August 1, 2023

Dear Colleagues:

Welcome back to Fall 2023 on the Hilltop! We look forward to the semester ahead. As you finalize your syllabi and make preparations for this academic term, I would like to ensure we all have an opportunity for clear and consistent communication.

At any time throughout the year, you can [access the required university syllabus statements at this evergreen site](#). These statements cover three main areas: Title IX and Disability Accommodations, Academic Policies, and Student Support Services. Sharing this information on your syllabi with your students reminds them of the policies and of how to access services and accommodations. Please be sure to remind your students of your weekly office hours by posting them clearly in your syllabi. We have also finalized the two-year transition to a [new Syllabus Library](#) that is housed in a platform named Simple Syllabus that automatically adds the required University language to all syllabi. This new password-protected Syllabus Library serves as a resource for all SMU faculty, staff, and students.

Please note two additional options to the University syllabus statements this fall. First, in recognition of the ongoing development of Generative AI, a group of SMU faculty working with the office of Faculty Success and the Center for Teaching Excellence developed [three Generative AI options](#) for including in syllabi to help clarify for students how different courses will approach Generative AI. These three options have also been automatically populated as selections inside the new syllabus platform for your convenience. Second, to help ensure clear and transparent communications in the event of inclement weather or University class cancellations, we have developed an [evergreen website with these guidelines](#).

As part of the [SMU in Four initiative](#) to increase first-year retention and graduation rates, all 3-credit courses offered as part of the undergraduate curriculum must integrate their syllabus, calendar, and gradebook within Canvas. To facilitate, the SMU Academic Instructional Technology team has developed a number of ongoing and time-sensitive supports: 1) [self-help, all-](#)

[18](#).

As a reminder, during the last two years, teaching face-to-face courses as emergency remote courses was authorized by the Southern Association of Colleges and Schools Commission on

model. The Faculty Senate Executive Committee, along with faculty input and in collaboration with the academic leadership team, have created guidelines around the use of technology-enhanced instructional supports for students who need to be absent (such as Zoom-based