

Meadows Calendar 2020-21

Important Events and Deadlines for Faculty and Staff

FALL TERM 2020

SEPTEMBER

- 7, Monday: Labor Day - University will be open and classes will meet**
10, Thursday: Meadows Faculty and Staff Zoom meeting, 3:30-5:00
11, Friday: Faculty Development Grant Applications and Letters of Support from the Chair/Director due to Associate Dean Hill-Moore (First Deadline)
11, Friday: Divisions notify Associate Dean Hofeditz that P&T candidate files are ready for review
15, Tuesday: P&T files close
21, Monday: First day P&T dossiers available to Dept/Division/Inst Committee members
25, Friday: Faculty Leave applications for 2020-21 due to Chairs/Directors
25, Friday: Spring 2021 schedule due. Faculty teaching status: last official day for requesting exemption
25-26, Friday - Saturday: Family Weekend

OCTOBER

- 2, Friday:** Academic Divisions provide list of projected adjunct needs for Spring 2021 to Tiffany Khim (tkhim@smu.edu)
2, Friday: Faculty Leave applications for 2020-21 due to Associate Dean Hill-Moore
23 – 24, Friday – Saturday: Homecoming Weekend

NOVEMBER

- 2-20, Monday – Friday:** Enrollment for spring 2021 continuing students for all undergraduates and graduates in Dedman, Lyle and Meadows
15, Friday: Department/Division P&T Recommendations to Associate Dean Hofeditz
20, Friday: Faculty Development Grant Applications and Letters of Support from the Chair/Director due to Associate Dean Hill-Moore (Second Deadline)
25, Wednesday: No Class Day
26-27, Thursday-Friday: Thanksgiving Holidays; University offices closed
30 - December 1, Monday-Tuesday: No classes

DECEMBER

- 4, Friday:** Last day of classes (held remotely/online)
4, Friday: Annual report on anticipated faculty retirements and other separations for the coming year due to the provost (exact date TBD by Provost)
7 - 9, Monday - Wednesday: Reading Days
8, Wednesday: Meadows Faculty/Staff Holiday Party – Hope Lobby, 5:30 – 7:30
10-16, Thursday-Wednesday: Examinations (No exams scheduled on Sunday) Exams will be held remotely (online)
18, Friday: December Rotunda Recessional
19, Saturday: December Commencement Convocation. Official close of term and conferral of degrees
December 23 - January 1, Wednesday - Friday: University closed
December 25, Friday: Christmas Day

Meadows Calendar Spring 2021

Important Events and Deadlines for Faculty and Staff

SPRING TERM 2021

JANUARY

- 1, Friday:** New Year's Day - University offices closed
- 4, Monday:** Admins can begin entering SUMMER 2021 courses in my.smu (exact date TBD by Registrar.)
- 8, Friday:** Requests for faculty positions to be released due to Provost (exact date TBD by Provost)
- 15, Friday:** Deadline for all faculty to turn in Faculty Activity Reports (FARs) from 2020 using Digital Measures
- 15, Friday:** Faculty Summer Research Fellowships due to Chair/Director
- 18, Monday:** Martin Luther King, Jr. Day - University offices closed
- 19, Tuesday:** First day of classes.
- 21, Thursday:** Meadows Faculty and Staff Meeting – 3:30 – 5:00, O'Donnell – No Reception
- 22, Friday:** Faculty Summer Research Fellowship Applications and Letters of Support from the Chair/Director Due to Associate Dean Hill-Moore
- 22, Friday:** Deadline for all faculty to turn in a digital file of current CV dated January 2021 to Division offices
- 25, Monday:** Last day for Add/Drop;. PeopleSoft --> Schedule.smu – Schedule analysis negotiation window (exact date TBD by Registrar.)

FEBRUARY

- 12, Friday:** All merit recommendations for faculty due to the Dean
- 16, Tuesday:** Deadline for ALL FALL 2021 schedule entries. PeopleSoft --> Schedule.smu - Schedule analysis negotiation window (exact date TBD by Registrar).

MARCH

- 5, Friday:** my.smu.edu will go live so students can see Fall courses offerings (exact date TBD by Registrar.)
- 15-21, Monday-Sunday:** Spring Break
- 15, Monday:** Academic Divisions provide any requests for renewals of lapsing contracts for Professor of Practice, Executive in Residence, Artists in Residence and a list of projected adjunct needs for Fall 20 to Tiffany Khim (tkhim@smu.edu)
- 27, Friday:** Faculty Development Grant Applications and Letters of Support from the Chair/Director due to Associate Dean Hill-Moore (Third Deadline)

APRIL

- 2, Friday:** Good Friday, University offices closed
- 4, Sunday:** Easter Sunday
- 5 - 23, Monday-Friday:** Summer and Fall Enrollment 2021
- 12, Monday:** Honors Convocation
- 29, Thursday:** Meadows Faculty and Staff Meeting and Reception – TBD
- 30, Friday:** P&T Chairs/Directors submit confirmed list of external reviewers to Associate Dean Hill-Moore

MAY

- 4, Tuesday:** Last day of instruction – (Follows a Friday Schedule)
- 5, Wednesday:** Reading Day
- 6-12, Thursday - Wednesday:** Examinations (No Examinations scheduled on Sunday)
- 14, Friday:** P&T materials for external reviewers uploaded to Interfolio
- 14, Friday:** Baccalaureate
- 15, Saturday:** May Commencement Convocation. Official close of term and conferral of degrees.
- 31, Monday:** Entries due for WEAVE Program Level Assessment 2020-21 for academic divisions
- 31, Monday:** Memorial Day – University offices closed.

August 26, 2020

