To: Faculty and Staff in Dedman College  
From: Thomas DiPiero, Dean, Dedman College of Humanities and Sciences  
Re: Essential status

President Turner’s and Provost Moore’s recent messages explain that for the next two weeks (at least) only essential personnel should be on campus. That means that only people whose work is essential to the functioning of the unit in which they work should be on campus. It is not about convenience and it is not about staying away from other people; it is about restricting access to campus to the people whose functions are crucial. Non-Essential is the default status, and it pertains to the vast majority of Dedman faculty and staff.

One exception is instructors who do not have access to the proper equipment at home to conduct their online courses. Such people will be allowed on campus to teach, but only during the times of their courses. Instructors who absolutely must be on campus to teach online may do so this coming Monday and Tuesday without having yet received essential status (but they must fill out the form at their earliest possible convenience).

PLEASE NOTE: If you need to pick up materials from your office, you should do so by Tuesday of this coming week (3/24).

People who feel they qualify for essential status should FIRST read the instructions below and then go to this page and click the link labeled "Essential Personnel Acknowledgement Form (Employee).” On the second page of this form they must explain why their work is essential to the unit’s functioning and why it cannot take place remotely (people who cannot do their online teaching from any other possible location must explain why this is).

Supervisors who want to declare someone essential should FIRST read the instructions below and then go to the same page and click the link labeled "Essential Personnel Acknowledgement Form (Supervisor).” On the second page of this form they must explain why the person they are recommending is crucial to the unit’s operation. You must be specific about the work to be performed, the work must be essential to the unit’s operation, and you must explain why it cannot be performed remotely. the dean must approve supervisors’ recommendations.

INSTRUCTIONS
On the first page of the “PowerForm” signer information, the information of the person for whom essential status is sought should be entered under “Employee.” The information for that person’s supervisor (usually department chair) should be entered in the “Supervisor” section; and for the final section (“Department Head”) the dean’s information should be entered (Thomas DiPiero; tdipiero@smu.edu). If you are a department chair and you are seeking essential status, you can enter the dean’s information in the “supervisor” section as well as in the Department Head section. On the second page it must be explained (a) what work needs to be done and (b) why it cannot be done remotely.

Thank you for your understanding and cooperation.

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