

Office of the Executive Vice President and Provost The University of Texas at Dallas

Home

Academic Organization

Deans, Directors and Department Heads

Provost's Office Staff

Faculty

Complete UTD Faculty Handbook

Employment

Policy

Numbered Policy Memoranda

Students

Undergraduate Catalog

Graduate Catalog

Teaching

Teaching Assistant Resources

Faculty Handbook 2007-2008

[Organization](#)

[Faculty Governance Organization](#)

[Institutional Compliance and Internal Audit](#)

[Instructional Policies](#)

[Research](#)

[Library](#)

[Faculty Benefits](#)

[Vice President for Student Affairs](#) 

[Vice President for Business Affairs](#) 

[Business Affairs](#)

[University Police](#) 

[Information Resources](#)

[Maps](#)

[Appendices](#)

contact [Louise Chester](#) if you have any questions/comments
this website last updated May, 2007



[UTD Privacy Statement](#)

[Skip to Main Content](#). Access key M.

[Skip to Main Navigation](#). Access key N.



[The University of Texas at Dallas](#) Access Key H

Popular Shortcuts

- [A to Z Index](#) Access Key I
- [Directories](#) Access Key D
- [Comet Calender](#) Access Key C

[Search UTD](#) Access Key S



- [UT Dallas Home](#)
- [Provost Home](#)
 - Academic Organization
 - [Academic Deans](#)
 - [Chaired Professors](#)
 - [Provost's Office Staff](#)
 - Faculty
 - [UTD Faculty Handbook](#)

- [Employment](#)
- Policy
 - [Numbered Policy Memoranda](#)
- Students
 - [Undergraduate Catalog](#)
 - [Graduate Catalog](#)
- Teaching
 - [Teaching Assistant Resources](#)

Search

Office of the Executive Vice President and Provost

Dr. Bryan Hobson Wildenthal has served as Executive Vice President and Provost at The University of Texas at Dallas since 1999. He came to U. T. Dallas in 1992 as Vice President for Academic Affairs and was named Provost in 1994. He is the chief academic officer for the university, providing leadership and services to the academic program, research, and faculty matters.

The deans of seven schools at the university report directly to him as well, as do the deans of the graduate and undergraduate schools, the director of libraries, director of research and sponsored projects, and the director for the center for the study of science and society. He serves as deputy to UTD President Dr. David Daniel and is responsible for the formulation and implementation of educational policy, acting through the deans and directors, the associate provost and vice provost, where appropriate. The Provost plays a significant role in fund raising and external relations for the university.

A Ph.D. graduate in physics from The University of Kansas at Lawrence, Bryan Hobson Wildenthal has devoted most of his academic career on the experimental study of the structure of atomic nuclei and on explicating and predicting the properties of low-lying quantum states of atomic nuclei. The “*Wildenthal, et al.*” model Hamiltonians for these nuclei have been universally employed in interpreting a steadily expanding range of experimental phenomena for the last twenty years, and continue to provide the definite and accurate and comprehensive explanation for nuclear structure in this region.



[Download a PDF version of Dr. Wildenthal's Curriculum Vitae \(66.9 KB\)](#)

Prior to UTD, Bryan Hobson Wildenthal held various university positions from postdoctoral research to Dean. These universities include The University of New Mexico, Drexel University, Michigan State University, Texas A&M, Rice University and The University of Kansas. He has

been a Fellow of the of the American Physical Society since 1973, and has held visiting positions at Brookhaven, Munich, Heidelberg, Darmstadt, Orsay, Oxford, Los Alamos, Manchester and Sao Paulo. He has been awarded both a Senior U.S. Fellowship from Germany's Alexander von Humboldt Foundation and a Fellowship from the John Simon Guggenheim Memorial Foundation.

At the same time, he has published over 180 articles in journals, over 15 full length reports and conference proceedings, has given more than 20 talks worldwide and has edited two books.

Updated: June 21, 2007

- [About UTD - Access Key Alt B](#)
- [Campus Map - Access Key Alt M](#)
- [Contact UTD - Access Key Alt T](#)

-
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[Skip to Main Content](#). Access key M.

[Skip to Main Navigation](#). Access key N.



[The University of Texas at Dallas](#) Access Key H

Popular Shortcuts

- [A to Z Index](#) Access Key I
- [Directories](#) Access Key D
- [Comet Calender](#) Access Key C

[Search UTD](#) Access Key S



- [UT Dallas Home](#)
- [Provost Home](#)
 - Academic Organization
 - [Academic Deans](#)
 - [Chaired Professors](#)
 - [Provost's Office Staff](#)
 - Faculty
 - [UTD Faculty Handbook](#)

- [Employment](#)
- Policy
 - [Numbered Policy Memoranda](#)
- Students
 - [Undergraduate Catalog](#)
 - [Graduate Catalog](#)
- Teaching
 - [Teaching Assistant Resources](#)

Search

Office of the Executive Vice President and Provost

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[Deans and directors](#)

School of Behavioral and Brain Sciences



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Updated: January 22, 2007

- [About UTD - Access Key Alt B](#)
- [Campus Map - Access Key Alt M](#)
- [Contact UTD - Access Key Alt T](#)

[Skip to Main Content](#). Access key M.

[Skip to Main Navigation](#). Access key N.



[The University of Texas at Dallas](#) Access Key H

Popular Shortcuts

- [A to Z Index](#) Access Key I
- [Directories](#) Access Key D
- [Comet Calender](#) Access Key C

[Search UTD](#) Access Key S



- [UT Dallas Home](#)
- [Provost Home](#)
 - Academic Organization
 - [Academic Deans](#)
 - [Chaired Professors](#)
 - [Provost's Office Staff](#)
 - Faculty
 - [UTD Faculty Handbook](#)

- [Employment](#)
- Policy
 - [Numbered Policy Memoranda](#)
- Students
 - [Undergraduate Catalog](#)
 - [Graduate Catalog](#)
- Teaching
 - [Teaching Assistant Resources](#)

Search

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• [About UTD -
Access Key Alt B](#)

- [Campus Map - Access Key Alt M](#)
- [Contact UTD - Access Key Alt T](#)

[Skip to Main Content](#). Access key M.

[Skip to Main Navigation](#). Access key N.



[The University of Texas at Dallas](#) Access Key H

Popular Shortcuts

- [A to Z Index](#) Access Key I
- [Directories](#) Access Key D
- [Comet Calender](#) Access Key C

[Search UTD](#) Access Key S



- [Faculty Jobs Home Page](#)
 - [Why UTD?](#)
 - [Online Catalog](#)
 - [UTD Strategic Plan](#)
 - Programs in
 - [School of Arts & Humanities](#)
 - [School of Behavioral and Brain Sciences](#)
 - [Erik Jonsson School of Engineering and Computer Sciences](#)

- [School of General Studies](#)
- [School of Management](#)
- [School of Natural Sciences and Mathematics](#)
- [School of Economic, Political and Policy Sciences](#)

- **Search**

Faculty Jobs

The University of Texas at Dallas, with the goal of [doubling the size](#) of its tenure-track faculty in the next 10 to 20 years, is recruiting individuals who understand and support the university's commitment to a multicultural understanding of the demands of a global society.

The most recent job postings are listed first. To resort the table, click the headings.

Position	Program/Department	Search Number
Post Doctoral	Behavioral and Brain Sciences	
Bioinformatics and Computational Biology, Tenure/Tenure Track	Computer Science	7086
Intelligent Systems, Tenure/Tenure Track	Computer Science	7085
Endowed Chair in Software Engineering	Computer Science	7084
Faculty Positions, Tenure/Tenure Track	Computer Science	7083
Post Doctoral: Geospatial Information Sciences	GIS	
EO Economics, Tenure Track	Economics	30005
Geospatial Information Sciences Specialist	GIS	30004
PostDoctoral: Molecular and Cell Biology	Natural Sciences and Mathematics	
Senior Lecturer in Math Sciences	Natural Sciences and Mathematics	2087
PostDoctoral: EE, Physics, Materials Science	Interdisciplinary Programs	
Assistant Professor: Emerging Media Networks	Arts and Technology	1050

Assistant Professor: Virtual Environments and Online Worlds	Arts and Technology	1052
Program Head: Molecular & Cell Biology	Molecular and Cell Biology	2086
Department Head: Science/Mathematics Education	Science/Mathematics Education	2085
Applied Mathematics, Tenure/Tenure Track	Mathematical Sciences	2084
Postdoc Research Associate	Physics	
Organic Chemistry and Analytical or Physical Chemistry	Chemistry	2082 2083
(1) International Management/Strategic Management	Organizations, Strategy and International Management	4124
(2) Entrepreneurship/Technology and Innovation Management		4125
Physics, Tenure Track	Physics	2081
Distinguished Chair in Nanoelectronics	Engineering and Computer Science and Natural Sciences and Mathematics	787
Criminology, Tenure Track	Criminology	3001
Electrical Engineering: Analog Design, Distinguished Chair	Electrical Engineering	782
Senior Faculty Position in Public Affairs	Public Affairs	398
Geospatial Information, Head	G I S	397
Bioengineering, Tenure/Tenure Track	Bioengineering	779
Bioengineering, Department Head, Chaired Professor	Bioengineering	778
Computer Science, Research Scientist	Computer Science	777
Neuroscientist, Tenure/Tenure Track	Neuroscience	2077
Computer Engineering, Tenure/Tenure Track	Computer/Electrical Engineering	767
Telecommunications, Tenured	EE/Computer Science	757
Interdisciplinary	EE/Computer Science	754
Robert A. Welch Chair in Chemistry	Chemistry	2065

PART-TIME POSITIONS -- ALL PROGRAMS

Position	Program/Department	Search Number
Arts and Humanities	Part-time lecturer	1000
Natural Sciences and Mathematics	Part-time lecturer	2000
Economic, Political and Policy Sciences	Part-time lecturer	3000
Management	Part-time lecturer	4000
Behavioral and Brain Sciences	Part-time lecturer	5000
General Studies	Part-time lecturer	6000
Engineering and Computer Science	Part-time lecturer	7000
Physical Instruction	Part-time lecturer	9000

UTD is an equal opportunity/affirmative action employer and encourages application from candidates who would enhance the diversity of the university's faculty and administration.

Updated: August 22, 2007

- [About UTD - Access Key Alt B](#)
- [Campus Map - Access Key Alt M](#)
- [Contact UTD - Access Key Alt T](#)

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[Skip to Main Content](#). Access key M.

[Skip to Main Navigation](#). Access key N.



[The University of Texas at Dallas](#) Access Key H

Popular Shortcuts

- [A to Z Index](#) Access Key I
- [Directories](#) Access Key D
- [Comet Calender](#) Access Key C

[Search UTD](#) Access Key S





























- [UT Dallas Home](#)
- [Provost Home](#)
 - Academic Organization
 - [Academic Deans](#)
 - [Chaired Professors](#)
 - [Provost's Office Staff](#)
 - Faculty
 - [UTD Faculty Handbook](#)

- [Employment](#)
- Policy
 - [Numbered Policy Memoranda](#)
- Students
 - [Undergraduate Catalog](#)
 - [Graduate Catalog](#)
- Teaching
 - [Teaching Assistant Resources](#)





Search

Office of the Executive Vice President and Provost









Numbered Policy Memoranda

Short Title	Policy #	Policy Memorandum Full Title		
Academic Certificate Programs	07-III.21-94	Academic Certificate Programs		
Academic Program Abandonment	94-III.24-59	Academic Program Abandonment Policy		
Academic Senate Bylaws	79-III.21-32	Bylaws of the Academic Senate of The University of Texas at Dallas		
Centers, Policy on	79-I.2-28	Policy on Centers		
Charge: Academic Calendar Committee	02-I.2-85	Academic Calendar Committee		
Charge: Academic Integrity Committee	05-III.21-90	Committee on Academic Integrity		
Charge: Academic Program Review (PRC)	94-III.24-63	Academic Program Review		
Charge: Animal Care and Use	79-I.2-30	Institutional Animal Care and Use Committee		
Charge: Auxiliary Services	96-I.2-71	Auxiliary Services Advisory Committee		
Charge: Biosafety Committee	79-I.2-27	Biosafety Committee		
Charge: Campus Housing	94-I.2-65	Campus Housing Advisory Committee		
Charge: Commencement Committee	83-I.2-44	Commencement Committee		

Charge: Committee on Committees	84-III.21-45	Committee on Committees		
Charge: Core Curriculum	95-III.21-66	Committee on the Core Curriculum		
Charge: Distance Learning	97-III.21-80	Committee on Distance Learning		
Charge: Diversity and Equity	97-I.2-81	Committee for the Support of Diversity and Equity		
Charge: Educational Policy (CEP)	78-III.21-11	Committee on Educational Policy		
Charge: Effective Teaching	94-III.21-64	Committee on Effective Teaching		
Charge: Facilities Committee	81-I.2-42	Campus Facilities Committee		
Charge: Faculty Mentoring	04-I.2-89	Committee on Faculty Mentoring		
Charge: Faculty Standing and Conduct	78-III.21-13	Committee on Faculty Standing and Conduct		
Charge: Intellectual Property Advisory Committee	79-III.27-36	Intellectual Property Policy		
Charge: IR Security, Planning, and Policy Committee	03-I.2-88	Information Resources Security, Planning, and Policy Committee		
Charge: Library Committee	78-III.21-14	Library Committee		
Charge: Parking and Transportation	78-I.2-15	Committee on Parking and Transportation		
Charge: Qualifications of Academic Personnel (CQ)	78-III.21-16	Committee on Qualifications of Academic Personnel		
Charge: Radiation Safety Committee	92-I.2-55	Radiation Safety Committee		
Charge: Research Advisory Committee	02-III.27-86	Advisory Committee on Research		
Charge: Research Integrity	95-III.27-67	University Research Integrity Committee		
Charge: Research Involving Human Subjects (IRB)	79-I.2-31	Committee on Research Involving Human Subjects (Institutional Review Board)		
Charge: Safety and Security Council	91-I.2-53	University Safety and Security Council		
Charge: Student Fee Advisory Committee	90-I.2-51	Student Fee Advisory Committee		

Charge: Student Life	78-III.21-19	Committee on Student Life		
Charge: Student Scholarships	78-III.21-18	Committee on Student Scholarships		
Charge: Teaching Awards	00-III.21-83	Chancellor's Council/President's Outstanding Teaching Awards Committee		
College Masters and Council	80-III.21-38	College Masters and Council of Masters		
Continuing and Extended Education Activities	78-III.30-24	Continuing and Extended Education Activities		
Controlled Items	01-III.27-84	Controlled Items, Precursor Chemicals, and Chemical Laboratory Apparatus		
Controlled Substances	97-III.27-77	Management of Controlled Substances		
Copyrighted Materials	84-I.3-46	Policy Regarding Photocopying Copyrighted Materials		
Courses Offered in Shortened Format	86-III.30-47	Policy for the Administration of Courses Offered in Shortened Format		
Dual or Outside Employment	79-I.3-29	Dual or Outside Employment		
Emeritus Titles	93-III.21-57	Emeritus Titles: Perquisites and Privileges of Emeritus Title Holders		
Evaluation of Academic Administrators	96-III.30-68	Evaluation of Academic Administrators		
Facilities, Use of	79-VI.57-25	University Policies for Reservation and Use of Facilities		
Faculty Conduct	94-III.21-61	University Policy on Faculty Conduct		
Faculty Grievance Procedure	92-III.21-54	Faculty Grievance Procedure The University of Texas at Dallas		
Faculty Leaves of Absence	79-I.3-35	Faculty Leaves of Absence Without Pay		
Graduate Degree	87-III.25-48	Policy on Procedures for Completing a Graduate Degree		
Graduate Education Council	02-III.21-87	Council on Graduate Education		
Graduate Studies Committee	78-III.25-20	Policy on Graduate Studies Committee		
Hearing Tribunal Selection	99-III.22-82	Hearing Tribunal Selection Procedures		

Initial Appointments	81-III.22-41	General Standards and Procedures: Initial Appointments to the Ranks of Instructor, Assistant Professor, Associate Professor, and Professor		
Internship Policy	80-III.24-40	Internship Policy		
Merit Salary Increases	82-III.22-43	Policy on Merit Salary Increases for Faculty		
Minimum Faculty Academic Workload Requirement	76-III.23-5	Minimum Faculty Academic Workload Requirement		
Nontenure-System Faculty, Hiring	06-III.22-93	Hiring and Evaluation Procedures for Nontenure-System Faculty		
Part-Time Workload Assignments	05-III.21-91	Part-Time Workload Assignments		
Periodic Performance Evaluation	97-III.22-79	Procedures Governing Periodic Performance Evaluation of Tenured Faculty		
Principal Investigators	96-III.27-72	Responsibilities of Principal Investigators and Project Directors		
Promotion and Tenure	75-III.22-3	General Standards and Procedures: Faculty Promotion, Reappointment, and Tenure		
Registration of Faculty and Staff Organizations	89-VI.57-49	Registration of Faculty and Staff Organizations		
Research Faculty	07-III.22-95	Research Faculty		
Research Investigator Financial Disclosure	95-III.27-69	Research Investigator Financial Disclosure		
Research Misconduct/ Fraud	90-III.27-50	Procedure for Dealing with Allegations of Research Misconduct/Fraud		
Salary Supplements and Payments	96-I.3-74	Policy and Procedures Regarding (1) Payment of Salary Supplements to U. T. Dallas Employees and (2) Payments to Persons Who Are Not U. T. Dallas Employees		
Selection of Key Administrative Officials	06-III.30-92	Consultation in the Selection of Certain Key Administrative Officials		
Staff Council	96-IV.31-75	Operating Guidelines of the Staff Council of The University of Texas at Dallas		
Student Evaluations of Teaching	94-III.21-60	Policy and Procedures for Student Evaluations of Teaching		

Teaching Assistants and Research Assistants	76-III.25-4	University Policies Related to Graduate Student Teaching Assistants and Graduate Student Research Assistants		
Teaching Evaluation Policy	96-III.21-70	Teaching Evaluation Policy		
Textbooks	94-III.30-62	Textbooks and Other Materials Prescribed for the Use of Students		
Work Toward An Advanced Degree	93-III.30-56	Work Toward An Advanced Degree by Faculty Members		

Other Relevant Sites

- [UTD Rules for Scholastic Dishonesty](#)
- [UTD Student Grievances Procedures](#)
- [UTD Handbook of Operating Procedures, Title III, Academic Affairs, Chapter 21, Faculty Governance](#)
- [Rules and Regulations of the Board of Regents of The University of Texas System](#)

For broken links or problems accessing policy memoranda, please contact [Peggy Woodmansee](#).

Updated: August 22, 2007

- [About UTD - Access Key Alt B](#)
- [Campus Map - Access Key Alt M](#)
- [Contact UTD - Access Key Alt T](#)

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The University of Texas at Dallas Online Catalog

2006-2008 Undergraduate Catalog (2007 Supplement)

[Introduction \(home\)](#)

[Contents / Site Map](#)

[Admissions](#)

[Academic Policies and Procedures](#)

[Registration](#)

[Resources for Study and Campus Life](#)

[Tuition and Fees](#)

[Financial Aid](#)

[Degree Programs](#)

[Undergraduate Programs](#)

[Course Descriptions](#)

[Academic Calendar](#)

[Administration](#)

[Board of Regents](#)

[Faculty](#)

[Correspondence Directory](#)

[Appendices](#)

[Alphabetical Index](#)

[Search the 2007 Undergraduate Catalog Supplement:](#)

[UTD Home Page](#)

[Online Catalogs Index](#)

[Graduate Catalog](#)

This page has changed since the print version was published. View revisions [here](#).

About the Catalog

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and The University of Texas at Dallas or The University of Texas System. The University of Texas at Dallas reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

The online version of The University of Texas at Dallas Undergraduate Catalog is the official version and takes precedence over the printed version. The online catalog will be updated periodically and will contain all major policy changes that occur during the 2006-2008 catalog cycle.

Students are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents of The University of Texas System. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties the student may incur.

The catalog is arranged into sections. The sections are titled:

- Admission
- Academic Policies and Procedures
- Registration
- Resources for Study and Campus Life
- Tuition and Financial Aid
- Degree Programs
- Course Descriptions
- Faculty Roster

Within each section the topics are arranged alphabetically.

Historical Sketch

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Prior to World War II, Eugene McDermott, Cecil Green and J. Erik Jonsson, the founders of Geophysical Services, Inc., were in the business of searching for natural resources. The war changed the focus of the company from searching for natural resources to creating instruments that aided in finding enemy planes and submarines. GSI spawned Texas Instruments and in 1958, TI employee Jack Kilby invented the integrated circuit that launched a new era for the company, for North Texas and for the world.

During the expansion of Texas Instruments, the Founders were forced to import engineering talent from outside the state, while the region's bright young adults pursued education elsewhere. McDermott, Green and Jonsson saw that Texas needed highly educated minds if the state were to remain competitive in the decades to come. They noted that in 1959 alone, Columbia University conferred 560 doctoral degrees - more than the entire Southwest region. They wrote at the time, "To grow industrially, the region must grow academically; it must provide the intellectual atmosphere, which will allow it to compete in the new industries dependent on highly trained and creative minds."

Therefore, they established the Graduate Research Center of the Southwest (later renamed the Southwest Center for Advanced Studies) in 1961. The center recruited some of the best scientific talent in the nation. The Texas Legislature concurred with the vision of the Founders and mandated in 1967 that science and technology educational opportunities needed to exist in North Texas. McDermott, Green and Jonsson decided to donate SCAS and its lands to The University of Texas System, and on June 13, 1969, Governor Preston Smith signed the bill creating The University of Texas at Dallas. The SCAS scientists formed the core of U.T. Dallas' educational infrastructure.

By terms of its enabling legislation, U.T. Dallas offered only graduate degrees until 1975 when the addition of juniors and seniors increased enrollment from 408 in 1974 to more than 3,300 students. By the fall of 1977, the enrollment reached over 5,300. In 1986, U. T. Dallas established the Erik Jonsson School of Engineering and Computer Science. Today the Jonsson School plays a critical role in providing a highly educated work force for the advanced technology industry.

The Rise to National Prominence

In 1990, The Texas Legislature authorized U.T. Dallas to admit lower division students. U. T. Dallas' first freshman class consisted of only 100 students. Despite its small size, this cohort's achievements set the standard for future classes. Since then, freshman classes have grown in size while the university has maintained high enrollment standards. Nationally published data indicate that U.T. Dallas' freshman class compares extremely well with those from many prominent national universities. UTD consistently has three-fourths of its entering freshmen in the top twenty-five percent of their graduating class with many coming from the state's most competitive high schools.

The university's ability to attract and retain these students has propelled The University of Texas at Dallas into national prominence within a few short years. US News and World Report ranks U.T. Dallas as one of the three best public universities in the state along with U.T. Austin and Texas A&M. Kiplinger's Personal Finance Magazine, in its October 2006 article "100 Best Values in Public Colleges", ranked U.T. Dallas 66th among all public universities nationally. The quality of the students who attend UTD has remained consistently high. Over forty percent of the incoming freshmen are in the top 10% of their high school graduating class and their average SAT scores place them in the top twenty

percent of all college-bound students.

The addition of freshmen has accelerated the rise in the percentage of full-time undergraduates from 31% in 1986 to nearly 71% in 2005. Masters, doctoral and post-baccalaureate students currently comprise 40% of the student body. Given its location and mission, UTD will continue to have significant numbers of professionals attending undergraduate or master's courses part time.

The transition of the university from a part-time upper division school to a four-year university with an emphasis on engineering, mathematics, the sciences and the management of new technologies has been greatly facilitated by the university's faculty. By retaining key faculty members and attracting more nationally and internationally prominent researchers and instructors, UTD has enabled its faculty to provide quality instruction to an increasingly diverse student population while sustaining the university's longstanding research tradition. In the past decade, the faculty has increased the level of external research funds substantially. During this same period, the university expanded its teaching mission, enhanced its areas of focused excellence and became independently recognized as one of the top public universities in the nation.

Mission

UTD serves the Metroplex and the State of Texas as a global leader in innovative, high quality science, engineering, and business education and research. The University is committed to:

- Producing engaged graduates, prepared for life, work, and leadership in a constantly changing world;
- Advancing excellent educational and research programs in the natural and social sciences, in engineering and technology, in management, and in the liberal, creative, and practical arts;
- Transforming ideas into actions that directly benefit the personal, economic, social, and cultural lives of the citizens of Texas.

Organization

The University of Texas at Dallas (UTD) is one of nine universities and six health institutions governed by The University of Texas System's nine regents, who are nominated by the governor, selected from different areas of the state, and appointed with the advice and consent of the Texas senate. UTD consists of seven Schools, each headed by a dean: Arts and Humanities, Behavioral and Brain Sciences, Engineering and Computer Science, General Studies, Economics, Political and Policy Sciences, Management, and Natural Sciences and Mathematics. The schools, in turn, consist of teaching and research programs that provide the disciplinary foundations of the university. In addition to the usual disciplinary approaches, the university has a strong commitment to interdisciplinary study at both the graduate and undergraduate levels. Most faculty members teach in both graduate and undergraduate areas so that the character of their instruction is informed by critical examination of the most recent developments in their fields.

Each of the university's schools contains an undergraduate college, headed by an

Associate Dean of Undergraduate Education (ADU) who coordinates the undergraduate programs and academic advising within the college. These colleges of The University of Texas at Dallas provide undergraduate students with a personalized setting in which they may pursue their academic careers. Each college offers an intellectual and social home for undergraduates within the larger university.

The Office of Undergraduate Education coordinates undergraduate education across the seven schools. The Council for Undergraduate Education (CUE), chaired by the Dean of Undergraduate Education, oversees lower-division admissions, academic advising and degree requirements, and develops and implements educational policy. The staff of the Office of Undergraduate Education manages the freshman admission review process and Academic Excellence Scholarship programs. They coordinate academic advising, operate the Learning Resource Center, administer the teaching evaluation system, monitor academic compliance for NCAA athletes, manage pre-professional training programs, and supervise the Collegium V honors program, as well as all Intellectual Competition teams. In addition, all freshman and sophomore students without declared majors are advised in the Office of Undergraduate Education.

Statement on Equal Education Opportunity

The university is committed to a policy of nondiscrimination on the basis of sex, sexual orientation, race, color, religion, age, national origin, disability, or veteran status in its provision of services, activities, and programs, and in its treatment of students. Students seeking further information about this policy, or related complaint procedures for alleged discrimination or sexual harassment should contact the Dean of Students.

Accreditation

The University of Texas at Dallas is accredited by the [Commission on Colleges of the Southern Association of Colleges and Schools](#) to award baccalaureate through doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4501 for questions about the accreditation of The University of Texas at Dallas.



Dallas reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Statement on Equal Educational Opportunity

The University of Texas at Dallas is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy.



An Equal Opportunity/Affirmative Action University

The University of Texas at Dallas

2006-2008 Graduate Catalog

Equal Educational Opportunity Statement

The university is committed to a policy of nondiscrimination on the basis of sex, race, color, religion, age, sexual orientation national origin, disability, or veteran status in its provision of services, activities, and programs, and in its treatment of students. Students seeking further information about this policy, or related complaint procedures for alleged discrimination or sexual harassment should contact the Dean of Students.

CONTENTS

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and The University of Texas at Dallas or The University of Texas System. The University of Texas at Dallas reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

The online version of The University of Texas at Dallas Graduate Catalog is the official version and takes precedence over the printed version. The online catalog will be updated periodically and will contain all major policy changes that occur during the 2006-

2008 catalog cycle.

Students are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents of The University of Texas System. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties the student may incur.

The University of Texas at Dallas 2006-2008 Graduate Catalog

Volume 31, Number 1

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This Graduate Catalog is published by The University of Texas at Dallas.

Address all correspondence to: The University of Texas at Dallas, 2601 N. Floyd Road, P.O. Box 830688, Richardson, Texas 75083-0688.

The physical address of the university is: 800 West Campbell Road, Richardson, Texas 75080

The main entrance to U.T. Dallas is located at 800 West Campbell Road between Floyd Road and Waterview Parkway in Richardson.

Additional programs are located at the U.T. Dallas Callier Center for Communication Disorders, 1966 Inwood Drive, Dallas, Texas 75235.

Telephone: (972) 883-2111

Admissions Information: 972-883-2341 or 1-800-889-2443

(972) 883-6803 Fax

World Wide Web: <http://www.utdallas.edu>



The Office of Graduate Studies

[U.T. Dallas](#)[Graduate Studies](#)[TA Resources](#)[Faculty Research](#)[About Us](#)

[TA Resource Page](#) [About the TA Program](#) [Request for TA/RA Appointment Form](#) [Orientations](#) [TA Handbook](#) [Other TA Programs](#)

[Graduate Studies](#)

[Home](#)

[Site Map](#)

[Site Statistics](#)

Welcome to the UT Dallas Teaching Assistant Resource Pages!

Here you will find information for all aspects of the Teaching Assistant Program, from when our next Orientation session will be to tips on improving discussion in classrooms to specific information for our International TAs. Be sure to visit again as more is being added all the time!

Contacting us:

JoyLynn Reed

Director of the
Teaching Quality
Enhancement
Program

FO 2.716

972-883-6562

joylynn@utdallas.edu

[edu](#)

Thomas Lambert

Coordinator,
International
Teaching Assistant
Program

tml017100@utdallas.edu

[edu](#)

Our office is located in Founders North, FA 3.104. If you need to contact the Office of Graduate Studies Office you can call us at 972-883-2234.

If you have questions or comments about this page, please contact the

[Graduate Dean Web](#)

[Developer](#).

[Link leaves U.T.](#)

[Dallas](#)

Fall 2007 Commencement

- **Friday December 7 & Saturday December 8, 2007**

TA Orientation Dates

- **TBA**

Dates and Deadlines - PhDs

- **October 26, 2007**
Last day to request a Final Oral Examination.
- **November 9, 2007**
Last day to conduct a Final Oral Examination.
- **November 16, 2007**
Last day to submit a final Dissertation.
- **Friday December 7 & Saturday December 8, 2007**
Graduation

Dates and Deadlines - Masters

- **November 26, 2007**
Last day to submit a Master's Thesis.
- **Friday December 7 & Saturday December 8,**

2007
Graduation

Site Updates

- [Fall 2006 Commencement photos](#) are online.
(12/18/2006)

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November 09, 2004 at 02:57 PM

Office of the Executive Vice President and Provost The University of Texas at Dallas

Home

Academic Organization

Deans, Directors and Department Heads

Provost's Office Staff

Faculty

Complete UTD Faculty Handbook

Employment

Policy

Numbered Policy Memoranda

Students

Undergraduate Catalog

Graduate Catalog


Teaching

Teaching Assistant Resources

Organization

[SYSTEM ORGANIZATION](#)

[UTD ORGANIZATION](#)

[SERIES 20102 Section 1-4 REGENTS' RULES](#) 

[ACADEMIC ORGANIZATION](#) 

[School of Arts and Humanities](#) 

[School of Brain and Behavioral Sciences](#) 

[School of Economic, Political and Policy Sciences](#) 

[School of Engineering and Computer Science](#) 

[School of General Studies](#) 

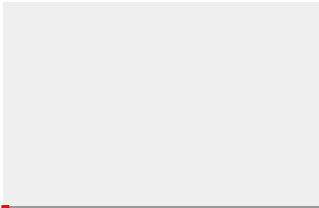
[School of Management](#) 

[School of Natural Sciences and Mathematics](#) 

[Office of the Dean of Undergraduate Studies](#) 

[Office of the Dean of Graduate Studies](#) 

[Communications](#) 



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about this website

Office of the Executive Vice President and Provost

The University of Texas at Dallas

Home

Academic Organization

Deans, Directors and Department Heads

Provost's Office Staff

Faculty

Complete UTD Faculty Handbook

Employment

Policy

Numbered Policy Memoranda

Students

Undergraduate Catalog

Graduate Catalog

Teaching

Teaching Assistant Resources

Faculty Governance Organization

The Regents' *Rules* specify that the faculty of each institution, through its legislative bodies, shall have a major governance role in the following areas: 1) general academic policies and welfare; 2) student life and activities; 3) requirements for admission and graduation; 4) honors and scholastic performance; 5) approval of candidates for degrees; and 6) faculty rules of procedure.

The faculty governance organization at UT Dallas is described in Title III, Chapter 21 of the [Handbook of Operating Procedures](#). Other sections of the Handbook summarize the official policies of the University of most interest to faculty members. Also, each School also has its own faculty bodies established in the school or departmental bylaws, pursuant to general guidelines established by the UT Dallas Academic Senate.

This is a brief summary of the contents of Title III.

Academic Senate and Academic Council

The primary legislative body at The University of Texas at Dallas is the Academic Senate. The Council acts as the agenda committee and acts as a steering committee. The Senate is composed of not less than 10% of tenured/tenure track faculty members elected each spring by the voting members of the General Faculty, which includes non-visiting faculty holding the ranks Regental Professor, Professor, Associate Professor, and Assistant Professor appointed at least half-time from all university sources of funds. The new Senate in turn elects seven of its members to serve on the Council. The Senate also elects one Council member as the "Speaker of the Faculty" and another as the Secretary. The Council is presided over by the President. In the President's absence the Executive Vice President and Provost will preside except that in the Provost's absence the Speaker will preside. Senate meetings are also presided over by the President. If the President cannot be present, the succession is the same as for the Council. More detail is provided as Appendix II to this Handbook.

The official records of the Senate and Council are produced and filed in the Office Executive Vice President and Provost, and are open for inspection to any interested faculty member. Some policies established by the Senate are included in the university's numbered policy memoranda on the Provost's website. Senate minutes are posted on the Senate website.

Senate and University Committees

Policies of the Senate are implemented through faculty bodies in the several schools, senate committees, and university committees. There are thirteen senate committees and fifteen

university committees. The difference between senate and university committees is that senate committees are established with advice from the senate. University committees are established by the university administration, usually in response to a system, state, or federal requirement. Some Senate committees may act for the Senate in the areas of responsibility given in the committee charges. All the committees, with their charges, are listed on the [Senate website](#).

Committee Service

Each fall, the Committee on Committees reviews all the senate and university committees, recommends replacement for those whose terms are ending and also may replace members who have been appointed but have not served. These recommendations are presented to the Academic Council, and then to the Senate. Upon Senate concurrence with the committee's recommendations and by the President, the faculty are appointed by the President and receive letters asking them to respond with their concurrence to serve. By annual agreement with the administration, the Senate's replacement of senate committee vacancies is definitive. Approvals of recommendations for university committees are considered recommendations to the administration.

Details of [Senate Committees](#)

Details of [University Wide Committees](#)

[handbook home](#)

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[UTD Privacy Statement](#)

August 13, 2007

Office of the Executive Vice President and Provost

The University of Texas at Dallas

Home

Academic Organization

Deans, Directors and Department Heads

Provost's Office Staff

Faculty

Complete UTD Faculty Handbook

Employment

Policy

Numbered Policy Memoranda

Students

Undergraduate Catalog

Graduate Catalog

Teaching

Teaching Assistant Resources

Reporting to the President

Institutional Compliance

The mission of the [UT Dallas Compliance Office](#) is to partner with UTD's administration, staff and faculty to develop and sustain a comprehensive compliance program that:

- Supports the University in fulfilling its mission to produce engaged graduates, advance excellent educational and research programs and directly benefit the surrounding communities.
- Supports the University in achieving its financial, operational and strategic goals while maintaining compliance with associated laws, regulations, rules and policies.
- Builds compliance and risk awareness into the daily activities of the University.
- Encourages all employees to conduct university business with the highest standards of honesty and integrity.

As part of the Institutional Compliance Program, UTD uses an outside service to provide a [hotline](#). The hotline provides a confidential way for employees to obtain information about compliance issues and report instances of suspected non-compliance outside the normal chain of command in a manner that preserves confidentiality and assures non-retaliation. Employees may either call 1-888-228-7707, or report via the web at the following website: <https://www.tnwinc.com/webreport/Default.asp?> .

The Compliance Office also facilitates compliance training for all benefit-eligible employees at UTD. The training program provides basic information about laws and regulations with which employees must comply. In addition, the training provides references regarding who employees can talk to, and websites they can visit for more information. Additional information on training can be found at: <http://www.utdallas.edu/audit-compliance/training.htm>.

Information on UTD's Institutional Compliance Program is available at: <http://www.utdallas.edu/audit-compliance/compliance.htm>.

Internal Audit

The mission of the U. T. Dallas Internal Audit function is to provide an independent, objective assurance and consulting activity designed to add value and improve the University's operations, and to help the University accomplish its mission in learning, research and public service by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Internal Audit is responsible for providing executive management with information about the adequacy and effectiveness of UTD's system of internal administrative and accounting controls and the quality of operating performance when compared with established standards.

More information on Internal Audit can be found at: http://www.utdallas.edu/audit-compliance/audit_ourcharter.htm.

[handbook home](#)

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[UTD Privacy Statement](#)

August 2007

Office of the Executive Vice President and Provost

The University of Texas at Dallas

Home

Academic Organization

Deans, Directors and Department Heads

Provost's Office Staff

Faculty

Complete UTD Faculty Handbook

Employment

Policy

Numbered Policy Memoranda

Students

Undergraduate Catalog

Graduate Catalog

Teaching

Teaching Assistant Resources

Instructional Policies

Rights and Responsibilities of Faculty Members as Citizens and as Teachers.

See Regents' Rules, [Series 31004](#).

Minimum Faculty Academic Workload Requirement

Statutory Requirement. State law requires the Board of Regents to adopt rules concerning faculty academic workloads. Texas Education Code Section 51.402 recognizes that important elements of workload include classroom teaching, basic and applied research, and professional development. Workload for the faculty members of the institutions of The University of Texas System is expressed in terms of classroom teaching, teaching equivalencies, and presidential credits for assigned activities. It is expected that every faculty member will be regularly engaged in scholarly research or creative activities, in serving on faculty committees, and in interacting with students in various extracurricular ways. The one aspect of a faculty member's duties for which a minimum level of activity has been defined, however, is direct instruction. See [Policy Memorandum 76-III.24-5, Minimum Faculty Academic Workload Requirement](#).

Undergraduate Academic Advising for Non-majors

The [Dean of Undergraduate Education](#) is responsible for organizing, administering, and monitoring undergraduate advising for students who have not declared a major and for those who are not seeking a degree.

Undergraduate Academic Advising for Majors

[Academic advising](#) is an integral part of each faculty member's teaching responsibility. Careful, informed advising should help students formulate and implement their plans for the baccalaureate degree. The advisor's responsibility is to explain degree requirements and oversee a student's progress, and equally important, to assist the students in exploring areas particularly suited to their interests or career goals. Academic advising, in short, should help students learn to use the resources of the University to fulfill their special educational aspirations.

The Associate Dean for Undergraduate Education is responsible for organizing, administering, and monitoring undergraduate advising.

Generally, that function should be based upon the following procedural model.

1. The Office of the Associate Dean for Undergraduate Education (or other appropriate office) will retain a file for each undergraduate student registered in the College. This file will include all pertinent information regarding the student's past academic record, current status, and future academic plans. (For example, the file should contain transcripts of past college work, upper-level evaluation of courses taken elsewhere, letter of admission, record of deficiencies, grade reports, notice of academic probation or suspension, notice of special honors such as College honors list, grade changes, drops and adds, individual instructor's requirements for making up incompletes, and the degree plan.) The file should also contain any petition waiver or agreement regarding fulfillment of degree requirements; such extraordinary arrangements are the responsibility of the Master and are not valid unless signed by the Master or his/her designate.

2. All new students should first proceed through the Master's office (or other appropriate office) during their first registration. At that time, each student will be assigned an advisor, in most cases temporary, who will briefly explain the degree program, the meaning of any deficiencies and how they may be made up, and distribute any material pertaining to the degree requirements which the programs provide for their students. A preliminary degree plan will be devised, signed by the advisor, and sent to the Master's office (or Program office) for the student's permanent file.

3. After registration, and during the first semester at UTD, the Master will assign each student a permanent advisor, a faculty member who normally teaches in the student's program, and who will remain the student's advisor during the student's career at UTD. The student will be informed of his/her advisor and instructed to contact him or her for an appointment if the need arises. The student and advisor, or someone under the supervision of the advisor, will meet during the first semester for the purpose of more fully explaining the degree requirements and discovering the student's academic plans and career goals. The student should be advised that the Catalog governs requirements; and advising should conform to it. The student may also be offered information about support services such as career development and financial aids, and should be advised about the possibilities for graduating with honors.

4. The Office of the Associate Dean for Undergraduate Education (or other appropriate office) should insure that each student has been assigned an appropriate advisor and that he/she has been advised during the first semester. Advice should be accessible to students throughout the

semester; and students should be strongly urged to seek advice each semester.

5. The student must meet with his/her advisor, or someone under the supervision of the advisor, at the beginning of the semester in which he/she plans to graduate for the purpose of completing a final degree plan. The advisor should ascertain that all degree requirements have been fulfilled, that deficiencies have been made up, and elective and interdisciplinary requirements have been met. The advisor will then sign the final degree plan and the application for graduation.

6. The College Master will check the final degree plan and application for graduation (and honors, if pertinent) and forward them to the Registrar's office.

Graduate Academic Advising

This activity is coordinated by the Dean of Graduate Studies and administered by the schools either by the Dean of Graduate Studies or the department/program head or the program areas within a school.

Policy on Office Hours

It is essential that students have access to faculty members for individual consultation. Faculty members are expected to maintain regular office hours and conference periods most advantageous to students and to post such hours on their office doors.

U.T. System Advisory Guidelines for Posting Grades

The Family Educational Rights and Privacy Act of 1974 provides that personally identifiable student records are not public and requires educational institutions to maintain the confidentiality of these educational records. Although the posting of student grades is not specifically addressed by the Act, the general requirements of the Act clearly regulate the form of grade postings. The ensuing guidelines are consistent with the requirements of the federal Act and are based on interpretations of the student and Family Educational Rights and Privacy Office in the U.S. Department of Education, numerous legal reviews, and interpretations by the U.T. System Office of General Counsel.

1. Requirement

a. Course grades of an individual student may not be posted or made available in any public manner by name, initials, Social Security number (in whole or in part), unique

assigned student identification number, or any other personal identifier, except when the student has signed an authorization to release the specific record.

2. Guidelines

- a. Although it is not absolutely clear that grades for examinations, lab work, homework or other graded assignments constitute confidential student records, the spirit of the Privacy Act strongly suggests that such grades not be posted without specific written consent of the student.
- b. A "made up" number assigned by the individual faculty member and given only to a student for posting grades would not be considered personally identifiable.
- c. If grade posting is done, student consent should be provided on an individual form since a circulated list might create peer pressure to sign. A consent form should be maintained for at least one full semester after the conclusion of the course.

Outside Employment and Consulting

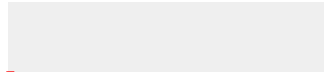
The policies of The University of Texas at Dallas regarding consulting and outside employment are contained in [Policy Memorandum 79-I.3-29](#).

Conditions on the Grade of Incomplete

The Academic Council and Senate, with the concurrence of the President, adopted the procedures concerning assigning the grade "Incomplete" by members of the faculty. These procedures can be found in the on-line catalog from "incomplete" in the alphabetical indices of each online catalog: <http://www.utdallas.edu/student/catalog/>

Policy on Scholastic Dishonesty

Official policies on scholastic dishonesty are stated in The University of Texas at Dallas' [Handbook of Operating Procedures, Title V](#).



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August 2007

[UTD Privacy Statement](#)

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Office of the Executive Vice President and Provost

The University of Texas at Dallas

Home

Academic Organization

Deans, Directors and Department Heads

Provost's Office Staff

Faculty

Complete UTD Faculty Handbook

Employment

Policy

Numbered Policy Memoranda

Students

Undergraduate Catalog

Graduate Catalog

Teaching

Teaching Assistant Resources

Faculty Handbook

Research at UTD

In 1961, UTD began life as the Graduate Research Center of the Southwest. Research is no less important to UTD than it was back then, although now we embrace and encourage research at any level.

There are several offices involved with research. They include:

- **The Office of the Vice President for Research (OVPR)** is responsible for expanding the university's research program, increasing collaborative work with government agencies, corporations and other universities and speeding the transfer of ideas from UTD laboratories to the marketplace. The Office of Sponsored Projects, the Office of Research Compliance and the Office of Technology Transfer all report to the Vice President for Research.
- **The Office of Sponsored Projects (OSP)** supports faculty, research associates, and students by providing resources to research potential funding sources, submitting research proposals to research sponsors, negotiating research contracts, establishing and maintaining grant accounts and monitoring compliance with research related federal, state, local and private regulations
- **The Office of Research Compliance (ORC)** is responsible for protecting the rights of human participants and animal subjects involved in research activities and ensuring compliance with all federal, state and local regulations in regards to research. ORC coordinates the activities of the University's Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC).
- **The Office of Technology Transfer** works with researchers to protect intellectual property, transfer innovations to the market and connect researchers and members of the business communities.

Office of the Vice President for Research

The Office of the Vice President for Research promotes the mission of The University of Texas at Dallas to advance excellent educational and research programs and transform ideas into actions by:

- Providing high quality research support services that enable and encourage research excellence;
- Promoting the university's research capabilities with state, federal and industrial stakeholders;
- Securing funding to attract and retain high quality researchers and to enhance research infrastructure; and
- Accelerating the transfer of ideas and inventions from the university to the marketplace.

Office of Sponsored Projects

The Office of Sponsored Projects is the focal point for contract and grant activity at the University. OSP provides faculty with information on sources of extramural funding including state and federal government agencies, foundations and corporations. OSP also assists faculty members in developing competitive proposals, negotiating grant/contract agreements and monitoring post-award compliance issues and administration. OSP responsibility includes maintaining appropriate agency relationships, interpretation of agency requirements, enforcement of federal, state and UT System regulations, consultation on budget development, completion of agency forms, assistance in meeting federal assurance requirements, help in obtaining proper internal approvals and assistance in the final processing and mailing of proposals to agencies. OSP actively works with faculty in preparing contracts, contract negotiation and post-award management. OSP is a service organization and will welcome any inquiries faculty may have. OSP's policies, procedures and resources are documented in the [Researcher's Guide which is available online](#) on the OSP website.

Office of Research Compliance

The Office of Research Compliance provides information on research activities which are governed by a number of research oversight committees and boards imposed by federal and state laws. Non-compliance can result in severe penalties to the institution, and in some instances, to the individual. It is the responsibility of faculty and staff to be familiar with UTD policy as it relates to these research compliance areas. Information on research compliance may be obtained on the [ORC web site](#).

Research Involving Human Subjects

Any faculty, staff, or student who intends to conduct or supervise research (whether funded or not funded) which involves human beings as subjects must obtain approval from the Institutional Review Board (IRB). This requirement includes the participation of human beings of all ages in surveys and research experiments. Forms to request approval may be obtained from ORC by calling 972-883-4579 or by accessing the [ORC web site](#).

Research Involving the Use of Animals

Any faculty, staff or student who intends to conduct or supervise research (whether funded or not funded) which involves animals as research subjects must obtain approval from the Institutional Animal Care and Use Committee (IACUC). Approval must be obtained prior to ordering animals or housing animals on campus. Forms to request approval may be obtained from ORC by calling 972-883-4579 or by accessing the [ORC web site](#).

Office of Technology Transfer

The [Office of Technology Transfer \(OTT\)](#) is responsible for encouraging researchers to disclose new inventions and technologies, evaluating and protecting valuable intellectual property, transferring the university's innovations to the marketplace, and serving as a bridge

between the university and business community.

Faculty, staff or students who develop inventions or other intellectual property eligible for intellectual property protection on University time and/or with the support of state funds, University facilities, and/or sponsored research funding must submit an intellectual property disclosure form to the Office of Technology Transfer (OTT). In conjunction with the Intellectual Property Advisory Committee (IPAC), OTT will advise the President as to whether the University should seek patent, copyright or other intellectual property protection for the disclosed technology. If the University seeks protection, OTT will seek to license the intellectual property, sharing any net proceeds with the inventor(s). Information on the University's intellectual property policies and procedures, including intellectual property disclosure forms, can be found on the [OTT](#) website.

Other Research-Related Policies

Policy on Honesty in Research

The University of Texas at Dallas strives to create a research climate that promotes faithful attention to high ethical standards and enhances the research project while not inhibiting the productivity and creativity of the scientist and academician. The University's procedures for situations involving allegations of data falsification, plagiarism, or other research fraud are specified in Part IIA, Section D, subsection D11-105 of the Administrative Policies and Procedures Manual.

Research Investigator Financial Disclosure

Any faculty, staff or student who is responsible for the design, conduct or reporting of research or education activities sponsored, in whole or in part, by the National Institutes of Health or the National Science Foundation must submit a Principal Investigator Financial Disclosure Form for approval to the University's Research Integrity Committee. The committee will determine if a conflict of interest exists and will decide appropriate action that the investigator needs to take to manage, reduce or eliminate the conflict. To obtain a form, contact ORA, Multipurpose Building, Room 3.218, extension 2313 or [access the ORA web site](#).

Recombinant DNA in Research

Any faculty involved with recombinant DNA must obtain approval from the Office of Environmental Health and Safety Biosafety Committee before proceeding with the research. The mission of the Department of Environmental Health and Safety is to ensure a safe and healthy work environment for faculty, staff, students, and visitors while promoting education, research, and work practices that do not harm the environment, comply with any and all rules and regulations pertaining to occupational health and safety and the environment and to protect all University resources through sound administration. Information may be obtained by contacting the Office of Environmental Health & Safety at 972-883-4111 or by [accessing the website](#).

Travel Authorization

Travel to present research papers and other purposes of benefit to the University may be approved at any time via a "Leave of Absence/Travel Authorization" form, submitted in advance of travel. Requests for all foreign travel require approval of the President's Office and thus must be processed through the proper channels at UTD four weeks prior to departure. (Travel to and in the states, U.S. possessions, Mexico and Canada are not considered by state law or the Regents' Rules to be foreign travel.) The faculty member must make explicit arrangements for his/her duties to be assumed during a short term absence without incurring additional expense to the University. These arrangements should be described on the "Leave of Absence/Travel Authorization" form.

Foreign Travel on a contract/grant may require that additional procedures be followed in addition to those described above. Please check with ORA to find out if foreign travel is allowed on the contract/grant and if additional requirements must be met for compliance with the provisions of that contract/grant.

Online Resources for Researchers

- [Researcher's Guide](#)
- [Office of the Vice President for Research](#)
- [Office of Sponsored Projects](#)
- [Office of Research Compliance](#)
- [Office of Technology Transfer](#)
- [Office of Contracts and Grants Accounting](#)
- [Office of Environmental Health and Safety](#)

[handbook home](#)

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August 2007

[UTD Privacy Statement](#)

Office of the Executive Vice President and Provost

The University of Texas at Dallas

Home

Academic Organization

Deans, Directors
and Department
Heads

Provost's Office
Staff

Faculty

Complete UTD
Faculty Handbook

Employment

Policy

Numbered Policy
Memoranda

Students

Undergraduate
Catalog

Graduate Catalog

Teaching

Teaching
Assistant
Resources

Libraries (<http://www.utdallas.edu/library/>)

The Eugene McDermott Library

The Library prides itself on the services provided by the staff and the collections available both in print and online. The Library takes full advantage of technology to offer a broad range of online resources selected to support the University's research and teaching missions. Nearly every subject field is represented in the million-plus items available within the Library. The Library is a depository for selected publications and maps from the U.S. Government and the State of Texas.

The Library provides links to its resources and services through its webpage at <http://www.utdallas.edu/library>. The majority of resources are available from off campus with a UTD ID.

Hours

McDermott Library is open

8 am – 2 am	Monday-Thursday
8 am – midnight	Friday
9 am – 8 pm	Saturday
1 pm – 2 am	Sunday

Exceptions for holidays and semester breaks are posted. Hours for service desks vary. Call 972-883-2955 for details or visit <http://www.utdallas.edu/library/about/hours.htm>.

Online and Print Materials

McDermott Library retains over one million items including traditional and online resources. In addition to the print collections, the Library provides over 200 electronic databases used to find periodical articles, statistical information, and bibliographic citations. The Library also subscribes to over 38,000 electronic journals and over 400,000 electronic books.

Faculty members have access to online resources from JSTOR, IEEE, ACM, Springer, Wiley, Project Muse, Elsevier, Blackwell, the American Chemical Society, the Institute of Physics, the American Psychological Association, American Physical Society, Emerald, and SIAM.

The Library participates in a program to build a strong collection by buying materials in the subject areas included in the curriculum. Each School is assigned a liaison to purchase additional materials to support research and teaching <http://www.utdallas.edu/library/collections/liaison.htm>.

For further assistance with the collection, please contact Dr. Ellen Safley, Senior Associate Director for Public Services and Collections (safley@utdallas.edu or 972-883-2916).

Government Documents: Complementing the University's curriculum are McDermott Library's extensive government document collections, including U.S. federal and Texas state publications. A large number of these publications are included in the Library's online catalog, and many print items are available for check-out.

Multimedia Services: The Library collects DVDs, videorecordings, and audio CDs for instructional use. These materials are included in the library catalog. Media can be placed on reserve for students to view the Library. Additional information about media is available at <http://www.utdallas.edu/library/services/multimedia.htm> or call Multimedia Library Services at (972)-883-2999.

Assistance When You Need It--Reference Services

Knowledgeable in a broad range of print and electronic sources, Reference librarians assist faculty in identifying and locating vital research materials. Reference librarians also communicate essential information about materials, services, and resources by teaching classes in research methods and by creating subject research guides. Experts in the Library's 200-plus databases, Reference librarians advise faculty in search strategies to get maximum effective use of online research materials. Additionally, assist the University community at the Reference desk, by phone, by email, and by instant message services (<http://www.utdallas.edu/library/services/askalib.htm> . For more information, contact Linda Snow, Head of Reference Services, (snow@utdallas.edu) at 972-883-2626.

Prepare Your Students for Academic Success—The Information Literacy Program

Librarians can teach library research skills and show students how to use the library's resources. These sessions can feature hands-on instruction on using the Library's online catalog and a variety of journal article databases. Librarians can customize the class to include your particular assignments.

Faculty members are invited to call Loreen Phillips, Head of Information Literacy, at (972) 883-2126 or email loreen.phillips@utdallas.edu for additional information. Group sessions for departments or student associations can also be arranged. Librarians also provide one-on-one instruction to students and faculty who request individual assistance.

Library Accessibility Office—Removing Barriers to Academic Research

McDermott Library's Accessibility Office is furnished with special equipment to enable visually-challenged students the opportunity to do electronic research. This program is a cooperative effort between the Library and UTD's Disability Services Office.

For assistance, contact Stephanie Isham, the Disability Services Library Coordinator at (972) 883-2629 or sisham@utdallas.edu.

Borrow Library Resources--Circulation Services

Your University ID is your library card. The card enables you to borrow materials and connect to electronic resources from remote locations.

TexShare, a Texas State Library initiative, supports and enhances resource sharing among Texas public and academic libraries. TexShare Cards are available through the Circulation Desk and will enable you to borrow library materials from other participating libraries throughout the State of Texas.

Faculty use of the collection is outlined in the Library's Circulation Policy <http://www.utdallas.edu/library/policies/circpolicy.htm> . Questions regarding checkout privileges should be directed to the Circulation Desk, (972) 883-2953.

Let the Library Come to You--Faculty E-Delivery and Interlibrary Loan

The Interlibrary Loan Department (ILL) assists faculty in obtaining materials not owned by the Library. Request forms and information about our policies and procedures are available online at <http://www.utdallas.edu/library/services/ill.htm>.

You will be notified by email when requested books arrive and are available for pick-up at the Circulation Desks of McDermott Library or Callier Center Library. Photocopies are delivered electronically.

A Faculty E-Delivery Services provides digital copies of articles or chapters from the McDermott Library print and microform collections.

If you have other questions regarding ILL policies, call (972) 883-2900, email us at ill@utdallas.edu, or stop by the Interlibrary Loan office in McDermott MC2.532.

Course Reserves—Insuring the Availability of High-Demand Material

Course Reserves provide supplemental reading materials for a class. Reserve items may be library books, professors' personal copies of books, DVDs, journal articles or other assigned materials. In addition to printed materials, the Library can place material on electronic reserve. For additional information, consult the Reserves webpage at <http://www.utdallas.edu/library/services/reservesvc.htm> or contact Sylvia Johnson (sylviaj@utdallas.edu) at (972) 883-2587.

Unique Collections

Special Collections

McDermott Library's Special Collections (<http://www.utdallas.edu/library/collections/speccoll/>)

[index.htm](#)) include the Louise B. Belsterling Library of rare botanical books, the Wineburgh Philatelic Research Library, and the History of Aviation Collection.

For information or assistance, contact Dr. Erik Carlson, Coordinator of Special Collections, (carlson@utdallas.edu) at (9720-883-2570).

Callier Center for Communication Disorders Library

A special library facility at the Callier Center, located on Inwood Road, maintains materials on speech and hearing disorders. For further information, contact Dr. Allen Clayton (aclayton@utdallas.edu) / (972) 883-3165 or visit the Library's webpage at <http://www.utdallas.edu/library/collections/callier/index.htm> .

[handbook home](#)

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August 2007

[UTD Privacy Statement](#)

Office of the Executive Vice President and Provost

The University of Texas at Dallas

Home

Faculty Handbook - 2007-2008

Academic Organization

Deans, Directors
and Department
Heads

Provost's Office
Staff

Faculty

Complete UTD
Faculty Handbook

Employment

Policy

Numbered Policy
Memoranda

Students

Undergraduate
Catalog

Graduate Catalog

Teaching

Teaching
Assistant
Resources

Faculty Benefits

Insurance and Retirement Eligibility

As an employee of The University of Texas System at Dallas appointed half-time or more for four and one-half months or more, you are eligible for participation in a comprehensive group benefits program and eligible to receive State medical cost premium sharing. The group benefits program includes: a self-insured medical plan, dental, vision care, term life, personal accident insurance, long-term care, short term disability, long-term disability and UTFLEX, a pre-tax reimbursement account. Information about these plans is available on-line at <http://www.utsystem.edu/benefits/>

The State premium sharing program provides a contribution toward your monthly medical insurance premium. There are two Premium Sharing categories: Full-time (working 40 hours/week) and Part-time (working less than 40 hours/week but at least 20 hours/week). For full-time employees, the State pays all of the employee medical premium cost and 50% of the dependent's cost. For part-time employees, the State pays 50% of the employee medical premium cost and 25% of the dependent's cost.

Evidence of Insurability

Evidence of Insurability (EOI) is the documentation of a person's historical health events used by insurance companies to determine whether a person meets the definition of good health. Following an employee's initial 31-day benefit election period, an EOI application is required when adding employee medical coverage, adding previously eligible dependents, increasing employee life insurance, electing optional spouse life insurance and adding long-term or short-term disability. *Because of this health requirement, you must carefully consider your initial choices.*

Basic Coverage

UT is required by State statute to provide full-time employees a mandated benefits package known as Basic Coverage and includes:

UT Select Medical Plan w/Prescription Drug Coverage (subscriber only)

\$10,000 Basic Life Insurance (subscriber only)

\$10,000 Personal Accident Insurance (subscriber only)

The State of Texas and UT pay the Basic Coverage premiums.

A new full-time employee, who does not make an insurance selection prior to the 31st day of employment, is automatically covered from the first of the month. This package of coverage may be changed by the employee to any other coverage desired during the first 31 days of employment or during the annual enrollment period. Note: To enroll in some coverages after

the first 31 days, evidence of insurability may be required (see above).

Part-time employees are not automatically enrolled in the Basic Coverage. A new part-time employee must elect the basic coverage or any optional insurance coverage. Insurance coverage for part-time employees is only provided when a part-time employee elects coverage.

Premium Sharing

The amount the State of Texas and UT pays for you and your dependents is called Premium Sharing. This amount is set by the Legislature every biennium. The level of Premium Sharing an employee receives depends on the medical coverage level and percent appointment.

If an employee is eligible to waive medical coverage, one half of the employee only Premium Sharing level may be used to purchase optional coverage. Other than as part of the basic package, this is the only time Premium Sharing dollars can be used for group term life, personal accident insurance, or vision care.

Premium Cost

For Coverage and Cost see <http://www.utsystem.edu/benefits/2007/cost.asp>

Hospitalization and Medical Insurance - UT Select:

The UT Select plan is a self-insured health plan. It includes some of the benefits of an HMO such as co-payments for office visits and preventive care, in addition to the valued benefits of a PPO, such as freedom to receive treatment without referrals. Like a PPO, UT Select also includes Out-of-Network benefits.

UT Select is administered by Blue Cross & Blue Shield of Texas, which has an extensive provider network throughout Texas. Members have access to more than 8,000 hospitals and 700,000 BCBSTX participating providers nationwide and in 168 international locations. BCBSTX providers can be located on the internet at <http://www.bcbstx.com/ut/>. Mental health services are provided by INROADS Behavioral, a division of Magellan Health Services and may be accessed directly through BCBSTX.

UT Select FY 08 Benefit Summary

<http://www.utsystem.edu/benefits/pubs/medical/07UTSELECTGuide.pdf> 

UT Select Prescription Drug Program:

Medco Health administers the UT Select prescription drug program for the 2007-2008 plan

year. You are automatically enrolled in the prescription drug program if you are covered by the UT Select medical plan. The prescription plan is a three-tier program with a \$50/year per person deductible.

<http://www.utsystem.edu/benefits/2007/ae/employee/medical.asp#1>


You can access the list of preferred drugs on-line through the medco portal at:


<http://www.medco.com/medco/consumer/home.jsp?>

Dental Insurance

The University offers two dental plans:

- Delta Dental, a self-funded indemnity plan
- Assurant Dental, a dental maintenance organization

The **Delta Dental plan**  utilizes a network of dentists who provide a discount for services to U.T. Dallas employees. The Delta plan features a \$25 deductible per person per benefit year and pays 100% of approved charges for diagnostic and preventive procedures when a network dentist is used. Reimbursement for other services is provided based on reasonable and customary fees. Orthodontics has a lifetime maximum of \$1,000 per person.

The **Assurant Dental plan**  offers a comprehensive managed care dental program through a network of dentists and specialists. Assurant Dental features include no deductible or claim forms, no annual maximum limitations, no pre-existing condition exclusions, orthodontia covered for adults and children, and co-payment charges for covered services. Selection of Assurant Dental is a one year commitment. Changes between dental carriers may be made only during the annual enrollment period.

Employees who do not elect dental coverage, within 31 days after initial employment may apply for coverage during the annual enrollment period (July of each plan year) or after a change in family status.

Vision Care

The vision care plan is administered by Superior Vision Plan. It is an optional, voluntary plan and you must elect coverage. The plan is separate from any medical plan in which you are a participant and provides the following benefits: an eye examination every 12 months, corrective lenses as required every 12 months, a frame as required every 12 months, medically necessary contact lenses in lieu of other lenses or frames. For further plan details, consult <http://www.utsystem.edu/egi> and click "vision".

Voluntary Term Life

UT provides \$10,000 Basic Life Insurance as part of your medical coverage. You may elect additional life insurance for yourself and your dependents under the Voluntary Life plan as follows:

<http://www.utsystem.edu/benefits/2007/employee/benefits.asp> and click "Life Insurance"

The voluntary term coverage is based upon the employee's choice from one to six times the nine month academic contract amount. The employee may also elect to enroll family members for limited amounts (spouse-\$10,000/\$25,000/\$50,000; each dependent child - \$10,000).

The UT policy offers such features as annuity payments to the beneficiary, permanent disability provisions, and conversion privileges. The annual renewal update for Group Term Life is September 1st of each year. For insurance purposes, your coverage will automatically be updated based upon your age and earnings as of that date. As with other coverage, if enrollment is not within 31 days of initial employment, evidence of insurability (proof of good health) is required. Also, should you choose to later increase your coverage, evidence of insurability is required.

Accidental Death and Dismemberment Insurance

This plan provides benefits in the event of an accidental death or certain types of dismemberment occurring as the result of an accident. Basic coverage of \$10,000 is provided to employees enrolled in a medical plan. Faculty members may elect coverage in any multiple of \$10,000 between \$10,000 and \$1,000,000, but not to exceed ten times nine month academic salary. If coverage is not elected in the first 31 days of employment, it may be added during the annual enrollment period (July of each plan year). Dependent coverage may also be elected in any multiple of \$10,000 between \$10,000 and \$500,000 but not to exceed 50% of employee coverage. Evidence of Insurability is not required of a late enrollment or for an increase in coverage.

Short Term Disability Insurance

This plan provides income protection should you become disabled due to sickness or non-occupational injury. After a 30-day elimination period or after you exhaust your sick leave, which ever is longer, you are eligible to receive 60% of your covered salary. Benefits under the disability program are offset by disability benefits received from other sources and your disability pay, including other sources of income cannot exceed 60% of your covered salary. Like Term Insurance, unless you enroll within 31 days of your appointment, evidence of insurability is required.

Long Term Disability Insurance

If you are disabled by a serious illness or accident and unable to work for 90 days or more, Long Term Disability will make up the difference between what Social Security will pay you and 60% of your basic salary (up to \$12,025/month). If a disabled employee is unable to

perform two or more Activities of Daily Living, the benefit will be increased to 70% of basic salary. Like Term Insurance, unless you enroll within 31 days of your appointment, evidence of insurability is required. Long Term Disability is an extension of Short-Term Disability coverage. You may enroll in one or both coverages.

Long Term Care:

Long Term Care is offered to University employees, their spouses, adult children, (25 years and older), parents, grandparents, and retirees. This insurance is designed to provide funds for services needed when people are no longer capable of caring for themselves. This could include a variety of services, from assistance in the home with day-to-day activities, to unique and special attention in a nursing home. The program is designed to provide funds for the services that are most appropriate and desired by the insured.

Continuation Coverage Option

Under federal law, certain employees, spouses, or dependents of an employee covered under the group medical, dental or vision plan may qualify for continuation coverage. If you become ineligible for medical, dental or vision coverage due to an event such as termination of employment, reduction in the number of hours worked, divorce, or other qualifying event, you may become eligible for continuation coverage for an 18 or 36 month period following the occurrence of the event. To continue coverage under the COBRA act, you must obtain an application from the Office of Human Resources.

Teacher Retirement

The State of Texas requires that all persons employed on at least a half-time basis by a state-supported educational institution be enrolled in the [Teacher Retirement System of Texas](#) (see also Optional Retirement). Participation in the TRS defined benefit plan requires a 6.4% deduction from your monthly paycheck and a monthly State contribution of 6.0%. TRS provides several insurance benefits free to its members, including death and survivor benefits, and disability retirement benefits. Each of the benefit plans offers options that include several manners in which payment can be made. Members of TRS may also purchase credit for military or out-of-state service that may be applied toward retirement. You may retire with a minimum of five years service under TRS. However, to be eligible for retiree insurance you must have age and years of service equal 80 or have 10 years UT service and be age 65. Should you leave prior to retirement you may withdraw your deposits plus accumulated interest. However, a withdrawal of funds removes eligibility for retiree status.

Optional Retirement

Full-time faculty members may elect the [Optional Retirement Program](#) in lieu of the Teacher Retirement System. The Optional Retirement Program is a defined contribution plan that is more portable than TRS. Members contribute 6.65% and the State and UT Dallas contribute 7.5% and participants have a vested interest after participation of a year and one day. Eligible employees are solely responsible for selecting a carrier from a list of approved investment companies. The University does not recommend any one particular company as there are many eligible companies with a great variety of programs and options. Contributions to the Optional Retirement Program are tax-deferred. Enrollment in this

program must occur within 90 days of TRS eligibility or membership in the Teacher Retirement System is permanent.

UTSaver Supplemental Retirement Savings Programs

U.T. System offers three supplemental **retirement savings programs**, the UTSaver TSA (403 (b)) pre tax, the UTSaver DCP (457(b)) and Roth (403(b)). These programs allow you to plan for retirement, through pre-tax or post-tax contributions. The programs do not include an employer contribution.

Worker's Compensation Insurance

Worker's Compensation Insurance provides for employees who are subject to personal injury or exposed to certain occupational diseases on the job. The coverage is provided without cost to you.

Unemployment Compensation Insurance

All University employees have been covered since January 1, 1972, by Unemployment Compensation Insurance. This coverage protects the employee in the event of a layoff, termination of funds, etc. This benefit is completely paid for by The University of Texas System and the State.

Social Security

Social Security coverage is provided to all employees of the University. It provides both a retirement benefit and survivor's benefit should the employee die before retirement.

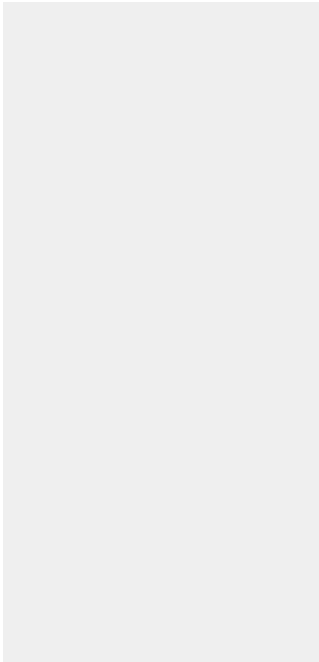
Faculty Liability

Pursuant to Texas Civil Practice and Remedies Code, Titles, Chapter 104.003, the State is liable for and will pay actual damages (up to \$100,000 to a single person and \$300,000 for a single occurrence in the case of personal injury, death, or deprivation of a right, privilege, or immunity; and \$10,000 for a single occurrence of damage to property).

Under the statute, the State is not liable to the extent that the damages are recoverable under a contract of insurance or under a plan of self-insurance authorized by the statute (e. g., the System Plan for Professional Malpractice Self Insurance).

The limits on state liability provided above do not apply if the state liability is based on Section 104.002(b) or the person for whose acts the state is liable is a member of the Texas Board of Criminal Justice.

It is, therefore, imperative that should a person be served, both the Provost and the Vice President for Business Affairs be notified immediately.



[handbook home](#)

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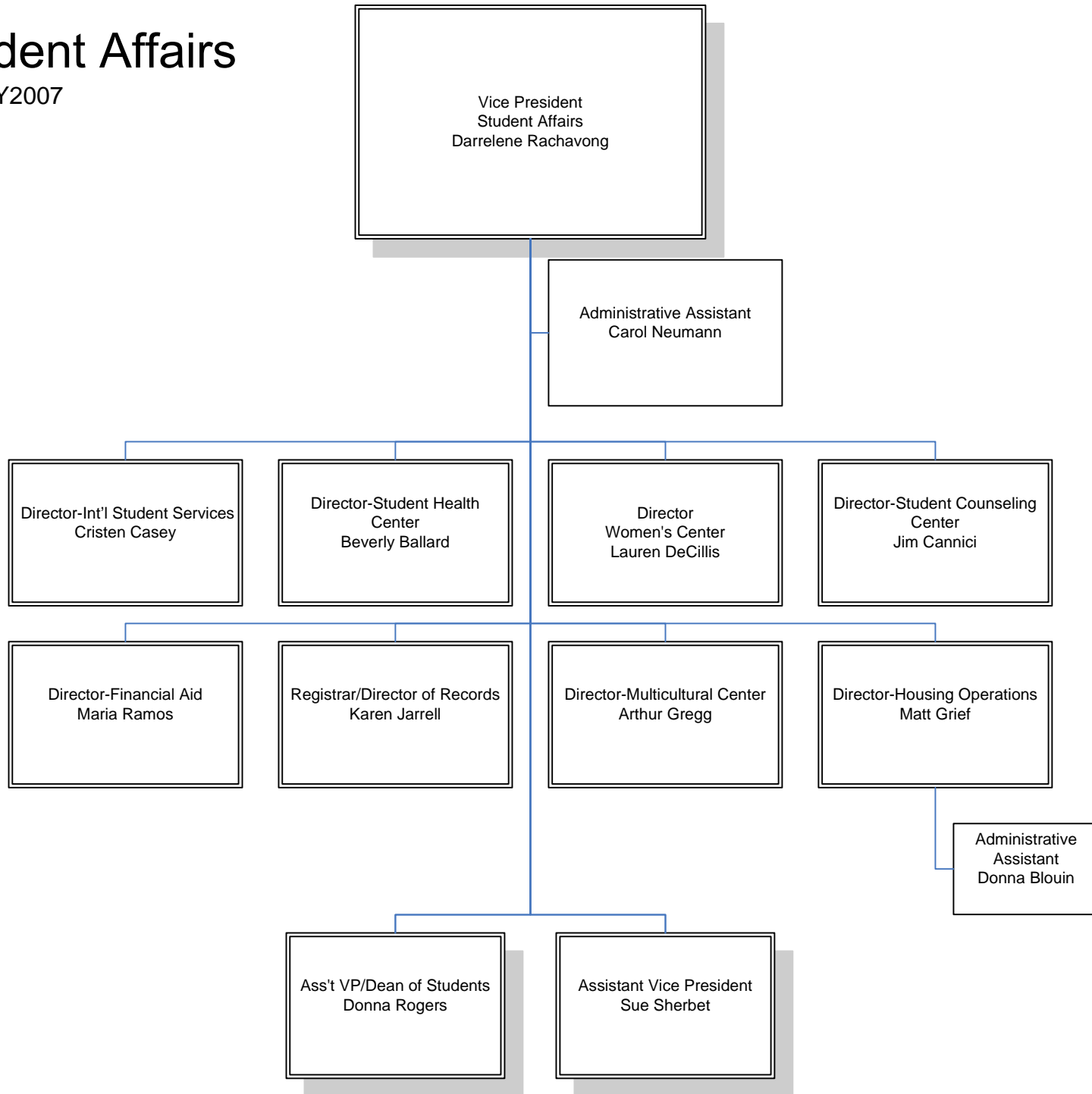


August 2007

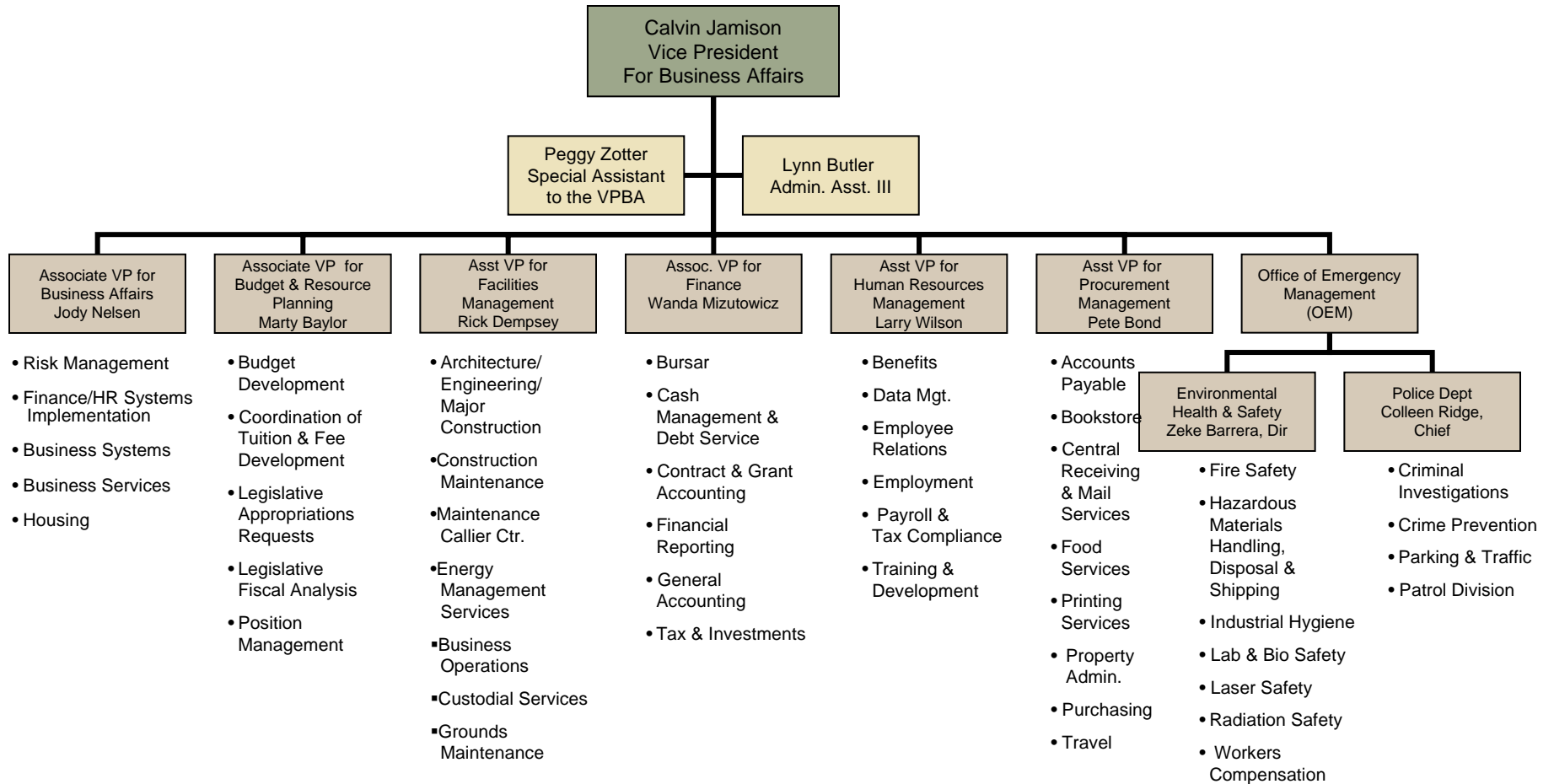
[UTD Privacy Statement](#)

UTD Student Affairs

FY2007



THE UNIVERSITY OF TEXAS AT DALLAS BUSINESS AFFAIRS



Office of the Executive Vice President and Provost The University of Texas at Dallas

Home

Academic Organization

Deans, Directors and Department Heads

Provost's Office Staff

Faculty

Complete UTD Faculty Handbook

Employment

Policy

Numbered Policy Memoranda

Students

Undergraduate Catalog

Graduate Catalog

Teaching

Teaching Assistant Resources

Campus Services

Vice President for Business Affairs

Procurement Management

Procurement Management at U.T. Dallas consists of Purchasing, HUB program, Accounts Payable, Central Receiving, Mail Services, Property Administration, Travel and Auxiliary Services functions. Procurement Management Web Page <http://www.utdallas.edu/utdgeneral/business/procure/> provides a brief overview of each area. General campus extension: 2300

Safety and Security Council

The Safety and Security Council is a University-wide standing committee appointed by the President, not reporting to the Academic Senate. The primary purpose of this council is to minimize hazards, implement safety and security features, educate personnel, establish procedures for emergencies, prevent potential hazards from becoming real ones, and recommend safety policies to the Academic Senate, Academic Deans, Provost and Vice-Presidents.

The Safety Council also reviews safety manuals and forms which can be found at http://www.utdallas.edu/utdgeneral/business/safety/newpage/fm_forms.html.

Office of Finance

The Finance Division is responsible for managing the overall accounting, treasury and financial reporting operations for the University. This includes developing and implementing internal controls to mitigate risk; ensuring that the official financial and managerial reports of the University are up-to-date and accurate; developing and improving fiscal policies and procedures to safeguard the assets of the University and to minimize risk of financial loss;

and developing and maintaining robust costing systems (i.e. service, indirect cost proposals) and reporting tools to provide high-quality financial information that supports the University's strategic and operating management initiatives. The division is organized into the following main offices and departments: Controller, Contract and Grant Accounting and Student Financial Services/Bursar. The main responsibilities and major functions of each unit are located at <http://finance.utdallas.edu/> or phone (972) 883-2602.

Budget Office

The Budget Office develops the annual university operating budget.

The office prepares various budget and financial reports as required by state agencies, UT System and internal management. The office also administers the University Signature Authority program.

The office website is <http://utdallas.edu/utdgeneral/budiness/obir/>

General campus extension is 2663.

Office of Human Resources

Human Resources Management (HRM) partners with administrators, faculty, and staff to engage the University community in talent management strategies that support the University's goal to be a global leader in innovative, high quality science, engineering, and business education and research. Visit the HRM web <http://www.utdallas.edu/hrm> for more information about benefits, compensation, employee relations, employment, payroll, tax compliance, training, and the HR information system. HRM is located on the second floor of the AD/MP building, extension 2221

Facilities Management

General information regarding Facilities Management services may be obtained by calling 972-883-2141 or by visiting our website at <http://www.utdallas.edu/facilities>. To report building maintenance issues, please call 972-883-2177. For custodial service requests, please call 972-883-2153. All after-hour air conditioning requests should be submitted to the Senior Vice President for Business Affairs Office for approval. For all temperature adjustments or heating and air conditioning problems, please call 972-883-2147. For after-hour emergencies, please contact the UTD Police at 972-883-2331 or Energy Management Services at 972-883-2147. To request any Facilities Management services, please complete the Facilities Management Work Request Form using the following link: http://www.utd.edu/forms/documents/Work_Request-Facilities_Management.doc.

Office of Environmental Health and Safety

The EHS Department is the local liaison between the University and the

following

regulators. The State Fire Marshall's Office, the Environmental Protection Agency,

The Texas Commission on Environmental Quality, The Texas Department of State

Health Services and the Drug Enforcement

Agency. The Department handles training

and consultation for the following specialties: Fire and Life Safety,

Industrial

Hygiene, Laboratory Safety, Occupational and General Safety, and

Environmental Management. EHS also responds to emergency and non

emergency

situations on campus such as fires, spills, hazardous waste accidents,

Workers

Compensation Insurance, asbestos and odor complaints. Web site:

www.utdallas.edu/utgeneral/business/safety/index.html

Mail Station: WT14 Phone: 972-883- 4111 . Fax: 972-883-6115

University Police

[handbook home](#)

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[UTD Privacy Statement](#)

August 2007

Office of the Executive Vice President and Provost

The University of Texas at Dallas

Home

Academic Organization

Deans, Directors
and Department
Heads

Provost's Office
Staff

Faculty

Complete UTD
Faculty Handbook

Employment

Policy

Numbered Policy
Memoranda

Students

Undergraduate
Catalog

Graduate Catalog

Teaching

Teaching
Assistant
Resources

Information Resources

Information Resources provides campus wide support for computing, communications, and related technologies. It is headed by the Vice President and Chief Information Officer and is composed of five directorates:

Academic Computing and User Services provides "Help Desk" support, technology training, computer lab support, desktop computing support, faculty/staff/student training, classroom media support and video services.

Architecture and Infrastructure Services is responsible for the design and operation of the computing infrastructure supporting the administrative and academic applications, including management of the data center facilities and all aspects of server administration.

Enterprise Application Services is responsible for supporting the major central administrative application systems—the Student Information Systems (SIS), the Financial Information System (FINS), and the Human Resources Management System (HRMS), plus various ancillary systems such as budget, capital assets, etc.

Information Security oversees identity management and computer access measures, preventative measures and monitoring of the security of the university network, and administration of the university's security training and compliance program.

Networking and Telecommunication services is responsible for the design, support and operation of the campus backbone network and its connections to external networks including the Internet, support of shared and selected school and departmental UNIX platforms, and campus telecommunications (telephone) and video networking and media services.

ACADEMIC COMPUTING SERVICES

Information Resources provides both direct support for instruction and research as well as consultation services and facilities to students, faculty and staff. In addition, various UTD schools and departments maintain facilities specific for their needs. Some specific responsibilities include:

Academic Computing and User Services

- Management and operation of the McDermott Computer Center which provides computer facilities and assistance for general student use plus some faculty development equipment.
- Management and operation of the Jonsson Computing lab which provides computer systems running MacOS, Linux, UNIX, and MS-Windows.
- eLearning Team support for faculty course development and utility of online learning systems
- Management and operation of the extension 2911 Help Desk provided for faculty, staff and student assistance with problems related to the use of shared campus computing resources. Calls to the ext. 2911 "Assist line" will often be assigned to the personnel of other departments or individual school's technical support personnel.
- Service and support for the installation, maintenance and use of university computer equipment as well as their operation on the campus network.
- Wireless LAN technology support and deployment, including planning and design.
- Training and/or workshops designed to provide assistance in the use of campus technologies.
- Audio-Visual equipment supplied for faculty use during lectures.
- Project Management for permanent installation of audio-visual equipment in general assembly areas.
- Audio/Video services for special events, such as graduation, distinguished guests and other dignitaries.

Architecture and Infrastructure Services

- Support for eLearning systems
- System management and operation of servers provided by Information Resources plus support of selected systems within individual schools and departments.
- Support of the UTD Library automation system.

Networking and Telecommunications Services

- Design, management, maintenance and operation of the campus backbone network which interconnects most computers and servers and provides connectivity to external networks such as the Internet and Internet 2.

- Design, installation, management, maintenance and operation of the campus telephone and video networking facilities, cellular and mobile services, and text/ alphanumeric pagers.

NETWORKING AND COMMUNICATIONS

The campus network is composed of primarily 100 Mbps Ethernet segments interconnecting most campus computing facilities and offices with a fiber optic backbone and selected servers connected at Gigabit Ethernet (1000Mbps). Select areas have station cabling supporting Gigabit Ethernet to the desktop. The UTD network is connected to the U.T. System Network, the statewide Texas Higher Education network (THENet), the commodity internet, Internet 2, and the National Lambda Rail network.

Information Resources also provides remote access to the Campus network primarily through Virtual Private Network (VPN) clients using existing customer Internet services. The UTD library provides a proxy connection mechanism for online access to subscribed library resources as well.

COMPUTER CENTER, McDermott Library, 3rd level

Over 110 Windows computers and 25 Macintosh machines are provided in four separate rooms. Facilities are available for general student use. A variety of word processing, spreadsheet, database and graphics software is supported on the file server as well as standard programming language compilers. The Multimedia Lab (room MC3.604) houses more specialized microcomputing resources including video editing and scanning equipment. As in the other labs, a valid UTD computer account is required to use the lab and a Comet Card is necessary to access the printing services.

JONSSON COMPUTING Facilities

A facility on the ground level of the Jonsson building (JO2.2) houses Windows, MacOS, and *NIX based computers. These devices provide connections to various campus servers as well as a variety of software applications. There is also a reservable computer-based training rooms in JO3.209, each seating approximately 30 and capable of being used as two 15 seat training rooms.

UNIX COMPUTING ENVIRONMENT

Multiple SUN servers running UNIX (SOLARIS) are provided for instruction and faculty student research. Applications available include Mathematica, Matlab, SAS, SPSS, BMDP, and IMSL. Also, several programming language compilers are available.

OTHER CAMPUS FACILITIES

Substantial additional computing resources are provided by individual schools/departments. These include various workstations and servers, as well as Macintosh labs. These facilities are controlled by the specific school/department and are available at the discretion of same.

FEES AND STUDENT ACCESS

A \$19 per credit hour fee is collected toward the support of Information Technologies, mostly in support of Information Resources. Fees are payable at registration or at the Bursar's Office. NetIDs are required for computer access and are available to currently enrolled students upon admission. They can be activated in the computer labs, the HelpDesk and online.

POLICIES

Computer use at UTD is governed by institutional, UT System, and State of Texas policies and statutes. Please refer to the Information Resources web pages for specific information. A document titled *Policies for the Use of Computer Accounts can be obtained by calling ext. 2911.*

HELP SERVICES

Faculty and staff members requiring assistance should contact 2911 or ASSIST@utdallas.edu. Please note that many areas have their own support staff that work directly with IR. This includes tech support folks and the departmental liaisons. Faculty may wish to utilize these "local" services first. The list of liaisons can be found at (<http://www.utdallas.edu/ir/liasons>).

Information about widespread outages/problems can be found by calling 2911.

General information regarding IR may be found at: <http://www.utdallas.edu/ir>

For situations involving potential injury to persons or damage to property:
Call UTD Police at 911 or 2331

[handbook home](#)

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[UTD Privacy Statement](#)

July 2, 2007

[Skip to Main Navigation](#)

[Skip to Main Content](#)



[The University of Texas at Dallas](#)

- [Directories](#)
- [Full Search and A to Z Index](#)

Navigation by Audience

- [Prospective Students](#)
- [Current Students](#)
- [Faculty & Staff](#)
- [Alumni & Friends](#)
- [Visitors](#)

Quicklinks

- [Academic Programs](#)
- [Administration](#)
- [Athletics](#)
- [Callier Center](#)
- [Human Resources](#)
- [Library](#)
- [Research](#)
- [Support UTD](#)



Campus Map

Map of the UT Dallas Campus

The physical location of the university is below. For mailing and shipping addresses, see the [Contact Information](#) page. For more information on how to get to the campus, visit the [Directions to UTD](#) page.

See below for a [map of Callier Center Dallas Campus](#).

- AB** - Activities Center
- AD** - Administration
- AS** - Visual Arts Studio
- ATEC** - Arts and Technology Building
- BE** - Lloyd V. Berkner Hall
- BK** - Bookstore
- CB** - Classroom Building
- CBW** - Classroom Building West
- CM** - Construction Management
- CN** - Conference Center
- CR** - Callier Center Richardson
- ECSN** - North Engineering & Computer Science Building
- ECSS** - South Engineering & Computer Science Building
- FA** - Founders West Annex
- FN** - Founders North
- FO** - Founders Building
- GC** - Cecil and Ida Green Center for

800 West Campbell Road
Richardson, TX 75080

Visitors to the campus should obtain a parking pass from the Visitor's Center. Contact UTD's main switchboard at (972) 883-2111 for more information.

A [printable version](#) of this map is available for download. (Requires [Adobe Reader](#)).

the Study of Science and Society
GR - Cecil H. Green Hall
HH - Karl Hoblitzelle Hall
JO - Erik Jonsson Academic Center
MC - Eugene McDermott Library
MP - Multipurpose Building and
Administration
NB - North Office Building
NL - North Lab
PG - Police/Garage/Grounds Building
PP - Physical Plant
RL - Natural Sciences and Engineering
Research Laboratory
SB - Service Building
SOM - School of Management
SU - Student Union
TH - Theatre
VC - Visitor Information and Parking
WSTC - Waterview Science and
Technology Center

Requires [Macromedia Flash Player](#). 


Map of the Callier Center Dallas Campus

The physical address of Callier Center is below.

1966 Inwood Road
Dallas, TX 75235

Visit the [Callier Center website](#) for more information.

Contact the Callier Center main switchboard at 214 905-3000 for more information.

A [printable version](#) of this map is available for download. 
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- [UT Dallas Home](#)
- | [About UT Dallas](#)
- | [Campus Map](#)
- | [Contact Us](#)
- | [Apply](#)
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Home

Academic Organization

Deans, Directors and Department Heads

Provost's Office Staff

Faculty

Complete UTD Faculty Handbook
Employment

Policy

Numbered Policy Memoranda

Students

Undergraduate Catalog
Graduate Catalog

Teaching

Teaching Assistant Resources

Appendices

[Appendix I: Official Numbered Policy Memoranda](#)

[Appendix II: Title III Academic Affairs](#) 

[Appendix III: Equal Employment/Affirmative Action](#) 

[Appendix IV: Sexual Harassment Policy and Procedures](#) 

OTHER RELEVANT SITES:

- [UTD Rules for Scholastic Dishonesty](#)
- [UTD Student Grievances Procedures](#)
- [Rules and Regulations of the Board of Regents of The University of Texas System](#)

[handbook home](#)

[Skip to Main Navigation](#)

[Skip to Main Content](#)



[The University of Texas at Dallas](#)

- [Directories](#)
- [Full Search and A to Z Index](#)

Navigation by Audience

- [Prospective Students](#)
- [Current Students](#)
- [Faculty & Staff](#)
- [Alumni & Friends](#)
- [Visitors](#)

Quicklinks

- [Academic Programs](#)
- [Administration](#)
- [Athletics](#)
- [Callier Center](#)
- [Human Resources](#)
- [Library](#)
- [Research](#)
- [Support UTD](#)

UTD Spotlight

Welcome Week

Welcome Week, an annual tradition that features events celebrating the return of continuing students and welcoming new

Headlines

Charissa Terranova Named Director of Artists Residency at UT Dallas

An internationally known scholar of modern and contemporary art and

Student Essentials

[Apply to UTD](#)

[Academic Calendar](#)

[Career Center](#)

[Course Lookup](#)

ones, has something for everyone.

Research

[UT Dallas Goes to Los Alamos to Explore Applications for Quantum Dots](#)

UT Dallas Professors John Ferraris and Anvar Zakhidov have both received one-year awards that will allow them to conduct quantum dot research at Los Alamos National Laboratories.

[UT Dallas Snags Prestigious Researchers, Morning News Columnist Writes](#)

In one fell swoop, UT Dallas recruited outstanding researchers in three of the vanguard fields of tomorrow. That qualifies as a coup, *Dallas Morning News* columnist Bob Miller wrote over the weekend.

Recent Spotlights

architecture, Dr. Charissa Terranova, has been named both director of the Artists Residency Program and assistant professor of aesthetic studies in the School of Arts & Humanities at UT Dallas.

[Satish Vyas and Mukundraj Deo Open UT Dallas' Classical Season Aug. 25](#)

The UT Dallas Art & Performance Season will open with a concert by classical artists Satish Vyas and Mukundraj Deo on Saturday, Aug. 25, at 8 p.m. in the University Theatre. The event is co-sponsored by the Indian Classical Music Circle.

[UT Dallas to Host Astronaut Janice Voss at Texas Astronomical Society Meeting Aug. 24](#)

The University of Texas at Dallas will host the Texas Astronomical Society and its guest speaker, Astronaut Janice Voss, at 7:30 p.m. on Friday, Aug. 24, in the Kusch Auditorium of the Founders North building on campus. The event is free and open to the public.

Recent News

Galaxy

[Guaranteed Tuition Plan](#)

[Your Tuition Dollars at Work](#)

Events

[Comet Calendar](#)

[Welcome Week, through Aug. 25](#)

[Graduate Art Exhibit, Aug. 24](#)

[Indian Classical Music Circle, Aug. 25](#)

[Scrimmage: Women's Soccer vs. Austin College, Aug. 25](#)

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