

Fall 2019

Date	Item	Responsible
6/14/2019	Deans: Promotion and Tenure: Send letters requesting nominations to Faculty Senate President and to Deans who have faculty rotating off Advisory Committee	King
7/1/2019	Emerging Leaders: Letter to Deans for nominations	Dickman
7/8/2019	Academic Ceremony: Send invitation to Opening Convocation	Registrar/Jeter
7/18/2019	SMU-in-TAOS Executive Board Meeting and Reception in TAOS.	Guelker
8/2/2019	Provost: Request Committee Membership updates for 2019-2020	Dickman
8/2/2019	Email: Faculty: Send out Memo re Syllabus	Jeter
8/15/2019	New Faculty Orientation	King
8/16/2019	Deans: Promotion and Tenure: Send memo announcing new members to Advisory Committee	Jeter
8/18/2019	PS: Scholars' Den Orientation	Ball-Phillips
8/20/2019	BOT: First set of materials to Legal Affairs	Jeter
8/23/2019	Academic Affairs Forum Retreat	Jeter/Dickman
8/23/2019	December EPC Proposal Deadline I	Guelker
8/24/2019	Hunt Scholars Welcome Reception	Davis
8/25/2019	New Faculty Reception and Dinner	King
8/25/2019	Academic Ceremony: Opening Convocation and New Faculty Reception and Dinner	Registrar/King
8/25/2019	President's Scholars Welcome Reception and Orientation	Ball-Phillips
8/26/2019	First Day of Classes	Registrar
8/27/2019	Email: JanTerm 2019 Call for Course Proposals	Jeter/Lee
8/27/2019	Faculty: Reminder of General Faculty Meeting	Jeter
8/28/2019	Fall General Faculty Meeting	King
8/30/2019	Council of Deans Retreat and Dinner	Jeter/Dickman
8/30/2019 - 9/2/2019	PS: Retreat in Taos	Ball-Phillips
8/31/19 - 9/2/2019	Hunt Scholars Retreat at Allaso Ranch in Hawkins, TX	Davis
9/2/2019	Holiday: Labor Day	Registrar
9/4/2019	Faculty: Faculty Senate Meeting	Maynard
9/6/2019	Department Chair Retreat	King
9/6/2019	Educational Programs Committee (EPC) Meeting I	Guelker
9/6/2019	December EPC Proposal Deadline II	Guelker
9/10/2019	Final set of BoT materials due to Legal	Jeter
9/11/2019	Council of Deans	Jeter/Dickman

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9/12/2019 - 9/13/2019	BoT meeting	Jeter/Dickman
Tentative 9/14/2019	Deans: Memo to Deans regarding faculty Requests for Leaves of Absence	King
9/20/2019	Educational Programs Committee (EPC) Meeting II	Guelker
9/20/2019	December EPC Proposal Deadline III	Guelker
9/23/2019	Deans: Stella Porter Russell Guidelines and Faculty List to Deans	King
9/24/2019	Tate Series: Linda and Mitch Hart Lecture: General James Mattis w/ David Gergen	Tate Series
9/27/2019	Emerging Leaders	Dickman
10/1/2019	Budget: Prepare letters to send to Deans/non Deans regarding Annual Process for FY 2021	Henry/Jeter
10/1/2019	Send names of individuals to Legal for Conflict of Interest forms	Jeter/Dickman
10/2/2019	Begin Scheduling Budget meetings with Deans, Mielke, Tumeo (along with Whitney and Ernie)	Jeter
10/2/2019	Council of Academic Leadership (Deans and Academic Affairs Forum)	Jeter/Dickman
10/2/2019	Faculty: Faculty Senate Meeting	Maynard
10/4/2019	Educational Programs Committee (EPC) Meeting III	Guelker
10/4/2019	December EPC Proposal Deadline IV	Guelker
10/4/2019	Hunt Scholars Family Weekend Social	Davis
10/4/2019	President's Scholars Family Weekend Social	Ball-Phillips
10/4/2019	Deans: Promotion and Tenure: send requests to Deans for a list of cases	King
10/4/2019	Emerging Leaders	Dickman
10/4/2019	Email: Nomination of Faculty Teaching Awards	Jeter/CTE
10/4/2019 - 10/5/2019	Family Weekend	Registrar
10/11/2019	Emerging Leaders	Dickman
10/14/2019	Email: Invitation to December Commencement	Jeter/Registrar
10/14/2019	Anticipated P&T cases due to Associate Provost	King
10/14/2019	Faculty: Leave Forms due from Dean's offices	King
10/14/19 - 10/15/19	Fall Break	Registrar
10/16/2019	Council of Deans	Jeter/Dickman
10/18/2019	Educational Programs Committee (EPC) Meeting IV	Guelker
10/18/2019	Emerging Leaders	Dickman
10/22/2019	PS: Reception at Dr. and Mrs. Turner's home	Ball-Phillips
10/25/2019	Emerging Leaders	Dickman
10/28/2019	Provost: Promotion and Tenure: Set schedule for meetings in the spring	King
10/29/2019	Tate Series: Shiza Shahid	Tate Series
11/1/2019	Emerging Leaders	Dickman

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11/4/2019	Faculty: Stella Porter Russell email to faculty recipients	King
11/4/2019	Faculty and Staff: Send out Community Email re Holiday Stress	Jeter
11/5/2019	Prepare Holiday Card to email to Campus Community and special friends	Jeter/Dickman
11/5/2019	Provost Holiday Party date identified	Dickman
11/6/2019	Faculty: Faculty Senate Meeting	Maynard
11/8/2019	PS Alumni Reception	Ball-Phillips
11/8/2019	Emerging Leaders	Dickman
11/11/2019	Send notice re Final Exams to Undergraduate School Deans	Jeter
11/12/2019	Tate Series: Raj Chetty	Tate Series
11/13/2019	Council of Deans	Jeter/Dickman
11/15/2019	Emerging Leaders	Dickman
11/15/2019	Faculty: Instructional Technology Grant Proposals Due	King
11/19/2019	First set of BoT materials due to Legal	Jeter
11/22/2019	Emerging Leaders	Dickman
11/27/2019	No Classes	Registrar
11/27/2019	Council of Academic Leadership (Deans and Academic Affairs Forum)	Jeter/Dickman
11/28/2019 - 11/23/2019	Holiday: Thanksgiving	Registrar
12/2/2019	Email: MayTerm 2018 Call for Course Proposals	Jeter/Lee
12/3/2019	Tate Series: David Rubenstein	Tate Series
12/3/2019	Final set of BoT materials due to Legal	Jeter
12/4/2019	Faculty: Faculty Senate Meeting	Maynard
12/5/2019 - 12/6/2019	BoT meeting	Jeter/Dickman
12/9/2019	Last Day of Classes - Fall Semester	Registrar
12/9/2019	Email: Requesting nominations for Ford Research Fellowships	Jeter/Wray
12/10/2019 - 12/11/2019	Reading Days	Registrar
12/12/2019- 12/18/2019	Fall Final Exams	Registrars
12/13/2019	Emerging Leaders	Dickman
12/18/2019	Council of Deans	Jeter/Dickman
12/21/2019	Academic Ceremony: December Commencement Convocation	Registrar
12/23/2019	Faculty: Instructional Technology Grant recipient emails to go out	King
12/23/2019 - 1/1/2020	Holiday: University closed	Registrar