

Spring 2020

Date	Item	Responsible
1/1/2020	Holiday: New Years Day	Registrar
1/3/2020	Order books for General Faculty Meeting	Dickman
1/3/2020	Faculty: Prepare email re Syllabus	Jeter
1/7/2020	Early preparation for approved Honorary Degree nominees - May 2021	Jeter
1/14/2020	Begin preparation of Budget Request Letters to Deans/non Deans	Jeter/Henry
1/15/2020	Council of Deans	Jeter/Dickman
1/16/2020	Last Day of Class - Jan Term 2020	Registrar
1/17/2020	Schedule Provost's Office Spring Semester Retreat - The Forum, HT	Jeter
1/17/2020	First Day of Spring Term classes	Registrar
1/20/2020	Holiday: Martin Luther King Jr. Day	Registrar
1/21/2020	Email: Reminder for General Faculty Meeting	Jeter
1/22/2020	Provost Event: Spring 2020 General Faculty Meeting (Provost's address)	King
1/24/2020	Email: Altshuler Distinguished Teaching Professors: Letter to faculty requesting nominations	CTE/Jeter
1/27/2020	Tate Lecture: Misty Copeland	Tate Office
1/30/2020	SMU-in-Taos Executive Board Meeting in January	Guelker
2/1/2020	Faculty: Retiring Faculty: Letter to Deans' Assistants requesting names, and confirmation letters	Dickman
2/3/2020	Deans: Promotion and Tenure materials (both positive and negative) due to Associate Provost's office	King
2/11/2020	First set of BoT materials due to Legal	Jeter
2/25/2020	Tate Lecture: Brian Grazer	Tate Office
3/12/2020	Honorary Degrees: Initial letter from Provost regarding May dinner	Dickman
2/5/2020	Faculty: Faculty Senate Meeting	Maynard
2/5/2020	Council of Academic Leadership (Deans and Academic Affairs Forum)	Jeter/Dickman
2/19/2020	Council of Deans	Jeter/Dickman
2/17/2020	Begin Planning Faculty Career Achievement Award	Jeter/Dickman
2/25/2020	Final set of BoT materials due to Legal	Jeter
2/19/2020	Faculty: Faculty Senate Meeting	Maynard
2/27/2020 - 2/28/2020	BoT meeting	Jeter/Dickman
2/21/2020	Deans: Faculty Activity Reports and Vitas to Associate Provost	King
2/23/2020	Hyer Honor Society Induction Dinner	Siegel
2/24/2020	Faculty: Ford Fellowship Send letters to faculty (positive and negative	Wray
2/25/2020	Hunt Scholars Tate Lecture and Dinner with Hunt Family	Davis
3/2/2020	Email: NEH Fellowship	Jeter/Hugley-Cook
3/4/2020	Faculty: Faculty Senate Meeting	Julie Maynard
3/9/2020	Ford Research Fellowship Faculty: Send invitations to the four Professors to attend May Board of Trustees dinner	Wray
3/9/2020 - 3/13/2020	Spring Break	Registrar
3/20/2020	Email: Invitation to SMU's May Commencement	Jeter/Registrar

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3/25/2020	Council of Deans	Jeter/Dickman
3/26/2020 - 3/27/2020	Students Research Day	Bennett/Itkin
3/27/2020	Hunt Scholars: Interview Day and Dinner	Davis
3/31/2020	Tate Lecture: Zanny Minton Beddoes	Tate Office
April 2020 TBD	Hunt Scholars Reception at Turner Home	Davis
4/6/2020	Notice re Final Exams to Undergraduate School Deans	Jeter
4/6/2020	Email: Invitation to Honors Convocation & Hilltop Excellence Awards	Jeter/Gunter
4/1/2020	Faculty: Faculty Senate Meeting	Julie Maynard
4/10/2020	Holiday: Good Friday	Registrar
4/10/2020	Email: Sam Taylor Fellowship Awards	Jeter/Hugley-Cook
4/12/2020	Easter Sunday	Registrar
4/13/2020	Email: NEH Summer Stipend Awards	Jeter/Hugley-Cook
4/13/2020	Faculty & Staff: President's Partners Grants due in Provost's Office	King
4/13/2020	Send letters (positive & negative) to Altshuler Distinguished Teaching Award Recipients	CTE
4/13/2020	Honors Convocation and Hilltop Excellence Awards	Registrar
4/15/2020	Council of Deans	Jeter/Dickman
4/15/2020	Faculty: Faculty Senate Meeting	Maynard
4/19/2020	Provost Event: Emeritus Faculty Reception	Dickman
4/21/2020	First set of BoT materials due to Legal	Jeter
4/27/2020	Faculty Candidates for P&T: Provost decision letters to P&T candidates	King
4/28/2020	Provost Event: Faculty Senate Dinner	Dickman
5/4/2020	Last Day of Classes	Registrar
5/5/2020	Final set of BoT materials due to Legal	Jeter
5/5/2020	Reading Day	Registrar
5/5/2020	Tate Lecture: David Axelrod and Karl Rove	Tate Office
5/6/2020	Faculty: Faculty Senate Meeting	Maynard
5/7/2020 - 5/8/2020	BoT meeting	Jeter/Dickman
5/6/2020	Council of Academic Leadership (Deans and Academic Affairs Forum)	Jeter/Dickman
5/12/2020	Provost Event: Retiring Faculty Dinner	Dickman
5/6/2020 - 5/12/2020	Spring Final Exams	Registrars
5/15/2020	Provost Event: Honorary Degree Dinner	Dickman
5/15/2020	Deans: Faculty: Salary letters out	King
5/15/2020	President's Partners Grants: Send letters both positive and negative	King
5/15/2020	President's Scholars Graduation Reception	Ball-Phillips
5/15/2020	Academic Ceremony: Baccalaureate	Registrar
5/15/2020	Provost Event: Honorary Degree Dinner	Dickman
5/15/2020	Hunt Scholars: Graduation Reception	Davis
5/16/2020	Academic Ceremony: Commencement Convocation	Registrar

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5/19/2020	Provost Event: Academic Affairs Forum Dinner	Dickman
5/20/2020	Council of Deans	Jeter/Dickman
5/25/2020	Holiday: Memorial Day	Registrar
6/19/2020	Council of Deans meeting	Jeter