

DEPARTMENT OF EDUCATIONAL LEADERSHIP
AND
POLICY STUDIES

Policy and Procedures Manual



The Department of Educational Leadership and Policy Studies Policies and Procedures Manual is designed to supplement the following UT Tyler documents:

- **The University of Texas at Tyler New Millennium Vision**
- **The University of Texas at Tyler Handbook of Operating Procedures (HOP)**
- **The University of Texas at Tyler Undergraduate and Graduate Catalog**
- **The University of Texas at Tyler Business Procedures Manual**

The Department of Educational Leadership and Policy Studies

Mission Statement

***The Department of Educational Leadership
and Policy Studies is composed of a
professional, dedicated faculty committed to
quality graduate education that respects
individual and cultural diversity. To fulfill this
commitment the faculty pursues knowledge
through scholarship, research and publication
and shares their unique talents and expertise
with university, community, and professional
constituencies.***

College and Departmental Governance Procedures

The College of Education and Psychology and the Department of Educational Leadership and Policy Studies Governance documents supplement the UT Tyler Handbook of Operating Procedures

**Faculty Governance System of the
College of Education and Psychology
University of Texas at Tyler**

I. Purpose

The purpose of the faculty governance system is to establish policies and procedures through which the faculty in the College of Education and Psychology (CEP) can provide systematic input concerning academic programs, personnel, performance of students, and other policies vital to enhanced student learning, professional development of faculty, and the maintenance of a community of professionals.

II. Governing Authority and Structure

A. Authority

The faculty shall have authority pertaining to undergraduate and graduate curricula, instruction, admission standards and requirements for completion of academic programs, policies for the promotion and tenure for faculty in the college, and other policies that affect performance of and collegiality among faculty in the CEP.

B. Structure

The college consists of three administrative units: the School of Education the Department of Educational Leadership and Policy Studies, and the Department of Psychology and Counseling.

III. Faculty Participants

Voting members in the College of Education and Psychology and in its administrative units shall consist of full-time faculty in the university who have at least half-time appointments in the college with the rank of lecturer, senior lecturer, assistant professor, associate professor, professor, visiting assistant professor, visiting associate professor, or visiting professor. Emeritus faculty will have no vote.

IV. Faculty Governing Committees

- A. Faculty governance in the College of Education and Psychology shall be vested in five standing committees: The Curriculum and Assessment Committee (CAC), the Committee on Students (CS), the Faculty Promotion and Tenure Committee (FPTC), the Diversity Committee (DC), and the Technology Committee (TC). Committee members/alternates will be elected by voting faculty within the respective administrative units.

- B. The Chairpersons of the CS and DC shall be elected by all the faculty of the CEP and shall serve two-year terms. The Dean of the CEP will appoint an election officer. In the event that no candidate receives a majority of the votes cast, a run-off election will be conducted by the election officer.

The Chairpersons of the CAC and TC will be appointed by the dean and shall two year terms. The Chairperson of the TC must have previously served as a regular member of the committee. Additionally, the CAC chair will serve as the as the CEP's representative to the university's Undergraduate Curriculum Committee, and the TC chair will serve as the CEP's representative on the university's Technology Committee.

- C. The composition of each Standing Committee is described in Section V.
- D. A majority of the voting members of the CAC, CS, DC, and TC shall be required to pass motions. Chairpersons shall vote only to break ties.
- E. Secretarial support shall be provided for standing committees.
- F. The term of office for members of the CAC, CS, and TC shall be two years. (One half of the faculty members of each committee shall serve one-year terms during the first year after the approval of this governing document.) Student representatives on the CAC, DC, and TC shall serve on year terms.
- G. When a member of the CAC, CS, DC, or TC resigns, the position shall be filled through elections in the administrative units or, in the case of committee chairpersons, in accordance with part B of this section.
- H. Administrative units should identify alternates for elected representatives to the CAC, CS, DC, and TC. If an administrative unit's representative cannot attend a committee meeting, it shall be the responsibility of the administrative unit to assure that the alternate representative attends the meeting.
- I. A faculty member may not serve on more than two standing committees in the CEP.
- J. Issues concerning jurisdictional responsibilities among standing committees shall be resolved by the chairpersons of involved committees and the Dean of the CEP.
- K. All recommended changes in the policies and procedures of standing committees shall be presented and reviewed at a faculty meeting of the CEP.

- L. The Dean of the CEP shall review and take appropriate actions on recommendations of standing committees.
- M. Each standing committee shall publish an agenda and distribute it to committee members and the Dean. The agenda and minutes of each standing committee shall adhere to the requirements of the 1974 Family Educational Rights and Privacy Act (20 U.S.C.A. SS 1232 g -1232 r).
- N. Each Standing Committee shall maintain:
 - i. Up-to-date policies and procedures that detail how the business of the committee is conducted,
 - ii. Minutes that include:
 - the date on which an action is taken,
 - reference to any previous action that is overturned or amended by a newly approved action,
 - and dates by which any results of an action will be implemented, reported on, evaluated, or resubmitted to the committee for review.
- O. A committee chairperson may appoint subcommittees composed of members of a Standing Committee. In consultation with the Dean of the CEP, the chairperson may appoint other individuals to a subcommittee.

V. Standing Committees

A. The Curriculum and Assessment Committee

- i The membership of the Curriculum and Assessment Committee (CAC) shall consist of one faculty representative from the School of Education, one representative from each department, the elected member of the university Graduate Council, and two students as ex officio members - one undergraduate and one graduate. The Dean of the CEP shall serve as an ex officio member of the committee.
- ii The purpose of the CAC is to review and act upon proposals submitted by administrative units in all matters having to do with:
 - a. creation, modification, or deletion of courses within the CEP,
 - b. creation, modification, or deletion of majors, minors, or degree programs within the CEP,
 - c. major changes in the catalog,
 - d. admission, retention and exit requirements for programs, and

- e. schedules and strategies for assessing the knowledge, dispositions and skills of candidates.

iii During the first 30 days of each academic year, a schedule for committee meetings shall be prepared and disseminated to all faculty in the college. Final committee action on any item of business related to *ii* above shall be taken only after the matter has been introduced, discussed, entered in the minutes, and distributed to members of the faculty of the CEP.

B. Committee on Students

- i. The membership of the Committee on Students (CS) shall consist of two representatives from the School of Education and one representative from each department in the CEP.
- ii. The Committee shall be responsible for compiling recommendations and procedures for recruiting and retaining diverse students to graduate and undergraduate programs in the CEP.
- iii. The committee shall also hear student appeal related to admission, retention, and completion of programs. All recommendations related to individual students shall be confidential. The chairperson of the committee will provide written notifications to students, the dean, and when appropriate, administrative unit head and advisors of actions on appeal. Minutes shall be recorded for all meetings. Students may appeal actions of the committee to the dean.
- iv. Recommendations regarding recruitment and retention of students shall be sent to the dean for approval.

C. Faculty Promotion and Tenure Committee

- i The membership of the FPTC shall consist of one tenured faculty member from each administrative unit in the CEP. Faculty applying for promotion or tenure during an academic year will not be eligible to serve on the committee during that year. Administrative unit representatives shall be selected annually from tenured faculty with academic rank equal to or above those of faculty applying for promotion or tenure each year.
- ii Each year the committee shall elect a chairperson from among the members. The chairperson shall act as a facilitator for review of promotion or tenure applications. The chairperson shall be a voting member of the committee.

- iii The FPTC shall make recommendations to the Dean regarding individual applications for promotion and tenure.
- iv Periodically the Committee shall make recommendations regarding CEP Policies for promotion and tenure.

D. The Diversity Committee

- i. The membership of the Diversity Committee shall consist of the chairperson, at least one representative from Educational Leadership, two representatives each from the Department of Psychology and Counseling and the School of Education, and 2 students, one undergraduate student and one graduate student. The Dean of the CEP shall serve as an ex officio member of the committee. The term of office of each elected faculty member of the Diversity Committee shall be two years. (One of the members from the School of Education and one of the members from the Department of Psychology and Counseling shall serve one-year terms during the first year the committee exists.)
- ii. The Committee shall be responsible for undertaking activities and making policy recommendations to the faculty of the CEP in matters of individual and cultural diversity to develop an environment that affirms and supports diversity of race, ethnicity, sexual orientation, socio-economic status, gender, religion, language and exceptionalities.
- iii. Committee recommendations involving substantive policy changes related to *ii* above shall be adopted only after the matter has been introduced, discussed, entered in the minutes indicating approval by members of the faculty of the CEP.

E. The Technology Committee

- i. The membership of the Technology Committee shall consist of the committee chairperson, one representative from the Department of Educational Leadership, one representative from the Department of Psychology and Counseling, two representatives from the School of Education, and two student representatives, one undergraduate and one graduate student currently enrolled in a CEP program. The Dean of the CEP, the chairs of the college's three administrative units, and the CEP

Instructional and Evaluation Support Specialist shall serve as *ex officio* members of the committee.

ii. The purpose of the TC is to review and make recommendations regarding proposals submitted by the school's three administrative units in matters having to do with:

- a. technology-related training/professional development.
- b. the CEP's educational technology-related facilities for the training of faculty, staff, and students
- c. CEP hardware, software, access, and connectivity.
- d. integration of technology across the CEP for the enhancement of teaching and learning.

iii. Committee recommendations involving substantive policy changes related to *ii* above shall be adopted only after the matter has been introduced, discussed, and entered in the minutes indicating approval by members of the faculty of the CEP.

Non-Governing Committees

College-level ad hoc committees may be established within the CEP. All such committees shall be established in consultation and with the approval of the Dean of the CEP. In general, an ad hoc committee will not continue for more than two years.

VI. Meetings of the Faculty

- A. For the purpose of sharing information, general discussion, and/or decision making, the faculty of the CEP shall convene at least twice each semester during the academic year.
- B. Meetings shall be called by the Dean of the CEP. Faculty meetings may also be convened by written call of one-fourth or more of the voting members of the faculty as defined in Section III.
- C. Official written notification of meetings and the proposed agenda shall be prepared and distributed to faculty at least two days prior to the meeting.
- D. Reports from Standing Committees may be given at meetings of the CEP faculty.
- E. Proxy voting is disallowed at CEP faculty meetings.
- F. The Dean of the CEP shall preside at the faculty meetings. In the absence of the Dean, a designee shall preside. Minutes of faculty meetings shall be taken and distributed to faculty by the secretary in the Dean's Office.

VII. Departmental Governance

Each administrative unit in the CEP shall have a faculty governance document developed and adopted by faculty in the administrative unit. Administrative unit governance documents shall be consistent with the University of Texas at Tyler's *Handbook of Operating Procedures* and policies established by governing committees in the CEP. Administrative unit governance documents will be reviewed through the Dean's office and kept on file there.

VIII. Amending This Document

This document may be amended in the future by having any proposed amendment:

- a. considered and recommended by a majority vote of an affected standing committee, then
- b. discussed at a meeting of the CEP faculty, then
- c. approved by a majority of the voting faculty by secret ballot, then
- d. reviewed and approved by the Dean of the CEP.

Amendments of sections of this document that are not related to a specific standing committee may be made by completing steps *b* through *d* of this section.

The governance document for the CEP was initially ratified and made operational by the faculty of the College of Education and Psychology on January 14, 2005.

All members of the faculty of the CEP shall receive a copy of this document each time it is amended. New faculty members shall be provided copies by the Dean's Office during the first month of their employment.

Adopted by faculty on January 14, 2005
Revised September 26, 2008
Revised April 28, 2010
Revised August 23, 2010
Revised April 8, 2011

Guiding Principles for Governance in the College of Education and Psychology

The goal for governance in the Department of College of Education and Psychology is to provide a collegial environment in which to pursue the mission of the university, college and departments.

Curriculum

Curriculum (courses, courses of study/degree programs, and certification programs) is the purview of the department. As such, curriculum changes are initiated by departmental faculty, discussed in the department's faculty meetings, and approved through a process established by the university. See attachment 1. The process of developing, reviewing, and approving curricula should be open, inclusive, and collegial. When a curriculum

initiative affects other units of the university, there will be consultation with the affected unit(s) prior to review by the college's curriculum committee. Approved university forms will be used to process all curricular initiatives/changes.

Program Implementation

The implementation/delivery of programs should be done in a collegial manner. Departmental faculty involved in programs should be involved in discussions regarding program scheduling, implementation, and delivery. Significant programmatic changes should not be undertaken without prior discussion and consultation with faculty in the affected programs.

Faculty Hiring Practices

The College of Education and Psychology will adhere to the faculty search and appointment procedures established by the university. See attachments 2 and 3. With the exception of the need to hire a faculty member in an emergency, it is expected that full-time faculty will be involved in the process of searching for full-time faculty to fill vacant or new positions. Departmental committees of full-time faculty will make hiring recommendations. In situations where a candidate is being considered for an advanced rank or tenure, the candidate's credentials will be reviewed by a departmental promotion and tenure committee, the administrative head of the unit, the college promotion and tenure committee, and the dean prior to negotiating an advanced rank or tenure with a candidate.

Decision-making in Departmental Meetings

Departmental meetings will be conducted in a manner that makes efficient use of time while fostering collegial participation by participants. A tentative agenda will be prepared and distributed by the chair to facilitate the organization of the meeting. Minutes of college faculty meetings will be recorded and distributed to all faculty in the college.

Accountability

In order to assure that the preceding Guiding Principles are put into effect, the Dean's Office will conduct surveys of faculty annually to ascertain levels of satisfaction with the governance procedures in academic units and in the college. The survey(s) will be psychometrically sound and jointly developed by faculty and administrators. Results of the annual surveys will be shared with faculty. The goal for effective governance is 80% of full-time faculty will judge the governance procedures of the college to be "acceptable" or better, and the same goal will be established for each of the academic units.

Approved by ad hoc committee: 12/15/09 Approved by CEP faculty: 2/19/10

FERPA for Faculty, Staff and Administrators

WHAT IS FERPA?

FERPA stands for Family Educational Rights and Privacy Act of 1974, as Amended. It is commonly known as FERPA, the Privacy Act or the Buckley Amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

FERPA allows release of specified items but does not require it. Items that may be released are called directory information. Texas A&M University has classified these items as directory information: student's name, local address, permanent address, e-mail address, local telephone number, place of birth, dates of attendance, major, classification, enrollment status (undergraduate or graduate, full-time or part-time), academic standing (eligible to register), rank in class, previous institution(s) attended, degree(s) awarded, academic honors/awards, student employment information (job title, mail stop, office telephone number), varsity sports participation, weight/height of athletes, parking permit information, photograph (digitized image), color of hair/eyes, grades directly to the student via Tele-Grade, Association of Former Students Directory; also parent's name, address and telephone number.

Students may place a directory hold on any or all of this information by completing the Hold Directory Information form and turning it in to the Records Office in the Metro Centre 3833 S. Texas Avenue, Suite 150. It is available on the Registrar's web page or in the Records Office. After this information is entered into SIMS, a statement will appear on the monitor screen that the student has blocked his/her information. Check SIMS screen 11 for directory items that have been restricted and may not be released without a signed statement from the student.

Items that can never be identified as directory information are a student's social security number or institutional identification number, race/ethnicity, citizenship, nationality, gender, grades, GPA (GPR in Aggieland) or class schedule.

WHAT IS A STUDENT EDUCATIONAL RECORD?

Any record, with certain exceptions, maintained by an institution that is directly related to a student or students. This record can contain a student's name, or students' names, or information from which an individual student, or students, can be personally (individually) identified. These records include files, documents and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche or notes) that contain information directly related to students and from which students can be personally identified.

Never in doubt whether information may be released, **DON'T**. Please call an Assistant Registrar (845-1085), Associate Registrar (845-1059) or the Registrar (845-1145). They will help you determine if the information is an educational record and/or whether it may be disclosed without written consent. To be safe, always think written consent.

WHAT IS LEGITIMATE EDUCATIONAL INTEREST?

A legitimate educational interest shall mean any authorized interest, or activity undertaken in the name of the University for which access to an educational record is necessary or appropriate to the proper performance of the undertaking.

This means if a student is assigned to you for advising, you have a legitimate educational interest and may access his/her records. If a good friend asks you to tell him the grades his daughter has made, **DON'T**. This has two problems. First unless this student is your advisee, you do not have a legitimate educational interest. Second if the parent has not filed the Certification of Dependency form with the Office of the Registrar, the parent is not entitled to this information.

In post-secondary institutions, the student "owns" his/her educational record from the first enrollment. This has nothing to do with age of the student.

LETTERS OF RECOMMENDATION

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student's educational record is included (GPA, grades, etc.), the writer is required to obtain a signed release from the student. This letter would become a part of the student's educational record and the student has the right to read it unless he/she has waived that right.

POSTING OF GRADES BY FACULTY

The public posting of grades either by the student's name, institutional student identification number, social security number or any portion of the

number without the student's written permission is a violation of FERPA. This includes posting grades to a class/institutional website and applies any public posting of grades for students taking distance education courses.

Even with names obscured, numeric student identifiers are considered personally identifiable information. The practice of posting grades by social security number, student identification number or any portion of the number violates FERPA.

Notification of grades via a postcard violates a student's privacy.

There is no guarantee of confidentiality of sending grades via the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method. A third party in this definition could be parents or guardians, boyfriend or girlfriend, roommate, etc. Only secure web sites are approved by FERPA for accessing grade information.

PENALTIES FOR VIOLATING FERPA

The Family Policy Compliance Office reviews and investigates complaints of violations of FERPA. The penalty for violating FERPA is loss of all federal funding, including grants and financial aid.

SPECIAL "DON'TS" FOR FACULTY

To avoid violations of FERPA rules, DO NOT:

- At any time use the social security number, institutional identification number or any portion of the number of a student in a public posting of grades
- Ever link the name of a student with that student's social security number, institutional identification number in any public manner
- Leave graded tests or papers in a stack for students to pick up by sorting through the tests or papers of all students
- Circulate a printed class list with student name and social security number/institutional identification number or grades as an attendance roster
- Discuss the progress of any student with anyone other than the student (including parents/guardians) without the consent of the student
- Provide anyone with lists of students enrolled in your classes for any commercial purpose
- Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

QUESTION AND ANSWER SESSION

The staff members of the Office of the Registrar are available to participate in a FERPA question and answer session for any department or college faculty meeting. To make arrangements, please call Mrs. Pam Reynolds, Assistant Registrar, at 845-1085 or Ms. Su-Zan Harper, Associate Registrar, at 845-1059.

Admission Procedures

The Department in consultation with the Dean determines admission procedures for programs in educational leadership. Attached are the admission procedures for the Master of Education in educational leadership.

UT Tyler Admission REQUIREMENTS/PROCEDURES

	M.Ed.	Standard Principal Certification
Bachelor's Degree from an accredited institution of higher education.	★	
Master's Degree from an accredited institution of higher education.		★
Texas Teacher Certification (any field)	★	★
Minimum undergraduate/graduate Grade Point Average (GPA) .	★	★
1. Complete an online Application through the <u>ApplyTexas</u> website.	★	★
2. Submit official transcripts to the Office of Graduate Admissions.	★	★
3. Send official Graduate Record Examination (GRE) scores to the Office of Graduate Admissions.	★	★
4. Submit 3 letters of recommendation to the <i>Department of Educational Leadership</i> .	★	

In addition to the general UT Tyler requirements listed above, the following elements are used to calculate admission into the Educational Leadership program. A student must receive a total of **6** or more points using the following point system:

GPA		GRE	
Last 60 Undergraduate hours	Points	Score	Points
3.50+	3	287+ V/Q Combined	5
3.30+	2	153+ Verbal	5
3.00+	2	285+ V/Q Combined	4
3.00+	1	146+ Verbal	3
2.75+	1	284+ V/Q Combined	3
		283+ V/Q Combined	2

KEY: Same for both programs
Master of Education in Educational Leadership
Standard Principal Certification

Example :

<ol style="list-style-type: none"> The GPA of the last 60 hours of your transcript is 3.50. A <u>3.50</u> gives you 3 points. You made a total of 284 on your GRE. <u>284</u> gives you 3 points. 	}	6 points
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(Students in the Master's or Certification program with a minimum GPA of 3.5 upon completion of their first 6 hours of graduate work in EDLR may receive 1 point.)

[For information about the GRE test, please visit <http://www.ets.org/gre>.]

Helpful Links!

myUTTyler

Student Information System

- **Register** for classes
- View **Class Schedule**
- View **Grades**
- View/accept **Financial Aid**
- View/pay **Tuition and Fee Bill**
- View **"To Do's"** and/or Holds

The Graduate School

Resource for graduate students with information about Admissions, Tuition and Fees, Financial Assistance, and an **informative Frequently Asked Questions** page.

Tuition Reduction!

Scholarship/Tuition Reduction money has been made available to help with education costs. These scholarships make the cost of the 30-hour M.Ed. program approximately \$6,250, and \$4,650 for the 22-hour Certification only program (based on Fall 2012 tuition and fees).



EDUCATIONAL LEADERSHIP

Address:

3900 University Blvd., HPR 131
Tyler, Texas 75799

Phone:

903-566-7055

Website:

<http://www.uttyler.edu/elps/index.php>

Faculty:

http://www2.uttyler.edu/elps/faculty_staff.php

Advising:

Principal Programs

Dr. Ross Sherman, Chair & Professor
rsherman@uttyler.edu • 903-566-7218

Superintendent Program

Dr. Wes Hickey, Associate Professor
whickey@uttyler.edu • 903-565-5669

Faculty Information

The Department adheres to all procedures established in University documents. Attached are the procedures and forms required by the Department.

Faculty Procedures

Business Cards

Business cards are provided for each faculty. (See department administrative assistant for assistance.)

Consulting

Outside consulting by faculty members is acceptable as long as it does not interfere with the faculty member's responsibilities. All outside consulting must be pre approved by the chair, Dean, Provost, and President. Forms are available from the forms section of the College of Education and Psychology's website

Course Load

A normal course load during the academic semester consists of three (3) graduate courses.

Faculty Evaluations

All faculty are evaluated annually. Evaluations are based on the following areas:

- 1) Teaching Effectiveness
- 2) Research and Scholarship
- 3) Service
 - a) University/College/Department
 - b) Educational Community (national, state, local)
- 4) Collegiality

For more detailed information refer to the University, College and Department's Tenure and Promotion Guidelines.

Forms

All appropriate forms are available on the College of Education and Psychology's website. http://www.uttyler.edu/educpsych/info_forms.php Selected forms are included in the Handbook.

Handbook of Operating Procedures (HOP)

The HOP is the official policy manual and available online.

<http://www2.uttyler.edu/ohr/hop/>

Each faculty member is encouraged to familiarize himself/herself with the contents.

Library and Media

Faculty library privileges permit you to check books out for the semester and place books and journals on reserve. The library has extensive holdings, which can be used for classroom purposes. <http://library.uttler.edu/circulation/facultyservices>

Office Hours

A minimum of three (3) office hours weekly is required. Faculty are encouraged to maintain visibility and accessibility to students.

Office Supplies

Office supplies are stored in the Department Office and can be accessed as needed. Special requests can be handled by notifying the departmental administrative assistant.

Administrative Assistant Services

The departmental administrative assistant will prepare materials needed based on the following guidelines:

- | | |
|--|--|
| 1) Copying | one day |
| 2) Word processing (small job) | two days |
| 3) Word processing (large job) | three days |
| 4) Special jobs (mail outs, brochures, etc.) | discuss individually with administrative assistant |

Submit all work directly to the administrative assistant. The administrative assistant will in turn, delegate work to the work-study student.

Syllabus

A syllabus must be developed for each class and provided to the students in the class. A copy of all syllabi must be submitted to the departmental administrative assistant prior to the beginning of each semester.

Template for Syllabi

Course Prefix, Course Number, Section #, and Title
Semester and Year
Time
Days
Location

Instructor Information
Name

Office location
Office hours
Telephone
Email address
Web Site (Optional)
Indication of best way to contact the instructor

Course Catalog Description
-including co- and pre- requisites

Student Learning Outcomes & Assessments -coded to standards and Key Assessments
for the Assessment Plan

Evaluation and Grading

Teaching Strategies

Related Field Experiences

Required Text, Materials/Supplies, and Related Readings

Course Policies (attendance, make-up assignments, etc.)

Topical Outline -format will be instructor's preference
Include tentative schedule and tentative due dates for all assignments
Include date and time of final examination based on UT-Tyler's final examination
schedule.

University Policies (see next page)

CEP Vision and Mission and Program Standards (will be attachment)

Telephone and Fax Service

Telephone service is available as follows:

- | | |
|--------------------------|--|
| 1) Local Service (Tyler) | Dial 9 + telephone number |
| 2) Long Distance Calls | Dial 16 + access code + 9 + 1 + area code + number |

A fax machine is available in the department office the number is (903) 565-5527.

Tenure and Promotion

Tenure and Promotion is based on the following areas:

- 1) Teaching Effectiveness
- 2) Research and Scholarship

3) Service

- a) University/College/Department
- b) Educational Community (national, state, local)

4) Collegiality

For more detailed information refer to the University, College and Department's Tenure and Promotion Guidelines. <http://www2.uttyler.edu/ohr/hop/documents/3.3.4Tenure.pdf>

Textbooks

Textbook selection is at the discretion of the instructor. Textbooks are ordered by the Bookstore. In order to receive a desk copy of the textbook, fill out a desk copy request form and submit it to the secretary.

Travel

Travel for professional growth is encouraged as long as it does not interfere with the quality of instruction provided. A travel stipend is provided annually to each faculty member. All travel must be pre approved by the chair. Travel forms may be secured from the forms section of the College of Education and Psychology's website.

Updated: 6/12/13

THE UNIVERSITY OF TEXAS AT TYLER

REQUEST FOR PRIOR APPROVAL OF OUTSIDE EMPLOYMENT/ CONSULTATION/ APPOINTMENT/ POSITIONS, INCLUDING SELF EMPLOYMENT

Name: _____

Title: _____

Department: _____

Approval is requested for permission to engage in the following outside employment activity:

Employing Firm, Person, or Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Briefly describe work to be performed:

Amount of time to be spent in outside employment per week: _____

Proposed employment will begin: _____ and continue through: _____

If employment is with state or federal government, please complete:

Compensation to be received is: _____

University equipment may not be used for consulting purposes by any member of the faculty or staff without express approval as outlined below. In unusual cases where a very unique piece of equipment is not otherwise available, such usage may be authorized, assuming availability of the equipment and adequate compensation to the University. In such cases, the faculty or staff member making the request must describe the University equipment to be used and justify its request. In no case, is the rate of compensation to be negotiated by the faculty or staff member. Such negotiations will be between the Business Office of the University and the entity contracting with the faculty or staff member to consult. Negotiations for use of equipment and rate of compensation will not occur until final approval has been given to the Request for Prior Approval of Outside Employment/ Consultation/ Appointment/ Positions, Including Self Employment.

I acknowledge that I have read and will abide by the applicable Regents' *Rules and Regulations* (Part One, Chapter III, Section 13) outlined on page 2 of this form.

Signed: _____ Date: _____

APPROVAL RECOMMENDED BY:

Department/ Division Administrator Date

Dean/ Other Administrative Official Date

Provost/ Vice President for
Academic Affairs Date

President Date

The University of Texas at Tyler
AUTHORIZATION TO DEDUCT PARKING PERMIT FEE
FROM PAYROLL PAYMENT

Please complete this form and take it with you to Campus Police to obtain your parking permit.

Name: _____ UTEID: _____

Department: _____ Ext: _____

I do hereby authorize the Payroll Office at The University of Texas at Tyler to deduct the checked Parking Permit fee from my paycheck as calculated below:

RESERVED PARKING SPACE (\$192 PER YEAR):

MONTHLY

Full Year Only: September 1 through August 31

\$24 _____

*Only available to full-time employees and deducted over
8 months beginning with October 1st paycheck.

** If you miss a payroll payment for a month or more, two or
more months' worth of parking fee will be deducted on the next available payroll payment.

***A request for a Reserved Parking space after September 15th is not eligible for payroll
deduction and must be paid in full at the Cashiers' Office.

GENERAL (NON-RESERVED) PARKING:

*Available to all non-student employees

ONE TIME DEDUCTION

Full Year (9/1 – 8/31); Fall and/or Spring Semesters

\$48 _____

Summer I and Long Summer Session

\$20 _____

Summer II

\$10 _____

The amount noted above will be deducted on the paycheck received on the first of the month
following receipt of the authorization form in the payroll office. The full year parking permit
amount will not be deducted prior to October 1.

Date: _____

Signature: _____

**NOTE: Payroll Parking Deductions are taken Pre-Tax and will NOT be refunded under any
circumstance due to IRS tax implications.**

TRAVEL CHECKLIST

CHECKLIST

- ☐ Obtain Approval for Trip
- ☐ Print Lodging and Meal information
- ☐ _____
- ☐ Washington DC (special approval req'd)
- ☐ Foreign (special approval req'd)
- ☐ Other information for Foreign Travel
- ☐ _____
- ☐ Travel Card
- ☐ Process VE5
RTA # _____
- ☐ Register for Event
- Reserve: _____
- ☐ Flight
- ☐ Lodging
- ☐ Rental Car
- ☐ If using Personal Car
- ☐ _____

AFTER TRAVEL:

- ☐ Request Reimbursement
- ☐ Attach required receipts to request form
- ☐ Process VP5
- ☐ Traveler must sign VP5 voucher

NOTES

Per departmental policy

Print [Hotel Occupancy Tax form](#) in-state travel only

Print [Meal and Lodging Per Diem Rates*](#)

E-mail UT System or OSFR

[Request for Approval](#) - 30 days prior to travel;

Currency Converter;

[International SOS—Emergency Travel Assistance](#)
– Register Online

Contact [Travel Coordinator](#) for more information

If Washington DC or Foreign Travel - Add
NOTES to Document (see travel procedures)

[Corporate Travel Planners \(CTP\)](#)

[Contracted Hotels](#)

E-mail [Travel Coordinator](#) or Reserve Car through
CTP when making flight reservations

Print mileage from [MapQuest](#)

Complete [Actual Mileage Reimbursement Form](#) if
travel points are not found in the mileage guide.

Complete [Travel Reimbursement Request Form](#)

Audit Requirement

*For Texas locations not on the website, use \$36 meal rate and \$85 lodging rate.

TRAVEL INFORMATION

Traveler: _____ UT EID: _____

Destination: _____ Account: _____

Purpose of Trip: _____

Departure Date/Time: _____ Return Date/Time: _____

Accommodations Needed: _____

Disposition of Duties While Away: _____

For Further Information: http://www.uttyler.edu/finserv/documents/PoliciesandProceduresHandbook_Travel.doc



The University of Texas at Tyler

Request for Approval of Foreign Travel

Faculty and Staff University Travel

Instructions

General Instructions

This form is supplemental to the normal travel request and is required for travel to a destination that is NOT in the United States or a possession of the United States. It also must be completed if travel to the final destination is through a country that is not in the United States or a possession of the United States. For example, the destination may be Guam, which is a possession of the United States, but to reach Guam travel would be through Japan or Korea. This form should be completed at least 45 days prior to the anticipated date of travel, unless there are extenuating circumstances. The fully endorsed form will be returned to the traveler and must be attached to the request for travel reimbursement.

When completing this form, use the tab key to move between the fields. When submitting the form, these instructions are not to be submitted. When you print the form, the total cost of travel should automatically update. If it does not, set your printer options to automatically update form fields before printing.

Traveler Information

The traveler should enter his or her name and department, and select his or her rank or position with the University. Registration with International SOS before traveling is required for all faculty, staff, and students. Travelers are automatically registered in air travel is booked with Corporate Travel Planners or with Anthony Travel. Otherwise, the traveler must register with International SOS at: <http://www.uttyler.edu/finserv/travelsos.php>

Travel Dates, Destination, and Routing

The traveler should indicate the anticipated dates of travel. These dates may change. If the dates change, a new form is not required to be completed if the new dates are within one month of the anticipated dates.

The traveler should state the cities and countries to be visited. These are places where the traveler will be staying or conducting business. The traveler also should enter the countries he or she will be transiting through when going to the final destination(s).

RTA Number

An RTA number should be obtained prior to submitting this form. This number is obtained as part of the normal travel request. It associates this international travel approval with other travel documentation.

Purpose and Benefit to the University

The traveler must concisely state the primary purpose of this trip in the field provided. Brief comments about special conditions should be included with the purpose, as appropriate. A detailed description of the purpose of the international travel, or a copy of the grant or contract, is not required but may be attached to this form to provide greater clarity for the purpose of travel. The traveler must also select the benefit of the trip to the University from the choices available.

Estimated Expenses and Account(s) to be Used

The traveler should estimate to the best of his or her ability the cost of this trip. The account number to be used and the amount to be charged to each account should be stated. Further the type of funds must be selected. Different types of funds have different restrictions associated with them. For example, the Fly America Act may apply to some federal grants or contracts. The traveler should obtain verification from the appropriate office that the funds identified can be used for this travel. This verification is normally obtained from the Office of Sponsored Research for most external grants and contracts associated with research, and for some internal grants. Verification for some contracts and internal grants can be obtained from the Office of Business Affairs. When gift funding is used, verification can be obtained from the Vice President for Development.

Traveler Certification

The traveler must certify that he or she is aware of all international requirements and restrictions, and will comply with those restrictions.

Travel Approval

Approvals from the Provost or Vice President, and from the President, are not required when international travel is to Canada and Mexico, or through Canada or Mexico to a destination in the United States or a possession of the United States. Approval from the Director of the Center for Global Education is required if the international travel involves students in study abroad programs or as part of a faculty led travel program. Approval of the budget authority is not required, as all travel must be approved by the budget authority as part of the normal travel request.



The University of Texas at Tyler

Request for Approval of Foreign Travel

Faculty and Staff University Travel

Traveler: Name: Enter the traveler's name
Rank: Select the traveler's rank.
Department: Enter the traveler's department
Registered with International SOS: Yes ☐ No ☐

Travel Dates: Anticipated Departure: Select Date
Anticipated Return: Select Date
NOTE: Approval should be requested at least 45 days prior to departure.

Destination: Enter the cities and countries to be visited.

Transiting Through: Enter countries transited through

Are Students Travelling: Yes ☐ No ☐
Note: if yes, Faculty/Staff Sponsored Student International Travel form must be completed

RTA Number: Enter the RTA number

Purpose of Travel: State the primary purpose of this trip.

Benefit to the University: Select the benefit to the University.

Estimated Expenses: Airfare Transportation:
Ground Transportation:
Meals and Lodging:
Registration Fees:
Other:
Total Estimated Cost \$ 0.00

Account Numbers:	Account	Type of Funds	Amount	Funds Available

Traveler Certification: I hereby certify that the purpose of this trip is official University business and is necessary for the proper performance of this University's statutory functions. I further certify that I am aware of any travel advisories issued by the United States Department of State regarding warnings against or restriction of travel to this destination, and am aware of the potential risks associated with travel to this destination. I also will abide by travel restrictions imposed by the University or the University of Texas System regarding travel to this destination.

Signature of Traveler

Travel Approval: _____
Department Chair Vice President

Dean of the College or Director President

Sponsored Programs (If Grant Funded)

Travel Reimbursement Request Form
The University of Texas at Tyler

Payee: _____ RTA #: _____
 UT EID: _____ Dept.: _____
 Departure Date/Time: _____ Return Date/Time: _____
 Account _____ Destination _____
 Purpose of Travel: _____

Meals & Lodging

Date	Meals	Lodging	Daily Total for Meals & Lodging
(1) Total Meals and Lodging – attach lodging receipts			

Transportation Costs

Type (airfare, auto, bus, taxi)	Point-to-Point Itemization		Personal Car Mileage	Mileage Reimb. @ 55.5 cents	Fares Paid	Daily Total for Mileage & Fares
	From	To				
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
(1) Total Transportation Costs – attach fare receipts						0.00

Incidental Expenses

Description	Amount
(3) Total Incidental Expenses– attach receipts	

Total Reimbursement Requested

\$ 0.00

Direct Billed Expenses (For Informational Purposes Only):

Airfare \$ _____
 Rental Car \$ _____
 Other Direct Billed Items \$ _____

I certify that the expense account above is true, correct and unpaid.

Employee Signature Date

Approval Signature Date

REQUEST FOR EMPLOYEE REIMBURSEMENT OF NON-TRAVEL BUSINESS EXPENSE

Instructions:

For employee reimbursement of entertainment and business meeting expenses complete Sections 1 and 2, attach original receipts, and obtain signatures in Section 4. Process the payment on a VPE document, using the appropriate entertainment or business meeting object codes. State funds (14 accounts) may not be used for entertainment/business meeting expenses.

For employee reimbursement of other non-travel expenses (e.g. office supplies) complete Sections 1 and 3, attach original receipts, and obtain signatures in Section 4. Process the payment on a VP2 document, using the appropriate object codes.

SECTION 1: GENERAL INFORMATION

Employee Name		Date	
UT EID		DEFINE Acct #	
University Department		Total Amount Requested \$	

SECTION 2: ENTERTAINMENT AND BUSINESS MEETING EXPENSES

Event Date and Location		
Business Purpose		
Participant Name	Employee Title or Business Relationship	
If more than 10 participants, describe the event and the group attending in the space provided below:		

SECTION 3: OTHER NON-TRAVEL EXPENSES

Provide a description of the items purchased in the space provided below (e.g. office supplies)

SECTION 4: SIGNATURES

Employee Signature

I certify that the above listed charges are true, correct, and unpaid.

Budget Authority Signature

TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.

Check exemption claimed:

- ☐ **United States government or Texas government official exempt from state, city, and county taxes.** Includes US government agencies and its employees traveling on official business, Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.
- ☒ **Religious, charitable, or educational organization or employee exempt from state tax only.** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.
- ☐ **Other. Organization exempt by law other than Chapter 156, Tax Code.** Specify reason for exempt status below. **Supporting Documentation Required.**

Name of exempt organization The University of Texas at Tyler	Organization exempt status (Religious, charitable, educational, governmental) Educational
Address of exempt organization (Street and number, city, state, ZIP code) 3900 University Blvd. Tyler, TX 75799	

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (Please print)

sign
here

Date

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (Street and number, city, state, ZIP code)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at http://window.state.tx.us/taxinfo/exempt/exempt_search.html. Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to exempt.orgs@cpa.state.tx.us or call (800) 252-1385.

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency The University of Texas at Tyler	
Address (Street & number, P.O. Box or Route number) 3900 University Boulevard	Phone (Area code and number) (903) 566-7000
City, State, ZIP code Tyler, Texas 75799	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____


Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Religious, charitable, or educational organization or employee exempt from state tax only. Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

 Purchaser	Title	Date
---	-------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

REGISTRATION FORM

Name: _____ Semester/Year: _____ Student ID Number: _____

Phone Number: _____

ADDS ONLY

5-Digit Class Number (12345)	Course Prefix & Number (MATH 1314)	Section Number (.001)	Course Title (College Algebra)	Time/Day (1 pm MW)	City (TYLER)	Instructor (Smith)	Written Approvals (Signature Needed)	Approval Code (See Below)

DROPS ONLY

Cancelled Class?	Course Prefix & Number (ENGL 1301)	Course Title (Grammar & Comp)	Section Number (.001)	Class Number (12345)
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

Examples:

Course Prefix, Number and Title: MATH 1314 - COLLEGE ALGEBRA

Section Number / 5-Digit Class Number: Section 001-LEC(81214)

WARNING: Dropping classes may affect your financial aid, scholarship, degree plan or graduation date. Check the schedule of classes for refund information.

APPROVAL CODES

Faculty/Staff members - Please write applicable number in the Approval Code column above.

- 1 Overload (SCHs over maximum allowed; Dean only)
- 2 Credit/No-credit option (Advisor or higher)
- 3 Pass/Fail option (Advisor or higher)
- 4 Other: _____

Students requesting any of the above options must receive written approval on this form prior to registration.

Return this form to the Enrollment Services Center (ADM 230)

Fax to (903) 566-7183.

SOCIAL SECURITY NUMBER GENERAL MANDATORY DISCLOSURE

Disclosure of your Social Security Number (SSN) is required of you in order for The University of Texas at Tyler to complete your request, as mandated by State law (Texas Education Code Ch. 61). Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable laws.

Notice about Information Laws and Practices

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 44.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

**THE UNIVERSITY OF TEXAS AT TYLER
GRADE CHANGE FORM**

Student Name _____ Student I.D. Number _____

Course Information: FALL SPRING INTERSESSION SUMMER I SUMMER II 20 ____
(Circle Semester & List Year)

COURSE PREFIX: _____

COURSE NUMBER: _____

COURSE SECTION: _____

GRADE CHANGE

Reason for Change: _____

Original Grade

New Grade

Faculty Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

REGISTRAR'S OFFICE USE:

Date Change Processed: _____

Initials: _____

**THE UNIVERSITY OF TEXAS AT TYLER
INCOMPLETE FORM**

Student Name _____ Student I.D. Number _____

Course Information: FALL SPRING INTERSESSION SUMMER I SUMMER II 20 ____
(Circle Semester & List Year)

COURSE PREFIX: _____

COURSE NUMBER: _____

COURSE SECTION: _____

INCOMPLETE GRADE

Reason for "I" Grade: _____

List the assignments to be completed and the due date. _____

Due Date: _____

"I" grades are automatically changed to "F" after 12 months.

Circle the current letter grade or list the number grade: A B C D F OR No. Grade: _____

Instructions for computing grade upon completion of the assignment(s): _____

Student's Signature

Faculty Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

COURSE BOOK INFORMATION REQUEST

Bookstore Contact:
Casey Bain
 Assistant Manager



903-566-7071
 bookstore@uttyler.edu
 www.uttyler.bncollege.com

TERM:	DEPT/COURSE	SECTIONS:	PROFESSOR:
EST. ENROLLMENT:	Continuation Class, Please Enter Yes/No		LOCATION:

AUTHOR	TITLE	EDITION	PUBLISHER/ISBN	Required Or Recommended

Comments?

Please make any necessary changes and return to the Bookstore

PLEASE NOTIFY US IMMEDIATELY IF ANY OF THIS INFORMATION CHANGES OR IF THE COURSE IS CANCELLED. *Thank You.*

Please provide us with the following information:

Faculty Signature:	Date:	Department Contact:
E-mail:	Ext:	Department Phone:

BOOKSTORE USE:		
Date Rec'd	Verified	Researched
Adopted	Shelf Tag	Reconciled



The University of Texas at Tyler Graduation Information

Graduation and Commencement Ceremonies

- You may graduate from UT Tyler at the end of the Fall, Spring, or Summer terms.
- Commencement ceremonies are conducted in May and December. Summer graduates may participate in the Fall Commencement Ceremony; early participation in Spring ceremonies is not permitted. Summer degrees are awarded only after the entire Summer term has been completed.

Caps & Gowns

- The UT Tyler Bookstore has caps, gowns, tassels and hoods in stock, and can order specialty items. Please contact the UT Tyler Bookstore at (903) 566-7070 regarding regalia and/or announcements at your earliest convenience.

Guest Seating at Commencement

- The doors to the Cowan Center will open one hour prior to the start of the Commencement Ceremony.
- All guests, including children, must have a ticket to enter the Cowan Center. Students are responsible for obtaining and distributing tickets to their guests. Tickets are distributed by the Dean's Office of each College.
- Non-ticketed seating will be available only at Spring Commencement ceremonies. All non-ticketed seating will be in FAC 1009, located in the academic wing at the rear of the Cowan Center, and will be available on a first-come-first-served basis. A live stream of the ceremony will be broadcast at this location.

Graduation Status Notification

- A preliminary evaluation of your records will be made by the Office of the Registrar. Your application will then be forwarded to your College.
- You will receive a letter from the department of your major regarding your graduation eligibility. Questions about the status of your application should be directed to your academic advisor.

Completion of Requirements – "I" Grades and Non-UT Tyler Credit Hours

- Following the posting of your final term's grades, a final graduation review will be conducted.
- All incompletes ("I"s) must be completed and changed to letter grades; failure to do so will prevent your graduation. Students are responsible for working with their professors to resolve their "I"s and following up to ensure grade changes have been submitted.
- Official transcripts for all credits taken outside UT Tyler that have not previously been submitted, and/or credits completed during your final term, must be submitted to Admissions; failure to do so will prevent your graduation.
- Transcripts should be mailed to: The University of Texas at Tyler, Office of Admissions, 3900 University Blvd, Tyler, TX 75799.
- Students must resolve all "I"s and submit all updated transcripts within 30 days after the graduation date. Students who fail to complete these requirements within 30 days of the graduation date will be denied graduation and must re-file for the next available term.

Degree Postings

- Degree postings are completed 4-6 weeks after the end of each term; Fall postings are delayed by the holiday break.

Diplomas

- Diplomas are printed with the legal name on file with the University for each student.
- Each diploma will display the major in addition to the degree earned. Sub-plans and minors will not be displayed.
- Diplomas for graduates are ordered after degrees have been verified and posted each term. Once ordered, the diplomas take 4-6 weeks to ship from the publisher. Upon arrival they are mailed to the address provided on the Application for Graduation.
- Diplomas measure 11"x14". The UT Tyler Bookstore has diploma frames available for purchase.
- Students with Financial or Exit Loan Counseling Needed holds will not receive their diplomas until the holds are resolved.

Information Disclosure

- Commencement programs and area newspaper announcements list graduation candidates' names, degrees, and honors status. Students not wishing to be listed in the program must indicate this on their application.

Graduation GPA

- Graduation GPA is calculated on final grades on all UT Tyler for-credit course work attempted.

Graduation with Honors (Cum Laude: 3.50 - 3.69, Magna Cum Laude: 3.70 - 3.89, Summa Cum Laude: 3.90 - 4.00)

- Students earning baccalaureate degrees will be recognized for scholastic excellence by graduating with appropriate honors if they have completed a minimum of 45 semester credit hours at UT Tyler and meet the required grade point average.
- Honors recognized at commencement and in the program are based on earned hours and cumulative grade point average on coursework taken at UT Tyler as-of the last completed term prior to graduation. Honors recognitions on the diploma and transcript are based on the final UT Tyler cumulative grade point average and earned hours.
- Honors recipients will be corded on stage during the ceremony by a faculty member from their College.
- Students wishing to wear other regalia during commencement must obtain approval from the Dean of Students. See the Student Affairs website for guidelines and restrictions: <http://www.uttyler.edu/studentaffairs/regalia.php>

Tuition Rebate for Qualified Undergraduates

- The 1997 Texas Legislature approved a tuition rebate plan for students receiving their first baccalaureate degree if they meet certain strict requirements. Application forms are available in the Enrollment Services Center (ADM 230).

Strategic Planning

The Department develops an annual Strategic Plan that complements other University planning documents. Attached is the current Department of Educational Leadership and Policy Studies Strategic Plan.

THE UNIVERSITY OF TEXAS AT TYLER

College of Education and Psychology

STRATEGIC PLAN 2015-2016



Ross Sherman
Dean, College of Education and Psychology

Chuck Barke
Chair, Psychology and Counseling

Wesley Hickey
Chair, Educational Leadership & Policy Studies

Colleen Swain
Director, School of Education

7/20/15

Preparing tomorrow's leaders and professionals in education, psychology and counseling

7/15/15

College of Education and Psychology

Purpose and Values

Core Purpose:

To prepare competent, caring, and qualified professionals in the fields of education, psychology and counseling and to advance the knowledge base in our respective disciplines.

Core Values:

Leadership:

We will engage in shared governance with faculty, staff and students.

We will provide transparency in our leadership.

We will actively engage in obtaining resources necessary for faculty, staff and students to accomplish the mission and vision of the College.

People:

We will treat students and colleagues with respect.

We will work collaboratively with our colleagues throughout the College and University.

Programs:

We will establish programs of study that are characterized by high standards of excellence while providing support to meet those standards.

We will establish programs of study that are characterized by accountability through accreditation at state and national levels.

Scholarship:

We will engage in academic inquiry to expand the knowledge base in our respective discipline.

We will disseminate the results of our inquiry through publication and conference presentations.

We will secure extramural funding through grants, contracts and philanthropic endeavors.

Service:

We will be agents for positive change and social justice.

We will be productive citizens of UT Tyler.

Preparing tomorrow's leaders and professionals in education, psychology and counseling

College of Education and Psychology

Vision and Mission

Vision

The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century, to make significant contributions to local and global communities, and to work toward individual and cultural equity.

Mission

The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry, organizes knowledge for application, understanding and communication, and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, social justice, ethical practice and respect for individual differences as a means of enhancing learning, service, leadership and scholarship.

Preparing tomorrow's leaders and professionals in education, psychology and counseling

College of Education and Psychology

Leadership Belief Statements

We believe leadership is accomplishing the goals of the organization while simultaneously meeting the needs of the individuals within the organization.

We believe that planning is a critical function of leadership.

We believe in shared governance with faculty, staff and students.

We believe people impacted by a decision should have the opportunity to provide input into the decision.

We believe in transparency with regard to our actions.

We believe in modeling the behaviors we expect of others.

We believe that trust is earned through our actions.

We believe in being good stewards of the resources of the University and College.

We believe in the necessity of social justice.

We believe in respecting and valuing cultural diversity.

College of Education and Psychology

UT Tyler's Strategic Planning Themes

1. Educate and Inspire University Men and Women

- a. Educate the Whole Student
- b. Develop Exemplary Skills in Our Students
- c. Foster Zealous Leadership
- d. Promote Patriot Core values
- e. Embody Global Citizenship

2. Focus on Quality

- a. Recruit and retain Quality Faculty
- b. Identify and Support Signature Areas
- c. Recruit and retain Quality Staff and Administrators
- d. Provide the Highest Quality Undergraduate Education
- e. Provide the Highest Quality graduate education
- f. Attract, Enroll, and retain Quality Students

3. Promote Innovative Teaching and Effective Teaching

- a. Promote Relevance and Rigor
- b. Pursue Innovative Pedagogy
- c. Promote Flexible Delivery
- d. Provide an Outstanding Portfolio of Extra –Curricular Activities

4. Increase the Quantity and Improve the Quality of Research, Scholarship and Artistic Production

- a. Increase Capacity to Generate and Share Knowledge
- b. Improve Research, Scholarship, and Artistic Production Infrastructure
- c. Increase the Number and Effectiveness of Research Collaborations, Institutes and Initiatives
- d. Strategically Hire Faculty
- e. Create More Endowed Chairs and Professorships

5. Increase the Impact of The University of Texas at Tyler

- a. Create Lifelong Connections with Students
- b. Develop Strong Partnerships with External Stakeholders
- c. Research and Assist in Mobilizing the Resources of Eastern Texas to Benefit Eastern Texas and Beyond
- d. Increase the University's State, National, and Global Impact

College of Education and Psychology

GOALS

2015 – 2020

Programmatic

1. To provide cost-effective, time-efficient, high quality programs.
2. To maintain high student performance on external certification and licensure examinations.
3. To secure doctoral program approval in Psychology and Counseling and the School of Education.
4. To maintain and expand programmatic accreditation as appropriate.

Scholarship

5. To publish manuscripts in professional publications.
6. To present research papers at state, regional, national and/or international professional conferences.
7. To submit and secure extramural funding for research and service projects through grants, contracts, and philanthropic endeavors.

Service

8. To create and maintain networks with professional entities.
9. To provide leadership and service to professional organizations.
10. To provide service and consultation on university and college committees.
11. To continue to develop training and service partnerships to benefit and improve mental health and education.

Leadership

12. To provide high quality customer service to all constituents.
13. To add faculty to sustain the growth in the program.
14. To market/recruit aggressively for all programs.
15. To increase minority participation in all programs.
16. To continue data informed decision making for internal and external constituencies.
17. To secure extramural funding for the support of programs and research initiatives.
18. To promote a social justice stance in all activities both on and off campus.
19. To promote an environment that respects and values cultural diversity

Preparing tomorrow's leaders and professionals in education, psychology and counseling

College of Education and Psychology

GOALS

2015 -2016

1. Implement and strengthen plans to market/recruit aggressively for all programs.
2. Recruit more students from under represented groups to all programs.
3. Receive planning authority for a doctorate in Clinical Psychology.
4. Evaluate data on programs and degrees to ensure continued compliance and effectiveness in terms of all accreditation and accountability measures.
5. Maintain and disseminate accurate records of the accomplishments of faculty, students and alumni.
6. Publish on average in excess of one manuscript per tenure or tenure track faculty in professional publications.
7. Submit applications for extramural funding based on unit goals.
8. Maintain the process for CACREP accreditation for Clinical Mental Health Counseling (CMHC) masters program.
9. Continue to engage in curricular and programmatic revisions.

Tenure and Promotion

The Department in consultation with the Dean and Vice President for Academic Affairs determines the Tenure and Promotion guidelines. The Tenure and Promotion Guidelines for the Department complement the University and College guidelines. Attached are the current Department of Educational Leadership and Policy Studies Tenure and Promotion guidelines.

Department of Educational Leadership and Policy Studies Evaluation, Tenure and Promotion Criteria and Guidelines

MISSION STATEMENT

The Department of Educational Leadership and Policy Studies is composed of a professional, dedicated faculty committed to quality graduate education that respects individual and cultural diversity. To fulfill this commitment the faculty pursues knowledge through scholarship, research and publication and shares their unique talents and expertise with university, community, and professional constituencies.

OVERVIEW

Purpose

The Tenure and Promotion Criteria and Guidelines document addresses expectations for awarding faculty with tenure and promotion in the Department of Educational Leadership and Policy Studies. The document is designed to complement The University of Texas System Rules regarding tenure and promotion (Rules and Regulations, 31007) <http://www.utsystem.edu/bor/rules/30000Series/31007.pdf>, The University of Texas at Tyler's Tenure and Promotion Procedures, <http://www2.uttyler.edu/ohr/hop/documents/3.3.4Tenure.pdf> (Handbook of Operating Procedures, 3.3.4), and the College of Education and Psychology Tenure and Promotion Guidelines.

Philosophy

According to the Regents Rules (Regents Rules 31004), duties of a member of the teaching faculty are:

- 1) Teaching. Teach in the classroom, laboratory, seminar, or clinical setting.
- 2) Research. Study, investigate, discover, create, and develop professionally.
- 3) Administration. Perform curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, attending to administrative and disciplinary tasks, fostering intellectual curiosity and integrity in the student body.
- 4) Contribution to Society. Use their professional expertise to benefit society.

Decisions to grant tenure are the most critical in the professional life of the faculty member as well as U.T. Tyler. The granting of tenure not only denotes a status of continuing appointment, but is also a statement of confidence in the future achievements of the individual. The decision to grant tenure depends in part on what the candidate has achieved in teaching, research/creative activity, and service, and to a greater degree, on a pattern of performance indicative of a lifetime of continued accomplishment and productivity. Thus, the decision to grant tenure requires careful and deliberate planning by each faculty member who expects to be considered for such action, as well as

responsible, objective and informed consideration by all who are involved in review and recommendations. (HOP 3.3.4)

While promotion criteria should be viewed as guidelines for faculty development, more importantly, they are standards for a summative judgment about the individual's lifelong commitment to the U.T. Tyler and to the academic life. The promotion process is a collegial one, and the judgment of faculty colleagues and responsible administrators is required. (HOP 3.3.5)

Operational Definitions

- 1) Teaching- Demonstration of a consistent pattern of effectiveness in teaching as evidenced by student opinionnaires and student performance on state certification examinations that reflect learning by students. In addition, a commitment to lifelong improvement of teaching skills.
- 2) Research/Creative Activity – Demonstration of a systematic investigation that makes a substantive contribution to the body of knowledge and understanding in one's discipline. Legitimate forms of research include quantitative and qualitative methods and may include: 1) action, 2) applied, 3) basic, 4) correlational, 5) cross cultural, 6) cross sectional, 7) ethnographic, 8) field, 9) historical, 10) laboratory, 11) longitudinal, 12) naturalistic, and 13) observational.
- 3) Service – Engagement in activities other than teaching and research that benefit the University, the profession and/or community.
- 4) Collegiality – Demonstration of an ability and willingness to work cooperatively within the department and college and to engage in shared governance, and demonstrate high standard of professional integrity in dealing with colleagues and students.

DEPARTMENTAL PROCEDURES

This section identifies the composition and role of the departmental committee, summarizes the evaluation criteria, and suggests content for supporting materials, and the curriculum vita of the faculty member being evaluated.

Composition of Committee

The Department of Educational Leadership and Policy Studies Tenure and Promotion Committee will consist of all faculty members within the department who possess tenure and a rank equal to or higher than the rank sought by the candidate for tenure and/or promotion. For candidates seeking only tenure all tenured faculty in the department will comprise the committee. When there are fewer than three eligible faculty in a department to compose the committee, the dean, in consultation with the candidate, will select eligible faculty from similar or related departments to serve on the committee.

Role and Function

- 1) The committee shall evaluate faculty members for tenure and promotion.
- 2) The committee shall elect a chair who will be responsible for calling, conducting and communicating all recommendations of the committee.
- 3) All votes of the committee will be by written ballot.

- 4) All committee recommendations are to be provided to the department chair and candidate in writing.

Criteria for Evaluation Review

- 1) Teaching – Demonstrate a consistent pattern of effective teaching, student relationships (advising, supervision, etc.) and program development.
- 2) Research/Scholarship – Demonstrate a consistent, program of research/scholarship that culminates in peer-reviewed publication and professional presentations that makes a substantive contribution to the body of knowledge and understanding in one's discipline or field of study.
- 3) Service – Display consistent service to the University and to the profession and/or the civic community.
- 4) Collegiality – Demonstrate compatibility with the University, college, departmental, and area mission and goals and a willingness to work cooperatively to accomplish them.

Faculty Responsibilities

- 1) Faculty being considered for tenure and/or promotion are responsible for providing accurate, thorough and clear documentation of achievements for review at the departmental, college, and university levels. (See Dossier Checklist Attached)
 - a) Faculty should consult with the Dean to determine what must be included in his or her individual documentation package.
 - b) Faculty will compile one comprehensive file that will be presented in one 3 – ring binder for review by the department, college, dean, and provost. Supplementary material must be placed in a separate binder.
 - c) The Record of Review cover sheet and sections I-Viii of the package are used to summarize the candidate's achievements and justification for tenure and/or promotion. The dossier must follow the order that appears on the dossiers checklist, and each section preceded by a tabbed divider that identifies the section.
 - d) Before submitting the dossier, make a duplicate for your self.

Annual Evaluation

- 1) Each faculty member will be evaluated annually in the areas of teaching, research, service and collegiality.
- 2) Annual faculty evaluations will be based on information prepared and presented by the faculty members. Faculty members will submit:
 - a) Annual Activity Report detailing teaching, research, service for the preceding year. (College of Education and Psychology Evaluation Instrument and Process).
 - b) Goals in the area of teaching, research and service for the coming year.
- 3) Each faculty member will meet with the chair to review the materials submitted and receive an evaluation memorandum for the preceding year summarizing the faculty member's teaching, research and service.

Pre-tenure Review

A comprehensive pre-tenure review of tenure-earning faculty will be conducted no later than the end of the faculty member's third year. The purpose of the review is to provide formative feedback to the candidate in the areas correlated to receiving tenure and promotion (teaching, scholarship/creative activity, service and collegiality).

- 1) The dean will notify the department chair of all eligible candidates for pre-tenure review.
- 2) The department chair will notify the candidate that a pre-tenure review will be conducted during the spring semester.
- 3) The candidate will submit a vita detailing the activities engaged in that are applicable to tenure and promotion (teaching, scholarship/creative activity, service and collegiality).
- 4) A committee consisting of all tenured faculty in the department will be convened.
- 5) The committee will elect a chair who will be responsible for calling, conducting and communicating all recommendations of the committee to the department chair and candidate.
- 6) The materials will be reviewed by all tenured faculty and a written report will be prepared.
- 7) The written report will include strengths observed and any recommendations for to assist the candidate as he/she prepares for tenure and promotion.

Periodic Performance Evaluation of Tenured Faculty

According to the Handbook of Operating procedures (HOP 3.3.6), "The Comprehensive Evaluation of tenured faculty performance is designed to review longitudinal competence of tenured faculty as opposed to short-term competence measured by the annual evaluations. Comprehensive evaluations will be conducted every six (6) years following earning tenure, receiving a promotion, and/or following the last comprehensive evaluation."

The faculty member shall submit:

- 1) Curriculum vita,
- 2) Annual evaluation reports (inclusive of the sixth year review),
- 3) Summative report of student evaluations of teaching over the entire 6-year period,
- 4) Summative report of any peer evaluations of teaching over the entire 6-year period,
- 5) Summary statement of professional accomplishments,
- 6) Any additional materials the tenured faculty member wants considered, such as a statement of professional goals and/or a proposed professional development plan.

The process includes the following steps:

- 1) The Comprehensive Evaluation will begin with an evaluation conducted by an institutional unit's tenure faculty peer review committee consisting of either three or five (5) non-administrative peers.
- 2) Each member of the peer committee must independently review the tenured faculty member's materials, discuss these materials amongst the committee, and individually evaluate the faculty member regarding teaching, research, and service.

- 3) The peer committee will deliberate and establish a final measure for each of the three areas.
- 4) The Comprehensive Evaluation will then be carried out by the individual unit head. Evaluation shall include review of all materials submitted by the faculty member and results from the peer evaluation committee.

Adopted: 11/23/03

Updated: 6/1/13