

Provost Office Fall 2020

Fall 2020 Date	Item	Responsible
7/10/2020	Emerging Leaders: Letter to Deans for nominations	Dickman
8/1/2020	Deans: Promotion and Tenure: Send letters requesting nominations to Faculty Senate President and to Deans who have faculty rotating off Advisory Committee	King
8/3/2020	Provost: Request Committee Membership updates for 2019-2020	Dickman
8/12/2020	Email: Faculty: Send out Memo re Syllabus	Jeter
8/14/2020	Deans: Promotion and Tenure: Send memo announcing new members to Advisory Committee	Jeter
8/16/2020	Council of Deans	Jeter/Dickman
8/17/2020	Schedule Two Student Leadership Meetings	Jeter
8/18/2020	Email: JanTerm 2019 Call for Course Proposals	Jeter/Lee
8/21/2020	New Faculty Orientation	King
8/24/2020	First Day of Classes	Registrar
8/25/2020	Faculty: Reminder of General Faculty Meeting	Jeter
8/26/2020	December EPC Proposal Deadline I	Guelker
8/26/2020	Fall General Faculty Meeting	King
9/1/2020	BOT: Materials to Legal Affairs	Jeter
9/1/2020	Schedule Provost to meet with an Associate Deans meeting and a Departmental Chair meeting (contact Alvey and Ware offices)	Jeter
9/2/2020	Faculty: Faculty Senate Meeting	Maynard
9/4/2020	Labor Day: University is open and classes meet.	Registrar
9/8/2020	SMU-in-TAOS Executive Board Meeting and Reception in TAOS.	Guelker
9/9/2020	Educational Programs Committee (EPC) Meeting I	Guelker
9/9/2020	December EPC Proposal Deadline II	Guelker
9/11/2020	Council of Deans	Jeter/Dickman
9/12/2020	One Day Annual PS Retreat (Virtual)	Ball-Phillips
9/15/2020	Deans: Memo to Deans regarding faculty Requests for Leaves of Absence	King
9/15/2020	Deans: Promotion and Tenure: send requests to Deans for a list of cases	King
9/17/2020 - 9/18/2020	BoT meeting	Jeter/Dickman
9/18/2020	Socially distanced PS lunch on Dallas Hall Lawn	Ball-Phillips
9/21/2020	Tate Series: Michael Beschloss and Jon Mecham with David Gergen	Tate Series
9/21/2020	Send Budget Process letters to Deans/Non Deans	Henry/Jeter
9/23/2020	Educational Programs Committee (EPC) Meeting II	Guelker
9/23/2020	December EPC Proposal Deadline III	Guelker
9/25/2020	Emerging Leaders	Dickman
9/25/2020	Council of Deans	Jeter/Dickman
9/25/2020	Family Weekend Event	Ball-Phillips
9/25/2020 - 9/26/2020	Family Weekend	Registrar
10/1/2020	Deans: Stella Porter Russell Guidelines and Faculty List to Deans	King
10/1/2020	Anticipated P&T cases due to Associate Provost	King
10/2/2020	Send names of individuals to Legal for Conflict of Interest forms	Jeter/Dickman
10/2/2020	Emerging Leaders	Dickman
10/5/2020	Begin Scheduling Budget meetings with Deans, Mielke, Tumeo (along with Whitney and Ernie)	Jeter
10/5/2020	Email: Nomination of Faculty Teaching Awards	Jeter/CTE

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10/7/2020	Council of Academic Leadership (Deans and Academic Affairs Forum)	Jeter/Dickman
10/7/2020	Faculty: Faculty Senate Meeting	Maynard
10/7/2020	Educational Programs Committee (EPC) Meeting III	Guelker
10/7/2020	December EPC Proposal Deadline IV	Guelker
10/8/2020	Council of Deans Retreat and Dinner	Jeter/Dickman
10/9/2020	Emerging Leaders	Dickman
10/10/2020	PS Alumni Networking Virtual Event	Ball-Phillips
10/14/2020	Council of Deans	Jeter/Dickman
10/15/2020	Faculty: Leave Forms due from Dean's offices	King
10/16/2020	Email: Invitation to December Commencement	Jeter/Registrar
10/20/2020	Tate Series: Spike Lee	Tate Series
10/21/2020	Educational Programs Committee (EPC) Meeting IV	Guelker
10/22/2020	Virtual Minute-to-Win-It Game Night	Ball-Phillips
10/23/2020	Emerging Leaders	Dickman
10/30/2020	Emerging Leaders	Dickman
10/30/2020	Provost: Promotion and Tenure: Set schedule for meetings in the spring	King
11/1/2020	Tate Series: Arthur C. Brooks	Tate Series
11/2/2020	Faculty: Stella Porter Russell email to faculty recipients	King
11/2/2020	Faculty and Staff: Send out Community Email re Holiday Stress	Jeter
11/2/2020	Prepare Holiday Card to email to Campus Community and special friends	Jeter/Dickman
11/4/2020	Faculty: Faculty Senate Meeting	Maynard
11/6/2020	Emerging Leaders	Dickman
11/9/2020	Send notice re Final Exams to Undergraduate School Deans	Jeter
11/13/2020	Provost Holiday Party date identified	Dickman
11/17/2020	BOT: Materials to Legal Affairs	Jeter
11/18/2020	Council of Deans	Jeter/Dickman
11/20/2020	Emerging Leaders	Dickman
11/25/2020	No Classes	Registrar
11/26/2020	Holiday: Thanksgiving	Registrar
11/30/2020-12/01/2020	No Classes	Registrar
12/1/2020	Tate Series: Tammie Jo Shults	Tate Series
12/2/2020	Faculty: Faculty Senate Meeting	Maynard
12/3/2020-12/4/2020	BoT meeting	Jeter/Dickman
12/4/2020	Email: MayTerm 2018 Call for Course Proposals	Jeter/Lee
12/4/2020	Last Day of Classes - Fall Semester	Registrar
12/7/2020	Email: Requesting nominations for Ford Research Fellowships	Wray/Jeter
12/7/2020 - 12/9/2020	Reading Days	Registrar
12/8/2020	Virtual PS Holiday Celebration	Ball-Phillips
12/10/2020	Council of Academic Leadership (Deans and Academic Affairs Forum)	Jeter/Dickman
12/10/2020-12/16/2020	Fall Final Exams	Registrar
12/11/2020	Emerging Leaders	Dickman
12/16/2020	Council of Deans	Jeter/Dickman

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12/19/2020	Academic Ceremony: December Commencement Convocation	Registrar
12/23/2020 - 1/04/2020	Holiday: University closed	Registrar
TBD	Department Chair Retreat	King