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.

Important Update about Faculty Activity Reporting (Digital Measures and Interfolio). For the last 9 months, a work group comprised of associate deans, OIT, UDS, and the Faculty Success Office have been preparing for a transition from Digital Measures to Interfolio for our Faculty Activity Reporting (FAR). Beginning November 8th, all data currently in DM will be exported into Interfolio. This process, including de-bugging and data cleaning, will take approximately 3 months into early February. *What this means for you during the Faculty Activity Reporting Cycle*: You have 2 choices on how to conduct the Faculty Annual Review this cycle:

1. **Continue to use Digital Measures**, as our license will continue through November of next year (2025). If you choose this option, be aware that *all new entries into DM after November 8th, 2024 will not be mapped into Interfolio*. If you choose to use DM this cycle, faculty will need to re-enter any information loaded after November 8th into Interfolio in fall 2025.
2. **Rely on CV updates for your annual reviews this cycle**, so that faculty will not have to enter their information into DM this year and re-enter it into Interfolio next year.

Please make the choice that is right for you and your faculty; also, please communicate with your faculty that the Interfolio FAR system promises to be much cleaner, crisper, and user-friendly. We will be providing a tour and access of the FAR system for all deans, associate deans, chairs, and Faculty Senators in April 2025. In August 2025, all faculty will receive multiple opportunities to access workshops, asynchronous trainings, and demonstrations of the new system. We anticipate that learning how to use the new system will take no more than 30 minutes. Many features include automated importing of grants, articles, books, chapters, and creative performances; this should greatly reduce the time faculty need to spend inputting their information each year. For questions, reach out to facultysuccess@smu.edu.

Syllabus Library and Generative AI Statements: This fall, Generative AI statements were required in all syllabi. We have analyzed the syllabi and are providing a report to the Provost and deans. The high-level summaries of faculty participation in this requirement are broken down by graduate and undergraduate courses separately. Please note that only courses *meeting specific criteria* were included. These criteria include the following: 1) courses with 3 or more credit hours, 2) courses with enrollments of at least 3 students, and 3) courses located on campus. Excluded from the analysis are labs, practicums, independent studies, dissertation courses, and courses for full-time status. The final numbers of courses that meet these inclusion criteria are 1,253 undergraduate courses and 537 graduate courses. For undergraduate courses, 986 (79%) have a published syllabus in the Library, and 267 courses (21%) do not have a required published syllabus. For graduate courses, 334 (62%) have a published syllabus, and 203 courses (38%) do not

have a required published syllabus. Of the subset of undergraduate courses that have a published syllabus that also contains a required Generative AI statement, 587 courses (70%) contain a statement that AI is *not permitted*; 257 courses (30%) contain a statement that AI *is permitted*. Of the subset of graduate courses that have a published syllabus that also contains a required Generative AI statement, 182 courses (60%) contain a statement that AI is *not permitted*; 120 courses (40%) contain a statement that AI *is permitted*. Please be alerted to upcoming communications about the importance of compliance with the requirement to a) have a published syllabus and b) have a Generative AI statement.

Faculty Awards Challenge: Two faculty per department: We are asking each department chair to identify two faculty colleagues and ask them to make a one-on-one appointment with the Faculty Awards Director, Brenna Rivas at brivas@smu.edu, in the Awards Office located on the first floor of Ford Hall. Brenna will work with them individually to conduct a CV inventory and identify awards and/or fellowships that are suitable for their career trajectory. We have been having great success when faculty at SMU apply for awards; please help us invest in supporting our faculty to receive honors for the amazing contributions they are making. As always, please let us know if you have received an award (or have been nominated for an award)– or if you have nominated an SMU colleague-- at this link.

Change for Logging In at SMU: SMU is changing the way we log in. From now until December 26th, everyone can log in *either* with their SMU ID (e.g., 8-digit ID) or with their *NetID*, which is the SMU email address (e.g., pware@smu.edu). During the Winter Break on December 26th, we will transition to using only the SMU email address (*NetID*). For almost all users, your NetID is your *@smu.edu* email address. We strongly encourage everyone to begin logging in with their NetID as soon as possible (e.g., SMU email) to get used to the upcoming change. OIT has created a new My Profile page, https://myprofile.smu.edu, where you can confirm your NetID. More information is available here.

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.