

Policies and Procedures Manual – Part II (To Be Completed by Academic Units at the University ONLY)

ACADEMIC POLICIES AND PROCEDURES

The academic functions of the University are housed under the provost and vice president for academic affairs. Information about the Office of the Provost, may be accessed at the Office of the provost's website:

<https://www.uta.edu/administration/provost>. Additional assistance is located on the University's Policy Library web page at <https://resources.uta.edu/provost/policies-procedures/index.php>. Documents housed there that contain information of interest related to academic matters include:

University of Texas at Arlington Policies and Procedures (HOP)

University of Texas at Arlington Compliance Office

University of Texas at Arlington Graduate Catalog

University of Texas at Arlington Undergraduate Catalog

Request for Approval for Adoption of Faculty-Authored Texts

Request for Permission to Hold Outside Employment

U.S. Permanent Residency - University Policies and Procedures

UT Systems Handbook of Operating Policies (HOP)

UT System Regents' Rules and Regulations

UT System Policy Library

The undergraduate and graduate catalogs are available at <https://catalog.uta.edu/aboututa/>. Due to the unique nature of many academic issues, answers to specific questions may not be fully addressed within these documents. Therefore, the Office of the Provost encourages units to seek its assistance by emailing academicaffairs@uta.edu or by calling 2-2103. For your assistance, a list of units reporting to the provost, contact information and main areas the units are responsible for is attached.

GOVERNANCE

University faculty members and employees are encouraged to participate in governance of the University. There is generally a University faculty meeting each fall and spring. Announcements of the meetings are distributed to all academic units. In addition, the following bodies have five distinct areas of representation:

- Undergraduate academic issues are addressed by the Undergraduate Assembly. This body typically meets four to five times per academic year. Meetings are announced at the end of the previous academic year. Additional information is available at <https://www.uta.edu/administration/provost/faculty/committees-and-governance/undergraduate-assembly>.
- Graduate academic issues are addressed by the Graduate Assembly. This body typically meets four to five times per academic year. Meetings are announced at the

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end of the previous academic year. For additional information, visit <https://resources.uta.edu/gradschool/graduate-assembly/> for additional information.

- The Faculty Senate is an elected advisory body to the president whose primary responsibility is to represent UT Arlington faculty members. The Senate maintains a web page at the following address: <http://www.uta.edu/senate/>.
- The Staff Advisory Council (SAC) is an advisory body that makes recommendations to the president. SAC's web page is available at the following address: <http://www.uta.edu/sac/index.php>.
- Student Government is an elected body that makes recommendations to the President. Information on Student Government can be found on their website, <https://www.uta.edu/studentgovernance/student-government/index.php>. Questions about this group may be addressed to the Office of Student Governance and Organizations.

GUIDANCE FOR FACULTY AND THE STAFF WHO SUPPORT THEM

The duties of faculty members can generally be categorized as teaching, research, and service. In order to assist faculty members and the staff who support them, a *Faculty Guide* has been prepared. The *Faculty Guide* is available at <https://resources.uta.edu/provost/faculty-guide/index.php>. An orientation for new faculty is held each fall; information can be found at <https://www.uta.edu/administration/provost/units/faculty-affairs/events-and-resources/faculty-orientation>. Information about additional faculty support services offered by the Office of the Provost including the Leadership Academy, peer observation, Association of College and University Educators (ACUE) Course and training sessions on best practices in teaching and online technology can be found on the Center for Research on Teaching and Learning Excellence (CRTEL) website at <https://utacrtle.org/>.

TEACHING

To keep faculty updated about their professional responsibilities in the area of teaching, the Office of the Provost posts information about “Important Course Policies”; this document is found under the “Course Related Information” section at <https://resources.uta.edu/provost/index.php>. In addition, the Office of the Provost supports the state-mandated requirement to make course syllabus information available online by providing a syllabus template and information on how to post syllabi online to the Faculty Profile system in the “Course Related Information” at <https://resources.uta.edu/provost/index.php>. Course syllabuses can be accessed at <http://www.uta.edu/ra/real/courses.php>.

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The Office of Institutional Effectiveness and Reporting oversees the administration of Student Feedback Surveys (instructor evaluations). Summary data for all faculty is available at <http://www.uta.edu/sfs>.

Class schedule information can be obtained from the University's web page (accessible via <https://www.uta.edu/mymav/>). Additional information, such as the academic calendar and information on the posting of grades, is found at on the Office of the Registrar's website: <https://www.uta.edu/records/>.

Many offices provide student services. Visit the general Student Services webpage for additional information: <https://www.uta.edu/student-life/services>. Specific questions or concerns may be directed to the Division of Student Success (studentsuccess@uta.edu or 2-1794), the Division of Student Affairs (studentaffairs@uta.edu or 2-6080), or the Graduate School (graduate.studies@uta.edu or 2-5164).

RESEARCH

Research activities are conducted under the guidance of the vice president for research, extension 2-1021. The Office of Research provides both pre-award and post-award services in one location. Information and assistance for researchers can be obtained at <https://www.uta.edu/research>.

HIRING

Generally, employees at the University are classified as faculty, classified staff (exempt and non-exempt), administrative and professional staff, temporary staff and student workers. All hiring decisions in units that report to the provost are to be pre-approved by the Office of the Provost. Information on policies and process for academic hires are available at <https://resources.uta.edu/provost/academic-hiring/index.php>. Hiring decisions for full-time faculty must be pre-approved by the provost. Additional guidelines for the employment of graduate assistants are provided on the Graduate School website: <https://www.uta.edu/academics/schools-colleges/gradschool>.

In addition to the approval required by the Office of the Provost, all hires are to be made in accordance with human resources (HR) procedures. HR employment procedures are explained in the Handbook of Operating Procedures at <https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.main&cat=10#DocTop>.

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OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
PRANESH ASWATH, PROVOST *AD INTERIM*

INDEX BY OFFICE

Revised February 2021

Academic Personnel Office | Edith Reed, Assistant Vice Provost

Contact: academicpersonnel@uta.edu, 2-0314

Main functions:

- Faculty records
- Faculty recruiting
- Faculty counts
- Faculty offer letter templates
- Instructor assignments
- Academic administrator training

Division of Academic Planning and Policy | Dr. Pranesh Aswath, Interim Provost

Contact: ViceProvost@uta.edu, 2-2103

Main functions:

- Academic credentials: degrees, certificates, minors
- Academic policies
- Curriculum
- Program review

Office of Academic Resource Planning | Susan Elliott, Assistant Vice President

Contact: susan.elliott@uta.edu, 2-1872

Main functions:

- Financial, administrative, and strategic support to the Deans
- Budgetary and financial support to the Provost and Provost units
- College/school assistance with financial planning, resource allocation, business operations, budget forecasting, enrollment projections, data analyses, financial modeling, and much more

Division of Faculty Affairs | Dr. Antoinette Sol, Vice Provost

Contact: facultyaffairs@uta.edu, 2-7422

Main functions:

- Tenure and promotion information
- Annual and periodic reviews
- Faculty development
- Faculty teaching awards
- Faculty academic credentials
- Digital Measures

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- Faculty profiles
- Teaching policies

Office of Institutional Effectiveness and Reporting | Dr. Rebecca Lewis, Assistant Vice Provost

Contact: rebeccal@uta.edu, 2-3365

Main functions:

- Program-level assessment (UEP) (Nuventive Improve), Core Curriculum assessment, and Assessment Input Group
- Student Feedback Surveys (course evaluations) and other institutional-wide surveys (Exit Survey, NSSE) and QuestionPro
- Institutional accreditation matters including substantive changes
- Program and administrative external approvals from UT System, THECB, and SACSCOC
- Core Curriculum program inventory
- Academic Program Review submissions to UT System and THECB
- Academic affairs document repository

Center for Research on Teaching and Learning Excellence | Dr. Ann Cavallo, Assistant Vice Provost and Director

Contact: CRTLE@uta.edu, 2-7464

Main functions:

- Programming, short courses, resources, and seminars for faculty and graduate students on effective high-quality teaching practices in online, hybrid, and face-to-face course modalities.
- Personal and/or small group consultations and observations on teaching
- Faculty training for UT System required Peer Observations of Teaching
- Graduate Student Program, including the Graduate Student Conference on Effective Teaching
- CRTLE Faculty Showcase: A Celebration of Teaching Excellence
- Interdisciplinary grant proposals and research on teaching and learning
- Professional guest speaker series
- Faculty Mentoring program
- Creative Escapes Series for the Community
- Special Programs/Faculty Fellows Programs:
 - Maverick Advantage Faculty Engagement Program
 - Center for Service Learning
 - Professional Learning Community/Quality Enhancement Plan (QEP)

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Division of Student Success | Dr. Ashley Purgason, Associate Vice Provost

Contact: dss@uta.edu, 2-1794

Main functions:

- Student complaints or needs
- Advising matters
- Academic support (tutoring, coaching, etc.)
- Retention and completion initiatives
- New student courses