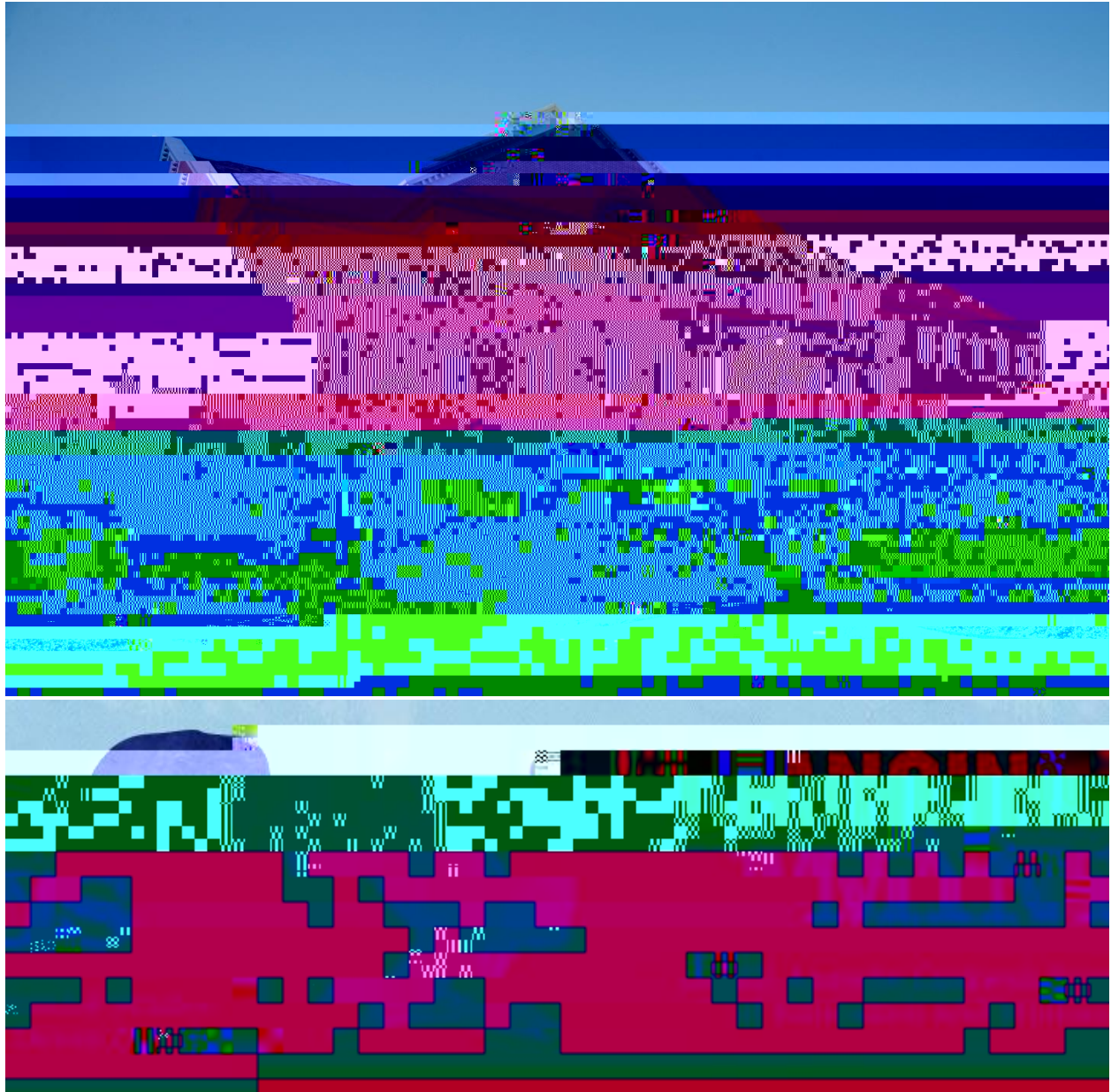


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# FACULTY *Handbook*



This handbook serves as a guide for faculty members, who have instructional duties in the Simmons School of Education & Human Development at Southern Methodist University of Dallas, Texas. No part of the handbook may be copied without the permission of Southern Methodist University.

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## **ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION & HUMAN DEVELOPMENT**

Annette Caldwell Simmons Hall | 3101 University Boulevard | Dallas, Texas 75205

Harold Clark Simmons Hall | 6401 Airline Road | Dallas, Texas 75205

SMU East Campus | Expressway Tower | 6116 North Central Expressway | Dallas, Texas 75206

SMU-IN-Plano | 5228 Tennyson Parkway, Building IV | Plano, Texas 75024

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LETTER FROM DEAN

Dear Colleagues:

## CAMPUS CONTACTS

### Emergency Numbers

<b>Department</b>	<b>Contact Phone</b>
Police, Fire, Paramedics	911
Campus Police	214-768-3388
Office of Risk Management	214-768-2083
Health Center	214-768-2141
Counseling and Psychiatric Services	214-768-2277
Dean of Student Life	214-768-4564
Equality Center	214-768-4502
Women & LGBT Center	214-768-4792
Alcohol & Drug Abuse Prevention	214-768-4021









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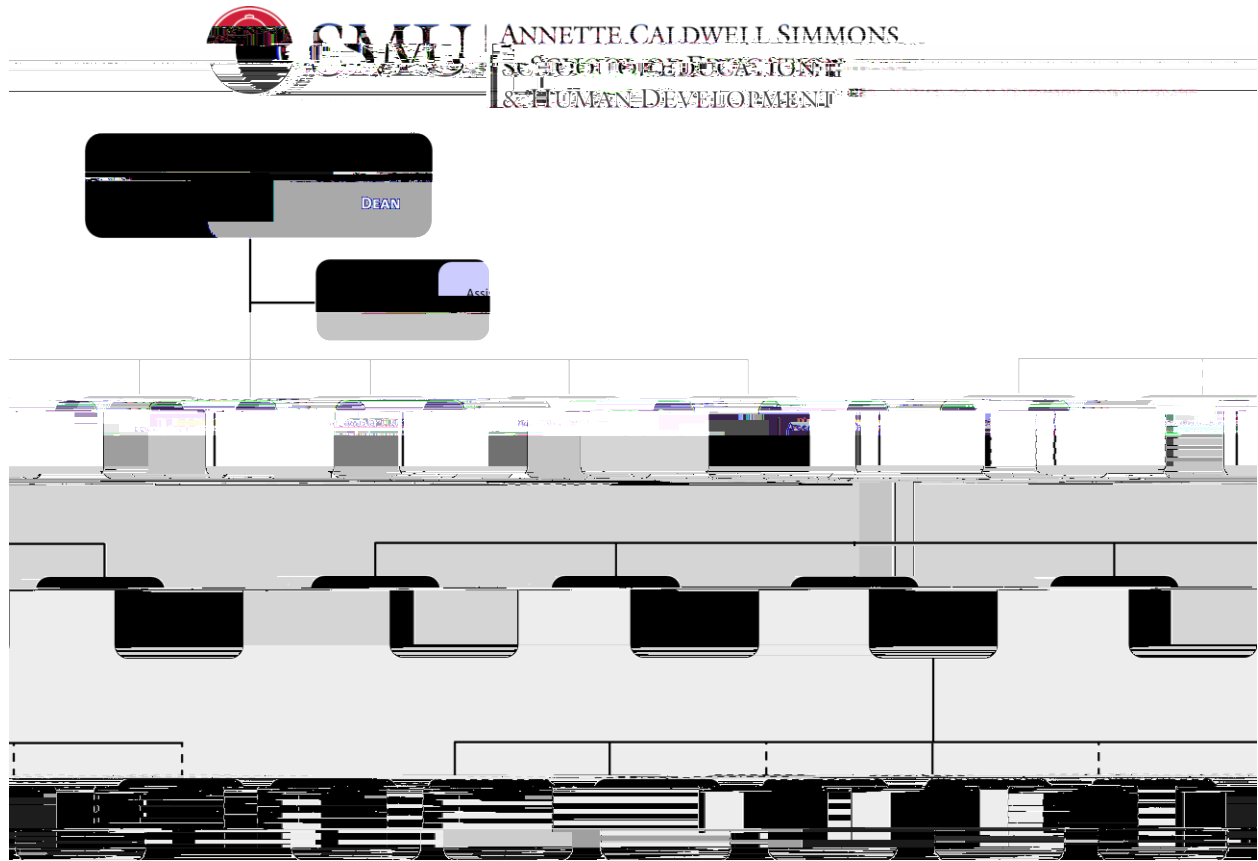
General Questions	Sharon Matlock	214-768-3311	smatlock@smu.edu
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## GOVERNANCE

The Annette Caldwell Simmons School of Education and Human Development consists of four departments (Applied Physiology & Wellness, Dispute Resolution and Counseling, Education Policy & Leadership, Teaching and Learning) and one program (Graduate Liberal Studies,). The Department Chairs.

## ORGANIZATIONAL CHART



## DEPARTMENTS AND CENTERS

Departments are the fundamental academic units of the School. They sponsor the major academic and pedagogical activities undertaken in the professional lives of faculty members. Departments have the dual responsibility to the School and the University of which they are a part, and to the external disciplines and professional projects and institutions that they represent. Departmental faculty as a whole comprise the will of a given department, and the department as an institution has a responsibility to foster the professional lives of its members. Since faculty spend most of their working lives in the departmental context and since so many fundamental decisions that affect faculty, students and the School are made at the department level, it is important to recognize that departments have considerable impact in the socialization of faculty

and in the building of the larger culture of the School. Democratic behavior and collegiality, for example, must be nurtured at the departmental level before they can be expected to flourish in

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consult with the Office of the Dean on these matters. These endeavors therefore reflect active engagement within the campus and surrounding community and are considered salient indicators of either service and/or (if for research/publication purposes) scholarship.

### SIMMONS COMMITTEES

As the Simmons School continues to develop opportunities for faculty and staff to participate in the infrastructural committees, the shared governance commitment becomes a living and breathing experience to ensure shared decision making among faculty, staff, students.

An evolving list of standing and *ad hoc* committees are listed below:

Committee	Charge	Appointment	Meetings Dates
<b>Academic Affairs</b> (Associate Dean, Chair)	The purpose of the Academic Affairs Committee in the Annette Caldwell Simmons School of Education & Human Development is to review curriculum, new program proposals, and academic policies and procedures in order to ensure that	Nomination by Department Chairs	Once a month starting in September and ending in June
<b>Assessment &amp; Accreditation</b> (Assistant Dean for Academic Affairs, Chair)	To create a culture of assessment across Simmons, Identify current data collection efforts and needs, Establish a common recommendation(s) for universal data collection system, Create a glossary of assessment/accreditation terms, Document our assessment story	Nomination by Department Chairs	Monthly
<b>Diversity and Equity</b> (Associate Dean, Chair)	The Diversity Committee promotes equitable practices in instruction, hiring, managing and promoting within the Simmons School and raising awareness of potential unbalances in the same areas and within P-12 and higher education educational systems	Faculty and Staff Volunteer	Monthly
<b>Library</b>	This committee meets to review the library resources needs of Simmons and makes recommendation to meet those needs.	Appointed by the Dean	Quarterly
<b>Ph.D.</b> (Director of the Ph.D. in Education Program)	The PhD Committee meets monthly to discuss annual student recruitment, admission, and funding. Ongoing agenda items include: curriculum, faculty instructional assignment, student advisement, and all PhD Program policy.	Unspecified term of service	Monthly Every third Friday of the Month

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<p><b>Simmons Educator Preparation Programs Advisory Council</b> (Assistant Dean for Academic Affairs, Chair)</p>	<p>The purpose of the Council is to bring together the various constituencies of the Simmons School of Education and Human Development to mutually discuss the design, delivery, evaluation and major policy decisions of the teacher, administrator and school counselor preparation programs at Southern Methodist University. In accordance with TAC 228.20, the Council plays an integral role in the accreditation and review process of the Simmons School and its educator certification programs.</p>	<p>Nomination by TEA Program Directors</p>	<p>Three times a year</p>
<p><b>Simmons Student Advisory Board</b>(Assistant Dean for Academic Affairs, Chair)</p>	<p>This group meets regularly to shape and guide the Simmons student learning experience, offering feedback on new programs, policies and practices to the Dean.</p>		
<p><b>TEA Program Directors and Certification Officers</b> (Assistant Dean for Academic Affairs, Chair)</p>	<p>This group meets regularly to review TEA rules and regulations, discuss and resolve compliance issues, and implement policy and practice that is consistent across programs</p>	<p>Job role</p>	<p>Monthly</p>

**The Technology Advisory Council (TAC)**  
(Director of Instructional Design)  
Design Adv

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## FACULTY ROLES AND RESPONSIBILITIES

To learn more about faculty appointments, contract of employment, tenure, non-reappointment, and dismissal policies [Please click here](#).

## FACULTY WORKLOAD POLICY

You will find more information about faculty workload [policy 6.2, please click here](#).

## FACULTY OFFICE HOURS (INCLUDE SUMMER)

It is particularly important to set aside regularly scheduled times for students to meet with faculty or reach faculty with their questions. The students should have either faculty work or home telephone number available as well as an e-mail address. The student may also leave messages with the departmental secretary for faculty to return calls. It is important to respond promptly to messages. Unavailability is a particularly sensitive source of irritation to students, most especially in the case of distance education students.

## DIGITAL MEASURES

Digital Measures (DM) is the tool that SMU uses to record faculty teaching, research, and service activities at SMU. New Simmons faculty members are added to the DM system by September 1 of every academic year. Promotions by September 1 as well.

DM is used to generate a Faculty Activity Report (FAR) for every faculty member early each spring. Departments handle the FAR generations differently. Some require the faculty members to generate their own FARs; others generate all of the FARs for all of their faculty members centrally. Consult with your department chair to learn how your department handles them. The courses you teach are included in your DM account, but all courses for a calendar year are uploaded for in December/January.

## ROLES AND RESPONSIBILITIES OF DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

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## FACULTY REVIEW AND EVALUATION

To learn more about SMU Policy 6.11 Guidelines for the Periodic Evaluation of Faculty, which address principal assumptions, procedures for implementation, salary adjustments and amendments, [please click here](#).

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## DEFINITIONS OF TITLE AND RANK

To learn more about SMU Policy 6.6 Faculty Ranks, Classifications and Terms of Appointment, [please click here](#).





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Faculty members in the Annette Caldwell Simmons School of Education and Human Development have attracted external funding from sources that include the U.S. Department of Education, Texas Instruments Foundation, Collins Foundation and other sponsors. These innovative research and professional development projects are designed to have real-world impact on regional and national education.

To learn more about research funding,



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Official class rolls are distributed the first day of each semester and placed in your mailbox in the respective department.

The departmental program specialists will place any changes pertaining to course rolls in your mailbox. The faculty must work closely with the Office of the Registrar in the verification of class rolls. The timely validation of these rolls is a significant duty of all faculty. A second set of class rolls is distributed after the add/drop period is completed. Faculty should indicate the names of students attending class, but not listed on the class roll, as well as the names of students on the roll, but not attending.

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### THE COURSE SYLLABUS

Each instructor must have a syllabus for each course taught. Instructors should establish some means of self-evaluation to determine whether or not the goals and objectives of the course are actually achieved. This type of self-evaluation should be done in addition to the student evaluations completed near the end of each course. The more clearly a course is defined in the syllabus, the less likely the instructor will be involved in grade appeals and other administrative problems.

The following information should be included in each course syllabus prepared by instructors teaching courses for the School of Education and Human Development.

**Course Objectives** - Provide clear, concise statements that outline the course and define the specific learning goals and objectives that you wish to accomplish by the end of the course.

**Textbooks and Supporting Materials** - Include the title, author, publisher, and edition for each major publication to be used during the course. Indicate if the textbook is required for the course, or recommended supplementary reading. If textbook materials have been placed on reserve at SMU Fondren Science Library, this should also be noted.

**General Instructor Information** - Students should be informed of the name of the instructor, how you may be contacted during the semester, i.e. telephone, fax number, email, etc., where to leave messages, student consultation and assignments.

**Class Meeting Times** - include room number or location of class for on-campus students, the days each week the class will meet, the starting and ending times for classes.

**Grading Scale** - If a special grading scale will be used, the students must be informed at the beginning of the course in order to avoid confusion and grade appeals when final grades are posted. If you are using several instruments for grading students, they will also need to know the weighing that will be assigned to each instrument.

**Grading Expectations** - Define what your expectations are in order for a student to earn each grade. The students should also be informed on what areas they will be tested, (i.e. textbook material, lecture material, lab work, etc.).

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Dates and times for Exams, Projects, etc. - Students must be informed when assignments are due, when tests will be given, and your policies regarding late work and make-up examinations.

General Course Outline - Provide a brief outline of the subject matter to be covered each week. Indicate whether the schedule is subject to change during the semester.

Field Work -

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tardy in grading exams, and it is our experience that this inevitably becomes a justifiable source of contention and discomfort on the part of students.

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### TEXTBOOKS

Book orders are placed on a per semester basis by the department. Requests for book orders are placed by the Departmental Secretary who forwards them to the SMU Bookstore before the deadline date. If you are unable to meet the necessary deadline, please notify the appropriate secretary. Please indicate which books are required for the course, which books are recommended for supplementary reading, if any.

Please note that lea reading, if any.



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sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and other similar activities. If a condition substantially limits a student's access to educational opportunity, that condition is considered a disability. A diagnosis of a disability does not, in and of itself, necessitate reasonable accommodations under the ADA or Section 504 of the Rehabilitation Act of 1973.

The following is a list of disabling conditions SMU accommodates.

[ADHD](#)

[Learning Disability](#)

[Chronic Medical/Health Disability](#)

[Visual Disability](#)

[Hearing Disability](#)

[Speech Disability](#)

[Psychological/Psychiatric Disabilities](#)

[Temporary Disabling Condition](#)







PODCASTS

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contemplate, and implement innovative teaching methods in a particular context, all in an atmosphere that encourages deep thought and mutual trust.

[Course Design](#) -- With the addition of a full-time instructional designer to our staff, the CTE is available to assist you with your face-to-face and online course design needs.

[Just-in-Time Teaching & Technology Grants \(JiTTT Gra1 05z 0 612 7 12 T 156.86s 9f1 0 0 1 145.94 667.3v009](#)

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DeGolyer Library: DeGolyer Library houses various special collections, including the SMU archive, with particular strengths in Western Americana, business history, and railroading.

Fondren Library: Fondren Library serves as the general collection for SMU, supporting undergraduate and graduate programs in the Dedman College of Humanities and Sciences, the Lyle School of Engineering, and the Simmons School of Education and Human Development. Fondren was the first library located on the SMU campus, and the first part of the complex was completed in 1940.

Hamon Arts Library: The Jake and Nancy Hamon Arts Library houses collections in the fine and performing arts, advertising, and communication studies. It supports students and faculty in the Meadows School of the Arts.

Underwood Law Library: Underwood Law Library collects materials that support scholarship in the Dedman School of Law.

Fort Burgwin Library: The Fort Burgwin Library (SMU-in-Taos) collects materials that support scholarship on the Taos campus.

### PERSONNEL POLICIES, PROCEDURES, AND RESOURCES

For more information about Health and Other Benefits and Wellness, such as leave, tuition benefits, bereavement, etc., [please click here](#).

### PARKING

The "My Parking Account" portal is your one-stop-shop for all things parking. The "My Parking Account" portal is the place for ordering parking permits, appealing and paying citations, managing your vehicle

[Campus Parking Map](#)

[Visitor Parking Map](#)

[Scheduled Bishop Blvd. Event Parking Map](#)

[Athletics Game Day Parking Map](#)

[McFarlin Memorial Auditorium Event Parking](#)

[East Campus Parking](#)

### PAYROLL

<https://www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/Payroll>

Payroll help desk: 8-

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SMU Police patrol campus 24 hours a day, seven days a week. The department coordinates actions with neighboring agencies and criminal investigations with the Dallas County District Attorney's Office. Emergency blue-light phones across campus connect directly to SMU Police.

SMU Police provide crime prevention education and self-defense training; 214-768-3333.

SMU urges students to call for a safety escort.

SMU Safety Escort by Tapride offers free rides on campus from 7 p.m. to 3 a.m. during the fall and spring terms when classes are in session; download the app. [Learn more online here.](#)

SMU Police are also available to provide secure rides on campus; call 214-768-3388.

[SMU Rides](#)

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We believe in fostering a culture that prioritizes consent and respect. As a part of these efforts, we work to engage all members of the university community to create a healthy environment where violence in any form is not tolerated.

Learn how to [get involved at SMU](#).

Learn more about [education and prevention efforts](#).

To request a presentation regarding violence prevention or bystander intervention for your class, Residential Commons, student or Greek organization, please contact:

DEVELOPMENT AND EXTERNAL AFFAIRS

## CLASSROOM RESETTING

Please note, the below rooms require resetting after each use:

Annette Caldwell Simmons Hall (ACSH)

- 138 and 144

Harold C. Simmons Hall (HCSH)

- 101A and 101D