



Helpful Hints for Preparing for UT Dallas Academic Responsibilities

Welcome to The University of Texas at Dallas. We are delighted that you are joining our faculty. In order to help you prepare for your teaching, research and service responsibilities, several important computer links and resources are provided for you below.

The University of Texas at Dallas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). This accreditation serves as a “gold standard” for universities—recognition that the university meets certain criteria most often associated with effective universities that exhibit a high degree of institutional effectiveness and integrity. Many of the university guidelines associated with teaching and research are designed to meet, or exceed, the expectations associated with SACS.

Classroom Preparation and Resource Materials

Many resources are available to help you prepare for your classes. Several useful links are provided below and personnel from the Office of Educational Enhancement, a division of the Provost’s office are available to help you.

Course Syllabus Preparation

Does my syllabus need to conform to a particular format?

Yes. The format for UT Dallas is located at <http://www.utdallas.edu/senate/SyllabiTemplates.html>

Where are previous syllabi located for a course I teach next year?

<http://provost.utdallas.edu/coursebook>

Am I required to submit my syllabus online?

Yes, your class syllabus should be loaded online at the beginning of the semester.

Where do I submit my syllabus online?

<http://provost.utdallas.edu/coursebook/syllabussubmit>

Where are course evaluations from previous courses located?

<http://provost.utdallas.edu/coursebook/evaluationsearch>

Where are resources available at UT Dallas to help me prepare for my classes?

<http://www.utdallas.edu/oel/teaching/resources/Newfaculty.html>

<http://www.utdallas.edu/oel/teaching/resources/documents/TeachingToolkitf09.pdf>

<http://www.utdallas.edu/senate/FacultyToolkit.html>

Learning to Set Course Objectives

Our recent SACS accreditation reinforces UT Dallas' desire to form learning outcomes based on learner-centered teaching philosophies. Students need to be asked to use higher-level knowledge that requires more than merely memorizing. One approach to characterizing higher level knowledge is to use Bloom's classic taxonomy to distinguish learning actions associated with knowledge, comprehension, application, analysis, synthesis and evaluation. Objectives need to describe what you expect students to demonstrate and the criteria for satisfaction. A brief summary of Bloom's building levels and examples of possible verbs that might be used to achieve the levels are below.

How do I learn to write objectives using SACS appropriate terminology?

<http://dox.utdallas.edu/manual1016>

Academic Year Calendar

Faculty members are responsible for knowing when their classes begin and end, holiday schedules, drop and add dates, midterm grades, final examination week, and when grades are due. The academic calendar is located at:

<http://www.utdallas.edu/student/registrar/calendar/09Fcalendar.pdf>

Textbook Ordering

Faculty need to order textbooks in advance of classes. The UT Dallas Bookstore website is below. You will also be contacted by bookstores not associated with UT Dallas--it is usually best to give them all the information about the textbooks to ensure your students get all texts required for a class if your students decide to purchase books outside the university. It is also wise to go to the on-campus bookstore prior to classes starting to make sure that enough texts have been ordered for your class. The bookstore link is: <http://utdallas.bkstore.com/>

Grading Scales

Undergraduate

<http://www.utdallas.edu/student/catalog/undergrad08/policies/grades.html>

Graduate

<http://www.utdallas.edu/dept/graddean/cat2004/general/GraduateRegistrationRequirements.htm>

The University of Texas at Dallas Policies

All faculty members are responsible for knowing the policies of the University. The policies are located at <http://www.utdallas.edu/provost/policies.html>. Listed below are a few policies that are important for you to know in your initial stage of employment at the University. **All** faculty members submit an annual report of scholarly activities in the early spring. Non-tenured faculty will undergo reviews during their third and sixth years of appointment. Tenure at UT Dallas is earned, not given, for outstanding, excellence in teaching, research, and service contributions. By mandate of the State of Texas, all tenured faculty members are reviewed every six years.

Dual or Outside Employment

Intellectual Property

University Policy on Faculty Conduct

General Standards and Procedures: Initial Appointments to the Ranks of Instructor, Assistant Professor, Associate Professor and Professor

Minimal Faculty Academic Workload Requirement

Procedures Governing Periodic Performance Evaluation of Tenured Faculty

Responsibilities of Principal Investigators and Project Directors

General Standards and Procedures: Faculty Promotion, Reappointments and Tenure

University Policies Related to Graduate Student Teaching Assistants, Teaching Associates, and Graduate Student Research Assistants

Teaching Evaluation Policy

Textbooks and Other Materials Prescribed for the Use of Students