

Provost Office Spring 2021

Date	Item	Responsible
1/1/2021	Holiday: New Years Day	Registrar
TBD	Order books for General Faculty Meeting	Dickman
1/4/2021	Faculty: Prepare email re Syllabus	Jeter
1/4/2021	Last Day of Class - Jan Term 2021	Registrar
1/6/2021	Early preparation for approved Honorary Degree nominees - May 2021	Jeter
1/13/2021	Council of Deans	Jeter/Dickman
1/18/2021	Holiday: Martin Luther King Jr. Day	Registrar
1/19/2021	First Day of Spring Term classes	Registrar
1/19/2021	Email: Reminder for General Faculty Meeting	Jeter
1/20/2021	Provost Event: Spring 2020 General Faculty Meeting (Provost's address)	King
1/26/2021	Tate Lecture: Kara Swisher	Tate Office
2/1/2021	Faculty: Retiring Faculty: Letter to Deans' Assistants requesting names, and confirmation letters	Dickman
2/1/2021	Deans: Promotion and Tenure materials (both positive and negative) due to Associate Provost's office	King
2/3/2021	Faculty: Faculty Senate Meeting	Maynard
2/3/2021	Council of Academic Leadership (Deans and Academic Affairs Forum)	Jeter/Dickman
2/4/2021	SMU-in-Taos Executive Board Meeting in January	Guelker
2/15/2021	Begin Planning Faculty Career Achievement Award	Jeter/Dickman
2/17/2021	Council of Deans	Jeter/Dickman
2/17/2021	Faculty: Faculty Senate Meeting	Maynard
2/18/2021	First set of BoT materials due to Legal	Jeter
2/25/2021	BoT meeting	Jeter/Dickman
2/26/2021	Deans: Faculty Activity Reports and Vitas to Associate Provost	King
2/26/2021	Faculty: Ford Fellowship Send letters to faculty (positive and negative	Wray
2/28/2021	Hyer Honor Society Induction Dinner	Siegel
3/2/2021	Tate Lecture: Bob Costas	Tate Office
3/3/2021	Faculty: Faculty Senate Meeting	Julie Maynard
3/8/2021	Begin preparation of Budget Request Letters to Deans/non Deans	Jeter/Henry
3/12/2021	Ford Research Fellowship Faculty: Send invitations to the four Professors to attend May Board of Trustees dinner	Wray
3/12/2021	Honorary Degrees: Initial letter from Provost regarding May dinner	Dickman
3/15/2021-3/21/2021	Spring Break	Registrar
3/17/2021	Council of Deans	Jeter/Dickman
3/22/2021	Email: Invitation to SMU's May Commencement	Jeter/Registrar
3/23/2021 - 3/24/2021	Students Research Day	Bennett/Itkin
3/26/2021	Hunt Scholars: Interview Day and Dinner	Davis
4/2/2021	Holiday: Good Friday	Registrar
4/4/2021	Easter Sunday	Registrar
4/5/2021	Notice re Final Exams to Undergraduate School Deans	Jeter

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4/5/2021	Email: Invitation to Honors Convocation & Hilltop Excellence Awards	Jeter/Gunter
4/5/2021	Faculty & Staff: President's Partners Grants due in Provost's Office	King
4/6/2021	Tate Lecture: Adm. William H. McRaven	Tate Office
4/7/2021	Faculty: Faculty Senate Meeting	Julie Maynard
4/12/2021	Honors Convocation and Hilltop Excellence Awards	Registrar
4/14/2021	Provost Event: Faculty Senate Dinner	Dickman
4/18/2021	Provost Event: Emeritus Faculty Reception	Dickman
4/19/2021	BoT materials due to Legal	Jeter
4/21/2021	Council of Deans	Jeter/Dickman
4/21/2021	Faculty: Faculty Senate Meeting	Maynard
4/28/2021	Council of Academic Leadership (Deans and Academic Affairs Forum)	Jeter/Dickman
4/28/2021	Provost Event: Retiring Faculty Dinner	Dickman
4/30/2021	Faculty Candidates for P&T: Provost decision letters to P&T candidates	King
5/3/2021	President's Partners Grants: Send letters both positive and negative	King
5/4/2021	Last Day of Classes	Registrar
5/5/2021	Reading Day	Registrar
5/5/2021	Faculty: Faculty Senate Meeting	Maynard
5/6/2021	BoT meeting	Jeter/Dickman
5/6/2021- 5/12/2021	Spring Final Exams	Registrars
5/14/2021	Provost Event: Honorary Degree Dinner	Dickman
5/14/2021	Academic Ceremony: Baccalaureate	Registrar
5/14/2021	Hunt Scholars: Graduation Reception	Davis
5/15/2021	Academic Ceremony: Commencement Convocation	Registrar
5/19/2021	Provost Event: Academic Affairs Forum Dinner	Dickman
5/19/2021	Council of Deans	Jeter/Dickman
5/31/2021	Holiday: Memorial Day	Registrar
TBD	Hunt Scholars Tate Lecture and Dinner with Hunt Family	Davis
TBD	Hunt Scholars Reception at Turner Home	Davis
TBD	Provost Event: Faculty Career Achievement Reception	Dickman
TBD	President's Scholars Graduation Reception	Ball-Phillips
TBD	Honorary Degree Symposium	Dickman