

**DEPARTMENT OF ASIAN STUDIES (DAS)
WCH 4.134 G9300**

POLICIES AND PROCEDURES

Updated August 2020

You can find other helpful information by accessing "[Forms and Links](#)" available on the Department of Asian Studies website.

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

Annual Reports (FAR): Faculty Annual Reports (FAR) are of great importance and are consulted at all levels of the administration for merit increases, promotions, and awards. The department uses an internal form for annual reviews, but faculty are also encouraged to keep their publications at least updated in the [Provost's FAR database](#). Reports are due October 1st each year. *Reporting reflects the previous academic year.*

Campus Computer Store: (Also see Purchases) With the assistance of staff, business-related hardware and software items can be purchased from the [campus computer store](#) or from an outside vendor using the PROCARD. Consult departmental staff before making purchases.

Class Auditors: Any student interested in auditing a course must obtain a [Class Auditor Permit](#) from the Registrar's office and obtain the instructor's approval and the Dean's approval. There is an auditing charge of \$20 for non-students. Language courses may not be audited by students.

Class Visitors: A non-student (for example, a prospective graduate student, faculty, or staff colleague) may be permitted to visit a course with proper authorization. "Proper authorization" includes permission of the instructor to ensure that such visits do not occur on test days or at other times not suitable to having visitors in the classroom.

Computers purchased with University funds belong to the University. For off-campus use of computers, contact the front desk WCH 4.134 for the proper process. When separating from the University, all equipment must be returned. Inventory takes place annually and faculty are expected to bring machines from home to be scanned.

Comprehensive Periodic Review: After tenure, all faculty must be reviewed every six years, regardless of rank. The department follows [the College's procedures](#).

Conference Courses: Independent Study courses and requests to take an undergraduate course for graduate credit require a written agreement between the student and the instructor that sets forth the number of contact hours, the objectives and contents of the course, and the methods for evaluation. The forms are available in the graduate office (WCH 4.116), the undergraduate office (WCH 4.128), and on the DAS website (under [Forms & Links: Graduate Students](#) and [Forms & Links: Undergraduate Students](#)).

Conference Room (the Meyerson) may be reserved for special events. 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 an entire book under copyright.

Course Description: Faculty can update their own course descriptions and textbook list. Please see this [link](#) to do so. If you have questions, please email the College Course Management Services Coordinator. Course descriptions (including grading policies and textbooks) are also required as part of the Course Scheduling phase of Academic Planning.

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

Course Scheduling is performed 3 times per year. The College Course Management Services Coordinator will send a request for class requests 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, as appropriate. After the original submission of course requests, there will be a review phase in which faculty negotiate further scheduling changes in order to distribute courses fairly and effectively. Faculty can also see their room assignments and changes in rooms should be made at this time.

Requests made after this phase will be handled as time and room availability permits. Language faculty should make their requests through their representative; other faculty should email their requests directly to the Course Coordinator. Priority for changes will be given to requests involving pedagogical requirements, such as lack of necessary media equipment or a room too small to accommodate students; other requests (e.g. room preferences) will be submitted as timing and room availability allow during the final, "chair's-proof" phase and at the start of the semester, per room scheduling guidelines.

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

CV: Faculty should maintain a CV, updated at least annually. (see also Syllabus)

Equipment: The Meyerson conference room has a media console and the room may be reserved for special viewing. Please reserve the room well in advance at the front desk. Asian Studies has a copier/printer with top-loading scanner on the 4th and 5th floors (please use the machine on the floor where your office is located). If you need a slide projector please contact [LAITS](#) (Liberal Arts IT Services).

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](#)" (CIS) 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. (see also Peer Teaching Observations)

Faculty Annual Review: Also known as "annual performance evaluation." All faculty members budgeted in the Department will be reviewed annually based on the *previous* academic year (see Annual Reports: FAR). As of this update, separate guidelines for both TTT and NTT faculty are under review by the department.

Faculty Periodic Review (TTT): All TTT faculty are reviewed regularly on their performance in the areas of research, teaching, and service. Faculty should maintain records and evidence of their work in these areas for review at the department level and above. (see Comprehensive Periodic Review, Promotions, and Third-Year Review)

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, please ask the front desk for assistance. Incoming faxes will be placed in the appropriate mailbox.

Final Examinations may not be given before examination week begins and no change in time from that posted by the Registrar may be made. Final exams, which count for more than 30% of the class grade, must be given during the official exam period. An instructor with a compelling need to deviate in any way from this rule must obtain approval from the Chair and Dean of the 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.

FLAG courses are required of all undergraduates and support a broad liberal arts education. Faculty are encouraged to propose courses that fulfill FLAG requirements and to add FLAGs to their existing courses.

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

Grades: All grades will be submitted online by the due date. Grades for conference courses and independent study courses are entered and saved by faculty members but submitted *by the department manager*. Faculty should not post grades publicly. 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. Faculty leaving the University must leave grade books or records and related materials bearing on the assignment of student grades with the Department Chair. A forwarding address should be provided so that they may be contacted on any matter relating to the responsibilities they had while employed at the University.

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

Grants for research projects for the duration of one semester or more are available from many sources. 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. For travel grants please see Request for Travel Funds.

Keys: Each faculty member will be issued an office key and printer room key. Please note that when leaving UT, all keys should be returned to the [Locks and Keys Services](#) *in person*. Your UT ID card allows you to enter the building when it is otherwise locked (weekends and evenings).

Incomplete Work (see X)

Independent Contractors: Prior to hiring OR planning to hire an individual outside of UT to perform any service, you **MUST** contact the Departmental staff immediately before committing to any service. We are required to process Independent Contractors' forms and must receive final approval prior to the service. Faculty must provide substantial information about the services and that the contractor can be paid via a purchase order.

Mail and Express Mail: Faculty and staff have mailboxes in the 4th floor copy room. Graduate students have mailboxes on the 5th floor. Correspondence on Asian Studies stationery mailed at University expense must be for departmental business. Letters must have your name above the department name on the envelope and should be placed in the appropriate box in WCH 4.134. **NO PERSONAL MAIL PLEASE.** Interoffice 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 clear campus address. Express Mail should be used only for departmental business and when necessary.

News and Information: If you wish to publicize a lecture or special event on the DAS website and social media, please make arrangements at the front desk, WCH 4.134.

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

Ombudsman: An Ombudsman will be selected each year in Asian Studies. Any faculty, staff, TA, or AI can take concerns or grievances to this person. <https://ombuds.utexas.edu/>

Outreach: Outreach materials in the South Asia Institute cannot be checked out independently; faculty must see the outreach coordinator at the SAI front desk to borrow materials. There may be times during the year when an item you want for class is off-campus. The outreach materials exist 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 through the portal.

Peer Teaching Observations: In consultation with the chair, all faculty are expected to arrange a [formal peer observation](#) of their teaching annually. Evidence of teaching strengths and improvements is required for promotion at all ranks.

Photocopying: Each person will be given a 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. Use the copier *on the floor in which you have an office*. Photocopying a reasonable amount of research is permitted, but please refrain from copying entire books and other lengthy materials. Please refer to copyright laws. Class instructional materials should be scanned and put on "Canvas". Personal photocopying is prohibited. Please advise AIs/TAs of the photocopying policy.

PROCARD: DAS owns a procard and is available for limited use. Please see departmental staff for appropriate purchases and cost limitation. Taxes are never allowed on the card.

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. [Extensive guidelines for promotion](#) are available separately.

Publication Subventions are available through a program funded by the Office of the Vice President for Research. [Applications](#) are generally due early in the fall.

Purchases: See departmental staff prior to ANY purchases. All purchases must be pre-approved. For small items such as office supplies, email your requests to front desk staff and copy accountant. For all other requests see departmental staff in WCH 4.126 or WCH 4.134.

Reading Room WCH 4.104: If you wish to check material out for the night or weekend, please see front desk staff in room WCH 4.134. This room may also be reserved. Its close proximity to faculty offices may impact the time of day and nature of the event.

Reimbursement: Request for reimbursements (travel or other expenses such as entertainment) should be made as soon as possible after incurring the costs. *Remember to use the TAX EXEMPT FORM for any purchases or entertainment expenses. Copies are available in the 4th floor copy room.* Expenses older than 60 days require a written explanation as to the reasons for the lateness. These late reimbursement requests will also require additional levels of approval and may even run the risk of being disallowed entirely or reported as taxable income to the payee. Please see departmental staff for this process. There are limits on the # of guests for entertainment - please see departmental administrators. Reimbursement forms are in the 4th floor copy room - ALWAYS include your EID and the account number.

Scholastic Dishonesty: All cases of scholastic dishonesty may be reported to the Dean of Students. The forms for reporting these situations are available in the academic advisor's office (WCH 4.128). If a graduate student is suspected of scholastic dishonesty, please contact the Graduate Coordinator (WCH 4.116).

Sexual Harassment: See all information available from the [Title IX office](#).

Smoking is not permitted in any UT facility.

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 can be found [here](#).

Student Evaluations (see Evaluation of Teaching)

Study Day (see final examinations)

Supplies: Most small office supplies are available in the 4th floor copy room. Request for office supplies must be sent by email to the staff at the front desk.

Syllabus and CV: House Bill 2504, enacted by the Legislature of the State of Texas, states that the University will "make available to the public on the institution's website" a syllabus for each

undergraduate classroom course offered for credit by the University and an updated CV for all instructors of record for these courses by the seventh day after the first class day. To upload your syllabi and CV, please follow this [link](#).

Telephones: Each phone is equipped with voicemail. If you need assistance using it, please ask staff at the Front Desk. Instruction guides can be found on the [UT Voicemail User Guide wiki](#) (direct link to UTVM to email; direct link to UTVM to cell).

Tenure (See Promotions)

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

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

Third-Year Review: The [third-year or "mid-probationary" review](#) occurs in the spring semester of a tenure-track faculty member's third year in probationary status. A Faculty Review Committee will consist of at least three faculty members selected by the Chair.

Travel: A Travel Authorization (RTA) is a MUST when planning to travel during the semester whether or not UT funds are used. This also includes summer when you are not teaching but *will be using UT funds*. The Travel Request Form can be found [here](#). A travel approval must be obtained first from Department Chair before completing the new travel request. There are also [University Faculty Travel Grants](#) in the amount of \$1,200 to be used throughout the year. Faculty members are eligible for one such grant each year and is given to tenured and tenure track faculty and Senior Lecturers who present papers at organized conferences. RTAs are vital for reimbursements. RTAs are NOT to be created after travel.

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

The **X** symbol means a temporary delay of a final course grade and is the appropriate symbol for an incomplete. The [Online Grade Change system](#) replaces several transactions of the existing '505' yellow grade change forms.