

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 Leadership Fall Term Meetings Scheduled.** The Department Chair Half-Day Retreat, Chair Monthly Lunch-and-Learns, and Quarterly Associate Dean meetings have been scheduled. Please be on the lookout for calendar invitations in the coming days that confirm locations and topics for the following dates and times. Chairs are asked to attend a half-day retreat on Friday, September 22<sup>nd</sup>, from 8:30-12:00, and there will be 3 optional lunch-and-learn sessions on the third Wednesday of each month from 12:00-1:00 (September 20, October 18, and November 15). Associate Deans will meet quarterly from 10:00 to 11:30 on Thursday, September 21<sup>st</sup>, and Thursday, November 16<sup>th</sup>.

**Reopened Faculty-Staff Dining Room in Umphrey Lee Now Open.** We encourage you to have lunch at the reopened Faculty-Staff Dining Room in Umphrey Lee. It will be reserved Monday-Friday, 11:00-2:00. We'd like to thank Rob Frank and the Faculty Senate for their efforts in ensuring that we have this common space once again to join together over lunch on campus.

**Faculty Leave Request Form Moved to DocuSign.** As your faculty prepare their leave requests for the deadline of Monday, October 16<sup>th</sup>, we would like to bring your attention to the transfer of this form to DocuSign with auto- and conditional routing. Each faculty member will initiate the form and, for research leaves, attach their leave statement and CV. The form will then route to department chairs, who will add information about salary and attach a letter of support. Once signed by the chair, it auto-routes to the Provost Office to fill in prior leave information, then to the dean and Provost for approval. Access to the form can be found on this page [Faculty Governance and Policies](#). Note that this form is used for all types of leaves (e.g., parental, medical, administrative, research). The October 16 deadline is strictly for requests for research leaves taking place during the 2024-25 academic year.

**University Testing Center (UTC).** The 2022-23 academic year brought many exciting changes on the SMU campus, including a three-phased opening of the University Testing Center (UTC) in Clements Hall last August. During phase one, the center began providing accommodated testing services previously proctored by Disability Accommodations & Success Strategies (DASS). In Fall 2023, phase two will expand testing services to student-athletes during their sport's competition season, which necessitated the migration to test scheduling software from DASS Link to increase student group access. The new software will offer a comprehensive, streamlined approach for delivering additional academic testing and credit-by-exam services not only to SMU students but also to local community partners during phase three expansion in Spring 2024. Watch our new video overviews for students and professors to learn more about our new system. [Professors can schedule one-on-one consultations to be oriented to the new platform](#). The UTC is certified by the National College Testing Association (NCTA) and adheres to professional standards ensuring exam integrity and accessibility for both examiners and examinees.

**Access to Faculty Leadership Dashboards and Mailing Lists.** We have finalized rolling on all new associate deans and chairs into the relevant dashboards and mailing lists: Tableau, Academic Analytics, Watermark/Digital Measures and EvaluationKit. You can [visit this webpage for a full listing of all department chairs](#). In the coming weeks, we will reach out to new faculty leaders to schedule any trainings needed to access any of these tools. If you have questions, please reach out to [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu).

**Frances Anne Moody Hall Now Open.** [Frances Anne Moody Hall](#), the home of the Moody School of Graduate and Advanced Studies and the Office of Research and Innovation, has space available for meetings, conferences, events, social activities, etc. The first floor includes two classrooms, a 164-seat auditorium, and a large atrium. The second floor includes a conference room, seminar room, reading room, two hoteling offices, and two training rooms. Rooms can be booked now through [STABLE](#), but availability will be limited until after the Moody Hall dedication on September 15. For questions concerning room bookings and availability, please contact Karen Wray, Executive Assistant to the Dean of the Moody School, at [wrayk@smu.edu](mailto:wrayk@smu.edu).

**Encourage students to attend pop-ins and workshops on the Common Curriculum.** Please see the attached email that was sent to all undergraduates this week. The Office of General Education is hosting a series of pop-ins and workshops to help students learn how to satisfy the requirements, submit a petition, find a CC-tagged course, or use the Degree Planner tool on their [my.SMU dashboard](#).

**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](mailto:facultysuccess@smu.edu). You can [find past issues at this link](#).