

Faculty Guide

College of Business

THE UNIVERSITY OF TEXAS AT ARLINGTON

August 1, 2015



Policies and Procedures Manual

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Part I – Overview of the College

College Website

<http://www.uta.edu/business/>

College Mission Statement

<http://www.uta.edu/business/dean/mission.php>

College Strategic Plan (not up yet)

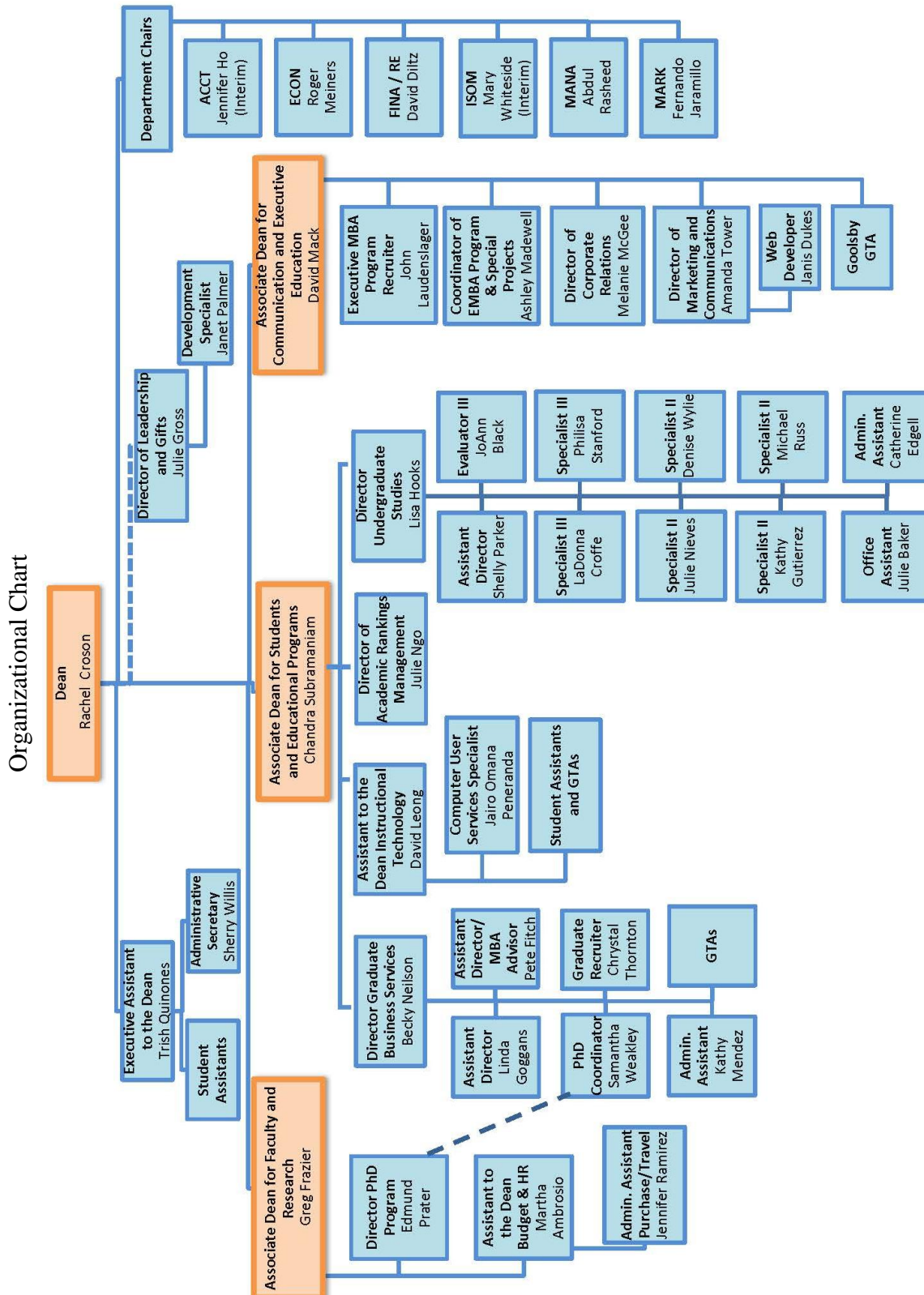
Peer Institutions

<http://www.uta.edu/ier/Resources/ut-arlington-peer-institutions.php>

UTA Faculty Guide

<http://www.uta.edu/provost/faculty-programs/faculty-guide/index.php>

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Part II - The College as an Institution

UTA Strategic Plan

<http://www.uta.edu/strategicplan/>

Accreditation Status

<http://www.uta.edu/business/mba/aacsb.html>

<https://www.aacsb.net/eweb/DynamicPage.aspx?Site=AACSB&WebKey=ED088FF2-979E-48C6-B104-33768F1DE01D>

College Faculty Meetings

A meeting of the faculty is held at least once each Fall and Spring semester. If needed, additional meetings are called by the Dean at his/her discretion or whenever one-third of the voting faculty request such a meeting. The faculty must be notified at least two weeks in advance of all meetings unless an emergency session is deemed necessary. A proposed agenda must be furnished one week prior to any meeting.

The Dean or an appointed representative presides over faculty meetings. A faculty member must be in attendance at the meeting in order to exercise the right to vote. A quorum is a simple majority of the voting faculty *Members*. The minutes of the meetings are kept by the Dean or an appointed representative and approved by a majority vote at the next meeting of the faculty. In the absence of specific rules adopted by the faculty, the proceedings are conducted according to Roberts' *REVISED RULES OF ORDER*.

Curricular Changes

<https://www.uta.edu/provost/administrative-forms/curriculum-catalog-changes.php>

College Committee Structure and Governance Rules

Assurance of Learning Committee 2014-2015

Mark Eakin, Chair

Alan Cannon

Doug Grisaffe

Steve Isbell

Richard Mark

Jeff McGee

Riyaz Sikora

Christy Spivey

Curriculum Committee 2014-2015 (Curriculum Content and Evaluation Committee)

Larry Chonko, Chair

John Adams

Tom Hall

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Ann McFadyen
Craig Slinkman
Mahmut Yasar

Faculty Composition and Qualifications Committee 2014-2015

Mission and Strategic Management Committee 2014-2015

Promotion and Tenure Committee 2014-2015

Bill Crowder, Chair
Myrtle Bell
Larry Chonko
Salil Sarkar
Bin Srinidhi
James Teng

Research Committee 2014-2015 (Intellectual Contributions Committee)

Mike Ward, Chair
Jim Quick
Salil Sarkar
James Teng
Jeff Tsay
Zhiyong Yang

Grade Appeals Committee 2014-2015

Becky Pierce (Hall), Chair
David Diltz
Doug Grisaffe
Ann McFadyen
Riyaz Sikora
Aaron Smallwood

Teaching Awards Committee 2014-2015

Tom Hall, Chair
Bill Crowder
Traci Freling
Susanna Khavul
Sridhar Nerur
Sanjiv Sabherwal

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College of Business Program Directors/Advisors/Coordinators 2014-2015

<u>Master's Programs</u>	<u>Advisor</u>	<u>GSC Chair</u>
MPA	John Repsis	Becky Pierce
MS Accounting	John Repsis	Becky Pierce
MS Taxation	John Repsis	Becky Pierce
MA Economics	Tim Wunder	Bill Crowder
MS Quantitative Finance	David Diltz	Salil Sarkar
MS Real Estate	Becky Neilson	David Diltz
MS Business Analytics	Carolyn Davis	Sridhar Nerur
MS Information Systems	Carolyn Davis	M.K. Raja
MS Human Resource Management	Dennis Veit	George Benson
MS Health Care Administration	Demetria Wilhite	David Gray
MS Marketing Research	Bob Rogers	Larry Chonko
MBA	Peter Fitch	David Gray
MS Engineering Management	Don Liles	Don Liles
MS Logistics	Erick Jones	Erick Jones
<u>PhD Program</u>	Edmund Prater	Edmund Prater
ACCT Coordinator	Martin Taylor	
FINA Coordinator	Salil Sarkar	
INSY Coordinator	Radha Mahapatra	
MANA Coordinator	Wendy Casper	
MARK Coordinator	Ritesh Saini	
OPMA Coordinator	Kay Yut Chen	

These 7 are also the PhD Graduate Studies Committee.

MBA Graduate Studies Committee 2014-2015

David Gray, Chair
 Larry Chonko
 Roger Meiners
 M.K. Raja
 Salil Sarkar
 Martin Taylor

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Part III - Professional Practice

Academic Freedom and Associated Faculty Rights

Academic freedom conveys certain rights to the faculty. Those rights, as set forth in *Regents' Rules and Regulations* ([Rule 31004](#))

Faculty ByLaws

https://www.uta.edu/business/resources_fac_staff_only/cob_bylaws_approved_050710_uploaded062415.pdf

Syllabus Information and Expectations

<http://www.uta.edu/provost/policies/>

<https://www.uta.edu/policy/hop/6-500?hl=teaching+load> – Section 6-502

Assurance of Learning

Duties and Responsibilities of Faculty Members

Evaluation of Faculty

<https://www.uta.edu/policy/hop/5-507>

<https://www.uta.edu/policy/hop/6-700>

<https://www.uta.edu/policy/hop/6-725>

Faculty Qualifications for Accreditation Purposes

Profile System

Promotion and Tenure

<http://www.uta.edu/provost/administrative-forms/tenure-promotion/index.php>

<https://www.uta.edu/policy/hop/6-300>

Reappointment of Untenured Tenure-Track Faculty

<https://www.uta.edu/policy/hop/6-300>

Role of the Faculty and College Administration

The college is a community of scholars and teachers. The creative work of the college is done mainly by the faculty. Work products of the faculty are new knowledge and educated graduates. The purpose of the college administration is facilitative -- to support and sustain the work done by the faculty.

College professors belong to a profession requiring specialized knowledge and skills acquired by lengthy training. When professionals are employed by formal organizations, member compliance is achieved primarily through internalization of self-

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concept, norms and values congruent with the mission of the institution rather than direct surveillance and overt behavior control.

The faculty is the proper judge of the qualifications of new faculty members, admission of students, curriculum design, and graduation requirements. Their voices are also crucial in the selection of administrators. Administrators should be willing and able to advance the professional activities of faculty who carry out the educational, research, and service mission of the college. In turn, faculty members have a responsibility to conduct themselves according to the highest professional standards.

Salary Determination

<https://www.uta.edu/policy/procedure/3-5>

Summer Employment

The academic year for U.T. Arlington is from September 1 through August 31. Nevertheless, summer employment of faculty is not a guarantee. Most academic units budget for nine months and prepare a separate summer teaching budget, usually early in the spring semester. Usually, the department chair selects faculty for summer teaching based on needs of the department, performance of the faculty member, and contribution to the department. Faculty are encouraged to seek other sources of summer support such as research grants or contracts, service projects, or other non-teaching activities, and preferably projects that generate additional financial support.

Teaching Loads and Course Preparations

<https://www.uta.edu/policy/hop/6-500?hl=teaching+load>

Travel

<https://www.uta.edu/policy/procedure/2-80?hl=travel>

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Part IV - Faculty Interaction with Students

Academic Dishonesty

http://web.uta.edu/catalog/content/general/academic_regulations.aspx#34

<http://www.uta.edu/conduct/faculty/suspected-dishonesty.php>

http://www.uta.edu/conduct/_downloads/Faculty-Disposition-Form-1.pdf

http://www.uta.edu/conduct/_downloads/Discipline-Referral-Form-2.pdf

Course Registration

http://web.uta.edu/catalog/content/general/registration_and_enrollment.aspx#6

<http://grad.pci.uta.edu/about/catalog/current/general/regulations/#h14>

Final Review Week and Exams

http://web.uta.edu/catalog/content/general/academic_regulations.aspx#24

Grades

http://web.uta.edu/catalog/content/general/academic_regulations.aspx#18

Religious Holidays

http://web.uta.edu/catalog/content/general/academic_regulations.aspx#10

Students with Disabilities

<http://www.uta.edu/disability/>

Syllabus

<http://www.uta.edu/provost/policies/>

Classroom Management

<http://www.uta.edu/bit/referring/>

<http://www.uta.edu/universitycollege/faculty/faculty/early-alert/referring-students.php>

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Part V - General Information

Emergency Evacuation Procedures

<http://www.uta.edu/safety/informed/notified.php>

Faculty Recognition Procedures

<http://www.uta.edu/provost/faculty-programs/index.php>

<http://www.uta.edu/academy/>

<http://www.uta.edu/ads/index.php>

Logos

<https://www.uta.edu/ucomm/identity/logo/>

College Events

UTA - <http://www.uta.edu/universityevents/>

COB - <http://www.uta.edu/business/calendar.php>

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Part VI - Resources

Blackboard

<http://www.uta.edu/blackboard/>

Business Databases/Library Services

For help in Accounting, Marketing, Finance and Real Estate:

Ruthie Brock, brock@uta.edu, 817-272-7152, Central Library office 410A

For help in Management, Information Systems and Operations Management, Economics:

Carol Byrne, cbyrne@uta.edu, 817-272-7437, Central Library office 410

UTA Directory

<http://www.uta.edu/uta/find-people/>

College of Business Directory

https://www.uta.edu/business/combo_directory.php

Classroom Access Outside of the College of Business Building

<http://www.uta.edu/oit/cs/computerlabs/reserve.php>

<http://www.uta.edu/studentactivities/downloads/classroom-access.pdf>

To retrieve your pin: <https://webapps.uta.edu/oit/selfservice/>

Office of Information and Instructional Resources

<http://www.uta.edu/business/oiir/index.php>

OIT Statistical Services

<http://www.uta.edu/oit/cs/statistics/>

Parking

<http://www.uta.edu/pats/index.php>

Academic Calendars

<http://www.uta.edu/uta/acadcal.php>

Technology (UT Share, UT Flow, Email, UT Direct, Help Desk)

<http://www.uta.edu/uta/faculty-staff.php>

University Communication and Publications

<http://www.uta.edu/ucomm/>

Academic Resources, Employee Resources, Administration and Policies

<http://www.uta.edu/uta/faculty-staff.php>