo.edu/presidentialsearch).
If you have questions or comments, send an email to Dennis Barden and Karen Goldstein via SaintLeoPresident@wittkieffer.com.

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**Saint Leo University Dress Code Policy**

An employee’s dress and appearance shall be appropriate at all times to give a positive impression of the University. All employees are required to practice good grooming and personal hygiene. Employees, in conjunction with their supervisors, may use their judgment regarding appropriate dress as determined by their schedule of activities and duties. University expectations will not conflict with applicable federal or local statutes, including those prohibiting discrimination based on national origins or religious belief.

Appropriate Dress: The University wants Saint Leo administrators and staff to feel comfortably dressed at work, yet appropriate for an office environment. Greeting important visitors often requires suit jackets and ties, dress suits or dresses for women. Examples of appropriate dress include slacks, blouses/shirts, skirts, shirts with collars, khakis, dresses, polo and cotton shirts. Clothing that is not appropriate for a professional office environment includes jeans (may be allowed when short term manual work is being performed), tee shirts, beach sandals, any sandal resembling a —flip flop, beach wear, halter tops, shorts, and athletic attire (Coaches and trainers in Athletics are asked to adhere to this policy when outside of performing their playing/training duties). On Fridays and when appropriate, more casual professional attire is fine. All supervisors shall inform current employees and orient new staff members to specific departmental guidelines for dress.

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**From Saint Leo University Technology Services**

**Downtime reminder**

Due to required maintenance, the Colleague system and eLION will be unavailable every Friday evening, from 6 to 7 p.m. We apologize for any inconvenience these periods of downtime may cause.

**Security Facts**

- Your Saint Leo University ID is just as important as your Social Security Number. Protect it!
- 600,000 accounts are compromised everyday on Facebook alone.
- A 7 digit password, both uppercase and lowercase characters takes about 3 years to crack.
Your online reputation can get you hired…. and fired! Keep it classy.

**Have tech questions?** Call U.T.S at, (352) 588-8888

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**Important information about Ebola**

*What can colleges and universities do to keep people on campus safe from Ebola?*

Ensure that student health center staff are aware of exposure risks, signs, and symptoms of Ebola and are prepared to follow recommendations in the CDC Health Advisory.

With the Ebola virus now emerging in the United States, the Health and Wellness Center at Saint Leo University would like to keep you informed.

**Guidelines for Evaluation of U.S. Patients Suspected of Having Ebola Virus Disease**

- Provide Ebola education to all people who have recently arrived from countries where outbreaks are occurring, covering the following topics:
  - Self-monitoring for symptoms
  - Reporting procedures for those who develop symptoms
  - Importance of immediately reporting symptoms and staying separated from other people as soon as symptoms develop


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**events**

Please submit any events happening at your center to: Adjunct.Faculty.Relations@saintleo.edu
Saint Leo Day with the Bucs

Over 130 alumni, students, faculty, staff, and friends enjoyed some NFL football action at Raymond James Stadium on Sunday, October 12.
The Saint Leo Community Memory Project

To celebrate and commemorate Saint Leo’s 125-year history, the university’s History Program invites you to share your Saint Leo Community memories through photos, anecdotes, and memorabilia.

The purpose of this project is to gather memories from people from Saint Leo University and the larger Saint Leo, Florida community (nuns, monks, former monks, current and former professors, former students, residents of Saint Leo, San Antonio, and Dade City, and neighboring towns).

Contact Heather Parker, associate professor of history, at (352) 588-7894 or heather.parker02@saintleo.edu to schedule a time to bring in your photos and/or memorabilia and speak with us about your memories related to Saint Leo and its surrounding communities.
Great discounts on Howl-O-Scream tickets for Saint Leo employees

Save over 55% on your Busch Gardens Howl-O-Scream* tickets!
Employees can purchase tickets online from “TicketsAtWork” and print right from home!
https://www.ticketsatwork.com/tickets/?company=SAINTLEO

* Howl-O-Scream is intended for a mature audience.

For more information, contact Sara Golden, benefits coordinator, at (352) 588-8119 or sara.golden@saintleo.edu.

Sandhill Review continues to accept submissions for this year’s theme, “Friends and Enemies”

Saint Leo University’s literary magazine, Sandhill Review, continues to accept submissions of poetry, prose, drama, and art for the upcoming issue themed “Friends and Enemies.” Students, faculty, staff, and alumni are invited to submit.

The theme can be related to any aspect of your life that accentuates forged friendships and/or sworn adversaries. The chosen works will introduce us to harmonies and hostilities that thrill, electrify, rile, and ignite. The deciding factor for publication will be artistic originality and excellence. Send us your best works.
Deadline: November 1
Poems, Art, and Photography (2-4 works)
Prose and Drama (up to 750 words)

Email all submissions as attachments (word documents or JPGs) to:
sandhillreview@gmail.com.

For additional information, contact Gianna Russo, editor-in-chief, Sandhill Review, at (352) 588-8282 or gianna.russo@saintleo.edu.

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Saint Leo University joins area businesses with Movers for Military veterans drive, through November 7

For the second consecutive year, Saint Leo University will partner with Two Men and a Truck® and local schools, businesses, and veterans’ shelters in the Movers for Military community outreach program.

The Movers for Military program’s goal is to provide critical assistance to local veterans and their families who are in crisis. On Veterans Day, November 11, essential care items that are collected will be delivered to veterans living at local shelters.

The collection drive begins today on University Campus and runs until Friday, November 7.

There are six collection boxes placed in high-traffic areas around the campus. The distribution locations are:

- Donald R. Tapia School of Business lobby
- Marion Bowman Activities Center lobby
- Student Activities Building lobby
- Student Community Center Building lobby (upstairs outside Lions’ Lair)
- Student Community Center Building dining hall lobby (vestibule downstairs)
- Apartments 5 & 6 (fish tank lobby area)

The shelters’ wish list includes these items:
Veterans Day is a time to honor the courageous men and women who have proudly served our country. Join in celebrating and honoring heroes in the armed forces by donating items for your local veterans’ shelter.

If you have any questions or need additional information, please contact Kim Payne, University Communications, at kim.payne@saintleo.edu or (352) 588-7233.

Who’s Who Among Students” nominations being accepted through November 21

Many of our students have achieved remarkable accomplishments, and it is now time to recognize those individuals by nominating them for “Who’s Who Among Students in American Universities and Colleges.” In making your nomination, please consider upper class students whose academic standing, participation in co-curricular activities, and community service are superior in nature and exemplify Saint Leo University’s core values.

For more than seven decades, this national program has honored outstanding campus leaders annually for their scholastic and community achievements. There is no cost (or membership fee) to the nominated student. The university, however, is limited to 150 nominations, and it is important to obtain accurate nomination information. Therefore, nominations will only be considered for individuals with the following information: First Name, Last Name, Student ID, Email Address, Street Address, City, State, and Zip.

The deadline for nominations is November 21. University Campus student nominations should be emailed to Janet VanGuilder, senior coordinator for Student Services, at janet.vanguilder@saintleo.edu. Education Center/Online student nominations, should be
Veteran Student Services Presents: Core Values Essay Composition Competition

In the spirit of our core values, the Office of Veteran Student Services, in collaboration with Academic Affairs, Department of English, Humanities, and Fine Arts, is proud to announce a friendly competition among our active duty and student-veteran population. The Core Values Essay Composition Competition encourages student-veterans to write a personal essay of an active duty experience that highlights one, two, or all of our core values of excellence, community, respect, personal development, responsible stewardship, and integrity.

The Essay Competition Guidelines are as follows:

- The composition should be a true, first-person account of an experience in service that highlighted or exemplified one or more of the core values. The essay should be well-developed and detailed, and should effectively describe the core value(s). We are looking for writing that is heartfelt, authentic, and puts us in the moment with you.

- The essay should be 750-1500 words (include word count at end of essay).

- Use the MLA format (including Works Cited page if citing already published material).

- Submit essay via email as a Word doc attachment (directly or via Center Staff).

- Email heading should read: CVCC Submission.

- Send to: VSS@saintleo.edu by December 12.

- Prizes: The entries will be reviewed over the holiday break, and the winners will be announced in February. The winning entries will be read during the “Focus on the Nation” event at University Campus, and the following prizes will be awarded.
Student First Prize:
- $250 Travel Stipend to Walt Disney World, FL
- Two nights’ stay at the Shades of Green Military Resort*, Orlando
- Saint Leo University Veteran Student Services laptop carrying case
- Saint Leo University Veterans Student Services camouflage hydration system
- Saint Leo University Veteran Student Services coffee mug
- Saint Leo University dog tag
- Essay will be highlighted university-wide

* Shades of Green is a resort for veterans, active duty military, and their families on Walt Disney World Resort property. They offer ADA compliant rooms and discounted tickets to the Walt Disney World parks. For more information, visit [http://www.shadesofgreen.org](http://www.shadesofgreen.org).

Student Second Prize:
- Saint Leo University Veteran Student Services laptop carrying case
- Saint Leo University Veteran Student Services coffee mug
- Saint Leo University dog tag
- Essay will be highlighted university-wide

Student Third Prize:
- Saint Leo University Veterans Student Services camouflage hydration system
- Saint Leo University Veteran Student Services coffee mug
- Saint Leo University dog tag
- Essay will be highlighted university-wide

The location (Education Center, COL, or University Campus) in which the winning student is enrolled will also receive a retractable sail sign (approx. $250 value, depending on graphics).

For more information, contact Tedd “Gunny” Weiser, interim director of Veteran Student Services, at (352) 588-8234 or vss@saintleo.edu.
Announcing spring study-travel tour on the history of psychology to Germany and Austria

Dr. Maureen Mathews, assistant professor of psychology in the Virginia Region, will lead “The Masters of Psychology” tour to destinations in Berlin and Vienna from March 13 to March 22, 2015. Faculty and staff may join, and psychology majors from all locations are encouraged to participate. Dr. Mathews is offering a three-credit course in Virginia in conjunction with the tour. Travel (expect some airline and government taxes) will cost $3,000 from Tampa. Those who place a deposit of $500 by November 1 will receive a free dinner in Vienna.

For more information, contact Dr. Mathews at maureen.mathews@saintleo.edu
Athletics Update

Laura Carstens and Rafal Matuszczak claim SSC weekly honors

Women’s soccer’s Laura Carstens was named SSC Defensive Player of the Week and Rafal Matuszczak took the SSC Men’s Cross Country Runner of the Week award when the Sunshine State Conference announced its weekly honors.
Both Saint Leo soccer teams appear in Division II national rankings

Saint Leo men’s soccer climbed one notch to No. 3 in the nation, while the women’s soccer team broke into the coaches poll in the No. 23 spot.

Saint Leo men’s hoops to host CBS Sports Network televised game at Marion Bowman

Saint Leo’s men’s basketball game against Lynn University was selected to be part of CBS Sports Network’s package of nationally televised games during the 2014-15 season. Read the complete release.

Women’s basketball unveils its complete 2014-2015 schedule

Coming off the most successful season in program history, Saint Leo women’s basketball released the schedule it will face in 2014-2015 as it strives toward a second straight appearance in the NCAA Tournament. Read the complete release. Complete 2014-2015 schedule.

Be among the first to get Saint Leo Athletics scores and updates

Follow the Lions wherever you go! Sign up for score alerts from Saint Leo Athletics by email and through the Athletics app on your mobile device. Register online today!

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Share your Knowledge

The following message is from Dr. Maureen Mathews, Regional Academic Director (RAD) and Certified Peer Observer (CPO) for the Virginia Region…

You may have heard or seen information on the newly revised peer observation process. In the near future, you may receive an email from a CPO (Certified Peer Observer) requesting an opportunity to visit your class in the upcoming terms. Each CPO has participated in extensive training to ensure quality evaluations of your classes and is trained to promote collegial discussions with you about teaching. The CPOs will evaluate instructors across the university and are randomly assigned to these observations. The new process is organized in such a way that the emphasis is on collaboration and enhancing discussions regarding best teaching practices across schools and disciplines.

The new process involves three steps: Pre-Observation, Observation, and Post-Observation. It’s important to note that you are an active participant in this process and will be asked to complete a Pre-Observation form prior to the CPO’s visit to your chosen class and a Post-Observation reflection in which you are allowed to examine and explore your teaching. The Pre-
Observation form is intended to give the CPO context regarding your class and teaching. You will arrange for the CPO to attend a class of your choosing and will work with the CPO to coordinate this. The Post-Observation reflection gives you, the teacher, an opportunity to think intently about how you teach. This will provide opportunities for informative and intentional discussions during your Post-Observation meeting. Finally, the CPO will visit your class at a later date for a brief, informal observation so that the dialogue remains open in regards to your teaching practices.

This email is intended to clarify basic information about the new peer observation process. If you find you still have questions regarding the process, please contact Dr. Mary Spoto, the Dean of the School of Arts & Sciences at mary.spoto@saintleo.edu.

Note from the Office of Disability Services

To all Adjunct Professors:

The Office of Disability Services sends letters of accommodations to you in the beginning of each term. Along with this, for those on the main campus, we ask for the exams to be sent to our office either in person or through email so the students are able to take their exams with the allotted extended time. Having the student pick up the exams in front of the class only makes public the disability and cuts the time off from their exams. Please read your emails for the notifications of the tests and send the exams to the ds-proctoring@saintleo.edu email address. This is VERY important!

Thank you for your support of our students,

Chris Georgallis
Assistant Director of Disability Services

Continuing Education Resources

To access Continuing Education manuals and resources, go to the SLU Intranet, select Continuing Education at the top, and then select Continuing Education Resources in the left column navigator. A number of documents are posted in folders. For example, in the Academic Advising Tools folder, you will find the Academic Advising Handbook as well as a New Student Checklist to use when advising students. You will also want to review the other documents posted in this folder. The Continuing Education Operations Manual is also available in another folder. If you have any questions about any of the resources or need additional resources, please email Beth Carter.
What do you do that is working really well in the classroom? How did you reach that student who just did not seem to get it? How do you effectively utilize technology in your teaching?

We would love to publish your success stories in the Adjunct Faculty Newsletter. Please submit a paragraph or two: Adjunct.Faculty.Relations@saintleo.edu