

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.

SMU Career Outcomes Dashboard. Career outcomes for graduates are an important measure of post-graduation success, and SMU now has a [publicly available dashboard on Career Outcomes for Graduates](#). These outcomes do not, of course, capture the entirety of what students learn or gain from a university education, but they do tell a compelling story about how students leverage their knowledge and experience once they leave the institution. We employ multiple measures to assess student post-graduation outcomes and success. The Graduation Survey results provide detailed information on the number and percentage of graduates reporting a positive career outcome within six months of graduation, which includes full-time employment, part-time employment, acceptance into a continuing education program, military service, or volunteer service. [Please become familiar with this dashboard](#), as the data can be used to inform your strategies as well as university-wide decisions. For more information, contact assessment@smu.edu.

Faculty Awards Ceremony and Awards Challenge Deadline. Please mark your calendars for 4:00-5:30 on Monday, March 24th to celebrate SMU Faculty Awardees and the Faculty Career Award Recipient. We request your support in ensuring that we do not miss key achievements that might not have made their way to the Faculty Awards Office. To that end, Brenna Rivas, SMU Faculty Awards Director, will soon send deans, associate deans, and chairs a list of all faculty who have reported an award this academic year. When you receive this Faculty Awardees list, please review it to add additional faculty who should be considered. Also--as a reminder, if you have not yet participated in the "AWARDS CHALLENGE" (asking two faculty in your department to make an appointment with the Faculty Awards Director), please take one minute to [use this link to nominate two faculty members](#) **before Friday, February 7th**. The Awards Office will then reach out to them directly and copy you. For more information, contact brivas@smu.edu.

Common Curriculum General Education Breadth Requirement

Reminders: Undergraduate students are required to complete Breadths in seven distinct areas of university study that reflect fundamental ideas and approaches associated with core academic disciplines. A minimum grade of D- is required to receive credit to satisfy each Common Curriculum Breadth requirement; however, some Breadths may be prerequisites for departmental credit and may have a higher grade requirement to continue in a sequence. It is important to nuance this distinction in communications to students when encouraging them to drop or withdraw from a class; we ask you to remind undergraduate instructors of these general education requirements. Questions? Please contact the Office of General Education (gened@smu.edu; 214-684-6168).

Signature Approvals Added for Teaching for Extra Compensation. For faculty who teach outside of their home unit and for staff who teach for extra compensation, signature

approvals are now required from the home unit (e.g., department chairs for faculty and immediate supervisors for staff). These changes are in response to an internal audit and will be effective immediately. A memo will go out to all academic staff who generate the extra compensation and adjunct hire forms. During the transition to this new business process, payment requests that do not contain the needed signature will be routed back through the approval process. For questions, reach out to facultysuccess@smu.edu.

How to Promote Department Events. Are you looking for ways to increase attendance at departmental events? Consider signing up for and receiving the weekly newsletter that is sent to all undergraduate students every Wednesday morning. An example newsletter is attached to this Roundup. You can promote department events by sending graphics or content to Becca Umobong, Director of Academic Skill Development (rebecca@mail.smu.edu), following these guidelines: PNG format, landscape or square layout, 800-1200 width, 18+ font, and color/font with the SMU [Brand Guidelines](#). The deadline to submit content is each Tuesday at noon. If you would like to be added to the list of people who receive the newsletter, please notify Becca at rebecca@smu.edu.

ERISA Limits on Adjunct Teaching. The Office of Faculty Success is collaborating with HR and Payroll to generate reports that alert deans and the Provost Office when an adjunct faculty member is 3 credit hours away from reaching the ERISA limit (of 33 credit hours/year) and when they are no longer eligible to teach or to be employed without benefits. We will keep you updated on the progress of this initiative and request your input on an as-needed basis. For questions, reach out to facultysuccess@smu.edu.

AY24-25 Common Curriculum Student Assessments. The Office of Institutional Planning and Effectiveness (IPE) will be collecting student assessment work in the 2024-2025 academic year for the following Common Curriculum components: Creativity and Aesthetics (CA), Historical Contexts (HC), Literary Analysis and Interpretation (LAI), Philosophical, Religious, and Ethical Inquiry (PREI), Community Engagement (CE), and Civics and Individual Ethics (CIE). Faculty teaching courses with these components from May 2024 through Spring 2025 are required to submit student work that demonstrates attainment of the skills associated with each component. Faculty will receive an email survey from the Office of Institutional Planning and Effectiveness just after add/drop to gather information about the type of assignment they are using to assess student learning. IPE will then send detailed instructions to each faculty member about how to submit their students' assessment work. All faculty teaching courses carrying Common Curriculum tags are expected to assess their students' learning in the associated components at the course level each term. Assessing these components regularly ensures that students are meeting the stated student learning outcomes and supports the continuous improvement process. Please make sure all new faculty in your departments are aware of whether their courses carry Common Curriculum components, know where to locate the Common Curriculum rubrics, and understand their responsibility to assess these components in their courses. For more information, contact Dr. Dayna Oscherwitz, Dr. Yan Cooksey, or Dr. Brooke Guelker in the Office of Institutional Planning and Effectiveness. Also, you can [register for a Drop-In Help Session the week of March 31-April 4th at this link](#).

Qwickly Attendance Platform. After reviewing the data gathered by EPR and MPR, SMU-in-Four has recommended, with input from the Faculty Steering Committee, that we pilot the Qwickly Attendance platform in the fall 2025. We are exploring ways to minimize the reliance only on Early and Mid-term Progress Reports (note—EPRs are due on February 25th). Qwickly is an attendance-tracking platform that includes Canvas LMS integration. It will initially be used for undergraduate courses and by specific lists of student-athletes. This platform will streamline attendance tracking, help ensure attendance compliance for student-athletes, and provide SMU faculty with an easy-to-use check-in system using QR codes that are also integrated with Canvas. It offers an option for faculty who have been requesting a tool that integrates easily with Canvas, and it will be a required tool for any classes that have student athletes. More information and demonstrations will be forthcoming in the spring term. For immediate questions, contact facultysuccess@smu.edu.

New SMU Policy 1.23 Conflict of Commitment. Thank you to all of you and our Faculty Senators who helped provide important feedback on the new Conflict of Commitment policy. It has been approved and added to the [SMU policies site and can be found here](#). With the rollout of the new Faculty Activity Reporting System in August 2025, we will provide more information campus-wide on how faculty will report an Annual Report of Outside Activities. Throughout the spring 2025 term, details about the new policy can be discussed as part of ongoing leadership meetings. For questions, please reach out to facultysuccess@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. You can [find past issues at this link](#).