Office of the Dean
College of Business
Policies and Procedures Manual
(As of August 24, 2015)
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s Mission, Vision and Guiding Principles</td>
<td>3-4</td>
</tr>
<tr>
<td>Department’s Physical Address; Mailing Address; Telephone Numbers</td>
<td>5</td>
</tr>
<tr>
<td>Dean’s staff contact information</td>
<td>5-7</td>
</tr>
<tr>
<td>Departments contact information</td>
<td>8-9</td>
</tr>
<tr>
<td>Student Services (Undergraduate Advising and Graduate Business Services)</td>
<td>9</td>
</tr>
<tr>
<td>Campus emergency phone numbers</td>
<td>9</td>
</tr>
<tr>
<td>Organization chart</td>
<td>10</td>
</tr>
<tr>
<td>COB Links: A list of what our webpage has to offer.</td>
<td>11</td>
</tr>
<tr>
<td>Important Policies and Procedures to know</td>
<td>11-12</td>
</tr>
<tr>
<td>Provost office &amp; HR</td>
<td>13</td>
</tr>
<tr>
<td>Faculty Affairs</td>
<td>14</td>
</tr>
<tr>
<td>Maps</td>
<td>15</td>
</tr>
<tr>
<td>Calendars</td>
<td>15</td>
</tr>
<tr>
<td>Faculty/Staff Software Links</td>
<td>15</td>
</tr>
<tr>
<td>President’s Strategic Plan</td>
<td>15</td>
</tr>
<tr>
<td>COB Faculty Handbook</td>
<td>15</td>
</tr>
<tr>
<td>Event Planning Guide</td>
<td>15</td>
</tr>
</tbody>
</table>
Office of the Dean  
College of Business  
Policies and Procedures Manual

Employees at The University of Texas at Arlington are expected to be aware of and comply with applicable provisions of the rules and regulations included in the University’s Policies and Procedures, the Regents’ Rules and Regulations, and the System-wide Policies. These documents, along with several others used as reference material, are included in the University Policies and Procedures website at www.uta.edu/policy.

Topics listed below are intended to help departmental employees understand how certain issues are handled within their department and to provide the location of the topic in the document(s) mentioned above.

Mission, Vision and Guiding Principles  
http://www.uta.edu/business/dean/mission.php

Mission

Our College provides a diverse student body with an exceptional business education at the undergraduate, masters and doctoral levels. We provide access to business education within Texas and around the globe through extended, flexible and accessible instructional programs. We enrich our students’ curricula and educational experiences through our faculty’s research and contribute to the larger academic community through the creation of scholarships and scholars.

We strive to develop enlightened practitioners who combine knowledge and technical ability with interpersonal skills, a commitment to ethical practice, and a global perspective.

We have chosen to serve three major markets. Although all three are important, we view our master’s programs as a vehicle for both growth and distinction for our college.

First, we provide a rigorous and relevant education in a variety of fields to a very diverse undergraduate population.

Second, we serve a wide range of students pursuing a Master’s degree. We offer both a flexible, evening MBA as well as a cohort-based Professional MBA. In addition, we provide a number of specialized Master’s degrees to meet specific professional needs of our students and the community. Our reach has been extended, through the EMBA in China and elsewhere, to the global marketplace. These specialized Master’s programs represent our core competency and our primary vehicle for growth.

Third, we offer a Ph.D. program in existing areas of strength. Our goal is to enhance the quality of the Ph.D. educational experience and develop graduates with the ability to discover, integrate, and apply business knowledge. Our Ph.D. program is an integral part of our mission and is seen as a vehicle that enhances our faculty’s research efforts.
Vision

The College of Business aspires to become one of the premier business schools in Texas and the greater region, recognized for the achievements of its graduates, the achievements of its faculty in teaching and research, and the value of its programs to both the local and the targeted global community.

Guiding Principles

Organizations are measured and judged by the values and principles that guide their practice. The College of Business community shares the following values:

• We encourage the development of an academic community that is diverse in terms of race, ethnicity and gender.
• We strive for excellence in both teaching and research.
• We have mutual respect and show dignity for each other.
• We expect ethical behavior and integrity from all college participants.
• We show a spirit of cooperation in everything we do.
• We show willingness to compromise for the good of the college and university.
Department’s Physical Address; Mailing Address; Telephone Numbers
Dean’s Office
College of Business
701 South West Street, Suite 334
Box 19377
Arlington, Texas 76019
817.272.2882 / 817.272.4958
Fax: 817.272.2073

Staff names, phone numbers, emails and quick job description/Deans’ staff
http://www.uta.edu/business/combo_directory.php
Rachel Croson, Dean
817-272-2643
croson@uta.edu

Greg Frazier, Associate Dean for Faculty and Research
817-272-3387
frazier@uta.edu

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and Director of Goolsby Leadership Academy
817-272-3085
davemack@uta.edu

Chandra Subramaniam, Associate Dean for Students and Programs
817-272-3149
subramaniam@uta.edu

Martha Ambrosio, Assistant to the Dean for Finance and Budgets
817-272-3386
ambrosio@uta.edu
Jennifer Ramirez, Travel Coordinator
817-272-2680
ramirezj@uta.edu

Amanda Tower, Director of Marketing and Communications
817-272-5832
atower@uta.edu

Janis Dukes, Web Developer
817-272-9673
jdukes@uta.edu

Sherry Willis, Administrative Secretary
817-272-2882
willis@uta.edu
Departments: Chairs name, main phone number and link to webpage.

Department of Accounting, Room 409
817-272-3481
Jennifer Ho, Ph.D., Interim Chair
817-272-3388
Pam Wheaton, Administrative Assistant
817-272-3088
Kimberly Van Arsdale, Support Specialist
817-272-7029

Department of Economics, Room 309
817-272-3061
Roger Meiners, Ph.D., Chair
817-272-3116
Barbara Sellers, Administrative Assistant
817-272-3063
Ginny Marzoni, Support Specialist
817-272-3061

Department of Finance and Real Estate, Room 434
817-272-3705
J. David Diltz, Ph.D., Chair
817-272-3705
Debbie Maxey, Administrative Assistant
817-272-3705
Teresa Sexton, Support Specialist
817-272-3705

Department of Information Systems and Operations Management, Room 535
817-272-3502
Mary Whiteside, Ph.D., Interim Chair
817-272-3517
Ashton Jones and Jennifer Hill, Administrative Specialists
817-272-3563 or 817-272-3503

Department of Management, Room 209
817-272-3166cc
Abdul Rasheed, Ph.D., Chair
817-272-3412
Nancy Morrel, Administrative Assistant
817-272-3871
Quoc (Daniel) Nguyen, Support Specialist
817-272-3166
Department of Marketing, Room 234
817-272-2876
Fernando Jaramillo, Ph.D., Chair
817-272-2880
Laura Wilcox, Administrative Assistant
817-272-2878
Myalinda Martinez, Support Specialist
817-272-2878

Student Services: Links to Advising and Graduate Business Services

Graduate Business Services, Room 107
817-272-3005
Rebecca Neilson, Director and MBA Programs Advisor
817-272-3649
Katherine Mendez, Administrative Secretary
817-272-7326

Business Undergraduate Advising, Room 107
817-272-3368
Shelly Parker, Interim Director
817-272-3378
Vacant, Administrative Assistant
817-272-3368
Julia Baker, Office Assistant
817-272-3368

Undergraduate Recruiting, Room 324
817-272-
Lisa Hooks, Director

Campus emergency phone numbers

http://www.uta.edu/campus-ops/police/emergency-management/

UTA POLICE (EMERGENCY) 23003
(NON EMERGENCY) 23381
UTA ENV. HEALTH AND SAFETY 22185
COB Links

Goolsby Leadership Academy: http://www.uta.edu/goolsby/
Business Career, Job & Internship Info: http://www.uta.edu/business/careers/
Graduation Info: http://www.uta.edu/business/graduation.php
Commencement Info: http://www.uta.edu/business/commencement.php

Important Policies and Procedures to know:

Travel
Procedures 2-80 through 2-90
http://www.uta.edu/policy/procedure/

Non-travel reimbursements
Procedure 2-75, Allowable Expenditures Does Not Apply to State Accounts
http://www.uta.edu/policy/procedure/2-75

ProCards
Procedure 4-11, Purchasing Card (ProCard) Program
http://www.uta.edu/policy/procedure/4-11

Compensatory Time
Procedure 3-64, Overtime
http://www.uta.edu/policy/procedure/3-64

Physical Inventory
Procedures 2-43 through 2-47, Asset Management
http://www.uta.edu/policy/procedure

Local/Long Distance Calling
Procedure 12-2, Long Distance Calling
http://www.uta.edu/policy/procedure/12-2

Long Distance Authorization Codes
Procedure 12-2, Long Distance Calling
http://www.uta.edu/policy/procedure/12-2
Vacation/Sick Leave/Flex Policies

Procedure 3-9, Vacation Leave Policies; and Procedure 3-10, Sick Leave Policies
http://www.uta.edu/policy/procedure

Payroll/Time Cards

Procedures, Section 1 contains UTA’s payroll policies
http://www.uta.edu/policy/procedure

Procedure 3-7, Time Reports
http://www.uta.edu/policy/procedure/3-7

Performance Reviews

Procedure 3-25 Performance Management Review
http://www.uta.edu/policy/procedure

FERPA

http://www.uta.edu/records/about/ferpa.php
Provost office: https://www.uta.edu/provost

Includes the following links:
- Center for Teaching and Learning Excellence
- Course Syllabus Template
- Uploading Publication Data to your Faculty Profile
- Faculty Orientation
- Core Curriculum Portal
- Academic Affairs News & Quick Links
- Schools and Colleges
- Research Administration
- Faculty Affairs: forms, policies, and programs
- University Library
- Information Technology
- Digital Teaching & Learning (Distance Education)

Human Resources: https://www.uta.edu/hr/

Includes the following links to Compensation, Benefits Services, Leave Services, Records Services, Employee Relations, Employment Services, Learning and Development. Careers, Human Resources Staff, Forms, Procedures, Equal Opportunity, Compliance Services, Information Security, and Clery Act
Faculty Affairs

http://www.uta.edu/provost/faculty-affairs/index.php

Includes the following links:

- Office of the Provost
- New Faculty Orientation
- Student Feedback Surveys
- Tenure and Promotion
- Active Learning at UT Arlington
- Annual Review/Comprehensive Periodic Evaluation of Tenured Faculty
- Faculty Profiles (Profile 2.0)
- Faculty Senate
- The Honor Society of Phi Kappa Phi
Campus Maps/Parking

http://www.uta.edu/maps/

Calendars

Academic Calendars

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

http://www.uta.edu/uta/acadcal-list-all.php

UT Arlington Calendar

http://www.uta.edu/events/main.php?view=month

Holiday Schedule and Vacation Regulations


Faculty/Staff Software Links

President’s Strategic Plan

http://www.uta.edu/strategicplan/about/message.php

COB Faculty Handbook – Link off COB website

Event Planning Guide - Link off COB website