



**Office of the Dean
College of Business
Policies and Procedures Manual**

(As of August 24, 2015)

**Office of the Dean
College of Business
Policies and Procedures Manual**

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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.

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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.

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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

David A. Mack, Associate Dean for Communication and Executive Education
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

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Patricia Quiñones, Executive Assistant to the Dean

817-272-2643

quinonesp@uta.edu

Julie Gross, Director of Leadership Gifts

817-272-2167

juliegross@uta.edu

Janet Palmer, Development Coordinator

817-272-3870

jcpalmer@uta.edu

John Laudenslager, EMBA Recruiter, Executive MBA Program

817-272-0654

laudenslager@uta.edu

Ashley Madewell, Coordinator of EMBA Program and Special Projects

817-272-1748

ashley.madewell@uta.edu

Melanie Woodard McGee, Director of Corporate Relations

817-272-0158

mwmcgee@uta.edu

Julie Ngo, Director for Academic Brand Management

817-272-9135

julie.ngo@uta.edu

**Office of the Dean
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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

**Office of the Dean
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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

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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

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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>

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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>

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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

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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

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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

<http://www.uta.edu/hr/leave-services/holidays-vacation-2014-2015.php>

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