Department Chairs, Associate Deans, Deans, and Academic Affairs Staff,

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.

**Important Upcoming Dates**. Each month we provide an overview of key internal governance deadlines for the month ahead.

- **March 2:** Fall Schedule is Published & Advising Begins. Visit the Course Scheduling Wiki for more information
- **March 3:** Deadline for EPC Proposals for the May Board meeting. Visit the EPC Timetable
- **March 11:** Faculty merit spreadsheets, including all professional track promotions, due to Provost Office
- **March 30:** Faculty In-load Reports due to Provost Office.

**Celebrating Faculty with Awards**. Make sure to submit all awards received since May 2025 HERE to ensure that our faculty colleagues are included in this year's Faculty Awards Ceremony. Formal invitations for all faculty and staff will be emailed, but please save the date for this year's celebration to be held on April 8th at 4pm in Moody Hall Auditorium, with a cocktail/wine/beer reception to follow.

**Initial FAR Rollout is Complete**. We appreciate the support and time investment that the chairs and associate deans put toward a smooth rollout for the Faculty Activity Reporting transition from Digital Measures to Interfolio. Although there were certainly some bumps, as anticipated, your collegiality and can-do attitudes (and patience) of helping address those frustrations were much appreciated. The Office of Faculty Success has systematically gathered areas of improvement as a summer project so that next year provides an even smoother experience. One of the critical improvements will be to ensure that all Intersession terms (e.g., J-Term, May-term, Summer) are easily visible. As of the end of February, we can report that approximately 80% of all eligible full-time faculty logged in to the system and participated in some capacity. Anecdotally, we have learned that many department chairs and associate deans found the standard template for reporting useful in their annual review discussions. Please send any additional feedback to facultysuccess@smu.edu.

**Updates on Qwickly Attendance-Taking Platform**. We continue to gather feedback on the benefits and challenges of the attendance platform and will make revisions over the summer in response. As a reminder, SMU does not maintain a universal attendance policy. Attendance expectations remain the responsibility of individual faculty and should be clearly defined in all course syllabi. However, *Qwickly* is SMU's designated attendance platform, and its consistent use supports specific accurate reporting and compliance obligations for specific populations of undergraduate students. All faculty are encouraged

to use this attendance tool, but only a small group of faculty teaching courses that include these populations are required to use *Qwickly*. Those faculty have been receiving direct administrative communication outlining expectations, including recommended syllabus language. Consistent use of *Qwickly* in these sections is critical. Feedback has included technical issues (which are addressed with ATSDs) and also some pedagogical concerns (e.g., students checking in via *Qwickly* and immediately leaving class). We have drafted guidance here that we encourage you to use, as you see fit, if faculty in your area are experiencing pedagogical issues related to *Qwickly: Attendance Integrity and Qwickly Faculty Guidance*.  *Qwickly* resources and self-help materials are also available at: www.smu.edu/qwickly.

**Contract Language Updated**. In response to a report from Internal Audit, all faculty contracts that include relocation expenses must use this language: "*The University agrees to pay out a lump sum payment of [insert amount] during the month of hire, or we can provide a list of our preferred moving vendors in which to go through. Invoices from the preferred vendors should be submitted for payment within 12 months of the move. If you choose a preferred vendor, please note that SMU will cover a maximum of $[insert here] as stated above of the total moving costs. If you choose to forego using a preferred vendor and pay outright for a vendor of your choice, then you will receive the amount stipulated as a lump sum in your first paycheck. This expense amount will then be reported as taxable income and is subject to the appropriate tax withholdings.*"

**Encourage Participation in Funded Undergraduate Research**: Faculty applications for the Summer Research Internship (formerly Summer Research "Intensive"), are open through March 4. Faculty members may apply for match funding to support up to 2 summer Undergraduate Research Assistants. The students participating in SRI will also be expected to attend weekly workshops and lunch speaker series and to deliver a presentation on the Three Minute "Thesis" competition at the end of the program. Click here for more details.

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. You can find past issues at this link.

Best,

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Paige Ware
Associate Provost for Faculty Success
Professor, Simmons School of Education & Human Development

Altshuler Distinguished Teaching Professor
Southern Methodist University
Perkins Administration Building
6425 Boaz Lane, Suite 217
Dallas, Texas 75205
o: 214-768-3754
pware@smu.edu
https://smu.zoom.us/j/4476337190