

Department 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.

Faculty Position Requests: Discussion Upcoming in May. Based on feedback from faculty and administrators, we have shifted the discussion for decisions about faculty positions from summer to mid-May. As with the last three years, these decisions will be made as part of a collaborative discussion among deans and the Provost using insights from each School/College, as well as drawing on 8-year longitudinal trendlines across faculty lines, student credit hours, growth/decline in majors and minors across undergraduate and graduate programs, and overhead recovery/research expenditures (in relevant areas). A shared template for faculty position requests has been shared with deans and is attached here. For further questions, please reach out to your deans' offices.

Important Policy Revisions. Please be aware of two policy revisions underway. The first, [2.11 Guidelines for the Award of Rank and Tenure](#), has been reviewed by the Provost Office, deans, Faculty Senate, and the Office of Legal Affairs. It will soon include an option for expedited internal review in cases of counter-offers for current faculty. The second, [2.3 Faculty Ranks, Academic Titles, and Voting Rights](#), will be reviewed over the summer to ensure equity across all professional and teaching faculty lines, such that they offer the same number of promotion steps. Revisions will go into effect on or before August 1, 2024. Questions or concerns can be sent to the Office of Faculty Success at facultysuccess@smu.edu.

Undergraduate Short-Term Leaves of Absence. In response to increasing faculty requests for help in determining if students should be excused from attending class and coursework for a defined period of time due to personal reasons, the Dean of Students will partner with the Associate Provost for Student Academic Engagement and Success to pilot a process to meet student and faculty needs starting in the fall. We would appreciate if a department chair or two would participate in the discussions this summer as we work through the process and guidelines for when a student might ask and receive an approved short-term leave of absence. If you or someone in your department would like to participate in creating this new process please email Sheri Kunovich by May 15 (kunovich@smu.edu).

Keep the community informed about faculty awards: Please let us know if you have received or have been nominated for an award – or if you have nominated an SMU colleague [at this link](#).

We welcome your suggestions for future areas to feature in the monthly roundup; email facultysuccess@smu.edu. You can [find past issues at this link](#).

2024 Template for Faculty Position Requests

1. Provide position number, position title (w/exact wording to be used in search), and department/unit
2. Provide information that contextualizes the request:
 - a. Include operational need information for meeting SCH goals. [Insert relevant UDS-provided data](#) of 8-year longitudinal enrollment trends by SCH, head count, and numbers of TT/NTT faculty.
 - b. Include information on how the position fills a disciplinary or research area. [Insert relevant UDS-provided data](#) on longitudinal research expenditures.
3. Provide differentiated workload information by appending the [Spring 2024 Standard Faculty In-load Form](#) specific to the department/unit.
4. Indicate cluster affiliation (if applicable): Earth Hazards; TEIL; Data Science; Urban Research
5. Describe the budgetary context:
 - If this is a *replacement* for a transitioning/retiring faculty, provide a) incumbent name, b) incumbent position number, c) incumbent salary; d) incumbent teaching load by # of courses taught and by total SCH annually; and e) incumbent disciplinary area. Indicate additional costs and/or cost savings anticipated.
 - If line is *vacant*, describe the current adjunct faculty load that will be replaced by # of courses and by total SCH. Indicate additional costs and/or cost savings anticipated.
6. Optional: Invite chair to provide local context, including how the position will meet university-wide and department-level goals (e.g., cluster hires, Common Curriculum goals, student retention goals, etc.)