



COLLEGE OF LIBERAL ARTS

THE UNIVERSITY OF TEXAS AT AUSTIN

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MEMORANDUM

Date: June 5, 2009

To: Department Chairs/Center Directors

From: Richard R. Flores
Sr. Associate Dean, College of Liberal Arts

Re: Summer Chair and Director Duties

This memo is being sent as a reminder that the College of Liberal Arts expects all department chairs and center directors to be in the office during their two-month summer administrative appointments. This is to ensure the accessibility of chairs and directors to other faculty, students, staff and administrators. The presence of our departmental chairs/directors helps maintain the integrity and continuity of department operations.

Work-related travel for a period of greater than two weeks or cumulative travel in excess of one month requires prior written approval from the Dean.