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. Because SMU will be closed for the winter break on the final Friday of December, we are sending the December Roundup on an earlier timeline.

Important Updates to Generative AI Resources: Revised Syllabus Statements and Update on Turnitin Anti-plagiarism Tool. Attached please find a revised set of 3 options for all university syllabi for the spring term. These revisions were developed by the SMU Faculty Technology Council based on faculty input and on the ongoing changes in the AI landscape. These options will replace those currently in Simple Syllabus. As we constantly adapt to the changes in educational technologies, we also have an important update regarding our use of the Turnitin anti-plagiarism tool. Since last year, SMU has been participating in a beta trial of Turnitin's AI-based anti-plagiarism detection tool. However, as of December 31, 2023, SMU's temporary license will expire for this specific function of Turnitin due to its extremely limited success and negative track-record. You can read more here. Finally, please encourage faculty to attend a workshop on January 11th (10:30-11:30) examining generative AI's impact on teaching and learning, featuring OIT's Senior Academic Technology Services Director, Dr. Jennifer Culver. For details and registration, please see The AI Experience: Explore the Possibilities.

January Faculty Development Opportunities through CTE. SMU's Center for Teaching Excellence is hosting a *Spring Kickoff* event. This event will take place on **Friday,** January **12, from 9am-2pm at Moody Hall 125 and 126. It** will offer opportunities for collaborative learning and insightful workshops by distinguished faculty members including Spring 2024 CTE Faculty Affiliates Dr. Bivin Sadler (Statistics & Data Science) and Dr. John Potter (Lifelong Learning: Graduate Liberal Studies and Dispute Resolution), Dr. Beth Newman (English), and many more. This event will also provide faculty with the opportunity to connect with fellow faculty members, share experiences, and build a supportive network. Refreshments throughout the day and lunch will be provided. Please encourage your faculty to attend by circulating this RSVP.

Faculty Annual Review – Standard In-load Form in Year 2. As you conduct faculty annual review cycle for this year, all chairs/deans will have access to the standard faculty in-load report that was introduced last year. Associate Deans from each School/College are working with the Office of Faculty Success and University Decision Support to ensure all chairs have access to the Excel file for providing this information. For more information, reach out either to your dean's offices or to facultysuccess@smu.edu. Short information videos will be forthcoming in early January for new chairs or for interested faculty.

Standard Template for Adjunct Contract Letters Available for Spring 2024. The Adjunct Initiative Committee has collaborated with HR, Payroll, the Provost Office, associate deans, and department coordinators to develop a standard template for adjunct contract letters. The template was created by conducting an inventory of all current adjunct letters across the university and developing a clear and updated version that includes all required language. This standard letter is optional at this time and will be shared systematically with departmental coordinators and deans' executive assistants in December and January. The letter can be accessed through this shared Box folder: Sample Contract Letters and Templates. For more information, email facultysuccess@smu.edu.

Submit Undergraduate Retention Concerns via the Retention Alert Tool. The Office of Student Success and Retention invites you to use our Retention Alert (smu.edu/retentionalert) tool to share your retention concerns when you learn of undergraduate students who may want to leave SMU, temporarily or permanently. We strongly encourage faculty, staff, and family members to utilize this rebranded intent-to-leave reporting tool. Our dedicated team at Student Success and Retention or a partner office representative will actively contact students to provide academic and personal support services. Should you have any questions about this system, please don't hesitate to contact us at ssr@smu.edu.

Staff Compensation Study FAQ. The completion of the Staff Compensation Study was announced via email last week. The purpose of this study was to align salary ranges assigned to job classifications and pay grades with peer universities and top employers in the DFW region. Based upon Segal's recommendations and after careful consideration, the President's Executive Council approved a new compensation plan that will be effective January 1, 2024. Staff who work in your area might come to you with questions about any changes to their salary or title. Please know that any changes to salary or title will be communicated to individual staff by HR within the first two weeks of January. Staff who do not have any changes will also receive a letter explaining that there are no changes. Please visit these **FAQs** for more information, and refer any questions you receive either to this FAQ or to HR at **smuhr@smu.edu**.

Meet the Staff in ADSA and SASP. The Center for the Academic Development of Student Athletes and Student Academic Success Programs are hosting an open house on Thursday, January 11 from 9 to 9:30. We are inviting all faculty and staff who have questions about how these two areas operate or are simply curious about the space where all students go for academic support to drop by and have some breakfast and learn a little more. Please encourage your academic advisors and directors of undergraduate studies to stop by to learn more about our peer tutoring opportunities which is a great on-campus job for your academically engaged majors. An open invitation was sent to the campus community on December 18, and a second reminder will be sent on January 2.

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.

Spring 2024: Syllabus Statement Options Regarding the Use of Generative AI

Generative AI is not permitted in this course. The use of any form of Generative AI is not permitted in this course. The assignments have been designed to ensure that you personally develop and demonstrate the knowledge and skills associated with the learning outcomes laid out in the syllabus. To ensure that you can demonstrate ownership of the assignments you submit, you are encouraged to maintain clear evidence of your work (e.g., time-stamped drafts and notes; copies and links to source material). Any violation of these rules will be treated at the undergraduate level within

the SMU Student Honor Code and at the graduate and professional level within the honor codes found in their respective school policies. If there is sufficient cause for concern, an incident report will be submitted for review by the Office of Student Conduct and Community Standards.

Generative AI may be used with appropriate attribution. You may use Generative AI tools for productivity in this course. In class, we will cover how Generative AI is used within this discipline, including how to navigate its potential uses and abuses, how and when to attribute sources, and other developing topics. When using Generative AI, follow these parameters:

- Take responsibility for the content (e.g., written and digital/interactive media assignments and project). AI can produce content that contains inaccurate information, offensive language/images, and biased or unethical representations. What you submit is your responsibility across these dimensions.

- Provide clear attribution of your sources. Any assignments that utilize Generative AI without attribution per the guidelines shared in this course can be seen as potential academic dishonesty and treated at the undergraduate level within the SMU Student Honor Code and at the graduate and professional level within the honor codes found in their respective school policies.

[**Write-in Option**: Faculty can choose to create a separate statement regarding AI use here.]