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INTRODUCTION

The Role of the Department Chair
A department chair serves as both a faculty member and an academic administrator, providing leadership and management to the department/division consistent with the university mission and goals. Chairs also engage in teaching and scholarship as determined by the overall distribution of their workload. Refer to the Roles and Responsibilities of Department Chairs document for specific responsibilities including, but not limited to: appointment terms, workload distributions, compensation guidelines, and evaluation procedures.

Chair Academy
Administered by the Chairs Council in consultation with the Vice President for Academic Affairs

TAKING ON A LEADERSHIP ROLE CAN BE AN EXCITING CHALLENGE, OPEN UP CREATIVE VISTAS, AND GIVE YOU AN OPPORTUNITY TO MAKE A DIFFERENCE ON A LARGER CANVAS THAN YOU HAVE BEFORE.
(VPAA) Office, the monthly Chair Academy events explore contemporary issues and best practices through engagement and collaborative dialogue. The overarching goal of the academy is to offer a basic set of procedures to accelerate the development of the University of North Texas (UNT) leadership team. The academy meets monthly throughout the calendar year and hosts a retreat at the beginning of each fall semester. For a current list of department chairs, Chair Academy meetings, and calendar events, visit the [UNT Chairs](#) website.

**Chairs Council**

The [Chairs Council](#) facilitates and improves the work of department chairs by referring issues to the University administration that are of interest and/or relevant to chairs. The Chairs Council Constitution can be found electronically online with other [Chairs Council resources](#) as well as the list of current representatives on the Chairs Council. The Chairs Council meets monthly throughout the calendar year.
Curriculum Management
The University of North Texas has established several committees responsible for the multiple facets of the vast curriculum a university of its size requires. UNT supports an active faculty-led curriculum review process. Department chairs are active participants in all facets of curricular decision-making. The University Undergraduate Curriculum Committee (UUCC) is a committee of the Faculty Senate and works with the Oversight Committee on the Core Curriculum (OCCC), Graduate Council, Office of Core Curriculum, and the Office of the Registrar in order to meet educational objectives, and ensure the University places primary responsibility for content, quality, and effectiveness of its curriculum with its faculty as required by SACS-COC and THECB.

The Curriculum website houses UUCC (UUCC Best Practices), OCCC, Graduate Council, and information about the Curriculog (online submission platform), including details needed to request new courses, delete courses, and make changes to the core curriculum.

Office of the Core Curriculum:
- Email: core@unt.edu
- Location: Hurley Administration Building, 205
- Phone: (940) 565-4413

Faculty Senate University Undergraduate Curriculum Committee:
- Email for UUCC administrative chair: Jaymee Haefner (Jaymee.Haefner@unt.edu)

Curriculog is an electronic tool which faculty members who are designing, changing, or removing course can use to process approvals in a virtual environment. In order to submit information into the Curriculog system, faculty members should request permission from an authority in the college, department, and/or division. Information and permissions can be obtained by contacting catalog@unt.edu.

New Programs or Changes to Existing Programs
New degree programs must have administrative approval. Approval request forms can be found on the curriculum website. The appropriate form based on the program’s classification (undergraduate and master’s, or doctoral) and the accompanying budget form should be sent to Terri Day, Vice Provost for Academic Administration.
- Email: Terri.Day@unt.edu
- Phone: (940) 565-4392

The forms should be used when (a) creating a new degree/standalone certificate (online, face-to-face, or hybrid); (b) adding a concentration to a degree (only required if the concentration significantly changes the degree in its current form); (c) consolidating degrees; (d) closing a degree or certificate; (e) increasing/decreasing SCH for a degree/certificate; (f) changing a CIP code; (g) changing program modality to more than 50% electronically delivered, e.g. online, video conferencing, etc.; (h) entering into a collaborative academic arrangement that includes the
initiation of a dual/joint program; (i) offering a degree or certificate program at an offsite location; (j) initiating a direct assessment competency-based educational program; (k) renaming a degree/certificate; (l) creating a Grad Track pathway (a copy of the Grad Track application should be attached to this form); (m) changing the name of a college/academic department; (n) moving degree/certificate programs between colleges/departments; (o) moving departments to other colleges; or (p) creating/closing a department/college.

Scheduling Classes
The schedule of classes is an on-going process. Chairs work about one-year out to develop course offerings for the spring, summer, and fall terms. First, a preliminary schedule based on the prior year is sent to departments for edits. Next, a second round of edits is completed based on the initial revision. All changes at this stage require completing an R6 form available from the Registrar. For additional assistance with any aspect of this process, please contact the Registrar Scheduling team directly, or visit the registrar’s share point website for related documentation, frequently used forms, and process guides.

- Email: registrar.scheduling@unt.edu
- Phone: (940) 565-4610
- Share point: https://registrar.unt.edu/faculty/reports (Use EUID/password to log in; Schedule of Classes)

Waitlisted Courses
Requests for funding of waitlisted courses are generally made by the Dean or Academic Associate Dean, of Chair. Requests for this funding can be made via the Wait List Request web form on the Chairs website. All questions regarding fund categories, justification requests, and reimbursement should be directed to the Office of the Vice Provost for Academic Affairs at (940) 565-4259.

Small Class Size
The University of North Texas (UNT) defines a small class:
- undergraduate-level credit class with fewer than 12 registrations,
- graduate-level credit class with fewer than seven registrations, and
- combined undergraduate and graduate level classes with fewer than 12 registrations.

These definitions apply to organized classes whereby the primary mode of instruction is lecture, laboratory, or seminar. Special problems, theses and dissertation enrollment, private lessons, etc. are excluded from these requirements.

Approval Process
Decisions to offer courses below the minimum are determined at the college/school level and should be made with careful consideration (i.e. program requirements, student demand, and financial accountability). Please note the decision to offer a small class is the exception not the rule. Deans must approve low enrollment classes no later than the close of the 4th class day during the fall/spring term or 2nd class day during the summer term to allow enough time for students to be placed in another class. The chair must submit a written justification to the dean for final approval. The dean should maintain a record of any exceptions. Listed below are some reasons a department may justify a low enrollment course:
• Required course for graduation (This course is not offered each semester or term, and if cancelled, may affect date of graduation of those enrolled).
• Required course for majors in this field and should be completed this semester (or term) to keep proper sequences in courses.
• Course in newly established degree program, concentration, or support area.
• Cross-listed courses taught as a single class by the same faculty at the same location, provided that the combined courses do not constitute a small class.
• First time offering of the course.
• Class size limited by accreditation or state licensing standards.
• Class size limited by availability of laboratory or clinical facilities.
• Voluntarily offered by a faculty member in excess of the institutional teaching load requirements and for which the faculty member receives no additional compensation (faculty is teaching course as an overload).

**Small Class Reports**
The Office of the Registrar maintains a daily reporting of small classes [https://registrar.unt.edu/faculty/reports](https://registrar.unt.edu/faculty/reports). The password protected site allows quick access for academic administrators to review enrollment reports (class listing, class compare, off campus, etc.). For specific questions on these enrollment reports, please contact the registrar’s office at (940) 565-4617.

**Syllabus Requirements**
Department chairs are responsible for ensuring that all course syllabi are uploaded to the Faculty Information System by the 7th class day, as per House Bill No. 2504. Instructors of record are responsible for developing course syllabi. The University requires consistent elements in each syllabus, which mirror the legislatively-mandated information. This includes a brief description of each major course requirement and examination, required/recommended reading, and a general description of the subject matter of each lecture or discussion. The [Teaching Excellence Handbook](https://teaching.unt.edu/handbook) includes standard syllabus language and more specific institutional requirements. Instructors can also find the list of required syllabi elements in the [UNT Course Syllabi Requirements Policy](https://teaching.unt.edu/syllabi). This policy includes information on optional syllabi statements, along with suggested language, and additional policies regarding the creation, distribution, and usage of course syllabi. Departments and/or Colleges may also require additional syllabus content.

**Study Abroad**
The UNT Study Abroad Office (SAO) coordinates affiliate, exchange, and faculty led programs for UNT students in collaboration with the colleges, schools, faculty and staff. The SAO provides administrative and logistical support for all faculty-led programs. The Faculty Led Program Handbook and Proposal Timeline can be found on the SAO website and provides information needed to design and implement a successful program in accordance with UNT policy. The SAO conducts professional development workshops as well as mandatory pre-departure training for faculty in preparation for leading a program.

Faculty must submit a proposal online through the SAO website. Proposal submission deadlines for future semesters can be found on the website. The SAO is located in Sage Hall 236. To
Teaching Excellence Handbook
The Teaching Excellence Handbook provides a resource for instructional activities at UNT. Included are helpful tips and important University information that will assist instructors, whether first-time teaching assistants or experienced professors, in carrying out their teaching responsibilities. The handbook can be found on the Center for Learning Enhancement, Assessment, and Redesign (CLEAR) website within the larger Teaching Commons site, a “virtual resource and gathering space for UNT educators,” with robust sections on Teaching Essentials including assessment, course design, and engaged learning.

Grade Appeals
UNT Policy 06.040 outlines the grounds for a student grade appeal and the process by which the appeal must be carried out. Chairs are responsible for granting extensions for any time limits identified in the policy, reviewing all formal grade appeals initiated by the student, attempting to resolve appeals through consultation with the instructor and student, forwarding all unresolved appeals to the faculty committee, and notifying the student and instructor of the final resolution in writing, signed by the department chair.

Student Standards of Academic Integrity
UNT Policy 06.003 addresses the investigation and resolution of all allegations of student academic dishonesty. The Office of Academic Affairs and the Dean of Students office collaborate on issues concerning academic integrity. The Dean of Students office serves as the front door for reporting and maintaining incident reports, and works closely with the Academic Integrity Officer in meeting with students in multiple or major violation situations. The Academic Integrity Officer works with faculty, chairs, and students in educational opportunities, as well as leading student investigations.

Faculty may seek guidance from the Academic Integrity Officer in evaluating academic misconduct situations. Students have the right of due process and may appeal each single violation, each appeal is addressed by the Department Chair of the department in which the course in question is housed. The department chair has final authority over appeals of academic penalties imposed for single violations. Department Chairs may seek guidance from the Office of Academic Integrity. Links to the ‘Single Violation of Academic Dishonesty Form’, ‘Appeal Form,’ and ‘Single Violation of Academic Dishonesty Appeal Finding’ can be found on the faculty success website. For more information or assistance, contact the Academic Integrity Officer: Dr. Karen Weiller-Abels
☐ Email: academic.integrity@unt.edu; karen.weiller@unt.edu
☐ Location: P.E.B. 209A
☐ Phone: (940) 565-2856

Code of Student Conduct
UNT Policy 07.012 explains what conduct is prohibited, the process the University uses to review alleged violations, and the sanctions that can be imposed. When students may have violated the Code, they must meet with a University official to discuss the violation in an educational process.

schedule an appointment contact 940-565-2207 or studyabroad@unt.edu.
Any faculty member, student or staff member can report alleged misconduct to the Dean of Students Office. To report alleged misconduct to the Dean of Students Office visit report.unt.edu.

- Email: conduct.dos@unt.edu
- Location: University Union, Suite 409
- Phone: (940) 565-2039
- Website: https://deanofstudents.unt.edu/conduct

**Core Curriculum Guide**

With respect to the university's core curriculum, departments have two primary functions: creating (or amending) courses for the curriculum, which must obtain approval from the Texas Higher Education Coordinating Board, and reporting student attainment on core objectives, information that will ultimately roll up to the Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACS). Information about the core curriculum process is located here. The Director of the Core, Wendy Watson, is available to help you with every step of both processes.

**Toulouse Graduate School**

The Toulouse Graduate School works closely with departments. It sponsors activities to cultivate a robust graduate community at the University of North Texas, characterized by a vibrant research environment; it facilitates the successes of students, programs and alumni via selective recruitment, career development and unsurpassed services. Consult tgs.unt.edu for information and programs. The following contact list is a partial list of TGS staff with whom departments regularly work:

- Graduate Admissions: Angela Millican at 940-565-3933 or Angela.Millican@unt.edu
- Degree Plans: Janice Dane at 940-369-7930 or Janice.Dane@unt.edu
- Graduation: Stacy Buchanan at 940-565-3942 or Stacy.Buchanan@unt.edu
- International Processing: Cheryl Dutcher at 940-369-7718 or Cheryl.Dutcher@unt.edu
- Thesis/Dissertation: Jill Kleister at 940-565-3942 or Jill.Kleister@unt.edu
- Tuition Benefit Program: Yvette Whitworth at 940.369.8339 or Yvette.Whitworth@unt.edu
PERSONNEL

Hiring Faculty
UNT’s Faculty Recruitment System is designed to provide faster processing of employment information, deliver up-to-date access to information regarding job postings, and allow for more detailed screenings of applicants’ qualifications before they reach the interview stage. The system can be used to view applications and change and monitor the status of an applicant through the hiring process. The Office of the Provost provides all faculty recruitment resources listed below. All Forms and Templates, along with related resources can also be found on the Academic Resources website.

In accordance with UNT Policy 06.023, Program of Assistance for Teaching Personnel Whose Primary Language is Not English, upon hire, all full-time faculty must identify their primary language on the English Language Proficiency Form provided by the Office of the Provost. Department chairs are required to sign and verify at the beginning of the semester and provide their signature on the proficiency form.

- Recruitment and Compensation
- Summer School Compensation
- Faculty Hiring Team
- Email: facultyjobs@unt.edu
- Website: http://vpaa.unt.edu/faculty-resources

Dual Employment for Faculty
All UNT employees, including faculty, must receive prior approval for dual employment. Faculty and staff members proposing to engage in dual employment and other activities must submit the Outside Employment or Service and Dual Employment request to their respective chair/supervisor for approval prior to engaging in the proposed activity. Original signed requests forms should be forwarded to the Human Resources Department via campus mail, and all supervisors should retain a copy of the request for departmental records.

For additional information, refer to the UNT Policy 05.008 Dual Employment and Other Activities.

Honorarium
Pursuant to university policy and state law, faculty may not solicit, accept, or agree to accept an honorarium in consideration for services – such as speaking at a conference – they would not have been asked to provide but for their official position or duties. This prohibition includes a request for or acceptance of a payment made to a third party – such as a scholarship fund – if made in exchange for such services. However, they may accept the direct provision of or reimbursement for expenses for transportation and lodging incurred in connection with a speaking engagement at a conference or similar event.

Evaluating Faculty
Student Perceptions of Teaching (SPOT)
SPOT is the student evaluation system for UNT. This system offers benefits to obtain an overall
assessment of the course and the instructor. The SPOT website includes helpful resources to assist in communication with the faculty in your department and/or college. The SPOT Reference Guide for Department Chairs includes FAQs about the system, information on creating evaluations, accessing and interpreting reports, the email notification schedule, and a list of administration dates for current academic terms. For all information regarding current and past reporting contact SPOT.

- Email: spot@unt.edu
- Phone: (940) 369-8776
- Website: http://spot.unt.edu/

Annual Review
UNT regularly evaluates the effectiveness of each faculty member in accordance with published criteria, regardless of contractual or tenured status. In accordance with the UNT System Board of Regents Rule 06.1100, UNT Policy 06.007 Annual Review and UNT Policy 06.027 Academic Workload, all tenure-track faculty and non-tenure track faculty undergo annual review. Copies of all departmental review policies should be made available to faculty by department chairs. Department chairs are responsible for conducting annual reviews.

The UNT Policies described above are available on the University Policy website.

Tenure and Promotion
Each unit evaluates all tenure-track, probationary faculty for progress toward tenure during each year of the probationary period, and includes reappointment recommendations - as outlined in UNT Policy 06.004 Faculty Reappointment, Tenure, and Promotion and UNT Policy 06.005 Non-Tenure Track Faculty Reappointment and Promotion - in alignment with specific departmental guidelines. The Office of the Provost, in collaboration with the Office for Faculty Success, conducts promotion and tenure workshops each fall and spring semester to inform faculty members of institutional policies, deadlines, and submission guidelines. Details regarding upcoming tenure and promotion workshops can be found on the Office for Faculty Success website. All forms can be found on the Office of the Provost website.

- Reappointment, Promotion, and Tenure Checklist (VPAA-170)
- Non-Tenure Track Faculty Promotion Checklist (VPAA-170a)
- Expedited Tenure and Promotion Checklist (VPAA-170c)
- External Reviewer Form for Tenure and/or Promotion Reviews (VPAA-172)
- University Information Form for Faculty Promotions, Promotion and Tenure, Tenure-only, and Reappointments (VPAA-174)

The Tenure & Promotion Schedule can also be found on the Office of the Provost website.

Hiring Staff
Finding the people that are the best fit for each staff role is an important task for a department chair at UNT. The Human Resources website provides important information on recruiting, hiring and professional development. A talent management staff is available to assist with training, professional development classes, performance evaluation planning and execution, succession
planning and employee development.

- Phone for HR Campus Staff at UNT: (940) 369-7827 or (940) 565-4244
- Website: [https://hr.untsystem.edu/opportunities-managers](https://hr.untsystem.edu/opportunities-managers)

**Evaluating Staff**
The UNT Staff Annual Performance Evaluation Common Review date is from April 1- May 31 for all retirement-eligible staff members. The performance evaluation process is governed by [UNT Policy 05.043 Staff Development/Performance Planning Review](https://hr.untsystem.edu). Supervisors submit completed forms to campus Human Resources. Guides and sample forms to assist with UNT performance evaluations can be found on the [UNT System Human Resources](https://hr.untsystem.edu/) website. A few important forms include:

- Performance Evaluation Guide
- UPO-31
- UPO-35
- UNT Campus HR
  - Contact: Steve.Hedrick@untsystem.edu
  - Location: Sycamore Hall, Room 119
  - Phone: (940) 565-2281
  - Website: [https://www.unt.edu/hr/](https://www.unt.edu/hr/)
Awards and Recognition
Department chairs play an important role in recognizing UNT’s faculty through recommending or nominating faculty in their department for awards presented for excellence in teaching, research/creative activities, and service. The Office for Faculty Success website contains a comprehensive list of awards, selection processes, deadlines and calls for nominations for the variety of awards specific to faculty. Award categories include, but are not limited to:

- UNT Foundation Awards
- University Distinguished Professorships
- Regents Professorship
- Teaching Awards
- Research & Creativity Awards
- Service Awards
  - Website: http://facultysuccess.unt.edu/awards-recognition

Beyond these internal awards, faculty are often recognized by external bodies. In order to make sure our community is aware of these accomplishments, chairs are encouraged to inform the Office for Faculty Success.

Faculty Development Leave
Faculty development leaves at UNT are authorized for the general purpose of increasing the value of the recipients’ sustained contribution to the University. They provide the individual with an opportunity for professional growth and may be granted (upon application) for study, research, writing, field observations, or other suitable purposes. UNT Policy 06.010 Faculty Development Leave outlines the three classes of leave, eligibility, procedures and authorizations, and leave period and compensation. Applicants must initiate the request for faculty development leave with the chair of the department who forwards the request to the dean of the faculty member’s academic unit for endorsement. The call, application and required forms for faculty development leave can be found on the Office for Faculty Success website.

- Faculty Development Leave Checklist
- Faculty Development Leave Application Cover Sheet
- Faculty Development Leave Application Form (VPAA-152)

Office for Faculty Success
Chairs collaborate with the Office for Faculty Success in a multitude of ways, one of them being the UNT Faculty Mentoring Program. Chairs are responsible for identifying mentors for new faculty across all ranks. The mentoring program provides new faculty with support and resources to help faculty transition into their new roles and strengthen connections across campus departments. The Office for Faculty Success also provides support to faculty at all levels through professional development programming and services.

Two specific forms of support provided to early-career are conference support awards and the Creative and Research and Enhancement Activity Time for Engagement (CREATE) Program.
Assistant professors may apply for a grant to participate in a top national or international conference, performance, or showcase venue most relevant to their field. This award is to be used during either the second or third year of the new faculty member’s appointment. The application can be found on the Office for Faculty Success website.

The CREATE Program’s purpose is to facilitate the development of new networks and collaborators for new assistant professors and to enhance their scholarly productivity. Upon successful completion of the midterm review new faculty will be eligible to apply for the award to be used during the fourth or fifth year of the faculty member’s appointment. The application can be found on the Office for Faculty Success website.

- Email: faculty.successs@unt.edu
- Location: Hurley Administration Building, Suite 350
- Phone: (940) 565-3987
- Website: http://facultysuccess.unt.edu/

**Center for Learning Enhancement, Assessment, and Redesign (CLEAR)**

The Center for Learning Enhancement, Assessment, and Redesign (CLEAR) works closely with faculty to maximize their teaching effectiveness regardless of their mode of instructional delivery. CLEAR assists faculty in the design and delivery of courses as well as with the measurement of learning at the class, department, and college level. CLEAR offers workshops, seminars, conferences, individual consultations, production services, and many other resources across all disciplines.

- Email: clearhelp@unt.edu
- Location: Chilton Hall 112C
- Phone: (940) 369-7394
- Website: http://clear.unt.edu/
- Director: Patrick Pluscht: Patrick.Pluscht@unt.edu
REPORTING

University Accreditation

- The Office of University Accreditation (UA) provides oversight and resources for accreditation reporting to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and for compliance reporting with the Texas Higher Education Board (THECB).
- UA manages the TracDat database for institutional effectiveness (IE) plans, and reports institutional effectiveness to SACSCOC.
  - TracDat is the University-wide database for collection and storage of academic and administrative improvement plans. UNT focuses on two major categories of expected outcomes: Academic Expected Outcomes (i.e. student learning outcomes) and Non-Academic Expected Outcomes (i.e. Administrative Outcomes). These plans document how UNT academic programs and administrative units demonstrate a commitment to principles of continuous improvement. Improvements should be based on a systematic and documented process of assessing institutional performance in respect to mission. The institutional effectiveness process involves all academic programs, services and constituencies.
  - Each year department chairs are required to document program and degree-related outcomes on TracDat.
  - Maintenance of the department plan by the chair is vitally important and five different components of Effectiveness (TracDat) reports are reviewed.
  - For more information regarding department/division responsibilities and IE cycles, deadlines and training opportunities, visit IE’s website.
- UA oversees Academic Program Review (APR). The university process for APR requires units to submit an APR every seven years. This review gives each unit an excellence opportunity to assess its mission, strengths, and challenges. In addition, the unit evaluates its curriculum, operation, and resources relative to the university’s mission and strategic priorities.
- UA monitors and reports off-site instructional locations. Any academic department planning to teach a course at a new off-campus instructional site should complete the UNT Form to Add an Off-Campus Site for Instruction. The form can be found on the UA site.
- UA publishes goals and outcomes for student achievement on its website. Publishing student achievement data is a federal requirement. UA will contact chairs annually to collect data on licensures and professional certifications. UA also needs copies of status updates, self-study reports and responses from specialized program accreditors (i.e., ABET, AACSB).

Core Reporting
Reporting on the assessment of learning outcomes tied to courses in the UNT Core happens each semester via the TracDat system. For more information on Core Reporting, see http://vpaa.unt.edu/ccg.

Faculty Information System
The Faculty Information System (FIS) is a repository for faculty achievements in the areas of
teaching, research and service; along with other professional accomplishments. FIS is used to facilitate the faculty annual review and reappointment, tenure, and promotion processes. Reports can be generated for faculty rosters, academic program review, internal and external accrediting bodies, and state and federal agencies. Compliance with legislative mandates, such as HB 2504, are also facilitated through FIS. For more FIS information (including posting deadlines, FAQs, training slides, and compliance requirements), please visit the Faculty Information System website. FIS Workflow Instructions can be found on the website as well; including instructions to Faculty, Chairs, College Review Committees, Deans, Provost, and Unit Review Committees.

Contact: Hope Wilkinson (Hope.Wilkinson@unt.edu) and Jianrong Yu (Jianrong.Yu@unt.edu)
Email: Faculty.Info@unt.edu
Academic Administration Phone: (940) 565-4266
Website: http://vpaa.unt.edu/provost/fis

Data Analytics and Institutional Research
The Office of Data, Analytics, and Institutional Research (DAIR) promotes sound analytic and institutional research practices, manages existing data models, provides decision makers and external agencies with official and transactional academic, enrollment, faculty, financial, and student data. The office has four main functional areas and responsibilities. These areas are institutional research, data governance, data modeling, and analytic deployment.

- The Insights Program is a comprehensive approach to data warehousing and predictive analytics. The Insights Program is for internal instructional policy analysis and decision making. The Insights Analytic Dashboards include information regarding enrollment trends, grade distributions, retention efforts, awarded degrees, student demographics, and much more. The DAIR team provides access and training for all full time UNT employees. To learn more about the program, or request training, the DAIR website provides a training request link.

Center and Institutes
Centers and Institutes provide an important framework for advancing UNT's strategic goals related to externally funded research, outreach, interdisciplinary scholarship and service. The University currently has thirty-four (34) Centers and Institutes subject to periodic review in adherence with UNT Policy 06.046. The officers of the Vice President for Academic Affairs and the Vice President for Research and Innovation conduct the reviews of UNT centers and institutes every spring with the assistance of the Executive Council of Center/Institute Directors (ECCID). Current policy calls for centers and institutes to be reviewed on a 5-year cycle. Center and Institutes also will report results annually in TracDat.
The Centers and Institutes list provided on the Office of the Provost and Vice President for Academic Affairs website shows the organized research and service units that engage in research and/or public service and training.

Records Retention
The University of North Texas System is committed to maintaining a comprehensive record and information management program in accordance with all applicable laws, institutional policies
and industry best practices. The Institutional Records Management Program is led by the Director of Institutional Records Management in the Office of Institutional Compliance and directs records and information management initiatives for the UNT System, UNT and UNT Dallas. For more information see UNT Policy 04.008 Records Management and Retention; or if you have any questions concerning records retention schedules, the disposition process or historical records, please contact the office.

- Email: records@unt.edu
- Phone: (940) 565-4142
- Website: http://records.unt.edu/

**Budgets**

The UNT Budget Office serves as a resource to all levels of management and operating entities within UNT to develop financial plans that support and align with the strategic plan and goals of the institution. Every college at the University has their own budget officer that can assist with any budgetary questions that arise. The University’s budget contact is listed below.

- Email: budget.office@unt.edu
- Phone: (940) 565-3233
- University Budget Director: Brenda Cates (940) 565-2321
- Website: https://budget.unt.edu/

**Space Management**

The Office of Space Management & Planning is the central governing office of all space on campus. The office is responsible for the management of space through planning, tracking, assignment, auditing, analyses, and reporting of current and future needs based on the strategic and research goals of the institution, while maintaining proper alignment with the Master Plan. Every spring, department chairs are required to complete the Space Survey. All public higher education institutions in the State must submit an annual facility inventory report to the Texas Higher Education Coordinating Board (THECB).

If you have any space concerns, please email the office at OSMP@unt.edu.

**Provost Office Calendar**

The Office of the Provost Deadline Calendar is distributed to deans and deans’ assistants and includes deadlines that all department chairs should be aware of in order to prepare in advance for nomination requests and recommendations. Chairs should contact the Office of the Provost at (940) 565-2550 for additional information.
OTHER IMPORTANT RESOURCES

Administrator Toolkit
The Administrative Toolkit located on the Academic Resources website was created to provide easy access to various tools and resources that may be located in different administrative areas. The toolkit was designed to assist administrators with various aspects of their duties, including academic, financial, and compliance related tasks. The toolkit includes, but is not limited to, the areas listed below:

- Asset Management
- Budgets
- Facilities
- Payroll
- Procurement
- Student Employees
- Travel

UNT Police Department
In the event of an emergency or situation that requires immediate intervention, please contact the UNT Police.

- Emergency (x911) and Non-emergency on-campus phone (x3000)
- Off-campus phone or cell phone (940) 565-3000
- Website: http://police.unt.edu

Active Shooter and Emergency Management
Risk Management Services provides proactive support to many areas critical to the strategic, operational and financial foundations of the University. Emergency Preparedness and Insurance Management is responsible for implementing and carrying out programs in support of UNT Risk Management’s mission. Please review the Faculty Emergency Readiness training from the UNT Police Department and Emergency Management that addresses topics such as active shooters, campus carry, medical emergencies, weather-related emergencies, and other resources useful in your job as department chair. Each year, chairs should schedule a session for active shooter and emergency management training for their department.

- Email: askrms@unt.edu
- Phone: (940) 565-2109
- Website: https://riskmanagement.unt.edu/

CARE Team
The CARE Team is a collaborative interdisciplinary committee of University officials that meets regularly to discuss students, faculty, and staff exhibiting behaviors indicative of high risk. The mission of the CARE Team is to assist in protecting the health, safety, and welfare of the students and members of the UNT community, support student success, and provide a comprehensive response to individuals whose behavior is disruptive to themselves or the environment. The
CARE Team plays a secondary role to all urgent circumstances and should be contacted only after initial notifications are made. To contact the CARE Team directly, you can also email any questions.

- Email: careteam@unt.edu
- Phone: (940) 565-4373
- Website: http://studentaffairs.unt.edu/care

**Counseling and Testing Services (CTS)**

Counseling and Testing Services (CTS) consists of two inter-related parts: the Counseling Center and Testing Services. The Counseling Center provides individual and group therapy, workshops, and assistance in obtaining other community and campus resources exclusively to current UNT students. Testing Services provides a wide range of services including traditional admissions testing, computer-based testing, career testing, and other tests.

- Counseling Center Contact info: Chestnut Hall, Suite 311: (940) 565-2741
- UNT Testing Center Contact info: The Gateway Center, Room 140: (940) 369-7617
- Website: http://studentaffairs.unt.edu/counseling-testing-services