UTA School of Social Work (SSW)
Handbook of Operating Procedures

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 Systemwide 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.

I. Mission Statement

The University of Texas at Arlington School of Social Work promotes the highest standards of integrity, and excellence in research, teaching and service, and creates collaborative scholarly and educational opportunities for students and the community, with the goal of achieving a just society.

II. Departmental Organization Chart

Click here to view the organizational structure of the School of Social Work.

III. Department’s Physical Address

211 South Cooper Street, Box 19129
Arlington, TX 76019
Phone (Local): 817-272-3181 | Fax: 817-272-3939

IV. In Case of Emergency

a. Watch the University Emergency Preparedness video to familiarize yourself on what to do in case of emergency on campus.
b. Business Continuity
   i. Past unexpected events on the campus such as floods, fires, and damaged server rooms, resulted in departments relocating operations, halting services, or suffering permanent data loss.
   ii. Business continuity is our preparation for these and other unexpected disruptions to continue to provide our essential services with as little disruption as possible.
   iii. The Dean’s Administration Office maintains the SSW business continuity plan.
c. MavAlert

Last Updated: February 18, 2020
i. MavAlert keeps the University community informed in the event of a campus emergency by sending early warning text messages to phones, email accounts, and other registered communications devices.

ii. Students, faculty, and staff should update their phone numbers through MyMav at uta.edu/mymav.

iii. UTA guests, visitors, and others who plan to be on campus may sign up to receive MavAlerts on the guest registration page.

iv. Instructions for Faculty, Staff, and Students
   1. Enter a Mobile phone number in your online MyMav record and label it "Mobile" to enable MavAlert emergency notifications via text message.
      a. Log in to uta.edu/mymav with your regular network ID and password.
      b. Click on "Sign up for MavAlerts" in the far right column.
      c. Click on the green “Add a phone number” button.
      d. Pull the drop down menu under Phone Type to label the number "Mobile."
      e. Click "Save" to save your mobile phone and enable it for text messaging.

v. Please note: Faculty, staff, and students may opt out of receiving MavAlert emergency text messages by logging into MyMav at uta.edu/mymav and following the "MavAlert Opt-Out" link in the right column of the page. MavAlert emergency notifications are sent to all uta.edu email addresses.

d. Emergency Phone Numbers
   i. Be sure to program the following phone numbers on your Mobile device to use in case of emergency:
      1. UT Arlington Police, Emergency 817-272-3003
      2. UT Arlington Police, Non-Emergency 817-272-3381
      3. Emergency Information and Inclement Weather Hotline 866-258-4913

e. Click here to access a printer friendly version of the SSW Emergency Contacts List

V. Telephones and Electronic Mail

a. According to ETHICS and The University of Texas at Arlington A Brief Practical Guide, state law requires that UT Arlington’s telephones and e-mail be used for institutional purposes. Incidental use for local personal calls or messages not interfering with work responsibility, however, is not considered a misapplication of state resources. Personal long distance telephone calls should not be charged to the institution and must be reimbursed by the employee if charged inadvertently. UTA telephone logs, records, and e-mail are public property and may be subject to open information requests.

Reimbursement for inadvertent personal long distance calls should include the cost of the call
VI. Unauthorized Software

a. Handbook of Operating Procedures, Subchapter 5-200, Unauthorized Copying of Computer Software
   http://www.uta.edu/policy/hop/adm/5/200

VII. Use of Log-on IDs and Passwords

a. According to the Information Resources Acceptable Use Policy, “every UTA computer/network account, password, any personal identification number (PIN), digital certificate, security token (i.e. Smartcard), or any other similar information or device used for identification and authorization purposes must not be shared. Each user of UTA resources is responsible for all activities conducted using his or her account(s).”
   http://www.uta.edu/oit/policy/acceptable-use-info-resources.php

VIII. Purchasing

a. Procedures, Section 4, Procurement Services http://www.uta.edu/policy/procedure/

IX. Procurement Card

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

b. This card is used by authorized SSW Staff members only.
   https://www.uta.edu/search/?q=e-forms#gsc.tab=0&gsc.q=e-forms&gsc.page=1

c. ProCard Application

d. For assistance, contact Connie Quintana; conniequintana@uta.edu or 817-272-2687

X. MAV eShop

a. MAV eShop is an Amazon-like online ordering and requisition generating system that provides an efficient and interactive way for shoppers and end-users to search and initiate requisitions. The tool interfaces with UT Share and enhances the ordering and payment processes, helping to reduce overall costs and improve productivity.

b. How to use MAV eShop
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XI. Cash/Check Receipts

a. Procedures, Section 2-6, Endowment Funds;
   Section 2-8, Gifts to the University; Section 2-14, Cash Handling;
   Section 2-15, Check Handling Procedures; Section 2-16, Assessment,
   Collection, and Depositing Sales Tax
   http://www.uta.edu/policy/procedure/

1. Receive check or cash
2. Complete a “Cash Receipt” in the book for all cash funds received.
3. Complete a “Department Deposit Slip”
   a. Use the top line for description
   b. Fill in cost center
4. Make a copy of all checks, and attach to cash receipt from book
5. Attach the original University Deposit Slip and all blue copies of the “Cash Receipts”
   to the funds
6. Take the deposit to the Bursar’s Office
7. Attach the original of the University’s deposit form to our copies
8. File the deposit in the appropriate book

XII. Gifts/Endowments

a. Procedure 2-6, Endowment Establishment and Management; and Procedure 2-8,
   Gifts to the University
   http://www.uta.edu/policy/procedure/

XIII. Working Funds


1. Funds up to $50 for school related purchases will be issued in advance
2. Cash purchases are reimbursable, credit/debit card purchases are not allowed to be
   reimbursed from petty cash
3. All receipts must be maintained and submitted to Bursar’s Office for replenishment up
   to $250
4. The Dean will sign off on all reimbursement requests

b. For assistance, contact Connie Quintana; conniequintana@uta.edu or 817-272-2687

XIV. Faculty Development Funds
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a. $2000 provided by the SSW to Faculty to be used for professional development. These funds can be used for almost any purpose (within UTA guidelines). They will be swept at the end of the fiscal year, so please plan accordingly and ask for balance as needed from SSW Accounting.

b. Examples include Conferences, Registrations, Books, Travel, etc.

XV. Moving Expenses

a. New employees have the option to select their own moving company or choose a University approved vendor to help with relocation to the area.

b. If a private company is chosen, all moving expenses are paid by the employee. After the move, the employee will be reimbursed by the department for their expenses.

c. If a University approved vendor is chosen, the department will do a purchase order for the employee’s moving expenses. All moving expenses are taxable income.

i. Effective for moves/relocations occurring January 1, 2018 through December 31, 2025: If the University pays the contracted moving vendor directly, the taxes (withholding and payroll taxes) will be deducted from the employee’s next paycheck, which could be a considerable deduction to amount paid for that time period.

ii. Taxable expenses include, but are not limited to the following:
   1. Household goods / personal effects shipment – paid by employee and reimbursed by the University, or paid to a 3rd party vendor, i.e. moving company
   2. First 30 days of storage
   3. Automobile shipment
   4. Trip Expenses – lodging, airfare, mileage and meals

d. Contact Connie Quintana; conniequintana@uta.edu or 817-272-2687 for assistance with travel arrangements.

XVI. Travel

a. SSW travel procedures: http://www.uta.edu/ssw/resources/travel-procedures.php

1. Fill out the Request for Travel Authorization form at least two weeks in advance of trip
2. Turn in the completed “Request for Travel Authorization” form to Connie Quintana
3. Account information will be verified and the form turned in to Associate Dean or Holli Slater
4. Upon approval, the Travel Request will be entered into UT Share and TV number will be issued
5. If travelling in the State of Texas, traveler should take a Texas Hotel Tax Exempt form with them.

6. Connie Quintana will contact traveler and support personnel with TV number.

7. Traveler or Assistant should then contact Corporate Travel Planners at 1-866366-1142 to purchase flight reservations. Travelers will also be responsible for booking their own hotel accommodations and car rentals if necessary.

b. Meals & Lodging

i. Review the policy on meals and lodging expenses and click here to view the current SSW process for these expenses.

c. Out of State Per Diem Rates

i. Domestic Travel: Go to this website to find out-of-state per diem rates.

ii. International Travel: Go to this website to find international per diem rates.

d. Travel Agencies, Airfare, Car Rentals and Hotels

i. Go to this page for information about the two travel agencies authorized by the UT System to book airline flights and direct bill the University. You can also find where to look for car rental agencies and hotels that have contracted rates with the State of Texas and UT System.

e. If additional assistance is needed, please contact the Travel Desk at extension 22194 or Connie Quintana conniequintana@uta.edu or 817-272-2687.

f. For information on processing VE5 and VE6 documents on-line, please contact Training at extension 2138 or attend the monthly class.

XVII. Non-Travel Reimbursements


1. Review all documents (including receipts) for eligibility and accuracy
2. Create UTShare documents
3. Scan back-up documentation and attach to document in UTShare 4. Items are then routed through workflow for approval 5. Maintain originals for all files.

b. If additional assistance is needed, please contact Accounting Services at extension 2194 or Connie Quintana; conniequintana@uta.edu or 817-272-2687.

XVIII. Authorization for Professional Services
a. Procedure 1-19, Payments for Professional Services [http://www.uta.edu/policy/procedure/1-19]
b. Complete the APS form and route for approvals Form 1-8A
c. For independent contractors, a Payee Information Form (1-9) must also be filled out
d. Make a copy for files before sending off for approvals

XIX. Account Reconciliation Procedures

1. Statements arrive in UTShare, each month, electronically for printing
2. Verify all transactions on statements of account (request copies of an item not accounted for)
3. Post the activity on the Monthly Statement of Accounts Spreadsheet
4. Use Budget Overview in UTShare if more information is necessary for transactions
5. Initial all the Statement of Accounts sheets
6. Print the updated Monthly Statement of Accounts Spreadsheet and give it along with all the Statements to the Dean for his review and signature
7. File into binders once received from Dean

b. If additional assistance is needed, please contact Training at extension 2-2138 or attend the monthly class.

XX. Physical Inventory


XXI. Mail

b. Outgoing mail can be dropped off in the appropriate cabinet in the A201 lounge.
c. The Dean’s Administrative Office distributes all incoming mail to the appropriate department or personal mailbox.
d. Any packages received will be stored in the 211 copier room and an email notification will be sent for the appropriate party to pick up at their earliest convenience.

XXII. Long Distance Authorization Codes

a. Procedure 12-2, Long Distance Calling [http://www.uta.edu/policy/procedure/12-2]
All requests for a long distance authorization code are to come from the department head. The department should contact Telecommunications Services (extension 25011) in the event that a long distance authorization code card is lost or stolen so that it can be cancelled. Additionally, to cancel a long distance authorization code card, a written request must be submitted to Telecommunications Services.

View our long-distance call policy and contact the Admin/Ops Manager to request access for your long distance card. Note: This card is usually only accessible to authorized staff, however, Faculty are able to request a long-distance card. Faculty with a long-distance card will need access to a conference phone.

XXIII. Vacation/Sick Leave Policies

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

XXIV. Payroll/Timesheets

a. 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

For additional information regarding Payroll and the completion of time cards, please contact the Office of Payroll Services at extension 2-5426.

For additional information regarding the completion of the electronic payroll document, please contact Training at extension 2-2138.

XXV. UTShare - Employee Self Service

a. The Employee Self Service section of UTShare allows an employee to update and maintain their personal information, such as Address, Phone, Email, and Emergency Contacts. It also allows an employee to review Paycheck data, update W4 information, and review Absence and Compensatory Time balances.

XXVI. Compensatory Time

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

XXVII. Copier Use
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a. The copy machine can be used at any time for official university business. No personal copies are permitted.
b. For certain job types (copy/fax/scan/etc.) the copier requires a personal 5-digit code. After you attend the HR paperwork session, bring the stamped Paperwork Session Completion Form to Gina Gonzalez-Wilson in the Dean’s Administrative Office. Faculty/Staff will receive a “New Faculty” or “New Staff” request form, from Gina, to fill out their copier code choice. When the form is completed and returned, Gina will process the copier code request.

XXVIII. Room Reservations

a. Submit this form at least three business days in advance to reserve a room for your next meeting/event.

XXIX. Hiring Employees

a. Full-time Faculty Search/Hiring Process

1. Dean gets approval from Provost/President to hire.
2. Search committee and chair are selected.
3. Submit Faculty Recruitment Form and Job Posting Ad to EOS and Vice Provost for Faculty Affairs for review and approval.
4. Job Ad is posted on PeopleAdmin.
5. Search committee attends Diversity Training through HR/EOS.
6. Distribute ad to CSWE and other beneficial sites/listservs. Keep track of money spent and places the ad was sent to.
7. Establish preliminary review criteria; how are you going to rank the initial pool of applicants and identify the short list to conduct phone/conference interviews?
8. Select candidates from initial pool to move to interview; change their status on PeopleAdmin to “short list”. Candidates who were reviewed, but not chosen for the short list will need their status changed to “not recommended for interview”; the system will also ask for a reasoning.
9. Create a list of questions to be used in all interviews.
10. Submit an Interview Request Form for the candidates on the short list.
11. Interview candidates either at a conference, via skype, or via telephone.
12. Based on the interviews; select a pool to bring for on-campus interviews.
13. Change status of selected candidates from “short-list” to “request for interview”.
14. Submit On-Campus Interview Request to EEO.
15. Notify candidates, schedule dates, have them fill out a Non-Employee Reimbursement Form, start process CBC Request, work with Connie to get TA.
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16. Once CBC is approved and TA is processed, book travel and accommodations through Corporate Travel Partners.
17. Create schedule for campus visits; must meet with Dean Ryan, Dr. Woody, Dr. Cong, Dr. Praetorius, Dr. Mitschke, and deliver a colloquium to faculty and PhD students.
18. Fill in faculty volunteer assignments for meals with candidates as they come in (dinner, breakfast, and lunch).
19. Dean Ryan makes final decision on whether or not to hire the candidates.
20. Official offer letter and Attachment A are created and are sent to Julie Shaw along with the candidate’s CV.
21. Upon Provost’s approval, official offer letter may be sent to the candidate.
22. Once candidate sends back a signed and accepted offer letter, send a copy to Julie Shaw, Arthur, and Connie.
23. Arrange to receive new hire’s transcript. Send to Gina and Laura when received.
24. If needed, arrange for new hire’s housing trip.
25. Submit the CCQ.
26. Prepare the new hire’s office.
27. New faculty must attend new hire orientation.

b. Hiring Process for Classified and A&P
And Managing People Admin Applications

Hiring Process for a Staff Employee:

Supervisors will need to complete the following required materials to hire either a new employee, reclassify a position or need to replace a vacant position.

New Position:
For a new employee position, supervisor will need to complete the following steps:

1. Fill out the Compensation and Classification Request (CCR) (HR-E-F24).
2. Provide a Organizational Chart - (Current/Proposed).
3. New Job Description (HR-E-F19).
4. VP/Dean Approval (Email to Nelda).
Approval process for new employee position:

1. **First level approval:** Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.

2. **Second level approval:** Nelda Lawson will then process and submit all approved requests to the Compensation Department.

3. **Final approval:** Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the new position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete [Job Posting Request](#) form.
2. Provide applicant proposed interview questions.
   Sample [Behavioral Interview Questions](#).

Nelda will let the supervisor know once the position has been posted on PeopleAdmin.

**Reclassifications (Populated Position):**  
To reclassify a position, the supervisor will need to complete the following steps:

1. Fill out the [Compensation and Classification Requests (CCR)](#) (HR-E-F24).
2. Provide a Organizational Chart.
3. Job Description (Current/Proposed).
4. VP/Dean Approval (Email to Nelda).
Approval process for new employee position:

1. **First level approval**: Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.

2. **Second level approval**: Nelda Lawson will then process and submit all approved requests to the Compensation Department.

3. **Final approval**: The Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the new position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete **Job Posting Request** form.
2. Provide applicant proposed interview questions. Sample **Behavioral Interview Questions**.

Nelda will also let the supervisor know once the position has been posted.

**Reclassification (Vacant Position):**
To fill a vacant position, the supervisor will need to complete the following steps:

1. Fill out the **Compensation and Classification Requests (CCR)** (HR-E-F24).
2. Provide a Organizational Chart.
3. Job Description (Current/Proposed).
4. VP/Dean Approval (Email to Nelda).
Approval process for new employee position:

1. **First level approval**: Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.

2. **Second level approval**: Nelda Lawson will then post on PeopleAdmin, and submit request to the Compensation Department for approval.

3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the new position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete Job Posting Request form.
2. Provide applicant proposed interview questions. Sample Behavioral Interview Questions.

Nelda will let the supervisor know once the position has been posted.

**Other Compensation and Classification Request**

Nelda will also let the supervisor know once the position has been posted.

**Additional Pay/Supplement:**

For additional pay/supplement, the supervisor will need to complete the following steps:

1. Fill out the Compensation and Classification Requests (CCR) (HR-E-F24).
2. Current Job Description.
3. Documentation describing additional duties.
4. VP/Dean Approval (Email to Nelda).
Approval process for new employee position:

1. **First level approval**: Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.
2. **Second level approval**: Nelda Lawson will then post on PeopleAdmin, and submit request to the Compensation Department for approval.
3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the new position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete [Job Posting Request](#) form.
2. Provide applicant proposed interview questions. Sample [Behavioral Interview Questions](#).

Nelda will also let the supervisor know once the position has been posted.

**Over Allocations:**

For over allocations, the supervisor will need to complete the following steps:

1. Fill out the [Compensation and Classification Requests (CCR)](HR-E-F24).
2. Nelda will submit request to the Compensation Department for approval.
Approval process for new employee position:

1. **First level approval**: Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.
2. **Second level approval**: Nelda Lawson will then post on PeopleAdmin, and submit request to the Compensation Department for approval.
3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the new position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete [Job Posting Request](#) form.
2. Provide applicant proposed interview questions.
   - Sample [Behavioral Interview Questions](#).

Nelda will also let the supervisor know once the position has been posted.

**Salary Increase:**

For a salary increase, the supervisor will need to complete the following steps:

1. Fill out the [Compensation and Classification Requests (CCR)](#) (HR-E-F24).
2. Job Description
3. VP/Dean Approval (Email to Nelda).
1. **First level approval**: Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.

2. **Second level approval**: Nelda Lawson will then post on PeopleAdmin, and submit request to the Compensation Department for approval.

3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the new position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

1. Provide a complete **Job Posting Request** form.
2. Provide applicant proposed interview questions. Sample **Behavioral Interview Questions**.

Nelda will also let the supervisor know once the position has been posted.

**Promotions:**

For promotions, the supervisor will need to complete the following steps:

1. Fill out the **Compensation and Classification Requests (CCR)** (HR-E-F24).
2. Provide a Organizational Chart (Current/Proposed).
3. Job Description (Current/Proposed).
4. VP/Dean Approval (Email to Nelda).
Approval process for new employee position:

1. **First level approval**: Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.
2. **Second level approval**: Nelda Lawson will then post on PeopleAdmin, and submit request to the Compensation Department for approval.
3. **Final approval**: Compensation will review all requests and provide final approval. Please note that it could take up to three weeks for requests to be reviewed by Compensation. After Compensation approves or denies the position, Nelda will send an e-mail to supervisor letting them know.

After the new position has been approved by Human Resources, then the next steps need to be completed by the supervisor in order to post the new position in PeopleAdmin and will need to be e-mailed to Nelda:

Managing PeopleAdmin Applications

Supervisors will need to attend the Applicant Tracking System (PeopleAdmin) Training at HR. PeopleAdmin User Guide is available along with the Initiating Hiring Proposal Process.

Supervisors will need to login to the Applicant Tracking System (PeopleAdmin) to review and manage applications.

1. Go to [www.uta.edu](http://www.uta.edu) and click on Faculty & Staff. Select PEOPLEADMIN. Click the yellow link (Current UTA Employees: Click Here To Login), and on the next screen, enter your Username (NetID) and Password.
2. The home page is the base from which the recruitment process is initiated and monitored. Access to certain functions is determined by your user role.
3. The home page defaults to the Applicant Tracking Module. This module is used to create new job postings, view postings, view applications, and initiate Hiring Proposals (offer letter).
**User Role Selection** – in the upper right-hand corner next to your name, you will find your current user role.

1. You may change your user role here, by clicking on the drop down, choosing your new role and then clicking the refresh button. After your role has changed, a light blue bar will appear at the top of the page confirming your change.

**Completing the Hiring Proposal Process**: Please allow two-weeks to complete the offer letter process and onboarding of a new employee.

The supervisor will need to initiate the [Criminal Background Check](#) (HR-E-F4) by completing the form and e-mailing it to Gina Gonzalez-Wilson at ginag-w@uta.edu for processing. The CBC process may take up to one to two weeks to get results.

Once an applicant has been hired, supervisors will need to e-mail the following hiring information to Nelda Lawson at neldalawson@uta.edu to complete the offer letter:

- Employee's Name
- Address
- Position title
- Posting number
- Name and title of supervisor
- The salary for this position
- Is this a [regular or temporary], [non-exempt or exempt] position?
- Expected starting date of employment

After the offer letter is processed and signed by Dean Ryan (allow three to five business days), it will be e-mailed or mailed to the new employee for acceptance.

Nelda will send a signed copy of the proposed offer letter to supervisor. The supervisor will then need to upload the proposed offer letter, completed interview notes, and CBC approval e-mail in PeopleAdmin, as part of completing the hiring proposal process. The supervisor will need to send an e-mail to Employment Services at employment@uta.edu to close the position.
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a. Adjuncts

i. Adjunct Hiring Process
   1. Submit Criminal Background Check form
   2. Submit CCQ form to Provost office
   3. New Hire Paperwork Completed by Employee
   ii. Canvas Training/Request
       Course Shell
       1. Once training is complete, Employee will request course shell
   iii. Teaching Assignments
       1. Once Employee confirms acceptance of assignment(s), final course
          schedule will be entered into MyMav.
   iv. Syllabuilder
       1. Syllabus reviewed and finalized by Employee

b. Post-Doctoral Fellows

   i. One position available for a 12-month appointment.
   ii. To be eligible, applicants must:
       1. have earned a Ph.D. by date of hire in Social Work, Statistics, Public
          Health, Psychology, Criminal Justice or related fields;
       2. have a demonstrated capacity to conduct independent research and
          have a proven record of scholarly publications

c. GRA

   i. MSW
      1. PI submits Hiring Request
      2. ORFA- Creates Job Description and distributes to the listserv
      3. Applications are submitted to PI
      4. Notify the Office of Research and Faculty Affairs via the Grant
         Budgeting Form so we can appoint the person.
      5. Fill out Criminal Background Check form.
      6. Student completes New Hire paperwork
      7. GRA attends New Hire Information Session
ii. Ph.D.
   1. The procedure to hire is the same procedure outlined above.
   2. First years are assigned to a faculty member for 10 or 20 hours a week or two faculty members for 10 hours each.
   3. Some students in the second and third year will be appointed in the same fashion, others will be picked-up for research projects for 10-20 hours a week.

   d. GTA
      • GTAs must have the 18 graduate credit hours in the teaching discipline completed before the start of the course for which they will be the instructor of record. Thesis, dissertation and internship hours do not count towards formal coursework credit.
      • Please refer to CCQ Process for completing credential form.

   e. SNAP Jobs/Work Study
      i. Post the vacant position with Students Needing A Part-time Job (SNAP Job).
         1. All positions must be posted a minimum of five (5) business days.
         2. Departments may have a student return to the same position after a winter or summer break in service without posting the position.

      ii. Create and maintain the student's job description. Please include:
         1. Name and address of the employing department.
         2. Purpose of the student job.
         3. Descriptions of the student's essential and non-essential duties and responsibilities.
         4. Job qualifications.
         5. Any departmental policies that impact the job (confidentiality, dress code, non-use of telephone for personal calls).
         6. Rate of pay or the range of pay.
         7. Length of the employment (beginning and ending dates).
         8. Names of the primary and alternate supervisors.
 iii. Select applicants to be interviewed.

 1. Interview questions do not need to be submitted to, or approved by, Human Resources.

 iv. Select the applicant for the position.

 v. If the position is security sensitive, have the student complete the Criminal Background Check (Form 3-9) and forward to Human Resources.

 1. UTA shall conduct the criminal background investigation before the hiring official makes the employment decision. If circumstances require that an offer be made before the completion of an investigation, the offer must be in writing and is contingent on the completion of a satisfactory criminal background investigation.

 vi. After the position has been offered and accepted, the hiring official shall:

 1. Complete the placement information in the SNAP Job system and email the name of the applicant to snapjob@uta.edu.

 2. Give the new employee the employment/payroll packet for completion, verify that all documents are complete and certify the I-9 after review of the documents presented for proof of work authorization and identity.

 3. If the selected applicant is a male ages 18 through 25, have the student provide proof of compliance with selective service law.

 4. Give the new student employee a time sheet and explain the importance of maintaining accurate records. Verify the entries on each time sheet for accuracy.

 5. Explain the university and departmental rules.

 f. H-1B Visa Employees

 1. The hiring department will complete a "Request to Initiate H-1B Petition" and submitting this to the International Employment Coordinator at box 19569.

 2. The International Employment Coordinator files all official H-1B requests with the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services (USCIS) on behalf of The University of Texas at Arlington.

 3. The Employing Department is responsible for all fees associated with the H-1B petition.

   • All required documents and instructions can be found here.
UTA School of Social Work (SSW)
Handbook of Operating Procedures

XXX. Certification of Credentials and Qualifications (CCQ)

1. All full-time and part-time faculty, including Graduate Teaching Assistants (GTAs) who teach a credit-bearing course and/or have direct instructional activity in a credit bearing class must have a credential form on file.

2. CCQs should be submitted as soon as the faculty member or instructor has signed their offer letter.

3. If the faculty member's terminal degree is not from a U.S. institution, an evaluation of the equivalency of the highest credential must be conducted.
   i. Complete the SpanTran Transcript Evaluation form by logging into https://spantran.force.com/login?inst=0W
      • Username: khia.olatunji@uta.edu
      • Password: UTASSW1
   ii. Upon receipt of evaluation, print, and store with submitted CCQ/employee file

   • For complete steps on how to complete a CCQ form, click here.

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

XXXII. Family Rights and Privacy Act of 1974

a. FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. The University of Texas at Arlington has established a policy relating to the accessibility of student information in the custody of UT Arlington. Go to the Student Educational Records Policy in the Academic Regulations section of the UTA Catalogs:

   Undergraduate – www.uta.edu/catalog/general/academicreg
   Graduate – www.uta.edu/gradcatalog/general_info#serp

At UT Arlington, FERPA rights apply to a student; a student is a person who is, or has been, in attendance at the institution, regardless of the person’s age. Under FERPA, a student has a right to

   • Inspect and review his or her educational records
   • Request to amend his or her educational records
   • Have some control over the disclosure of information from his or her educational records
FERPA applies to personally identifiable information in educational records which includes directory-information items, such as the student’s name, address (home and campus), telephone (home and campus), date and place of birth, major, participation in recognized activities and sports, height and weight and athletes, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. The directory information made available by UT Arlington is:

- Name
- Address
- Telephone
- Date of Birth
- Major
- Participation in recognized activities and sports
- Height and weight of athletes
- Dates of Attendance
- Degrees and awards received
- Most recent previous educational institution attended

FERPA also authorizes disclosure of this information without the student’s consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the Office of Admissions, Records and Registration asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by coming to the Office of Admissions, Records and Registration (Room 129 Davis Hall) and filing a request to be excluded from the directory or from any other requests for open directory information. This request should be submitted during the first twelve class days of any semester, the first four class days of any summer term, or the first day of class for an intersession term. A request to withhold information may be submitted after the stated deadline for a term, but information may be released between the deadline and receipt of the request. A request to access information will remain in effect until revoked by the student.
According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record means any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.
- Records collected about an individual after the individual is no longer a student at UT Arlington.
The University of Texas at Arlington will disclose information from a student’s education record without the written consent of the student to appropriate University administrators, faculty members, or staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student’s application for, or receipt of, financial aid.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon written request, the University shall provide a student access to his or her educational records except for financial records of the student’s parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her educational records at a cost of ten cents per page and an official transcript of academic record for seven dollars.

Educational records covered by FERPA normally will be made available within forty-five days of the request. The contents of a student’s educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the custodian of records. The Vice President for Business Affairs and Controller is the official custodian of records at the University.

It is the policy of UT Arlington that it will maintain the FERPA disclosure code in effect at the time of student’s last term of enrollment for former students. Furthermore, the university will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of UT Arlington that no records of deceased students be released for a period of 25 years after the date of the student’s death; unless specifically authorized by the executor of the deceased’s estate or by next of kin. The University notified students annually of their FERPA rights through online undergraduate and graduate catalogs and by annual email notification. If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave. SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco/.

Direct general questions or comments to the Office of Admissions, Records and Registration, UT Arlington Box 19088, Arlington, TX 76019; attention Shannon Williams, Associate Registrar, (817) 272-6105; swilliams@uta.edu.
The academic functions of the University are housed under the Provost and Vice President for Academic Affairs. Information about the Provost’s Office, including calendars and forms, may be obtained from the University’s web page. The specific web address for the Provost’s Office is http://www.uta.edu/provost/. Additional assistance is located on the University’s Policy Library web page at https://www.uta.edu/policy/resource-library. Documents housed there that contain information of interest related to academic matters include:

- UT System Board of Regents Rules and Regulations
- Handbook of Operating Procedures (UT ARL policies)
- Texas Higher Education Coordinating Board Rules and Regulations
- Texas Education Code
- Research Regulatory Services
- Office of Management and Budget, Circular No. A-21

The undergraduate and graduate catalogs are available on the web at http://www.uta.edu/uta/faculty_staff.php?cat=8. Due to the unique nature of many academic issues, answers to specific questions may not be adequately addressed within these documents. Therefore, the Provost’s Office encourages units to seek its assistance by calling extension 22103. For your assistance, a listing of typical issues with the name and number of the staff member who is responsible for that area is attached.

GOVERNANCE

University faculty members and employees are encouraged to participate in governance of the University. There is 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-five times per academic year. Meetings are announced at the beginning of the academic year as are committee appointments. Questions about the Undergraduate Assembly may be directed to the Office of the Provost. A set of minutes is located in the UTA Library Archives or available on the web at http://www.uta.edu/min/Minutes1.html.
- Graduate academic issues are addressed by the Graduate Assembly. This body typically meets four-five times per academic year. Meetings are announced at the beginning of the academic year as are committee appointments. Questions about the Graduate Assembly may be directed to the Dean of Graduate Studies.
- The Faculty Senate is an elected body 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 is an advisory body that makes recommendations to the President. A web page is available for viewing at the following address: http://www.uta.edu/sac/index.php.
- Student Congress is an elected body that makes recommendations to the President.
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 on the web at http://www.uta.edu/provost/facultysupport/facultyguide/. An orientation for new tenure-track faculty is held each fall and each faculty member receives a comprehensive binder. An electronic version of this binder is available online at http://www.uta.edu/provost/newfaculty/orientation.php. Information about additional faculty support services offered by the Office of the Provost including the Faculty Mentoring Program, Instructional Support Sessions, Teaching Circles, and Research and Creative Activity Support Sessions can be found at http://www.uta.edu/provost/relatedprograms.php#enrich.

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”; updated annually, this document is found under the “Information and Events” section at (http://www.uta.edu/provost/). In addition, the Office of the Provost supports the state-mandated requirement to make course syllabus information available online by providing faculty with information on how to post syllabuses online to the Faculty Profile system (also located at http://www.uta.edu/provost/) as well as an editable syllabus template (https://mavspace.uta.edu/departments/provost/public/syllabus-template.doc). Course syllabuses can be accessed at http://www.uta.edu/ra/real/courses.php.

The Office of the Provost, in collaboration with the Office of Institutional Research, Planning and Effectiveness and the Office of Information Technology, oversees the administration of Student Feedback Surveys (instructor evaluations). Summary data for all faculty will be made available at http://www.uta.edu/sfs.

Class schedule information can be obtained from the University’s web page (accessible via http://mymav.uta.edu). Additional information such as the academic calendar and information on the posting of grades is found at http://wwweb.uta.edu/ses/recordsandregistration/content/faculty_staff/default.aspx.
Many offices provide student services. The Vice President for Student Affairs has prepared a compilation of these venues. Please visit the following web page: http://www.uta.edu/uta/st_couns.html. Specific questions or concerns about students may be directed to the Vice President for Student Affairs at extension 2-6080 or email staff@uta.edu, or the Dean of Graduate Studies at extension 2-3186.

RESEARCH

All research activities are conducted under the guidance of the Vice President for Research and Federal Relations and The Office of Research Administration, extension 2-1021. The Office of Research Administration provides both pre-award and post-award services in one location. Information and assistance for researchers can be obtained from http://www.uta.edu/research/faculty.htm. Faculty members are strongly encouraged to sign up for the computerized grant search services provided by this office.

HIRING

Generally, employees at the University are classified as faculty, classified staff, administrative & professional staff, and student workers. All hiring decisions in units that report to the Provost are to be pre-approved by the Provost's Office. A copy of the memorandum with specific instructions regarding this procedure is attached. Hiring decisions for full-time faculty must be pre-approved by the Provost. Additional guidelines for the employment of graduate assistants are provided in the Graduate Catalog.

In addition to the approval required by the Provost's Office, all classified hires are to be made in accordance with HR Procedures and the University’s Classified Pay Plan. Human Resources procedures are explained in the University’s Fiscal Rules and Regulations (available in the UTA Policy Library). A copy of the Classified Pay Plan may be obtained by calling the Human Resources Department or is available on the web at http://policy.uta.edu/index.php?navid=12613.