SOUTHERN METHODIST UNIVERSITY

AY 2012-2013

DEDMAN COLLEGE

DEPARTMENT CHAIR CHECKLIST

AUGUST 2012 CHAIR CHECKLIST

GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS due in the Dean's Office (Barbara Thomas x2440)	**WEDNESDAY, 1ST**
TEACHING SYMPOSIUM (8/16) AND T.A. SEMINAR (8/17) Teaching Effectiveness Symposium and Teaching Assistant Seminar (TAs are required to attend) occurs each August. Additional information and registration are available at the CTE website: http://smu.edu/cte/events.	**THURSDAY, 16TH** **FRIDAY, 17TH**
FACULTY RESEARCH LEAVE PROPOSALS Applications for leaves for the academic year 2013-2014 are due in the Dean's Office, Friday, September 14, 2012. (Cindy Havens x3212)	**REMINDER**
EXTERNAL REVIEW LETTERS FOR PROMOTION AND TENURE CANDIDATES due September 15th; See Promotion and Tenure Process Schedule in John Z. Doe Dossier (Peter Moore x4485)	**REMINDER**
STUDENT EVALUATION LETTERS FOR PROMOTION AND TENURE CANDIDATES due September 15th; See Promotion and Tenure Process Schedule in John Z. Doe Dossier (Peter Moore x4485)	**REMINDER**
PAYROLL AUTHORIZATION FORMS due (Janice Kranz x2649)	**REMINDER**
"Preventing Sexual Harassment" CERTIFICATE OF COMPLETION is due from all new full-time faculty, post docs, and fellows before fall classes begin. (Barbara Thomas x2440)	**MONDAY, 20TH**
DEDMAN COLLEGE CHAIR AND DIRECTOR RETREAT Dedman Life Sciences Bldg. 110, 3:00 p.m. – 5:00 p.m. (Cindy Havens x3212)	**TUESDAY, 14TH**
DEDMAN COLLEGE GENERAL FACULTY MEETING FOR FALL SEMESTER Introduction of new faculty and other business. McCord Auditorium: 3:00 reception; 3:15 meeting (Cindy Havens x3212)	**MONDAY, 27TH**
The **2013-2014 UNDERGRADUATE CATALOG** copy may be reviewed and changes or revisions turn in via e-mail to Judy King (jaking@smu.edu). Note: **ALL REVISIONS AND COURSE CATALOG UPDATES MUST BE SUBMITTED BY JANUARY 15, 2013.**	**REMINDER**

SEPTEMBER REMINDERS:

Please contact Kathleen Hugley-Cook (khugley@smu.edu) for information on Faculty Fellowships and Awards.

SEPTEMBER 2012 CHAIR CHECKLIST

DEPARTMENTAL PROMOTION AND TENURE DOSSIERS DUE OCTOBER 15TH Refer to "procedures for the Evaluation of Faculty Members of Dedman College for Tenure, Promotion, and the Extension of Contract." See Promotion and Tenure Process Schedule in John Z. Doe Dossier. (Cindy Havens x3212)	**REMINDER**
FACULTY STAFFING PLANS FOR AY 2013-14 DUE OCTOBER 31ST (Cindy Havens x3212)	**REMINDER**
HOLIDAY – LABOR DAY	**MONDAY, 3RD**
NEW COURSE PROPOSALS (Undergraduate and Graduate) are due (form on Dedman Dean's website) (Brooke Guelker x2168)	**MONDAY, 10TH**
FACULTY RESEARCH LEAVE PROPOSALS FOR AY 2013-2014 due (Cindy Havens x3212)	**FRIDAY, 14TH**
EXTERNAL REVIEW LETTERS FOR PROMOTION AND TENURE CANDIDATES	**FRIDAY, 14TH**
STUDENT EVALUATION LETTERS FOR PROMOTION AND TENURE CANDIDATES	**FRIDAY, 14TH**
UNDERGRADUATE COUNCIL MEETING 10:00 a.m. Dallas Hall 121 (The Hyer Room)	**WEDNESDAY, 19TH**
GRADUATE COUNCIL MEETING 2:30 p.m. Dallas Hall 121 (The Hyer Room)	~~**WEDNESDAY, 19TH**~~ **CANCELLED**
ADJUNCT TEACHING REQUESTS FOR SPRING 2013 DUE (Brooke Guelker x2168)	**FRIDAY, 21ST**
FACULTY COUNCIL MEETING **8:00 a.m. – 9:30 a.m.** Dallas Hall 121 (The Hyer Room). (Cindy Havens x3212)	**TUESDAY, 25TH**
The **2013-2014 UNDERGRADUATE CATALOG** copy may be reviewed and changes or revisions turn in via e-mail to Judy King (jaking@smu.edu). Note: **ALL REVISIONS AND COURSE CATALOG UPDATES MUST BE SUBMITTED BY JANUARY 15, 2013.**	**REMINDER**

OCTOBER REMINDERS:

Please note that the New Course Proposals for the October Undergraduate and Graduate Council meetings will be due on **Monday, October 8th**.

OCTOBER 2012 CHAIR CHECKLIST

FACULTY RETIREMENTS AND SEPARATION FOR AY 2013-2014 are due November 30TH.	**REMINDER**
ALL CURRICULUM CHANGES completed (e.g., new majors/minors/graduate programs; changes in majors/minors/graduate programs) should have been approved by the appropriate council no later than October 1st to be included in the undergraduate and graduate catalogs. Please note that all changes must be approved by the Educational Program Committee, SACS, and then in the December Board of Trustees meeting. (Judy King jaking@smu.edu)	**REMINDER**
DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS **11:00 a.m. – 12:00 p.m.; Place: Hughes Trigg Promenade AB** (Cindy Havens x3212)	**MONDAY, 1ST**
NEW COURSE PROPOSALS (Undergraduate and Graduate) are due (form on Dedman Dean's website) (Brooke Guelker x2168)	**MONDAY, 8TH**
FALL BREAK	**MONDAY, 15TH** **TUESDAY, 16TH**
ADJUNCT CONTRACTS ARE SENT FROM DEAN'S OFFICE (Brooke Guelker x2168)	**MONDAY, 16TH—** **WEDNESDAY, 31ST**
DEPARTMENTAL PROMOTION AND TENURE DOSSIERS are due. (Cindy Havens x3212)	**MONDAY, 15TH**
REVISION OF TRAVEL EXPENSES BUDGET is due. (Brooke Guelker x2168)	**MONDAY, 15TH**
UNDERGRADUATE COUNCIL MEETING 10:00 a.m. Dallas Hall 121 (The Hyer Room). (Brooke Guelker x2168)	**WEDNESDAY, 17TH**
GRADUATE COUNCIL MEETING 2:30 p.m. Dallas Hall 121 (The Hyer Room). (Brooke Guelker x2168)	**WEDNESDAY, 17TH**
UNDERGRADUATE COUNCIL MEETING 10:00 a.m. Dallas Hall 121 (The Hyer Room). (Brooke Guelker x2168)	**WEDNESDAY, 24TH**
FACULTY COUNCIL MEETING **8:00 a.m. – 9:30 a.m.** Dallas Hall 121 (The Hyer Room). (Cindy Havens x3212)	**TUESDAY, 30TH**
FACULTY STAFFING PLANS FOR AY 2014-2015 (Cindy Havens x3212)	**WEDNESDAY, 31ST**
The **2013-2014 UNDERGRADUATE CATALOG** copy may be reviewed and changes or revisions turn in via e-mail to Judy King (jaking@smu.edu). Note: **ALL REVISIONS AND COURSE CATALOG UPDATES MUST BE SUBMITTED BY JANUARY 15, 2013.**	**REMINDER**

NOVEMBER REMINDERS:

Leave Reports from faculty who took leave during AY 2011-2012 (form on Dedman Dean's website) are due on November 1st.

Please note that the New Course Proposals for the November Undergraduate and Graduate Council meetings will be due on **Monday, November 5th**.

Dedman Outstanding Senior Nominations are due to Cindy Havens on or before November 27th

NOVEMBER 2012 CHAIR CHECKLIST

UNIVERSITY RESEARCH COUNCIL GRANTS APPLICATION DEADLINE is Monday, December 3, 2012. (Phyllis Payne x4336)	**REMINDER**
Payroll Authorization Forms (PAF's) for Spring 2013 due December 10th (Janice Kranz x2649)	**REMINDER**
LEAVE REPORTS FOR AY 2011-2012 are due from faculty who took leave during AY 2011-2012 (form on Dedman Dean's website). (Brooke Guelker x2168)	**MONDAY, 1ST**
DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS **11:00 a.m. – 12:00 p.m.; Hughes Trigg Promenades AB** (Cindy Havens x3212)	**MONDAY, 5TH**
NEW COURSE PROPOSALS (Undergraduate and Graduate) are due (form on Dedman Dean's website) (Brooke Guelker x2168)	**MONDAY, NOVEMBER 5TH**
UNDERGRADUATE COUNCIL MEETING 10:00 a.m. Dallas Hall 121 (The Hyer Room)	**WEDNESDAY, 14TH**
GRADUATE COUNCIL MEETING 2:30 p.m. Dallas Hall 121 (The Hyer Room)	**WEDNESDAY, 14TH**
NO CLASSES	**WEDNESDAY, 21ST**
HOLIDAY – Thanksgiving	**THURSDAY, 22ND – FRIDAY 23RD**
NOMINATIONS for ROBERT & NANCY DEDMAN OUTSTANDING STUDENT 2012 due Tuesday, November 27, 2012. (Cindy Havens x3212)	**TUESDAY, 27TH**
FACULTY COUNCIL MEETING **8:00 a.m. – 9:30 a.m. Dallas Hall 121 (The Hyer Room). (Cindy Havens x3212)**	**TUESDAY, 27TH**
FACULTY RETIREMENTS AND SEPARATIONS FOR AY 2013-2014 due. (Cindy Havens x3212)	**FRIDAY, 30TH**
The **2013-2014 UNDERGRADUATE CATALOG** copy may be reviewed and changes or revisions turn in via e-mail to Judy King (jaking@smu.edu). Note: **ALL REVISIONS AND COURSE CATALOG UPDATES MUST BE SUBMITTED BY JANUARY 15, 2013.**	**REMINDER**

DECEMBER REMINDERS:

Deadline for requests of new lines of hire (Lecturers and Senior Lecturers) are due December 1st.

Supervisory Instructor Memos for the Spring 2013 semester are due January 1st.

Deadline for ***formal reviews*** of Lecturers and Senior Lecturers are due January 15th.

DECEMBER 2012 CHAIR CHECKLIST

REQUESTS FOR NEW LINES OF HIRE (LECTURERS & SENIOR LECTURERS) due (Brooke Guelker x2168)	**SATURDAY, 1ST**
UNIVERSITY RESEARCH COUNCIL GRANTS APPLICATION DEADLINE (Phyllis Payne x4336)	**MONDAY, 3RD**
DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS **11:00 a.m. – 12:00 p.m.; Hughes Trigg Portico B-C-D** (Cindy Havens x3212)	**MONDAY, 3RD**
DEDMAN COLLEGE FACULTY MEETING & STELLA PORTER RUSSELL RECEPTION McCord Auditorium: 3:15 meeting; reception to follow. (Cindy Havens x3212)	**TUESDAY, 4TH**
PAYROLL AUTHORIZATION FORMS (PAF's) for SPRING 2013 due (Janice Kranz x2649)	**MONDAY, 10TH**
GRADUATION CEREMONY FOR DECEMBER GRADUATES	**SATURDAY, 15TH**
UNIVERSITY HOLIDAYS – CHRISTMAS & NEW YEAR'S	**MONDAY 24TH – TUESDAY, 1ST**
The **2013-2014 UNDERGRADUATE CATALOG** copy may be reviewed and changes or revisions turn in via e-mail to Judy King (jaking@smu.edu). Note: **ALL REVISIONS AND COURSE CATALOG UPDATES MUST BE SUBMITTED BY JANUARY 15, 2013.**	**REMINDER**

JANUARY REMINDERS:

*Supervisory Instructor Memos for the Spring 2013 semester are due January 1st.

Deadline for ***formal reviews*** of Lecturers and Senior Lecturers are due January 15th.

*Supervisory Instructor Reports for the Fall 2012 semester are due January 31st.

> ***At this time, Supervisory Instructor Memos and Reports are due only from departments with active graduate program(s) that employ graduate students to teach as adjuncts or as part of the student's graduate program. Departments that employ graduate students from other departments are NOT required to supply the Supervisory Instructor Memo or Report.***

All changes or revisions to the 2013-2014 Undergraduate Catalog must be submitted by January 15, 2013.

JANUARY 2013 CHAIR CHECKLIST

INITIATE SALARY REVIEW PROCEDURES Faculty activity reports and updated curriculum vitae are due in the Dean's Office by February 1st. Please submit one CD for each department. Activity reports submitted via Digital Measures. (Cindy Havens x3212)	**REMINDER**
HOLIDAY— NEW YEAR'S DAY	**TUESDAY, 1ST**
SUPERVISORY INSTRUCTOR MEMOS for the Spring 2013 semester are due to Peter Moore.	**TUESDAY, 1ST**
SUMMER SCHEDULE – Registrar must have summer schedule by mid-January.	**REMINDER**
HONORS CONVOCATION April 15, 2013. Additional details forthcoming.	**REMINDER**
FALL 2013 SCHEDULE OF CLASSES Due in Registrar's Office soon. Forms and instructions for preparation of Fall 2013 schedules of classes will be sent to departments as soon as possible. New courses for fall must be approved by the appropriate councils.	**REMINDER**
CATALOG COPY CHANGE Departments need to be listing all AY 2012-2013 catalog changes, including new courses or other curriculum changes that Undergraduate and Graduate Councils approved. (Judy King jaking@smu.edu)	**REMINDER**
FACULTY EVALUATIONS Faculty Evaluations should be completed by February 15th in preparation for faculty merit raises: http://www.smu.edu/Dedman/FacultyAndStaff/Resources/FacultyForms	**REMINDER**
LECTURER & SENIOR LECTURER FORMAL REVIEWS due (Peter Moore x4485)	**TUESDAY, 15TH**
ALL CHANGES OR REVISIONS TO THE 2013-2014 UNDERGRADUATE CATALOG ARE DUE.	**TUESDAY, 15TH**
SUMMER & FALL 2013 ADJUNCT HIRING REQUESTS Deadline to send summer hiring requests (all faculty) to Peter Moore. Please include CV for new hires. (Brooke Guelker x2168)	**FRIDAY, 18TH**
HOLIDAY – MARTIN LUTHER KING, JR.'S BIRTHDAY	**MONDAY, 21ST**
NEW COURSE PROPOSALS (Undergraduate and Graduate) are due (form on Dedman Dean's website). (Brooke Guelker x2168)	**TUESDAY, 22ND**
UNDERGRADUATE COUNCIL MEETING (Brooke Guelker x2168)	**MONDAY, 28TH**
GRADUATE COUNCIL MEETING (Brooke Guelker x2168)	**MONDAY, 28TH**
SUPERVISORY INSTRUCTOR REPORTS for the FALL 2012 semester are due to Peter Moore on January 31st or three weeks from the dissemination of student evaluations. (Brooke Guelker x2168)	**THURSDAY, 31ST**

FEBRUARY 2013 CHAIR CHECKLIST

NOMINATIONS FOR DEDMAN COLLEGE ADVISORY COMMITTEES are due March 4th (Brooke Guelker x2168)	**REMINDER**
STAFF PERFORMANCE REVIEWS will be required as part of the annual salary review. Budget sheets and instructions will be sent from the Dean's Office. (Cindy Havens x3212)	**REMINDER**
FALL SCHEDULE OF CLASSES are due in the Registrar's Office or completed online in the system by departments. You will be notified of the deadline date. (Darrah Rippy x1156)	**REMINDER**
ACTIVITY REPORTS AND UPDATED CV's for all tenured and tenure-track faculty and full-time lecturers are due in the Dean's Office with CD for CV's. (Cindy Havens x3212)	**FRIDAY, 1ST**
RECOMMENDATION OF CONTRACT RENEWAL FOR TENURE-TRACK FACULTY See University Policy Manual, Policy 6.8. (Cindy Havens x3212)	**FRIDAY, 1ST**
PRELIMINARY LIST OF EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES due April 8th. See Promotion and Tenure Process Schedule in John Z. Doe Dossier. (Peter Moore x4485)	**REMINDER**
EXTRA COMPENSATION and/or FACULTY/STAFF OVERLOAD FORMS FOR FALL 2013 are due. (Brooke Guelker x2168)	**FRIDAY, 1ST**
MEMO LISTING FACULTY TEAM TEACHING, CROSS-LISTINGS, and COURSE REDUCTIONS for FALL 2013 are due. (Brooke Guelker x2168)	**FRIDAY, 1ST**
FACULTY EVALUATION CONFERENCES with each full-time faculty member and department Chair.	**FRIDAY, 1ST – FRIDAY 15TH**
DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS (Cindy Havens x3212)	**TBA**
FACULTY COUNCIL MEETING (Cindy Havens x3212)	**TBA**
NEW COURSE PROPOSALS (Undergraduate and Graduate) are due (form on Dedman Dean's website). (Brooke Guelker x2168)	**MONDAY, 4TH**
CHAIR SALARY DISCUSSION MEETINGS	**MONDAY, 18TH – FRIDAY, MARCH 1ST**
UNDERGRADUATE COUNCIL MEETING (Brooke Guelker x2168)	**MONDAY, 11TH**
GRADUATE COUNCIL MEETING (Brooke Guelker x2168)	**MONDAY, 11TH**
REQUEST FOR LECTURER RENEWALS Please forward evaluations and letter of recommendation for Lecturers under formal review. (Brooke Guelker x2168)	**WEDNESDAY, 13TH**
GRADUATE RESEARCH DAY (Phyllis Payne x4336)	**WEDNESDAY, 27TH**
ADJUNCT TEACHING REQUESTS FOR FALL 2013 are due. (Brooke Guelker x2168)	**MONDAY, 18TH**
HONORS CONVOCATION STUDENT AWARD WINNER INFORMATION due. Each department should send a list of student award winners, SMU ID#, campus address, and phone number. (Barbara Thomas x2440).	**MONDAY, 18TH**

MARCH 2013 CHAIR CHECKLIST

UNIVERSITY RESEARCH COUNCIL GRANTS APPLICATION DEADLINE is Monday, April 1, 2013. (Phyllis Payne x4336)	**REMINDER**
PROMOTION AND TENURE PRELIMINARY DISCUSSION with Dean Moore about faculty who will be reviewed. Call for appointment. (Brooke Guelker x2168)	**REMINDER**
CONFIRMED LIST OF EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES are due April 8th. See Promotion and Tenure Process Schedule in John Z. Doe Dossier. (Peter Moore x4485)	**REMINDER**
SOLICITATION OF STUDENT EVALUATION LETTERS FOR PROMOTION AND TENURE CANDIDATES on or before April 1st. See Promotion and Tenure Process Schedule in John Z. Doe Dossier.	**REMINDER**
ADJUNCT CONTRACTS FOR SUMMER AND FALL 2013 going out from Dean's Office. (Brooke Guelker x2168)	**MARCH**
DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS (Cindy Havens x3212)	**TBA**
FACULTY COUNCIL MEETING (Cindy Havens x3212)	**TBA**
SPRING BREAK	**SATURDAY, 9TH – SUNDAY 17TH**
NOMINATIONS FOR COLLEGE COMMITTEES To be placed on slates and voted upon in Spring Faculty Meeting (Brooke Guelker x2168)	**MONDAY, 4TH**
WRITTEN FACULTY EVALUATIONS are due. File in departmental office with copy to faculty member; See University Policy Manual, Policy 6.11 (forms on web). (Brooke Guelker x2168)	**FRIDAY, 15TH**
MEMOS DUE IN DEAN'S OFFICE CONFIRMING: 1. Review of tenured and tenure-track faculty 2. Review of multi-year development plan of tenured and tenure-track faculty (forms on web) (Brooke Guelker x2168)	**MONDAY, 18TH**
NEW COURSE PROPOSALS (Undergraduate and Graduate) are due (form on Dedman Dean's website). (Brooke Guelker x2168)	**MONDAY, 18TH**
STAFF EVALUATIONS DUE (Cindy Havens x3212)	**TBA**
UNDERGRADUATE COUNCIL MEETING (Brooke Guelker x2168)	**MONDAY, 25TH**
GRADUATE COUNCIL MEETING (Brooke Guelker x2168)	**MONDAY, 25TH**
HOLIDAY – GOOD FRIDAY	**FRIDAY, 29TH**

APRIL REMINDERS:

APRIL 2013 CHAIR CHECKLIST

FACULTY REGALIA ORDERS due. (Melissa Humason x2809)	**MONDAY, 15TH**
UNIVERSITY RESEARCH COUNCIL GRANTS APPLICATION DEADLINE (Phyllis Payne x4336)	**MONDAY, 1ST**
BEGIN SOLICITING STUDENT LETTERS FOR PROMOTION AND TENURE CANDIDATES See Promotion and Tenure Process Schedule in John Z. Doe Dossier.	**MONDAY, 1ST**
CONFIRMED LIST OF EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES due. See Promotion and Tenure Process Schedule in John Z. Doe Dossier. (Peter Moore x4485)	**MONDAY, 8TH**
NEW COURSE PROPOSALS (Undergraduate and Graduate) are due (form on Dedman Dean's website). (Brooke Guelker x2168)	**MONDAY, 8TH**
DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS (Cindy Havens x3212)	**TBA**
FACULTY COUNCIL MEETING (Cindy Havens x3212)	**TBA**
HONORS CONVOCATION 5:30 p.m. McFarlin Auditorium. http://smu.edu/registrar/honors_convocation/	**MONDAY, 15TH**
UNDERGRADUATE COUNCIL MEETING (Brooke Guelker x2168)	**MONDAY, 15TH**
GRADUATE COUNCIL MEETING (Brooke Guelker x2168)	**MONDAY, 15TH**
GRADUATE FINANCIAL AID (FAP) due May 1st. Updated online via Access.smu.edu. (Form on web). (Janice Kranz x2649)	**REMINDER**

MAY REMINDERS:

MAY 2013 CHAIR CHECKLIST

BEFORE MAY 31st Written notice of intention NOT to recommend reappointment of tenure-track faculty with two or more years' service. Faculty member must be given written notice of non-reappointment at least 12 months before expiration of contract.	**REMINDER**
DEPARTMENTS SEND DOSSIERS TO EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES by June 1, 2013. See Promotion and Tenure Process Schedule in John Z. Doe Dossier.	**REMINDER**
GRADUATE STUDENTS FINISHING IN MAY. The last day for oral/written examinations for May graduation. (Barbara Phillips x4202)	**TBA**
DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS (Cindy Havens x3212)	**TBA**
FACULTY COUNCIL MEETING (Cindy Havens x3212)	**TBA**
GRADUATE FINANCIAL AID (FAP) Updated online via Access.smu.edu. (Form on web). (Janice Kranz x2649)	**WEDNESDAY, 1ST**
LAST DAY OF INSTRUCTION	**MONDAY, 6TH**
READING DAY	**TUESDAY, 7TH**
FINAL EXAMS	**WEDNESDAY 8TH – TUESDAY 14TH**
TRAVEL BUDGET FORM FOR PROJECTED 2013-2014 TRAVEL due. Must be submitted *before* travel can be approved (form on web). (Brooke Guelker x2168)	**TUESDAY, 15TH**
PH.D./D.E. RECOGNITION DINNER (Phyllis Payne x4336)	**TBA**
BACCALAUREATE	**FRIDAY, 17TH**
COMMENCEMENT	**SATURDAY, 18TH**
HOLIDAY – MEMORIAL DAY	**MONDAY, 27TH**
GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS due in the Dean's Office by August 1st. E-mail enrollment spreadsheet. (Barbara Thomas x2440)	**REMINDER**

JUNE REMINDERS:

*Supervisory Instructor Memos for the Fall 2013 semester are due to Peter Moore on June 3rd.

*Supervisory Instructor Reports for the Spring 2013 semester are due to Peter Moore on June 28th.

At this time, Supervisory Instructor Memos and Reports are due only from departments with active graduate program(s) that employ graduate students to teach as adjuncts or as part of the student's graduate program. Departments that employ graduate students from other departments are NOT required to supply the Supervisory Instructor Memo or Report.

SUMMER 2013 REMINDERS CHAIR CHECKLIST

INSTITUTIONAL EFFECTIVENESS (SACS): WEAVE submissions due by Friday, June 14th. http://smu.edu/ir/	**REMINDER**
PAYROLL AUTHORIZATION FORMS for **Summer I 2013** due June 1st (Janice Kranz x2649)	**REMINDER**
PAYROLL AUTHORIZATION FORMS for **Summer II 2013** due July 1st (Janice Kranz x2649)	**REMINDER**
PAYROLL AUTHORIZATION FORMS for **Fall 2013 Full-time Faculty** due July 15th – 19th (Janice Kranz x2649)	**REMINDER**
PAYROLL AUTHORIZATION FORMS for **Fall 2013 Adjuncts** due July 19th (Janice Kranz x2649)	**REMINDER**
GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS due in the Dean's Office by August 1st. E-mail enrollment spreadsheet. (Barbara Thomas x2440)	**REMINDER**

JUNE 2013 CHAIR CHECKLIST

TEACHING SYMPOSIUM (8/16) AND T.A. SEMINAR (8/17) Teaching Effectiveness Symposium and Teaching Assistant Seminar (TAs are required to attend) occurs each August. Additional information and registration are available at the CTE website: http://smu.edu/cte/events.	**REMINDER**
ALL CURRICULUM CHANGES (e.g., new majors/minors/graduate programs; changes in majors/minors/graduate programs) should be approved by the appropriate council no later than October 1st to be included in the undergraduate and graduate catalogs. (Judy King jaking@smu.edu)	**REMINDER**
FACULTY RESEARCH LEAVE PROPOSALS Application for leaves for the academic year 2014-2015 are due in the Dean's Office by September 15, 2013.	**REMINDER**
EXTERNAL REVIEW LETTERS FOR PROMOTION AND TENURE CANDIDATES are due September 15th; See Promotion and Tenure Process Schedule in John Z. Doe Dossier. (Brooke Guelker x2168)	**REMINDER**
STUDENT EVALUATION LETTERS FOR PROMOTION AND TENURE CANDIDATES are due September 15th; See Promotion and Tenure Process Schedule in John Z. Doe Dossier. (Brooke Guelker x2168)	**REMINDER**
PAYROLL AUTHORIZATION FORMS for FALL 2013 due. (Janice Kranz x2649)	**REMINDER**
SUPERVISORY INSTRUCTOR MEMOS for FALL 2013 due. (Brooke Guelker x2168)	**MONDAY, 3RD**
CV's & TRANSCRIPTS for all graduate students who have classroom or grading responsibilities for the Fall 2013 semester must be on file.	**FRIDAY, 7TH**
INSTITUTIONAL EFFECTIVENESS (SACS): WEAVE submissions due. http://smu.edu/ir/	**FRIDAY, 14TH**
DEDMAN COLLEGE CHAIR AND DIRECTOR RETREAT (Cindy Havens x3212)	**TBA**
OPENING CONVOCATION: Sunday, August 25th, McFarlin Auditorium	**REMINDER**
FIRST DAY OF CLASSES: Monday, August 26th	**REMINDER**
LAST DAY TO FILE FOR GRADUATION (Graduate Level). (Barbara Phillips x4202)	**TBA**
GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS due in the Dean's Office by August 1st. E-mail enrollment spreadsheet. (Barbara Thomas x2440)	**REMINDER**
SUPERVISORY INSTRUCTOR REPORTS for SPRING 2013 are due to Peter Moore on June 28th or three weeks from the dissemination of student evaluations. (Brooke Guelker x2168)	**FRIDAY, 28TH**

JULY REMINDERS:

JULY 2013 CHAIR CHECKLIST

NEW COURSE PROPOSALS should be submitted to the appropriate Council(s) to meet spring and summer schedule deadlines for undergraduate and graduate level courses.	**REMINDER**
DEPARTMENTAL PROMOTION AND TENURE DOSSIERS DUE OCTOBER 15th Refer to "procedures for the Evaluation of Faculty Members of Dedman College for Tenure, Promotion, and the Extension of Contract." See Promotion and Tenure Process Schedule in John Z. Doe Dossier. (Cindy Havens x3212)	**REMINDER**
GRADUATE STUDENT RECEPTION FOR FALL 2013 (Barbara Phillips x4202)	**TBA**
HOLIDAY – INDEPENDENCE DAY	**THURSDAY, 4TH**
EXTRA COMPENSATION and/or FACULTY/STAFF OVERLOAD FORMS FOR SPRING 2014 due. (Brooke Guelker x2168)	**FRIDAY, 11TH**
MEMO LISTING FACULTY TEAM TEACHING, CROSS-LISTINGS, and COURSE REDUCTIONS for SPRING 2014 due. (Brooke Guelker x2168)	**FRIDAY, 11TH**
FACULTY RESEARCH LEAVE PROPOSALS Application for leaves for the academic year 2014-2015 are due in the Dean's Office by September 15, 2013.	**REMINDER**
EXTERNAL REVIEW LETTERS FOR PROMOTION AND TENURE CANDIDATES DUE 9/15	**REMINDER**
STUDENT EVALUATION LETTERS FOR PROMOTION AND TENURE CANDIDATES DUE 9/15	**REMINDER**
ADJUNCT TEACHING REQUESTS FOR SPRING 2014 due (Brooke Guelker x2168)	**FRIDAY, 18TH**
FACULTY TEACHING LOADS for Fall 2013, checked by Chair with corrections in red ink. Hard copy to be delivered to departments. (Brooke Guelker x2168).	**MONDAY, 21ST**

AUGUST REMINDERS:

Graduate student health insurance enrollments are due August 1st for eligible graduate students.