



Department Chair Guidebook

<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 supports an active faculty-led curriculum review process in which department chairs are active participants. [Curriculog](#) is the electronic tool used at UNT to submit, review, track, and approve curricular proposals at the course and program levels. To access the Curriculog system, faculty should request permission from an authority in the college, department, and/or division. Additional information and permissions can be obtained by contacting catalog@unt.edu.

The following faculty senate committees are responsible for curriculum:

- [University Undergraduate Curriculum Committee \(UJCC\)](#)
Administrative co-chair: [Courtney Glazer](#)
- [Oversight Committee on the Core Curriculum \(OCCC\)](#)
Administrative co-chair: [Courtney Glazer](#)
- [Graduate Council \(GC\)](#)
Toulouse Graduate School Sr. Program Project Coordinator: [Natalie Garcia-McIntire](#)

These committees are supported by the Office of the Registrar and ensure that the university meets THECB and SACSCOC requirements regarding curriculum.

UNT Core Curriculum

Departmental stewardship of the core curriculum focuses on offering courses appropriate to the core, assessing core outcomes through aligned key assignment(s) included in each core course, and reporting of student assessment data. Approval of core course additions, modifications, and deletions must be obtained through the usual UNT channels with the support of the [Director of the Core](#) with ultimate approval from the THECB. Significant changes to key assignments must be approved by the OCCC in conjunction with the Director of the Core.

Learning outcome assessment data are reported each semester with the analysis of results, action planning to increase student learning related to core outcomes, and progress tracking occur annually. While most departments elect to collect data automatically using or aligned to the UNT Core Rubrics through CANVAS (with some additional reporting in Qualtrics), others collect the data on their own and report it via the Improve system. General information about the core curriculum can be found under [Accreditation in the Division of Planning](#) and more detailed support for departments and individual faculty members can be found on the [Core Resources for Faculty](#) site.

Scheduling Classes

Class scheduling is an on-going process throughout the academic year. UNT works approximately one year out to develop and publish the class schedule semester-by-semester basis. Each new semester is built using the previous-like semester as a base (e.g., Spring 2023 is the base for Spring 2024, etc). All changes are completed electronically via [Courseleaf](#).

The preliminary schedule is uploaded to CourseLeaf for initial edits. After initial edits, all

subsequent changes to the schedule require workflow approvals from the Dean, Registrar, and other parties as appropriate. Next departments may refine their schedule prior to the mass assigning of general-use (110 type) classrooms. The schedule may continue to be adjusted and will be published to students prior to registration. Between each phase is a temporary administrative pause, allowing for processing and clean-up.

For additional assistance with any aspect of this process, please contact the Registrar Scheduling team directly or visit the Registrar's SharePoint website for resources.

- Email: Registrar.Scheduling@unt.edu
- Phone: (940) 565-4610
- SharePoint: <https://myunt.sharepoint.com/sites/Registrar/SOC/SitePages/Home.aspx>

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 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>. 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 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. 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.

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 Officers and Administrator work 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 Liaisons in their college or the Academic Integrity Office 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 Academic Integrity Office. Links to the '[Academic Integrity Violation Report](#)', Appeal Finding Forms, and more can be found on the [student success website](#). For more information or assistance, contact the following:

Academic Integrity Office: academic.integrity@unt.edu

Academic Integrity Officer: Dr. Karen Weiller-Abels

- Email: Karen.Weiller@unt.edu
- Location: P.E.B 209A
- Phone: (940) 565-2856

Academic Integrity Officer: Dr. Tracy Everbach

- Email: 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](#).

- Email: 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: Frazier Johnson at 940-565-3924 or Frazier.Johnson@unt.edu
- Degree Plans: Victoria ‘Torie’ Stambaugh at 940-369-5813 or Victoria.Stambaugh@unt.edu
- Graduation: Graduation@unt.edu
- International Processing: Angie Blank at 940-565-4154 or Angie.Blank@unt.edu
- Thesis/Dissertation: Jill Kleister at 940-565-3942 or Jill.Kleister@unt.edu
- Scholarships and Awards: Yvette Whitworth at 940.369.8339 or 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: Academic.Resources@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. All supervisors should retain a copy of the fully approved 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
- 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)

Email: 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 professional faculty (non-tenure) 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 [Faculty Success Office](#), 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 [Faculty Success Office](#). All forms can be found on the [Academic Resources](#) website.

- Reappointment, Promotion, and Tenure Checklist ([VPAA-170](#))
- Professional Faculty (Non-Tenure Track) Promotion Checklist ([VPAA-170a](#))
- [Procedures for Expedited Tenure Review or Promotion](#)
- 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
- Location: Support Services Building (SSB), Suite 120R
- Phone: (940) 565-4161
- Website: <https://www.unt.edu/hr/>

FACULTY DEVELOPMENT

The Faculty Success Office (FSO) is a critical resource for faculty learning, development, communication, and policy-related matters. The mission of FSO is to cultivate and support 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 (satisfaction and advancement) and policy changes to ensure our faculty are supported, treated equitably, and thrive in their career. FOS partners with many units across campus in addition to our VPAA departments including Division of Planning, Division of Compliance, International Affairs, DSI-CLEAR, Branding, and the President's Office to support our faculty.

Workshops and Initiatives

The Faculty Success office sponsors a series of workshops each year to support faculty in developing community, building their capabilities, and advancing their career. These include new faculty orientation, new adjunct orientation, promotion and tenure, well-being and mental health, faculty development leave, faculty writing groups, teaching workshops, and special topics in collaboration with our division and college partners to support the changing needs of our faculty. The Faculty Success Newsletter (September-May) will include a list of these events which can also be found on the [Faculty Success calendar](#).

Academic Policy

Faculty Success also oversees, updates and advises on all [academic affairs \(6.000\) policy](#). The Assistant Vice Provost is the lead can answer questions about academic affairs.

Leadership Development

Faculty Success supports two leadership development programs – Academic Affairs Fellows and Leadership Fellows. Both nine-month programs support emerging and current leaders interested in moving into administrative positions within academic affairs. Calls will go out each spring and selections occur late spring-summer. Academic Affairs Fellows work with the Vice Provost on university-level projects. Leadership Fellows work on college-level projects under the supervision of their Dean or Associate Dean.

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 [Faculty Success Office](#) 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: Eminent, Community Engagement, Faculty Leadership, and Outstanding Lecturer
- University Distinguished Professorships
- Regents Professorship
- Teaching Awards
- Research & Creativity Awards

- Emeritus Faculty
- Service Awards

Faculty Success celebrates our faculty with the annual [Salute to Faculty Success event](#) each spring.

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, evaluation criteria, and application process guide for faculty development leave can be found on the [Faculty Success Office](#) website.

- [Faculty Development Leave Checklist](#)
- [Application Process Guide](#)

Mentoring Program and Grants

Chairs collaborate with the [Faculty Success Office](#) 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 FOS to invite them to a series of mentoring programs. The mentoring program provides new and continuing faculty with support and resources to help faculty transition into their new roles and strengthen connections across campus departments.

Additional mentoring offerings for new 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 reappointment review in their third year, assistant professors 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, and develop professional networks.

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 Faculty Success Office website.

Faculty Resources Group (FRGs)

[Faculty Resource Groups](#) provide mentoring, support, and networking to their members. Each FRG is open to all faculty and are led by chair/co-chair or team approach.

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
- Location: Support and Services Building
- Phone: (940) 565-4946
- Website: <http://clear.unt.edu/>
- Executive Director: Rudi Thompson: 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 education¹
- Adding an additional method of delivery to a currently offered program²
- Closing a degree or certificate at all locations and by all methods of delivery³
- Closing a method of delivery, an off-campus instructional site or a program at an off-campus instructional site (like UNT at Frisco)^{2,3}
- 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. ^{1,2}

- Entering into a collaborative academic arrangement that includes the initiation of a dual/joint program
- Offering a degree or certificate program at an offsite location⁴
- 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

¹ **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.

² 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).

³ **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.

⁴ **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) (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 Records Compliance Officer in the Office of University Integrity and 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) 565-4171
- 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
- Phone: (940) 565-3233
- University Budget Director: [Chad Ramsey](#): 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.

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 Faculty Success Office.

- [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
- 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 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>

Mediation at UNT

[Mediation at UNT](#) is a voluntary process that can help individuals find mutually agreed upon solutions to job-related interpersonal disputes between faculty, administrators, and/or staff. The Alternative Dispute Resolution program-mediation is available to all faculty and staff at UNT. Mediation request forms, as well as more information can be found on the Division of Planning's website.