

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.

**New Interactive Instructional Student Credit Hour Dashboard.** University Decision Support has launched a beta version of an interactive dashboard for academic leadership to examine how instructional credit hours are distributed across and within Schools: [Instructional Credit Hour Dashboard](#). We encourage you to explore this beta version and provide any feedback to [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu). Further workshops related to this workshop are forthcoming across the spring term.

**FERPA Training Required.** Last fall, all full-time and adjunct faculty received the information that FERPA training is now required. The training takes 30-40 minutes, and all faculty have received the link to Vector. Faculty who have not yet completed it received a reminder in mid-January. The Office of Faculty Success will send another reminder in early February to those faculty who have still not completed it. Please know that access to student data will be limited for faculty who do not complete this required training. For questions or concerns, reach out to [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu).

**Workshop for Department Coordinators and Executive Assistants.** Please encourage your Department Coordinators and Executive Assistants to attend a half-day workshop hosted the morning of Wednesday, January 31. They have already received an invitation under a separate communication earlier this month. This workshop is the second that follows a very well-attended and valuable inaugural workshop in August. Based on a very positive survey response from attendees, we will begin hosting these twice each year (January and August). These workshops focus on continuity and training among academic administrative support staff and also provide opportunities for cohort building and idea sharing. They are co-facilitated by the “business processes” units, such as the Provost Office, IT, HR, and Payroll. Examples of topics for this upcoming session include HR New/Adjunct Faculty On-boarding Paperwork; Instructor/Advisor Table and the Credential e-Form; Faculty Appointment Letter Templates; Pay Change Request Processes; and DocuSign Q&A. For more information, contact [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu).

**Faculty Annual Review – Standard In-load Form Instructions.** As you conduct the faculty annual review cycle for this year, all chairs, associate deans, and deans have access to the standard faculty in-load report that was introduced last year. Associate Deans for Academic Affairs from each School/College are working with the Office of Faculty Success and University Decision Support to ensure all administrative faculty have access to the Excel files for documenting this information. A [short \(5-minute\) informational video on what the form is designed to do and how to use it](#) can be found here, either as a refresher or for new faculty leadership. For more information, reach out to your Associate Dean for Academic Affairs.

**Graduate Student Instructors – a new standalone job description.** In consultation across the Provost Office, Graduate Research Council, Faculty Senate, the Office of Legal Affairs, Human Resources, and Payroll, we have made minor revisions to [Policy 2.22 Graduate Student Employment and Other Graduate Aid](#). These revisions stipulate that Graduate Student Instructors (“GSIs”) will have major responsibility for instruction of a course in serving and being listed as the *primary instructor for a credit-bearing course*. This role is reserved for graduate students who have advanced to candidacy for the Ph.D. or already hold a master’s degree (or satisfy the SACSCOC requirements for credentialing) in the field of instruction. This designation will now be available on the Payroll Hire Form and will allow for distinguishing between “adjunct” faculty and “GSIs.” Additionally, it will provide clarity for what had once been ambiguous distinctions between “Graduate Teaching Assistants” and “GSIs,” such that now only the latter will have full responsibility as the primary instructor for a course. All Department Coordinators and Executive Assistants will be trained on how to input this data into PeopleSoft at a half-

day workshop on business processes on Wednesday, January 31<sup>st</sup>. For questions, reach out to [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu).

**Resource Reminder: Bias Education Response Team.** Please help spread information about the resources available to faculty, staff, and students if they witness or experience actions, behaviors, or expressions against their individual or group actual or perceived identities. Such bias incidents may be intentional or unintentional and can affect the individual or SMU community. The [Bias Education Response Team \(BERT\)](#) enables SMU staff and faculty to provide support to community members who file a report through direct outreach. BERT does not investigate, arbitrate, or replace other SMU procedures or services. Its purpose is to educate by supplementing and working with campus units to connect individuals with appropriate support and resources. The protocol complements but does not substitute for University procedures regarding the [reporting of discrimination](#), including sexual misconduct, to the Office of Institutional Access and Equity ([smu.edu/iae](http://smu.edu/iae) or 214-768-3601). BERT also keep records of bias incidents and analyzes trends in ongoing efforts to continually improve our campus community with regard to our values. For more information, reach out to Jennifer Jones at [jmjones@smu.edu](mailto:jmjones@smu.edu).

**Keep the community informed about faculty awards:** Please let us know if you have received or have been nominated for an award – or if you have nominated an SMU colleague [at this link](#).

We welcome your suggestions for future areas to feature in the monthly roundup; email [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu). You can [find past issues at this link](#).