

Department Chairs, Associate Deans, and Deans,

With a goal of staying connected on internal governance issues, the Provost Office typically sends a monthly Roundup on the final Friday of each month to the internal university leadership. Because the final Friday in November fell on Thanksgiving week and in December will fall on winter break, we are sending out a combined November/December "Roundup" on this first Friday of December.

Process changes for extra compensation requests. In response to the internal audit recommendations on extra compensation procedures, all faculty and staff will have their immediate supervisor added as the first approver on all extra compensation requests. This will allow leadership to review any additional work and payment prior to its routing through the approval process. What this means for chairs, associate deans, and deans: on the faculty side, department chairs will need to look for Extra Compensation Approval Requests in their email on a regular basis. You will also need to alert staff who serve as supervisors to check their approval requests regularly. All department coordinators and executive assistants who attended the November 20th Administrative Support Staff workshop (over 50 in attendance!) have been trained on how to add the immediate supervisor. For questions, please reach out to facultysuccess@smu.edu.

CTE Spring Kickoff. The CTE is excited to announce the in-person 2026 Spring Kickoff event, taking place on Friday, January 16, 2026, from 8:30 a.m. to 2:00 p.m. in Moody Hall. The event will feature hands-on programming designed for direct application in teaching. Faculty will have the opportunity to collaborate with colleagues, exchange experiences, and build a supportive professional network. Breakfast and lunch will be served to all attendees. There will be live music and a new Book Club reveal. This event is open to all SMU faculty. Please encourage faculty to join and register here: <https://booking.smu.edu/event/15518426>

Graduation breakfast tradition. The breakfast prior to the December Commencement Ceremony will be held beginning at 8:45 a.m. in the Miller Champions Club in the Miller Event Center, directly inside the entrance to the coliseum on Binkley Avenue. All faculty who RSVP to attend graduation are automatically included in the breakfast RSVP. Please encourage faculty participation in the ceremony, such an important milestone for our students! Please contact Alex Leever, director for ceremonies, 214-768-6477, ceremonies@smu.edu or visit the [commencement website](#).

Building and using Faculty Activity Reporting (FAR) tools. Join a Zoom-based workshop on how to use FAR reporting tools. We have built several examples to showcase for faculty leadership to use in their annual review process. To sign up for the session scheduled for Wednesday, January 14th (12:00-1:00), please use this registration link: <https://booking.smu.edu/event/15900320>. If you want a head start on how to use these tools prior to mid-January, reach out to facultysuccess@smu.edu to schedule an appointment.

SMU's Engaged Learning Fellows: Call for Nominations. Thanks to all of our faculty who mentor undergraduate researchers. We had students presenting at the SMU Fall Research Symposium, at the American Chemical Society SE & SW Regional Meeting in Orlando, at the Texas Undergraduate Conference for Social Sciences at UNT, and at the National Communication Association conference in Denver. We are seeking support in selecting students to represent SMU at the [ACC Meeting of the Minds](#) conference at Florida State University, April 10-12, 2026. All ACC schools are invited to send five (5) undergraduate researchers to the conference. The Office of Engaged Learning invites you to nominate one (1) undergraduate student to present their research or creative scholarship. Please submit your nominations by Monday, December 15 at 5 p.m. to this [ACC Meeting of the Minds nomination form](#).

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](#).