

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 tomorrow is a university holiday, we are sending today.

New and Expanded Faculty Awards Ceremony. Please join us in celebrating faculty across campus from every School and College on Monday, April 15 from 4:00-5:30 in the Grand Mack Ballroom. Refreshments will be provided, and both President Turner and Provost Loba will be providing remarks. This reception will feature Dr. Randall Griffin as this year's Faculty Career Achievement Award honoree. In addition, we have now expanded this ceremony— to also honor over 30 faculty who have achieved national recognition in their fields for an array of awards, fellowships, and honorifics in the past year. As faculty leaders in your communities, your presence at this ceremony will be invaluable in augmenting the importance of these exceptional achievements. We hope this addition to the ceremony will offer a strong annual tradition that helps elevate the visibility of faculty who have earned awards and provide stronger opportunities for building networks within our own SMU community. [Please RSVP here.](#)

Updates to the Institutional Planning and Effectiveness Website. The Office of Institutional Planning and Effectiveness supports academic assessment in the Common Curriculum and in academic programing, manages the academic program review process, oversees academic approvals, through the Educational Programs Committee (EPC), gathers and reports SMU graduate outcomes, including career placement and salary, manages the university's survey calendar and survey approval, and which promotes institutional compliance with Department of Education, SACSCOC, and programmatic accreditation. We are excited to share changes and additions we have made to our website to make the resources we have available to support faculty more meaningful and easier to find. Among the additions to our website are an [overview of the types of academic changes](#) and approvals that are possible, the approval chain needed, and the expected timeline, new, clearer, [easier to use, action-specific EPC forms](#), which require only the information specific to that type of approval, and [additional instructions and trainings](#) for both Common Curriculum assessment and [annual program assessment](#). We hope these materials will offer additional to support in faculty proposing academic changes and conducting meaningful assessment. Please always remember, if you have questions, or need additional support, you can email assessment@smu.edu for assessment-related questions or smuepc@smu.edu for Academic Approval or EPC-related questions.

The Academic Space Committee. The Academic Space Committee is a committee charged by SMU Provost Elizabeth Loba with reviewing academic space utilization at SMU and with making recommendations on policies, procedures, and processes that ensure optimal utilization of academic space. The Academic Space Committee, for example, works closely with SMU Facilities to conduct regular surveys of academic space utilization, and it reviews, revises, and proposes policies to ensure fair and effective utilization of academic space across the university. One key responsibility of the Academic Space Committee is to review any change to the use of academic space, such as changing a lab to an office, an office to a classroom, a classroom to an office, or other similar changes in utilization. Such changes must be proposed to, reviewed and approved by the Academic Space Committee before implementation. The [form to propose a change in the use of academic space](#) is available in STABLE and on the website for the Academic Space Committee. This form should be submitted at least one full year prior to any change in the use of academic space, in order to allow time for appropriate review and in order to allow time for adjustments in the use of related spaces that may be impacted by the change. Through these processes, the Academic Space Committee works to promote effective

utilization of academic spaces at SMU both ensures sufficient space for research and teaching and guarantees the university's financial outlook, since space utilization is a key consideration in determining the overhead recovery rate SMU can charge on grants and awards. For more information about the Academic Space Committee see: <https://www.smu.edu/provost/assessment/space>.

Review and Update of SMU Off-Campus Sites. In order to ensure compliance with SMU's Clery reporting requirements and with SMU's substantive change reporting requirements to the Department of Education and SACSCOC, SMU maintains an official list of off-campus instructional sites. The office off-campus site list is [available at this link](#). Because we recognize that off-campus instruction is dynamic, and may periodically change, we will be updating this list twice annually, to make sure it is current. Next week, all Department Chairs will be sent a Qualtrics survey asking each department to review the off-campus sites listed on the SMU list and provide any necessary updates. Updates can include removal of sites no longer being used, addition of new sites not represented on the list, and relocation of sites from one address to another. In addition, the SMU Police Department and the Office of Legal Affairs have requested more detailed information about all off-campus sites, including a precise street address (including building, floor, suite, where relevant) and precise dates and times of use, for sites that are only used periodically. Please be on the lookout for the Qualtrics survey next week, and please make sure to respond as soon as you receive the link.

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](#).