

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.

**List of faculty searches approved for AY 23-24.** Attached find a full list of all approved faculty searches for the upcoming year by school/college. A total of 57 lines were requested and 61 approved; 15 searches that were either deferred or incomplete from last year also will roll over for a total of 76 approved searches in the year ahead. All administrative support staff have been invited to a half-day workshop in early August that will cover the process improvements to faculty searches. A new web page with short 2-5-minute video tutorials will also launch in August to provide faculty search committee chairs with clear guidelines on how to streamline faculty searches based on improvements implemented this summer, which include digitized paperwork and standardized record-keeping. For more information, reach out to [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu) or join for a Q&A touchpoint meeting on Friday, August 11<sup>h</sup> from 9:00-10:00 at this Zoom link: <https://smu.zoom.us/j/4476337190>

**Academic changes: 2-page overview of timelines and requirements.** Academic changes at the program (major, minor, degree, or certificate) level are potential “substantive changes” that require approval at multiple levels before they can be implemented or placed in the catalog. Most changes require approval at the college or school curriculum committee level, the EPC (Educational Programs Committee) level and the Provost. Proposals for the EPC must be submitted at least three weeks prior to the meeting in which the changes are to be reviewed ([see meeting schedule and details here](#)). The attached 2-page summary provides a summary of the most common types of changes, along with the approval chain required, and the approximate timeline for these approvals. If you have questions about the EPC or the approval process, or you have questions about any action that does not appear in the 2-page summary, please contact Associate Provost for Institutional Planning and Effectiveness, Dayna Oscherwitz at [oscherwi@smu.edu](mailto:oscherwi@smu.edu).

**Staff who teach: Planning for the fall and spring terms.** For the **fall** term, to maintain academic continuity for the upcoming fall term and to stay consistent with prior agreements made with staff colleagues on campus who have been asked to teach during regular business hours, we ask that the supervisors work with those individuals and the appropriate Department Chair to generate an [Alternative Work Schedule](#) for the fall term – by August 15<sup>th</sup>. In planning for the **spring** term, we need to gather more information about the depth and breadth of the impact on particular courses that are routinely taught by staff in their capacity as adjunct faculty. To help gather necessary information on impacted areas, please [provide us with information through this brief survey](#) to start planning now for the spring term. Responses by Friday, August 11<sup>th</sup> are appreciated.

**Inclement weather and emergency operations guidelines: Evergreen webpage.** Thanks to the collaborative efforts of several associate deans and department chairs, we now have an [evergreen webpage that provides clear information about how inclement weather and emergency situations](#) will be handled. This website does not replace or change our current policy 9.12; rather, it provides clear operational guidelines that specify how approaches differ at the undergraduate course level, graduate and professional programs within each school, and fully online graduate and professional programs. In the case of class cancellations in the future, this page will serve as a key site for offering guidance for students, faculty, and staff. For any questions not covered in this webpage, reach out directly to your deans’ office through the associate deans for academic affairs.

**Administrative support staff half-day workshop.** All administrative support staff (Department Coordinators and Executive Assistants) have been invited to a workshop collaboratively hosted by Human Resources, the Payroll Office, and the Office of Faculty Success on Tuesday, August 8<sup>th</sup> from 8:30-12:00 in the Collins Executive Education Center. Topics will cover refreshers and changes to business processes associated with payroll, I-9, new faculty paperwork, credential e-forms, and the faculty search process. Please encourage your colleagues to join as we build a stronger infrastructure for the business processes that impact all of us. For more information, contact [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu).

**Keep our 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](#).