

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.

Generative AI: Syllabus Statement Builder. SMU is excited to announce a new tool to help faculty build required syllabus statements in their course guidelines about appropriate AI use. Your feedback is crucial to the success of this tool. Please try out the tool by clicking [HERE](#) then share your thoughts in one of these two ways:

1. Emailing: Please send suggestions to facultyysuccess@smu.edu
2. Participating in a Focus Group: Join our Zoom call on Monday, July 8th from 12-1:00PM (Zoom link: [HERE](#)) <https://smu.zoom.us/j/4476337190>
3. Feel free to share the survey link with your faculty and colleagues over the summer. Thank you for your support.

AY24-25 Common Curriculum Student Assessments. As faculty are teaching summer classes and preparing classes for the Fall, we wanted to remind everyone that the Office of Institutional Planning and Effectiveness (IPE) will be collecting student assessment work in the 2024-2025 academic year for the following Common Curriculum components: Creativity and Aesthetics (CA), Historical Contexts (HC), Literary Analysis and Interpretation (LAI), Philosophical, Religious, and Ethical Inquiry (PREI), Community Engagement (CE), and Civics and Individual Ethics (CIE). All SMU faculty teaching courses with these components in May 2024 through Spring 2025 are required to submit student work that demonstrates attainment of the skills associated with each component. Faculty members teaching courses carrying these components will receive an email survey from the Office of Institutional Planning and Effectiveness just after the census date in the Fall and Spring terms. This survey is used to gather information about the type of assignment the faculty member will use to assess student learning. Based on the results of this survey the IPE Office will send detailed instructions to each faculty member about how to submit their students' assessment work. During the summer and interterms, faculty will receive instructions for submitting assessment work via Box upload. Please make sure that all new faculty in your departments know whether their courses carry Common Curriculum components, know where to locate the Common Curriculum rubrics, and understand that they are required to assess those components in their courses. If you have questions about Common Curriculum assessment or about documenting curricular improvements, please contact Dr. Dayna Oscherwitz, Dr. Yan Cooksey, or Dr. Brooke Guelker in the Office of Institutional Planning and Effectiveness.

Faculty Searches. Letters confirming the faculty positions that have been approved for AY24-25 will have been sent to all deans by Friday, July 5th. Box folders and Interfolio templates will also have been set up for these searches so that faculty can begin developing and submitting recruitment plans. Search chairs will need to confirm that all members of search committees have participated in the required SMU training, *Searching Intelligently*. For faculty search chairs and/or administrators, ten short 3-5 minute videos

have been created to explain all steps and aspects of the search process. All individuals on campus can access these videos at this Box link: [Search Workshop Videos](#). Feel free to share this link with other members of your committee, if they are interested in the business processes and logistics associated with faculty search and recruitment. For any questions or requests, please reach out first to your associate deans who serve as the liaisons within each school for matters related to faculty searches and coordinate regularly with the Office of Faculty Success to ensure iterative improvements to the search process.

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](#).

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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](#).