



# Department Chair Guidebook

Office of the Vice Provost for Student Success  
Hurley Administration Bldg. Suite 205  
Tel. (940) 565-4259

<http://vpaa.unt.edu/chairs>

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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, research/creative activities, and service 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 Academic Affairs, the monthly Chair Academy meetings 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.

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.

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## ACADEMIC RESOURCES

### ***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](#), [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 Texas Higher Education Coordinating Board (THECB).

- The [Curriculum](#) website houses UUCC ([UUCC Best Practices](#)), OCCC, Graduate Council, and information including details needed to request new courses, delete courses, and make changes to the curriculum.

### **Oversight Committee on the Core Curriculum:**

- Email for administrative co-chair: Courtney Glazer ([Courtney.Glazer@unt.edu](mailto:Courtney.Glazer@unt.edu))

### ***Core Curriculum Stewardship***

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 THECB and Southern Association of Colleges and Schools (SACS). Information about the core curriculum process is located under [Accreditation in the Division of Planning](#). The Director of the Core is available to help you with every step of both processes.

### ***Core Reporting***

Reporting on the assessment of learning outcomes tied to courses in the UNT Core including data, analysis of results, action planning, and progress happens each semester. While most departments elect to collect data using core rubrics in CANVAS (with some additional reporting in Qualtrics), others collect the data on their own and report it via the Improve system. For more information on Core Reporting, see <https://accreditation.unt.edu/core-curriculum>. [Curriculog](#) is an electronic tool that faculty use to process curricular changes (i.e., new courses, course revisions, and programmatic requirements). 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](mailto:catalog@unt.edu).

### ***Scheduling Classes***

The scheduling of classes is an on-going process throughout the academic year. All changes are now completed electronically via Courseleaf. Please email [Registrar.Scheduling@unt.edu](mailto:Registrar.Scheduling@unt.edu) if you will need access to the scheduling software. Chairs work about one-year out to develop course schedules for the spring, summer, fall, and winter terms. First, a preliminary schedule based on the prior year is loaded in Courseleaf for editing. Next, Refine Phase of edits is completed based on the initial revision. All changes at this stage require workflow approvals from the Dean and the Registrar. For additional assistance with any aspect of this process, please contact the Registrar Scheduling team directly, or visit the Registrar's SharePoint website for related documentation, and process guides.

- Email: [registrar.scheduling@unt.edu](mailto:registrar.scheduling@unt.edu)
- Phone: (940) 565-4610
- SharePoint: <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, or Chair. Requests for this funding can be made via the [Wait List Request](#) web form on the Chair's website. All questions regarding fund categories, justification requests, and reimbursement should be directed to the Office of the Vice Provost for Student Success 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 4<sup>th</sup> class day during the fall/spring term or 2<sup>nd</sup> 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>. The password protected site allows quick access for academic administrators to review enrollment reports (Class compare, Small Class Report & Off campus. For specific questions on these enrollment reports and others such as scheduling, records and degree audit forms, please contact the registrar's office at (940) 565-4617.

### **Class Listing All**

The class listing report has recently been moved to BI Publisher in EIS. Please visit the Chairs website for a link with the BI Publisher document including further detailed instructions. Instructions can also be found on the Registrar's SharePoint site listed in the section above. The report generated in EIS provides class listings in real time for any specific term and/or subject. The report includes all sections offered for the specified term, current enrollment capacity numbers, and current total enrollment per section. Other helpful information includes instruction modality, meeting times and days, and instructor information. This report is useful for chairs to monitor enrollment fluctuations as section capacities increase and can assist in estimating demand for course sections within departments.

### ***Syllabus Requirements***

Department chairs are responsible for ensuring that all course syllabi are uploaded to the [Faculty Information System](#) by the 7<sup>th</sup> 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. Instructors can also find the list of required syllabi elements in the [UNT Course Syllabi Requirements Policy, 06.049](#). 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, [06.003, Study Abroad](#). 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 in Marquis Hall, Room 145. To schedule an appointment, contact 940-565-2207 or [studyabroad@unt.edu](mailto:studyabroad@unt.edu).

### ***Grade Appeals***

The Grade Appeal Policy, ([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***

The Student Standards of Academic Integrity, ([UNT Policy 06.003](#)), addresses the investigation and resolution of all allegations of student academic dishonesty. The Academic Integrity Officer works with faculty, chairs, and students in ensuring processes are followed, providing educational opportunities, and meeting with all students who have multiple and/or major violations.

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 alleged 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](#)', Major or Multiple Violation Forms, Appeal Forms,' and more can be found on the student success website. For more information or assistance, contact the following:

Academic Integrity Officer: Dr. Karen Weiller-Abels

- Email: [academic.integrity@unt.edu](mailto:academic.integrity@unt.edu); [Karen.Weiller@unt.edu](mailto:Karen.Weiller@unt.edu)
- Location: [P.E.B 209A](#)
- Phone: [\(940\) 565-2856](tel:(940)565-2856)

Academic Integrity Administrator: Tracy Everbach

- Email: [Tracy.Everbach@unt.edu](mailto:Tracy.Everbach@unt.edu)
- Location: Sycamore Hall, Room 254
- Phone: 940-369-7766

### ***Code of Student Conduct***

The Code of Student Conduct Policy, ([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. 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](https://report.unt.edu).

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

### ***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 <https://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 940-565-4172 or [Angela.Millican@unt.edu](mailto:Angela.Millican@unt.edu)
- Degree Plans: Cheryl Pelham at 940-565-3936 or [Cheryl.Pelham@unt.edu](mailto:Cheryl.Pelham@unt.edu)
- Graduation: [Graduation@unt.edu](mailto:Graduation@unt.edu)
- International Processing: Cheryl Dutcher at 940-369-7718 or [Cheryl.Dutcher@unt.edu](mailto:Cheryl.Dutcher@unt.edu)
- Thesis/Dissertation: Jill Kleister at 940-565-3942 or [Jill.Kleister@unt.edu](mailto:Jill.Kleister@unt.edu)
- Scholarships and Awards: Yvette Whitworth at 940.369.8339 or [Yvette.Whitworth@unt.edu](mailto:Yvette.Whitworth@unt.edu)

### ***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.

### Teaching Personnel Whose Primary Language is Not English

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 Academic Resources Office. 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](mailto: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. The dual employment form is a dynamic form which will auto route through the system for approvals. 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](#).

### ***Honoraria***

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](mailto:spot@unt.edu)
- Phone: (940) 369-8776
- Website: <https://vpaa.unt.edu/spot>

### **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 TEC 51.974 (HB 2504), are also facilitated through FIS. For more FIS information (including posting deadlines, FAQs, training slides, and compliance requirements), please visit the VPAA's [FIS Resource](#) 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: Rebecca How ([Rebecca.How@unt.edu](mailto:Rebecca.How@unt.edu))

Email: [Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)

Academic Administration Phone: (940) 369-6108

Website: <http://vpaa.unt.edu/provost/fis>

### **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. College and departmental specific [academic workload guidelines](#) can be found on the Office of the Provost 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. College and departmental tenure and promotion policies can be found on the [Office of the Provost](#) website. 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 [Academic Resources](#) 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. The Human Resources Department of [Organizational Development & Engagement \(ODE\)](#) serves faculty, staff, and administrators to help promote individual and team professional growth. ODE is available to assist with training, department consulting and providing leadership programs.

- Phone for HR Campus Staff at UNT: (940) 565-2281
- Website: <https://www.unt.edu/hr>

### ***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](#). The performance management system is a tool used to guide the staff evaluation process. The system is an electronic form that accurately tracks review, dates, and scores. Supervisors can access the staff performance management system to review and create evaluation plans among other functions. Guides and sample forms to assist with UNT performance evaluations can be found on the [UNT System Human Resources website](#). UNT Campus HR

- [Katy.Mcdaniel@untsystem.edu](mailto:Katy.Mcdaniel@untsystem.edu)
- Location: Support Services Building (SSB), Suite 120R
- Phone: (940) 565-4161
- Website: <https://www.unt.edu/hr/>

## FACULTY DEVELOPMENT

The Office of Faculty Success (OFS) is a critical resource for faculty learning, development, communication, and policy-related matters. The mission of OFS is to cultivate and support a diverse **community** among faculty through learning, development, and social opportunities, enhance faculty career **capabilities** through learning and development workshops, and to accelerate their **career** advancement and recognition through our awards and grants programs. Our office also monitors faculty-related data (diversity, satisfaction, advancement) and policy changes to ensure our diverse faculty are supported, treated equitably, and thrive in their career. OFS partners with many units across campus in addition to our VPAA departments including IDEA, International Affairs, DSI-CLEAR, Branding, and the President's Office to support our faculty.

### ***Awards and Recognition***

Department chairs play an important role in recognizing UNT's faculty by 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

Beyond these internal awards, faculty are often recognized by external bodies. To make sure our community is aware of these accomplishments, chairs and faculty can submit these each year to the [award portal](#) 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 \(VPAA-152\)](#)
- [Faculty Development Leave Application Cover Sheet \(VPAA-152a\)](#)
- [6 month summary report for faculty development leave \(VPAA-152b\)](#)

### ***Anti-Bias and Cultural Awareness Program (ABCA)***

The [Anti-Bias and Cultural Awareness Program](#) was launched in 2020 and is UNT's commitment to facilitating and creating an inclusive, affirming, and equitable environment for our Mean Green Family and the diverse communities we serve. In 2021, VPAA made ABCA a **mandatory training** for all faculty and staff which is required for any merit increases (when available). The ABCA program runs from October-May of each academic year and OFS hosts a variety of eligible workshops. Units may also host their own eligible workshops based on OFS approval which is submitted through a link on the OFS website.

The ABCA Program advances the following goals:

- Actively build a safe, knowledgeable, and accepting community that is understanding of equity and inclusion strategies and considerations.
- Deliver accessible programming and resources for faculty and academic staff related to practicing and facilitating inclusion, equity, and cultural humility effectively.
- Provide ongoing strategies for faculty, academic staff, and academic leaders seeking to foster inclusive learning environments and improve the campus climate.

### ***Mentoring Program and Grants***

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 and will be contacted each September by OFS to invite them to mentoring development programming. The mentoring program provides new faculty with support and resources to help faculty transition into their new roles and strengthen connections across campus departments.

Additional mentoring offerings for faculty include:

- [CREATE Mentoring Grant](#): The Creative and Research Enhancement Activity Time for Engagement (CREATE) Program is also available for new assistant professors. 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.
- [Mentoring Grants](#): The Mentoring Grant Program provides financial support for full-time faculty across all ranks. During the spring semester, a call for proposals is publicized and faculty members are encouraged to apply for individual or team grants. These grants are designed to help faculty gain institutional knowledge, support teaching and/or research efforts, develop professional networks, and promote diversity

### ***Conference Support:***

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.

### ***Center for Learning Experimentation, Application, and Research (CLEAR)***

The [Center for Learning Experimentation, Application, and Research \(CLEAR\)](#) 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.

### ***Teaching Excellence Handbook***

The [Teaching Excellence Handbook](#) is an instructor guide to Teaching Excellence at UNT, and includes an overview of teaching policies, required syllabus language, and tips on preparing to teach at UNT for the first time. The handbook is divided into three main sections: Definitions and Policies, Teaching at UNT, and Teaching Online. It can be found on the Center for Learning Experimentation, Application, and Research ([CLEAR](#)) website within the larger [Teaching Commons](#) site, a “virtual resource and gathering space for UNT educators,” with robust sections on teaching essentials, featured faculty, and teaching commons podcast.

- Email: [clearhelp@unt.edu](mailto:clearhelp@unt.edu)
- Location: Support and Services Building
- Phone: (940) 369-7394
- Website: <http://clear.unt.edu/>
- Executive Director: Rudi Thompson: [Rudi@unt.edu](mailto:Rudi@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 Improve database for institutional effectiveness (IE) plans and reports institutional effectiveness for SACSCOC.
  - Improve 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's 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 across campus at all levels.
  - Each year department chairs should ensure that data is reported for each plan under their department. Each degree program reports on student learning outcomes (SLO) and the department reports on administrative outcomes (AO). Maintenance of the department plan by the chair is vitally important. Department chairs should ensure data is collected and reported for all plans any core curriculum courses by due dates.
  - Programs which are delivered by more than method of delivery must disaggregate and analyze results data by delivery mode (face to face, online, off-site locations)
  - Institutes and Centers are encouraged to use the Improve system to fulfill annual reporting requirements.
  - Courses within UNT's core curriculum are expected to document effectiveness. Each course either reports through Canvas or the Improve system each fall and spring semester.
  - For more information regarding department/division responsibilities and IE cycles, deadlines, and training opportunities, visit [UA's website](#).
- UA oversees Academic Program Review (APR). The university process for APR requires units to submit an APR every ten years. This review gives each unit an excellent 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. Institutional Effectiveness reports in the Improve system are a component of the APR.
- UA monitors and reports off-site instructional locations. Any academic department planning to teach a course at a new off-campus instructional site should contact Kimberly Faris in UA with questions and complete the [UNT Form to Add an Off-Campus Site for Instruction](#). The form can be found on the UA site. UA can confirm whether the site is new to UNT.

- All courses taught off the main UNT campus are submitted to the UA office for approval through scheduling in Courseleaf. Study Abroad and Study in America courses use SA-100 and SIA 200 forms instead of Courseleaf.
- Study Abroad courses and international field trips should be routed through UNT's Study Abroad office. Once approval is gained by the Study Abroad office, the course is routed through UA for approval as well. SA-100 forms are produced by International Affairs after the course is approved.
- Study in America (outside of Texas) or travel courses in Texas should be routed to the UA office with a SIA-200 form. These courses require additional reporting which UA handles for the department.
- UNT at Frisco is considered an off-site location. Courses scheduled at off-site locations are routed through UA for approval including Frisco.
- If you are adding or closing a program at an offsite location, please contact UA for reporting requirements. Programs offering 50% or more of a program off-site require approvals and additional external reporting handled by UA. If an approved program decides to stop offering a program at an offsite location, contact UA to begin the teach-out/closure approval process. Instruction should not stop until approval is received.
- UA publishes goals and outcomes for student achievement on its website.
- Please share copies of status updates, self-study reports and responses from specialized program accreditors (i.e., ABET, AACSB) with the UA office. Some specialized program responses require SACSCOC notification.

### **New degrees and changes to existing degrees**

The Office of University Accreditation stands ready to help faculty and administrators report their substantive changes to the appropriate bodies. Several types of changes do require prior approval before implementation. UA's website contains a section dedicated to substantive changes and reporting requirements for each. <https://accreditation.unt.edu/changes>

The following types of changes require initial provost approval as the changes require reporting to the THECB and/or SACSCOC:

- Creating a new degree/standalone certificate (online, face-to-face, or hybrid)
- Adding a concentration to a degree (only required if the concentration significantly changes the degree in its current form)
- Consolidating degrees
- Initiating programs by distance education<sup>1</sup>
- Adding an additional method of delivery to a currently offered program<sup>2</sup>
- Closing a degree or certificate at all locations and by all methods of delivery<sup>3</sup>
- Closing a method of delivery, an off-campus instructional site or a program at an off-campus instructional site (like UNT at Frisco) <sup>2,3</sup>
- Increasing/decreasing SCH for a degree/certificate
- Changing a CIP code
- Changing program modality to more than 50% electronically delivered, e.g. online, video conferencing, etc. <sup>1,2</sup>

- Entering into a collaborative academic arrangement that includes the initiation of a dual/joint program
- Offering a degree or certificate program at an offsite location<sup>4</sup>
- Initiating a direct assessment competency-based educational program
- Renaming a degree/certificate
- Creating a Grad Track pathway (a copy of the Grad Track application should be attached to this form)
- Changing the name of a college/academic department
- Moving degree/certificate programs between colleges/departments
- Moving departments to other colleges
- Creating/closing a department/college

<sup>1</sup> **Distance education** is a method of delivery in which 50% or more of instruction occurs when students and the instructor are not in the same location. It includes synchronous and asynchronous instruction. If instruction is delivered to a location by distance education (synchronously or asynchronously) and students are required to be at the location to receive instruction, then the location is considered an off-campus instructional site.

<sup>2</sup> A specific **mode of delivery** applies when 50% or more of a program (credential) is delivered by that method. A program may be delivered 50% or more by more than one method (students may have the option to choose from different methods of delivery for the same program, e.g. predominately face-to-face versus predominately distance education).

<sup>3</sup> **Closure** is defined as closed to admission or entry, not the cessation of instruction. Closure approval ensures the institution has a plan and process to provide students reasonable completion options that minimize disruption and additional costs.

<sup>4</sup> **Percentage of program instruction at off-campus instructional locations:** The percentage of the total instruction required to earn a credential measured in credit hours. The Office of University Accreditation should be notified once a program decides to offer 25% or more of a program at an off-campus instructional site.

### ***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 1) institutional research, 2) data governance, 3) data modeling, and 4) 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.
- Contact: Daniel Hubbard ([Daniel.Hubbard@unt.edu](mailto:Daniel.Hubbard@unt.edu)) (940) 369-6189

### **Centers 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. In addition to the [Institutes of Research Excellence](#) the University currently has Academic Centers and Institutes subject to periodic review in adherence with [UNT Policy 06.046](#). Administrators representing Academic Affairs and 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. 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](mailto:records@unt.edu)
- Phone: (940) 565-4171
- 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](mailto:budget.office@unt.edu)
- Phone: (940) 565-3233
- University Budget Director: [Chad Ramsey](#): [Chad.Ramsey@unt.edu](mailto:Chad.Ramsey@unt.edu)
- 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 [SMP@unt.edu](mailto:SMP@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 provides easy access to various tools and resources that may be in different administrative areas. The toolkit is 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 Policy Library***

The University Policy Office, in collaboration with policy owners, develops, oversees, and maintains the University's policy process. The contact person identified on the policy description page should be the first contact point for any questions you may have. The official policies and procedures are intended to provide general information. The contact for policies that fall under the Vice President of Academic Affairs is the Office for Faculty Success.

- [Policy Manual for Academic Affairs](#)  
Email: [Faculty Success](#)

### ***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](mailto: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](mailto: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 interrelated 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>