Check out the “Forms and Links” on the Department of Asian Studies website to find various forms and links. One of the links is to the Provost office where you can find such forms as annual reports, request for leave, request for outside employment, etc. There is also an abundance of faculty information that can be accessed from this page.

Academic Planning includes the scheduling of courses, requests for new courses, cross-listings and curriculum changes and is managed by the Academic Steering Committee.

Annual Reports are due by the end of September each year. A reminder will be sent out sometime in early September. These reports are of great importance and are consulted at all levels of the administration for merit increases, promotions and awards. Annual reports are forwarded to the Dean and copies are sent to the Area Center(s) of which you are a member. You can download a form on the Provost’s website.

Class Auditors (see Visitors)

Computers purchased by the University should remain on campus. In order to remove a computer from campus, you must fill out a request for removal form from the front desk, WCH 4.134.

Conference Courses require a written contract between the student and the instructor, which sets forth the number of contact hours, the objectives and contents of the course, and the methods for evaluation. The contract forms are available in the graduate office (WCH 4.128), the undergraduate office (WCH 4.116) and on the website.

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

Consulting by Faculty (see Outside Employment)

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

Correspondence (See Mail)

Course Meeting Time changes must be approved by the Chair and only if all enrolled student agree to the change.

Course Scheduling is performed three times per year. The course scheduler will send a request for classes via email; faculty should respond by the deadline and answer all questions in order to ensure their classes are scheduled properly. One designated representative from each language area should submit language course requests. After the original submission of course requests there will be a Chair's proof in which faculty can see their room assignments; changes in rooms should be made at this time. For changes during Chair's proof or the semester, language faculty should make their requests through their representative; and culture course faculty should email their request to the Chair. Changes will only be made for pedagogical reasons, such as lack of necessary media equipment or room too small to accommodate students.

Course Work must be available to the student. All written materials submitted to meet the requirements of a course, which are not returned, must be made available to the student (to be “made available” does not guarantee a right to a photocopy, but the materials may be examined in the office of the faculty member). The faculty member should keep all written material that was not returned to the student for at least one long session semester. If a final examination is returned to a student, the student must sign for it. Faculty should not leave stacks of student work (assignments, quizzes, exams, etc.) for students to pick up either in halls or at the front desk. Students should collect their works directly from the faculty member.
Equipment is available for instructional use. The Meyerson conference room has a media console and the room may be reserved for special viewing. Please reserve the room well in advance at the front desk. Asian Studies has a slide scanner, a multi-purpose flatbed scanner and a top-loading scanner. Items that can be checked are as follows: carousel slide projector, tape recorder, CD player, laser pointer, calculator, hand-held camcorder, and USB wireless adapter. There are also four laptop computers, one Mac and three PCs. This equipment must be checked out at the front desk and returned to the front desk in WCH 4.134. It is always wise to reserve the equipment in advance. Please make sure you have been credited with returning the item at the time you bring it back so that our records are up-to-date and we can locate any given item at any time. Borrowers will be financially responsible for any loss or damage to the equipment.

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

Express Mail (Airborne) should be used only for departmental business

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

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

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

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

Governance. The Department of Asian Studies will be governed by an Executive Committee elected in late spring of each year for the following academic year. All tenured and tenure-track faculty are eligible to vote. Lecturers may vote after completing one year of teaching. The EC will consists of eight members, with a minimum of three members from East Asia, three members from South Asia, one Assistant Professor, one member from the disciplinary Departments, and one non-voting Lecturer. Promotions to full Professor within the Department will be considered not by the Executive Committee but by a budget Council consisting of all the full Professors of the Department.
**Grades.** All grades will be submitted on-line by due date. Grades for conference courses are entered and saved by faculty member, but submitted by designated staff. Faculty should not post grades publicly. Posting grades is an unnecessary liability for the department, especially now that students get their final grades on-line. Similarly, faculty should never leave stacks of student work (assignments, quizzes, exams, etc.) for students to pick up either in halls or at the front desk. **Instructors leaving the University must leave grade Books and related materials bearing on the assignment of student grades with the departmental Chair.** A forwarding address should be provided so that they may be contacted on any matter relating to the responsibilities they had while employed at the University.

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

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

**Incomplete Work (see X)**

**Mail.** Correspondence on Asian Studies stationery mailed at University expense must be for departmental business. Letters must have your name above the department name on the envelope and should be placed in the appropriate box in WCH 4.134. The university post office does not handle personal mail. Campus mail is free and should be sent in the campus envelopes that are found on the bottom shelf of the mailboxes. Please be sure to include a mail code for campus addresses.

**Meetings** of the Department are held as warranted, but at least once early each semester at 3:30 pm on Friday afternoons. Please schedule your classes so you will be free at that time.

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

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

**Ombudsman.** An Ombudsman will be selected each year in Asian Studies. Any faculty, staff, TAs or AIs can take concerns or grievances to this person.

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

**Outside Employment.** Any faculty member involved in outside employment must submit a “Request for Approval for Outside Employment” form. Both the Chair and the Dean sign this form. Forms can be downloaded from the Provost website.
**Peer Auditing.** Peer auditing of classes will be conducted according to the same schedule as Faculty Review. The auditors will write a report that will be placed in the teaching file of the audited faculty member.

**Photocopying.** Each person will be given an identification code to use when making copies. Make arrangements for your personal code at the front desk, room 4.134. Please do not allow anyone else to use your code. Only materials relating to departmental business may be photocopied. Photocopying a reasonable amount of research is permitted, but please refrain from copying books and other lengthy materials. Class instructional materials should be scanned and put on “Blackboard” or “electronic reserve.” Otherwise, you should have material copied off campus at students’ expense. It is not appropriate to transfer the cost of reproducing text materials for students to the Department. Please have such material copied at one of the commercial copy shops (UT Duplication, Kinko’s, AlphaGraphics, Ginny’s) and have the students purchase them from the shop.

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

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

**Purchases.** All purchases must be pre-approved. For small items such as office supplies, write your request on the clipboard in WCH 4.134. For all other requests, pick up a request form at the front desk, WCH 4.134.

**Reading Room.** If you wish to check material out for the night or weekend, please go to room WCH 4.134.

**Request for Travel Authorization (RTA).** This form is available on our website, and should be filled out for all travel taking place during a semester whether or not UT funds are used. This should be done before travel. If you are traveling on a weekend or a holiday and are not using UT funds, an RTA is not required. Please remember that an RTA needs to be completed any time that UT funds are used, even if it is in the summer when you are not teaching.

**Request for Travel Funds.** A request for travel funds should be done as early as possible in the academic year. The form for requesting funds is available on our website. This request will be passed on to the appropriate person/committee for approval. There are also University Faculty Travel Grants in the amount of $325 that are given to tenured and tenure track faculty who present papers at organized conferences. Faculty members are eligible for one such grant each year. Application forms are available on line at http://www.utexas.edu/ogs/fig/home.html.

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

**Sexual Harassment.** See attachment

**Smoking** is not permitted in any UT facility.

**Social Security numbers.** For security reasons, the University requires that we use EIDs for students instead of social security numbers.
Student Absences and Failing Reports. Absences should not be allowed and faculty should announce their policies on absences at the beginning of each semester. The Instructor should complete these reports when a problem arises (mandatory for Freshmen). The forms are on line at https://utdirect.utexas.edu/ns/ns.unique.WBX.

Student Evaluations (see Evaluation of Teaching)

Study Day (see final examinations)

Substantial Writing Component Courses. The Liberal Arts Writing Across Curriculum (WAC) committee must certify substantial Writing Component Courses. There is a link on our website to the SWC certification form. For information on current SWC guidelines, please see the WAC website located at http://www.utexas.edu/cola/progs/wac/

Supplies. Most small supplies that you need for your office are available in the photocopy room. If you can’t find it there, please write your request on the clipboard in WCH 4.134.

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

Tenure. (See Promotions)

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

Textbook orders should be submitted to the bookstores six months before the beginning of the semester for which they are needed. The Department will notify faculty members of deadlines each semester. Late book orders mean that your students may not have their textbooks on time.

Travel. (See Request for Travel Authorization)

URI. University Research Institute. (see Grants)

Visitors (Auditors) in lower-division language courses are not allowed except under the most exceptional circumstances. For example, a registered student should not be permitted to visit such courses. A non-student (for instance, a faculty or staff colleague) may be permitted to visit a course with proper authorization, although the privilege will not be given routinely and can be refused. Any student wanting to visit (audit) a course must obtain a Class Visitor Permit from the Registrar’s office and must seek the instructor’s approval. There is a charge of $20 for non-students.

The X symbol means a temporary delay of a final course grade and is the appropriate symbol for an incomplete. Faculty members must complete a form for each student explaining why the X symbol is being used and what is required for the student to complete the course. The appropriate reasons for using the X symbol are listed on the back of the forms. The forms are available on the Department of Asian Studies Website.

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