August 10, 2022

Dear Colleagues:

Welcome back to Fall 2022 on the Hilltop! We look forward to the semester ahead. As you finalize your syllabi and make preparations for this academic term, I would like to ensure we all have an opportunity for clear and consistent communication.

At any time throughout the year, you can access the required university syllabus statements at this evergreen site. These statements must be included in all syllabi and cover three main areas: Title IX and Disability Accommodations, SMU Attendance and Final Exam Expectations, and Student Support Services. Sharing this information on your syllabi with your students reminds them of the policies and how to access services and accommodations. All syllabi must be housed in the password-protected SMU Syllabus Library, which serves as a resource for SMU faculty, staff, and students. This spring, summer, and fall, SMU has been moving to a new Syllabus Library through the Simple Syllabus tool, which automatically adds the required university language to all syllabi and loads directly into the Syllabus Library. The former Syllabus Library will remain active this fall term as we finalize the transition.

As a reminder, all 3-credit courses offered as part of the undergraduate curriculum should now have integrated three tools within Canvas:
• Syllabus tool so that students have access to all their course syllabi on Canvas (now supported with the Simple Syllabus option starting summer 2022)
• Calendar tool so that students can keep up to date on time-sensitive course information
• Gradebook tool so that students have access to their ongoing progress

Our Instructional Technology colleagues have developed a number of supports to help faculty with our SMU-in-Four initiative: 1) self-help, all-in-one website; 2) individualized School/College support through ATSD’s, and 3) a workshop series through August 25. If you need additional support to include these three features, please reach out to our colleagues in the Office of Information Technology (OIT) and your designated school/college ATSD’s.

During the last two years, teaching face-to-face courses as emergency remote courses was authorized by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In light of the expiration of the emergency remote authorization by SACSCOC, beginning with May term 2022, emergency remote teaching is no longer allowed. Faculty who need to request a reasonable accommodation on the basis of a disability for teaching should contact the Office of Institutional Access and Equity (IAE) to request on-campus accommodations. IAE will continue to assess each request on an individualized basis. Any courses at SMU that are taught through online modalities must be approved by the Educational Programs Committee and fully follow the SMU Office of Global, Online and Continuing Education process and production model. The Faculty Senate Executive Committee, along with faculty input and in collaboration with the academic leadership team, have created guidelines around the use of technology-enhanced instructional supports for students who need to be absent (such as Zoom-based instruction and recordings). These guidelines are attached to this email and can be accessed at this link.

Thank you for your help in promoting a strong start to the Fall 2022 semester. A copy of this letter will be posted on the Office of the Provost website under
“Provost’s Communications” and will be linked in the next several Friday updates.

Sincerely,

Elizabeth G. Lobo, PhD
Provost and Vice President for Academic Affairs
Southern Methodist University
https://www.smu.edu/provost

World Changers Shaped Here