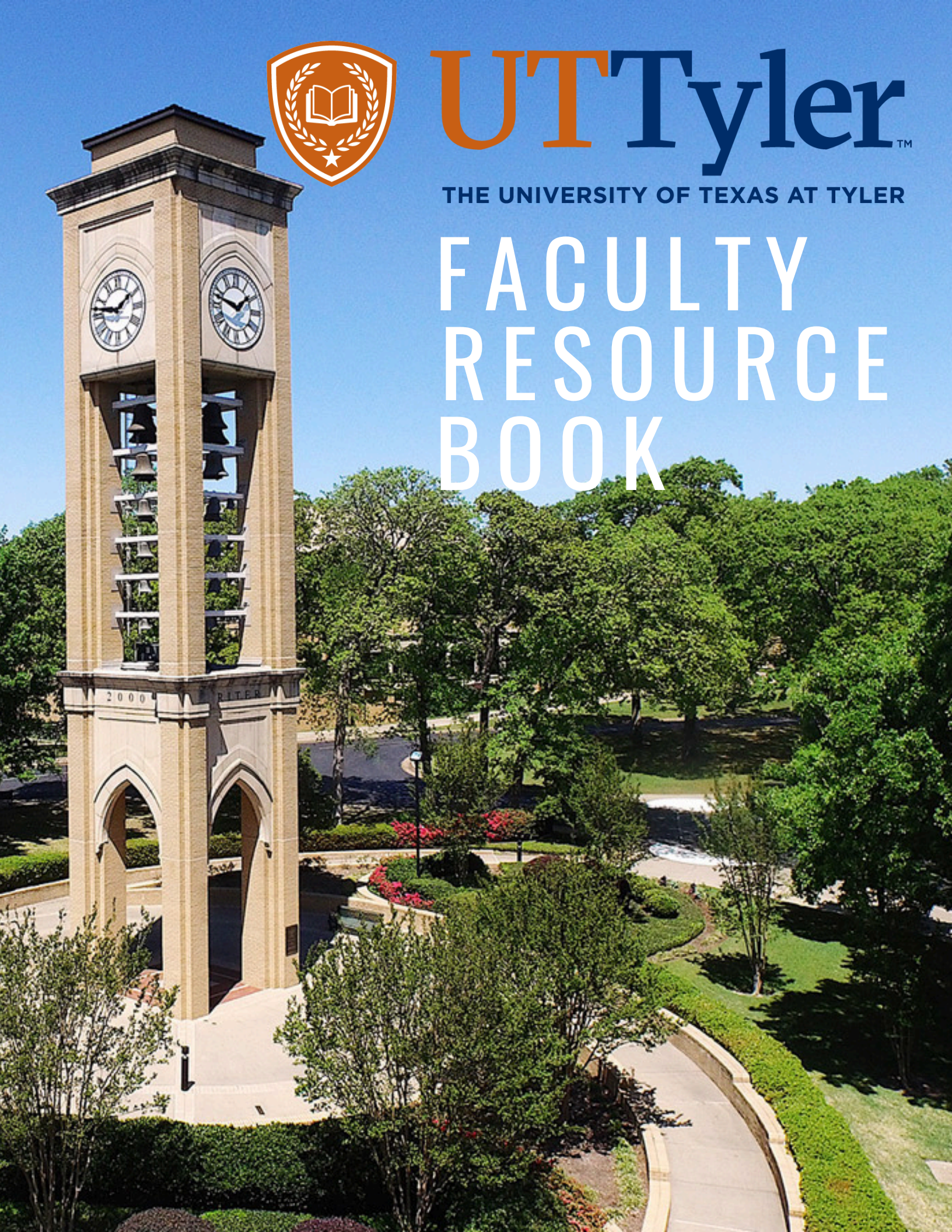




UTTyler™

THE UNIVERSITY OF TEXAS AT TYLER

FACULTY RESOURCE BOOK





UT Tyler™

THE UNIVERSITY OF TEXAS AT TYLER

UT Tyler Mission Statement

UT Tyler is a comprehensive public university. We help our students, patients, and community members achieve their educational and health goals by offering a combination of excellence in higher education, research, public service, and advanced healthcare delivery.

UT Tyler Vision Statement

We aspire to be an impactful, values-centered institution unified in common purpose; a community that fosters opportunity, committed to providing a uniquely balanced student experience and improving the quality of human life.

UT Tyler Values

Servant Leadership: We put the needs of our students, patients, colleagues, and community, first.

Excellence: We work collaboratively every day to be better and strive to establish and achieve exemplary outcomes.

Accountability: We hold ourselves to the highest ethical standards and manage the resources of UT Tyler wisely.

Diversity: We respect and value diversity in ideas, peoples, and cultures and strive to create an inclusive and equitable community.



UT Tyler™

THE UNIVERSITY OF TEXAS AT TYLER

A Message from the President

Welcome to the start of a new academic year!

I want to express my deep appreciation for the dedication, passion, and expertise each of you brings to our institution. Your commitment to excellence in teaching, research, and mentorship is the foundation of our students' success, and I am honored to begin another year alongside such an exceptional community of educators.

Each academic year presents new opportunities for growth, collaboration, and innovation, and we will continue to foster an environment of curiosity and engagement. The great work that you do shapes the future. It inspires and empowers the next generation of leaders, thinkers, and health care professionals.

Please embrace the challenges ahead with enthusiasm and creativity. Our shared mission remains steadfast — keeping our focus on our students and their success and making a meaningful contribution to our community.

Here's to a great year ahead, and I look forward to supporting you in every way possible.

Thank you,

**Julie V. Philley, M.D.
President, The University of Texas at Tyler**



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UT Tyler Tenure and Promotion Guidelines

The Handbook of Operating Procedures (HOP) includes guidelines for tenure and promotion policies across all UT Tyler schools and colleges. Please use the following links to access the relevant HOP guidelines:

- [HOP 3.3.3: Probationary Period](#)
- [HOP 3.3.4 - Tenure](#)
- [HOP 3.3.5 - Promotion](#)
- [HOP 3.3.2: Annual Faculty Evaluation](#)
- [HOP 3.3.6: Periodic Performance Evaluation of Tenured Faculty](#)

Some colleges and department at UT Tyler have created more specific tenure and promotion policies. These follow the HOP guidelines, but may include more detailed information regarding teaching and research expectations, departmental guidelines, etc. Please use the following links to access your department/school's tenure and promotion policy:

- College of Arts and Sciences
 - [Art and Art History](#)
 - [Biology](#)
 - [Chemistry and Biochemistry](#)
 - [Communication](#)
 - [Literature and Languages](#)
 - [Mathematics](#)
 - [Political Science](#)
 - [History](#)
 - [School of Performing Arts](#)
 - [Social Sciences](#)
- School of Health Professions
 - [Kinesiology](#)
 - [Non-Tenure Track Promotion](#)
- School of Nursing
 - [Tenure and Promotion](#)
 - [Non-Tenure Track Promotion](#)
- College of Engineering
 - [Tenure and Promotion](#)
 - [Non-Tenure Track Promotion](#)
- [Fisch College of Pharmacy](#)
- Soules College of Business
 - [Tenure and Promotion](#)
 - [Non-Tenure Track Promotion](#)
- College of Education and Psychology
 - [Psychology and Counseling](#)
 - [School of Education](#)

Teaching Expectations for All Faculty (Full-time and Part-time)

Purpose: This document was created based on the requests of deans, chairs, directors, and faculty (new and returning) to clarify teaching expectations for UT Tyler faculty. This document provides baseline expectations for teaching and offers faculty additional ways to present data points beyond course evaluations about their teaching for annual evaluations, teaching award applications, and other documents about teaching.

These baseline expectations apply to both full-time and part-time faculty. Therefore, it is not exclusive to other teaching activities conducted by UT Tyler's full-time faculty. (These activities include, but are not limited to, program design and redesign, course development, mentoring and advising of students, etc.). Department chairs can use these baseline expectations in conversations with faculty and/or as part of faculty annual evaluations as desired or directed by their dean.

Faculty should also ensure they know minimal teaching expectations for their college, department, and academic program area(s).

1) Course Material Selection and Adoption

Faculty members are responsible for selecting course materials, including textbooks, to ensure the quality of the course content and that course and degree student learning outcomes are met. For courses taught by adjuncts, the materials should be selected in consultation with the departments. We encourage faculty to explore OER, free resources, or materials available from the library, such as unlimited e-book options.

Due dates: The exact dates for submitting course materials are included in the [Academic Calendar](#). These due dates are applicable for all sessions (e.g., Fall 1, Fall 2, etc.) within a term.

Faculty desiring to adopt a self-authored textbook or course materials must receive permission before adopting their textbook using the [Request for Approval for Adoption of Faculty Authored Textbooks](#) form on the [Faculty Resources](#) page of the [Academic Affairs](#) website.

2) Syllabus:

As required by HB 2504, passed by the 81st Texas Legislature in 2009, and [in alignment with the UT Tyler Catalog statement](#) on course syllabi, departments must post all syllabi and updated curriculum vitae (CV) by the first day of the term. Typically, departments request this one week before the start of the semester to build in time for posting these documents. In addition, faculty should publish the current course syllabus in the Syllabus Module within Canvas. The Syllabus module, co-created with faculty and students, has the required University policies and Student Resources embedded, so that is not needed for your syllabus content. State law requires that syllabi be available to the public and students on the first day of class and contain the following.

- Course number and title
- Instructor's name, office location, and office hours
- Names, office locations, and office hours of any teaching assistants
- An overview of the course, including (1) prerequisites, (2) the subject matter of each lecture or discussion, and (3) the learning outcomes for the course and how they will be assessed
- Grading policy, including (1) means of evaluation and assignment of class grades; (2) whether and, if so, how attendance will be used in determining the final class grade
- A brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20% or more of the class grade
- A list of required and recommended materials identified by author, title, and publisher
- Final exam date and time

In addition, UT Tyler faculty must include the required language on artificial intelligence (AI) and clearly state the acceptable use and expectations for AI use in their course. The artificial intelligence syllabus language can be found on the Center for Excellence & Teaching website, the Office of Digital Learning website, and the Faculty Resources page of the Academic Affairs website.

3) Absences:

Student Absences:

- NEW: As required by SB 412, SB 459, and SB 459/HB 1361, passed by the 88th Legislature in 2023, pregnant and parenting students are afforded different supports and rights. Part of the support afforded pregnant students includes excused absences. Faculty members who are informed by a student that they need this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison to receive these supports and rights. Students should contact the Parenting Student Liaison at parents@uttyler.edu and complete the Pregnant and Parenting Self-Reporting Form.
- Follow [Absence policies](#) as noted in the catalog that include excused absence for University events or activities, religious holy days, active military service, and due to injury, illness, death, or major illness in a student's immediate family.

Faculty Absences:

HOP 3.1.9: Substitute Instructors states,

Each faculty member is responsible for making arrangements for a substitute to carry on his or her usual duties through appropriate administrative channels when an absence is made necessary by illness, emergency, or a university-approved function. Any substitute instructor must be approved by the department chair and/or dean. If the faculty member is unable to arrange for a substitute, he/she must notify the department of the impending uncovered absence. Approval of a substitute does not preclude the necessity for the faculty member to complete the appropriate forms required by law of all employees about an absence from duty.

Faculty are encouraged to invite a university staff member, such as a career coach, librarian, academic staff member, etc., to assist students in their course or degree when possible. There is value in the consistency of holding classes as scheduled. It is recognized that in an emergency, faculty might be unable to arrange a substitute and must instruct students regarding required activities for the missed class session.

4) *Timely and Consistent Feedback:*

Providing meaningful feedback assists undergraduate and graduate students in clarifying their understanding and is a critical part of the learning process. It is also essential to have the opportunity to try learning with low risk. This allows students to make mistakes in the learning process. Faculty are expected to provide feedback in the following ways.

- 1) Using informal and formal assessments throughout the course
- 2) 1st Month Alert (undergraduate students only)

Our most at-risk students are those who have transitioned to UT Tyler. For all incoming students (FTIC and transfer students), faculty will be sent a spreadsheet to provide insight into the progress of the students listed in the spreadsheet. Faculty select their level of concern with the student's progress (red, yellow, or green) and then check boxes with possible reasons for the concern. Faculty complete the spreadsheet and return it to Academic Success. Participation reports are sent to the dean, associate dean, and department chair.

- 3) Midterm Grade Alerts -- available for undergraduate and graduate students.

At a minimum, faculty should let students know if they are failing or nearly failing. Midterm grade alerts are submitted before the withdrawal date. This enables students to meet with their advisors to determine the appropriate action. This can be done through PeopleSoft or with the Canvas grade pass to PeopleSoft process. The Office of Digital Learning can work with faculty wanting to use Canvas to submit midterm grade alerts. Participation reports are sent to the dean, associate dean, and department chair.

- 4) Using Canvas Gradebook – available for undergraduate and graduate students

Students should have current access to their progress in the course. Course materials should be graded in a timely fashion and throughout the entire semester. Grades should only be hidden in Canvas if the assignment is being graded.

- 5) Submit Final Grades

Faculty should use either PeopleSoft or Canvas to submit their final grades. The Office of Digital Learning can assist faculty wanting to use the Canvas grade pass-back process to PeopleSoft.

Course Content:

5)

The Office of Digital Learning can assist faculty in learning how to incorporate closed captioning into videos to accommodate students' different learning needs. Adding closed captioning is a component of compliance with federal laws and ADA requirements.

6) *Professional Growth*

Learning is a lifelong pursuit. Expanding your expertise in your discipline and pedagogy is essential for success. The Center for Excellence in Teaching & Learning, the Academy of Distinguished Teachers, the Office of Digital Learning, and the Association of College and University Educators (ACUE) courses are available to expand the pedagogical expertise of UT Tyler faculty. Faculty are expected to attend at least one professional development opportunity each year and study the implementation of their learning in their teaching practice, changes made in their course(s), and impact on student achievement. Opportunities are available on the [Faculty Professional Development Calendar](#) and by email.

7) *Attendance Roster*

Faculty play an essential role in ensuring UT Tyler can provide federal financial aid to students. As one of the U.S. Department of Education regulations, faculty must complete the attendance roster found in PeopleSoft. This allows UT Tyler's Financial Aid and Scholarship Office to verify that students comply with the federal requirement related to attendance. The Director of Financial Aid emails faculty each term to provide the deadline for submission of the attendance rosters.

8) *Program Assessment*

Program-level assessment is an important process in which faculty gather information about what and how students are learning. Faculty group discussions are essential to the annual review to guide data-informed program improvement planning. When faculty members are the Instructor of Record (IOR) for courses included in the program-level assessment plan, they are responsible for collaborating with faculty peers and implementing the agreed-upon action plan for continuous improvement.

Syllabus Information

A syllabus is a statement of intent by the course instructor to clearly explain what a student must do and the timeline for such tasks to complete the course. A syllabus protects students from arbitrary or untimely changes in course requirements and due dates.

UT Tyler faculty shall provide students with a course syllabus in the Syllabus Module within Canvas (UT Tyler's Learning Management System). Faculty may also distribute syllabi in class if desired. Within the Syllabus Module, faculty provide students with their contact information and course-specific information. Undergraduate and Online Education staff will update the Student Resources and University Policies and Information pages in the Syllabus Module each semester. Undergraduate faculty are also required to provide their department/school with their syllabi for posting on the UT Tyler website as required by HB 2504. In the syllabi provided to the department, faculty may note that Student Resources and University Policies and Information are in Canvas.

Syllabi for concurrently taught undergraduate and graduate courses (e.g., CENG 4314/5314) must clearly describe the different expectations of graduate students that are substantively and progressively more advanced than those of the undergraduates. The delineation of expectations can occur in a separate graduate syllabus or a combined syllabus.

Each syllabus MUST contain the following minimum information.

1. Instructor name, office, phone, and email contact
2. Office hours (3 hours minimum per week, plus by appointment)
3. TA Contact (if appropriate)
4. Course Overview
5. Student Learning Outcomes
6. Required Textbooks and Readings and Recommended (if applicable)
7. Special Course Notes (e.g., external websites or resources required, proctoring requirements, field trips, etc.)
8. Assignments with weights/point values and grading scales. Brief descriptions of significant assignments are required.
9. Late Work and Make-Up Exam expectations
10. Attendance policy (optional)
11. Calendar of Topics, Readings, and Due Dates
12. UT Tyler AI Statement and Faculty Member's selection

The following information is provided within the Syllabus Module related to Student Resources and University Policies and Information.

Student Resources:

Faculty can update student resources to provide additional supports appropriate for each course.

Resources to assist you in the course

- [UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center](#)
- [The Mathematics Learning Center](#)
- [UT Tyler PASS Tutoring Center](#)
- [UT Tyler Supplemental Instruction](#)
- [Upswing \(24/7 online tutoring\)](#) - covers nearly all undergraduate course areas
- [Robert Muntz Library and Library Liaison](#)
- [Canvas 101](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- [Digital Support Toolkit](#) (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- [LIB 422](#) -- Computer Lab where students can take a proctored exam
- [The Career Success Center](#)
- [UT Tyler Testing Center](#)
- [Office of Research & Scholarship Design and Data Analysis Lab](#)
-

Resources available to UT Tyler Students

- [UT Tyler Counseling Center](#) (available to all students)
- [MySSP App](#) (24/7 access to Student Support Program counseling through phone or chat and online wellness resources available in a variety of languages)
- [Student Assistance and Advocacy Center](#)
- [Military and Veterans Success Center](#) (supports for our military-affiliated students)
- [UT Tyler Patriot Food Pantry](#)
- [UT Tyler Financial Aid and Scholarships](#)

- [UT Tyler Student Business Services](#) (pay or set up payment plans, etc.)
- [UT Tyler Registrar's Office](#)
- [Office of International Programs](#)
- [Title IX Reporting](#)
- [Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

University Policies and Information

Withdrawing from Class

Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. CAUTION #4: All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. *Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).*

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade *only when all of the following conditions are met*: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned

within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to [Excused Absences for Religious Holy Days](#) as noted in the Catalog.

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.



University Policies and Information

Last Update – 5/30/2024

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- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

Artificial Intelligence Language for Syllabi

Instructions

All UT Tyler faculty must identify to what degree students may utilize artificial intelligence (AI) tools in their course. There are three basic categories for using AI tools, and we have provided you with example statements for each category. These are suggestions; you can create a statement for appropriate use in your course. We ask that you consider the nature of the course, discipline, and student learning objectives when selecting the appropriate statement for your course. *You need to be very clear about your expectations about appropriate use of AI tools.*

There is required language for each UT Tyler syllabus, and each faculty member will include the appropriate statement for their course. *You need to include the appropriate category of artificial intelligence language use for your course in the “About this Course” section of the UT Tyler Syllabus Module. (See the yellow highlighted section below.)* The required syllabus language has been pre-populated in the “University Policies and Information” section of the UT Tyler Syllabus Module. If desired, you can repeat the required syllabus language when you specify the category and examples of appropriate AI use for your course.

Required Syllabus Language:

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools’ ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler’s Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler’s Academic Integrity Policy.

For this course, [insert **appropriate AI Category of Use and statement for your course (below) here**].

Categories of AI Use and Sample Statements

Faculty: Review the following categories and sample statements. You can edit the sample statements as appropriate to align with your course.

- 1) AI is encouraged during the course, and appropriate acknowledgment is expected.
 - a. Example 1: I encourage you to explore using artificial intelligence (AI) tools, such as ChatGPT, for all assignments and assessments. Any such use must be appropriately acknowledged and cited, following the guidelines established by the APA/MLA/Chicago Style Guide, including the specific version of the tool used. The submitted work should include the exact prompt you used to generate the content and the AI’s complete response as an appendix. Because AI-generated content is not necessarily accurate or appropriate, you must assess the validity and applicability of any submitted AI output. You will not earn full credit if inaccurate, invalid, or inappropriate information is found in your work.
[APA Style Citation Information](#)
[MLA Style Citation Information](#)
[Chicago Style Citation Information](#)
 - b. Example 2: You can use AI programs (ChatGPT, Copilot, etc.) in this course. These programs can be powerful tools for learning and other productive pursuits, including completing assignments in less time, helping you generate new ideas, or serving as a personalized learning tool. However, your ethical responsibilities as a student remain the same. You must follow UT Tyler’s Honor Code and uphold the highest standards of academic honesty. This applies to all uncited or improperly cited content, whether created by a human or in collaboration with an AI tool. If you use an AI tool to develop content for an assignment, you must cite the tool’s contribution to your work.
 - c. Example 3: Students can use AI platforms to help prepare for assignments and projects. You can use AI tools to revise and edit your work (e.g., identify flaws in reasoning, spot confusing or underdeveloped paragraphs, or correct citations). When submitting work, students must identify any writing, text, or media generated by AI. In this course, sections of assignments generated by AI should appear in a different colored font, and the relationship between those sections and student contributions should be discussed in a cover letter that accompanies the assignment when submitted.
- 2) AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required.
 - a. Example 1: This course has specific assignments where artificial intelligence (AI) tools (such as ChatGPT or Copilot) are permitted and encouraged. When AI use is permissible, it will be clearly stated in the assignment directions, and all use of AI must be appropriately acknowledged and cited. Otherwise, the default is that AI is not allowed during any stage of an assignment.
 - b. Example 2: During some class assignments, we may leverage AI tools to support your learning, allow you to explore how AI tools can be used, and/or better understand their benefits and limitations. Learning how to use AI is an emerging skill, and we will work through the limitations of these evolving systems together. However, AI will be limited to assignments where AI is a critical component of the learning activity. I will always indicate when and where the use of AI tools for this course is appropriate.
 - c. Example 3: Most assignments in this course will permit using artificial intelligence (AI) tools, such as ChatGPT or Copilot. When AI use is permissible, it will be documented in the assignment description, and all use of AI must be appropriately acknowledged and cited. When using AI tools for assignments, add an appendix showing (a) the entire

- exchange (e.g., prompts used), highlighting the most relevant sections; (b) a description of precisely which AI tools were used, (c) an explanation of how the AI tools were used (e.g. to generate ideas, elements of text, etc.); and (d) an account of why AI tools were used (e.g. to save time, to surmount writer's block, to stimulate thinking, to experiment for fun, etc.). Students shall not use AI tools during in-class examinations or assignments unless explicitly permitted and instructed to do so. Example 4: In this course, we may use AI tools (such as ChatGPT and Copilot) to examine how these tools may inform our exploration of the class topics. You will be notified as to when and how these tools will be used, along with guidance for attribution. Using AI tools outside of these parameters violates UT Tyler's Honor Code, constitutes plagiarism, and will be treated as such.
- d.
- 3) AI is not permitted in this course at all.
- a. Example 1: I expect all work students submit for this course to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.
 - b. Example 2: To best support your learning, you must complete all graded assignments by yourself to assist in your learning. This exclusion of other resources to help complete assignments includes artificial intelligence (AI). Refrain from using AI tools to generate any course context (e.g., text, video, audio, images, code, etc.) for an assignment or classroom assignment.
 - c. Example 3: The work submitted by students in this course will be generated by themselves. This includes all process work, drafts, brainstorming artifacts, editing, and final products. This extends to group assignments where students must create collaboratively create the project. Any instance of the following constitutes a violation of UT Tyler's Honor Code: a student has another person/entity do any portion of a graded assignment, which includes purchasing work from a company, hiring a person or company to complete an assignment or exam, using a previously submitted assignment and/or using AI tools (such as ChatGPT).

This document was adapted from AI Syllabus information from Carnegie Mellon University, Stanford University, The University of Texas at Austin, and The University of Texas at San Antonio. This document was edited for grammar using Grammarly, an AI tool for writing.

REQUEST FOR APPROVAL FOR ADOPTION OF FACULTY AUTHORED TEXTS

In accordance with Series 31004, Section 7, of the Rules and Regulations of the Board of Regents for government of The University of Texas System, approval is required for the use of materials authored by faculty:

Sec. 7 Materials Authored by Faculty. Although the authorship of books, outlines, manuals, and similar materials by members of the faculty and staff should be encouraged, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Whenever an approved fee includes a charge for such materials distributed through the classroom, the prices should be as low as possible, consistent with the payment of any required royalty to the author or authors.

7.1 Required Approval. Textbooks, notebooks, manuals, or other materials for the use of students of an institution, written or prepared by a member of the faculty of that institution, shall not be prescribed for the use of students in that institution or sold to such students until approved by the dean, chief academic officer, and president of an institution, pursuant to policies included in the institutional *Handbook of Operating Procedures*. At a minimum, these policies should provide for consultation with departmental faculty.

Date: _____

Semester/Year Used: FALL _____ SPG _____ SUM _____

Faculty member(s) author(s): _____

Department: _____

Name of Textbook or Manual: _____

Publisher: _____ Most Recent Printed Date: _____

Cost to Student: _____

Monetary Benefit to Author(s): _____

In what course(s) is the textbook to be used? _____

Textbook is Required? _____ Supplemental reading: _____

Review procedure used to ensure that proposed textbook is appropriate for the course(s)?

Has proposed textbook been approved for use at U.T. Tyler? _____

Does proposed textbook replace a current textbook or manual? _____

If answer is "yes" give name of current book: _____

Approved:

Department Chair

Date

Dean

Date

Vice President for Academic Affairs

Date

President

Date

THE UNIVERSITY OF TEXAS AT TYLER

THE CENTER FOR EXCELLENCE IN TEACHING & LEARNING

About The Center

The Center for Excellence in Teaching and Learning (CETL) is dedicated to the advancement of best practices in teaching and learning at the University of Texas at Tyler. The CETL provides high quality professional development to promote the development of new skills and discipline knowledge in order to enhance the academic success of our students.

The CETL provides support for all teachers at UT Tyler, including tenured and tenure-track faculty, non-tenure track faculty, clinical instructional faculty, lecturers, graduate student teachers, and adjunct instructors.

What We Offer



Workshops & Speakers

High-quality opportunities to learn best practices in teaching and learning from UT Tyler faculty and world experts



Learning Cohorts

Multi-disciplinary groups of instructors exploring new practices related to teaching and learning



Book Clubs

Synchronous and asynchronous discussions about new publications relating to teaching and learning



On-Demand Learning

Recorded workshops and presentations provide professional development when needed



Teaching Resources

High-quality teaching resources including articles, books, videos, and online workshops



New Faculty Orientation

Important information, resources and instructional support for new faculty during their first year

THE UNIVERSITY OF TEXAS AT TYLER

THE CENTER FOR EXCELLENCE IN TEACHING & LEARNING



Dr. Danielle Bailey
CETL Director

Meet the Staff

[Contact Us](#)
[903-566-7296](tel:903-566-7296)
cetl@uttyler.edu

[CETL Webpage](#)



Lynette Sutter
CETL Assistant

Meeting Spaces

The Center for Excellence in Teaching and Learning has two spaces available on the first floor of the Muntz Library (LIB 127) for professional development programming. The Faculty Collaboration and Professional Development Hub is a large meeting space that can host groups of up to 30 participants. The CETL conference room seats 8 people. Both spaces are equipped with large screen monitors, room microphones, and videoconferencing equipment. These areas are available to faculty and instructional staff for workshops, training sessions, and department meetings.



To book either of these rooms, please contact Lynette Sutter at
903-566-7296 or lsutter@uttyler.edu



UTTyler™

ACADEMY OF DISTINGUISHED TEACHERS

The Academy is a formal organization of distinguished scholars of the first order recognized for teaching excellence, who are committed to the advancement of teaching and learning across UT Tyler.

The goals of the Academy are:

- To advocate for, promote, and celebrate teaching excellence at UT Tyler.
- To serve as a University-level advisory and advocacy group dedicated to fostering classroom innovation and teaching excellence.
- To facilitate the sharing of best practices in teaching across disciplines, colleges, and departments through workshops, seminars, discussion panels, etc.
- To promote an understanding of the complex and diverse nature of discovery, teaching, and learning and the importance of scholarly and creative activity to the learning process.
- To foster the integration of the scholarship of teaching and learning with the scholarship of discovery to reinforce a culture of teacher-scholars.
- To provide a forum that brings together faculty, staff, and students to share opportunities for learning about discovery, teaching, and learning.

Events

Please filter “Academy of Distinguished Teachers” results on the [Professional Development Calendar](#) for upcoming Academy events.

Annual Reports

Explore the ADT Annual Report to learn how the UT Tyler Academy is advancing teaching excellence and learning across the institution through engagement, mentorship, networking, and new membership!

[2024-2025 Annual Report](#)
[2023-2024 Annual Report](#)

Academy Mentoring Program (AMP)

The Academy Mentoring Program (AMP) is a formal mentorship program that promotes teaching excellence at the undergraduate and graduate level. AMP Mentees are paired with ADT Faculty Fellows from various academic disciplines who serve as Mentors in teaching excellence. The mentor-mentee relationship is one of advocacy for teaching excellence, classroom innovation, and best practices, through shared opportunities of discovery, teaching, and learning. Selection criteria and procedures are outlined in the [AMP APPLICATION](#).

Campus Carry & Emergency Situations

Mike Medders, Chief of Police

The University of Texas at Tyler
Police Department
3410 Varsity Drive
Tyler, Texas 75701

Provides comprehensive law enforcement and security services for the University of Texas at Tyler 24/7/365.

(903) 566-7300 (24-hour dispatch)
(903) 566-7060 (office hours 8a -5p)
police@uttyler.edu
www.uttyler.edu/police

Also provides safe walk escorts, vehicle lockouts, and vehicle jump starts.



www.uttyler.edu/about/campus-carry/

Senate Bill 11 authorizes handgun license holders to carry their concealed handguns on campus and also requires each university to develop specific guidelines regarding campus concealed carry. All licensed handgun carriers will be required to carry the handgun in a holster or other secure weapon case that completely covers the trigger and the entire trigger guard area. The holster must sufficiently retain the handgun in place so that it will not discharge in the event of sudden movement.

The mission of The University of Texas at Tyler Campus Police is to provide an environment in which the university community can live, study, and work without fear. The University of Texas at Tyler Campus Police will partner with members of the university community to maintain an environment of safety conducive to the accomplishment and fulfillment of The University of Texas at Tyler's overall mission by providing information and services that enhance personal safety and protect resources.



UT Tyler™

THE UNIVERSITY OF TEXAS AT TYLER

Office of the Registrar

Registrar Office Mission Statement:

The function of the Office of the Registrar is to provide the highest quality of service to students, faculty, administrators, and staff while assisting students and academic units in complying with University policies and procedures. We are the stewards of The University of Texas at Tyler's student records from matriculation to degree conferral in perpetuity.

Contact information

Location: STE 221

Troy G. White, Ph.D
University Registrar
Tel: 903.565.5751

<http://www.uttyler.edu/registrar/>

FERPA

The Office of the Registrar oversees FERPA compliance at UT Tyler and is available to assist faculty with any related questions. Please visit our FERPA website at www.uttyler.edu/registrar/ferpa for general information and take our FERPA Tutorial to check your knowledge.

University Census Date

The Census Date is the day on which course enrollments are finalized and certified to the State of Texas for funding and other reporting purposes. Students may no longer add or swap courses after this date, and dropped courses will begin to incur W or Q grades. For more information on the Census Date visit www.uttyler.edu/registrar/policies/census_date

Faculty Grade Center

The myUTTyler Faculty Center is the official grade submission location at UT Tyler. Once the Office of the Registrar generates grade rosters and notifies the faculty at the end of each session/term, all official grades must be entered into the grade roster for each class section, and each roster set to 'Approved' status. For any grade rosters that are not updated and set to this status by the stated deadline, grades of "I" will be entered for the entire roster and a Grade Change will be necessary for each student. Please see Incomplete Grades for more information.

If instructors need to make edits to a roster that has been set to 'Approved' before the posting deadline, they may contact the Office of the Registrar to request that the roster be set back to a status that allows edits.



UTTyler™

THE UNIVERSITY OF TEXAS AT TYLER

Office of the Registrar

Enrollment- Permission Codes for Faculty Signatures for Enrollment

Students seeking entrance to your course(s) who need an override for closed class, pre/co-requisite, and/or instructor or department consent/permission should be issued a permission number by your academic department. The Administrative Assistant can assist with obtaining these numbers.

Incomplete Grades

When students are assigned an Incomplete grade, instructors may allow up to one year for the student to complete all outstanding coursework. The specific timeline and remaining requirements should be noted on the required Incomplete Form signed by the instructor and student. Once the final grade is determined, a Grade Change form must be submitted to the Office of the Registrar using the workflow in Faculty Center; see the Academic Affairs resources page for links to the Incomplete Grade Form and a how-to document for grade changes.

Student Information System (PeopleSoft or myUTTyler)

myUTTyler (my.uttyler.edu) is the online student registration and information system. Within Student Center, using the Manage Classes tile, students can register for classes, check course availability, or view their schedule. Other tiles here allow access to unofficial transcripts, the Patriot Advising Report, grade history, and a host of other functions.

Course Catalog / Curriculum Process

While the Official Course Catalog is the purview of Academic Affairs, we configure curriculum in the student information system after requests have gone through the formal curriculum approval process.

Once in the catalog inventory, Departments schedule classes in myUTTyler. The catalog and schedule of classes data inform State Reporting. Any changes to items such as prerequisites, course descriptions, or course titles must be approved by Academic Affairs.

Such requests should be planned around a year before a course is offered, as Academic Affairs will close the official Course Catalog to edits months before the academic year begins.

Schedule of classes

The academic timeline starts early in the Registrar's Office. Scheduling classes opens months before registration.

Registration opens months before the term begins. Once registration opens, changes such as meeting days/times are restricted. The Chair works with the Departmental Admin to get the schedule into myUTTyler, and the Registrar's Office works with both for any questions that arise.

The Registrar's Office provides training to the Departmental Admins on how to use myUTTyler for the Schedule of Classes. Once the Schedule of Classes is in myUTTyler, the Admins can schedule classrooms via Astra.

Research Administration

Research Administration serves as an important resource and partner to UT Tyler faculty, staff and students. Our department ensures that research is conducted ethically, efficiently, and in compliance with regulations, while also maximizing opportunities for funding, collaboration, and innovation. We serve as the central administrative unit responsible for the key functions of research oversight across all UT Tyler campuses. Research Administration includes the Office of Sponsored Programs, the Office of Research Compliance, the Office of Human Research Protections, the Office of Animal & Biosafety Research, and the Office of Technology Management. With a commitment to excellence and compliance, our office ensures that every research endeavor—from inception to completion—is thoroughly supported and seamlessly executed. Through collaborative partnerships and rigorous oversight, we strive to serve and support our researchers as they continue to make impactful discoveries and contributions that shape the future while upholding institutional integrity.

Office of Research Administration

Contact: Lisa Bush, MS, CIP,
Associate Vice President for Research Administration
lbush@uttyler.edu / 903-565-5561

- Research Design and Data Analysis Lab
- Professional Development and Continuing Education
- Internal Grant Awards
- STARs Funding Awards

Office of Research Compliance

Contact: Christopher Frydenlund, Senior Lab
Safety Manager for Research Compliance
cfrydenlund@uttyler.edu / 903-565-6405

Contact: Jamie Wilks
Compliance Coordinator
Jamie.Wilks@uttyler.edu / 903 877 7990

- Research Integrity
- Research Security/Export Control
- Research Training Oversight
- Research COI
- Lab Safety
- Post Approval Monitoring

Human Research Protections Program

Contact: Corrie Warren, CIP, Institutional Review Board
Manager
cwarren@uttyler.edu / irb@uthct.edu / 903-877-7649

- Institutional Review Board (IRB)
- Post Approval Monitoring and IRB Auditing

Office of Technology Management

Contact: Brandon Reynolds, Director, ETX Launchpad
breynolds@uttyler.edu / 903-565-5950

- Intellectual Property (IP) disclosures
- Patent submissions
- Commercialization processes

Office of Sponsored Programs

Contact: Main Campus- research@uttyler.edu
903-566-7475

- Pre-Proposal and Opportunity Identification Assistance
- Proposal Development
- Proposal Submission
- Award Set-Up
- Grant Management/Grant Accounting
- Contract Negotiation
- Time and Effort Reporting

Office of Animal & Biosafety Research Contact: Amy
Tvinnereim, Director, Animal & Biosafety Research
Amy.Tvinnereim@uttyler.edu / 903-877-5189

- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety Committee (IBC)
- Infectious Organism Research (IORRC)
- Research Radiation Safety

FACULTY 180



TRAINING DATES

Thursday, August 28, 2025 9:30 am - 11:00 am via Zoom

Tuesday, January 13, 2026 9:30 pm - 11:00 pm via Zoom

click on dates for more information

SERVICES PROVIDED:

TUTORING SERVICES

Free, personalized tutoring—available in person or online—in a wide range of subjects to support student success.

<https://www.uttyler.edu/academics/success-services/tutoring/>

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction offers free, peer-led study sessions for challenging courses. See Faculty Resources:

<https://www.uttyler.edu/academics/successservices/supplemental-instruction/faculty-resources/index.php>

UPSWING

Free 24/7 online tutoring that supports the majority of undergraduate classes at UT Tyler.

<https://uttyler.upswing.io/>

MORE INFORMATION ON ALL PROGRAMS

<https://www.uttyler.edu/success/>

ACADEMIC SUCCESS

ACADEMIC SUCCESS LIBRARY 4TH FLOOR

We empower students with the tools and support they need to thrive in college and earn their degrees.

UNIV 1000: A credit/no credit freshman success seminar designed to help students start college strong by learning proven strategies for academic success. Weekly topics include evidence-based study techniques, growth mindset, overcoming academic challenges, professional networking, academic advising, major exploration, undergraduate research, and more.

UNIV 1002: The Patriot Principles for Academic Excellence seminar is a credit/no credit course open to any undergraduate student seeking to apply research-based strategies for academic success. The course explores essential topics such as cognitive learning theory, critical thinking, stress management, and time management. Students are also introduced to valuable campus resources at UT Tyler. Some academic programs may require enrollment in this seminar for students facing academic challenges.

Academic Coaching: Through the Office of Academic Success, all undergraduate students are offered unlimited academic coaching appointments in which they receive personalized support for academic life outside of the classroom. This comprises time management, discipline-specific study skills, collegiate and professional communication, self-advocacy, connection with campus resources, and more.

Academics101: The Patriot's ultimate toolkit and go-to resource for starting strong at UT Tyler. This user-friendly Canvas course features videos and guides on everything from academic advising and course registration to key campus resources and effective student habits. Designed to support both learning and wellness, this toolkit empowers students to navigate their college journey with confidence.

Patriot Pathways: Academic Success collaborates with community colleges to create Patriot Pathways, which are 2+2 and co-enrollment transfer guides that provide prospective students with a clear road map for completing their degree.

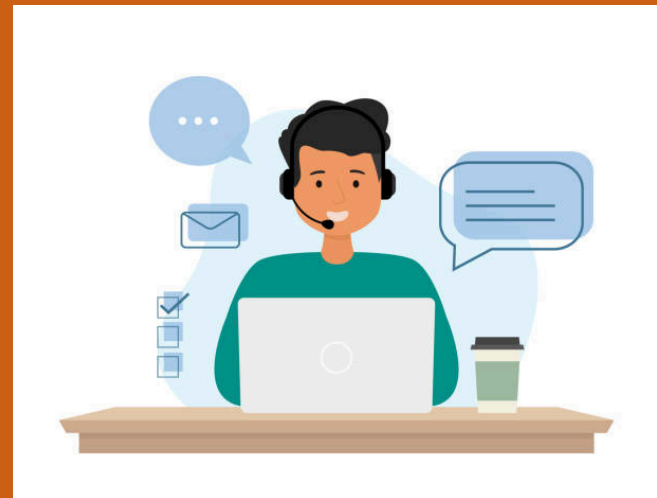
TECHNOLOGY SUPPORT

What can we help with?

Username, passwords, email, UT Share, myUTTyler, computer trouble, software, hardware, Internet and more.

[*https://www.uttyler.edu/it/support/*](https://www.uttyler.edu/it/support/)

Our IT Support team is on hand to help you get through any and all technology issues you may have. A quick email to itsupport@uttyler.edu will create a trouble ticket for you and forward that along to us. We will then contact you to find out the best way to solve your problem.



More Information:

[How to Check My Faculty/Staff Email From Off-Campus](#)

[Employee Self-Service Password Reset](#)

[Password Reset Survival Kit](#)

[DocuSign](#)

[Two-Factor Authentication](#)

[How to Access Wireless Services](#)

[Spam and Phishing Information](#)

The One-Stop

The One-Stop provides seamless and integrated services for admissions, enrollment, financial aid, scholarships, student records, and student cashier services. As part of the Office of Enrollment Services, we are also available to assist faculty and staff with any number of questions. If you're stuck, frustrated, or just don't know where to start reach out to our Team! We are here to help with all types of barriers to timely degree completion; whether it be on a case-by-case basis or a systemic process.

The One-Stop has cross-trained Service Specialists ready with a concierge focus on facilitating a successful student experience!

Check out The One-Stop [Student Tutorial Library](#) for quick guidance on common issues.

The [Faculty/Staff Resource Library](#) which covers discussions and tutorials for common university policies that impact student accounts.

PHONE: 903.566.7180

EMAIL: enroll@uttyler.edu



Services

Student Records

Financial Aid

Enrollment

Scholarships

Student Cashier Services

Student and Faculty ID's

Third Party Sponsorships

Undergraduate Admissions

State Tuition Exemption/ Tuition Waiver Programs

LOCATION:

Stewart Administration Building, Room 230

HOURS:

Monday - Friday 8am- 5pm

WEBSITE:

www.uttyler.edu/enroll

UTTyler Campus Store

Textbooks, Apparel, Gifts and More

Hours of Operation

Summer

- 8 a.m. – 3 p.m. Monday through Thursday and 8 a.m. – 1 p.m. Friday

Fall

- 8 a.m. – 5 p.m. Monday through Thursday and 8 a.m. – 1 p.m. Friday

Summer Graduation

Student Cap and Gown Orders for Home Delivery

- Tuesday, July 15, is the first deadline to order cap and gown for home shipment. July 22, is the second opportunity to submit an order with a late order fee.
- To order, visit herff.ly/uttyler.

Faculty Regalia Purchase and Rental

- Contact Herff Jones GMcDonald@herffjones.com.

Textbooks

- Summer and fall textbook information is accessible online at UTTylerStore.com.
- Website provides comprehensive details on available textbooks to purchase for home delivery or in-store pickup.
- Textbooks are stocked at the Campus Store for purchase.

For more information, contact the UT Tyler Campus Store at 903.566.7070, 2390mgr@follett.com or bkstr.com/uttylerstore.



Office of Digital Learning

learn.do.share.

ODL Team

Scott Dillingham
Executive Director
sdillingham@uttyler.edu

Brittany Folden
LMS Administrator
bfolden@uttyler.edu

Stephen Myers
Instructional Designer
stephenmyers@uttyler.edu

Emily Davidson
Instructional Design Associate
edavidson@uttyler.edu

Katherine Villaseñor
Learning Analytics Specialist
kvillaseñor@uttyler.edu

Zulma Tujillo Cavazos
Digital Course Support Specialist II
ztujillocavazos@uttyler.edu

Luis Ceja
Instructional Design Associate
lceja@uttyler.edu

Stefani Vause
Digital Course Support Specialist I
svause@uttyler.edu

The **Office of Digital Learning** exists to innovate and advance the use of digital technologies in meaningful teaching and learning experiences for all university stakeholders. We collaborate with faculty, programs, and departments to find practical solutions that support teaching, research, and service. Our goal is to use technology to simplify the complex, bridge gaps, and connect people through teaching, exploration, and learning.

Our team includes:

• **Instructional Design:** Our instructional designers provide guidance in pedagogy and user experience. They offer design consultations, resource repositories, course templates, and instructional frameworks tailored to course, program, and department needs. Faculty also have access to on-demand workshops and customizable materials, including microcredentials and digital badges.

• **LMS Support:** Our support team assists faculty across all teaching modalities—face-to-face, hybrid, and online. This includes Canvas, Zoom, TurnItIn, Respondus Monitor, Studio, and other integrated platforms. We support faculty with course setup, platform troubleshooting, integration workflows, and system enhancements to ensure a stable and accessible learning environment.

• **Learning Analytics & Strategic Projects:** We provide actionable data to inform program-level decisions and support institutional initiatives, such as AI integration and microcredential expansion. Through dashboards, reports, and data consultation, we help identify opportunities to improve student engagement and outcomes.

• **Course Readiness & Launch Coordination:** This area includes verifying course dates and settings, ensuring content consistency, testing navigation pathways, and collaborating with faculty to deliver an intentional and student-ready learning experience from day one.

Contact Us

Ph: 903.566.6200
canvas@uttyler.edu

UT TYLER Center COWAN

As the region's premier performing arts center, the UT Tyler Cowan Center is your home for Big Names and Big Entertainment. With Grammy® Award-winning artists, Tony® award-winning musicals, Rock and Roll Hall of Fame® Inductees and some of Rolling Stone's 100 Greatest Singers of All Time, there's something for everyone to enjoy!

BOX OFFICE INFO

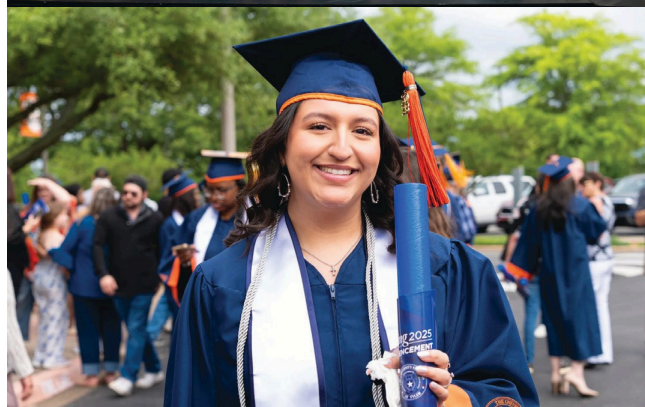
The box office for the Cowan Center is located on the UT Tyler campus and is open 9 a.m. – 4 p.m. Monday through Friday. The box office staff can be reached by phone at **903-566-7424**. Tickets can be purchased in person, by phone or online at cowancenter.org.

DISCOUNTS

UT Tyler and UT Health East Texas employees receive a 10% discount on up to two tickets per event, with the exception of special events. Additional larger discounts are provided for series subscription purchases. Discounts are not retroactive. They are available only through the box office and must be requested at the time of purchase.

MULTI-PURPOSE VENUE

From country, jazz, and Broadway hits to family favorites and soaring dancers, the Cowan Center has something for everyone! The venue is used by campus for various events throughout the year, including commencement, convocation and performances by the UT Tyler School of Performing Arts. Community affiliates such as the Texas Rose Festival and East Texas Symphony Orchestra also perform at the Cowan Center and bring additional visitors to UT Tyler. The venue is also available for rental to regional businesses for corporate and staff training.



UTTyler

R. DON COWAN
FINE & PERFORMING ARTS CENTER

Jeff Noblitt
Vice President for Marketing
Marketing and Communications
jnoblitt@uttyler.edu
W: 903-566-7041
C: 773-577-9808

Melanie Mogle
Office Coordinator
Cowan Center
mmogle@uttyler.edu
W: 903-566-7141

Box Office
cowan@uttyler.edu
903-566-7424

3900 University Blvd., FAC 1120
Tyler, TX 75799

THE MUNTZ LIBRARY AT UT TYLER

Fall/Spring Hours
Subject to Change

Mon-Th 7:30 am - 2:00 am

Friday 7:30 am - 5 pm

Saturday 9 am - 6 pm

Sunday 1 pm - 2:00 am

Summer Hours vary

Help Desk
903.566.7342

Email:
library@uttyler.edu



Services Provided

Liaison Librarian Service

You have your very own liaison librarian! Liaisons collaborate with you to:

- Provide instruction, orientation, and training tailored to your subjects and needs
- Design learning tools and online research guides for your subject area or specific course
- Develop well-rounded collections of library resources to support your curriculum and research
- Identify Open Educational Resources (OER) for your courses

Liaisons also:

- Provide library information and support to new faculty, including assisting with research
- Communicate new library resources on a routine basis
- Visit departments to foster a close working relationship with faculty

Locate your Liaison Librarian at <https://www.uttyler.edu/library/support/your-librarian/>

All electronic resources are available from any location with internet access. For off-campus access issues, please contact Christine Forisha, Head of Electronic Resources and Collection Management 903.566.5992

Quick Reference Links:

- [Library Main Page](#)
- [Library Resource Guides](#) by Subject or Discipline
- [List of Databases](#)
- To request a resource, contact Christine Forisha, Head of Electronic Resources and Collection Management, cforisha@uttyler.edu, 903.566.5992
- Use your regular login to access the free-of-charge inter-library loan service, which allows you to get materials that UT Tyler does not own.

THE MUNTZ LIBRARY AT UT TYLER

**Terra Gullings, MLIS,
CA
903-565-5849**

**Location:
Library 206**

**Email:
tgullings@uttyler.edu**



Scholar Works

Scholar Works at UT Tyler organizes, preserves, and disseminates digital materials created by UT Tyler faculty, students, and staff. It allows our members a way to distribute their work to audiences outside their institution, serving as either an alternative or complement to traditional publishing.

Scholar Works currently houses graduate student theses and dissertations, student newspapers from the 1970s-1990s, and a variety of faculty research output like journal articles, presentations, posters, papers, videos, and other scholarly works.

Scholar Works at UT Tyler supports the university mission through the preservation and widening of access to the scholarship, creativity, collaborations, and creation of research at UT Tyler.

Faculty who are interested in adding their scholarly output to Scholar Works at UT Tyler should contact Terra Gullings for more information.

**Terra Gullings, MLIS, CA
Scholarly Communications Librarian**

This content is available to anyone, anywhere in the world, via <https://scholarworks.uttyler.edu/> and items are discoverable through major search engines.



HERRINGTON PATRIOT CENTER (HPC)

UT Tyler Recreational Sports

The HPC is named for the family of Louise H. Ornelas, who has been an avid supporter of UT Tyler for many years. The center also includes the Jean Lancaster Academic Wing, Maytee Fisch Convocation Center, Jim and Bonna Bess Vaughn Recreation and Therapy Pool and the Meadows Student Lounge.

Other features of the facility include classrooms, laboratories, faculty offices, a gymnasium/convocation area with basketball and volleyball courts seating for over 2,000, indoor walking/jogging track, aerobics and free weights areas.

HOURS OF OPERATION

Monday - Thursday

6:00 am - 11:00 pm

Friday

6:00 am - 7:00 pm

Saturday & Sunday

10:00 am - 8:00 pm

MEMBERSHIP

UT Tyler Faculty/Staff (Full or part-time) - \$20/monthly payable in HPC office or via payroll deduction online form. Additional \$20/month for family.

More Information

Contact Us

Office Hours:
M-F 8 a.m. - 5 p.m.

800 UT TYLER
Ph: 903.566.7466
Fx: 903.565.5553
hpc@uttyler.edu

PATRIOT PRINTING

OFFICE HOURS:
MON-FRI
8:00AM-4:30 PM

Todd Haines, Manager
THaines@uttyler.edu

Taylor Tracey
ttracey@uttyler.edu

Copies (Color and Black and White)

Letter 8.5x11

Legal 8.5x14

Tabloid 11x17

Color Paper and Specialty Papers

Visit our copy center and ask for samples.

Special Services

Reductions/Enlargements

Document Manipulation

Transparencies

Lamination

Shrink-wrapping

Clear Covers

Vinyl Covers

Typesetting

Design

Fax Service

Bindery Services

GBC Plastic Comb

Thermal Tape

Finishing Services

Folding

Cutting

Padding

Hole-punch

Stapling

Collating



SUBMIT A PRINT REQUEST

- Visit HelpNow for all your printing and Xerox service call needs.
- Click the "Login" link on the upper right-hand side of the page.
- Log in using your full email address and your normal staff password that you use to log into your work computer.
- Select "Services."
- On this page, you will see a variety of request categories. Click the "Patriot Printing."
- You will then see four options. Click "Patriot Printing."
- You have now arrived at the form. On the bottom right-hand side, you will see the paper clip icon. Use this to attach files, if applicable.
- Any field that has a red asterisk is a mandatory field and must be filled in before you can submit the request. The original paper form was used to create this online form, so it should feel similar. In an effort to keep the online form short we have hidden some fields that are not commonly used until certain boxes are checked. For example, if you click on "Bindery Services," a number of other options will appear.
- After completing the form, click "Submit Request" and it will route directly to Patriot Printing Service personnel.

CONTACT INFO:

PATRIOTPRINTING@UTTYLER.EDU

903-566-7236

WEBSITE:

[HTTPS://WWW.UTTYLER.EDU/OFFICES/PATRIOT-PRINTING/PRINT-REQUEST/](https://www.uttyler.edu/offices/patriot-printing/print-request/)

THE WRITING CENTER AT UT TYLER

The Writing Center works to improve student learning and outcomes related to writing. We support faculty in writing instruction by designing content specific workshops.



The Writing Center

SERVICES PROVIDED

One-on-one tutoring for all writing projects (student and faculty)

Small workshops in-class and on-demand for specific courses/sections

We work with students and faculty on all elements of writing through individual interactions

HOURS

M - Th 9 am - 6 pm

Friday 9 am - 3 pm

LOCATION

CAS 212

CONTACT INFO

903.565.5995

<https://www.uttyler.edu/academics/success-services/writing-center/>

To make an appointment visit <https://uttyler.mywconline.com/>

DIRECTOR

Miriam Rowntree

mrowntree@uttyler.edu

MEET Student SUCCESS

The University of Texas at Tyler Student Success Division creates an engaging student experience and supports student success and the mission of the University through high-quality, effective services, and programs that encourage student engagement and cultivate civic responsibility.

The departments within the Division are here to assist you by providing academic support, student support, engaging and experiential partnerships and career preparation.

The division of Student Success provides direct support in the areas of

- domestic student travel
- non-academic student grievances
- student fee requests
- oversight for the Manual of Policies and Procedures
- student health insurance

www.uttyler.edu/offices/student-success/



Student Accessibility Resources

The UT Tyler Office of Student Accessibility and Resources (SAR) provides students equal access to all educational, social, and co-curricular programs through coordination of services and reasonable accommodations, consultation, and advocacy.

SAR works with and partners with the campus community to ensure compliance with all accessibility/disability related federal and state laws as they pertain to student equal access to programs and educational experiences.



Testing Center

903.566.5693

testingcenter@uttyler.edu

Student Accessibility & Resources

903.566.7079

saroffice@uttyler.edu
LIB 460

Student Engagement

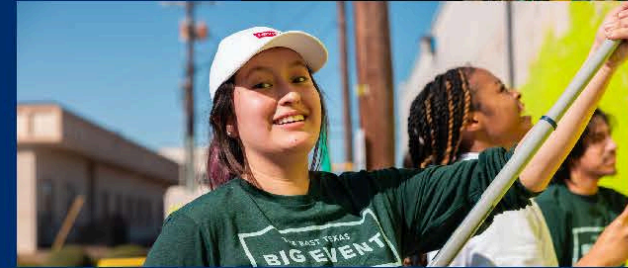
UC 3400

getconnected@uttyler.edu

903.566.5645

Student Engagement houses the following departments and programs:

- Patriot Engage app - one stop shop for events, organizations and involvement! uttyler.edu/engage
- Leadership Programs - National Society of Leadership & Success, Leadership Development, Leadership & Service Awards
- Service Programs - The East Texas Big Event, Alternative Spring Break
- Student Organizations - Over 100 student organizations to choose from!
- ESports Partnership with Rec Sports & Soules College of Business
- New Student & Family Programs - New Patriot Orientation, Swoop Camp, 1st year Experience Programs, Sophomore Year Experience, Family Programs, Parenting Student Liaison
- Traditions & Persistence Programming
- Campus Activities
- Greek Affairs
- Student Government Association
- Patriot Pantry
- Student Success at HSC
- Free Speech



Scheduling & Conferences Services

The Event Management team can help coordinate your UT Tyler-hosted event, camp or conference.

ASTRA is the on-campus scheduling software that allows you to reserve any facility or facility-related service

eventmgmt@uttyler.edu

903.565.5888

Residence Life

UT Tyler is home to more than 1,700 resident students who live in University owned Ornelas Hall, Patriot Village, Liberty landing, Victory Village or partner run University Pines. The Residence Life Office is housed in the Liberty Landing Clubhouse.

housing@uttyler.edu

903.566.7008



Dean of Students

The Office of the Dean of Students provides support, guidance, and advocacy to students including: student absence notifications, emergency funding requests, navigating challenges and concerns, wellness and support, and anything that may impede a student's ability to succeed.

Student Conduct & Intervention

903.565.5946
deanofstudents@uttyler.edu

Student Assistance & Advocacy Team - CARE

903.565.5946
uttyler.edu/offices/student-success/dean-of-students/care-team/

Student Counseling Center

903.565.5746
counselingandwellness@uttyler.edu

MVSC - Military & Veterans Success Center

903.565.5972
mvsc@uttyler.edu

Center for Student Financial Wellness

903.565.5619
csfw@uttyler.edu

Students Wellness 24/7 Crisis Line

903.566.7254

University Health Clinic

903.939.7870
www.uttyler.edu/student-life/health-wellness/university-health-clinic/





Office of International Programs

OIP provides meaningful and safe opportunities to develop global competencies and to serve the East Texas region through strategic international partnerships and multidisciplinary research collaborations.

- International Student Services
- Study Abroad
- Visiting Scholar Services
- Intensive English Language Institute
- Passport Services

CONTACT US:

oip@uttyler.edu | 903.565.5960 | 3620 Varsity Drive



Interested in leading a study abroad program?

Faculty-led programs provide opportunities for faculty to teach courses to UT Tyler students abroad.

Submit your [Program Interest form](#) today to learn how you can lead a program!

Faculty-led study abroad programs:

- range from 3-10 weeks
- held during the summer
- students enroll in UT Tyler courses
- many options for all majors
- scholarships available for students

OIP Support

- Student recruitment
- In-class presentations
- Program information sessions
- Patriots Engage events and news articles
- Promotional material



CONTACT US:

studyabroad@uttyler.edu | 903.565.5960 | 3620 Varsity Drive



UT Tyler™

CAREER SUCCESS

CAREER SUCCESS COACHES

Our Career Success Coaches are committed to one thing; helping students and alumni discover a career they love! We can help with job and internship searches, resumes, cover letters, career exploration, interviews and general career guidance.

CAREER COACHING

Career Success Coaching provides students and alumni with general career path and employment information and materials to assist in the pursuit of long-term and short-term career goals.



RESUME REVIEW

A resume review provides students and alumni with the tools to effectively communicate their job skills and work experience. This process ensures that the individual is the strongest candidate possible in the pursuit of an employment opportunity.



COVER LETTER REVIEW

A well-written cover letter demonstrates to an employer that the individual's specific skills and knowledge are applicable to the job opportunity.



EMPLOYMENT ASSISTANCE

Our Career Success Coaches provide one-on-one employment assistance offering effective job search strategies and networking opportunities.



CAREER ASSESSMENTS

Career Assessments are designed to help students and alumni identify personal interests and skillsets. Individuals will be able to explore and review various occupations and workplace preferences.



MOCK INTERVIEWS

A mock interview is a simulation of an actual job interview. This practice interview provides job seekers with an opportunity to practice for an interview and receive feedback on their interviewing skills.

Career Success Coaches



NYREE BROCKMAN

Career Success Coach
School of Nursing
School of Health Professions
CareerSuccessSONandSHP@uttyler.edu



PAM RODRIGUEZ

Career Success Coach
College of Education and Psychology
prodriguez@uttyler.edu



BRYAN KNOUS

Career Success Coach
Soules College of Business
bknous@uttyler.edu



AMY SWINDELL

Career Success Coach
College of Arts and Sciences
Fisch College of Pharmacy
aswindell@uttyler.edu



MARGOT PURDY

Career Success Coach
College of Engineering
mpurdy@uttyler.edu



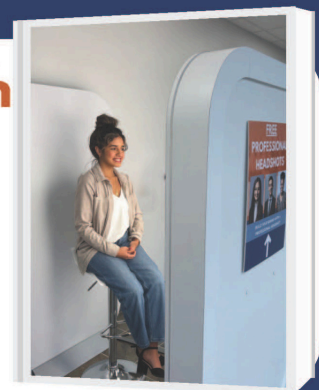
GABRIELLA VAZQUEZ

Career Success Coach
School of Nursing
School of Health Professions
CareerSuccessSONandSHP@uttyler.edu

Professional Headshot Photo Booth

University Center - 3rd Floor

- ★ **Free To All Students**
- ★ **Photos Available the Same Day**
- ★ **Convenient, High Quality, Professional Headshots**



Career Closet

Our goal is for students to present the best version of themselves. The UT Tyler Career Closet is made available to students at no cost and provides professional attire for career fairs, interviews and the workplace.

**Office of Career Success
University Center 3150
Monday- Friday 9 AM - 4 PM**

Sodexo Food Services

**2nd
Floor**

EINSTEIN'S BAGELS - UC

M-F: 7:30 am - 2 pm
Sat-Sun: Closed

**2nd
Floor**

TATER-LIOUS GOURMET BAKED POTATOES - UC

M-F: 10 am - 3 pm
Sat-Sun: Closed

**2nd
Floor**

SUBWAY - UC

M-TH: 8 am - 7 pm
Friday: 8 am - 6 pm
Sat-Sun: Closed

**2nd
Floor**

TRES HABENEROS - UC

M-F: 10 am - 3 pm
Sat-Sun: Closed

**2nd
Floor**

CHICK-FIL-A - UC

M-Th: 10 am - 7:30 pm
Friday 10am - 6 pm
Sat-Sun: Closed

**2nd
Floor**

SWOOP & GO - UC

M-Th: 7:30 am - 8 pm
Friday: 7:30 am - 6 pm
Sat-Sun: Closed

**1st
Floor**

THE MET (FULL BUFFET) - UC

Monday—Friday:

Breakfast | 7:00 am - 10:00 am

Lunch | 10:30 am - 2:00 pm

Dinner | 4:00 pm - 8:00 pm

Saturday & Sunday:

Brunch | 10:30 am - 2:00 pm

Dinner | 4:00 pm - 7:00 pm

**2nd
Floor**

STARBUCKS

ROBERT R. MUNTZ LIBRARY

Monday—Thursday; 7:30am-9:00pm

Friday: 7:00 am - 5:00 pm

Saturday: Closed

Sunday; 4:00 pm - 9:00 pm

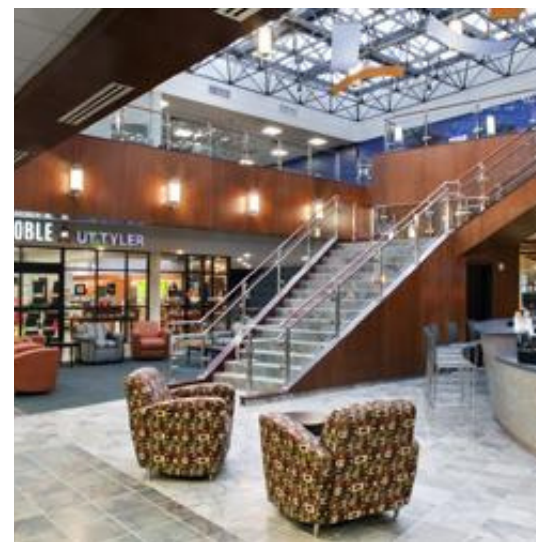
CATERING

Sodexo offers full service catering from event menu planning to execution. Any type of event, from morning coffee to a plated gala, and everything in-between.

Office phone: 903-566-7244

Web:

uttylerdining.sodexomyway.com/catering



UNIVERSITY HEALTH CLINIC

Office Hours

Mon-Friday

8 am - 4 pm



To schedule an appointment, please call **903.877.7935** or walk in for the next available appointment.

You must bring your student ID to every appointment.

Welcome to the University Health Clinic, a partnership between The University of Texas Health Science Center at Tyler and The University of Texas at Tyler. The UHC is dedicated to the highest quality treatment and care of the students, faculty and staff of UT Tyler.

As your student health clinic, the UHC recognizes that your health and well-being are vital components of your success as a UT Tyler student.

The University Health Clinic is located .6 mile south of SSE Loop 323.
Turn south onto Spur 248 (University Blvd.) off of SSE Loop 323.
Turn left on Patriot Avenue. The clinic will be on your right side.

Services Provided

- Treatment for stress, anxiety and depression
- Minor emergencies
- TB testing
- Immunizations
- Travel advice/vaccinations
- STD Testing
- Treatment for colds, cough, flu, strep throat
- Routine physical exams
- X-ray, laboratory services





UT Tyler

FACULTY SENATE

12:30-1:50 PM

Third Thursdays
Alumni House

SEPTEMBER 11, 2025

OCTOBER 16, 2025

NOVEMBER 20, 2025

JANUARY 15, 2026

FEBRUARY 19, 2026

MARCH 26, 2026

APRIL 16, 2026

MAY 21, 2026

JUNE 18, 2026

JULY 16, 2026

Past President Dr. Joshua Banta

President Dr. Yanira Oliveras

President-Elect Dr. Pierre Neuenschwander

Check your email monthly for the meeting zoom link.



With more than 10,000 students and 900 full-time faculty and staff, The University of Texas at Tyler provides East Texas with an economic impact of over \$327 million each year. Included in that figure is the buying power of our students, our employees and their families. The UT Tyler Discount Program creates opportunities for businesses to connect with these potential customers by offering local businesses and national brands a vehicle for offering discounts on products and services to UT Tyler students, faculty and staff.

The UT Tyler Discount Program offers discounts from six different product and service categories: automotive, direct sales, entertainment, health and beauty, food and beverage, and retail. Be sure to check this website regularly to see what new discounts are available to you.

How it Works

Students, faculty and staff can utilize UT Tyler Discount Program discounts by simply showing their UT Tyler ID to local business participants. Business participants must provide a minimum 10% discount to participate in the program, so being a Patriot also means saving on a large variety of products and services.

[For a complete list of businesses, please click here](https://www.uttyler.edu/community/discount-program/)
<https://www.uttyler.edu/community/discount-program/>

This Resource Book Is Presented By:



UTTyler™

**CENTER FOR EXCELLENCE
IN TEACHING & LEARNING**



Connect With Us!

www.uttyler.edu/cetl

email: cetl@uttyler.edu