

DEPARTMENT OF ASIAN STUDIES
WCH 4.134 G9300

POLICIES AND PROCEDURES
2011-12

You can find much helpful information by accessing “Forms and Links” available on the Department of Asian Studies website <http://www.utexas.edu/cola/depts/asianstudies/forms-and-links/faculty-staff.php>. One of the links is to the Provost’s office where you can find such forms as annual reports, request for leave, request for outside employment, etc. There is also an abundance of information for faculty that can be accessed from this page.

Academic Planning includes the scheduling of courses, requests for new courses, cross-listings, catalog updates, and curriculum changes and is managed by the Academic Steering Committee. Please include the Course Scheduler/Graduate Coordinator and Undergraduate Advisor in discussions/meetings when considering catalog and curriculum changes.

Annual Reports Faculty Annual Reports (FAR) are of great importance and are consulted at all levels of the administration for merit increases, promotions, and awards. Completed forms are due to Department Chair in October. A reminder is sent out in early September. Annual reports are forwarded to the Provost’s Office and copies to the Dean. To download a form on the Provost’s website: http://www.utexas.edu/provost/policies/annual_report/FacAnnualreport.doc

Campus Computer Store: (Also see Purchases) Business-related hardware and software items can be purchased from the campus computer store or from an outside vendor using the **PROCARD** or a **Purchase Order only**. Please use the UT TAX EXEMPT form when using the procard. See departmental accountant when you plan to buy any hardware or software that is work-related.

Class Auditors: Any student interested in auditing a course must obtain a Class Auditor Permit from the Registrar’s office and must seek both the instructor’s approval and the Dean’s approval <http://registrar.utexas.edu/students/registration/before/audit>. There is an auditing charge of \$20 for non-students. Official auditors in both lower and upper division language courses are not allowed.

Class Visitors: A non-student (for instance, a prospective graduate student, faculty, or staff colleague) may be permitted to visit a course with proper authorization, although the privilege will not be given routinely and can be refused. ‘Proper authorization’ includes permission of the instructor to insure that such visits do not occur on test days or at other times not suitable to having visitors in the classroom.

Computers purchased with University funds belong to the University. For off campus use of computers, you must fill out an **Off Campus Form Request** available at the front desk WCH 4.134. When separating from the university, all university-owned computers should be returned to the office.

Conference Courses Independent Study Courses and requests to take an undergraduate course for graduate credit require a written contract between the student and the instructor, which sets forth the number of contact hours, the objectives and contents of the course, and the methods for evaluation. The contract forms are available in the graduate office (WCH 4.128), the undergraduate office (WCH 4.116), on display tables in the hallway across from graduate office, and on the DAS website.

Conference Room (Meyerson) may be reserved for special events in the afternoons or evenings. Please make arrangements with the front desk in WCH 4.134 for reserving this room.

Consulting by Faculty: (see Outside Employment)

Copyright Laws must be observed when making photocopies. Small sections of books may be copied but not a whole book under copyright.

Correspondence: (See Mail)

Course Description: You can now update your own course descriptions and textbook list. Please see this link to do so <http://www.utexas.edu/cola/db/>. If you have questions, please see the Undergraduate Advisor. Course descriptions (including grading policies and textbooks) are also required as part of the Course Scheduling phase of Academic Planning

Course Meeting Time changes must be approved by the Chair and only if all enrolled students agree to the change. The Course Scheduler will submit the necessary change form, which must also be approved by the Dean's office.

Course Scheduling is performed three times per year. The course scheduler will send a request for classes via email; faculty should respond by the deadline and answer all questions in order to ensure their classes are scheduled properly. One designated representative from each language area should submit language course requests. After the original submission of course requests, there will be a Chair's proof in which faculty can see their room assignments; changes in rooms should be made at this time. Requests made after Chair's Proof will be handled as time and room availability permits. Language faculty should make their requests through their representative; and culture course faculty should email their requests to the Graduate Coordinator. Priority will be given to requests involving pedagogical requirements, such as lack of necessary media equipment or a room too small to accommodate students; other requests ('room preferences') will be submitted as timing and room availability allow during the Advance Copy phase and at the start of the semester, per Room Scheduling guidelines.

Course Work must be available to the student. All written materials submitted to meet the requirements of a course which are not returned must be made available to the student (to be "made available" does not guarantee a right to a photocopy, but the materials may be examined in the office of the faculty member). The faculty member should keep all written material that was not returned to the student for at least one long session semester. If a final examination is returned to a student, the student must sign for it. Faculty should not leave stacks of student work (assignments, quizzes, exams, etc.) for students to pick up either in halls or at the front desk. Students should collect their work directly from the faculty member.

CV: (see Syllabus)

Equipment is available for instructional use. The Meyerson conference room has a media console and the room may be reserved for special viewing. Please reserve the room well in advance at the front desk. Asian Studies has a copier with top-loading scanner. Items that can be checked out are as follows: a tape recorder, a CD player, a calculator, a camera, a hand-held camcorder, and a USB wireless adapter. If you need a slide projector please contact LAITS in MEZES 2.104 <http://www.utexas.edu/cola/information-technology/digital-media-services/equipment-check-out.php>. There are also four laptop computers, one Mac and three PCs. This equipment must be checked out at the front desk and returned to the front desk in WCH 4.134. It is always wise to reserve the equipment in advance. Please make sure you have been credited with returning the item at the time you bring it back so that our records are up-to-date and we can locate any given item at any time. Borrowers will be financially responsible for any loss or damage to the equipment.

Evaluation of Teaching by students is required for all instructors. You will be contacted at the beginning of each semester concerning the type of "Course Instructor Survey" you wish to use for the evaluation. Assign a student in each class to be responsible for picking the forms up in WCH 4.134, handing them out to the class, and returning them to WCH 4.134. The administration of the university places great emphasis on teaching effectiveness, not only in regard to promotions and merit increases in salary but also in recognition of outstanding teaching.

Faculty Salary Review: The salary review committee makes recommendations regarding salary increases to the Executive Committee. This is done once a year when the budget is being prepared (usually early spring). For this review, all faculty, including non-tenure-track, are asked to submit a current CV, an optional personal statement and annual reports for the previous three years. Tenured and tenure-track

faculty should also submit a brief description of their research agendas and plans for publication.

Faculty Review: All faculty members budgeted in the Department will be reviewed according to the following schedule: Lecturers and non-tenured faculty: each year, tenured faculty: every six years. A more formal third-year review of non-tenured faculty is mandated by the Dean. A Faculty Review Committee will consist of at least three faculty members selected by the Chair. As part of the review, a faculty member selected by the Undergraduate Advisor will audit a class. For instructions for post-tenure and third-year reviews, please go to the COLA website <http://www.utexas.edu/cola/hr/>

Faxes: The facsimile unit is located in WCH 4.134. The number is 512-471-4469. If you wish to transmit a long distance fax for business purposes and do not have a long distance code, please ask staff at the front desk for assistance. Incoming faxes will be placed in the appropriate mailbox.

Final Examinations may not be given before examination week begins and no change in time from that posted by the Registrar may be made. An instructor with a compelling need to deviate in any way from this rule must obtain approval from the Chair and Dean of his college prior to announcing an alternative examination procedure to students. Examinations may not be given during the period of Study Days (during which classes do not meet) immediately preceding the final exam period. For good cause, a student may petition his academic dean for permission to change the place or time of an examination from those specified by the official examination schedule. If the dean and the instructor grant such permission, no penalty (such as a reduction in grade) may be assessed.

Governance: The Department of Asian Studies will be governed by an Executive Committee elected in late spring of each year for the following academic year. All tenured and tenure-track faculty are eligible to vote. Lecturers may vote after completing one year of teaching. The EC will consist of eight members, with a minimum of three members from East Asia, three members from South Asia, one Assistant Professor, one member from the disciplinary Departments, and one non-voting Lecturer. Promotions to full Professor within the Department will be considered by a Budget Council consisting of all full Professors of the Department.

Grades: All grades will be submitted on-line by the due date. Grades for conference courses and independent study courses are entered and saved by faculty members but submitted by designated staff. Faculty should not post grades publicly. Posting grades is an unnecessary liability for the department, especially now that students get their final grades on-line. Similarly, faculty should never leave stacks of student work (assignments, quizzes, exams, etc.) for students to pick up either in halls or at the front desk. **Instructors leaving the University must leave grade books or records and related materials bearing on the assignment of student grades with the department Chair.** A forwarding address should be provided so that they may be contacted on any matter relating to the responsibilities they had while employed at the University.

Grading Methods in all courses must be given to students in writing before the end of the add/drop period. Failure to do so may lead to student grievances and complications. Students should also be informed, usually through a syllabus, of the contents of the course and schedule to be followed.

Grants for research projects for the duration of one semester or more are available from many sources and the Dean's office offers a one-time-only proposal award of \$2,000 for new grant applications. UT offers four main research grants: small research grants of up to \$750; research grants up to \$6,000; Summer Research Assignments (two months' salary), preference given to faculty in the early stages of their careers; and Faculty Research Assignment (one semester's salary) for tenured faculty. Information is distributed at the beginning of each academic year. The Dean of the College encourages all faculty members to apply for such grants, especially grants from outside the University. As applications and information come into the office they are placed on the bookshelf and bulletin board in WCH 4.134. For travel grants please see Request for Travel Funds.

Keys: Each faculty member will be issued a key to his or her office. TAs/AIs share a room 1.114 at the WMB. Please note that when leaving UT, all keys should be returned to the front desk or back to the Office

Manager. **DO NOT RETURN KEYS BY CAMPUS MAIL.**

Incomplete Work (see X)

Independent Contractors: Prior to hiring OR planning to hire an individual to perform any service, you MUST contact the departmental accountant immediately before committing to any service. We are required to process Independent Contractors' forms and must receive final approval prior to the service. Please consult with departmental accountant before promising any jobs or payments to be performed. **For hiring students, please see departmental accountant or Office Manager for further instructions.**

Mail and Express Mail: Correspondence on Asian Studies stationery mailed at University expense must be for departmental business. Letters must have your name above the department name on the envelope and should be placed in the appropriate box in WCH 4.134. **NO PERSONAL MAIL PLEASE.** Campus mail is free and should be sent in the campus envelopes that are found on the bottom shelf of the mailboxes. Please be sure to include a mail code for campus addresses. Express Mail should be used only for departmental business.

Meetings of the Department are held as warranted, but at least once early each semester. Please schedule your classes so you will be free at that time.

News and Information: If you wish to publicize a lecture or special event, please make arrangements at the front desk, WCH 4.134. There is a listing of publications and deadlines for submission.

Office Hours: Faculty are expected to have office hours for at least three hours each week. These hours will be posted for students and if you can't make the hours for any reason, please let the front desk staff know.

Ombudsman: An Ombudsman will be selected each year in Asian Studies. Any faculty, staff, TA, or AI can take concerns or grievances to this person.

Outreach: Outreach materials in the South Asia Institute and Center for East Asian Studies cannot be checked out independently; faculty must see the Outreach coordinator or other outreach staff to borrow materials. There may be times during the year when an item you want for class is off-campus. The Outreach Asia office exists to serve the off-campus public, which means that first priority for our materials is given to non-UT requests.

Outside Employment: Any faculty member involved in outside employment must submit a "**Request for Approval for Outside Employment**" form. Both the Chair and the Dean sign this form. Forms can be downloaded from the Provost website http://www.utexas.edu/provost/policies/outside_employment/

Peer Auditing: Classes taught by tenure-track faculty will be peer audited at least once a year. Peer auditing of classes taught by tenured faculty will be conducted according to the same schedule as Faculty Review. The auditors will write a report that will be placed in the teaching file of the audited faculty member.

Photocopying: Each person will be given an identification code to use when making copies. Make arrangements for your personal code at the front desk, room 4.134. Please do not allow anyone else to use your code. Only materials relating to departmental business may be photocopied. Photocopying a reasonable amount of research is permitted, but please refrain from copying entire books and other lengthy materials. Please refer to copyright laws. Class instructional materials should be scanned and put on "Blackboard". Otherwise, you should have material copied off-campus at students' expense. It is not appropriate to transfer the cost of reproducing text materials for students to the Department. Personal photocopying is prohibited. Please advise AIs/TAs of the photocopying policy.

PROCARD: The Department of Asian Studies now owns a procard and is available for limited use. Please see departmental accountant for appropriate purchases and cost limitation.

Promotions: Assistant Professors are recommended for promotion in the fall of their sixth year (the dossier is prepared during the preceding Spring semester). Promotion to Full Professor has no required year and either the Department or the Faculty member can request that a dossier be prepared for promotion to Full Professor. The Lecturer Promotion Committee recommends lecturers for promotion to Sr. Lecturer.

Publication Subventions are available through a program funded by the University Cooperative Society. Applications are generally due early in the fall.

Purchases: See **departmental accountant** prior to ANY purchases. All purchases must be **pre-approved**. For small items such as office supplies, email your requests to front desk staff and copy accountant. For all other requests see departmental accountant in WCH 4.126.

Reading Room: If you wish to check material out for the night or weekend, please see front desk staff in room WCH 4.134.

Reimbursement: Request for reimbursements (travel or other expenses such as entertainment) should be made as soon as possible after incurring the costs. Expenses older than **60** days require a written explanation as to the reasons for the lateness. These late reimbursement requests will also require additional levels of approval and may even run the risk of being disallowed entirely or reported as taxable income to the payee. Please see departmental accountant for this process.

Scholastic Dishonesty: All cases of scholastic dishonesty may be reported to the Dean of Students. The forms for reporting these situations are available in the academic advisor's office (WCH 4.116). If a graduate student is suspected of scholastic dishonesty, please contact the Graduate Advisor.

Sexual Harassment: See <http://registrar.utexas.edu/catalogs/gi07-08/app/appd.html> and <http://www.utexas.edu/policies/hoppm/04.B.02.html>

Smoking is not permitted in any UT facility.

Social Security numbers: For security reasons, the University requires that we use EIDs for students instead of social security numbers.

Student Absences and Failing Reports: Absences should not be allowed and faculty should announce their policies on absences at the beginning of each semester. The Instructor should complete these reports when a problem arises (mandatory for Freshmen). The forms are on line at <https://utdirect.utexas.edu/ns/ns.unique.WBX>.

Student Evaluations (see Evaluation of Teaching)

Study Day (see final examinations)

Substantial Writing Component Courses: The Writing Flag replaces the Substantial Writing Component (SWC) designation that was part of the old core curriculum. To learn more on the difference between writing Flag courses and Substantial Writing Component courses go to this link <http://www.utexas.edu/ugs/core/flags/guidelines/writing/swc> and you can also find it on our DAS website under "Forms and Links" <http://www.utexas.edu/ugs/teaching/flags>.

Supplies: Most small office supplies are available in the photocopy room. Request for office supplies must be sent by email to the staff at the Front Desk.

Syllabus and CV: House Bill 2504, enacted by the Legislature of the State of Texas, states that the University will "make available to the public on the institution's Internet website" <http://www.utexas.edu/> a syllabus for each undergraduate classroom course offered for credit by the University and a CV for all instructors of record for these courses by the seventh day after the first class day.

Telephones. Each phone is equipped with voice mail. If you need assistance using it, please ask staff at the Front Desk. Long-distance calls can only be made with a UT code and for university business and should be kept to a minimum. Faculty who have administrative duties are given a code, but others must ask the front desk to put through long-distance calls. Personal long-distance calls from university phones must be done using a personal credit card, collect call, toll-free numbers, or third-number billing. Keep in mind that most correspondence these days can be done through e-mail.

Tenure. (See Promotions)

Textbooks authored by faculty members for use in their own classes are subject to University Policy: “Before a faculty-authored textbook or other course material may be prescribed or sold for student use at the University the request must be submitted to the President for his approval and inclusion in the next regular docket for the Board of Regents.” A direct sale of textbooks to students is prohibited.

Textbook orders should be submitted to the University CO-OP (Oct 31st and Apr 1st). The Department will notify faculty members of deadlines each semester. Late book orders mean that your students may not have their textbooks on time.

Travel. A request for Travel Authorization (RTA) is a **MUST** when planning to travel during the semester whether or not UT funds are used. This also includes summer when you are not teaching but will be using UT funds. An RTA is not required for weekend travel or holiday travel when not using UT funds. A request for travel funds should be done as early as possible in the academic year to receive the appropriate approvals. RTA forms are available on our website under Forms and Links <http://www.utexas.edu/cola/depts/asianstudies/forms-and-links/faculty-staff.php>. There are also University Faculty Travel Grants in the amount of **\$1,200** to be used throughout the year. Faculty members are eligible for one such grant each year and is given to tenured and tenure track faculty and Senior Lecturers who present papers at organized conferences. Application forms are available on line at <http://www.utexas.edu/ogs/ftg/home.html>.

URI. University Research Institute. (See Grants)

Visitors: A non-student (for instance, a faculty or staff colleague) may be permitted to visit a course with proper authorization, although the privilege will not be given routinely and can be refused.

The X symbol means a temporary delay of a final course grade and is the appropriate symbol for an incomplete. The Online Grade Change system will replace several transactions of the existing ‘505’ yellow grade change forms. More information is available at <http://registrar.utexas.edu/staff/gradess/changes>. The yellow forms are available with the Graduate Coordinator and at the front desk during the transition to the online system.

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