

Chairs, Associate Deans, and Deans,

With a goal of staying connected on internal governance issues, the Provost Office sends a monthly Roundup on the final Friday of each month to the internal university leadership.

Reminder about excused absences: While any university sponsored group *may* request that faculty “excuse” absences or modify test and assignment dates for their activity (e.g., club soccer, SMU polo team, mock trial) faculty are only **required** to honor requests that are approved by Associate Provost of Student Academic Engagement and Success (SAES) or University Chaplin. Please see the attached letter that provides a clear example of a supported activity. In the recent weeks, several faculty have reached out asking if they have to honor every student activity request. Our rule of thumb for approving requests that do not come from SAES, University Chaplin, Dean of Students, or DASS is the following: *if the student receives financial scholarship support to attend SMU for participation in the group, then we would approve a reasonable number of requests. If the student has an opportunity to advance their professional career or secure a future job, then we would approve a request.* All other requests could/should be treated like any other unexcused absence and faculty should not feel that they have to honor all of them. Again, if faculty want to be consistent they can request that the student or the organization contact academicsuccess@smu.edu to request a review for the planned activity.

Non-tenure track faculty promotion guidelines. University policy requires that we have posted clear guidelines on how non-tenure track faculty can be promoted at the different levels (e.g., criteria, process, guidelines, timelines, etc.). For Schools/Colleges that do not yet have guidelines in place, last spring 2022, we invited each School/College to start working on their guidelines and to set their own internal timeline in place. Many deans have established the end of spring term 2023 as an internal goal. Provost Faculty Fellow for Equity and Inclusion, Kiersten Ferguson, generated the attached inventory of NTT promotion guidelines at our peer/aspirational schools, which includes hyperlinks to all posted guidelines at these universities and can be useful models in your generation of NTT promotion guidelines. Please note that the vast majority develop these guidelines at the School/College level; only one university developed guidelines at the department level. If you would like a consultation for getting started with, or for refining, your guidelines, please reach out to facultysuccess@smu.edu.

The Office of Engaged Learning has three brief announcements:

- OEL is accepting faculty applications for the [Summer Research Intensive](#). The SRI program matches funding for up to two (2) Undergraduate Research Assistants per faculty mentor. The students may work up to 30 hours per week during the summer. Students are expected to attend weekly professional development workshops and symposia.
- Registration is open for the [Undergraduate Poster Session](#) (March 21) during **Research and Innovation Week**. Any undergraduate student is eligible to present their research and compete for prizes. Please encourage your students to sign up by Friday, March 10.
- [Research Experiences for Undergraduates](#) (“REUs”) are paid summer internships where students can work with faculty on research projects. These programs are funded by the National Science Foundation. Our site lists REUs taking place at SMU (Data Science and Mathematics) as well as recommended programs from our partners. There are numerous programs across the country, which can be found on the [NSF website](#).