

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.

Due April 30

- List of TT and NTT faculty eligible for promotion in AY26-27
- Faculty position requests & confirmation of unfilled AY25-26 position searches
- Submit all contract renewal letters for review, including faculty administrative appointments, at contractrenewal@smu.edu (see note below)

Longitudinal Data Available: Faculty Counts and Student Credit Hours. As you prepare faculty position requests, please note that the longitudinal data is now available: [Spring 2026 SCH and Faculty Data](#). You can find the template for making requests at the following link: [2026 Faculty Lines Request Template](#). Associate deans and others appointed by their deans as designees have received access to upload requests to CSU-specific folders for the April 30th deadline. As you look through the longitudinal data, please note that there are two views: “AY” which means “All-Year” to include fall-spring as well as Intersessions, J-term, etc., and “Fall-Spring” only. Most CSUs should use “Fall-Spring” data in making their requests because budgets and faculty position decisions are tied to salaries budgeted for the scope of work during the typical academic fall-spring year. Faculty pay for Intersessions, summer teaching, etc., is part of the extra compensation budget. Note that some CSUs *do* spread teaching requirements across the summer, and those units should use the data most appropriate to their practices. Questions? Reach out to facultysuccess@smu.edu.

Department Chair Lunch and Learn: Budget Toolkit for Chairs. We look forward to seeing chairs at the upcoming Lunch-and-Learn. This session is focused on budgeting and will be co-hosted by Paige Ware and Ron Fellers. Associate deans are welcome to join as well; associate deans--please RSVP by emailing Mandy Graham (mtgraham@smu.edu) by Monday, March 30th, so that we can add your name to the boxed lunch count that we have for chairs who have previously RSVP-ed: Wednesday, April 1st @ 12:00 in Collins Executive Center room 100.

Faculty Contract Renewals—New Review Process. All professional track contracts up for renewal, as well as all faculty leadership appointments being renewed or established (e.g., department chair, associate dean, director) must be submitted for Provost Office review by April 30th to contractrenewal@smu.edu. Review will take place within 72 hours, at which point contracts can go out any time in May. This is a new process at SMU, in

response to a recommendation from Internal Audit. We have created templates for use and made them available to administrative staff: [Sample Contract Letters and Templates](#). If you have any questions, reach out to facultysuccess@smu.edu.

Moody School Dissertation Fellowship Nominations Due April 10: PhD program directors and department chairs are encouraged to nominate PhD students expected to complete their degrees in the 2026-2027 academic year for dissertation fellowships from the Moody School. The Moody School offers two types of dissertation fellowships: [Dean's Dissertation Fellowships](#) provide stipends commensurate with departmental stipends and health insurance to allow recipients to focus on completing their dissertations in the fellowship year; [Moody Dissertation Fellowships](#) provide stipends of \$31,500 and health insurance to PhD students finishing their dissertations whose research shows exceptional promise for impact in their fields. Nominations may be submitted here by [Friday, April 10: Moody School Dissertation Fellowship Nomination Form](#). A timeline form, which must be completed, signed, and uploaded with the nomination, can be accessed [here](#). Questions can be directed to Dr. Rachel Ball-Phillips, Assistant Dean for Graduate Fellowships and Awards (rmball@smu.edu).

Faculty Awards Ceremony. If you have not yet RSVP'ed to the Faculty Award Ceremony on Wednesday, April 8th, please look for an incoming email with a reminder. This is the first year that we will be celebrating ALL faculty awards across external awards and internal awards, including teaching and service awards. President Hartzell and Provost Mersey will congratulate our faculty in the Moody Hall Auditorium at 4:00, and we will gather for appetizers and drinks in the Moody Hall Atrium immediately afterwards. We are almost at capacity for this event, with over 150 RSVPs. If the event itself fills to overflowing, you can still join for drinks in the Atrium at 5:00, where there is ample room! For more information, email the Director of Faculty Awards, Brenna Rivas @ brivas@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](#).

Thank you!
Paige