

# Faculty Handbook

## Index



1. Calendar of important dates and deadlines
2. CNS Dean's office responsibilities and contact information
3. Getting started at UT
  - a. Your appointment
  - b. Finding your way around the department
  - c. Teaching
  - d. Starting your research program
  - e. University resources
  - f. Publishing
4. Faculty evaluation
  - a. Faculty Activity Reports
  - b. Reviewing teaching
  - c. Annual review
  - d. Third year review
  - e. Comprehensive periodic review
  - f. Remediation plans
  - g. Compensation
  - h. Merit raises
  - i. Faculty awards
5. Promotion and tenure
  - a. Overview of the process
  - b. Preparing for P&T
  - c. Meeting with the chair
  - d. CNS committee
  - e. Preparing the dossier
  - f. Requests for extension of the probationary period
  - g. Appeal, reconsideration and grievance processes
6. Faculty separations
  - a. Resignation
  - b. Retirement and phased retirement
  - c. Emeritus
  - d. Modified service
7. Faculty mentoring
  - a. Peer evaluation of teaching
  - b. Research mentoring
8. Retentions and counteroffers
  - a. Requesting a counteroffer
  - b. Child Care
  - c. Child Care form
9. Workload, leaves and modified duties
  - a. Teaching workload
  - b. Requests for faculty leave
  - c. Requests for modified instructional duties
  - d. Requests for unbalanced teaching loads
  - e. Requests for outside employment
  - f. Faculty sick leave form
  - g. Faculty Research Assignments (FRA)
  - h. Chair's Fellows
10. Undergraduate and graduate teaching
  - a. Coursework policies
  - b. Academic integrity issues
  - c. Student grievances
  - d. Teaching awards
  - e. Writing letters of recommendation



11. Travel
  - a. Travel grants
  - b. Travel requests and reimbursements
  - c. UT Travel Management
12. Staff
  - a. Hiring
  - b. Evaluation
  - c. Staff grievances
  - d. Staff Awards
  - e. Staff separations and dismissals
  - f. CNS Staff Committee
13. Family Friendly Policies
  - a. Sick leave and sick leave pool
  - b. Family medical leave
  - c. Parental Leave
  - d. Child Development Center
14. Service
  - a. Commencement and award ceremonies
  - b. Department and college-level committees
15. Safety
  - a. Campus safety
  - b. Laboratory safety and training
16. Compliance and ethics
  - a. Americans with Disabilities Act
  - b. EEO and sexual harassment
  - c. Required compliance training
  - d. Sponsored projects
  - e. Reporting research expenditures
  - f. Misconduct
  - g. Entertainment expense policy
17. Problem solving and Conflict resolution
  - a. Immediate help / behavioral concerns
  - b. Employee Assistance Program
  - c. Campus Ombuds
18. Department communication and governance
  - a. Governance
  - b. Role of the budget committee or executive committee
  - c. Faculty meetings
  - d. Incorporating NTT faculty into the department

