



**University of North Texas at Dallas**  
**Faculty Handbook**  
**Revised July 15, 2015**

*Certain policies referred to in the Faculty Handbook are under review and pending approval. Updates will be completed as approvals are granted. This Faculty Handbook is intended to provide general information on matters of interest to faculty. It does not constitute a policy of the university nor does it create a contract, express or implied, between the university and the faculty. The information in this Handbook is provided with the understanding that policies appearing in the online University Policy Manual (<http://dallas.unt.edu/hr/policies>) are the official policies of the University. As such, this Handbook should not be used as a substitute for seeking the official version of university policies found in the online policy manual or work rules and processes provided by administrative and academic departments.*

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### 1.1 Foreword

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It is my pleasure to welcome you as a new or continuing faculty member of the University of North Texas at Dallas. The University is committed to academic excellence and student success. These ideals are only possible with a strong faculty dedicated to the university and its mission, constituents, and students as well as to the community and region. An integral part of being a faculty member is to understand the university’s desired culture, rules of engagement, and policies and procedures. This Faculty Handbook is designed to aid faculty in understanding the university and the faculty’s rights and responsibilities as a collegial member of the community of scholars. I look forward to working with you as together we pursue academic excellence and student success.



# Section 1, Introduction

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## 1.2 Disclaimer

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UNT Dallas reserves the right to make changes to the Handbook at any time to reflect changes to Regents Rules, System regulations, university policies and procedures, and state and federal law. Regents Rules, System regulations, and university policies shall take precedent in the event of a conflict with a section of this Handbook. Information cited in this Handbook may be verified with the Office of the Provost.

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## 1.3 History of the University

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In the late 1990s, state and city leaders cast a vision for a four-year public university in Dallas. After several university systems discussed their ideas for higher education with the city, the University of North Texas System Board of Regents came forward with a plan to establish an independent public university in the city — the first in the history of Dallas.

In April 2009, the THECB officially certified enrollment at the University of North Texas at Dallas Campus as greater than 1,000 full-time equivalent students. The certification enabled the legislation that created UNT Dallas, and the THECB declared UNT Dallas an independent, general academic institution.

UNT Dallas offers 22 undergraduate and 6 graduate degrees in high-demand fields such as criminal justice, teacher education, business administration, and counseling. UNT Dallas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and is an independent university in the University of North Texas System.

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# Section 1, Introduction

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## 1.4 Vision

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The vision of the University of North Texas at Dallas is to create a place of choice where students are inspired to learn, faculty are inspired to teach and the community is inspired to support.

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## 1.5 Mission

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Transforming the lives of students, families and communities by providing high-quality student focused education in preparation for tomorrow's careers.

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## 1.6 Core Values

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The teaching, research, and civic engagement of the University of North Texas at Dallas will be conducted in an environment guided by respect for and understanding of diverse viewpoints and the core values of virtue, civility, reasoning, and accountability.

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## 1.7 Key Initiatives and Priorities

- 1.7.1 Achieving Academic Excellence and Student Success**
- 1.7.2 Developing Human Capital**
- 1.7.3 Creating an Interdisciplinary and Technological Focus**
- 1.7.4 Promoting Civic Engagement**
- 1.7.5 Operate the university as an effective and efficient institution of higher learning through data-based, transparent decision-making with continuous quality improvement**
- 1.7.6 Leveraging Institutional Resources**

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The strategic plan of the University of North Texas at Dallas supports the institution's mission and embodies the vision that drives the University. The plan is built from the University's key strategic initiatives, developed by the institution's administration at the direction of the UNT System Chancellor. The administration, faculty, and staff, in unison with the community, form the framework to achieve the purpose-driven functions embedded in the plan. All play a supporting role in achieving the following six key initiatives and supporting priorities:

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### **1.7.1 Achieving Academic Excellence and Student Success**

Achieve academic excellence and student success by recruiting, developing, and retaining outstanding faculty who demonstrate effective teaching, student service, and quality scholarship in a learning-centered environment. More specifically, faculty and staff will engage in the following activities:

- Recruit academically ready students
- Establish shared governance
- Enhance and increase scholarly and creative activities
- Create quality advising/mentoring/retention programs
- Develop a high-quality first year experience program
- Implement merit and reward structures and policies for faculty and staff
- Enhance quality of instruction and programs and promote active learning
- Implement a process to (1) identify and develop future interdisciplinary programs and curricula and (2) determine the parameters that will define a 21st century comprehensive university
- Develop a comprehensive student success plan
- Implement faculty development activities

### **1.7.2 Developing Human Capital**

Encourage and support the achievement of the full potential of all learners by emphasizing the importance of citizenship, preparation for careers, communication skills, leadership, wellness, and life-long learning.

- Engage students in student organizations and peer-support activities
- Develop experiential learning experiences for students
- Develop staff development activities to promote customer service and effective and efficient practices
- Focus on leadership skills development for students

### **1.7.3 Creating an Interdisciplinary and Technological Focus**

Create an interdisciplinary and technological focus on teaching, learning, and scholarship by developing interdisciplinary curricula and scholarship that leverages the use of state-of-the-art technology.

- Utilize state-of-the-art technology in teaching, scholarship, and service
- Encourage interdisciplinary scholarship among faculty and students
- Enhance the quality of and access to the virtual library

### **1.7.4 Promoting Civic Engagement**

Build and strengthen relationships with local, regional, and state partners to achieve common priorities and goals in economic, social, and educational development.

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- Develop a comprehensive public engagement plan, including service and experiential learning, opportunities for students, and an institutional relationship management plan
- Work with local school districts, private schools, and all institutions of higher learning to promote a college-going culture, reduce the high school drop-out rate, and enhance access to higher education
- Partner with area chambers of commerce, economic development organizations, businesses, community groups, and faith-based organizations to promote and implement city, local, and state educational and economic initiatives

### **1.7.5 Operate the university as an effective and efficient institution of higher learning through data-based, transparent decision-making with continuous quality improvement**

- Develop and measure student learning outcomes for improvement of all degree programs
- Establish a strong and active institutional research function to provide appropriate data and analyses to decision makers
- Develop a unit planning process with action plans, assessments, and budgetary analysis

### **1.7.6 Leveraging Institutional Resources**

Leverage institutional resources to promote financial stability of the institution and encourage advancement of the institution's mission by prudent stewardship and efficient use of institutional resources, cultivation and solicitation of increased private and public investment, and implementation and maintenance of effective business practices.

- Develop a comprehensive marketing and public relations plan;
- Develop cultivation, solicitation, and stewardship strategies to foster relationships that result in financial support and other external funding
- Adopt sustainable environmental practices
- Develop, implement, and document sound business/fiscal policies and practices

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### **1.8 Educational Themes**

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The educational themes are service leadership, interdisciplinary focus, partnerships and community outreach, global connectivity, information technology, and bilingual focus. They are essential components of the UNT Dallas curriculum. The curriculum will focus on the five educational clusters of Business, Education, Technology and Information Management, Public and Human Services, and the Life Sciences.

## **Section 2, Professional Standards and University Policies**

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### **1.9 Centers of Excellence**

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The centers of excellence at the University of North Texas at Dallas will be built to strengthen the capacity of the university and to increase its comparative advantage in this area. The university is planning on establishing several centers that will include, but not be limited to, an Institute for Environmental and Urban Studies, a Center for Entrepreneurship, and a Leadership Institute. Each of these centers will focus on certain areas to promote the economic, social, and educational growth of the North Texas region.

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### **1.10 Institutional and Academic Programs Accreditation**

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The University of North Texas at Dallas is accredited through the University of North Texas (UNT). The University of North Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Bachelor's, Master's, and Doctorate degrees. Accreditation is also granted to business degree programs by the Association to Advance Collegiate Schools of Business (AACSB), and education degree programs by the National Council for the Accreditation of Teacher Education (NCATE) and the Texas Education Agency.

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### **1.11 President's Cabinet**

#### **1.11.1 Provost and Senior Vice President for Academic Excellence and Student Success**

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The President is the chief executive officer of the University of North Texas at Dallas. The President's Cabinet includes the following

- Provost and Senior Vice President for Academic Excellence and Student Success
- Senior Vice President for Finance and Administration/ Chief Financial Officer
- Vice President for University Advancement
- Vice Provost for Academic Excellence and Outreach
- Vice President for Enrollment Management
- Special Assistant to the President for External Affairs

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### **1.11.1 Provost and Senior Vice President for Academic Excellence and Student Success**

The Provost and Senior Vice President for Academic Excellence and Student Success is the chief academic officer of the University and is responsible for the operation of the academic programs of the:

- School of Education and Human Services
- School of Business and Professional Leadership
- School of Liberal Arts and Sciences

#### **School Deans**

Deans provide leadership to their respective Schools in the areas of teaching and student success; research, scholarly, and creative activity; and service and public engagement as well as academic program development, assessment, and outreach. The Deans are responsible for the fiscal and the human resource management of their School.

#### **Department Coordinators**

Department Coordinators are responsible for curriculum development, faculty evaluations, and outcomes assessments.

#### **Academic and Student Success**

The Provost and Senior Vice President for Academic Excellence and Student Success also oversees the operations of:

##### **Academic Success**

- Distance Learning and Instructional Technologies
- University Library
- University College (including advising and academic support)
- Academic Assessment

##### **Student Success**

- Advising
- Enrollment Management
- Career Services
- Financial Aid
- Registrar
- Student Affairs
- Student Counseling Center
- University Outreach Programs

The Provost and Senior Vice President for Academic Excellence and Student Success responsibilities include the coordination of activities between units; the development of objectives, budgets, and staffing needs; the design of new curricula and degree programs; and enrollment management. The Provost's office submits requested academic reports to The

## **Section 2, Professional Standards and University Policies**

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System, the Texas Higher Education Coordinating Board, state, regional and national accreditation agencies, and other organizations as required.

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### **1.12 Administrative Structure**

**1.12.1 Senior Vice President for Finance and Administration/ Chief Financial Officer**

**1.12.2 Vice President for University Advancement**

**1.12.3 Associate Provost of Institutional Effectiveness**

**1.12.4 Executive Director of the Caruth Police Institute**

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Beyond Academic Excellence and Student Success, the university is organized into various units led by the Vice President for Finance and Administration and Chief Financial Officer, the Vice President for Advancement, the Associate Provost for Institutional Effectiveness and the Executive Director of the Caruth Police Institute.

#### **1.12.1 Senior Vice President for Finance and Administration/ Chief Financial Officer**

The Chief Financial Officer/Vice President for Finance and Administration is responsible for:

- Accounting Services
- Budgets
- Building and Grounds Maintenance
- Business Services
- Bookstore Contract
- Campus Safety
- Capital and Campus Facility Planning
- Contract Administration
- General Services
- Physical Facilities
- University Police
- Interagency/Shared Services Agreements with UNT System components , including:
  - Business Services
  - Human Resources
  - Information Technology and Resources
  - Library

In conjunction with the President, the chief financial officer may sign or execute contracts and may act for the President in certain fiscal matters as authorized by Regents Rule and deemed appropriate within the institution.

#### **1.12.2 Vice President for University Advancement**

The Vice President for University Advancement has overall administrative responsibility for the University's fund raising, marketing and communications, and alumni relations programs. The Vice President develops support for university endowments, scholarships, unrestricted funds, and

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other projects. The Vice President for Institutional Advancement oversees the University of North Texas at Dallas Foundation, Inc., works closely with the Alumni Association, and assists the President in external fundraising.

### **1.12.3 Associate Provost of Institutional Effectiveness**

The Office of Institutional Effectiveness supports the mission of the University of North Texas at Dallas by fostering the development of an institutional culture of continuous quality improvement.

Core functions include:

- Supporting an institution-wide program for assessing student learning outcomes in degree programs and performance outcomes in administrative and support units
- Facilitating the collecting and reporting of institutional data for internal and external constituents
- Coordinating strategic planning processes for the institution
- Directing all matters related to the SACS accreditation of UNT Dallas as an institution separate from UNT Denton

### **1.12.4 Executive Director of the Caruth Police Institute**

The Executive Director of the Caruth Police Institute heads the unit that is responsible for identifying and training Dallas Police department leaders and developing innovative strategies for sustainable, positive outcomes in fighting crime, preventing victimization, and enhancing the leadership.

As part of its mission, the university focuses on providing the police departments, especially the Dallas Police Department, with the capacity to solve complex problems, implement best policing practices, and evaluate agency performance by comparing and measuring the effects of different crime fighting approaches and/or strategies and developing a national library on effective, evidence-based practices.

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## **1.13 Academic Organization**

### **1.13.1 School of Education and Human Sciences**

### **1.13.2 School of Business and Professional Leadership**

### **1.13.3 School of Liberal Arts and Sciences**

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The University is organized academically into three Schools comprised of academic program areas. Each School is administered by a dean and each program area is administered by a designated Department Coordinator.



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### **1.13.1 School of Education and Human Sciences**

The School of Education and Human Services provides education and learning opportunities to students for careers in teaching and educational administration, and counseling. The School is committed to confronting issues from urban and global perspectives. The School offers the following degree programs:

- Bachelor of Science (BS) in Human Services Management and Leadership
- Bachelor of Science (BS) in Interdisciplinary Studies with one of the major areas of study listed below:
  - 4 – 8 Grade Mathematics and ESL
  - Early Childhood – 6 Grade Generalist and All Level Special Ed.
  - Early Childhood – 6 Grade Generalist and Bi-Lingual
- Bachelor of Science (BS) Child Development and Family Studies
- Master of Education (MEd) in Counseling
- Master of Education (MEd) in Educational Administration

### **1.13.2 School of Business and Professional Leadership**

The School of Business and Professional Studies provides education and learning opportunities in business and criminal justice for pre- and in-service professionals and others wishing to pursue or advance careers in fields such as environmental and urban affairs, and community organization management. The School offers the following degree programs:

- Bachelor of Business Administration (BBA) in Accounting
- Bachelor of Business Administration (BBA) in Entrepreneurship
- Bachelor of Business Administration (BBA) in Finance
- Bachelor of Business Administration (BBA) in General Business
- Bachelor of Business Administration (BBA) in Organizational Behavior and Human
  - Bachelor of Business Administration (BBA) Hospitality Management Resources Management
- Bachelor of Science (BS) in Accounting Control Systems
- Bachelor of Science (BS) in Logistics and Supply Chain Management
- Bachelor of Science (BS) in Criminal Justice
  - Bachelor of Science (BS) Sports and Entertainment Marketing
- Master of Science (MS) in Criminal Justice
- Master of Business Administration (MBA) in Strategic Management

### **1.13.3 School of Liberal Arts and Sciences**

The School of Liberal Arts and Sciences provides education and learning opportunities for students in a variety of disciplines and allows all students the opportunity to expand their intellectual horizons through the university's core curriculum. The School offers the following degree programs:

- Bachelor of Applied Arts and Sciences Degree (BAAS)
- Bachelor of Arts (BA) in Information Technology

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- Bachelor of Arts (BA) in Mathematics
  - Bachelor of Arts (BA) in Mathematics with Secondary Teacher Certification
  - Bachelor of Arts (BA) Psychology
  - Bachelor of Arts (BA) in Sociology
  - Bachelor of Science (BS) Biology
  - Bachelor of Science (BS) Public Health
  - Bachelor of Science (BS) Communication and Digital Media
  - Bachelor of Arts (BA) Political Science
- Bachelor of Science (BS) Criminal Justice

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### **2.1 General Conduct**

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All personnel at the University of North Texas at Dallas shall comply with university policies and the laws of the State of Texas applicable to their employment. Each employee must understand the Standards of Conduct of State Officers and Employees set out by state law. *(UNTD Policy 5.007)*

A state officer or employee shall not:

- Accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or

## **Section 2, Professional Standards and University Policies**

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- employee's official conduct
- Accept other employment or engage in a business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the official position
- Accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties

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- Make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest; or
- Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another

In addition, members of the faculty or staff of UNT Dallas shall not use their official titles in connection with membership in any non-professional association or other organization in which they have personal membership. (*UNTD Policy 5.007*)

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### 2.2 Conflict of Interest and Outside Employment

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It is the policy of the University of North Texas at Dallas that an employee may not have a direct or indirect interest, including financial and other interests, or engage in a business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the officer's or employee's duties in the public interest. (*UNTD Policies 5.006 and 5.007*)

The first priority of full-time employees is the accomplishment of the duties and responsibilities assigned to their position of employment. Outside employment and consulting activities by employees are considered secondary activities that may be engaged in only after their duties and responsibilities to the University are fulfilled.

UNT Dallas employees may enter into an employment or consultation relationship provided they:

- Disclose to the employees' department coordinator or dean
- Do not interfere with the regular work of the employee
- Avoid unfair competition with private business and those in private professional practice
- Do not involve the use of any university resources (facilities, equipment, or personnel) (*UNTD Policy 5.006*)

Professional personnel carry the prestige of their institution with them in all places and at all times. Administrative approval of outside employment and consultation is necessary to protect the prestige of the institution, as well as to ensure that employees meet the obligations of their positions. In order to achieve the necessary administrative review, each employment and consultation arrangement entered into by faculty and administrators must be approved in advance by the faculty member's or administrator's organizational supervisor. All approvals will terminate on August 31 of each year and must be resubmitted at the beginning of each fiscal year – September 1. (*UNTD Policy 5.006*)

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### 2.3 Political Activity

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The University of North Texas at Dallas recognizes an employee's right to participate in political activities providing these activities do not conflict with the execution of his or her duties and responsibilities. Employees may participate in political activities as long as these activities:

- Are not conducted at work
- Do not involve the use of University of North Texas System or UNT Dallas facilities and resources, including computers, telephones, copiers, printers, supplies, letterhead stationery, office supplies, paper, internet, or mail delivery
- Do not use official authority or influence or permit the use of a program administered by the University to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose
- Do not use appropriated money to employ, as a regular full-time or part-time or contract employee, a person who is required by the Texas Government Code to register as a lobbyist
- Do not use or authorize the expenditure of appropriated money to pay, on behalf of the University, membership dues to an organization that pays part or all of the salary of a person who is required by the Texas Government Code to register as a lobbyist
- Do not use or authorize the expenditure of appropriated money to pay lobbying expenses
- Do not involve the attempt to coerce other employees or students to participate in or support the political activity. (*UNT Policy 5.008*)

\*\*\*\*\*

### 2.4 Non-Elective Office

\*\*\*\*\*

An employee may hold a non-elective public office with a board, commission, or other state, political subdivision, or federal entity if the holding of such office benefits the State of Texas or is required by state or federal law. The holding of such office must not conflict with the employee's duties with the University. (*UNT Policy 5.008*)

\*\*\*\*\*

### 2.5 Elective Office

\*\*\*\*\*

An employee may serve as a member of the governing body of a school district, city, town, or other local governmental district if the employee receives no salary for serving as a

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member of the governing body and such a position does not conflict with the employee's duties with the University. No campaign activities may be conducted during official business hours. *(UNT Policy 5.008)*

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### 2.6 Political Contributions

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Except as otherwise restricted by state law, employees may make personal contributions to candidates for office and political organizations. *(UNTD Policy 5.008)*

\*\*\*\*\*

### 2.7 Expressions of Opinion

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The constitutional freedoms guaranteed by the first amendment are enjoyed equally by all citizens under the law. The University of North Texas at Dallas encourages the exercise of these rights as citizens by members of its academic community with the assurance that they will not be subject to institutional censorship or discipline. *(UNTD Policy 6.001)*

\*\*\*\*\*

### 2.8 Academic Freedom

\*\*\*\*\*

The University of North Texas at Dallas believes that academic freedom is essential to the full development of a university and applies to teaching, research, and creative activity. In the development of knowledge, research endeavors, and creative activities, the faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. The faculty must be free to engage in scholarly and creative activity and publish the results in a manner consistent with professional obligations. A similar atmosphere is required for university teaching. An instructor must have freedom in delivering and discussing academic subjects as well as in selecting instructional materials and determining grades in accordance with the course goals and student learning outcomes. University students must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that students may acquire maturity of analysis and judgment. Objective and skillful exposition of such matters is the duty of every instructor. *(UNTD Policy 6.001 and 7.009)*

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### **2.9 Acceptable Use of Information Resources**

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When members of the academic community at the University of North Texas at Dallas speak or write as citizens, they must bear in mind that, by their actions, the public will inevitably judge their profession and their institution. To both their profession and institution they are, therefore, under obligation at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make it clear that they are not official spokespersons for the institution. Consequently, official university equipment and supplies (including but not limited to telephones, computers, printers, stationary, email and other University related items) must not be used to express personal opinions held as citizens. *(UNTD Policy 6.001)*

UNT Dallas information resources are strategic assets of the State of Texas that must be managed as valuable state resources. UNT Dallas has developed policies and procedures that address acceptable use of information resources. *(UNTD Policies 14.001 – 14.009)*

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### **2.10 Diversity and Equal Opportunity**

\*\*\*\*\*

UNT Dallas seeks to create an atmosphere of openness and tolerance and to maintain work and education environments that offer equal opportunity. Individuals within the UNT Dallas community are unified by a primary purpose: higher learning. With that primary purpose in mind, UNT Dallas works to advance ideals of human worth and dignity by facilitating open discussion, supporting rational resolution of conflict, and encouraging examination of values.

Discrimination and harassment based on individual differences such as race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation in its educational programs, activities, and admission and employment practices is inconsistent with UNT Dallas' mission and educational goals. Individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member and to comply with federal and state equal opportunity laws and regulations. Such compliance is not only a given standard, but is, in fact, a baseline from which our community works to assure fairness and equity to all who pursue their educational and professional goals here. For more information, see the University's policy prohibiting discrimination and harassment. *(UNTD Policy 5.001)*

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### **2.11 Americans with Disabilities Act, Amendments Act, and Reasonable Accommodations**

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The University does not discriminate against any qualified individual with a disability because of the disability of that individual in such matters as job application procedures; hiring,

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advancement or discharge practices; compensation; job training; or other terms, conditions, and privileges of employment. Reasonable accommodations that do not cause undue hardship for the University will be provided. **(UNTD Policy 5.003)**

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### **2.12 Sexual Harassment**

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In order to establish an educational and work environment that is conducive to the personal and professional development of each member of the university community, the University shall be free from all forms of sexual discrimination and harassment. **(UNTD Policy 5.001)**

Each supervisor has a responsibility to maintain a learning environment and workplace free of sexual harassment. This includes dissemination of the sexual harassment policy and discussion of it with all employees while assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment. Sexual harassment is a form of discrimination and will be treated as such, and will not be tolerated by the University.

Generally, sexual harassment is repeated, oppressive behavior directed at someone because of his or her sex. It can consist of unwanted, unwelcome, and offensive verbal comments and visual images as well as physical advances.

Examples of conduct which may be considered to be sexual harassment include but are not limited to:

- Offensive sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic verbal comments about an individual's body or sexual behaviors;
- Sexually degrading words used to describe an individual;
- Unwelcome touching or physical contact;
- The display of sexually suggestive objects, posters, or pictures;
- Whistling, obscene gestures, or suggestive or insulting sounds; and
- Unwelcome, repeated requests for dates.

The University takes complaints seriously. All complaints are investigated promptly, fairly, and confidentially, maintaining the employee's sense of dignity and respect. If a supervisor receives a complaint of sexual harassment, he or she will report it to the Equal Opportunity Coordinator, who will then proceed with an investigation. A typical investigation may involve meetings with all parties, including possible witnesses. When warranted, appropriate disciplinary action is taken.



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### 2.13 Retaliation

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Retaliation is directed at an employee who files a complaint of discrimination or harassment or who participates in an investigation of discrimination or harassment is prohibited. Employees who engage in retaliation are subject to disciplinary action, including termination. **(UNTD Policy 5.0012)**

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### 2.14 Drugs and Alcohol

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The University of North Texas at Dallas is committed to maintaining a work environment free from the illegal use, manufacture, sale, distribution, dispensation, or possession of drugs, such conduct being strictly prohibited in the workplace, on the campus, or as part of any University activity. Additionally the use of alcoholic beverages is prohibited on the campus or as part of any University activity unless approved by the appropriate official for sponsored events where alcoholic beverages may be legally distributed. **(UNTD Policies 5.010 and 11.003)**

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### 2.15 Smoking and Tobacco Products

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The University of North Texas at Dallas promotes the health and safety of students, faculty, staff, and visitors. To that end, the University buildings and grounds are smoke and tobacco product free without exception. **(UNTD Policy 11.002)**

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### 2.16 Nepotism

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Personnel decisions at the University of North Texas at Dallas are made based on the qualifications and experience of the individual and, except as set out in the University's nepotism policy, being related to an employee of the University is not a consideration in these decisions. University employees may not be involved in the hiring or supervision of a relative, or in any personnel decision affecting a relative in any way. **(UNTD Policy 5.009)**

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### 2.17 Consensual Relationships

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The University of North Texas at Dallas is committed to maintaining learning and work environments free from exploitation and favoritism. Where an employee uses a position of authority to induce another person to enter into a non-consensual relationship, the harm both to that person and to the University is clear. Even where the relationship is consensual, there is significant potential for harm when there is a difference in power between the individuals involved, such as supervisor and employee, faculty and student, or academic advisor and advisee, because the relationships may cast doubt on the objectivity, fairness, or propriety of decisions made by the person in the position of authority.

For these reasons an employee is required to disclose the existence of an intimate or amorous relationship with a subordinate or student over whom he or she exercises authority or where there is a difference in operational power, even if willingly entered into by the individuals (consensual relationship), and may not remain in the position to exercise authority or power over the individual without the written permission of the appropriate university official.

A faculty employee is strictly prohibited from having an intimate or amorous relationship with a student, even if consensual, when the student is enrolled in his or her course, or when the faculty employee is in a position to influence the student's academic standing. (*UNTD Policy 5.028*)

\*\*\*\*\*

### 2.18 Personnel Records

\*\*\*\*\*

Personnel records on employees are maintained in the Human Resources office and academic records are maintained in the Office of the Provost and Senior Vice President for Academic Excellence and Student Success. These records should be kept updated when significant changes occur in professional training or qualifications.

To keep necessary personnel records up to date, it is extremely important that you notify the Human Resources Department of any change in:

- Name
- Marital status
- Address
- Telephone number
- Number of eligible dependents
- W-4 deductions
- Emergency contact information
- Change in temporary work status (noncitizens or permanent residents only)

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Employees may use MyUNT to update personal information other than their name and number of eligible dependents at any time.

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### 2.19 Reporting Suspected Wrongdoing

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“Wrongdoing” means illegal or fraudulent activity, financial misstatements or accounting/auditing irregularities, conflicts of interests, dishonest or unethical conduct, violations of the institution’s code of conduct, and violations of other laws, rules, or regulations.

**2.19.1** All employees have an obligation to report wrongdoing in the workplace and to assist in its investigation by persons authorized or responsible for such matters.

**2.19.2** Employees are expected to be truthful and cooperative in investigations of allegations of wrongdoing.

**2.19.3** Employees may report known or suspected wrongdoing anonymously. (*UNTD Policy 5.012*)

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### 2.20 Fiscal Matters

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All fiscal matters are handled by the Chief Financial Officer/Vice President for Finance and Administration. Salary checks are issued from this office on the first workday of the month. The University’s fiscal year runs from September 1<sup>st</sup> through August 31<sup>st</sup>. (*UNTD Policy 10.003*)

\*\*\*\*\*

### 2.21 Parking

\*\*\*\*\*

The University of North Texas at Dallas regulates vehicles, parking, and traffic in a manner that provides for the safety and welfare of faculty members, staff members, students, and visitors. (*UNTD Policy 12.003*)

Parking Services is located at the Student Accounting Office on the first floor of the main building. Office hours are 9:00 a.m. to 7:00 p.m. Permits are issued on a first come, first served basis. Permits are sold on-line. The permit itself is no guarantee of a parking space near the place where one works or attends class. For a list of parking rules and regulations, see: <http://www.unt.edu/unt-dallas/parking/rules.htm#PermitInfo>

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### 3.1.1 Introduction

Within the academic community, the vigorous exercise of constitutional freedoms, together with the freedom to learn and to teach what scholarship suggests is the truth, to question generally accepted tenets, and to publish without fear of reprisal what scholarship has discovered gives vitality to the University.

In order for these freedoms to endure within the academic environment, a concomitant dedication to academic responsibility is essential. The academic community, which asks protection from outside interference in order to perform its mission, cannot tolerate actions by its members that hinder or make less effective the carrying out of that mission.

The right to these freedoms and the demands of academic responsibility apply equally to all those who teach at the University of North Texas at Dallas, tenured or non-tenured, full time or part time. In the performance of all these functions, faculty members are held accountable to the University in accordance with state and federal laws and with university policies and procedures.

### 3.1.2 Academic Freedom and Responsibility

The University of North Texas at Dallas believes that academic freedom is essential to the full development of a University and applies to teaching, research, and creative activity. In the

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development of knowledge, research endeavors, and creative activities, the faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. The faculty must be free to engage in scholarly and creative activity and publish the results in a manner consistent with professional obligations. A similar atmosphere is required for University teaching. An instructor must have freedom in delivering and discussing academic subjects as well as in selecting instructional materials and determining grades in accordance with the course goals and student learning outcomes. University students must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs so those students may acquire maturity of analysis and judgment. Objective and skillful exposition of such matters is the duty of every instructor. (*UNTD Policy 6.001*)

### *3.1.2.1 Academic Responsibility*

Academic freedom can be sustained only when it is accompanied by academic responsibility. Faculty members must fulfill their responsibility to society and to their professions by manifesting academic competence, scholarly discretion, and good citizenship. University faculty members are citizens, members of learned professions, and academic officers of the University. They must be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and sound judgment.

When members of the academic community at the University of North Texas at Dallas speak or write as citizens, they must bear in mind that, by their actions, the public will inevitably judge their profession and their institution. To both their profession and institution they are, therefore, under obligation at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make it clear that they are not official spokespersons for the institution. Consequently, official University equipment and supplies (including but not limited to telephones, computers, printers, stationary, email and other University related items) must not be used to express personal opinions held as citizens.

A primary responsibility of all teaching faculty members at the University of North Texas at Dallas is effective teaching. The academic climate that the University seeks to maintain can only be achieved when members of the faculty regularly and conscientiously meet their fundamental instructional responsibilities: preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and reporting promptly student achievement, and participating in those group deliberations that relate to the development of the instructional program of the institution and the growth of its students.

No less important is the responsibility of the University of North Texas at Dallas faculty members as teachers/scholars to maintain professional competence in their field of specialization and to exercise such competence publicly in lectures, discussions, publications, or other means whereby scholarly and professional stature are demonstrated and may be appraised.



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It is the responsibility of administrators of the University to promote, protect, and defend academic freedom, and, with the assistance of the faculty, to assure that members of the academic community fulfill their responsibilities. In addition, administrators have special responsibilities for which they are held accountable - namely, the marshaling of human, physical, and financial resources in order to realize institutional goals. (*UNTD Policy 6.001 and Regents Rule 06.400*)

### 3.1.3 Professional Ethics

The need for the people of the State of Texas to have complete confidence in the integrity of their public servants is paramount. This need is especially critical in the area of higher education where the responsibility for educating and training the future leaders of the state and nation carries the duty to adhere to the highest ethical standards and principles. Thus, the employees of the University of North Texas at Dallas are expected to adhere to the standards of conduct and ethical behavior set out in *UNTD Policy 5.007*, Employee Ethics and Standards of Employee Conduct.

### 3.1.4 External Statements and Release of Information

The University of North Texas at Dallas exists to serve the people of Texas. Accordingly, the University will grant public access to information regarding its records, affairs, and transactions in accordance with the University's Public Information Requests Policy (*UNTD Policy 4.004*). This Policy sets forth the appropriate procedure for responding to requests for information made under the Texas Public Information Act. Requests for information under this statute should be referred immediately to the UNT System Office of General Counsel. Faculty members receiving requests for published data and other official University information from individuals, agencies, groups, or other sources outside of the University should contact the Office of General Counsel. Official University communications will be prepared with the assistance of the Office of Marketing and Communications. (*UNTD Policy 4.004*)

Certain types of information, including student grades and employee personnel information, must not be released by representatives of the University, except as may otherwise be provided by law, without the written consent of the individual involved. Detailed information concerning the types of students and employees personnel information is listed in *UNTD Policies 5.013 and 7.003*.

### 3.1.5 Conflicts of Interest

Texas state law has long included prohibitions against conflict of interest situations involving state faculty or staff members, including University faculty and staff. These laws are currently located in *UNTD Policies 13.004 and 13.005*. Regulations issued by certain federal government agencies, such as the U.S. Public Health Service (PHS) and the National Science Foundation (NSF), require universities that apply for research funding to ensure that the objectivity of research will not be biased by any interest of an Investigator responsible for the research.

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Growing interaction between for-profit enterprises and UNT Dallas has created new possibilities for the occurrence of conflicts of interest. These conflicts arise when there are opportunities for faculty or staff members to benefit financially either from the outcome of research or from activities conducted in the course of responsibilities as an institutional research member.

UNT Dallas believes that with clear guidelines and principles and appropriate supervision and monitoring, it is possible for interaction between industry and academia to take place in a manner that is consistent with the highest traditions of academic and scientific research and in a way that energizes scientific creativity.

Adherence by faculty members to state and federal law and university policies will provide assurance to UNT Dallas Investigators, UNT Dallas, and most importantly the public that relationships with industry have been examined and will be conducted in a manner consistent with institutional and public values (*UNTD Policies 13.004 and 5.007*). In general, a conflict of interest will be considered to exist whenever professional judgment concerning the performance of research duties or activities as an investigator for UNT Dallas is unduly influenced by a secondary interest.

### **3.1.6 Prohibited Faculty-Student Consensual Relationships**

The University prohibits intimate or amorous relationships between faculty members and students that are unwillingly entered into between individuals. This includes any student being supervised for academic credit or employment. Such relationships raise the specter of exploitation and/or sexual harassment. A faculty member must disclose a consensual relationship, including any relationship with a student about which the faculty member is deliberating, to the department coordinator. (*UNTD Policy 5.028*)

### **3.1.7 Equal Opportunity**

UNT Dallas seeks to create an atmosphere of openness and tolerance and to maintain work and education environments that offer equal opportunity to everyone who strives to achieve his or her personal best. Individuals within the UNT Dallas community are unified by a primary purpose: higher learning. With that primary purpose in mind, UNT Dallas works to advance ideals of human worth and dignity by facilitating open discussion, supporting rational resolution of conflict, and encouraging examination of values.

In that vein, discrimination and harassment based on individual differences such as race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation in its educational programs, activities, and admission and employment practices is inconsistent with UNT Dallas' mission and educational goals. Faculty who teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member and to comply with federal and state equal opportunity laws and regulations. Such compliance is not only a given standard, but is, in fact, a baseline from which our community works to assure fairness and equity to all who pursue their educational and professional goals here (*UNTD Policy 5.002*). Faculty with concerns or questions should contact the Equal Opportunity Coordinator.

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### 3.1.8 Harassment

The University of North Texas at Dallas strives to maintain academic and work environments that are free of discrimination, harassment, and retaliation. Discrimination and harassment of students, employees, candidates for positions at the University, and visitors based on race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation, and retaliation based on a complaint or investigation under this policy, will not be tolerated. (**UNTD Policy 5.001**)

Faculty members are prohibited from harassing any member of the University community. (**UNTD Policy 5.001**)

### 3.1.9 Academic Integrity

Faculty members are expected to adhere to the principle of academic integrity as defined in **UNTD Policy 7.001**.

#### *3.1.9.1 Code of Academic Integrity*

Faculty members will hold students accountable under the University's Code of Academic Integrity, abide by the reporting requirements of the Code of Academic Integrity, and communicate clearly the application of the Code in their classes. Faculty members are encouraged to:

1. Include an academic integrity statement on all syllabi and course materials which summarizes the principles of the Code of Academic Integrity.
2. Request that students affirm compliance with the Code of Academic Integrity by including a statement on all academic work, including exams, papers and written assignments as follows:

*On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.*

3. Take reasonable steps to foster a climate of academic honesty by:
    - a. Informing students of the Code of Academic Integrity and its application to any particular academic work, and the specific types of academic assistance that may be permissible in connection with the academic work.
    - b. Maintaining adequate security precautions in the preparation and handling of tests.
    - c. Providing ample room for proper spacing of students during exams.
    - d. Monitoring exams, especially in large classes.
- (UNTD Policy 7.001)**

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### *3.1.9.2 Academic Freedom and Responsibility*

The University of North Texas at Dallas believes that academic freedom is essential to the full development of a university and applies to teaching, research, and creative activity. In the development of knowledge, research endeavors, and creative activities, the faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.

However, academic freedom can be sustained only when it is accompanied by academic responsibility. Faculty members must fulfill their responsibility to society and to their professions by manifesting academic competence, scholarly discretion, and good citizenship. University faculty members are citizens, members of learned professions, and academic officers of the University.

A detailed description of academic freedoms and responsibilities can be found in *UNTD Policy 6.001*.

### **3.1.10 Workload Under Review**

#### *3.1.10.1 Faculty Academic Workload*

The workload of faculty members encompasses a variety of teaching and student success, research, scholarly, and creative activities, and service and public engagement activities. The responsibility for assigning faculty workloads will rest with the Department Coordinator and Dean with faculty consultation. The Provost approves faculty workloads and monitors compliance. Workloads for faculty will be determined to maximize the institution's overall quality, efficiency, and effectiveness. The collective faculty work assignments should yield a balanced portfolio of activities for each academic degree program consistent with the mission of the University.

The standard teaching and student success workload for non-tenure-track faculty is 12 credit hours per semester. The standard teaching load for tenured and tenure-track faculty is 12 credit hours per semester with a possibility of 9 credit hours per semester for tenured and tenure-track faculty with demonstrated research productivity. Faculty workloads may be adjusted to reflect other assignments recommended by the Dean and approved by the Provost to achieve the needs and goals of the university. Evidence of maintaining currency in one's teaching field is required of each faculty member. (*UNTD Policy 6.007*)

The assignment of faculty workload to teaching and student success is generally based on the assumption of 20 percent time allocation for each full course assigned. Assuming a 9 hour teaching load for tenured or tenure-track faculty (3 courses per semester), the assignment would generally be 60 percent. Assuming a 12-hour teaching load for lecturers (4 courses per semester), the assignment would generally be 80 percent. Some flexibility may be built into the allocation for assignment. On an annual basis, faculty will meet with their Department Coordinator to determine and report upon the faculty member's workload time

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allocation for the upcoming year. The Department Coordinator will provide documentation of faculty workload to their Dean who in turn provides the information to the Provost.

### ***3.1.10. 2 Faculty Grievances Concerning Workload Assignments***

Faculty members may file a written grievance regarding a workload assignment in accordance with the applicable appeal procedure in the faculty grievance policy (***UNTD Policy 6.017***). The appeal process is as follows:

- Level 1: Immediate supervisor/Department Coordinator
- Level 2: Academic Dean
- Level 3: Provost—the Provost is the final level of appeal

### **3.1.11 Outside Employment and Consulting**

Faculty may engage in outside employment and service unless doing so conflicts with their position and responsibilities at UNT Dallas. The employment or service will comply with ***Policy 5.006: Outside Employment or Service and Dual Employment*** and state laws governing the conduct of public employees, including those prohibiting conflicts of interest and use of state resources. All regular faculty members are required to disclose all outside employment to the Dean. This disclosure is required at the time of employment with the Institution and at the beginning of each new fiscal year. (***UNTD Policy 5.006***)

Faculty members who desire to participate in outside employment should also refer to ***UNTD Policy 13.004: Research Conflict of Interests***.

### **3.1.12 Class Schedules**

Faculty members will adhere strictly to the scheduled time and place of class meetings as reflected in the official class schedule. No change in either time or place of class meetings, including final examinations, may be made without the advance approval of the Department Coordinator or Dean. No class may be added or dropped from the schedule without the approval of the Department Coordinator or Dean.

### **3.1.13 Student Advising**

Academic advising is an important faculty responsibility. While the final responsibility for meeting graduation requirements rests entirely with the student, faculty advisers have an obligation to help direct the studies of advisees and answer any questions they may have, including questions about general education and degree requirements. To this end, the faculty are expected to be available to advisees during regular office hours, stay informed on policies and procedures, have knowledge of major and degree program requirements as well as career options for students with a major in the academic unit, be familiar with available student services, and refer students to the appropriate office as appropriate. The same expectations exist for faculty advising students within a minor program of study.

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### 3.1.14 Office Hours

Each faculty member is responsible for being accessible and responsive to students, including maintaining office hours as scheduled in accordance with the requirements of the academic unit. Faculty members are expected to schedule two (2) office hours per week per semester for each three semester credit hour course taught. These hours should be staggered to accommodate students and other faculty members. On-line office hours may be used as a substitute where appropriate. A schedule of office hours will be posted and carefully followed to avoid confusing and discouraging students who may desire conferences.

### 3.1.15 Syllabi

Faculty members are required to have a syllabus for each course. According to the guidelines issued by the Southern Association of Colleges and Schools, each syllabus must contain the goals and requirements of the course, the nature and timing of the course content, and the methods of evaluation to be employed. The University requires faculty members to place each syllabus on file with the appropriate academic unit by the end of the first week of the semester.

Faculty members will clearly state their policy regarding class absence and the impact of absences on course grades on their course syllabi. Absences may lower a student's grade where class attendance and class participation are deemed essential by the faculty member (***UNTD Policy 7.005***). Procedures for requesting an accommodation for a religious observance should be included in the syllabus. (***UNTD Policy 5.004***)

State law requires faculty at all public colleges and universities to make a syllabus and curriculum vitae publicly available on the University's website no later than the seventh day after the first day of classes for each semester.

The syllabus must contain a brief description of each major course requirement, including each major assignment and examination, list any required or recommended reading, and a general description of the subject matter of each lecture or discussion.

A curriculum vitae of each regular instructor must include the instructor's postsecondary education, teaching experience, and significant professional publications. (***Section 51.974, Texas Education Code***)

### 3.1.16 Ordering Textbooks

The University Bookstore is the official textbook vendor for the University. All faculty members are required to furnish textbook adoption orders to the UNT Dallas Bookstore textbook manager. Additionally, faculty members are prohibited from receiving any payment or other valuable consideration for requiring students to purchase a specific textbook. This consideration would not include examination copies of textbooks and related materials.

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### **3.1.17 Final Examinations**

All final examinations are to be given during the final examination week. Take-home final examinations are to be returned to the instructor during the final examination week. It is appropriate to administer a test during the last week of classes only when an additional examination, project, presentation, performance or other activity on which students will be evaluated is conducted during the final examination period. Rescheduling a final examination to a time other than the scheduled period requires prior approval of the Dean.

### **3.1.18 Participation in Meetings**

A new faculty member is required to participate in new faculty orientation. During the contract period, a faculty member is required to attend faculty meetings and to meet with his or her academic unit head at his or her request. Each faculty member is expected to have access to academic regalia and to participate in academic processions at convocations, including commencements.

### **3.1.19 Absences**

It is a faculty member's responsibility to meet his or her responsibilities, including meeting scheduled classes. If a faculty member will be absent from a class or scheduled activity for any reason, the faculty member is responsible for seeing that the class receives appropriate instruction, and for consulting with the Department Coordinator as early as possible concerning the absence and the arrangements for the class.

#### ***3.1.19.1 Sick Leave***

Regular faculty members employed by the University during any part of a calendar month accrue eight hours sick leave for the month. Regular part-time faculty members accrue sick leave on a proportionate basis. Use of accrued sick leave must comply with university policy. (*UNTD Policy 5.017.2*)

#### ***3.1.19.2 Sick Leave Pool***

The University of North Texas at Dallas has established a sick leave pool to benefit employees who suffer a catastrophic injury or illness and have exhausted all accrued leave, including compensatory time. All regular faculty and staff members may apply to use sick leave from the sick leave pool. (*UNTD Policy 5.017.3*)

#### ***3.1.19.3 Other Leave of Absence with Pay***

The University of North Texas at Dallas provides leaves of absence with pay as described in *UNTD Policy 5.017.5: Other Leaves of Absence with Pay*, which will not be charged against sick leave, or compensatory time accruals, as applicable.



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### ***3.1.19.4 Military Leave of Absence***

The University supports employees who serve in state or federal military units and provides employment protections, rights, and benefits to those employees who serve our country. The University will grant military leave to employees who are called to active duty with the Armed Forces of the United States. Procedures for filing for military leave are found in ***UNTD Policy 5.017.7***.

### ***3.1.19.5 Family and Medical Leave and Parental Leave***

#### **Family and Medical Leave**

University of North Texas at Dallas employees with at least 12 months of state service and who have worked at least 1,250 hours during the 12-month period preceding the beginning of leave are entitled to leave under the Family and Medical Act of 1993.

Family and Medical leave may be taken for serious health conditions and or continued treatment as defined in ***UNTD Policy 5.017.9***.

Employees requesting Family and Medical leave must provide 30 days advance notice of the need to take leave when the need for leave is foreseeable. He or she also must provide sufficient information (usually a certification form) in a timely manner so that the Human Resources Department may review for FMLA eligibility, provide re-certification of condition if requested by department, and maintain appropriate contact with the department regarding return-to-work status.

#### **Parental Leave**

The University also provides parental leave to new parents of natural, adopted, or foster care children, when the provisions of the Federal Family Medical Leave Act (FMLA) are not applicable in accordance with state law. (***UNTD Policy 5.017.8***)

### ***3.1.19.6 Faculty Development Leave***

The purpose of faculty development leave is to facilitate the faculty's professional growth and development. This includes, but is not limited to, supporting scholarly and creative activities, training and skills development, maintenance of currency in one's field, and global, cultural, and diversity awareness. Faculty development leave may be approved for purposes of research, scholarly and creative activity, and professional renewal, service, or other suitable purposes. Faculty development leave may be granted to full-time, tenured members of the faculty whose duties include teaching, research, administration, or the performance of professional service. Faculty will be eligible for development leave if they have served the University for at least six consecutive academic years following their initial employment or six consecutive years after returning from a prior development leave. However, members of the faculty in their terminal year of employment at UNT Dallas are not eligible for faculty development leave. (***UNTD Policy 6.014***)



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### 3.1.20 Disability Accommodations

The University of North Texas at Dallas does not discriminate against qualified individuals on the basis of disability in regard to job application procedures, hiring, advancement, compensation, training, or any other term, condition, or privilege of employment. Reasonable accommodations that do not cause undue hardship for the University will be provided. (**UNTD Policy 5.003**)

### 3.1.21 Religious Accommodation

The University of North Texas at Dallas respects and values diversity among the religious beliefs and practices of its employees. The University will reasonably accommodate a faculty member's sincerely held religious belief, unless an accommodation creates an undue hardship for the University. (**UNTD Policy 5.004**)

### 3.1.22 Workplace Hazards

Faculty members must comply with safety instructions and procedures posted in each work area; report unsafe conditions or acts to their supervisors; follow all instructions and procedures on the operation of equipment, machines, and vehicles; refrain from any unsafe act that might endanger himself, herself or others; dress properly for specific work assignments and use protective equipment correctly; and report immediately to his/her supervisor all accidents and/or injuries. (**UNTD Policy 12.004**)

### 3.1.23 Use of University Property

University property, including equipment and supplies, will only be used for academic and professional purposes, not for personal or private purposes. For specific guidance on policy related issues, please refer to **UNTD Policy 11.006: Facilities Use**; **UNTD Policy 14.001: Electronic Communication**; **UNTD Policy 14.002: Internet Use**; **UNTD Policy 14.003: Portable Computing**; **UNTD Policy 14.004: Use of Licensed Commercial Software**; **UNTD Policy 14.005: Network Access**; **UNTD Policy 14.008: Acceptable Use**; and **UNTD Policy 14.009: Physical Access**. Failure to adhere to these policies may result in the suspension or cancellation of information resources account(s). Additionally, faculty may be suspended, dismissed, or have other disciplinary actions taken by the University, including referral to law enforcement agencies when appropriate.

### 3.1.24 Faculty Misconduct and Sanctions

The ultimate and enduring success of the University of North Texas at Dallas will be achieved and maintained through the quality and effectiveness of its faculty. Therefore, faculty members have a responsibility to maintain and exhibit competence and professionalism in their teaching, research, scholarly and creative activity; exercise professional and personal integrity and behavior; follow the ethical principles of the academic profession; and adhere to federal and state laws and the rules and policies adopted by the UNT System Board of Regents and the University. The University will respond progressively to faculty members whose behavior fails

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to meet these expectations through neglect of or failure to perform their responsibilities, including behavior off-campus that adversely affects the interests or reputation of the University, by imposing sanctions in a manner that helps the faculty member to understand the impact of his or her behavior, and, when appropriate, protects the University's ability to carry out its mission by terminating employment. (*UNTD Policy 6.011*)

### ***3.1.24.1 Procedures and Responsibilities***

The following procedures must be followed when a faculty member is alleged to have engaged in misconduct, including employment offenses other than discrimination or harassment. Allegations of discrimination and harassment will be resolved in accordance with the University nondiscrimination policy. (*UNTD Policy 5.001* and its corresponding procedures *5.001a*)

The procedures are listed in *UNTD Policy 6.011: Faculty Discipline and Termination*. These procedures are to be followed in sequence.

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## **3.2 Faculty Status, Positions and Ranks**

- 3.2.1 Faculty Status**
- 3.2.2 Faculty Positions**
  - 3.2.2.1 Tenure and Tenure Track-Appointments (UNTD Policy 6.002)**
  - 3.2.2.2 Non-tenure-track Appointments (UNTD Policy 6.002)**
  - 3.2.2.3 Part-time Faculty (UNTD Policy 6.003)**
  - 3.2.2.4 Joint Appointments**
- 3.2.3 Types of Faculty Positions**
  - 3.2.3.1 Full-Time Faculty (UNTD Policy 6.002)**

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### **3.2.1 Faculty Status**

Individuals who devote at least 50 percent of their appointment to teaching and research functions of the University and academic unit heads are defined as instructional faculty members. Each instructional faculty member will have an academic unit identified as the faculty member's home unit in which his or her academic responsibilities reside.

### **3.2.2 Faculty Positions**

#### ***3.2.2.1 Tenure and Tenure Track-Appointments (UNTD Policy 6.002)***

Tenured faculty members who have been awarded tenure by the Board of Regents of the University of North Texas System may not be terminated except for just cause, for reasons of financial exigency, discontinuance of academic programs, or by resignation or retirement by the faculty member.

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Tenure-track faculty members are in tenure-accruing positions, but have not yet completed the probationary period and have not been granted tenure. A tenure-track faculty member may hold the rank of assistant professor, associate professor, or professor. The granting of tenure and promotion requires evidence of excellence in teaching and student success, and excellent professional achievements in either research, scholarly, and creative activities or in service and public engagement; and meets expectations in the third area. A recommendation for tenure will consider the record of excellence in teaching, scholarship and service in the context of, and consistent with, levels expected at peer or aspirational peer programs and according to university and school criteria. Scholarship must be of significance and must demonstrate a trend toward continual growth toward a national reputation.

### ***3.2.2.2 Non-tenure-track Appointments (UNTD Policy 6.002)***

Term appointments are all full-time appointments of a definite or fixed duration, usually one year. These appointments may include lecturers, senior lecturers, visiting faculty, scholars in residence, clinical assistant Professor, professor of practice, and others as may address the needs of the institution. Individuals appointed for fixed terms are not eligible for tenure and do not accrue credit toward tenure.

### ***3.2.2.3 Part-time Faculty (UNTD Policy 6.003)***

Part-time faculty members teach courses for credit and must meet the same requirements for professional and scholarly preparation as their full-time counterparts teaching in the same discipline. An adjunct faculty member can be a lecturer, assistant professor, associate professor, or professor.

Part-time Faculty members are hired on a semester-by-semester basis to teach specific courses for a fixed sum per course. These faculty are not full-time, not tenured or tenure-track, and not teaching fellows or teaching assistants. Part-time faculty members are typically referred to as adjunct faculty.

### ***3.2.2.4 Joint Appointments***

Joint appointments are faculty appointments that may be shared between or among academic units or between campuses within the UNT System.

## **3.2.3 Types of Faculty Positions**

A faculty member may be classified as a full-time or part-time (adjunct) faculty member.

### ***3.2.3.1 Full-Time Faculty (UNTD Policy 6.002)***

A full-time faculty member is tenured, tenure-track, or non-tenure-track and holds the rank of lecturer, assistant professor, associate professor, or professor.

Most full-time instructional faculty members assume the full spectrum of duties in the

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areas of teaching and student success, research, scholarship, or creative activity and service and public engagement, although the relative weights of the three performance areas may be negotiated each year. The standard teaching load for full-time tenured, tenure-track, and non-tenured faculty is 12 credit hours per semester with a possibility of 9 credit hours per semester for tenured and tenure-track faculty with demonstrated research productivity. Faculty workloads may be adjusted to reflect other assignments.

**(UNTD Policy 6.007)**

Professor is a tenured or tenure-track faculty member who performs the duties expected of an associate professor and is recognized for outstanding professional accomplishments.

Associate Professor is a tenured or tenure-track faculty member who performs the duties expected of an assistant professor and is recognized for substantial professional achievements in teaching and student success, research, scholarly and creative activity, and service and civic engagement.

Assistant Professor is a tenure-track faculty member who holds a terminal degree in a discipline relevant to his/her teaching assignments and is expected to perform the duties of teaching and student success, research, scholarly and creative activity, and service and public engagement.

Lecturer is an appointment for a fixed term primarily to meet the instructional needs of the University. First and second year appointments are for a period of one year. Thereafter, the appointments will be for a three year term. Based on annual evaluations and the needs of the institution, the appointment may be renewed upon recommendation by the appropriate Dean and approved by the Provost. Individuals appointed to this position are not eligible for tenure.

Senior Lecturer is an appointment for a fixed term, usually five years, primarily to meet the instructional needs of the University. Individuals appointed to this position must have served as a Lecturer at the University for at least five years and exhibited exemplary performance, be terminally qualified in the discipline, and recommended by the appropriate Dean and approved by the Provost. Based on annual evaluations and the needs of the institution, the appointment may be renewed by the appropriate Dean and approved by the Provost. Individuals appointed in this position are not eligible for tenure.

Scholar in Residence is an appointment to a fixed-term on the basis of noteworthy experience and credentials. Individuals appointed this position are not eligible for tenure.

Professor of Practice is an appointment for a fixed term, usually one year, reserved for individuals who have a particular expertise in a given area based on experience and education rather than academic credentials. This appointment may be renewed at the sole discretion of the University based on an annual evaluation. Individuals appointed in this position are not eligible for tenure.

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Clinical Assistant Professor – Is a non-tenure track position focused on the integration of academic scholarship with practical experience. Professors of Practice teach courses, advise students, participate in institutional governance, and collaborate in areas directly related to their expertise and experience.

Researcher is an appointment for a fixed term to specifically work on one or more sponsored projects. A researcher may be affiliated with one or more academic units under specific terms and conditions set out in an agreement between the individual and the university. Individuals appointed in this position are not eligible for tenure.

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### 3.3 General Search and Appointment Procedures

#### 3.3.1 General Procedures for Faculty and Administrative Appointments

#### 3.3.2 Recruiting

#### 3.3.3 Procedures for Search Committees

#### 3.3.4 Hiring Requirements

#### 3.3.5 Appointment of Faculty Members

#### 3.3.6 Appointment of Coordinator of Department

#### 3.3.7 Additional Policies on Searches and Appointments

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The strength of a university resides in its faculty. Building excellence in a faculty begins with critical consideration of initial appointments and continues through the provision of a working environment that encourages and rewards professional growth.

#### 3.3.1 General Procedures for Faculty

All faculty searches will be conducted in accordance with *UNTD Policies 6.002* as well as any procedures established by the Human Resources Department. These procedures apply to the recruitment of full-time and part-time faculty positions. An interim or acting appointment is normally limited to a maximum of two years, but in exceptional circumstances, it may be extended for additional time.

An initial appointment is an appointment granted to an individual who has not previously held a faculty position at UNT Dallas in a tenure-track position (**UNTD Policy 6.009**). Initial appointments, which may be at the rank of professor, associate professor, assistant professor, or lecturer, are based on the type of degree held, academic record, prior experience, and potential for contribution to the University.

#### 3.3.2 Recruiting

Faculty members are recruited to support the mission of the University by following approved recruiting practices. The Provost, Dean, and Department Coordinator are responsible for developing qualifications for vacant positions and conducting the search for the best qualified

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candidate to advance the

institutional mission and goals. **(UNTD Policy 6.002)**

### 3.3.3 Procedures for Search Committees

If a position is approved by the Provost, the Dean, in consultation with the Provost or his/her designee, will appoint a search committee and the committee chair.

The committee chair will arrange for representatives from Human Resources to attend the first search committee meeting to explain the hiring process, guidelines of the search, and confidentiality.

The committee, in consultation with the Dean, will develop an advertisement per the criteria set forth by the Provost or his/her designee. The advertisement must be approved by the Provost or his/her designee before the advertising process begins.

After an appropriate period of time following the placement of the position announcement in suitable venues, the chair of the search committee will convene a series of meetings of the members. At these meetings, the members will perform the following duties:

- Review the position description
- Review the charge to the committee given by the Provost or his/her designee
- Discuss the applicant evaluation process
- Discuss the applicants and their qualifications relative to the position description and the charge given to the committee.

As a result of these meetings, the search committee, in consultation with the Dean, will develop an unranked short list of candidates (usually 2-4) for on-campus interviews, denoting the strengths and capabilities of each candidate, and forward the list to the Provost or his/her designee for approval.

Once the Provost or his/her designee has reviewed the short list and communicated his/her wishes to the search committee and the Dean, the committee will again meet to organize and schedule on-campus interviews for an appropriate number of candidates (usually 2-4) selected.

Following the interviews, the search committee will meet with the Dean to discuss the qualifications of each candidate with the goal to prepare a summary of the major strengths and capabilities of each interviewed candidate for submission to the Provost or his/her designee. After a review of this summary, the Provost or his/her designee will consult with the Dean in selecting the preferred candidate for hire and will make the offer of employment. Before an offer is tendered, the Provost or his/her designee must review the hiring recommendation.

At any point in the search process, adjustments may be made in collaboration with the Provost or his/her designee, the Dean, Human Resources, and the hiring committee.

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### 3.3.4 Hiring Requirements.

Faculty members are subject to a criminal history background check. Successful passing of the background check is a requirement for employment at the University. In addition, faculty members must be able to document that they are eligible to work in the United States (*UNTD Policy 6.002*). All employment is contingent upon completion of an Employee Eligibility Authorization Form.

The State of Texas requires each public institution of higher education to establish a program of assessment and assistance for faculty and teaching personnel whose primary language is not English. To accomplish this goal, UNT Dallas will implement procedures to identify teaching personnel whose primary language is not English, assess their language skills, and refer those who need to improve language competency to a program of assistance. (*UNTD Policy 6.019 and Appendix A*)

### 3.3.5 Appointment of Faculty Members

The appointment of an individual as a member of the full-time faculty will be made by the Provost or his/her designee after a review of the recommendations of the search committee and in consultation with the Dean.

### 3.3.6 Appointment of Department Coordinator

When a vacancy occurs in the position of Department Coordinator, the Dean, in consultation with the Provost, will appoint a search committee. The university may promote qualified internal candidates to fill Department Coordinator positions. Search guidelines will be applied to the internal candidates. Any such decision not to hold an external search must include prior consultation with the equal opportunity officer, and must have the prior approval of the Provost. An interim or acting Department Coordinator may be appointed by the Dean until the position is filled.

The search committee will meet with the Dean to determine appropriate conditions of the position, such as rank and available resources. The Dean should share with the committee an assessment of the university commitment to the department and its programs.

### 3.3.7 Additional Policies on Searches and Appointments

In addition to the guidelines and procedures detailed above, the following university policies apply to faculty searches:

*UNTD Policy 5.002: Diversity and Equal Opportunity Statement;*  
*UNTD Policy 5.003: Employment of People with Disabilities;*  
*UNTD Policy 5.009: Employment of Members of the Same Family;*  
*UNTD Policy 5.010: Drug-free Workplace;*  
*UNTD Policy 5.013: Protection of Confidential Information and Privacy Act Policy;*  
*UNTD Policy 5.027: Criminal History Checks for Security Sensitive Positions.*



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### 3.4 Contracts and Appointments

#### 3.4.1 Appointment

#### 3.4.2 Contract

#### 3.4.3 Tenured appointment

#### 3.4.4 Probationary appointment

#### 3.4.5 Term appointment

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The primary purpose of the University is the education of its students. Faculty members must be recruited, retained, promoted, and tenured to address the academic goals and mission of the institution. A variety of faculty positions are needed to address the instructional and programmatic requirements of a vibrant and growing institution. The faculty as a whole must meet the University's needs in the areas of teaching and student success, research, scholarly and creative activity, and service and public engagement.

#### 3.4.1 Appointment

The establishment of an employment relationship between a faculty member and the University.

#### 3.4.2 Contract

A written document outlining the terms of the employment relationship between a faculty member and the University.

#### 3.4.3 Tenured Appointment

Appointment of a University faculty member that may not be terminated except for just cause, for reasons of financial exigency, or by resignation or retirement.

#### 3.4.4 Probationary Appointment

Probationary Appointment means an appointment as assistant professor, associate professor, or professor (as defined in UNTD Policy #6.002, Faculty Appointments) during the period of service that precedes the awarding of tenure.

#### 3.4.5 Term Appointment

Full time appointment of a definite or fixed duration, usually one year.

For types of Faculty Positions, see **Section 3.2.2**, Faculty Positions

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<b>3.5</b>	<b>Evaluation, Promotion and Tenure</b>
<b>3.5.1</b>	<b>Evaluation Procedures and Responsibilities</b>
<b>3.5.2</b>	<b>Annual Evaluations and Merit Criteria</b>
<b>3.5.2.1</b>	<b>Criteria</b>
<b>3.5.2.2</b>	<b>Merit Evaluations</b>
<b>3.5.2.3</b>	<b>Annual Evaluation of Full-Time Faculty</b>
<b>3.5.2.3.1</b>	<b>Timetable for First-Year Probationary Faculty and Full-Time Lectures:</b>
<b>3.5.2.4</b>	<b>Annual Evaluation for Merit</b>
<b>3.5.2.4.1</b>	<b>Annual Time Allocation and Goals</b>
<b>3.5.2.4.2</b>	<b>Timetable for Second Year Probationary Faculty</b>
<b>3.5.2.4.3</b>	<b>Timetable for Third, Fourth, Fifth, and Sixth Year Probationary Faculty</b>
<b>3.5.3</b>	<b>Tenure and Promotion</b>
<b>3.5.3.1</b>	<b>Timetable for Tenure and Promotion Reviews</b>
<b>3.5.3.2</b>	<b>Criteria for Tenure</b>
<b>3.5.3.3</b>	<b>Criteria for Promotion</b>
<b>3.5.3.4</b>	<b>External Reviews for Promotion and Tenure</b>

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The purpose of faculty performance evaluation at the University of North Texas at Dallas is to promote professionalism, to encourage performance at the highest levels, and to indicate areas in which improvement is needed. Evaluations are also used in making personnel decisions, including allocation of merit pay increases, continuation of employment, and initiation of post-tenure review. The objective is to achieve a progressively stronger faculty and a faculty dedicated to the mission and strategic goals of the institution.

Academic unit heads will conduct regular and systematic evaluations of instructional faculty members in the academic units. For faculty members on joint appointments, the unit head of each department will conduct evaluations of the performance of the faculty members in that academic unit. A description of the evaluation responsibilities of each academic unit for a joint appointment will be communicated in the faculty member's appointment letter and/or contract. Evaluations support a variety of decisions, including those affecting tenure and promotion. On an annual basis, the Department Coordinator will provide the most recent version of the Faculty Performance Evaluation form to be used for annual reviews (electronically or via a link where the form may be downloaded) to faculty members.

There are three (3) types of evaluations that are used for merit and tenure and promotions:

- The initial evaluation will be conducted at the beginning of a new faculty member's second full semester at UNT Dallas. Annual evaluations of all full-time and part-time faculty members will be conducted at the beginning of each calendar year.
- Comprehensive evaluations for full-time faculty are concerned with promotion and

tenure decisions and are conducted in addition to the annual evaluation in the

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appropriate year.

### Department Coordinator Performance Evaluation

Each Department Coordinator will be evaluated annually using the Department Coordinator Performance Evaluation form (**Appendix F**). The Provost's Office will ensure this form is distributed (electronically or via a link where the form may be downloaded) to Department Coordinators and Deans.

Copies of all evaluations will be maintained in a faculty member's personnel file. For more details see *Faculty Handbook*, Section 3.7. Faculty members may examine their personnel files wherever they are maintained. (**Handbook Section 3.7.1**)

### 3.5.1 Evaluation Procedures and Responsibilities

### 3.5.2 Annual Evaluation of Full-Time Faculty and Merit Criteria

The dean, or his/her designee, will provide a new faculty member with information concerning the academic unit's evaluation procedures and criteria in the faculty member's first semester. The initial evaluation will be conducted at the beginning of the faculty member's second full semester of full-time employment at UNT Dallas.

At the start of a new faculty member's second full semester, the dean, or his/her designee, will schedule an evaluation conference with the faculty member. The conference provides an opportunity to discuss the faculty member's goals and professional needs as perceived by both the faculty member and program chair. At the conference, each faculty member will complete an Annual Time Allocation and Goals form that lists their proposed activities for the coming year. The program chair will provide faculty members with an electronic copy of or a link to the Annual Time Allocation and Goals form (Appendices B and C).

The time frame for submission of the Annual Evaluation is:

Faculty submit annual evaluation to the chair or designee by January 15<sup>th</sup>  
Chair or designee submits faculty annual evaluation to dean by February 15<sup>th</sup>  
Dean submits faculty annual evaluation to provost by February 25<sup>th</sup>.

UNT Dallas follows the AAUP Policies and Reports, Recommended Institutional Regulations on Academic Freedom and Tenure, 2013 Revision:

"Regardless of the stated term or other provisions of any appointment, written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment as follows: (1) not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a one

year appointment terminates during an academic year, at least three months in advance of its

termination; (2) not later than December 15 of the second academic year of service if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least

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twelve months before the expiration of an appointment after two or more years of service at the institution."

### 3.5.2.1 *Criteria*

The areas of performance that will be considered in all performance evaluations are as follows:

- Teaching and student success;
- Research, scholarly, and creative activities; and
- Service and public engagement. **(UNTD Policy 6.008)**

A recommendation for tenure will consider the record of excellence in teaching, scholarship and service in the context of, and consistent with, levels expected at peer or aspirational peer programs and according to university and school criteria. Scholarship must be of significance and must demonstrate a trend toward continual growth toward a national reputation. Additionally, any aspects of a faculty member's conduct that impacts performance, positive or negative, should be addressed in the evaluation of these performance areas.

Teaching and Student Success. In the area of teaching and student success, a portfolio approach will be used to evaluate the faculty member's contributions. This approach involves consideration of all evidence presented that is relevant to the evaluation of performance in teaching and student success. Consideration of teaching performance should include, but not be limited to, the following: self-evaluation, student evaluations, and observations/evaluations by the Department Coordinator and/or program coordinators. Teaching and Student Success is evaluated by considering a variety of measures and activities, including student evaluation ratings, observation of classroom teaching, mastery of course content, teaching methods and delivery, classroom organization, management, and effectiveness, responsiveness to students, assessment of student outcomes, rigor and fairness in evaluation of students, innovative instructional activities, student mentoring and advising, interaction with and support of students outside the class, and other activities.

Research, Scholarly, and Creative Activities. Evaluation criteria in this area may differ according to the types of research, scholarly, and creative activity contributions expected in a given discipline. Research, scholarly, and creative activity is evaluated by considering refereed, peer-reviewed publications, books, book reviews, conference presentations and proceedings, invited lectures, musical and theatrical compositions and performances, artistic presentations, internal and external grants/funding, involvement of students/classes in research, incorporation of research into teaching and curriculum, and other activities.

In this area, the focus is on both the quality and quantity of scholarly contributions. The

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higher the quality of contributions, the lower the number that may be acceptable to meet expectations. Quality contributions, whether basic, applied, or pedagogical, constitute valuable contributions. The emphasis on quality leads to an expectation for peer-reviewed and refereed contributions. In evaluating the quality of the contributions, both the inherent quality of the work itself and the quality of the outlet selected (e.g., journal or conference) will be considered. Indicators of the quality of the outlet include, but are not limited to, the nature of the review, the acceptance rate, the composition of the editorial board, and the reputation of the outlet. A tenure-track faculty member should strive to produce a paper presentation or conference proceedings and a submission of an article to a peer-reviewed or refereed journal annually to meet expectations under a three course teaching load per semester. This level of activity in work of good quality should yield a pipeline of scholarship that, with sufficient publication success, could meet the scholarship expectations for a positive tenure and promotion decision in the future.

Service and Public Engagement. Evaluation of activity in this area will include committee and other service work to both the university and to external professional, educational, discipline-specific, and civic organizations. As a result, contributions to the department, the Schools, the university, the community, the City of Dallas, the State of Texas, the Nation, charitable and non-profit organizations, and to one's profession or discipline will be considered as service and public engagement. Both the quantity and quality of contributions to this area should be considered. In considering the quality of contributions, taking on a leadership role in an organization receives greater credit than

mere participation. Likewise, showing the quality of participation and the level of commitment required in an activity or organization can differentiate a faculty member's contribution. Documenting the significance of one's contributions is essential for evaluation purposes.

### **3.5.2.2 Merit Evaluations**

Merit evaluations are based on annual performance reviews. Using the Faculty Performance Evaluation form, scores will be assigned for each faculty member to each area of responsibility:

- Teaching and Student Success
- Research, Scholarly, and Creative Activity
- Service and Public Engagement

Scores in each area of responsibility will be weighted by the percentage of time allocated to each area via the workload assignment, which is determined at the beginning of the year and specified in the Time Allocation and Goal Form (**Appendices B, C, and D**).

The resulting weighted average score reflects how a faculty member performed compared to School peers. **Appendices E, F, and G** contain the annual evaluation forms.

The annual evaluation process will be completed no later than March 1<sup>st</sup> during the first year of service, December 15<sup>th</sup> during the second year of service, and by May 31<sup>st</sup> for years three through six of probationary service. (**UNTD Policy 6.006**)

The following procedures apply to the annual evaluations:

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- The Department Coordinator will provide to the faculty member a written initial evaluation within 14 days of the evaluation conference. The evaluation will state whether the faculty member's overall performance has been satisfactory or unsatisfactory. The faculty member also may submit a response concerning the overall evaluation rating, which will become part of the evaluation. If the faculty member refuses to sign the evaluation, this refusal will be noted on the evaluation when the Department Coordinator sends it to the Dean. Signing the evaluation merely signifies that the faculty member has seen and reviewed the evaluation with his Department Coordinator and does not signify agreement with the evaluation.
- All persons involved in the evaluation process will respect and maintain the strict confidentiality of all relevant documents and deliberations.
- Department Coordinators will be evaluated annually by their Deans, according to procedures similar to those above for the following areas of responsibility: teaching and student success, research, scholarly and creative activity, service and public engagement, and administration (**Appendix F**). A faculty member or

Department Coordinator may appeal his or her evaluation. The appeal proceeds up the chain of command, as applicable:

- ✓ Department Coordinator to Dean (starting place for faculty)
- ✓ Dean to Associate Provost (starting place for Department Coordinator)
- ✓ Associate Provost To Provost—the Provost is the final level of appeal

### ***3.5.2.3 Annual Evaluation of Full-Time Faculty***

The Department Coordinator will provide a new faculty member with information concerning the academic unit's evaluation procedures and criteria in the faculty member's first semester. The initial evaluation will be conducted at the beginning of the faculty member's second full semester of full-time employment at UNT Dallas.

At the start of new faculty member's second full semester, the Department Coordinator will schedule an evaluation conference with the faculty member. The conference provides an opportunity to discuss the faculty member's first semester goals and professional needs as perceived by both the faculty member and Department Coordinator. At the conference, each faculty member will complete an Annual Time Allocation and Goals form that lists their proposed activities for the coming year. The Department Coordinator will provide faculty members with an electronic copy of or a link to the Annual Time Allocation and Goals form (**Appendices B and C**).

“Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment as follows: (1) not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (2) not later

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than December 15 of the second academic year of service if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least twelve months before the expiration of an appointment after two or more years of service at the institution.” (AAUP, Probationary Appointments)

### 3.5.2.3.1 Timetable for First-Year Probationary Faculty and Full-Time Lectures:

- December 7 First-year probationary faculty and full-time lecturers are notified and asked to submit their annual review portfolio to their Department Coordinator by January 22<sup>nd</sup>.
- January 22 First-year probationary faculty and full-time lecturers submit their annual review portfolio to their Department Coordinator.
- February 7 Department Coordinator reviews and evaluates the annual review portfolio of each first-year probationary faculty member and full-time lecturer and submits his or her recommendation for reappointment or non-reappointment to the Dean.
- February 15 Dean reviews and evaluates the annual review portfolio of each first-year probationary faculty member and full-time lecturer and submits his or her recommendation for reappointment or non-reappointment to the Provost and Senior Vice President for Academic Excellence and Student Success.
- March 1** Provost and Senior Vice President for Academic Excellence and Student Success will notify each first-year probationary faculty member and full-time lecturer of his or her reappointment or non-reappointment.
- March 10 A first-year probationary faculty member or full-time lecturer who receives a non-reappointment notification can appeal the decision to the President no later than ten calendar days after written receipt of the negative decision. (*UNTD Policy 6.017*)

The actual dates for a given year in the timetable above will vary based on the calendar and be set annually by the Office of the Provost.

### 3.5.2.4 Annual Evaluation for Merit

The annual merit evaluation consists of two phases: (1) the annual time allocation and goals for the next year, and (2) the annual evaluation.

### 3.4.2.4.1 Annual Time Allocation and Goals

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By the deadline established by the Provost, each faculty member will submit a description of anticipated activities for the coming year to the Department Coordinator. The Department Coordinator will provide the most recent version of the Annual Time Allocation and Goals form to each faculty member (electronically or via a link where the form may be downloaded). Within a prescribed range, the relative weights of the three performance areas of teaching and student success, research, scholarly, and creative activities, and service and public engagement for an individual faculty member will be determined by the faculty member and the Department Coordinator at the beginning of the calendar year. If individual negotiations for workload area weights are not agreed upon by the faculty member and the Department Coordinator, a faculty member may appeal the decision as to relative workload area weights to the Dean, Associate Provost, and Provost (in that order). The agreement on weights may be modified during the year under appropriate circumstances.

The annual evaluation will consider the performance of the faculty member both within and outside of the academic unit in the areas of teaching and student success, research, scholarly and creative activities, and service and public engagement. Additionally, any aspects of a faculty member's conduct that impact performance, positive or negative, should be addressed in these evaluations. The Department Coordinator will solicit input from appropriate individuals outside of the academic unit when the faculty member has assignments outside of the academic unit. If an instructional faculty member's primary assignment is outside of an academic unit (e.g., in a center, institute, or administrative department), the person who performs the annual evaluation will be the supervisor of the primary assignment,

with input from anywhere the faculty member teaches or has other responsibilities.

In each of the three performance areas, a faculty member will be evaluated as “excellent,” “exceeds expectations,” “meets expectations,” “below expectations,” or “unsatisfactory.” In addition to an evaluation in each of the three areas of performance, the faculty member's overall performance must be evaluated as “satisfactory” or “unsatisfactory.” A factor in determining overall annual performance must be the relative workload area weights associated with each of the areas of performance. (Also see Section 3.5.1)

### **3.5.2.4.2 Timetable for Second Year Probationary Faculty**

September 15 Second-year probationary faculty are notified and asked to submit their annual review portfolio to their Department Coordinator by November 7<sup>th</sup>.

November 7 Second-year probationary faculty submits their annual review portfolio to their Department Coordinator.



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- November 20 Department Coordinator reviews and evaluates the annual review portfolio of each second-year probationary faculty member and submits his or her reappointment or non-reappointment recommendations to the Dean.
- December 1 Dean reviews and evaluates the annual review portfolio of each second-year probationary faculty member and submits his or her recommendation for reappointment or non-reappointment to the Provost and Senior Vice President for Academic Excellence and Student Success.
- December 15 Provost and Senior Vice President for Academic Excellence and Student Success notifies each second-year probationary faculty member of his or her reappointment or non-reappointment.
- December 20 A second-year probationary faculty member who receives a non-reappointment notification can appeal the decision to the President no later than ten calendar days after written receipt of the negative decision. (*UNTD Policy 6.017*)

The actual dates for a given year in the timetable above will vary based on the calendar and be set annually by the Office of the Provost.

### **3.5.2.4.3 Timetable for Third, Fourth, Fifth, and Sixth Year Probationary Faculty**

The evaluation of third, fourth, fifth, and sixth year probationary faculty will follow the academic timetable below. *A comprehensive mid-point review is conducted in the fourth year of the probationary period to specifically evaluate progress toward tenure and promotion.*

- December 15 Third, fourth, fifth, and sixth year probationary faculty are notified and asked to submit their annual review portfolio to their Department Coordinator by January 15<sup>th</sup>. (Fourth year probationary faculty will undergo a mid- point review and their portfolios will include materials from their four years of employment.)
- January 15 Third, fourth, fifth, and sixth year probationary faculty submit their portfolios to their Department Coordinator.
- February 15 Department Coordinator reviews and evaluates the annual or mid-point review portfolio for each third, fourth, fifth, and sixth year probationary faculty member and submits his or her recommendation for reappointment or non- reappointment to the Dean.
- March 15 Dean reviews and evaluates the annual or mid-point review portfolio each third, fourth, fifth, and sixth year probationary



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- faculty member and submits his or her recommendation for reappointment or non-reappointment to the Provost and Senior Vice President for Academic Excellence and Student Success.
- May 31 Provost and Senior Vice President for Academic Excellence and Student Success notifies the third, fourth, fifth, and sixth year probationary faculty of his or her reappointment or non-reappointment.
- April 10 A third, fourth, fifth, and sixth year probationary faculty who receives a non-reappointment review can appeal the decision to the President no later than ten calendar days after written receipt of the negative decision. (*UNTD Policy 6.017*)

*The actual dates for a given year in the timetable above will vary based on the calendar and be set annually by the Provost's Office.*

### 3.5.3 Tenure and Promotion Review

A tenure and promotion review is conducted at a variety of levels since university officials at each level may have different perspectives on the decision. The Department Coordinator determines how well the candidate meets the expectations of the department, and the Dean determines how well the candidate meets the expectations of the Schools. The Provost determines how well the candidate meets university standards. At each level, a recommendation is made to the succeeding levels with the final recommendation made by the Provost. Only the UNT System Board of Regents may grant or revoke tenure. (*Regents Rules 06.1000, 06.1100, and 06.1200; UNTD Policy 6.009*) The President grants promotions.

#### 3.5.3.1 Timetable for Tenure and Promotion Reviews

- May 15 Faculty applying for promotion and/or tenure are notified and asked to submit portfolios to the Dean by September 1<sup>st</sup>.
- June 1 Faculty applying for promotion and/or tenure submits names of potential external reviewers to the Dean.
- September 1 Faculty applying for promotion and/or tenure submits portfolios to the Dean.
- September 5 Dean sends the vitae and applicable articles or scholarly works of the faculty applying for promotion and/or tenure to the external reviewers.
- October 1 Ad Hoc Committee on Tenure and Promotion may be appointed by the President after consulting with the Provost by this date.
- October 15 The Dean submits portfolios of the faculty applying for promotion and/or tenure and letters from external reviewers to the Department Coordinator.

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- November 15 The Department Coordinator submits his or her recommendations for the promotion and/or tenure of the faculty under review to the Dean.
- December 15 The Dean submits his or her recommendation for the promotion and/or tenure of faculty under review to the Provost and Senior Vice President for Academic Excellence and Student Success.
- January 15 The Provost and Senior Vice President for Academic Excellence and Student Success submits the portfolios of faculty applying promotion and/or tenure to the Ad Hoc Committee on Tenure and Promotion, if appointed.
- February 15 If appointed, Ad Hoc Committee on Tenure and Promotion submits its recommendations for the promotion and/or tenure of faculty under review to the Provost and Senior Vice President for Academic Excellence and Student Success.
- March 15 Provost and Senior Vice President for Academic Excellence and Student Success submits recommendation for the promotion and/or tenure of faculty under review to the President.
- March 30 Provost and Senior Vice President for Academic Excellence and Student Success notifies the faculty applying for promotion and/or tenure of his or her recommendation.
- April 10 Faculty applying for promotion and/or tenure who received a negative recommendation from the Provost and Senior Vice President for

Academic Excellence and Student Success appeals the decision to the President no later than 10 calendar days after written receipt of the negative decision. (*UNTD Policy 6.017*)

*The actual dates for a given year in the timetable above will vary based on the calendar and be set annually by the Provost's Office.*

### **3.5.3.2 Criteria for Tenure**

Tenure is the promise of continuous employment absent dismissal for cause, financial exigency, or program discontinuance.

The Provost may appoint a university committee on tenure and promotion to assist in the process (especially when few tenured professors exist in specific disciplines at the departmental and School levels).

Each tenure-track faculty member will be reviewed for tenure based on the strength of his/her application no later than the *seventh* year of service. The awarding of tenure is based on the recommendations of the Department Coordinator, the Dean, and the Provost, with the concurrence of the President. Tenure is conferred by the Board of

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Regents based on the recommendation by the President.

A recommendation for tenure is based on a critical review of explicit evidence accumulated during the professional career to date included in the application for tenure. A candidate for tenure must show evidence of (1) excellence in teaching and student success; (2) excellent professional achievements in either research, scholarly, and creative activities or in service; (3) public engagement; and meets expectations in the third area. Distribution of achievements may vary across Schools; however, contributions in one area alone will not qualify a candidate for tenure. While evidence of excellence can be shown in either teaching and student success or research, scholarly, and creative activity, substantial professional achievements should be shown in multiple areas to qualify a candidate for tenure.

Scholarly achievement must be of significance and must demonstrate a trend toward continual growth toward a national reputation. Particular emphasis is given to scholarly work accomplished at UNT Dallas.

According to University policy,

“A recommendation for tenure will be based on the critical review of explicit evidence accumulated during the professional career to date and included in the application for tenure prepared by the faculty member. The granting of tenure requires evidence of excellence and substantial professional achievements in the functions of teaching and student success, research, scholarly, and creative activities, and service and public engagement. Distribution among these various activities may be expected to vary somewhat from one discipline to another and as a matter of University need; however, contributions in one area alone will not qualify an individual for a recommendation for tenure. A recommendation for tenure will consider the record of excellence and substantial professional achievements in teaching and scholarship in the context of, and consistent with, levels expected at peer or aspirational peer programs. Scholarly achievement must be of significance and must demonstrate a trend toward continual growth toward a national reputation with particular emphasis on scholarly work accomplished during the probationary period at the University of North Texas at Dallas. Any recommendation for tenure, based on evidence of excellence and substantial professional achievements, should also include, as far as possible, indications that the individual will continue to grow and develop professionally. A recommendation for tenure must carry with it the assurance, so far as can be determined, that the faculty member exhibits professional integrity; adheres to high standards of professional ethics; understands the nature of membership in a community of scholars and has the ability and desire to work as a member of a group with collegiality while retaining all rights of individual expression; and demonstrates a sense of responsibility for the well-being of the University of North Texas at Dallas and a commitment to work for the accomplishment of its goals.” (*UNTD Policy 6.009*)

### 3.5.3.3 Criteria for Promotion

Promotion to *associate professor* requires evidence of excellence and *outstanding* professional achievements in the three areas of responsibility sufficient for earning a *regional or national* reputation. While evidence of excellence can be shown in either

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teaching and student success or research, scholarly, and creative activity, substantial

professional achievements should be shown in multiple areas to qualify a candidate for associate professor.

Promotion to *full professor* requires evidence of excellence and *outstanding* professional achievements in the three areas of responsibility sufficient for earning a *national or international* reputation. While evidence of excellence can be shown in either teaching and student success or research, scholarly, and creative activity, outstanding professional achievements should be shown in multiple areas to qualify a candidate for full professor. The criteria for promotion are listed in **UNTD Policy 6.009** Tenure and/or Promotion Review.

The Provost *may* appoint a university committee on tenure and promotion to assist in the process (especially when few tenured professors exist in specific disciplines at the departmental and School levels).

Upon receipt of the recommendation for tenure from the Provost, the President may transmit his or her recommendation to the Board of Regents. A candidate may appeal a negative decision under the faculty grievance policy. (**UNTD Policy 6.017**)

### **3.5.3.4 External Reviews for Promotion and Tenure**

As part of the tenure and promotion process, external reviews of each faculty candidate's research, scholarship, and/or creative activities may be required. (**UNTD Policy 6.000**)

- Ideally, the candidate's application packet should include at least three external reviews
- Reviewers should hold at least the rank for which the candidate is requesting promotion
  - ✓ Reviewers who are not affiliated with an academic institution should have an academic record and experience commensurate with the rank for which the candidate is requesting promotion
- Reviewers should be affiliated with a peer or aspirant institution
- Responsibility for choosing external reviewers rests with the Dean, but generally would involve consultation with the Department Coordinator and the candidate

### **Process of Soliciting External Reviewers**

- External reviewers should be in the same or a closely related field as the candidate
- The Dean will develop a list of five potential external reviewers from the university's peer or aspirant universities
- The candidate will submit to the Dean a list of five potential external reviewers
- The candidate will have the opportunity to strike one of the five potential external reviewers listed by the Dean
- The Dean will have the opportunity to strike one of the five potential external reviewers listed by the candidate
- The Dean will choose five from the total external reviewers remaining and request

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in writing an external review from each

- The final list of five external reviewers must include at least two names suggested by the candidate
- Once the list of external reviewers is finalized, the Dean will forward the application packet, including the candidate's vita and a sample of three to five items of relevant research, scholarship, and/or creative activities, to the external reviewers for their evaluation
- The cover letter sent by the Dean soliciting the review should include, but not be limited to, the following:
  - ✓ The date by which a written review is required
  - ✓ The information sought to assist in the evaluation of the candidate and the role of the external review in the UNT Dallas's process
  - ✓ An indication of the faculty member's workload expectations in teaching and student success, research, scholarly, and creative activity and service and public engagement
  - ✓ Notification to the reviewers that they should not attempt to evaluate the significance of the candidate's teaching or service activities – only the candidate's research, scholarship, and/or creative activities are to be evaluated by the external reviewers
  - ✓ The transparency of the UNT Dallas's promotion and tenure process and the likelihood that the letter will be viewed by others, including the candidate
  - ✓ Appreciation for their willingness to provide a review

Reviewers' comments should include, but are not necessarily limited to:

- ✓ A description of any past association with the candidate
  - ✓ Prior familiarity with the candidate's research, scholarly, and/or creative activity
  - ✓ Identification of the most significant scholarly results produced by the candidate and the impact that those results have had on the discipline
  - ✓ Adequacy of the research record of the candidate from both a quality and quantity perspective
  - ✓ Propensity of the candidate to continue to be a productive scholar in the future
  - ✓ Appropriateness of the outlets used by the candidate to disseminate research, scholarship, and/or creative activities
  - ✓ Relevant information about common practices within the discipline of the candidate related to collaboration, multiple authorship, grant funding, or other characteristics that may help the university evaluate the research, scholarship, and/or creative activities of the faculty candidate
- The Dean should obtain a short vitae or biography for each reviewer for inclusion with the review letter – such vitae should be no more than two pages in length
  - If the requests from the five external reviewers selected initially does not yield at least three external reviews received for the application packet, the Dean will request additional reviews from the remaining list of potential external reviewers originally determined

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### 3.6 Separation

- 3.6.1 Resignation
- 3.6.2 Expiration of Contract and Termination
- 3.6.3 Nonrenewal
  - 3.6.3.1 Origination
  - 3.6.3.2 Academic Unit's Recommendations
  - 3.6.3.3 Dean's Recommendations
  - 3.6.3.4 Provost's Decision
  - 3.6.3.5 Special Circumstances
  - 3.6.3.6 Notice
  - 3.6.3.7 Access to Records
  - 3.6.3.8 Appeal
  - 3.6.3.9 Faculty Appeals Committee
  - 3.6.3.10 Confidentiality

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#### 3.6.1 Resignation

A faculty member may resign his or her appointment at any time provided that written notice is given at the earliest possible opportunity. (*UNTD Policy 5.024*).

#### 3.6.2 Expiration of Contract and Termination

Failure to renew the appointment of a faculty member on a fixed-term contract upon the expiration of the contract requires no action by the University and no notice to the faculty member.

#### 3.6.3 Nonrenewal

Non-tenured faculty members have no right to renewal of their appointments. The University may choose not to renew the appointment of a non-tenured faculty member.

Nonrenewal of the appointment of a tenure-track faculty member who is undergoing review for tenure is governed by the University's Probationary Periods Policy (*UNTD Policy 6.006*). In the case of nonrenewal of a tenure-track faculty member, the following procedures apply:

##### *3.6.3.1 Origination*

Consideration of nonrenewal of the appointment of non-tenured faculty member may originate with the department coordinator, Dean or Provost.

##### *3.6.3.2 Academic Unit's Recommendations*

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The written recommendations of the Program Coordinator will include a justification of the department's conclusion. The recommendation will be submitted to the Dean within 30 days of receiving notice that nonrenewal of the appointment is to be considered, except in the case of a first-year faculty member in which case their recommendations will be submitted within seven days.

### ***3.6.3.3 Dean's Recommendations***

The Dean will make a recommendation after reviewing the recommendations of the Department coordinator. The written recommendation of the Dean will include a justification of his or her conclusions. The recommendations of the Department coordinator and Dean will be submitted to the Provost within 30 days of the Dean's receipt of Department coordinator's recommendations, except in the case of a first-year faculty member, in which case the recommendations will be submitted within seven days.

### ***3.6.3.4 Provost's Decision***

Recommendations regarding nonrenewal from the Department coordinator and Dean will be reviewed by the Provost, who will decide if nonrenewal of the appointment of the faculty member is warranted. The written decision of the Provost will include a justification of his or her conclusions.

Notice will be sent to the faculty member, and a copy will be sent to the Department coordinator and Dean within 30 days of the Provost's receipt of the Department coordinator and Dean's recommendations, except in the case of a first-year faculty member, in which case the decision will be sent within seven (7) days. In the absence of a timely written appeal, the decision of the Provost becomes final and the nonrenewal is effective at the end of the appointment period.

### ***3.6.3.5 Special Circumstances***

In the case of a faculty member with fewer than two years of service at the University, the administration has the discretion to act more quickly than specified above so that notice may be given in accordance with the schedule of calendar dates set forth below.

### ***3.6.3.6 Notice***

If the Provost decides not to renew the appointment of a faculty member, written notice of nonrenewal should be sent to the faculty member in accordance with the following schedule:

#### **3.6.3.6.1** For faculty members in their first year of service and full-time lecturers.

- Not later than March 1 if the appointment is to expire at the end of the



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spring semester.

**3.6.3.6.2** For faculty members in their second year of service.

- Not later than December 15 if the appointment is to expire at the end of the spring semester.

**3.6.3.6.3** For faculty members with two or more years of service.

- Not less than 12-months' notice for a tenure track faculty member for any reason.

### ***3.6.3.7 Access to Records***

Upon request, the faculty member will be provided a copy of the decision of the Provost and the recommendations of the Department coordinator and Dean.

### ***3.6.3.8 Appeal***

All appeals must be in writing. A faculty member has 30 days from the receipt of a written notice of nonrenewal from the Provost to submit a written appeal to the Faculty Appeals Committee. The written appeal will set forth the grounds for the appeal and a summary of the arguments and documentation the faculty member intends to present at a hearing. Upon receipt of an appeal, the department coordinator of the Faculty Appeals Committee will promptly send an acknowledgement of the receipt of the appeal to the faculty member and will notify the president, the Provost, Dean, and Department coordinator. If an appeal is filed, the Provost will appoint the Department coordinator or an administrative designee to serve as the respondent, representing the administration in the appeal process.

### ***3.6.3.9 Faculty Appeals Committee***

The Faculty Appeals Committee will complete a hearing within 45 calendar days of receiving the request for appeal. The hearing will be conducted in accordance with

procedures approved by the Provost. A verbatim record of the hearing will be made, a copy of which will be provided to the faculty member at no cost. After conclusion of the hearing, the Faculty Appeals Committee will notify the president, the Provost, and the faculty member in writing of its recommendation within seven calendar days. This notice will include any minority opinions. The Faculty Appeals Committee's written recommendation will include explicit findings on each of the grounds presented. The Faculty Appeals Committee may find for the faculty member or may reaffirm the original decision.

The President will consider the Faculty Appeals Committee's recommendation and the grievance record and render a decision within 30 calendar days after receipt of the



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recommendation of the Faculty Appeals Committee. The President must notify the candidate in writing of his or her decision, with a copy to the Faculty Appeals Committee and the Provost. Except for cases of revocation of tenure where the recommendation would be forwarded to the Board of Regents for consideration and action, the decision of the President is final.

The Faculty Appeals Committee will determine if a hearing is warranted.

- For a tenure-track faculty member, grounds for appealing a nonrenewal are limited to failure of the University to follow its procedures or unreasonable or improper bases for nonrenewal.

If the Faculty Appeals Committee determines that a hearing should be granted, the committee will conduct the hearing in accordance with the Faculty Grievance Policy. In the hearing, the faculty member will have the responsibility to establish that the procedures were not followed or that the University used unreasonable or improper basis for the nonrenewal. If the Faculty Appeals Committee determines that a hearing will not be granted, the faculty member, Provost, and president will be notified that the appeal has been denied. If the appeal is denied by the Faculty Appeals Committee, the decision of the Provost becomes final, and the nonrenewal becomes effective at the end of the appointment term.

### ***3.6.3.10 Confidentiality***

All persons involved in the nonrenewal process will respect and maintain the strict confidentiality of all relevant documents and deliberations.

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## **3.7 Personnel Records**

### **3.7.1 Reviewing Personnel Files**

\*\*\*\*\*

The University of North Texas at Dallas makes every effort to protect confidential information from unauthorized disclosure. Such confidential information includes, but is not limited to, social security numbers, educational records as defined by the Family Educational Rights and Privacy Act (FERPA), protected health information as defined by the Health Insurance Portability and Accountability Act (HIPAA), and customer information as defined by the Gramm-Leach-Bliley Act (GLB Act). Official personnel files are maintained in the Office of Human Resources. The file in the Office of Human Resources contains information on employment status and personnel actions. Promotion and tenure documents are located in the Provost's office, as are documents relevant to professional performance and assessment, which are maintained in the academic unit office.

### **3.7.1 Reviewing Personnel Files**

## Section 3, Faculty Employment Policies and Procedures

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Faculty members have access to information retained in all personnel files of which they are the subject, in accordance with the Texas Public Information Act and other laws. Individuals seeking access to their personnel files should arrange an appointment with human resources or the Provost's office. If the faculty member believes that some of the contents of a file should be removed or corrected, he or she will follow the UNT Dallas's Human Resources procedure as stated in the *Protection of Confidential Information and Privacy Act Policy. (UNTD Policy 5.013)*

\*\*\*\*\*

### 3.8 Research and Scholarship

#### 3.8.1 Sponsored Programs

#### 3.8.2 Intellectual Properties

\*\*\*\*\*

#### 3.8.1 Sponsored Programs

The professional growth and development of faculty members is essential for the University to maintain its tradition of academic excellence. The faculty members are encouraged to engage in research which may be supportive of their teaching duties. UNT Dallas faculty must use the services provided by the Office of Sponsored Programs at UNT to guide them through the process of seeking funding sources. For more information, see *UNTD Policy 13.006 Sponsored Projects*. The Office of Sponsored Programs at UNT Dallas is located in the Office of the Associate Provost for Graduate and Continuing Education.

Funds for faculty research are available, subject to budget, to support research efforts. Research which requires a significant portion of a faculty member's time and which are funded externally may be pursued, provided that the funding source provides funds to defray the cost of providing release time by employing additional personnel, the release time can be absorbed by other faculty members and the researcher is paid a designated portion of his/her salary from the research funds, and prior approval for "extra compensation for additional workload" must be approved by the president, subject to the recommendation of the Provost.

#### 3.8.2 Intellectual Property

The University of North Texas at Dallas recognizes that research, scholarship, and effort on the part of employees and students will result in the creation and use of intellectual property.

Such activities contribute to the professional development of the faculty, staff or students involved, enhance the reputation of the institutions concerned, provide additional educational opportunities for participating students, and promote the general welfare of the public at large.

The publication of scholarly works and the development and dissemination of software technology is often the result of individual effort, but supported partially or completely by the

University. (*UNTD Policy 8.001*)

## Section 3, Faculty Employment Policies and Procedures

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UNT Dallas faculty abides by laws, rules, and policies that regulate research and related activities. For detailed information, see *UNTD Policy 13.001 Use of Human Subjects in Research*, *Policy 13.002 Care and Use of Animals in Research*, *Policy 13.003 Export Controls*, *Policy 13.004 Research Conflict of Interest*, and *Policy 13.005 Research Misconduct*

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### 3.9 Compensation

#### 3.9.1 Salaries

#### 3.9.2 Salary Adjustments

#### 3.9.3 Adjustments Due to Promotion

#### 3.9.4 Adjustments Due to Merit

#### 3.9.5 Overload Compensation

#### 3.9.6 Compensation for Summer Teaching

#### 3.9.7 Additional Compensation

#### 3.9.8 Faculty Administrators Returning to Full-Time Academic Status

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#### 3.9.1 Salaries

The University of North Texas at Dallas is responsible for securing qualified and competent faculty and for determining faculty salaries and wages in an effective manner. The University's itemized budget specifies the salary authorized for each position. (*UNTD Policy 6.012*)

It is the policy of the University to distribute fairly and equitably funds available for salaries and wages. Initial faculty salaries are determined based on a combination of factors, including the funding available for the position, the academic discipline, faculty rank at the time of appointment, highest degree earned, the job responsibilities, academic credentials, professional experience, market value, and the needs of the University. Upon the recommendation of the Department coordinator and Dean, the Provost approves all faculty salaries prior to hiring.

All position and salary range assignments will be made on the bases of the work to be performed without regard to race, color, religion, sex, age, disability, national origin, veteran status, or marital status and in accordance with state and federal laws and the rules and policies of the Board of Regents, UNT System, and university. Department coordinators recommend compensation for faculty in accordance with university policies, procedures, and guidelines.

#### 3.9.2 Salary Adjustments

All salary increases for faculty members, unless otherwise mandated by the state legislature, will be based on merit and/or equity. Quality teaching, research, scholarly/creative activity, administrative responsibilities, and service may be considered in the merit process. Equity and other adjustments may be awarded based on the recommendations of the department department coordinator and Dean, subject to the approval of the Provost.

## Section 3, Faculty Employment Policies and Procedures

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### 3.9.3 Adjustments Due to Promotion

Faculty members, through the promotion process, are awarded increases in the subsequent budget year based on budgeted resources and the promotion rank (*UNTD Policy 6.009*). Generally, the salary increase for promotion from assistant to associate professor is \$5,000 and for promotion from associate to full professor is \$8,000.

### 3.9.4 Adjustments Due to Merit

The Department coordinator will recommend salary rates, equity adjustments, and merit increases in the annual department budget request based on the budget guidelines issued by the president. The recommendations, in turn, will be submitted to the Dean and the Provost for approval. Faculty members, as part of their annual evaluation, will be considered for a merit increase as appropriate based on available funds and other considerations.

### 3.9.5 Overload Compensation

In instances where faculty members are needed to teach extra courses beyond their normal teaching load (i.e., an overload), they may be eligible for overload compensation. At a minimum, the overload compensation will be comparable to that paid to an adjunct faculty member to teach the course. Upon the recommendation of the Department coordinator and Dean and approval of the Provost, overload compensation may vary based on the funding available, needs of the department, and qualifications of the faculty member. (*UNTD Policy 6.012*)

### 3.9.6 Compensation for Summer Teaching

A summer teaching assignment is not guaranteed. Faculty members may be assigned summer teaching as the needs of the institution dictate. The compensation for summer teaching is at a rate of up to 1/12th of a faculty member's nine-month salary per three semester credit hour (SCH) course with the amount paid per course not to exceed \$7,500 (for a three SCH course). The actual amount of compensation will be determined annually by the Provost. Compensation is prorated for assignments of other than three SCH courses. Compensation for summer teaching is provided through the University's summer budget, and generally faculty are limited to teaching a maximum of two three-hour courses in the summer absent extraordinary circumstances. (*UNTD Policy 6.012*)

### 3.9.7 Additional Compensation

In rare instances where faculty members provide services to the university beyond their normal faculty responsibilities, they may be eligible for additional compensation, as determined by the Dean and department department coordinator with approval by the Provost.

## Section 3, Faculty Employment Policies and Procedures

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### 3.9.8 Faculty Administrators Returning to Full-Time Academic Status

When an administrator concludes an administrative assignment to return to full-time faculty status, the person will not be required to return to a salary lower than his or her last salary as a full-time faculty member at UNT Dallas prior to accepting the administrative appointment plus the total amount of raises received over the period while serving as an administrator. (See *UNTD Policy 6.016*)

Notwithstanding the above and in accordance with Section 51.948 of the Texas Education Code, the salary of a faculty member reassigned from an administrative position to a full-time faculty position will not exceed the salary of other persons with similar qualifications and rank performing similar duties within a School or comparable disciplines.

If, at the time the administrator returns to the faculty, UNT Dallas does not have other faculty with similar qualifications performing similar duties in the faculty member's discipline, the President may consider the salaries paid to comparable faculty within the UNT System and at peer institutions having a similar role and mission in determining the salary.

Any development or other leave granted by the University to an administrator immediately prior to his or her return to full-time faculty status will be at the determination of the President and at the salary level as determined above and in accordance with Section 51.105 of the Texas Education Code and UNT Dallas policy.

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### 3.10 Employment Benefits

- 3.10.1 Leave with Pay
- 3.10.1.1 Leave without Pay
- 3.10.2 Employment Assistance Program
- 3.10.3 Professional Development
- 3.10.4 Retirement

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Listed below are some of the employment benefits available to full-time faculty members. Other benefits available to all UNT Dallas employees such as health insurance, life insurance, long-term care insurance, retirement programs, state employee assistance programs, etc. are described elsewhere. (*UNTD Policies 5.017.1 – 5.017.19*)

#### 3.10.1 Leave with Pay

##### Faculty Development Leave

Faculty development leave may be granted to instructional faculty members by a competitive process within each School. Eligibility for such leave is limited to instructional faculty members

## Section 3, Faculty Employment Policies and Procedures

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who have served the university for at least six consecutive academic years following their initial employment or return from a prior development leave. Exceptions to the six-year minimum service requirement are rare and may be granted only in extraordinary circumstances.

A faculty development leave enables a faculty member to elect to take an academic year of leave at one-half salary or one semester of leave at full salary. A faculty member on faculty development leave may accept a grant or stipend to pursue full-time independent study, graduate or postgraduate study, research, or creative activities that will enhance their teaching abilities, professional growth, and intellectual renewal. To be eligible for faculty development leave, the faculty member must submit goal(s) of the faculty development leave to Department coordinator and Dean, and it must be approved by the Provost. A faculty member may not accept outside employment unless approved under the University's outside employment or service and dual employment policy. (*UNTD Policy 5.006*)

Accomplishing the agreed-upon goal(s) of the faculty development leave will be a significant component of the annual evaluation upon the faculty member's return. Recipients of faculty development leave will be notified of their requests by the end of the preceding fall semester and are expected to return for at least one year of full-time service to the university following the leave. The university may require the repayment of the salary and benefits paid during such leave if the faculty member fails to return and fulfill this responsibility. (*UNTD Policy 6.014*)

### **Administrative Leave**

Administrative leave will be granted to a faculty member to serve on a jury or appear in court as a witness under subpoena. An employee is excused from work during jury duty, without loss of pay or accrued leave. An employee is entitled to accept fees received for jury duty without deduction to the employee's compensation or accounting to the University. The employee must provide documentation of service to his or her supervisor. (*UNTD Policy 5.017.5*)

### **Medical Leave**

A faculty member may be entitled to either paid sick leave in accordance with state law or leave from the Sick Leave Pool if eligible. (*UNTD Policy 5.017.2 and UNTD Policy 5.017.3*)

### **Military Duty Leave**

If a faculty member is a member of the National Guard or organized Armed Forces Reserves of the United States, he or she is entitled to 15 workdays of paid leave per federal fiscal year (October 1 to September 30) for federally funded military duty. Regardless of whether the duty is fragmented, a faculty member is still entitled to 15 workdays of leave per federal fiscal year. A faculty member must include a copy of his or her military orders or other official documentation with the request for military leave. If a faculty member is ordered to duty because of an emergency, supporting documentation must be supplied upon the return to work to confirm the use of military leave. (For a more complete explanation of the subcategories of military leave that expand the 15-day limit, see *UNTD Policy 5.017.7*.)

## Section 3, Faculty Employment Policies and Procedures

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### ***3.10.1.1 Leave without Pay***

#### **Additional Educational or Personal Leave**

A faculty member may request a period of unpaid leave for professional development or for personal reasons. Such leave of absence without pay may be granted only when the ongoing needs of the institution can be addressed and the faculty member can reasonably be expected to return to duties following the absence.

The faculty member must submit a leave request to the Provost through his or her department coordinator and Dean prior to the requested period of leave. Such leaves may be approved by the Provost for a period not to exceed one academic year. It may be extended for an additional academic year by approval of the President. (***UNTD Policy 6.015***)

#### **Parental Leave**

The University is committed to providing leave to new parents of natural, adopted, or foster care children, when the provisions of the Federal Family Medical Leave Act (FMLA) are not applicable in accordance with state law. (***UNTD Policy 5.017.8***)

### **3.10.2 Employment Assistance Program**

The objective of the Employment Assistance Program is to maximize employee functioning in personal matters and on the job. It provides problem assessment, diagnosis, referral, and short-term counseling, including a limited number of psychological counseling sessions per life event in a contract year. These sessions also may be utilized by the employee's immediate family members. Services are available on a self-referral and, under special disciplinary circumstances, management-referral basis. (***UNTD Policy 5.022***)

### **3.10.3 Professional Development**

The University encourages and supports the professional development of faculty members. As funding is available, participation in courses, workshops, seminars, and meetings directly related to the goals and objectives of the university will be supported to enable faculty members to improve performance.

#### **Travel**

The University encourages faculty members to attend conferences, educational programs, and professional meetings when such attendance will enhance the prestige of the University and contribute to the professional development of the individual (***UNTD Policy 5.017.6***). Requests for reimbursement of travel and related expenses and requests to be absent from classes or other duties to attend these meetings must be approved by the department coordinator of the academic department, and reimbursements must be in accordance with state law.



## Section 3, Faculty Employment Policies and Procedures

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### 3.10.4 Retirement

There is no mandatory retirement age for faculty members. A faculty member may retire at any age if the individual is eligible for retirement benefits under his or her retirement program either because of age and service, or because of permanent disability. (*UNTD Policy 5.025*)

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### 3.11 Faculty Grievance Procedures

#### 3.11.1 Grievances Relating to Non-Reappointment, Denial of Tenure or Promotion, and Termination

#### 3.11.2 Grievances Relating to Other Working Conditions

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These procedures apply to all tenured and tenure-track faculty members.

#### 3.11.1 Grievances Relating to Non-Reappointment, Denial of Tenure or Promotion, and Termination (*UNTD Policy 6.017*)

When a faculty member is notified in writing by the Provost that he or she has been denied reappointment, tenure, and/or promotion, or has been terminated, the faculty member may appeal the decision to the president. The appeal must be submitted in writing to the president no later than 10 calendar days after written receipt of the negative decision. The president will forward the appeal to the Faculty Appeals Committee, which is appointed annually by the Provost to hear faculty grievances.

When a faculty member has filed an appeal, he or she will be afforded immediate access to all documents relevant to the personnel decision. (*Faculty Handbook, Section 3.6.3.4*)

Upon receipt of an appeal, the Faculty Appeals Committee will complete a hearing within 45 calendar days. The hearing will be conducted in accordance with procedures approved by the Provost. A verbatim record of the hearing will be made, a copy of which will be provided to the faculty member at no cost to the faculty member. After conclusion of the hearing, the Faculty Appeals Committee will notify the president and the faculty member in writing of its recommendation. The Faculty Appeals Committee may rule in favor of the faculty member or may reaffirm the original decision. The Faculty Appeals Committee's written recommendation will include explicit findings on each of the grounds presented.

A copy of the Faculty Appeals Committee's recommendation will be sent to the Provost within seven calendar days of the conclusion of the hearing.

The president will consider the Faculty Appeals Committee's written recommendation, including explicit findings on each of the grounds presented and the grievance record. The president will render a written decision within 30 calendar days after receipt of the recommendation of the



## Section 3, Faculty Employment Policies and Procedures

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Faculty Appeals Committee and must notify the candidate in writing of his or her decision, with a copy to the Faculty Appeals Committee and the Provost. Except for cases of revocation of tenure, the decision of the president is final.

### **3.11.2 Grievances Relating to Other Working Conditions (*UNTD Policy 6.017*)**

In addition to cases involving non-reappointment, denial of tenure and/or promotion, or termination, faculty may also grieve other professional issues, such as merit evaluation or academic workload, by using the following procedure:

- The faculty member will first try to resolve the issue with the Department coordinator.

If this phase is unsuccessful, the faculty member can file a written grievance with the Dean. The Dean has ten working days to review the complaint and provide a written response to the faculty member.

## **Section 4, Faculty Role in Governance**

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### **Section 4, Faculty Role in Governance**

- 4.1 Faculty Governance**
- 4.1.1 Budget and Planning**
- 4.1.2 Personnel**
- 4.1.3 Faculty Role in the Evaluation of Administrators**
- 4.2 Faculty Alliance**
- 4.3 Curriculum**
- 4.3.1 Undergraduate and Graduate Courses and Programs**
- 4.3.1.1 Undergraduate and Graduate Course Review Procedures**
- 4.3.1.2 Undergraduate and Graduate Program Review Procedures**
- 4.3.2 Academic Program Review**
- 4.3.3.1 Program Review Procedures**

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### **4.1 Faculty Governance**

- 4.1.1 Curriculum**
- 4.1.2 Budget and Planning**
- 4.1.3 Personnel**

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#### **4.1.1 Curriculum**

The primary responsibilities of faculty in the area of curriculum include (1) overseeing curricular matters, including the approval, deletion, and/or revision of courses and programs within the university, and (2) communicating information, recommendations, and decisions to the university administration.

#### **4.1.2 Budget and Planning**

In the areas of School budget and planning, the responsibilities of faculty include providing pertinent information to the Department coordinator and/or Dean regarding:

- matters relating to School organization, budget, facilities and planning
- enrollment trends and budget allocations
- the general oversight, direction and priorities of the School
- faculty needs in achieving their goals
- factors affecting the university beyond the School level

#### **4.1.3 Personnel**

The responsibilities of faculty in the area of personnel include:

## Section 4, Faculty Role in Governance

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- Providing feedback to the Department coordinator and/or Dean on personnel matters at the School level
- Requesting allocations for needed faculty positions, including justifications
- Reviewing annual evaluation procedures for consistency among academic units
- Serving as members of an appeal body for faculty grievances
- Promoting communication within the School
- Serving as members of a hearing body on faculty misconduct

### 4.1.4 Faculty Role in the Evaluation of Academic Administrators

Senior academic administrators serve at the pleasure of their organizational supervisors. The Provost and other Vice Presidents serve at the pleasure of the President. Associate provosts, deans, department coordinators, and unit heads in academics and student success serve at the pleasure of the Provost or their appropriate Vice President. When available, the annual faculty evaluation of administrators, conducted under the joint auspices of the Faculty Alliance and the University's Office of Human Resources should be reviewed. The purposes of this annual evaluation are (1) to provide information about the strengths and weaknesses of administrators as perceived by the faculty; (2) to provide, over an extended period of time, a record of faculty opinion regarding the performance of administrators; and (3) to provide individual administrators with an assessment of their performance.

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### 4.2 Faculty Alliance

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The Faculty Alliance is the faculty's representative organizational body that represents the faculty in the consideration of all policies that affect the academic climate and direction of the institution. The Faculty Alliance operates to improve the efficiency and effectiveness of overall University operations through (1) clear communication of faculty needs and concerns, (2) feedback and suggestions for university improvement, (3) facilitation of open and honest dialogue, and (4) deliberation and recommendations on matters dealing with academic policy and structure. Faculty welfare and satisfaction, as well as professional development, are other issues addressed by the Faculty Alliance. The Faculty Alliance may also provide feedback and opinions on the performance of academic administrators. The complete constitution of the *University of North Texas at Dallas Faculty Alliance* can be found in **Appendix I**.

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### 4.3 Curriculum

- 4.3.1 Undergraduate and Graduate Courses and Programs
- 4.3.1.1 Undergraduate and Graduate Course Review Procedures
- 4.3.1.2 Undergraduate and Graduate Program Review Procedures
- 4.3.2 Academic Program Review
- 4.3.3.1 Program Review Procedures

**Section 4, Faculty Role in Governance**

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## Section 4, Faculty Role in Governance

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Only academic units and academic institutes and centers may offer courses for university credit. Specific details about curriculum approval procedures are available at the Office of the Provost. All curricular proposals must be submitted during the academic year to ensure all faculty members have the opportunity to review the proposals.

### School Curriculum Committee

The School Curriculum Committee is a standing committee that consists of three faculty members, one of whom must be a Department Coordinator.

The School Curriculum Committee's recommendations are forwarded to the Dean of the School for consideration of approval prior to the Dean's recommendation.

The Dean recommendations are forwarded to the University Curriculum Committee for consideration of approval. Documentation must be submitted to the Department coordinator of the University Curriculum Committee within 15 business days in advance of its scheduled meeting. (*UNTD Policy 6.021*)

### University Curriculum Committee

The university curriculum committee is a standing committee that consists of the following nine faculty members:

- 3 faculty members (one from each School) appointed by the Deans.
- 3 faculty members (one from each School) from the Faculty Alliance Academic Affairs Committee.
- 3 faculty members (one from each School) from the General Education Committee.
- Associate Provost for Academic Excellence (ex officio)

The university curriculum committee's recommendations are forwarded to the Office of the Provost for consideration of approval by the Academic Excellence Leadership Team (AELT) chaired by the provost. Documentation must be submitted to the Office of the Provost within 15 business days in advance of its scheduled meeting. The final decision regarding curriculum is made by the provost after considering all prior recommendations made as part of the process. (*UNTD Policy 6.021*)

### 4.3.1 Undergraduate and Graduate Courses and Programs

#### *4.3.1.1 Undergraduate and Graduate Course Review Procedures*

Proposals for undergraduate and graduate course additions, deletions, and changes are reviewed and approved by the appropriate academic unit, the School curriculum committee, the Dean, the university curriculum committee, the Academic Excellence Leadership Team (AELT), and the Provost. **Figure 1** shows the entire process for submission of curricular proposals. School curriculum proposals will be submitted to the appropriate Dean. When an academic unit is not housed in a School, the proposals

## Section 4, Faculty Role in Governance

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will be reviewed by the university curriculum committee rather than a School curriculum committee. Each School may establish a deadline for proposals each semester.

The appropriate School curriculum committee will review all proposals for new courses as well as existing courses that have been substantially modified for approval within the School. This committee will oversee the submission of academic course proposals, consider the use of university resources, review the potential impact upon other programs, supervise communication with other affected sectors of the university, and consider input from others about the implications of the course proposal. Approvals of the School curriculum committee and the Dean are required before the proposal is sent to the university curriculum committee for its approval.

Course proposals must be available for university curriculum committee for a minimum of 15 business days. The School curriculum committee's decision on a course proposal stands unless it is contested within 15 business days.

Following the university curriculum committee's decision, course proposals are reviewed by the Provost or his or her designee. Approvals of the Dean and the university curriculum committee are required before proposals are forwarded to the Provost's Office. For cross-disciplinary courses, the review will include all academic units and School's involved.

Appeals on denial of a proposal may be accelerated up one level by submitting the original proposal, a copy of the denial, and submission of an explanation of the rationale for the appeal. The decision of the Provost is final and not subject to appeal. (*UNTD Policy 6.020*)

### *4.3.1.2 Undergraduate and Graduate Program Review Procedures*

Proposals for undergraduate and graduate program additions, deletions and changes are reviewed and approved by the appropriate academic unit, the School curriculum committee, the Dean, the university curriculum committee and the Provost. When an academic unit is not housed in a School, the proposals will be reviewed by the university curriculum committee rather than the School curriculum committee. Each School may establish a deadline for proposals each semester.

New programs must be developed according to the pre-proposal process established by the Office of the Provost. New programs also must conform to the new program degree guidelines specified by the Texas Higher Education Coordinating Board <http://www.thecb.state.tx.us/index.cfm?objectid=9B93EB02-0FD4-6E46-E15D47A110934F05> The decision-making process for programs follows the same protocol as shown in **Figure 1**.

The appropriate School curriculum committee will review all program proposals. This committee will oversee the submission of proposals for creation, deletion or modification

## Section 4, Faculty Role in Governance

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of all academic programs; consider the use of university resources; review the potential impact upon other programs; supervise communication with other affected university sectors; and consider input from others about the implications of the program proposal.

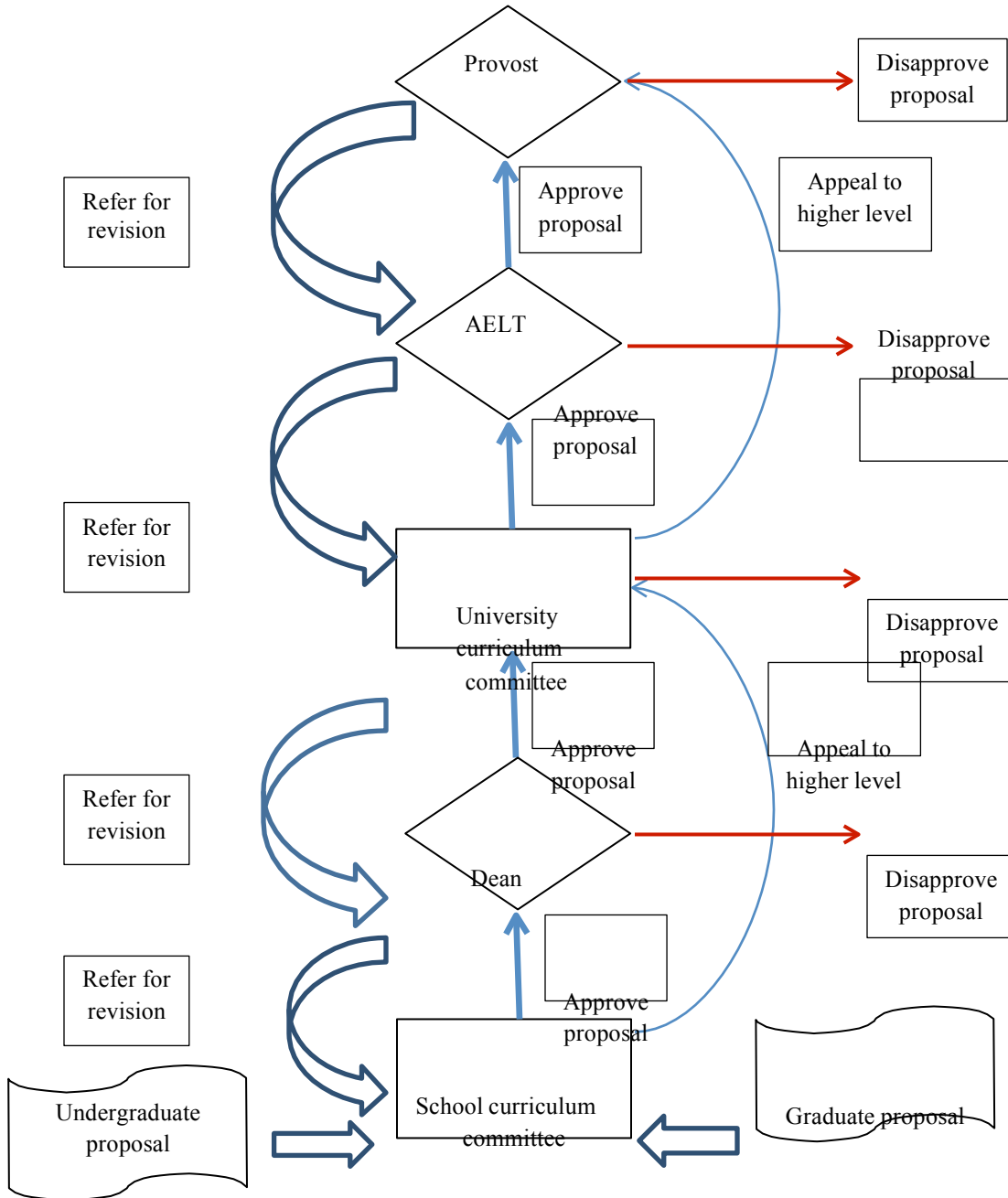
Approvals of the School curriculum committee and the Dean are required before the proposal is sent to the university curriculum committee for its approval.

Program proposals must be available for university curriculum committee for a minimum of 15 business days. The School curriculum committee's decision on a program proposal stands unless it is contested within 15 business days.

Following the university curriculum committee's decision, program proposals are reviewed by the provost or his or her designee. Approval of the Dean is required before proposals are forwarded to the Office of the Provost. For cross-disciplinary courses, the review will include all academic units and Schools involved. (*UNTD Policy 6.020*)

## Section 4, Faculty Role in Governance

**Figure 1. New course and program proposal process**





## Section 4, Faculty Role in Governance

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### 4.3.2 Academic Program Review

To maintain the quality of undergraduate and graduate programs, UNT Dallas requires periodic review of its curriculum, operations, and resources. (*UNTD Policy 6.020*, Academic Program Review)

All undergraduate and graduate programs in each department or School must undergo periodic academic program reviews conducted by a team of external reviewers selected by the Provost. Each program normally is reviewed at least once every five years, but any program may be subject to a more frequent review as determined by the Provost. If a program has a specialized accreditation process that requires review less frequently than five years, an additional review is not required. In addition, programs subject to periodic specialized accreditation reviews may use those reviews to satisfy the program requirement.

The Associate Provost for Academic Excellence is responsible for maintaining a schedule of program reviews and will notify the Dean, Department Coordinator/ and other appropriate individuals (e.g., Program Director) no less than eight months in advance of an upcoming review. (*UNTD Policy 6.020*, Academic Program Review)

#### *4.3.3.1 Program Review Procedures*

Each program will be reviewed by an external review team that must be established six months in advance of the review by the Associate Provost for Academic Excellence. The specific guidelines are listed in *UNTD Policy 6.020*, Academic Program Review. Prior to the external review, the department or School will conduct a self-study for posting online at least one month in advance of the review team visit.

#### Self-Study Document

A department or School undergoing a program review must prepare a self-study report reviewing the strengths, weaknesses, challenges, and opportunities of the program. The self-study report should include at least (1) documentation of expected learning outcomes for the program, (2) an assessment of student learning outcomes for the program as well as how these results have been used to improve the quality of the program, (3) a summary of scholarly productivity, (4) curriculum vitae for all continuing faculty, (4) and a summary of the perceived strengths, weaknesses, challenges and opportunities of the program. Program enrollment information and other metrics including graduation rates, retention rates, and time to degree compared to peers over the review period also need to be included in the self-study.

The self-study materials must be posted online for the external review team to access at least one month in advance of the review team's visit, and a hard copy of or electronic access to all of the materials has to be made available to the department coordinator of the review team during the visit.

## Section 4, Faculty Role in Governance

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### Review Team

Specifics concerning the selection process, composition and duties of the external review team are listed in *UNTD Policy 6.020*, Academic Program Review.

The external review team will be required to submit a written report of their review as soon as is feasible, following the completion of the review team's visit. Subsequent to the submission of the written report, the department or School will prepare a written response to the reviewers' recommendations and submit that response to the Dean and Associate Provost for Academic Excellence, both of whom in turn will review the department's or School's response and prepare a written recommendation for the Provost.

The Provost will meet with the Department Coordinator, Dean, and Associate Provost for Academic Excellence to discuss the outcome of the review and formulate the final response.

# Appendix A - Primary Language Attestation Form

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## Primary Language Attestation Form

Having formally observed the teaching and instruction of \_\_\_\_\_ in \_\_\_\_\_ (list of courses), I attest that \_\_\_\_\_ does not have any difficulties communicating effectively in English and meeting teaching obligations at UNT Dallas.

Signed:

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Department Coordinator

Date

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Faculty Member

Date

## Appendix B - Annual Time Allocation and Goals

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### Annual Time Allocation & Goals

#### Tenured and Tenure-Track Faculty

#### Calendar Year 1T

Name: 1T Dept: 1T Date: 1T

I am proposing that the evaluation of my performance for the calendar year noted above be determined by the weights assigned to each of the three categories listed on the *Annual Evaluation of Faculty* form as indicated below. My proposed activities and goals for the current year are noted.

- I. **TEACHING & STUDENT SUCCESS** 1T%  
(60% - 65%)

List Goals: 1T

- II. **RESEARCH & SCHOLARLY ACTIVITY** 1T%  
(20% - 30%)\*

List Goals: 1T

- III. **SERVICE & PUBLIC ENGAGEMENT** 1T%  
(5% - 20%)

List Goals: 1T

**\*Minimum for Tenured Faculty = 20%**  
**Minimum for Non-Tenured Faculty = 25%**

**Weights must total 100%.**

## Appendix B - Annual Time Allocation and Goals

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Approved by:

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Department Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix C - Annual Time Allocation and Goals for Lecturers

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## Annual Time Allocation & Goals

For Lecturers

Calendar Year \_\_\_\_\_

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_

I am proposing that the evaluation of my performance for the calendar year noted above be determined by the weights assigned to each of the applicable categories listed on the *Annual Evaluation of Faculty* form as follows. My proposed activities and goals for the current year are noted below.

I. **TEACHING & STUDENT SUCCESS** \_\_\_\_\_  
(80% - 90%)\*

List Goals

II. **SERVICE & PUBLIC ENGAGEMENT** \_\_\_\_\_  
(10% - 20%)\*

List Goals

\* Reassignment via release time from teaching for additional administrative or service duties may alter these suggested ranges.

Weights must total 100%.

Approved by:  
Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Department Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix E - Faculty Performance Evaluation

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# Appendix E - Faculty Performance Evaluation

---

## Annual Time Allocation & Goals

For  
Program  
Coordinators

Calendar Year 1T

Name: 1T Dept: 1T Date: 1T

I am proposing that the evaluation of my performance for the calendar year noted above be determined by the weights assigned to each of the four categories listed on the *Annual Evaluation of Faculty* form as indicated below. My proposed activities and goals for the current year are noted.

I. **TEACHING & STUDENT SUCCESS** 1T%  
(20% - 40%)

List Goals: 1T

II. **RESEARCH & SCHOLARLY ACTIVITY** 1T%  
(10% - 20%)

List Goals: 1T

III. **SERVICE & PUBLIC ENGAGEMENT** 1T%  
(5% -10%)

List Goals: 1T

IV. **DEPARTMENTAL ADMINISTRATION** 1T%  
(35% - 60%)

List Goals: 1T

**Weights must total 100%.**

**Program Coordinators:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised June, 2015



# Appendix E - Faculty Performance Evaluation

---

School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Annual Review**  
**UNIVERSITY OF NORTH TEXAS AT DALLAS**  
**FACULTY PERFORMANCE EVALUATION**  
Calendar Year \_\_\_\_\_

This faculty performance evaluation form captures three main dimensions of performance: Teaching and Student Success; Research, Scholarly, and Creative Activity; and Service and Public Engagement. In evaluating these three dimensions of performance, both the quantity and quality of items/activities will be considered. All evaluations should be made in light of goals set for the year and the extent to which goals have been met in each area of responsibility. Your annual report should clearly state the goals set for the year and the extent to which they have been achieved with an explanation detailing why any were not achieved.

Teaching and Student Success is evaluated by considering a variety of measures and activities, including SETE ratings, observation of classroom teaching, mastery of course content, teaching methods and delivery, classroom organization, management, and effectiveness, responsiveness to students, assessment of student outcomes, rigor and fairness in evaluation of students, innovative instructional activities, student mentoring and advising, interaction with and support of students outside the class, and other activities.

Research, Scholarly and Creative Activity is evaluated by considering refereed, peer-reviewed publications, books, book reviews, conference presentations and proceedings, invited lectures, musical and theatrical compositions and performances, artistic presentations, internal and external grants/funding, involvement of students/classes in research, incorporation of research into teaching and curriculum, and other activities.

Service and Public Engagement is evaluated by considering university, School and departmental committee service, professional service, community service, editorial board service, recruitment, program and curriculum development, collegiality, support provided for university activities/initiatives, public engagement, and other activities.

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# Appendix E - Faculty Performance Evaluation

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**TEACHING & STUDENT SUCCESS: NARRATIVE (justification for rating)**

**RESEARCH, SCHOLARLY AND CREATIVE ACTIVITY**

Percentage of Time Allocated: \_\_\_\_\_%

Rating: \_\_\_\_\_

**LEGEND RATING**      5 = Excellent    4 = Exceeds Expectations    3 = Meets Expectations  
2 = Below Expectations    1 = Unsatisfactory

**RESEARCH, SCHOLARLY AND CREATIVE ACTIVITY: NARRATIVE (justification for rating)**

**SERVICE AND PUBLIC ENGAGEMENT**

Percentage of Time Allocated: \_\_\_\_\_%

Rating: \_\_\_\_\_

**LEGEND RATING**      5 = Excellent    4 = Exceeds Expectations    3 = Meets Expectations  
2 = Below Expectations    1 = Unsatisfactory

# Appendix E - Faculty Performance Evaluation

---

## SERVICE & PUBLIC ENGAGEMENT: NARRATIVE (justification for rating)

### SUMMARY OF RATINGS

	<u>TIME</u> <u>ALLOCATED</u>	<u>X</u>	<u>RATING</u>	=	<u>WEIGHTED</u> <u>SCORE</u>
TEACHING AND STUDENT SUCCESS	%				
RESEARCH, SCHOLARLY AND CREATIVE ACTIVITY	%				
SERVICE AND PUBLIC ENGAGEMENT	%				
<b>TOTAL</b>					_____

## SUMMARY NARRATIVE (including extent to which faculty member's goals for the year have been achieved)

### Faculty Overall Evaluation:

The faculty member's overall evaluation for the year is (check one):

Satisfactory

Unsatisfactory

I have reviewed my Faculty Performance Evaluation and discussed it with my Department Coordinator.

Attached is a response to this evaluation.

Signatures below signify that the evaluator has reviewed this evaluation with the instructor. They do not necessarily mean that the instructor agrees with the evaluation

\_\_\_\_\_  
Faculty Member Date

\_\_\_\_\_  
Department Coordinator Date

\_\_\_\_\_  
Dean of School

Date

# Appendix F – Department Coordinators Performance Evaluation

---

**Annual Review**  
**UNIVERSITY OF NORTH TEXAS AT DALLAS**  
**Department Coordinator EVALUATION**  
**for Calendar Year \_\_\_\_\_**

This department coordinator performance evaluation form captures four main dimensions of performance: Teaching and Student Success; Research, Scholarly, and Creative Activity; Service and Public Engagement; and Departmental Administration. In evaluating these four dimensions of performance, both the quantity and quality of items/activities will be considered. All evaluations should be made in light of goals for the year and the extent to which the goals in each area of responsibility have been met. Each annual review should clearly state the goals set for the year and the extent to which they have been achieved with an explanation detailing why any were not achieved.

Teaching and Student Success is evaluated by considering a variety of measures and activities, including SETE ratings, observation of classroom teaching, mastery of course content, teaching methods and delivery, classroom organization, management, and effectiveness, responsiveness to students, assessment of student outcomes, rigor and fairness in evaluation of students, innovative instructional activities, student mentoring and advising, interaction with and support of students outside the class, and other activities.

Research, Scholarly and Creative Activity is evaluated by considering refereed, peer-reviewed publications, books, book reviews, conference presentations and proceedings, invited lectures, musical and theatrical compositions and performances, artistic presentations, internal and external grants/funding, involvement of students/classes in research, incorporation of research into teaching and curriculum, and other activities.

Service and Public Engagement is evaluated by considering university, School and departmental committee service, professional service, community service, editorial board service, recruitment, program and curriculum development, collegiality, support provided for university activities/initiatives, public engagement, and other activities.

Departmental Administration is evaluated by considering indicators of successful performance in management of the department including the application of department/School/university policies and procedures, establishment and accomplishment of departmental goals, objectives and outcomes, assessment of student learning and departmental outcomes, implementation of improvements based on assessment results, establishment of annual goals/performance expectations and time allocations for each faculty member; quality of performance evaluation and mentoring of faculty and staff members; overall leadership of the department; stewardship of financial resources, effective conflict and personnel management, creation of a positive and productive work environment, adherence to accreditation standards, promotion of the University, development of academic programs and curriculum, congruence with divisional and university strategic initiatives, and other activities.

# Appendix F – Department Coordinators Performance Evaluation

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Calendar Year	Department Coordinator/Associate Dean Name Division	Department
---------------	--	------------

**TEACHING & STUDENT SUCCESS**

Percentage of Time Allocated: \_\_\_\_\_ %

Rating: \_\_\_\_\_

**LEGEND RATING**      5 = Excellent    4 = Exceeds Expectations    3 = Meets Expectations  
                                  2 = Below Expectations    1 = Unsatisfactory

**COURSE INFORMATION:**

Spring Courses	Enrollment	SETE Ratings
Fall Courses	Enrollment	SETE Ratings

# Appendix F – Department Coordinators Performance Evaluation

---

**TEACHING & STUDENT SUCCESS: NARRATIVE (justification for rating)**

**RESEARCH, SCHOLARLY AND CREATIVE ACTIVITY**

Percentage of Time Allocated: \_\_\_\_\_%

Rating: \_\_\_\_\_

**LEGEND RATING**      5 = Excellent    4 = Exceeds Expectations    3 = Meets Expectations  
                                 2 = Below Expectations    1 = Unsatisfactory

**RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITY: NARRATIVE (justification for rating)**

**SERVICE & PUBLIC ENGAGEMENT**

Percentage of Time Allocated: \_\_\_\_\_%

Rating: \_\_\_\_\_

**LEGEND RATING**      5 = Excellent    4 = Exceeds Expectations    3 = Meets Expectations  
                                 2 = Below Expectations    1 = Unsatisfactory

**SERVICE & PUBLIC ENGAGEMENT: NARRATIVE (justification for rating)**

**DEPARTMENTAL ADMINISTRATION**

Percentage of Time Allocated: \_\_\_\_\_%

Rating: \_\_\_\_\_

**LEGEND RATING**      5 = Excellent    4 = Exceeds Expectations    3 = Meets Expectations  
                                 2 = Below Expectations    1 = Unsatisfactory

**DEPARTMENTAL ADMINISTRATION: NARRATIVE (justification for rating)**

**SUMMARY OF RATINGS**

	<u>TIME</u> <u>ALLOCATED</u>	X	<u>RATING</u>	<u>WEIGHTED</u> <u>SCORE</u>
<b>TEACHING AND STUDENT SUCCESS</b>	%			
<b>RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITY</b>	%			

## Appendix F – Department Coordinators Performance Evaluation

---

SERVICE AND PUBLIC ENGAGEMENT %

DEPARTMENTAL ADMINISTRATION %

TOTAL \_\_\_\_\_

**SUMMARY NARRATIVE (including extent to which department coordinators's goals for the year have been achieved)**

**Overall Evaluation:**

The department coordinator or associate dean's overall evaluation for the

year is (check or  Satisfactory

Unsatisfactory

I have reviewed my Performance Evaluation and discussed it with my Dean.

Attached is a response to this evaluation.

Signatures below signify that the evaluator has reviewed this evaluation with the instructor. They do not necessarily mean that the instructor agrees with the evaluation

\_\_\_\_\_  
Department Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date



# Appendix G - Teaching Evaluation Instrument

---

## University of North Texas at Dallas

### INSTRUMENT FOR OBSERVING TEACHING AND INSTRUCTION

**Instructor Name and Rank:**

**Date:**

**Time**

**Course No. & Title:**

**No. of Students:**

**Course Description:**

**Context:**

- Level of Course
- Required or Elective
- First-Time Preparation or Prior Preparation
- Topic of Class
- Environment
- Typical or Atypical Class/Level of Student Performance (according to instructor)
- Review of Syllabus in Detail Prior to Classroom Evaluation

### DIRECTIONS

The observation instrument consists of seven categories of teaching performance and two external categories related to the teaching function. Under each category is a list of specific indicators of quality in that category. Additional space is provided to specify additional indicators of performance in each category to be considered.

**Follow these procedures to complete Part A of this form:**

1. Observe the class using the specific indicators as a guide. It is recommended that the evaluator consider appropriate indicators as they are observed and write down any other indicators that might be observed. These indicators provide the evidence to be used in making a rating in each category.
2. After the observation, rate the instructor on each of the categories of teaching performance by marking the appropriate number on the following scale

- |   |                      |
|---|----------------------|
| 5 | Excellent            |
| 4 | Exceeds expectations |
| 3 | Meets expectations   |
| 2 | Below expectations   |
| 1 | Unsatisfactory       |

**Follow these procedures to complete Part B of this form:**

1. Solicit evidence concerning the three external categories, using the specific indicators as a guide.
2. Confer with the instructor to clarify specific ratings and give an opportunity for the instructor to explain practices.
3. After the conference, both the evaluator and the instructor are to sign the completed instrument.

# Appendix G - Teaching Evaluation Instrument

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## PART A: TEACHING PERFORMANCE

<b>1. Knowledge of the Subject</b>	<b>1</b> <input type="checkbox"/> <b>2</b> <input type="checkbox"/> <b>3</b> <input type="checkbox"/> <b>4</b> <input type="checkbox"/> <b>5</b> <input type="checkbox"/>
------------------------------------	---

Consider the following where appropriate: <ul style="list-style-type: none"><li>• Presents accurate information</li><li>• Provides examples</li><li>• Answers questions from a factual foundation</li><li>• Provides references to origins of ideas and to appropriate publications</li><li>• Addresses diversity or ethics when relevant</li><li>• Other (specify)</li></ul>	<b>Notes:</b>
---	---------------

<b>2. Organization</b>	<b>1</b> <input type="checkbox"/> <b>2</b> <input type="checkbox"/> <b>3</b> <input type="checkbox"/> <b>4</b> <input type="checkbox"/> <b>5</b> <input type="checkbox"/>
------------------------	---

Consider the following where appropriate: <ul style="list-style-type: none"><li>• Objectives are clear, even if not explicitly stated</li><li>• Overviews/introductions are provided</li><li>• Ideas are presented in a logical sequence</li><li>• Closure is provided</li><li>• Time is used efficiently</li><li>• Other (specify)</li></ul>	<b>Notes:</b>
---	---------------

## Appendix G - Teaching Evaluation Instrument

---

<b>3. Communication</b>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
-------------------------	--

<p>Consider the following where appropriate:</p> <ul style="list-style-type: none"><li>• Explanations are precise and explicit</li><li>• Facts and opinions are clearly distinguished</li><li>• Lectures are easy to follow</li><li>• Speech is audible and distinct</li><li>• There are few false starts, redundantly spoken words, or tangles of words (phrases which have no meaning)</li><li>• Important points are emphasized</li><li>• Written communication, if used, is legible and relevant</li><li>• Discussion, if used, is connected to course objectives</li><li>• Discussion, if used, leads to understanding</li><li>• Other (specify)</li></ul>	Notes:
---	--------

<b>4. Appropriateness of Method</b>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
-------------------------------------	--

<p>Consider the following where appropriate:</p> <ul style="list-style-type: none"><li>• Designs activities/assignments that are creative, consistent with course objectives, and clearly explained</li><li>• Makes appropriate use of texts and readings</li><li>• Adjusts the pace and difficulty of the activities to the students' backgrounds and abilities</li><li>• Arouses curiosity and stimulates creativity</li><li>• Uses a variety of teaching methods, including media and technology as appropriate</li><li>• Follows the syllabus and course objectives</li><li>• Other (specify)</li></ul>	Notes:
---	--------

## Appendix G - Teaching Evaluation Instrument

<b>5. Instructor Responsiveness to Students</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
---	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

- Consider the following where appropriate:
- Answers questions in a clear and helpful manner
  - Reacts supportively to student contributions
  - Respects legitimate differences in points of view
  - Displays an open attitude without prejudice or bias
  - Other (specify)

Notes:

<b>6. Student Attention and Engagement</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
--	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

- Consider the following where appropriate:
- Engages students in class activities
  - Promotes student comments, ideas, and/or questions
  - Encourages students to respond to questions
  - Encourages student participation in class
  - Other (specify)

Notes:

<b>7. Instructor Enthusiasm and Energy</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
--	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

- Consider the following where appropriate:
- Demonstrates enthusiasm and/or passion for the subject matter and for teaching
  - Demonstrates an appropriate sense of humor
  - Energizes and motivates students
  - Other (specify)

Notes:

### PART B: EXTERNAL CATEGORIES

<b>8. Evaluation Techniques</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
---------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

- Consider the following where appropriate:
- Quality of overall plan for evaluation of students
  - Quality of examinations (written and verbal tests)
  - Quality of other assessments of student performance
  - Quality of course papers or any written tasks
  - Helpful feedback on assignments
  - Timely feedback on assignments
  - Other (specify)

Notes:

## Appendix G - Teaching Evaluation Instrument

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<b>9. Availability to Students</b>	<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>	<b>5</b> <input type="checkbox"/>
------------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------

- Consider the following where appropriate:
- Posts and maintains regular office hours
  - Encourages and facilitates other interactions and meetings with students outside of class
  - Provides timely response to phone calls and emails
  - Other (specify)

Notes:

## Appendix G - Teaching Evaluation Instrument

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SCORE SUMMARY	SCORE
1. Knowledge of the Subject	
2. Organization	
3. Communication	
4. Appropriateness of method	
5. Instructor responsiveness to students	
6. Student Attention and Engagement	
7. Instructor enthusiasm and energy	
8. Evaluation techniques	
9. Availability to learners	
<b>TOTAL SCORE</b>	
<b>AVERAGE SCORE</b>	

**Notes on Post-Observation Conference**

Signatures below signify that the observer has reviewed this evaluation with the instructor. They do not necessarily mean that the instructor agrees with the evaluation

\_\_\_\_\_ Instructor

\_\_\_\_\_ Observer

\_\_\_\_\_ Date

## **Appendix H - Guidelines for Selecting External Reviewers**

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### ***Guidelines for Selecting External Reviewers***

- As part of the tenure and promotion process, external reviews of each faculty candidate's research, scholarship, and/or creative activities are required.
- Ideally, the candidate's application packet should include at least three external reviews.
- Reviewers should hold at least the rank for which the candidate is requesting promotion.
  - ✓ Reviewers who are not affiliated with an academic institution should have an academic record and experience commensurate with the rank for which the candidate is requesting promotion.
- Reviewers should be affiliated with a peer or aspirant institution.
- Responsibility for choosing external reviewers rests with the Dean, but generally would involve consultation with the Department Coordinator and the candidate.

### ***Process of Soliciting External Reviewers***

- External reviewers should be in the same or a closely related field as the candidate.
- The Dean will develop a list of five potential external reviewers from the university's peer or aspirant universities.
- The candidate will submit to the Dean a list of five potential external reviewers.
- The candidate will have the opportunity to strike one of the five potential external reviewers listed by the Dean.
- The Dean will have the opportunity to strike one of the five potential external reviewers listed by the candidate.
- The Dean will choose five from the total external reviewers remaining and request in writing an external review from each.
- The final list of five external reviewers must include at least two names suggested by the candidate.
- Once the list of external reviewers is finalized, the Dean will forward the application packet, including the candidate's vita and a sample of three to five items of relevant research, scholarship and/or creative activities, to the external reviewers for their evaluation.
- The cover letter sent by the Dean soliciting the review should include, but not be limited to, the following:
  - ✓ The date by which a written review is required
  - ✓ The information sought to assist in the evaluation of the candidate and the role of the external review in the UNT Dallas's process
  - ✓ An indication of the faculty member's workload expectations in teaching and student success, research, scholarly, and creative activity and service and public engagement.

## Appendix H - Guidelines for Selecting External Reviewers

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- ✓ Notification to the reviewers that they should not attempt to evaluate the significance of the candidate's teaching or service activities – only the candidate's research, scholarship, and/or creative activities are to be evaluated by the external reviewers
- ✓ The transparency of the UNT Dallas's promotion and tenure process and the likelihood that the letter will be viewed by others, including the candidate
- ✓ Appreciation for their willingness to provide a review.

Reviewers' comments should include, but are not necessarily limited to:

- ✓ A description of any past association with the candidate
  - ✓ Prior familiarity with the candidate's research, scholarly, and/or creative activity
  - ✓ Identification of the most significant scholarly results produced by the candidate and the impact that those results have had on the discipline
  - ✓ Adequacy of the research record of the candidate from both a quality and quantity perspective
  - ✓ Propensity of the candidate to continue to be a productive scholar in the future
  - ✓ Appropriateness of the outlets used by the candidate to disseminate research, scholarship, and/or creative activities
  - ✓ Relevant information about common practices within the discipline of the candidate related to collaboration, multiple authorship, grant funding, or other characteristics that may help the university evaluate the research, scholarship, and/or creative activities of the faculty candidate.
- 
- The Dean should obtain a short vitae or biography for each reviewer for inclusion with the review letter. Such vitae should be no more than two pages in length.
  - If the requests from the five external reviewers selected initially does not yield at least three external reviews received for the application packet, the Dean will request additional reviews from the remaining list of potential external reviewers originally determined.



**University of North Texas at Dallas  
Faculty Alliance Charter and Bylaws**

Revised February 2011

# Appendix I, Faculty Alliance Charter

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# Faculty Alliance Charter & Bylaws

## Preamble

The ultimate and enduring success of the University of North Texas at Dallas (hereinafter, UNT Dallas) will be achieved through collaboration and communication between the administration of the university and its faculty. The Faculty Alliance is a vehicle to facilitate this. The members of the Faculty Alliance (hereinafter “Members”) are comprised of the teaching faculty and others at UNT Dallas who are more fully described in Article III, Section 1. The administration of the university is responsible for creating, providing, and maintaining the leadership, organizational structure, resources, and community connections necessary to ensure high-quality learning, research, and service. Collaboration between the Members and the administration will strengthen the ability of UNT Dallas to achieve its mission and vision, uphold its core values, and strive for continuous improvement. Shared governance between Members and administrators requires enfranchised and empowered Members. The UNT Dallas Faculty Alliance shall act as a mechanism for faculty voices and governance.

## Article I: Name

The name of the faculty governance organization at UNT Dallas shall be Faculty Alliance.

## Article II: Purpose

### Section 1: Faculty Voice

The Faculty Alliance will work to improve the University through:

- a. Clear communication and voice of faculty needs and concerns;
- b. Regular feedback and suggestions for University academic and educational improvement;
- c. Facilitation of open and honest dialogue; and
- d. Deliberation and recommendations on matters dealing with academic policy and structure, faculty welfare and satisfaction, faculty quality and professional development, and other issues related to the academic interests and welfare of UNT Dallas.

### Section 2: Academic Policy and Structure

The Faculty Alliance shall speak on matters pertaining to the academic, educational, and scholarly interests and the overall welfare of UNT Dallas. Such matters include academic policies, procedures, organization, and curricula, and include, but are not limited to:

- a. Establishment, reorganization, or discontinuation of instructional programs and curricula;
- b. Establishment of requirements for admission to and graduation from UNT Dallas;
- c. Creation of student recruitment, support, advising, and retention practices;
- d. Creation of standards and mechanisms for student assessment and student learning outcomes;
- e. Establishment of academic conduct standards for students and methods for handling infractions;
- f. Creation of student honors programs and other forms of recognition of academic achievement;

## Appendix I, Faculty Alliance Charter

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- g. Support of student activity programs, athletics, and student life;
- h. Provision of input into the development of policies and plans regarding the library, academic computing, and other forms of instructional support at UNT Dallas;
- i. Provision of input into the development of policies and plans regarding physical facilities which have the potential of affecting learning; and
- j. Provision of input into academic organizational structure and practice to foster interdisciplinary and innovative academic programs and high quality learning, research, and service activities.

### Section 3: Faculty Welfare and Satisfaction

The Faculty Alliance shall speak on matters relating to their work life, including compensation, workload, and working conditions. Examples of such matters include, but are not limited to:

- a. Review of faculty compensation and benefit plans;
- b. Review of faculty salary ranges both within and among disciplines at UNT Dallas;
- c. Provision of input into workload expectations;
- d. Provision of input into the establishment of plans and policies regarding faculty development and administrative support services; and
- e. Provision of input into plans dealing with the work environment.

### Section 4: Faculty Quality and Professional Development

The Faculty Alliance shall speak on matters related to the quality of the faculty and their professional development. Examples of these matters include, but are not limited to:

- a. Determination of membership on the teaching faculty;
- b. Provision of input into policies dealing with recruitment, retention, promotion, merit, and tenure;
- c. Provision of input into faculty evaluation processes and development plans;
- d. Provision of input into student evaluation forms related to faculty;
- e. Provision of input into financial support for conference attendance, professional development, and continuing education; and
- f. Provision of input into faculty recognition programs.

# Appendix I, Faculty Alliance Charter

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## Section 5: Faculty Governance

The Faculty Alliance shall speak on matters related to the structure and function of shared governance, and the development of an engaged and empowered faculty at UNT Dallas. Examples of these matters include, but are not limited to:

- a. Election of representatives and officers;
- b. Establishment, maintenance, and dissolution of committees; and
- c. Establishment of levels of representative action and areas of shared governance.

## Section 6: Forum

The Faculty Alliance shall serve as the forum for the exchange of ideas and information among its Members and others involved with the advancement of UNT Dallas. Examples of activities associated with this function of the Faculty Alliance include, but are not limited to:

- a. Protection and promotion of academic freedom and values;
- b. Presentation of new and innovative ideas for enriching the University and its operations; and
- c. Investigation, study, discussion, and presentation of any matters outlined in Sections 2-5 above or any other matter pertaining to the welfare and enhancement of UNT Dallas.

## Article III: Membership

### Section 1: Membership

The qualifications for membership and voting privileges associated with the different types of membership of the Faculty Alliance are as follows:

- a. Voting Members: All faculty who meet all of the following qualifications shall be a Member and *shall possess voting privileges*:
  - (1) Holds a full-time faculty appointment at UNT Dallas;
  - (2) Is not on leave; and
  - (3) Is not a full-time administrator.
- b. Non-voting Members: All faculty who meet all of the following qualifications shall be a Member *but shall not possess voting privileges*:
  - (1) Any member of the faculty who does not meet the requirements set forth under Section 1.a.; and
  - (2) Adjunct faculty.
- c. Ex-officio Members: The Faculty Alliance may designate ex-officio member positions with such qualifications as the Faculty Alliance shall determine. Ex-officio members *shall not possess voting privileges* and may include:
  - (1) The President;
  - (2) The Provost ;
  - (3) Representation of staff; and
  - (4) Representation of the student body.

# Appendix I, Faculty Alliance Charter

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## Section 2: Determination of Officers

The voting Members shall elect a President, Vice President, Secretary/Treasurer, and a Parliamentarian at each annual meeting (Article V, Section 1). The election and removal of officers as well as the process for filling a vacancy shall be as follows:

- a. Election: Each officer will be elected by the affirmative vote of a majority of voting Members present in person at the annual meeting. Each officer shall hold office until a successor is chosen and qualified for that office or until that officer's death, resignation or removal from office.
- b. Removal: Any officer may be removed with or without cause at any special meeting of Members by the affirmative vote of a majority of the voting Members present at the meeting, provided that notice of intention to act on the matter has been given in the notice calling the meeting.
- c. Vacancies: Any vacancy occurring in an office by death, resignation, removal, or any other manner may be filled by election at an annual, regular, or special meeting of the Members called for that purpose. An officer elected to fill a vacancy will be elected for the unexpired term of her or his predecessor in office.
- d. Term Limits: Each officer is elected during the annual election for a one year term. An officer may be reelected to the office held for an additional year resulting in a maximum of a two year term. Each officer may hold a specific office for a maximum of two years in any consecutive five year period.

## Section 3: Duties of Officers

The duties of each officer of the Faculty Alliance shall be:

- a. President:
  - (1) Calls and presides over meetings of the Faculty Alliance;
  - (2) Ensures to the greatest extent possible that the will of the Members, as determined by the Faculty Alliance, is accomplished;
  - (3) Acts as a liaison between the Faculty Alliance, administrators, staff, and student representatives;
  - (4) Transmits official Faculty Alliance recommendations to the appropriate administrators or staff or student representatives at UNT Dallas;
  - (5) Transmits relevant information to Members;
  - (6) Appoints/selects committee members in accordance with the provisions of this charter and in consultation with other Faculty Alliance officers; and
  - (7) Charges standing committees of the Faculty Alliance, with consultation from Faculty Alliance officers, to investigate matters deemed appropriate.
- b. Vice-president:
  - (1) Acts and functions as the President of the Faculty Alliance in the event of the President's resignation, death, prolonged absence, or removal from office;
  - (2) Acts and functions in the temporary absence of the President or at the request of the President;
  - (3) Serves as an ex-officio, non-voting Member of all Faculty Alliance committees;
  - (4) Acts as the de facto Parliamentarian in the absence of an elected Parliamentarian; and
  - (5) Performs other duties which the President may prescribe.
- c. Secretary/Treasurer:
  - (1) Takes and keeps minutes and records of the proceedings of all Faculty Alliance meetings;

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- (2) Distributes the minutes of each meeting of the Faculty Alliance that shall include a roll of the Members (voting, non-voting, and ex-officio) and others who were present and those who were absent;
  - (3) Maintains copies of all approved committee meeting minutes;
  - (4) Maintains and presents financial records for the Faculty Alliance when appropriate; and
  - (5) Sends members a notice of each meeting.
- d. Parliamentarian:
- (1) Provides insight into and interpretation of Robert's Rules of Order (that is, the rules of a deliberative assembly).
- e. Executive Committee: The Executive Committee shall consist of the President, Vice-president, Secretary/Treasurer, and Parliamentarian of the Faculty Alliance and shall have the following duties:
- (1) Meets with the President and Provost of UNT Dallas prior to Faculty Alliance meetings and reports the discussion with Members; and
  - (2) Meets with the President and Provost of UNT Dallas after Faculty Alliance meetings as well as committee meetings to report and discuss the proceedings, as deemed appropriate.

### Article IV: Duty and Authority of Members

#### Section 1: Voting Members

Voting Members of the Faculty Alliance shall have the duties and authority associated with the following functional areas of shared governance:

- a. Notification, investigation, deliberation and consideration:
  - (1) Bringing to the attention of the Faculty Alliance matters of concern; and
  - (2) Investigating and/or considering matters brought to the attention of the Faculty Alliance.
- b. Collective responsibilities:
  - (1) Making a final *determination* on matters delegated to the Faculty Alliance by the President or Provost;
  - (2) Making *recommendations* to administrators on matters of academic policy and structure, faculty welfare and satisfaction, faculty quality and professional development, faculty governance, and other matters of university concern;
  - (3) *Consulting* with administrators, staff, and students on matters pertaining to UNT Dallas as well as their implementation. Consultation necessarily entails a reciprocal obligation by the parties to seek and provide timely and reliable information to each other which informs decision-making processes and further deliberation by voting Members and administrators in an effort to achieve the University's mission and vision and adhere to its core values.
- c. Attendance: All voting Members are expected to attend the majority of regularly scheduled meetings.

#### Section 2: Non-voting and Ex Officio Members

Non-voting and Ex Officio Members of the Faculty Alliance shall have the duties and authority associated with the following functional areas of shared governance:

- a. Notification, investigation, deliberation and consideration:

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- (1) Bringing matters of faculty or university concern to the attention of the Faculty Alliance; and
  - (2) Investigating and/or considering matters brought to the attention of the Faculty Alliance by others.
- b. Attendance: All non-voting and ex-officio Members are encouraged to attend regularly scheduled meetings.

### Article V: Meetings of Members

#### Section 1: Frequency and Notification

An annual meeting of the Members shall be held on the third Friday of September each year, unless otherwise published ten (10) class days in advance. At the annual meeting, the Members shall elect officers for the year. The annual schedule of regular meetings will be set at the time of the annual meeting and a reminder notice of each meeting which includes the time and place shall be sent to each Member by electronic transmission (email) at least five (5) class days in advance.

The Faculty Alliance acknowledges the openness of its proceedings. All meetings of the Faculty Alliance shall be open to the public except as provided by other provisions in these bylaws.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all general membership and committee meetings as applicable and provided they are not inconsistent with provisions stated in these bylaws.

#### Section 2: Special Meetings

Special meetings of the Members may be called by the President of the Faculty Alliance on five (5) class days' notice to each Member. Special meetings may be called by the President of the Faculty Alliance on the written request of ten (10) percent of the voting Members. The request will state the purposes of the proposed meeting. Business transacted at all special meetings will be confined to the purposes stated in the notice of the meeting.

#### Section 3: Quorum and Voting Requirements

One third (1/3) of the voting Members shall constitute a quorum at all meetings of the Faculty Alliance. When a quorum is present at any meeting, the vote of a majority of voting Members present shall be requisite to decide any question brought before such a meeting. Proxy voting shall not be permitted. Electronic voting is not permitted for regular business.



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## **Section 4: Executive Session**

An executive session (closure of the meeting to persons who are not voting Members) may be called by the President of the Faculty Alliance in accordance with the current edition of Robert's Rules of Order Newly Revised.

## **Article VI: Committees**

### **Section 1: Establishment of Committees and Department Coordinators**

Except as hereinafter set forth, the President of the Faculty Alliance, in consultation with other officers, may designate committees, each of which will be composed of more than one Faculty Alliance voting Member. Any committee, other than the Standing Committees hereinafter described, will have such duties and responsibilities as the President of the Faculty Alliance, in consultation with officers, shall specify. Committee department coordinators shall be elected by the majority of committee members present at the first meeting of the committee.

### **Section 2: Committee Members**

Except as hereinafter set forth, members on each committee may be appointed or removed at any time by the President of the Faculty Alliance, in consultation with other officers. Vacancies in the membership of any committee, (whether by death, resignation, removal, or any other manner), may be filled by the President of the Faculty Alliance in consultation with the other officers.

Faculty members from each academic department may nominate candidate members for any committee. The composition of each committee shall be representative of the composition of the Faculty Alliance as a whole.

### **Section 3: Meetings of Committees**

The time, place, and notice of any meetings of any committee will be determined by that committee chair, in consultation with its members. At meetings of any committee, a majority of the members of that committee constitutes a quorum for the transaction of business, and the act of a majority of the entire committee will be the act of the committee. Each committee will keep regular minutes of its proceedings and report them to the Secretary/Treasurer. Any action required or permitted to be taken at any meeting of a committee may be taken without a meeting if a consent in writing setting forth the action taken, is signed by all the members of the committee. Such consent will have the same force and effect as a unanimous vote at a duly called and held meeting of the committee.

### **Section 4: Standing Committees**

- a. The Faculty Alliance shall maintain the following two Standing Committees:

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- (1) **Academic Affairs:** The purpose of this committee shall be to study and make recommendations to the Faculty Alliance on university policy concerning admission standards, suspension, probation, and dismissal of students for academic reasons, standards for graduation, the awarding of honors to graduates, and any other academic concerns that may be assigned by the Faculty Alliance. This committee shall also make recommendations regarding all academic degree programs, certificates, and core curriculum courses. The committee shall monitor developments regarding individual courses and curriculum of all degree programs in the university.
  - (2) **Faculty Work-life:** The purpose of this committee shall be to make recommendations to the Faculty Alliance on policies related to recruitment, retention, promotion, merit, evaluation, and tenure of faculty. This committee will also make recommendations to the Faculty Alliance on the compensation, workload, and working conditions for all teaching faculty members.
- b. The Standing Committees shall consist of no fewer than five voting Members of the Faculty Alliance who shall be appointed by the President of the Faculty Alliance in consultation with other officers. At the time of his or her appointment, each member of a Standing Committee shall be assigned to Class A (consisting of two members), Class B (consisting of two members), or Class C (consisting of one or two members). Each Standing Committee member shall serve for a term of three years except that for the initial Standing Committees:
- (1) Standing Committee members in Class A shall have their term expire in 2012 (and every three years thereafter);
  - (2) Standing Committee members in Class B shall have their term expire in 2013 (and every three years thereafter); and
  - (3) The Standing Committee member in Class C shall have her or his term expire in 2014 (and every three years thereafter).
- This will allow for staggered terms and continuity of service.

### Article VII: Amendment Procedure

#### Section 1: Proposal Mechanism

An amendment to the Faculty Alliance Charter may be proposed through the submission to the President of the Faculty Alliance of a petition which has been signed by at least fifty (50) percent of the voting Members.

#### Section 2: Passage of Amendments

Passage of any amendment to this Charter shall require the following:

- a. The distribution of the proposed amendment to the voting Members at least ten (10) class days prior to calling a vote;
- b. The affirmative vote of at least fifty (50) percent of the voting Members;
- c. The approval of the President and Provost of UNT Dallas.
- d. Additional approvals as necessary under UNT System rules and state law.

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- e. The faculty vote for this amendment procedure may be conducted electronically (as determined by the Faculty Alliance Executive Committee).

### Article VIII: Notices

Whenever notice is required to be given to any Member of the Faculty Alliance or any committee member, and if no provision is made as to how notice is to be given, notice may be given by electronic transmission. Notice by electronic transmission is deemed given when the notice is transmitted to the electronic mail address provided by the University. Whenever any notice is required to be given to any Member, a waiver thereof in writing signed by the Member entitled to such notice, whether before or after the time stated in such notice, shall be deemed equivalent to the giving of such notice.