



DEPARTMENT OF HISTORY
THE UNIVERSITY OF TEXAS AT AUSTIN
128 Inner Campus Drive, Stop B7000, Austin, TX 78712

HISTORY DEPARTMENT HANDBOOK FOR NEW FACULTY



Garrison Hall, just before it opened in 1926. The hall is named for George P. Garrison, who joined the University faculty in 1884, served as the first chair of the history department, and was a founding member of the Texas State Historical Association.

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I. GETTING STARTED

1. WELCOME

Welcome to the University of Texas at Austin History Department! This handbook will hopefully facilitate your transition to our department by addressing a range of issues that you are likely to encounter as a new faculty member. In addition to this resource, if you are an assistant professor, you will also be paired with faculty mentors who can address questions you may have. And, as a new faculty member of any rank, you should always feel free to bring questions to other faculty, to our knowledgeable and helpful staff, and to the Department Chair. The electronic version of the handbook also contains web-links that will direct you to UT websites with more information. Obviously, a single handbook cannot address every issue, so if you have questions or concerns, please just ask! A contact list of the Department's key staff members, with emails and phone numbers, is available on the department's website and is also included in the final chapter of this handbook.

2. ORIENTATION

This handbook focuses mostly on issues pertaining to life here in the History Department, but both the College of Liberal Arts and the University hold new employee orientation sessions that address important university policies, benefits, parking, and a range of other key issues. While some of these issues are addressed below, you are strongly encouraged to attend the college and the university orientations as well. Our department's Finance and Administrative Manager (Art Flores) or the Faculty Matters Coordinator (Jackie Llado) will help register you for the university orientation, which is usually held throughout the fall on Mondays from 8:15-11:00 a.m. UT Human Resources also maintains a useful website for new employees, which may be accessed at <https://hr.utexas.edu/current/new/new-employee-welcome-orientation>.

Please Note! While all of the information described in this handbook is relevant, please pay particular attention to items in text boxes like this one. Items in these text boxes concern legal responsibilities, time-sensitive decisions regarding benefits, and other matters that may affect your finances and compensation.

3. UTEID

Your University of Texas Electronic Identification (UTEID or EID) is a special alphanumeric code issued to all UT Austin students, faculty, and staff. It allows you to log onto your email and access most of UT's websites, including many of the ones discussed here: Canvas, CLIPS, UT Direct, and Workday. When you accepted your offer of employment an EID was probably already created for you, so please check with Art Flores prior to requesting a new EID. (Each individual is

permitted only one EID and duplicated EIDs can cause issues and will require the help of the IT department to resolve.)

In order to use your EID, you must first activate it personally on the ground floor of the Flawn Academic Center (FAC), which is a short walk from the History Department, next to the Texas Union. For an interactive map that notes all of UT's building locations, go to <http://www.utexas.edu/maps/>.

Once you have claimed your UTEID and chosen your password, you must next “upgrade” it to a “High Assurance EID,” which gives it extra levels of security so you can use it to make benefit selections and choices affecting pay. (This requires you to show at least two forms of government ID, such as a passport and a driver's license.) It is best if you do upgrade your EID at least 2 weeks before your first day of work, so that your hire can be processed promptly in “Workday”— the University's HR software system. For more details on your UTEID, please contact Art Flores or the Department's Faculty Matters Coordinator, Jackie Llado. You can also visit the following website:
<https://it.utexas.edu/services/id-accounts-access>.

Please Note! Until you have a “High Assurance EID,” you cannot make key early decisions like benefits selection. So, do make sure you arrive on campus with **at least two forms of government ID**, so you can authenticate your identity.

4. UNIVERSITY ID CARD

The ID Center is located on the first floor of the Flawn Academic Center (FAC). When you sign up for your EID, you should receive your university ID card. Your ID has an electronic chip in it that permits you to open the outside doors of Garrison Hall after hours by “beeping” the ID reader on the left as you face the main entrance of the building. Your ID also permits you to access Garrison's 4th floor via the elevator after 5 p.m. (in the elevator, the ID reader is above the floor buttons). If your ID card is ever lost or stolen please report it immediately to the ID Center and the UT Police Department. The University will then inactivate your old card and issue you a new one. More details on ID cards, including the phone number for the ID card center may be found here:

<https://policies.utexas.edu/policies/university-identification-card>

Please Note! Your UT ID also lets you ride free on all city buses, UT shuttles, MetroRail, and MetroRapid Bus Services. It will also get you a range of discounts at areas businesses!

5. UT DIRECT & WORKDAY

General: UT Direct is the primary online interface for UT staff and students. It includes, among other things, links for accessing your pay and earnings statements, the UT parking website, the UT Registrar, the Canvas Learning Management System, UT Health, and a number of other important sites. It will also allow you access to Workday – the software UT uses for all HR and pay-related transactions. To see the full range of websites accessible through UT Direct, click here: <https://utdirect.utexas.edu/> and log in with your UTEID.

6. EMAIL

Once you have your EID, you can also begin creating your UT email account. Be aware that there may be a short delay in setting up this account. You will need to create a seemingly-impossible-to-remember password, but this is important for security purposes, and happily, you will not have to change it often. There's much more on your email account here: https://ut.service-now.com/sp/?id=kb_article&number=KB0013944

7. BENEFITS

General: At the university orientation, you will receive a number of briefings and literature packets on salary and benefits. Please set aside sufficient time to consider the options before you. Pay particular attention to the retirement system options you will choose, as you need to take care of this as soon as you arrive on campus.

Retirement: Feel free to ask around the department or contact the HR Benefits office regarding retirement plans. There are good reasons to choose either an Optional Retirement Systems (an ORP) or use the default plan – the Texas Retirement Plan. Once you have signed all the pertinent documents relating to payroll and benefits, double check them, make copies, and put them in your files. More information on your retirement options are available here: <https://hr.utexas.edu/current/retirement>

Please Note! People who fail to sign up for an Optional Retirement Program (referred to as an ORP) within the first 90 days are automatically and irrevocably signed up for the Texas Retirement Plan. Make this decision your top priority when considering your benefits, as this is the only decision that cannot be changed.

Insurance: At orientation, you will also receive an overview of the insurance options available to you as a UT employee. These include health insurance, life insurance, dental and vision insurance, and related programs such as health savings

accounts (HSAs). More information about insurance may be found here: <https://hr.utexas.edu/current/insurance>

Please Note! Health insurance decisions (including life, dental, vision) are other important choices that you will learn about at orientation, and these also can only be changed once a year during “open season,” or after certain “qualifying events” such as the birth of a child.

Policies related to Sick Leave, Parental Leave and Leave without Pay: While not part of the formal health insurance and benefits package, the University of Texas at Austin has a number of policies meant to provide relief when individual or family illness creates hardships on faculty members. As such hardships can arrive without warning – including when new faculty have just arrived and are beginning employment – you are urged to at least review the below categories on the Provost’s faculty affairs policy webpage. In general, the categories of leave described on that site are divided into seven categories, including:

- Sick leave entitlement, accrual, and eligibility
- Family and Medical Leave Act (FMLA)
- Sick leave pool
- Parental leave
- Faculty leave without pay and leave from the instructional budget
- Extension of the probationary period
- Modified instructional duties

More information on these categories, their requirements, and reporting responsibilities are available at the Provost’s leave policies website, available here: <https://provost.utexas.edu/faculty-affairs/leave-related-policies>

Please Note! Many of these leaves have specific time-in-employment requirements. Faculty members only become eligible for FMLA or parental leave after 12 full months of employment. Please review the Faculty Affairs leave policies on the Provost’s webpage for more information.

II. WITHIN THE DEPARTMENT

1. OFFICE ASSIGNMENT

Upon your arrival at UT, the Faculty Matters Coordinator (Jackie Llado) will assign you an office, in consultation with the Department Administrative Manager (Art Flores) and the Department Chair (Jackie Jones). If you have any concerns with your office, please raise them with Jackie Jones for a prompt resolution.

2. PARKING

Parking is always in short supply here on the “Forty Acres,” and there is sometimes a wait list for specific garages. The San Antonio Garage (SAG), the Brazos Garage (BG) and the Conference Center Garage (CCG) are the three closest garages to the History Department and all require “F” permits, which you can purchase through the UT Parking website. More on parking can be found at the below website: <https://parking.utexas.edu/parking/faculty-staff-parking>.

Please Note! Sign up for parking as soon as possible once you have a UTEID and can access the UT parking website. Until you get off the waitlist, you’ll need to pay for parking on a daily basis using a “Parking Perks” card, which is usually more expensive than an annual parking permit. (And, since all new employees typically sign up at the same time – at the initial faculty orientation – you will beat the crowd and be higher on the waitlist if you sign up as soon as you have your UTEID.)

3. OFFICE AND BUILDING KEYS

General: Our History Department Front Desk Receptionists (Judy Hogan and Eilis Keely), can provide you the forms necessary to request office and building keys, which are issued at the UT Service Building. The Department’s Administrative Associate (Martha Gonzalez), also has access to these forms if Judy or Eilis are not available. Once you have filled the form out, please take it to the UT Service Building, which is open between 7:30 a.m. and 4:00 p.m. **You will need the signed key request form and a government-issued photo ID (such as a driver’s license or a passport) when you pick up your keys.** The location of the UT Services building may be found here: <https://utdirect.utexas.edu/apps/campus/buildings/nlogon/maps/UTM/SER/>

Lock & Key Services: More information on lock and key services may be found here: <https://facilitieservices.utexas.edu/divisions/support/lock-key-services.php>

After-hours Access: When Garrison Hall's exterior doors are locked (after hours and on weekends), you will need to use your UT Identification Card to gain access to the building. For questions about building hours please see Art Flores or Jackie Llado.

4. SUPPLIES

Most department supplies – pens, paper, markers, official stationary, etc. – can be found in the copy room of the main office (GAR 1.104AA). If there is something that is not available please let our Accounting and Administrative Services Assistant (Lori Moody) know. The department places an office supply order on Wednesdays through the University's contracted supplier; materials typically arrive the next business day. **Please note:** The department can provide you with basic office supplies, but we cannot reimburse you for office supplies or equipment purchased from personal funds. For more information on purchasing supplies, see Chapter VI in this handbook.

5. PHONE

Upon arrival, you will receive an office phone and your own office phone number. Department phones can make local and long-distance calls; however, you may not make personal long-distance calls using your university phone. Dialing instructions and additional guidance are described below.

On campus calls: Phone numbers with a 471, 475, or 232 prefix are on campus phone numbers. For business-related or personal calls to an on-campus number, just dial the last 5 digits.

Local and long-distance calls: For business-related or personal calls within the 512 area code, dial 9-512, followed by the appropriate seven-digit number. For business-related calls outside the 512 area code, follow the same dialing procedures. Please use your own cell phone to make personal calls outside the 512 area code.

International calls: Business-related international calls require a long-distance authorization code; personal international calls from your university phone are not permitted. For one-time or occasional business-related international calls, contact the History Department front desk to receive the department's standing authorization code. If your work requires you to make numerous or regular international calls, you may request your own international calling code; just contact Art Flores for details. The dialing procedures for international calls is as follows: 88 + auth code + * + 011 + country code + intl. number.

Please Note! Charging personal telephone calls to a University of Texas account by either using University telephone authorization codes or University-issued calling cards is not permitted. Personal long-distance calls from University telephones should be made with personal cell phones, telephone calling cards, collect calls, toll-free numbers or third-number billing.

6. VOICEMAIL

Phones are equipped with voice mail. To set up your voicemail, follow the instructions available at:

<https://wikis.utexas.edu/display/utvm/UT+Voice+Mail+User+Guide>

7. COPYING & SCANNING

There are three copiers available to department faculty and staff in Garrison Hall. Two black and white copiers are located on the 3rd floor (room 3.124, which is located just next to the elevator). A color copier may be found in the main office, (Garrison Hall 1.104). The department pays for color copies by the page, so please use them sparingly. Black and white copies are free of charge.

Copying is to be used for research or class purposes only. The copying machines also have a scanning capability that allows you to scan materials and email them directly to your email address for posting on Canvas, [UTBox](#) (our department file sharing system), or any other document-sharing platform you use.

8. FAX

The History Department's fax machine is located in the middle room of the main complex of offices. Instructions are posted above the machine. If you need assistance, see the department receptionist (Judy Hogan or Eilis Keely).

The fax machine is available to all History Department Faculty and Staff for university business only. Please do not send personal faxes or ask the receptionist to send or receive faxes related to anything other than university business. We cannot accept faxed assignments from students.

The History Department Fax Number is (512) 475-7222.

9. MAIL

There are three categories of mail: US Mail, Campus Mail and Private Courier mail (ex. UPS). Outgoing mail should be placed in the designated box in the first floor copy room.

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Mailing Address: When you need something sent to your university address from outside the university, please use the below address and format. It's a bit long, but it will ensure your materials arrive in the most expedient manner.

The University of Texas at Austin
 Department of History
 [YOUR NAME]
 128 Inner Campus Drive,
 Stop B7000, GAR 1.104
 Austin, Texas, 78712

University-related US mail: There is no need for you to pay for postage on university-related U.S. mail. Simply place your materials in a History Department envelope (located in the first floor copy room) and include the Department's return address on your item. The History Department receptionists can help with any business-related US mail.

University-related campus mail: Campus mail is an internal mail system that delivers to every office on the UT Campus. Destinations are distinguished by a five-digit mail code. The History Department mail code is B7000. To use campus mail, place your items in a campus envelope with your return address and the campus destination with the campus code clearly marked. Be sure all previous addresses are crossed out. Campus mail envelopes can be found in the first floor copy room. Campus codes for other departments and offices throughout the university may be found here: <https://documentsolutions.utexas.edu/mail/campus-mail-code-address-lookup>

Forwarding Mail: If you are on leave or out of the country for a semester or more, please provide the front desk your forwarding address, along with dates of your departure and return. The department will forward your first-class and campus mail to you twice a month.

Packages: To send a package, take your package to the front desk for mailing.

Private Courier/Express Mail: The University of Texas at Austin currently has a contract with United Parcel Service (UPS). We are obligated to use them for all of our express mailing needs. Labels and some packaging can be obtained at the front desk. Front desk staff can assist in delivering your items through UPS online shipping. *Please use 2nd day services for a less expensive rate if possible.*

10. MAILBOXES

Faculty mailboxes are in alphabetical order in GAR 1.130. Mail goes in the box above the name. If you have a package, the staff will leave a slip in your mailbox and the box will be on the counter below the boxes (or, if necessary, on the floor).

Graduate student mailboxes are in GAR 0.130, but if a faculty member would like something placed in a graduate student's mailbox, s/he may give also it to the front desk receptionists.

Staff mailboxes are in the main office in the first floor copy room.

11. COMPUTER

Upon arrival, each new faculty member will receive a new laptop or desktop (your choice), which will be purchased through the Liberal Arts ITS Department (LAITS). If you wish to purchase additional equipment for research or teaching, please bring your request to the Faculty Matters Coordinator (Jackie Llado) and she will work with you and the Department IT Representative (Lori Moody) to order these additional items. Please know that any items beyond the initial computer are subject to available funds and departmental approval.

Please Note! It can sometimes take a few days for computers to arrive and be connected to the network, so please do not wait until classes are starting to coordinate your computer preferences with the Department Staff. Also, please know that the Department cannot reimburse you for supplies purchased from personal funds. (However, if you have start-up or research funds, you may use these to purchase a printer, scanner, or other related equipment.)

12. IT SUPPORT FOR UT-OWNED EQUIPMENT

The Liberal Arts desktop support team provides computer support for all faculty and staff in the College of Liberal Arts for UT owned equipment. They also provide computer support and imaging services for all classroom console computers and all labs across the college.

Hours: Monday through Friday from 7 a.m. until 7 p.m.

Contact: 471-5000 or email laits-help@utexas.edu

Walk-Up: Mezes Hall (MEZ), room 2.302

Robert L. Patton Hall (RLP), room 4.244

Health Learning Building (HLB), room 2.301

Sarah and Charles Seay Building (SEA), room 2.124

Nursing School (NUR), room 2.104P

ITS Help Desk Website: <https://liberalarts.utexas.edu/laits/services/computer-support/index.php>

13. DEPARTMENTAL WEBSITE

The Department webpage has links for faculty, the graduate program, the course list, and highlights of the department including the Gender Symposium, the Institute for Historical Studies, the Normandy Scholars Program, and the *Not Even Past* website. The two links that are essential for you to be aware of immediately upon your arrival are the “Faculty Resources” page and your own Faculty Profile page. A short explanation of each is below.

The History Department Faculty Resources Webpage: The Faculty Resources page may be accessed by going to the History Department webpage and clicking on “faculty” and then “faculty resources.” The page contains a number of useful links that you will use regularly as a faculty member, including forms and details for business cards, textbook requests, faculty travel grants, and reimbursements. Along with this handbook, the faculty resources page should give you access to most of the information you need for normal administrative matters. The direct link to the faculty resources page is here:

<https://liberalarts.utexas.edu/history/faculty/resources.php>

Your Faculty Profile Page: The Senior Administrative Program Coordinator (Courtney Meador) is responsible the History Department’s website, which contains a profile of every department member. Upon your arrival, Courtney will help you create your web profile using the Department’s website profile form, a sample of which is available in the final chapter of this handbook. Please fill this out in advance of your arrival.

Once your faculty profile page is up and running, it is your responsibility to ensure it remains up to date with an accurate CV and information about your office hours (which state law requires all faculty to list publicly). Faculty also typically include a short statement of research interests and publications, but this information is voluntary.

Once your web profile is established, it will appear online at the following address: <https://liberalarts.utexas.edu/history/faculty/index.php>

To make updates to your page, please login at the link below using your EID and password. To update your profile click here: <https://colaweb.la.utexas.edu/>

For a tutorial that explains how to update your profile, click here: <https://liberalarts.utexas.edu/web-admin-help/how-to-use-the-web-editor/how-to-edit-a-profile.php>

Please Note! In accordance with state law, the department’s website must contain links to current CVs of all faculty, a list of courses taught, and contact information. However, you do not need to list your department phone or office location.

III. TEACHING AND CLASSES

This chapter provides an overview to teaching policies and teaching-related issues that you will probably encounter during your first few semesters at UT. We are fortunate at UT to have an award-winning undergraduate advising staff that handles most of the advising duties for history majors, and they are a fabulous resource for understanding the history major and core requirements undergraduates must fulfill to receive a diploma. (Contact information for the undergraduate advisors is noted in the staff list at the end of this handbook.) We also have faculty and staff who help manage our graduate program and who can help you understand the various requirements and policies affecting graduate students. For specific questions on teaching graduate courses or the graduate program, please contact the Graduate Advisor (Professor Alison Frazier) or review the graduate program section of the History Department website.

1. NORMAL TEACHING LOAD

The typical teaching load for research-intensive History Department faculty is two courses each semester per academic year (late August to mid-May).

Certain administrative positions in the department—including, for example, the chair, associate chair, graduate advisor, and assessment director—come with a reduced teaching load. And, while the College of Liberal Arts does not have a formal sabbatical program, there are a number of ways faculty can apply for leaves and reduced teaching loads in order to focus on research. Many of these are discussed in Chapter VI “Support for Research.” All requests for a reduced teaching schedule must go through the Chair, who recommends such reductions to the Dean of the College of Liberal Arts (CoLA).

Faculty who are no longer actively researching, writing, or otherwise engaging in scholarship might be assigned a three-three load by the Dean of the College of Liberal Arts. This “faculty workload policy” has generated considerable debate within the History Department and is an ongoing discussion with the College of Liberal Arts. More information on the “faculty workload policy” is available here:

https://liberalarts.utexas.edu/academic-affairs/files/pdf/TNTT%20Faculty%20Workload%20Policy_FINAL.2016.09.16.pdf

2. CHOOSING CLASSES

General: The department works hard to ensure faculty retain wide latitude in determining the courses they will teach, while still balancing faculty needs against the needs of the department and the student body. Discussions concerning course allocations normally take place within the department’s four area groups – US, Europe, Latin America, Africa-Asia-Middle East (AAME) – and in consultation with the Associate Chair (Susan Deans-Smith), the Course Scheduler (Jerry Larson), and the Graduate Advisor (Alison Frazier). When petitioning to teach a given course, please keep in mind that the Department is responsible for offering a broad and

balanced range of courses that serve our history majors, non-history majors (who are still required to take at least six hours of American history as part of the undergraduate core curriculum), our department's honors students, and our history graduate students.

Your First Semester: Please be aware that there may be less flexibility than usual in choosing courses your first semester, since fall semester course scheduling will mostly likely have already occurred before you arrive in August. To maximize your chances of teaching the courses you desire, please start thinking immediately about what you'd like to teach as soon as you accept your offer of employment. The Department Chair and the Department Course Scheduler (Jerry Larson) will work with you to discuss the possibilities for scheduling your first semester courses.

Scheduling Courses & the Department's M/W/F Policy: Shortly after your arrival, you will receive an email from Jerry Larson, asking for your teaching preferences for the spring semester. Please keep in mind that all faculty are expected to teach on a Monday-Wednesday-Friday (MWF) schedule at least one semester every two years.

New Courses and Balancing Teaching and Research: In the first three years, you should plan to develop no more than four new courses. Nor should you develop more than five courses between the time you arrive and the time you apply for tenure, if you are an assistant professor. It is imperative that you allocate enough time to engage in research and writing. When requesting to teach specific courses, please pick courses that you will wish to teach more than once. If there is a graduate class you want to teach, please include it among the five courses you hope to develop prior to applying for promotion and tenure.

3. CLASS LENGTH

Even though the university lists class lengths as 1, 1 ½ and 3 hours, the total classroom time for a three credit course is slightly less than three full hours a week, so that students may make it to their next class on time. Therefore:

- Classes that meet three times per week usually run 50 minutes per session (for example, the top of the hour to 50 minutes past the hour.)
- Classes that meet twice a week run 1 hour and 15 minutes per session.
- Classes that meet once a week run 2 hours and 30 minutes per session.

4. STUDENT CONFIDENTIALITY

The Family Education Right to Privacy Act (FERPA) considers ALL academic information about a student to be confidential. You may only discuss a student's academic performance with a student's parent, friend, or guardian, if the student has provided you written consent to do so. For more information on FERPA and student confidentiality, please click here:

<https://registrar.utexas.edu/students/records/ferpa/faculty>

Please Note! If a student's parents, coach, friend, or relative contact you seeking information about the student's performance in your class (including their grades), you may **NOT** divulge that information without written consent from the student. Doing so is "FERPA violation" and is strictly against the law.

5. UNDERGRADUATE TEACHING: SKILL AND EXPERIENCE FLAGS

General: In order to receive a diploma, all undergraduates must fulfill a number of skills and experience "flag" requirements regardless of their individual major or plan of study. Many history courses offer the writing flag or the independent inquiry flag (depending on the course size and content); other history courses may also match the criteria for the "global cultures" flag or the "cultural diversity in the U.S." flag. If your proposed course includes material or encourages skill development related to these flags, the History Department Course Scheduler (Jerry Larson) may ask to designate your course with a flag. (Note: Including flags in your course will often help in enrollments, but you must ensure your syllabus and course content meets the associated requirements to be approved for a given flag.)

Further information: More information on course flags may be found here: <https://ugs.utexas.edu/flags>. The flags all undergraduates are required to satisfy to earn a diploma at UT Austin are:

- Cultural Diversity in the United States (1 course)
- Ethics (1 course)
- Global Cultures (1 course)
- Independent Inquiry (1 course)
- Quantitative Reasoning (1 course)
- Writing (2 or 3 courses, depending on your degree plan)

6. UNDERGRADUATE ADVISORS

Our History Department Staff includes a team of expert, award-winning undergraduate advisors, who help history majors meet the necessary requirements for graduation. The advising staff, led by our Academic Advising Coordinator (Susan C. Somers), also inform students of new courses and new faculty, so please stop in to the advising office (Garrison Hall 1st floor), so they know who you are and what you'll be teaching. You can learn more about the advising staff – and about the requirements for the history major – at the following website:

<https://liberalarts.utexas.edu/history/undergraduate/advising.php>

7. CLASS NUMERATION, LETTER CODES & CROSS-LISTING

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General: Each history course is identified by the HIS department code prefix, followed by a three digit number, or three digits and a letter. All classes also have a “unique number” (also called the unique ID) which is how courses are identified in CLIPS, Canvas, and on other web interfaces.

Numeration: The first digit of the course number indicates the credit value of the course in semester hours (typically a 3). The last two digits indicate the course level:

- 01 through 19 are lower-division course
- 20-79 are upper division course
- 80-99 are graduate course

Letter Codes: Letters following the numbers (i.e. HIS 365G) are for internal scheduling use only. An “H” after the course number designates an honors course.

Unique number: Each course also has a “unique” number that is specific to that course in that particular semester. You should include this number on the syllabus, as students will need it to find the final exam location, among other things. (You will need it as well in order to find the course in Canvas, check enrollments, submit grades, and perform a number of other course-related tasks.

Cross-listing courses: Requests to cross-list courses with other departments and programs are evaluated on several levels, including subject matter, class size, and the overall “fit” with other topics offered in any given semester. When a course is cross-listed, it will have two designations, e.g. HIS 363K/LAS 366 (Latin American Studies). Cross-listing allows students in other programs to reserve a designated number of seats in the class, and usually increases the overall course enrollment. Please contact the Associate Chair if you wish your course to be cross-listed, but be aware that each department has its own policies for cross-listing, and your request may take several weeks or even months.

Please Note! Once a course is cross-listed with another department, faculty from that department might someday claim it and teach it according to the standards of his/her own discipline. For this reason requests to cross-list are not automatically granted.

8. COURSE ENROLLMENTS & COURSE MIMIMUMS FOR TA SUPPORT:

General: Not all courses receive support from teaching assistants. To receive TA support, a course must have a total enrollment of 80 students. Courses initially set for 80 that do not reach an enrollment of 60 at the end of the preregistration period will have their closing limits reduced to 40. Please keep this information in mind when designing courses. (This policy does not apply in the summer semester, when TA

allocations are driven by student registrations and TA availability.) More information on student academic appointments is available at:

<https://liberalarts.utexas.edu/history/graduate/support.php>

Typical Course Enrollments: Most history courses at UT fall in four categories:

- Large Lecture Courses (e.g. U.S. survey): 320-480 students (4-5 TAs)
- Normal Lecture Courses: 80 students minimum for 1 TA
- Small Lecture Courses: fewer than 40 students (no TA)
- Seminar Courses: 18-25 students (no TA)

9. STUDENT UNDER AND OVER ENROLLMENT:

Undergraduate minimum = 10

Graduate minimum = 5

Under-enrollment and small class petitions: During registration, if it appears that your course will not meet the minimum enrollment, the Course Scheduler will notify you, the Associate Chair, and the Area Chair in the final days of registration. The Department Undergraduate Advisors will then highlight your course to late-enrolling students in hopes of getting the course over the minimum enrollment. Should that fail, the Department Chair may send a “small class petition” to the Dean requesting that the course may proceed. If the petition is denied, you may be asked to change some of the parameters of your course (i.e. changing it from a graduate course to an undergraduate course) in order to encourage enough new enrollees to get you past the course minimum required to proceed. To ensure you meet the minimum enrollment in a graduate course, consider developing a syllabus—and a title for the seminar—that makes the course appealing to graduate students from History and from other departments as well.

Over-enrollment: If your class fills up and additional students want to enroll, refer them to the Undergraduate Advising Office or Graduate Office as appropriate. Please do not give students permission to enter a full course without consulting with the advisors or the graduate coordinator.

10. COURSE SYLLABI

Requirement to List Online: Texas state law requires all faculty to make course syllabi and the instructor’s CV publicly available on a university website on the first day of class. **As a result, each instructor’s CV and course syllabi must be emailed to the Department Course Scheduler (Jerry Larson) no later than the first day of class.**

Required Information: The same state law that requires syllabi and CVs to be listed online also names specific information that must appear in all syllabi. As you prepare your courses, please note that your syllabi must include the following:

1. the course number and title;
2. the instructor's name, office location, and office hours (**note**: office location is optional for the public version);
3. the names, office locations, and office hours of any teaching assistants (**note**: do not include this information in the public version);
4. an overview of the class including prerequisites, subject matter of each lecture or discussion, academic/learning goals for the course, and statements explaining how they will be assessed;
5. grading policy, including the means of evaluation and assignment of class grades, including whether plus and minus grades will be used for the final class grade and whether attendance will be used in determining the course grade;
6. a brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20 percent or more of the class grade;
7. a list of required and recommended materials, such as textbooks, image collections, audio and audiovisual materials, supplies, articles, chapters, and excerpts as appropriate identified by author, title, and publisher;
8. final exam date and time (if known);
9. the class website, if any; and
10. a notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement (DDCE), Services for Students with Disabilities (SSD) at <http://ddce.utexas.edu/disability>

Sample Syllabus: For help in preparing a syllabus that aligns with these various requirements, please consult UT's "model syllabus," which is located here: <https://utexas.app.box.com/s/plp9hdfd61xbp6k21vihy962z2f378rl>

Last week of classes: No substantial examinations may be given during the last week of class or during the no-class days (a.k.a. the "dead days") that follow the end of classes but precede the final examination period. An examination is considered to be substantial if it counts for more than 30 percent of the final course grade.

No-Class Days and the Final Exam Period: There are several no-class days that follow the last class meeting but precede the start of exams. These days must not be used as due dates for papers, or to hold examinations or quizzes, or for any other class-related activity, other than office hours. The final examination period is also reserved

for scheduled final examinations. No other class-related activity, with the exception of office hours, may be scheduled during the final examination period.

Final Exams: Final exam dates and locations are usually announced by the CoLA Registrar a month or so before the end of the semester. However, the “final exam period” begins immediately after the no-class days and continues until the end of the semester and there are specific policies concerning what you may ask of your students during this period (see below). You can find the time and location of final exams by logging into the Registrar’s Office website and entering the course unique number. More information on final exam policies may be found here: <https://registrar.utexas.edu/students/exams>

11. COPYING/ASSEMBLING SYLLABI AND CLASS MATERIALS

If you need help copying materials for your class, the department has work-study students available to assist you. To receive work-study assistance, please fill out the work request forms (available at the front office), but please note: the Department needs at least three days advance notice to schedule the work. Note also that the work study students’ workload is heavier at the start of the semester, so it is a good idea to hand in materials well in advance. Work study students can also use the copying machine to scan materials and email them to you as PDF files, which makes them ideal for posting on Canvas or emailing to students.

12. WORKING WITH TEACHING ASSISTANTS (TAs)

Teaching Assistant Workload: Please note that TAs are by definition graduate students; undergraduates cannot be designated TAs or paid for any kind of assistance they might render to the instructor in a class they are taking. TAs are paid for 20 hours of work per week. This includes the three hours they spend attending class, the time they spend reading the assignments, and the time they spend grading papers. You need to consider these restrictions when you decide how many written assignments and how many essay exams you want to assign for each course. Talk to other professors and your mentors concerning how to choose assignments. You cannot ask TAs to work more than 20 hours per week and TAs cannot cover for faculty if they have to miss a class due to a conference or research travel.

Guidelines for Working with TAs: The History Department has prepared a number of documents to establish guidelines and to help you manage expectations in the professor-TA relationship, all of which are available on the Department’s website under the “Graduate Program” tab. Please read over all of these before your first meeting with a TA and bring any questions you may have to your mentor or the Department Graduate Program Administrator (Marilyn Lehman) or the Department’s Graduate Program Advisor (Alison Frazier). The documents cover:

- TA workload
- TA questions to ask your professor

- TA classroom scenarios
- TA guidelines & expectations
- Faculty guidelines for supervising grading
- Faculty guidelines for meeting with TAs

More information on TA appointments, including links to the above documents may be found on the department's graduate program webpage, under the "Useful Info" column. Click here: <https://liberalarts.utexas.edu/history/graduate/support.php>

Providing your Course Materials to your TA: Providing your TAs the necessary books and related course materials to hold office hours and/or lead discussion sections is your responsibility; *neither the department nor the TA may pay for these items.* Therefore, once you finalize the required texts for your course, please request free desk copies from the publisher for your teaching assistants. Other options for supplying these materials include: (1) buying the books for your assistants yourself; (2) reimbursing your TA if they volunteer and prefer to purchase the texts themselves; or (3) loaning them your personal copies for the semester.

13. TEACHING COURSES IN THE GRADUATE PROGRAM

Graduate Courses: Graduate seminars are usually taught on a once a week basis, in one three-hour period. Seminars are classified as either research or reading in format. In reading seminars, students work mainly in secondary sources in order to gain knowledge of a broad area of inquiry and acquire experience in historical analysis. In research seminars, students work mainly in primary, often archival, sources, and use those sources to produce original contributions to the field being studied. Some seminars may be taken for either research or reading credit; in such cases, students should determine with the instructor what work they must do to qualify for each type of credit.

Graduate Students Taking Undergraduate Courses for Graduate Credit: When necessary, students may take upper-division undergraduate courses in History for graduate credit by registering for a conference course (HIS 391C). Typically, the student attends the undergraduate class meetings and works with the instructor to devise and complete additional work appropriate to graduate standing. Courses of this nature may only be counted for graduate credit in History if they are taught by a member of the History Graduate Studies Committee.

Graduate Students & Conference Courses: After their first year, graduate students may take a "conference course" (known at other institutions as a "directed reading" course or a one-on-one course) to explore a topic of mutual interest to both the professor and the student. Conference courses may be taken for either reading or research credit. Faculty are discouraged from teaching too many of these courses as they constitute a work overload.

Graduate Student Grades & Narrative Evaluations: Professors are expected to submit a grade and a narrative evaluation for each history student in her or his graduate

courses. Some care should be put into these narratives, as they will be made available to the student, and will be used by the Graduate Program Committee in evaluating student progress. Honest and, in some cases, diplomatic appraisals of student work and potential are important components of the graduate student's file.

14. USING THE CANVAS LEARNING MANAGEMENT SYSTEM

General: The Canvas Learning Management System (AKA "Canvas") is the university's web-based interface for students and professors, and has many of the same features as other classroom support websites such as Blackboard™, including: a gradebook, a quiz function, "TurnItIn" software for plagiarism, and a "SpeedGrader" for online grading. It also contains tabs for uploading your syllabus, assignments, discussions sections, and exams. You may also email your students through Canvas using the email function. You are not required to use Canvas for your classes, but if you choose to do so, simply go to <https://canvas.utexas.edu/> and enter your UTEID and password.

Authorizing your TAs to use Canvas: If you have TAs, you should authorize them access to the Canvas website of your course as well as the UT Registrar site known as CLIPS (see below). Only you can grant TAs this access and you must use your UTEID to do so. Keep in mind that if your class is cross-listed, you will need to grant your TA permission to have access all versions of the course—for instance, both HIS 300 and MES 327.

Tutorials & Workshops: One-on-one and group tutorials for faculty and graduate students are available on regularly occurring basis. You may also drop in for Canvas "office hours" which are available every Friday from 11-1 PM. For more information on tutorials and workshops, click here:

<https://utexas.instructure.com/courses/633028/pages/office-hours-and-workshops>

Phone-in Help: Canvas also has full-time, on-call, support personnel who are deeply knowledgeable and highly responsive when called. To speak with a Canvas learning expert to solve any canvas-related problem, simply click on the question mark on the Canvas dashboard and follow the instructions.

15. USING CLIPS: CLASS ROSTERS, & SUBMITTING GRADES

CLIPS is the UT Registrar's course software, and you will use it to enter grades, check enrollments, view course waitlists, submit optional mid-semester reports on failing students, and view and print student rosters (with pictures for easy recall!). To do all of these things, you will need your UTEID and the course's unique ID. To access the CLIPS website, click here: <https://registrar.utexas.edu/staff/clips>

16. ORDERING BOOKS

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The University Co-Op is a non-profit that has been proudly owned by the students, faculty and staff of the University of Texas at Austin since 1896. Ordering books from the UT Co-Op is typically the cheapest and most convenient option for your students. You can order books from the UT Co-Op at the following website:

<https://www.universitycoop.com/textbook-adoptions#ordering>. Students may also buy materials from other locations, and online services like Amazon now also allow students to buy or rent hard copy and online versions for the semester.

17. USING YOUR OWN BOOKS IN CLASS

If you want to require students to purchase a textbook, monograph, or other course material that you authored, the Department faculty must first vote to approve the textbook's use and then route the request to the CoLA Dean and the Executive Vice President and Provost for final approval. This is an easy and fairly normal process, but please alert the Chair if you plan to assign one of your own texts in class, so that she may alert the department and schedule the vote at a normally-recurring departmental meeting. The full policy on using your own books in your classes may be found here: <https://policies.utexas.edu/policies/restrictions-use-textbooks-and-other-materials>.

18. RESERVING MATERIALS IN THE LIBRARIES

It is generally recommended that you make copies of all materials for your course available free of charge in the library—esp. the PCL. (Latin Americanists might also select the Benson.) Fortunately, this is easy to do and the library staff is quite helpful.

Library Course Reserves Policy:

<https://www.lib.utexas.edu/about/policies/course-reserves-policy#>

You can submit a request to place materials on Course Reserves here:

<https://www.lib.utexas.edu/find-borrow-request/reserves>.

19. CLASSROOMS

Finding your classroom online: To find the assigned classroom for a given course, log into CLIPS and enter your course unique ID. To find its location, consult the online campus map at <https://maps.utexas.edu/#/utm>

Choosing a classroom: Classroom space is often limited at peak hours; however, most classrooms come equipped with the normal range of A/V needs: a computer (PC and Mac), a document camera, and a screen for projecting images. If you know you will need other A/V equipment (such as a DVD player for showing films), please make that information known when you turn in the course request. The Department Course Scheduler (Jerry Larson) will research available classrooms and work with you to ensure you have what you need.

Please Note! Once your classroom has been assigned, please visit it as soon possible to ensure it is suitable. If you wait until the first day of class – or even the week before – it may not be possible to find another classroom if there is a problem.

20. AV OPTIONS AND CLASSROOM TECH SUPPORT

LAITS Tech Support: In all College of Liberal Arts (CoLA) classrooms, the code to gain access to the AV terminal is 1988. (This is typically printed on the AV terminal in each classroom.) If you have problems using the AV terminal, you can call Liberal Arts IT Support (also called LAITS Classroom Support), at 512-232-5400. (This number is posted in most classrooms, but it's a good idea to save it in your cell phone as well in the event of a mid-lecture emergency.) While LAITS is fairly responsive, they cannot arrive instantly, so do be sure to test out A/V equipment before beginning your class session.

Media Consoles: In addition to a computer and overhead projector, many – but not all – classrooms also have a media console that contain a DVD and VHS player. To access the media console in your classroom, you will need a key, which you can obtain from Mezes Hall (MEZ), room 2.302. Specific questions about the consoles can be addressed to the front desk or by contacting the Liberal Arts Media Consoles Helpdesk at 1-9666.

21. MAKE-UP EXAM POLICY

If students have a scheduling conflict that prevents them from taking one of your exams, you may offer them the option of taking an alternate exam proctored by one of our department proctors (usually a graduate student or the department receptionist). Make-up exams are usually held on Friday afternoons. Check with the front desk receptionists (Eilis Keely in the morning; Judy Hogan in the afternoon) or Martha Gonzalez if you have any questions concerning this option. More information on the make-up exam policy may be found here: [Make-up Exam Policy](#).

22. STUDENTS WITH DISABILITIES AND ACCOMODATIONS

Students with a documented disability may approach you and request modifications to how they participate in your course, including – but not limited to – asking for extended time for exams, permission to bring note-takers to class, and other reasonable accommodations as determined by the Services for Students with Disabilities Office (<https://diversity.utexas.edu/disability/>). Students must present you with an official letter from this SSD office at the beginning of the semester to receive the requested accommodations, and the letter must name your course specifically. More information is available in the “Rights and Responsibilities of Students and

Faculty” website of the SSD, which can be reached by clicking on the “Faculty/Staff” link at the SSD website.

Please Note! Faculty *do not* have the right to refuse to provide required accommodations as outlined on an official letter from SSD, to question whether the disability exists when accommodations have been authorized by SSD, or to request to examine the student’s documentation.

However, an accommodation *should not* alter the fundamental nature of a course or program, and for that reason the SSD office will discuss alternative accommodations with you if you feel a requested accommodation is not possible or in any inappropriate for your course.

If you have any concerns with the accommodations being requested, simply tell the student you need to discuss with SSD and then phone them at 512-471-6259 or email them at ssd@austin.utexas.edu.

23. PROFESSOR’S ABSENCE FROM CLASSES

University policy: Students have the right to instruction from the professor or instructor assigned to the course. Therefore, it is the faculty member's obligation to be present at all scheduled classes, and to make a reasonable effort to avoid unscheduled dismissal of any classes. If a faculty member is unable to meet teaching responsibilities, classes must be covered by regular members of the faculty – not a graduate student TA. In cases where a guest lecture/presentation by someone who is not a member of the faculty is deemed necessary and/or appropriate to the academic purpose of a class, the faculty member responsible for the class shall advise, and seek in advance, the approval of the Department and the Dean.

What this means in practice: Faculty who will be traveling and absent from classes must designate a faculty member who will be responsible for their class. *Teaching Assistants are not authorized to do this.* (Please note that you must also fill out a [Travel Authorization Request \(TAR\)](#) any time you are travelling using university funds, even if it will not affect a scheduled class. For more on TARs, see Chapter VI “Support For Research, Travel and Funds.”

Travel during final exams: Travel during the final exam periods requires special approval from both the Department Chair and the Dean. To receive approval you must explain how any missed final exam will be handled and how grades will be assigned and submitted.

Religious Holy Days: Religious holy days sometimes conflict with class and final examination schedules. For more information on the policies dealing with these conflicts, please read the memo regarding [Observance of Religious Holy Days](#).

24. COURSE INSTRUCTOR SURVEYS (CIS)

At the end of each semester, instructors must ensure that Course Instructor Surveys (CIS) – a.k.a. student evaluations – are administered in each of his/her classes or completed online. Please note that if the paper version of CIS is used, the instructor must designate a student in the class to pick up the forms in the History department office, oversee the administration of the surveys in class, and then return the completed forms to the History office. The instructor must not handle the forms before or after they are filled out, nor may the instructor be in the room while students are filling out the form. It is up to the instructor to remember that these evaluation forms must be filled out at the end of every semester.

The purposes of the Course Instructor Surveys are:

- To provide the instructor with student feedback on the course
- To permit statistical analyses of instruction in a school or college as a whole.
- To provide students with information about specific instructors.
- To provide a record of faculty performance in the classroom for purposes of evaluation, including evaluation for promotion and tenure.

It is important for faculty to note that when going up for promotion to associate professor with tenure, a full, unabridged set of CISs forms for all courses taught since arrival must be available. For faculty applying for promotion to full professor, the department and college will only consider the previous 3 years of CIS evaluations.

25. SUBMITTING GRADES

Grades must be submitted before the due date through the CLIPS web interface, which is located on the Registrar's Website. See the section on CLIPS in this handbook for more details.

Please Note! Some deadlines in academia are flexible. The deadlines for grades is not. Please ensure your grades are submitted before the deadline.

26. UT ATHLETICS

Student athletes may miss classes on occasion for sporting events, and their games may conflict with some of your scheduled exams or paper due dates. Students must provide you with a letter at the start of the semester notifying you of their athletic schedule in order to be excused from these events.

Accommodating student athletes can be done by setting an alternate due date for a paper (generally an extension) or sending them to take the exam the following Friday

during the department's regularly scheduled proctored make-up exam time. See the section on make-up exams in this chapter for more information.

27. TEACHING AWARDS

Each year, a departmental committee evaluates all History faculty for potential teaching award nominations. For a full list of teaching awards offered through the University, go to: <https://provost.utexas.edu/awards/faculty>. For awards specific to the College of Liberal Arts (CoLA), see the full list at: <https://liberalarts.utexas.edu/academic-affairs/faculty-affairs/teaching-awards.php>

28. OTHER TEACHING AND SCHOLARLY OPPORTUNITIES INSIDE THE HISTORY DEPARTMENT

The History Department also has a number of organized forums for scholarly inquiry housed inside the department. More information on all of the below is also available on the History Department website.

Not Even Past: The Department's award-winning *Not Even Past* website is a history-focused online resource for teachers, students and the general public that was founded in 2010 with the goal of bringing great history writing to the general public.

Not Even Past offers monthly features focusing on faculty research and teaching as well as weekly book recommendations, reviews of historical films, and stories about archival, visual, aural, and other documents that shed light on intriguing corners of the past. As historians at the flagship public university in Texas, we devote special attention to the diverse histories of the Lone Star state. *Not Even Past* also has two spin-off websites: *15 Minute History*, which is a podcast series addressed to secondary school teachers and students and synchronized with state and national history standards, and *Thinking in Public*, which promotes all public scholarship at UT Austin. Faculty interested in contributing to *Not Even Past* or doing a *15 Minute History* podcast on a recent publication should contact the site's editor, Professor Joan Neuberger.

The Frank Denius Normandy Scholars Program on WWII: [The Frank Denius Normandy Scholar Program \(NSP\)](#) began in 1990 as a pilot program designed to deepen students' understanding of the causes, conduct, consequences, and contemporary representations of the Second World War. Each spring, the program brings together twenty undergraduates from different backgrounds and majors who take five separate classes (15 credit hours) that all explore the history of World War II from various national perspectives. Following the reading- and research-intensive semester, students and faculty travel together through Europe for three weeks during the month of May. Beyond the classroom discussions, students also attend guest lectures, participate in a weekly film series, meet with WWII combatants and Holocaust survivors, and visit major WWII sites across Europe. Faculty interested in

learning more about the Normandy Scholars Program should contact the program's director, Associate Professor Charters Wynn.

The Symposium on Gender, History, and Sexuality: The Symposium on Gender, History, and Sexuality has been a fixture in Department of History since 2002. The Gender Symposium offers a forum for graduate students and faculty to present papers and works-in-progress for discussion in a relaxed and collegial atmosphere and seeks to provide an interdisciplinary forum for the discussion of historical approaches to gender and sexuality. The symposium aims to build a community of scholars working together to explore the benefits and challenges of incorporating these issues into their research. Meetings are held throughout the semester, usually on Fridays at 12 noon-2:00 p.m. in the Garrison Hall conference room, (room 1.102). Meetings are open to all. Faculty interested in participating may email the symposium organizers at gendersymposium@gmail.com.

IV. DEPARTMENTAL GOVERNANCE & SERVICE

This chapter explains the department's governance procedures and opportunities for service within the department. It covers the selection and functioning of the principal governance body in the Department – the Executive Committee (EC) – and explains the work of the department's many committees. It also gives descriptions of all compensated service positions in the Department and explains how the History Department's governance fits into the larger rule-making bodies of the College of Liberal Arts, the University of Texas at Austin, and the entire University of Texas System.

1. THE THREE DEPARTMENTAL GOVERNANCE OPTIONS

All College of Liberal Arts departments choose one of three governance options for handling departmental matters: a budget council, an extended budget council, or an executive committee. Faculty must vote to renew the current structure or choose an alternative every three years, which is then subject to the approval of the CoLA Dean. The History Department has used all three governance options in the past, but since 2005, it has chosen the Executive Committee option. The Department last voted to renew the Executive Committee option in 2018. In 2021, the Department will again choose from the below three governance options.

Budget Council: All the full professors in a department conjointly, or all the associate professors conjointly if there are no full professors, constitute the budget council of the department. Each member is entitled to one vote with no seniority. No person on modified service shall be a member of the budget council. The department chair serves as the chair of the budget council.

Extended Budget Council: A departmental faculty, budget council, chairperson, or the dean may also initiate a proposal to extend membership on the budget council to one or more of the departmental faculty with the ranks of Associate Professor or Assistant Professor, or to one or more members of the faculty of another department. Under this mode of governance, Associate Professor and Assistant Professor members may be consulted and may participate in the discussions, but may not vote formally on salary matters affecting their own or higher ranks or on matters affecting promotion from or continued appointment in their own rank or higher ranks.

Executive Committee: In lieu of a full or extended Budget Council, a departmental faculty, budget council, or department chair may develop a plan to vest budget council's authority in an Executive Committee or a committee of the size, composition, and mode of selection as specified by the plan. Under this mode of governance, Associate Professors and Assistant Professors may become members and participate in the discussions, but may not vote formally on salary matters affecting their own rank or higher ranks or on matters affecting promotion from or continued appointment in their own rank or higher ranks.

2. DEPARTMENT MEETINGS, THE EXECUTIVE COMMITTEE AND THE HISTORY DEPARTMENT GOVERNANCE DOCUMENT

Department Meetings: Department meetings are the principal venue for bringing new and on going business requiring deliberation to the attention of the faculty. The entire department meets several times a year, usually at least once a month as well as on a need-be basis. All faculty are encouraged to attend and to suggest items for agenda. The Chair is responsible for circulating the agenda for the meeting beforehand, and for including on that agenda individual faculty members who request a place on it. Meetings often include reports from the Associate Chair, the Director of Assessment, the Graduate Chair, and the Editor of *Not Even Past*, among other persons in positions of administrative responsibility. At each meeting, department staff members take notes and then, within a few days, post the minutes to UT Box in a folder entitled “Department Meeting Notes and EC Agendas”

The Executive Committee: The Executive Committee or “EC” is one of two governance bodies in the Department used to create policy (the other is the Graduate Studies Committee). The EC advises the Chair on a range of matters, and oversees the promotion process. It has thirteen members—seven full professors, four associates, and two assistants—all of whom serve two-year terms. The EC meets regularly (usually at least monthly) throughout the school year, and the Chair reports the EC’s activities to the full department on a regular basis. EC elections, membership, and basic procedures all follow the guidelines established in the Department of History Governance Document (reprinted in full in Chapter VII).

History Department Governance Document: The History Department Governance Document is the principal document detailing how the Department conducts business and makes decisions. Among other things, it explains the membership and composition of the Executive Committee, the procedures for elections, the Department’s by-laws, and includes addendum of EC procedures that was adopted in 2010. The document was last revised in 2018. The full document is included in the final chapter of this handbook and all new faculty are encouraged to read it in full.

3. COMMITTEES FOR THE GRADUATE PROGRAM

The Graduate Studies Committee: The GSC includes all tenured and tenure-track members of the History Department, as well as other designated members of the University faculty. A full list of the current members of the GSC is available from the History Graduate Office. Only members of the GSC are authorized to supervise graduate degrees in History (though non-members may serve as co-supervisors). The GSC is the second of two policy-making committees in the department (the other is the EC). The GSC must approve any significant changes in the department’s graduate program and may sit as a court of appeals from the decisions of the GPC regarding individual students.

The Graduate Program Committee (GPC): While the GSC must approve any significant changes to the department’s graduate program, the ongoing work of running the graduate program falls mostly to the Graduate Program Committee. The

GPC consists of the Graduate Adviser and four members of the faculty who represent each of the four area committees. Led by the Graduate Advisor, the GPC administers the Graduate Program and sets policy for the graduate program in all matters except admissions. The GPC meets 6-7 times a year as needed to review and implement policy, address student complaints and difficulties, and develop new programming. The GPC communicates its activities to the faculty via the area committee representatives.

The Graduate Admissions Committee (GAC): During admissions season, the GPC works as the Graduate Admissions Committee to ensure timely decisions about admissions and enrollment. The GAC receives a prioritized list of potential admits from each area committee and shapes a single list of admits from them. The GAC also nominates individuals for specialized fellowships, such as the Harrington, Mentoring, and West Texas fellowships.

The Graduate Student Council (GSC): The GSC is not a faculty committee; rather it consists of all current graduate students in good standing and provides a forum for their concerns and recommendations to the faculty and staff regarding the graduate program. Two graduate students, each of who serves for a two-year staggered term, chair the GSC. The Co-Chairs may attend GPC and department meetings, but they do not take part in decisions concerning individual students or applicants, nor do they vote in department meetings.

4. OTHER COMMITTEES & COORDINATORS

Career Diversity Faculty Committee: established under the terms of the AHA Career Diversity Grant (2019-2021), the CDFC is a consultative body aimed especially to support and mentor the Career Diversity Fellow, especially by reviewing and proposing appropriate programming. The committee encourages faculty participation in Career Diversity initiatives. The Graduate Adviser invites interested faculty to join the committee. The number of members varies, but always includes the Grad Adviser)

Certificate on History & Philosophy of Science Coordinator: The Coordinator of the Certificate Program in History and Philosophy of Science meets with students and faculty in history of science, the Philosophy Department, science departments, and others, to coordinate HPS events, add courses, and modify requirements in collaboration with the Academic Advising Coordinator and COLA.

Comprehensive Periodic Review (Post-Tenure Review) Committee: This committee reviews the scholarship, teaching, and service of tenured department faculty, all of whom must be evaluated every six years. It typically has three members.

Committee on Governance and Service: This committee consists of three faculty members, one from each rank (Full, Associate, and Assistant) elected by members of the History faculty at the end of each academic year. Committee members serve one-year terms. The COGS works with the Chair to ensure that annual service assignments,

committee work, and ad hoc administrative service conform to the department's goals of equity, transparency, fairness, and committee rotation.

Curriculum Action Committee (Teaching technology initiatives with the Faculty Innovation Center): develops the multi-year curriculum initiatives or undergraduate and graduate programs required by the four-year assessment planning cycle in close consultation with all faculty. The CAC reviews year to year progress and oversees any required follow up activities. It typically has 4-6 members.

Department Endowment Review Committee (Chair holders only): Composed of holders of endowed chairs, this committee is responsible for recommending candidates for chairs and professorships to the Dean.

Equity Committee: The Equity Committee analyzes issues of equity in our department and develops recommendations for promoting transparent policies and procedures to achieve a fair and inclusive distribution of resources, duties, and opportunities. Established in 2019, the committee will be charged with insuring that the recommendations approved by the department upon its creation are successfully implemented.

Faculty Conference Coordinators: The faculty conference coordinators are responsible for running a number of recurring conferences and events including the Distinguished Authors Colloquium (Atlantic History); the Latin American Speaker Series, the Littlefield Lecture and the Littlefield Lecture Committee (U.S. southern history); the Science, Medicine and Technology Symposium; and advising the student-led Graduate Symposium on Gender, History and Sexuality.

History Ambassadors (tentative title): This committee is in charge of outreach to the many History Department affiliates on campus, sponsoring (for example) regular brown-bag lunches, receptions, and so forth. The purpose of the committee is to forge relationships and enhance intellectual interchange among members of the History Department faculty and the many other historians housed in other departments across the UT campus. It typically has 3-4 members.

Institute for Historical Studies Steering Committee: The Steering Committee of the IHS is tasked with selecting a theme from among the proposals submitted by history faculty, reviewing applications for external and internal fellowships as well as post-docs, and selecting recipients. It typically has four members.

Lathrop Prize Committee: selects the best dissertation, based on faculty nominations (usually from the previous year's submissions). It typically has three members.

Library Liaison: This faculty member serves as a liaison between the department and the various libraries on campus.

Mentor Committees: When they join the department, assistant professors are assigned two senior faculty members. (Junior faculty member may choose their mentors if they wish.) Together, the two mentors comprise the assistant professors

mentor committee, and both mentors serve on the member's third-year review committee as well.

Minority Liaison Officer: The Minority Liaison assists in issues pertaining to minorities, such as supporting students of color, advising our Graduate Admissions Committee (GAC or GPC) on recruiting students of color, and may serve as a contact person with the Graduate School or the Division of Diversity and Community Engagement.

Perry Prize Committee: selects the best MA report (or thesis), based on faculty nominations (usually from the previous year's submissions). It typically has three members.

Phi Alpha Theta Faculty Coordinator: The faculty coordinator works with and advises members of Phi Alpha Theta, the History honors society which also functions as a service organization.

Salary Committee: The salary committee, chaired by a member of the EC, meets in the spring and, on the basis of annual reports submitted by individual faculty, makes recommendations concerning merit and equity salary increases for the following year. It typically has four members.

Scholarly Activities Grants Committee: This committee reviews applications from colleagues for Scholarly Activities Grants, which provide funding for travel and other expenses related to scholarly research and conferences

Social Media Committee: The Social Media committee designs departmental policies on social media best practices and oversees the graduate students who manage our social media accounts. It typically has 2-3 members. In 2018, the Social Media Committee issued the "Best Practices for Social Media Users" document, which is reprinted in full in the final chapter of this handbook.

Sustainability Committee: This committee examines the physical environment of the History Department and look for ways to make our everyday practices in Garrison Hall environmentally sustainable. Members work with Resource Recovery and the Zero-Waste Initiative on campus to tap into existing initiatives on campus. Consulting with department staff, the committee manages the actual implementation of any sustainability initiatives that are suitable to Garrison Hall. They educate departmental colleagues about recycling, waste, and composting. They also do the actual physical task of managing any composting projects that we undertake in the building. It typically has four to six members.

Teaching Excellence Committee: The teaching excellence contains two subcommittees for Teaching Nominations and peer observation. The former nominates and receives self-nominations for the various teaching excellence prizes awarded by the College, the University, and the University of Texas System; this subcommittee has 2-4 members. The peer observation subcommittee establishes guidelines related to peer classroom observations of faculty. It typically has four members.

Undergraduate Research Coordinator: The Undergraduate Research Coordinator works with the Associate Chair to collect, share, and publicize information about the various research activities of History undergraduates. S/he reaches out to faculty and UG Advising staff, the History Honors Director, and UT Undergraduate Studies for information about undergraduate scholarship winners and research activities (such as honors theses, Undergraduate Research Apprenticeships, and UG Research Week presentations and posters); gathers details about their projects and photos; and provides Senior Administrative Program Coordinator Courtney Meador with ready-to-post text on the UG Research web page, History Department news page, and social media. S/he also maintains a digital archive of the hallway displays of undergraduate research posters.

Undergraduate Scholarship Committee: The Associate Chair and Honors Director work with a designated undergraduate adviser to draw up a list of eligible students and to select the scholarship recipients.

5. COMPENSATED SERVICE POSITIONS WITHIN THE DEPARTMENT

A number of administrative positions in the department carry heavy service loads and are therefore entitled to additional compensation, either via course releases, summer salary, or additional stipends. Those positions are noted below. *Please note that the compensation for these positions might vary from year to year, depending on departmental resources and CoLA policies and mandates.*

Chair of the Department: Working with the relevant faculty committees and department staff and faculty administrators, the Chair seeks to enhance the department's mission of excellence in teaching and scholarship, with promotion and hiring his/her most significant responsibilities. More generally, the Chair oversees the efficient operation of the department and relies on staff for accounting, undergraduate and graduate advising, and travel authorizations, among other tasks. The Chair also works with CoLA development staff and with members of the History Visiting Committee to reach out to alums and benefactors who support the department. The Chair represents the department at various university functions, and plans and presides over annual Visiting Committee meetings and departmental commencement, among other events. Compensation: The Chair receives 3 course reductions per year and 2 months summer salary.

Associate Chair: The Associate Chair oversees undergraduate affairs, including course scheduling, curriculum matters, and student and faculty concerns. The Associate Chair works closely with the course scheduler, the undergraduate advisers, and the Department Chair. Compensation: The Associate Chair receives 2 course reductions per year.

Graduate Advisor: the Graduate Advisor (GA) chairs the Graduate Program Committee, the Graduate Admissions Committee, and the Graduate Studies Committee; arranges for the teaching of His 394H Intro to Historical Inquiry and His 398T Advanced Pedagogy; monitors scheduling of other graduate classes; oversees

the Graduate Program budget, including the provision of TA and GRA stipends as well as first- and fourth-year fellowships; supervises the Graduate Coordinator and provides a written annual evaluation of his/her work; arranges programming on professionalization and Career Diversity; organizes mock job interviews, mock job talks, and teaching demonstrations for students on the academic job market; develops new initiatives for the Graduate Program (e.g., Dual Degree program; Pedagogy Colloquium, etc.); schedules retreats and open meetings on philosophical and structural issues affecting graduate students and the grad program. Ideally, the GA would also be a member of the Graduate Assembly so that s/he can contribute to Graduate School policy. Compensation: The Graduate Advisor receives 2 course reductions per year.

Director of the Institute for Historical Studies (IHS): The IHS Director manages all aspects of the institute's activity: allocating funds, planning each year's programs, supervising the work of the program coordinator and GRA, choosing members of the Steering Committee and working with them to decide on a theme and to select fellows, and moderating most workshops and panels. Compensation: The IHS Director receives 2 course reductions and one month of summer salary per year.

IHS Program Coordinator: The IHS Program Coordinator is in charge of scheduling programs, handling correspondence, producing and distributing publicity, arranging and setting up facilities for events, handling the needs of visiting scholars, processing orders and payments for refreshments and supplies, directly supervising the GRA, and more. Compensation: The IHS Program Coordinator receives one course reduction per year.

Assessment Director: The Assessment Director coordinates the collaborative curriculum planning and manages the reporting for the department's assessment initiatives for both undergraduate and graduate programs. The Director also liaises with the staff of Undergraduate Studies to encourage collaborative planning and faculty-friendly reporting for assessment of the general education core course requirements in US history, as well as the university requirements met through the undergraduate skill and experience flags. Compensation: The Assessment Director receives 1 course reduction per year.

Honors Program Director: The Honors Director recruits, chooses (with associate chair) and teaches the junior honors cohort in the required junior historiography course (HIS 347). In addition, s/he oversees the disbursement of department scholarships for honors students, organizes the senior class research symposium, oversees the completion of senior orals exams, oversees selection of theses for departmental (with the associate chair) and college thesis awards. S/he also organizes the prizes portion of the History graduation reception, where students, faculty, and family celebrate successful completion of the program. S/he also addresses annually the honors grads at History graduation. Compensation: The Honors Program Director receives 1 course reduction per year.

Normandy Scholar Program Director: The Normandy Scholar Program Director oversees the highly selective Normandy Scholar Program, an annual spring-semester,

intensive, 15-credit hour undergraduate course of study on World War II, which culminates in a three-week trip to Europe with the relevant NSP faculty. Compensation: The NSP Director receives a \$5K salary supplement, if funds permit, and comes at the Director's Request.

Not Even Past Editor: The NEP Editor edits the Department's *Not Even Past* website and oversees the graduate assistants involved in the website. Compensation: The NEP Editor receives two course reductions per year.

Area Chairs (4 of them): Area Chairs act as the main liaison between the Department Chair and the members of their respective scholarly subfields to facilitate discussion on relevant issues, such as new hires. Area Chairs are also responsible for working with the Associate Chair and course scheduler to compile teaching preferences for each academic year from their area members. There is one Area Chair for each of the major regional fields: Latin America, U.S., Europe, and one for Asia/Africa/Middle East. Compensation: The Area Chairs receive a \$1,000 salary supplement, if funds permit and the Chair and the Dean approves.

Dean's Promotion Committee Representative: The Department sends one faculty representative to the Dean's Promotions and Tenure Committee, which advises the Dean of the College of Arts and Sciences on promotion cases from the individual CoLA Departments. Typically this committee deliberates in October. The History Department representative must recuse him/herself from P&T discussions related to a History colleague. Compensation: if funding permits, the Dean's office offers the member a research stipend.

6. ADDITIONAL RESOURCES FOR COLLEGE & UNIVERSITY POLICIES & REGULATIONS

There are three additional levels of governance above the History Department, all of which affect the policy choices made within our department. First, the History Department is one of the many departments within the College of Liberal Arts, which promulgates its own guidance on promotions, tenure, leaves, salaries, travel, and numerous other areas affecting faculty members' lives. The College of Liberal Arts is just one of the colleges within the University of Texas at Austin, and the University (specifically the University Policy Office) promulgates policies and guidance that affect all colleges on the campus. Finally, UT Austin is just one of the fourteen educational institutions within the University of Texas System, and the System's Board of Regents sets rules and policies for all institutions within it. A short description of the key rule-making bodies is below, as are web links for each policy-making office.

The College of Liberal Arts Academic Affairs and Faculty Affairs Webpages: The College of Liberal Arts is the source of many of the policies detailed in this handbook, and the College's policy webpages are the best place to start when trying to understand a given policy issue in depth. The College of Liberal Arts Faculty Affairs webpage lists most policies relating to faculty life, including: the faculty

workload policy, outside employment, counter-offers, the childcare commitment for faculty, spousal hires, moving expenses, and other related matters. It is available here: <https://liberalarts.utexas.edu/academic-affairs/faculty-affairs/>. The College of Liberal Arts also has an “Academic Policies” webpage that covers policies related to teaching, including syllabus requirements, office hours, grade submissions, academic dishonesty, course proposals and scheduling, and a variety of other policies that are briefly summarized in this handbook. It can be accessed here: <https://liberalarts.utexas.edu/academic-affairs/academic-policies/>.

UT Austin’s University Policy Office and the Handbook on Operating Procedure: The University Policy Office maintains the Handbook of Operating Procedures ("HOP"), which contains all of UT Austin’s governing policies. If you have a question pertaining to university policy, the handbook of operating procedures is usually a good place to start. It may be accessed at the following link <https://policies.utexas.edu/policies>. Policies specific to faculty and academic matters, including leaves, appointments, tenure, faculty grievances, are all under the “academic & faculty” tab. The Office of the Executive Vice President and Provost also maintains a faculty policy website that groups many of the Handbook’s most relevant policies in one place. It may be accessed here: <https://provost.utexas.edu/faculty-affairs/faculty-policies-resources>

Board of Regents Rules and Regulations: The governing body for the entire University of Texas System is the Board of Regents. The board is composed of nine members who are appointed by the Governor and confirmed by the Senate. Terms for Regents are scheduled for six years. In addition, the Governor appoints a Student Regent for a one-year term. You will rarely need to consult Regents Rules and Regulations, because any substantive policy requirement named by the Regents will be refined into a UT Austin policy and included in the Handbook of Operating Procedures. (When this occurs, the HOP usually includes a link to the original Board of Regents rule.) The full range of the Board of Regents policies, roles and regulations may be accessed at the Regents website, which is available here: <https://www.utsystem.edu/offices/board-regents/regents-rules-and-regulations>.

Please Note! This faculty handbook is most meant for orientation – it is not the “final word” on any policy matter. If you have a question with a specific university policy, the University Policy Office and the Handbook of Operating Procedure (the HOP) will have more details. You can always bring your question to the Department’s Faculty Matters Coordinator (Jackie Llado) as well.

V. FACULTY REVIEWS, PROMOTIONS & RAISES, AND THE DEPARTMENT MENTORING PROGRAM

Chapter V describes faculty review processes, summarizes the promotion process, and details the various processes for earning salary increases while a UT faculty member. It also offers an overview to the department's mentoring program for assistant professors, and notes the specific duties and responsibilities expected of both mentors and mentees.

1. REVIEW PROCESSES

The requirements for periodic reviews of faculty are established by state law and in Regents' Rules and Regulations, rules 31102 and 30501. As a result of these requirements, there are five standing evaluation processes that you can expect to participate in while a member of the UT History Department. They are:

- Annual Meeting with the Chair (assistants and associates only)
- Annual Review of Faculty (all faculty, including lecturers)
- Third-Year Review of Assistant Professors
- Comprehensive Periodic Review of Tenured Faculty
- Promotion Review (when appropriate)

A. ANNUAL MEETING WITH THE CHAIR

Each assistant and associate professor will meet with the department chair annually (typically in the fall) to review progress on teaching, scholarship, and service, and to address any concerns regarding the timeline towards promotion. While an annual meeting is required, you should feel free to request meetings on these topics with your mentors or the Chair at any time.

B. ANNUAL REVIEW OF FACULTY

General: Faculty of all ranks, including lecturers, are responsible for submitting materials annually to the department chair in order to document their activities over the prior academic year. Taken together, these materials form the documentary basis for the university-mandated annual review of faculty. The materials examined in the annual review include:

- The History Department's Faculty Activity Report (FAR)
- A current curriculum vita
- Student evaluations of teaching (these are supplied by the department)
- Additional materials as available and appropriate, such as: peer teaching observations and any other documents relevant to the record of teaching, scholarship, or service.

Faculty Activity Reports (FAR): The primary document used for the Annual Review is the member-generated FAR, which notes all scholarly, teaching, and service activities occurring in the previous academic year (September-August). The FAR is due to the

Department Chair on or before October 1st of each year, and it is an essential component of the materials compiled for the third-year review of tenure-track faculty, the Comprehensive Periodic Review, and the promotion review. A copy of report is included in each faculty member's personnel file. A blank example of the FAR is located in the final chapter of this handbook.

History Note! The Faculty Activity Report (FAR) is actually the old name for the form you will fill out every year to document your teaching, scholarship and service activities for the year. The new name is the Annual Review of Faculty (ARF) form, but since historians sometimes like to live in the past, most of your colleagues will continue to refer to it as the FAR. Worry not! They are the same form.

Annual Review Process and Categories: The FAR and other materials are first reviewed by the department's Executive Committee, and then reviewed by the Department Chair before being forwarded to up to the College of Liberal Arts and the Provost. At the end of the annual review, each faculty member will be assigned one of four ratings for the year, as enumerated below:

Exceed expectations: The faculty member has achieved a clear and significant level of accomplishment beyond what is normal for the department.

Meets expectations: The faculty member has achieved a level of accomplishment commensurate with that normally expected in the department.

Does not meet expectations: The faculty member's achievements cannot be considered within the normal range of year-to-year variation in performance, but are of a character that appears to be subject to correction.

Unsatisfactory: The faculty member has failed to meet expectations in a way that reflects disregard of previous advice or other efforts to provide correction or assistance, or involves prima facie professional misconduct, dereliction of duty, or incompetence. This rating mandates a Faculty Development Plan to be developed by the Chair to provide guidelines for the colleague in question to address concerns raised in the annual faculty review.

History Department Expectations for Annual Review: While the above four categories are mandatory and university-wide, the History Department has established consistent department-wide criteria for the EC to use in its annual evaluations. Our expectation is that all department members will be in the top 2 categories ("meets expectations" or "exceeds expectations"), with the default position being "meets expectations." Faculty members earning an "exceeds expectations" ranking for a given year will typically have accomplished one of the below:

- Published a monograph, an edited volume, two or more articles, a textbook, a document reader or an encyclopedia.
- Developed a genuinely new course, initiated a major innovation in a course, received a teaching award, or taught a service course.
- Performed exceptional service (i.e. beyond the normal expectations for service to the department, profession, or community).
- Received a major, prestigious fellowship or recognition in the form of a book prize or some other scholarly award.

Additional information on Annual Reviews: The History Department's guidelines for annual reviews are here: <https://utexas.box.com/v/History-ARF-Guidelines>.

The College of Liberal Arts (CoLA) policies on annual review of faculty are here: <https://liberalarts.utexas.edu/human-resources/faculty-resources/annual-review-of-faculty.php>.

The University-wide policies on annual review of faculty are here: <https://policies.utexas.edu/policies/annual-evaluation-faculty>.

C. THIRD-YEAR REVIEW OF JUNIOR FACULTY

Requirement to Review: The university requires each academic department to conduct a full review of the research, teaching, service, and overall progress of each assistant professor in the spring semester of his or her third year of service to the college.

Purpose: The College's purpose in requiring this review is to provide thoughtful, evaluative comments to each Assistant Professor and to provide early feedback to the department's Executive Committee and the Dean about the progress of each assistant professor, along with suggestions for improvements when appropriate. The History Department views the third-year review process as an essential part of its larger obligation to provide mentoring and advising to assistant professors. The review, along with the mentoring program and annual meetings with the Chair, should furnish honest and timely advice on promotion. The results of the review are communicated to the faculty member in writing; *however, the review does not in any way constitute a preliminary vote on tenure.*

Review Committee: The responsibility for overseeing the third-year review rests with the Executive Committee and the Chair, but the review itself is conducted by the faculty member's Review Committee. The review committee includes the assistant professor's two mentors and a third member, chosen by the Chair, in consultation with the assistant professor being reviewed. The review committee meets with the colleague in the spring of the second year to explain the process of review and make clear what will be required.

Start Dates, Postponements, and Leaves: A year of service, in this context, runs from September 1 to August 31. (Faculty members who start at times other than September 1 may have an altered Third-Year Review schedule.) The only instance in which a review may be postponed is if a faculty member is on full or partial Leave Without Pay status during one of his/her first two years. Dean's fellowships, leaves from the instructional budget, and other assignments for which the faculty member is paid full-time from university accounts will not alter the review schedule.

Required Materials and Actions for the Third-Year Review: The third-year review examines all aspects of the assistant professor's performance, including progress on publications, teaching, and service. Specific guidance on the areas being evaluated and the materials necessary for the review are listed below.

Publications - Materials: Publication of a monograph and evidence of continuing research are the *sine qua non* of a successful tenure case. Toward that end, the assistant professor will provide the review committee the following:

- A current CV
- Faculty Activity Reports from the two previous years
- Any publications, works in press or under consideration for publication.
- Any work in progress
- A brief outline of a plan for revision of manuscript(s) in progress and a timetable for scheduled completion and submission to publishers; a brief description of other research projects either contemplated or underway.

Teaching - Materials: Excellent teaching is, of course, an important element in the review and in successful promotion cases, and a complete teaching portfolio will be reviewed when the assistant professor applies for tenure. While the teaching statement may still be in draft form during the third year, the assistant professor should submit the following to the third-year review committee:

- A draft statement of teaching philosophy
- Course syllabi of previous and current courses
- Course evaluations for all courses taught in the previous 5 semesters
- Peer evaluations of current teaching

Teaching – Class Observations: Teaching observations begin in the second semester of the 1st year. Until the third-year review, they are primarily conducted by the assistant professor's two mentors, and in those first two years, both mentors should observe at least one class per year and should endeavor to stagger their observations over different semesters to ensure four separate observations over two years. During the 3rd year review, all three members of the review committee must observe the assistant professor at least once during the course of the third year. The class sessions to be observed will be negotiated by the professors doing the observations and by the assistant professor being observed – they will *not* be surprise visits. The assistant professor under review has the option to request a second review of each class if he or she wishes.

Service – Materials: Service is another component in a successful promotion case and will be covered in the vita. The assistant professor under review can submit additional material at his or her initiative to explain extraordinary service to the profession, the university, the college, or the department.

Timetable of the Third-Year Review: The normal timeline for submission of materials for the third-year review is as follows:

Spring Semester of the Second Year: Review Committee meets with assistant professor to outline the process, timeline, and requirements of the third-year review.

First Semester of the Third Year: Class observations by the Review Committee; member begins compiling materials

Second Semester of the Third Year:

February 15: All required materials due to the review committee; all class observations complete

March 23: Review committee meets with the assistant professor to discuss the report of the committee.

April 1: Review committee submits a brief confidential report (usually no more than two pages) to the Chair and the EC for review.

April 15: Chair submits 3rd year review report to Dean's Office.

June 1: Feedback from each of the sources listed above should be collected by the department chair and shared with the colleague under review. The colleague being reviewed may then provide a written response to the final written evaluation.

Notice of Non-Renewal to Non-Tenured Faculty Members: For those in the first year of probationary service, notice must be given by March 1 of the first year that the appointment will not be renewed the following year. For those in the second year of probationary service, notice must be given by December 15 of the second year. Departments should submit requests to send a notice of non-renewal within the first two years to the dean and the provost for approval.

After the second year of service, a department must send any recommendation to terminate a tenure-track faculty member through the promotion review process, unless the faculty member is being dismissed for cause. If the final decision of the president is to terminate, the individual will be given a terminal year. Note that under this scenario the faculty member would serve a total of four years in a probationary status and could request reconsideration in the terminal year. Please see [Series 31002](#) of the University of Texas System Rules and Regulations of the Board Of Regents for additional information regarding this topic.

Additional Information on the Third-Year Review: The College of Liberal Arts third-year review guidelines are here: <https://liberalarts.utexas.edu/human-resources/faculty-resources/Third-Year-Review.php>

D. COMPREHENSIVE PERIODIC REVIEW OF TENURED FACULTY

Responsibility to Review: The Comprehensive Periodic Review of Tenured Faculty (formerly known as Post-Tenure Review) is an evaluation of tenured faculty members that occurs after six years of service within rank. The policy is required by state law and governed by the Provost's Office. The evaluation shall be conducted by a peer committee of tenured faculty overseen by the department's executive committee, and is subject to review and comment by the department chair.

Purpose: The overriding purpose for all faculty evaluation – including the Comprehensive Periodic Review – is to support tenure and promote faculty development. Since contributions can vary by individual (administrative, teaching, research, advising), the focus of the review should concern the specific professional responsibilities the faculty member has been assigned. For faculty members performing substantial duties outside their department, the evaluation committee shall consider information from University personnel who are familiar with those out-of-department duties. Faculty who are budgeted at 50 percent in two departments may choose which department they would like to oversee the evaluation.

The Six Year Review Period: The six-year review period starts with the first full academic year after hire into a tenured position or upon award of tenure via the promotion process. The review period restarts at the time of promotion to full professor, or appointment as dean, provost, or president. Thereafter, the review will be conducted in the Fall semester following the completion of six full academic years of service. Except for leaves occurring in the sixth year, periods when a faculty member is on leave still advance the six year clock for evaluation or re-evaluation.

Deferrals: The Comprehensive Periodic Review may be deferred in rare instances only. These instances may include overlap with approved leave, comprehensive review for tenure and promotion, or appointment to an endowed position. Except for overlap in the sixth year, periods when a faculty member is on leave will count toward the six-year evaluation period. A Post-Tenure Review may not be deferred more than one year.

Summary of the Process: Faculty will receive notification of the need to undergo the Comprehensive Periodic Review no later than March 31st of the sixth year, and the results of report must be communicated to the faculty member no later than February 1st of the following year (i.e. 11 months after notification). Once notified of their coming review, the faculty member should review all pertinent policies on the College of Liberal Arts website; links to those websites are provided at the end of this chapter.

Written Report: The Department Chair shall communicate the results of the Comprehensive Period Review in writing to the faculty member and to the Dean. The

report uses the same four categories noted in the annual review of faculty (exceeds, meets, does not meet, unsatisfactory) and in addition, each report should explicitly state whether the faculty member *is* or *is not* making contributions consistent with that expected of a tenured faculty member. All Comprehensive Periodic Review reports should remain in the faculty member's departmental personnel file and will be retained at each level of review.

Unsatisfactory Results and Further Action: In the event of an unsatisfactory rating, the Department Chair, faculty member, and dean shall collaborate to develop a faculty support plan within 30 days of receiving the written evaluation. Additional deadlines and follow-up will apply in those cases. Although faculty development support plans are required after "unsatisfactory" reviews, they are not exclusively meant for that purpose, nor are they to be considered a disciplinary action.

Additional Information on Comprehensive Periodic Review: policies are available at the college's webpage: <https://liberalarts.utexas.edu/human-resources/faculty-resources/Post-Tenure-Review.php>. Additional guidance may be found here: <https://utexas.app.box.com/s/jbdwk9gaxm8ezrxtf1h90cuimiayw0nb>.

2. PROMOTION REVIEW

General: What follows is an overview of promotion review process for both assistant and associate professors. Its purpose is to orient new faculty to the process and provide early warning of requirements, but final decisions on promotion and tenure *do not* rest with the History Department, or even with the Dean of the College of Liberal Arts. In the event of a conflict between the information presented here and that on the Provost's and College of Liberal Arts promotion and tenure websites (i.e. university and college policies), you should rely on the specific language in college and university policies – not the handbook. Links to those policies are provided at the end of this chapter, and as always, questions may be directed to the Chair at any time.

Purpose and Key Personnel: The goal of the promotion process is to provide a thorough and objective review of the substance and merits of each case presented. This review must be sufficient in its depth and character to enable a decision that is in the best interests of the University. To accomplish this, promotion files are reviewed independently by the following individuals and governing bodies:

1. The Departmental Executive Committee
2. The Department Chair
3. The College of Liberal Arts (Dean's Promotion and Tenure Committee)
4. The Dean of Liberal Arts
5. The Office of the President (President's Advisory Committee on Promotions)
6. The President

The recommendations at each level reflect the professional judgment of those involved, with the President making the final decision (although even the President's decision is subject to pro forma approval by the Board of Regents).

Department Guidelines for Promotion to Associate Professor:

For promotion to the rank of Associate Professor with tenure, the Department looks for evidence of superior intellectual attainment and excellence. As stated above, the *sine qua non* for promotion to tenure within the historical profession is a scholarly monograph (currently in production or already “on the table”). Candidates should also compile a portfolio of published peer-review articles as well as provide evidence of significant progress on a second major project – for example, a book prospectus or published article.

Candidates for promotion to Associate Professor should also demonstrate excellent teaching, as evidenced by CIS scores and peer observations, and at least some service to the department, the college, or the university. It is recommended that these candidates also show evidence of graduate teaching by offering graduate seminars, supervising PhD dissertations, or serving on dissertation committees.

Department Guidelines for Promotion to Full Professor:

For promotion to Full Professor, the Department looks for evidence of superior intellectual attainment and excellence beyond that which was achieved for promotion to Associate Professor, and for significant impact within the scholarly community. There are several ways in which a candidate might meet this threshold. Among them are:

- A second monograph, OR
- A body of articles commensurate in impact and scholarly attainment to a second monograph, OR
- Evidence of continued important, scholarly attainment as demonstrated in some of the following ways: (a) article writing; (b) the editing of anthologies; (c) editing journals or major series of books; (d) writing non-monographic books; (e) textbook production; (f) publication of translations or scholarly editions.

Department Periodic Review for Promotion Purposes:

The Department EC will review all Associate Professors for promotion in their 6th year in rank and every 3 years thereafter. The chair will notify all those eligible for review at the beginning of each academic year. Faculty will have the option of accepting or refusing review. This process does not preclude the chair and EC, in consultation with a potential candidate, from initiating promotion procedures for an associate professor at any time.

Stages of Publication: The following terms shall be used when noting progress on publications.

In Preparation: The work is being researched and written but is not yet finished. The work has not been submitted for review by editors at a journal or press. Indicate exactly how much of the work is completed.

Submitted: The work has been completed and sent to a press or journal for peer review. The review has not been completed.

Under Revision: The work was completed and submitted for peer review to a journal or press, and the author was asked to make some revisions to the work and, after revision, to resubmit it. The author is now in the process of making those revisions.

Resubmitted: The work has undergone at least one round of peer review, has received a revise-and-resubmit response, the article has been revised and resubmitted, and it is awaiting a decision about publication.

Accepted: The editor/editorial board at the journal or press has accepted the manuscript for publication. For accepted manuscripts, indicate: 1) how much of the manuscript was reviewed; 2) how much of the manuscript is now complete; 3) whether there is a contract or provisional contract; and, 4) the delivery date. Examples of information required when noting a work has been “accepted”:

Book accepted: advance contract offered on the basis of a book proposal and two chapters; three chapters currently finished; the completed manuscript is scheduled to be delivered to the press on August 1, 2020.

Article accepted: minor changes requested by reviewer; manuscript scheduled for delivery to journal by August 1, 2020.

In Press: The final accepted work has left the author’s hands. It is at the press or the journal and no further evaluations or revisions are requested or expected, although the author may be asked to review the copyedited manuscript and page proofs. At this stage, the author should know and report a firm publication date.

Published (or “on the table”): The article or book exists and is available in paper or on the relevant website in its final form.

Time in Rank and the Probationary Period: Only full-time service while in the rank of Instructor or Assistant Professor counts toward fulfillment of the probationary period related to the acquisition of tenure. Full-time service is defined as holding a 100% time appointment at the University for both fall and spring semesters of an academic year on faculty salaries and/or on any other funds administered by the University. Periods during which a faculty member is on leave of absence without salary for the University or is serving in the rank of lecturer, senior lecturer, specialist, or any rank officially carrying the description “visiting,” “clinical,” or “adjunct,” or periods of prior academic service at any institution other than the University of Texas at Austin shall not be counted toward the fulfillment of a required probationary period related to the acquisition of tenure. More information on the probationary period is available here:

<https://liberalarts.utexas.edu/human-resources/faculty-resources/Probationary-Period.php>

Extending the Tenure Clock: The University provides for the extension of the tenure track probationary period for faculty under certain circumstances. If a tenure-track faculty member determines that certain personal circumstances may impede his or her progress toward achieving tenure, he or she may make a written request for an extension, specifying the reasons for such a request. Personal circumstances that may justify an extension include, but are not restricted to, disability or illness of the faculty member, status of the faculty member as the principal caregiver of a preschool child, or status of the faculty member as the principal caregiver of a disabled, elderly, or ill member of the faculty member's immediate family. The requesting faculty member should provide adequate documentation to demonstrate why the extension should be granted.

College Timeline for Promotion & Tenure: The typical university timelines for promotion and tenure are below. Each year, the College of Liberal Arts publishes the specific timeline for materials in that academic year. It can be accessed at <https://liberalarts.utexas.edu/human-resources/faculty-resources/Promotion-and-Tenure.php>

Typical COLA Promotion Timeline:

- March: Departments notify Dean's Office of who will be going up for promotion and tenure in the fall.
- April-May: Dean's Office staff meets with candidates and department staff to go over guidelines and answer questions.
- September 15: Promotion materials, along with the recommendation of the EC, are due in the Dean's Office.
- October 1: CoLA Promotion and Tenure Committee begins to review promotion materials.
- Late October CoLA Promotion and Tenure Committee meets to deliberate and vote on promotion candidates.
- November: Promotion materials are due to the Provost's office.
- Nov-Dec: Provost Office review and request edits to CoLA files.
- January: COLA Dean meets with President's Committee to discuss promotion candidates.
- February: President will notify the Dean of promotion and tenure decisions.
- April: President will notify Dean of final decisions on final arguments (appeals of negative decisions).

History Department Promotion Process & Timeline: There are also several steps in the promotion process that occur *within* the History Department and begin before the due dates of some of the College's timeline above. Therefore, a typical history department timeline for the promotion year is also included below.

Typical History Department Timeline for Promotion:

- Feb-March External reviewer selection: candidate meets with Chair. Department faculty and candidate provide a list of suggestions. Department chooses its list of possible reviewers first and presents to candidate; Candidate ranks list with preferences for solicitation. The final list of reviewers should be weighted toward the department's choices. The Candidate may note people *not* to contact.
- March/April Dean's office reviews and approves list of proposed reviewers.
- Candidate approves final list prior to solicitation of reviewers.
- History administrator contacts potential reviewers on behalf of the chair and receives acceptance or declination to review the file.
- History administrator contacts candidate's affiliations to request a letter for the dossier (any courtesy appointments, or affiliations listed on the CV.)
- Apr-May Candidate meets with Dean's office promotion administrators regarding CV and List of 5 Most Significant Works, promotion procedure, and answer any questions. Candidate should have CV formatted per Dean's office guidelines to present in this meeting so that any preliminary issues may be dealt with at this time.
- May External Reviewer packet is prepared and mailed out.
- June 1 Core review materials available for EC internal review committees on Box (5 main publications, Research Statement, CV and any other submitted materials.) Published books are available and materials uploaded to Box as they are received during the summer. Candidate should be compiling other dossier materials, other publications, Teaching Statement, Teaching Portfolio, publisher correspondence, etc. Administrator makes sure all peer observation reports are submitted and in proper formatting.
- August 1 Remaining dossier materials are compiled and made available to the EC internal review committees on Box.
- August Candidate works with staff on all remaining details especially for the CV, providing needed information and supporting material. Publication status may be updated at any time. Updated versions of works are submitted if applicable. Staff creates dossier documents such as CIS results, etc.

- Mid-August External review letters are due and are posted on UTBox as received.
- Late August Internal promotion committees meet on candidate files to finalize reports.
- Late August Department holds open meeting on tenure candidates' (Assistant professors only) scholarship in Garrison Conference room. EC members hear faculty discussion.
- Early Sept. Executive Committee meets as a whole to hear internal promotion committees' reports. Any revisions are made to the reports. Executive Committee votes on candidates, administrator records vote for Change in Rank form. Letters are completed, signed, and submitted to department.
- Dossiers are finalized for submission.
- If not done so previously, candidate reviews dossier (except for evaluative letters and reports) and signs approval.
- Sept 15 Promotion dossiers are submitted to Dean.
- Administrator/candidate provide needed changes, or any additional information/material requested by the Dean's office.
- October College Promotion and Tenure Committee meets.
- February President's office makes final decisions.

Additional Information and key links on Promotion: General information about the promotion process is available on the Provost's website. The Provost's Office releases a General Guidelines for Promotion & Tenure (P&T) every academic year, which may be found at the following address: <https://provost.utexas.edu/faculty-affairs/promotion-and-tenure>. The College of Liberal Arts also maintains an extensive promotion guide and checklist, which is available here: <https://liberalarts.utexas.edu/human-resources/faculty-resources/Promotion-and-Tenure.php>. As always, you can bring additional questions to the Department Chair or, if you are an assistant professor, to your faculty mentors.

3. ONLINE CERTIFICATION OF PUBLICATIONS

While not technically part of the annual review process, the university also requires all faculty to certify their publications and creative works annually (before October 1st) in the university's centrally maintained publications database. The Department Staff will typically remind faculty of this requirement by email in advance of the deadline. The link to the publications database is here: https://utdirect.utexas.edu/apps/provost/faculty_pubs/

4. RAISES

Faculty salary raises may occur in one of four ways: (1) via promotion; (2) by taking on high workload service duties; (3) through merit-based increases for scholarship, teaching and service; and (4) through equity raises. A short description of each is below. Further details are available in the Department's "Faculty Merit Guidelines," which is available at <https://utexas.box.com/s/pmqloja7gw7taq1ldq8rxhxlzitwc5fq>

A. PROMOTIONS

In 2019, the standard faculty promotion raises funded by the College and the University were: \$15,000 for promotion to Professor, \$10,000 for promotion to Associate Professor, \$3,500 for promotion to Distinguished Senior Lecturer, and \$2,500 for promotion to Senior Lecturer. If a book was published the same year as the promotion review, the faculty member typically receives an extra \$5,000 as a merit increase for the publication. Faculty are also eligible for service- and teaching-related merit increases in addition to the raise for promotion. These raises permanently increase the academic rate of the person being promoted.

B. RAISES FOR HIGH WORK LOAD SERVICE ASSIGNMENTS

The Department Chair receives two months of summer salary, 3 course releases per year, and an annual merit increase at the discretion of the Dean. The Graduate Adviser, Associate Chair, and Director of the Institute each receive a statutory raise of \$1,500 (if funds permit) and two course releases per year. The Editor of *Not Even Past* receives two course releases per year. The Assessment Director receives one course release per year. The Director of the Honors Program receives a \$300 raise, plus one course release per year. Compensation for service/administrative positions is subject to change from year to year, depending on the policies and mandates established by the Dean of the College of Liberal Arts.

These and other high-work-load service assignments are detailed in Chapter IV (Governance) in the section entitled "Compensated Service Positions within the Department."

C. MERIT RAISES & THE MERIT-RAISE REPORT FORM

Overview: Merit raises are permanent additions to a faculty member's salary. Each spring faculty members fill out the Merit Raise Report Form (MRRF) to detail their scholarship, teaching, administration, and service activities in the previous calendar year. Based on that report, the Salary Committee makes recommendations for salary raises to the Department Chair. The Chair then attempts to allocate raises as recommended by the Salary Committee and distributes any remaining funds from the merit pool.

Responsibilities: It is the faculty members' responsibility to keep track of their publications, teaching, administration and service, and any other merit-related activities. Faculty must also ensure they submit the Merit Raise Report Form (MRRF) fully and on time. Faculty who do not turn in an MRRF on time will not be eligible for a merit raise for the year.

Timeline: While FARs and the annual review cover the academic year (September-August), the MRRF covers the calendar year (January-December). Each year on September 1, faculty will receive a copy of the merit raise guidelines and a copy of the MRRF from Department Senior Staff. On February 1, faculty members will receive a reminder to fill out their MRRF (and an additional copy of the form) from Department Senior Staff, and will be reminded to list all of their relevant activities for the previous calendar year. That form is due on February 15.

Salary Committee Deliberations: After MRRF forms have been submitted, the Salary Committee (SC) will meet in February and/or March in order to leave time to inform faculty members of the Committee's recommendations and allow faculty members to request reconsideration of those recommendations. During deliberations, SC members will discuss how each of the individual faculty member's requests for a raise meets the requirements for raises. The SC should have access to MRRFs and salary recommendations from previous years for comparison, if necessary.

After the committee's deliberations are completed, and no later than April 1, the SC will inform each faculty member and the Department Chair of the recommended merit raises by returning a copy of the MRRF to the faculty member, now with appropriate dollar amounts filled in. The merit raise recommendations are contingent on the annual available funds from the faculty merit pool. Any mistakes or omissions can then be appealed by the faculty members to the SC no later than two weeks from the notification date, that is, by April 15th. After the Department Chair has determined the final recommendations, based on available funds for that year, faculty members will be informed of their raise and the specific criteria for each increment of their raise. The Department Chair will then write and circulate a report, detailing efforts (successful or not) to address issues of salary inequity within the department.

Typical Raise amounts by Type of Product and Activity: The salary committee aims primarily to reward publications that make original contributions to the discipline. It excludes certain publications (such as textbooks) for which the author is already compensated. Instead of the "ratings" that the History Department has used in the past, publications and other activities are now assigned specific dollar amounts, which are subject to the amount available annually in the merit pool. The amounts used in 2019 are noted below, but these numbers may change from year-to-year given the availability of funds.

Typical Allocations for Scholarly Products

1. Single-authored book: \$5,000 each
2. Coauthored or Brief Book (approximately 50,000 words): \$2,000 each

3. Annotated Edition, Translated Edited Book: \$1,500 each
4. Edited/Coedited Anthology or Special Edition of a Journal: \$1,000 each. If it also includes one chapter (not the intro) by the editor: add \$500; or, two or more chapter by the editor: add \$1,000. (Max. possible raise: \$2,000.)
5. Substantial Article or anthology chapter, (10+ pp.): \$750 each
6. Coauthored article or anthology chapter: \$500 each

Typical Allocations for Scholarly Activity

1. Book reviews (Assistant Professors only) \$200 each (2 reviews only; Max. possible raise: \$400.)
2. Scholarly Presentations outside UT (up to 4 per year, per member) \$200 each.

Typical Allocations for Merit-Based Teaching Activities: The salary committee may also allocate three \$500 raises each year to individual faculty who are judged to have made extraordinary contributions to the department's teaching. Contributions include (for example) developing new courses, and assuming extraordinary responsibilities for graduate teaching, including chairing dissertation committees and serving on comprehensive exam or dissertation committees.

Typical Allocations for Merit-Bases Service Activities: The salary committee may also allocate three \$500 raises each year to individual faculty who have contributed an extraordinary amount of service to the Department, College, or University, or who have served in some prominent professional capacity outside the University. Contributions to the Department, College, or University may include serving a prominent role in Faculty Council or organizing a major conference. Professional contributions may include membership on the board or executive committee of a major regional or national scholarly organization, appointment to important government (local, state and national) advisory positions, etc.

Other Merit-Based Raise Activities: The Salary Committee may also allocate \$500 raises to up to three individual faculty for extraordinary contributions such as the following, depending on the availability of funds:

1. Encyclopedia articles, textbooks, other writings, translations, and reprints of faculty work (e.g., an article reprinted in an anthology).
2. Public Intellectual Work (Journalism, Op-Eds, TV, Radio, Film, Internet, CDs).
3. Civic Engagement, including community outreach, civic service, helping disadvantaged communities, etc. including curriculum development for public schools, white papers for non-profits, NGOs, etc. Activities that focus on

gender, race and ethnicity, disabilities, and socioeconomically-disadvantaged groups inside and outside the University will especially be taken into consideration.

4. Service on off-campus committees, offices held in professional and other organizations and related administrative duties.
5. Book awards, major grants, and other honors.
6. Service as a chair or commentator on a conference panel.

D. EQUITY RAISES

Every faculty member has the right to inform the Salary Committee that they believe they deserve an equity raise by using the comments section of the MRRF. The SC and the Department Chair may also identify individuals deserving an equity raise. Equity raises need not take into account only publications, but may consider other factors including but not limited to outreach, years of scholarship, community service related to scholarship, courses taught, etc., as reported by faculty on the MRRF and CV.

In 2019, the Faculty voted to first calculate recommended raises for books and articles, and to then allocate 60% of the funds remaining in the merit pool to address equity disparities among faculty salaries. If 60% does not meet equity needs in a given year, the Department Chair (in consultation with the Salary Committee) may reduce raises recommended by the Salary Committee to the highest paid faculty members.

Please Note! The Department's guidelines for merit raises are distributed by email annually, and can be requested from the Faculty Matters Coordinator (Jackie Llado) or the Department Chair (Jackie Jones) at any time. All new faculty are encouraged to review these guidelines when planning major commitments such as a new book project or major service position.

5. THE MENTORING PROGRAM

Mentoring is a key component for helping new professors feel welcome in the department and for understanding the promotion and review processes outlined in the earlier sections of this chapter. While promotion may seem far off right now, choices you make early on – the classes you teach, your dissertation revisions and plans for publication, the other scholarly and service projects you undertake – can all affect your progress towards promotion and tenure. And, while the department faculty will not be the final word on your promotion (that occurs most at the CoLA level with additional approvals coming from the Provost and then the President), timely, accurate advice from those who have already successfully navigated the process in the past is invaluable. For that reason, the Department maintains an internal mentoring program for assistant professors, the major components of which are outlined below.

Selection of Mentors: Mentors are appointed to help incoming assistant professors learn the ropes of the department and should ideally work in a similar field as the incoming faculty member. Mentors are typically senior scholars. Mentees may request a given mentor, but no mentor should be responsible for more than two mentees at any one time. Each assistant professor typically has two mentors, but may request additional mentors if s/he so desires.

Role of the Mentor: The principal functions of the mentor are to advise the mentee in general, provide information on department policies and procedures that may not be apparent to them upon arrival, and to offer feedback on teaching and scholarship with an eye towards their successful promotion to associate with tenure. Some faculty find it wise to divide duties between the mentors, with one focusing primarily on scholarship and publications and the other focusing on timelines and review requirements, but each mentoring team will choose its own division of labor in consultation with the mentee.

Mentor Responsibilities: The specific duties of the mentor should be agreed upon at the time of appointment, in consultation with the mentor, mentee, and Department Chair. Typically, mentors:

- Meet with the mentee at least once a semester (and not later than September of their first year).
- Observe the mentee's teaching at least once during the 2nd semester of the first year and in both semesters of the second year.
- Ensure the mentee understands the timelines associated with the third-year review and promotion processes.
- Make recommendations for appropriate outside readers for the promotion dossier well in advance, and when appropriate, help connect the mentee with such readers.
- Advise the mentee on the timing and processes for seeking research leaves, College Research Fellowships (CRFs), Scholarly Activity Grants (SAGs), Faculty Travel Grants, Subvention Grants, and IHS fellowships.
- Read and comment on any scholarship the mentee provides, if requested, and help mentees choose materials to include in the promotion dossier.
- Review and comment on the mentee's teaching philosophy, syllabi, and course evaluations, if requested, and show the mentee the teaching portfolio of a recently-promoted colleague.
- Help the mentee develop a six-year plan for courses to ensure their promotion dossier includes a balance of undergraduate and graduate courses and specialty and service courses.

- Connect the mentee with appropriate journal editors, acquisitions editors, and other senior scholars who might help advance the mentee's career, including potential external reviewers who can write letters for the mentee's promotion dossier.
- Serve on the mentee's Third-Year Review Committee

Mentee Responsibilities: Good mentorship is an important component of the promotion and review processes, but of course, in the end, you – not they – are responsible for understanding and meeting the various departmental and college deadlines and requirements for advancement. This means planning well in advance, asking questions about some of the (admittedly confusing) forms and requirements, and bringing concerns or timeline conflicts (such as a research leave that could impact the third-year review) to your mentors and the department chair at the earliest possible opportunity. The Chair, the candidate's mentors, and the third-year review committee are all available to assist, but in the end, the responsibility for proactively tracking progress towards promotion rests primarily with the mentee.

Please Note! The path to promotion requires proper prior planning. As just one example, your promotion dossier will require several letters from outside readers, all of who must be from one of UT's peer institution. (The Dean's office typically defines peer as another Research 1 research universities in the United States.) These external reviewers must also be "arm's length" from you; they cannot have served on your dissertation committee, or collaborated with you on a major project. For this reason, you should start thinking about potential outside readers upon arrival at UT so that you will have time to build a relationship with them well before going up for promotion.

VI. SUPPORT FOR RESEARCH, TRAVEL, & GUIDELINES FOR THE EXPENDITURE OF UT FUNDS

1. SUPPORT FOR RESEARCH – OVERVIEW

The University of Texas has a variety of funding sources for supporting faculty research, attendance at scholarly conferences, travel to archives, and other scholarly activities. Some support comes from within the History Department; other grants and fellowships are available through the College of Liberal Arts, the Graduate School, the Office of the Vice President for Research (VPR), and other UT offices.

This chapter details the major recurring grants and awards that history faculty may apply for, and is primarily meant as a resource for junior faculty who arrive without a designated research account.

Later sections of this chapter also cover the basic procedures for travel and expended university funds, which all new faculty should read carefully before making purchases with UT funds. As always, you can bring questions to the Department's accounting staff, and you are encouraged to do so early on to avoid delays in reimbursement or procedural errors that make a reimbursement difficult or impossible.

2. RESEARCH SUPPORT FROM WITHIN THE HISTORY DEPARTMENT

The History Department has two recurring sources of funds available to faculty to fund or facilitate research. The first – Scholarly Activity Grants (SAGs) – fund research and conference related travel. The second – the Institute for Historical Studies' Internal Fellowships – offer teaching releases for faculty working on a major scholarly project, such as a monograph. In addition, individual faculty can make a request to the Chair for (non-recurring) funds to sponsor a conference or work on a special project. Approval of a request is contingent on the availability of endowment funds in any one year.

SCHOLARLY ACTIVITY GRANTS (SAGs)

Scholarly Activity Grants (SAGs) are the Department's principal means of offering research support to faculty without personal research accounts. SAGs may be used to fund research trips, conference-related travel, and publication expenses, but *may not* be used to purchase books, office supplies, computers, or professional memberships.

Calls for applications will occur repeatedly throughout the year (usually in 2 or 3 rounds); earlier applications are far more likely to be funded than later ones. The Department's SAG application may be found on the Department's faculty resources webpage and any application must also include relevant documentation (proof of a paper's acceptance for conference; a one-page proposal for research requests, confirmation of editorial board memberships, etc.).

Faculty with recurring research funds may only apply for a SAG to cover the balance (if any) between their annual research allowance and \$5,000.

Before applying for History Department SAGs, applicants should first secure support from other campus resources wherever applicable (these are described below). Paper presenters should first expend their \$1,200 Faculty Travel Grant (FTG) allowance; those seeking support for research trips should apply for a \$750 Special Research Grant (SRG) if eligible. Applicants should also seek funds from centers and/or when practicable apply for a CoLA Humanities Research Award.

SAG amounts are grouped into four categories, as noted below. Please contact Michael Johnson, johnson.michael@austin.utexas.edu, for the latest copy of the SAG application.

Category 1	Expenses for research.	Maximum Award: \$5,000
Category 2	Expenses to read an original paper at a professional meeting.	Maximum Award: \$1,500
Category 3	Expenses to serve as chair, discussant, or commentator at a professional meeting, or to attend the annual meeting of an editorial board.	Maximum Award: \$1,500
Category 4	Expenses for publication (excluding expenses of the sort covered by a Co-op subvention grant).	Maximum Award: \$1,500

INSTITUTE FOR HISTORICAL STUDIES (IHS) INTERNAL FELLOWSHIPS

The second recurring History Department resource for research is the internal competitive fellowships offered by the Institute for Historical Studies (IHS). Each year, the Institute sponsors an [international residential fellowship competition](#) around a specific [theme](#) of critical importance to the historical profession and of general relevance to understanding the problems of the contemporary world. Applicants may be at the senior, mid-career, or junior level and while they need not be historians, their projects must have significant historical content to be competitive. In addition to external fellows, the Institute typically provides funding for up to five UT History Department internal fellows, who receive two course releases per year while an IHS Internal Fellow. Faculty may choose to teach 1-1, 2-0, or 0-2 while on an IHS fellowship.

The call for IHS fellowships typically occurs in January and fellowships begin at the start of the fall semester. Fellows must be resident in Austin during the term of their appointment and are expected to participate actively and regularly in the institute's programming. Typically, each fellow presents a pre-circulated paper at the institute's workshops, and the Institute's annual theme culminates in a spring conference that brings together academic scholars from around the nation and the world.

3. SUPPORT FOR RESEARCH FROM OUTSIDE THE HISTORY DEPARTMENT

The College of Liberal Arts (CoLA), the Graduate School, and the UT Office of the Vice President for Research (VPR) all have a number of grants, fellowships, and awards that History Department faculty may apply for annually. The most common grants are all covered below, but this list is not comprehensive. All new faculty are should familiarize themselves with VPR's website, which lists a number of other internal university grants available to UT faculty. Furthermore, the College of Liberal Arts has a Grants Services Office, which maintains the CoLA Grant Digest – an interactive and regularly updated list internal and external grants available to UT faculty. The CoLA Grants Services Office can also help you prepare grant proposals and answer relevant questions. The CoLA Grants Services website may be accessed here (<https://liberalarts.utexas.edu/research/grants-contracts/>) and the grants digest is here: <http://sites.utexas.edu/grantsdigest/>.

A. SUPPORT FROM THE COLLEGE OF LIBERAL ARTS (CoLA)

CoLA's HUMANITIES RESEARCH AWARD

The Humanities Research Award was established in 2009 by the Dean of the College of Liberal Arts to support faculty in their efforts to bring an in-progress research project in the humanities to completion. Tenured and tenure-track full-time faculty in the College of Liberal Arts whose work falls within the disciplines of the humanities are eligible to apply. Awardees receive \$5,000 for three consecutive years, for a total of \$15,000.

Funding may be used year-round for research-related expenses such as travel, archival costs, supplies, and materials. Funds may **not** be used to supplement faculty salaries, pay for tutoring, long-term lodging, purchase computers or other equipment, or provide student tuition, fellowships, scholarships, or stipends. Recipients are expected to maintain their regular teaching and service duties in the course of the award period, unless they are funded by an external grant during that time. Collaborative projects will not be considered. Applications from past recipients will be considered if the applicant has received a promotion since first receiving the award, and the funding will support a different project. For more information on the Humanities Research Award, please click here:

<https://liberalarts.utexas.edu/research/HRA/hra-guidelines.php>

CoLA COLLEGE RESEARCH FELLOWSHIPS (CRFs)

There are three categories of College Research Fellowships (CRFs) offered by the College of Liberal Arts, all of which are awarded on a competitive basis.

The **Research Fellowship** relieves faculty members of teaching their required classes for one long semester in order to devote their attention to a research project. The deadline for the research fellowship is normally in mid-November.

The **Special Service Fellowship** recognizes Assistant and Associate Professors who have demonstrated outstanding service at the departmental, college, or university level. Examples of exemplary service include but are not limited to center directors, department chairs, and university-wide held positions. Awards will be determined on a case-by-case basis and relieves faculty members of teaching their required organized classes for one long semester in order to devote their attention to a research project. The deadline for the research fellowship is normally in mid-November.

The **Supplemental Research Fellowship** is awarded to supplement outside grants and fellowships whose award amounts are at least 50% of the faculty member's nine-month academic rate. The length of the award may vary to accommodate the requirements of the granting agency. Applicants and department chairs should nominate the faculty member only after receiving confirmation of the outside award. Since these awards involve the faculty member requesting a leave or release from the instructional budget, please review the college's faculty leave information before applying for an SRF. The deadline for the Supplemental Research Fellowship is normally in early May.

One of the considerations in awarding any College Research Fellowship is the benefit that will accrue to the university. Please remember that any CRF recipient is expected to return to normal teaching duties for at least the following academic year. If a recipient elects to leave the University without returning for an academic year after receiving a CRF, s/he will be obligated to reimburse the University for the full cost of the CRF (salary plus fringe benefits).

Please Note! Even if your employment letter included an offer of one or more CRFs as a condition of your hire, you must still apply for the CRF in order to receive the fellowship. The deadline for the research CRF is normally in **mid-November**.

B. SUPPORT FROM THE GRADUATE SCHOOL

THE GRADUATE SCHOOL'S FACULTY TRAVEL GRANTS (FTGs)

The most common grant faculty receive from outside the department is the Graduate School's Faculty Travel Grants (FTG), which provide eligible faculty up to \$1,200 per academic year for travel expenses to present original papers at scholarly and professional meetings. Faculty should apply for an FTG before applying for a History Department Scholarly Activity Grant (more on this below).

Purpose and Amount: The purpose of the Faculty Travel Grant is to support presentation of the applicant's original research or creative effort. As a result, the research must be presented at a recognized organized conference or professional meeting. The presentation will usually be in the form of an oral or poster presentation, but can vary with field. However, attending a meeting or chairing a session does not qualify, nor does accepting an invitation to present a seminar or giving a colloquium at another university. Before beginning the application, be sure to gather:

- Your abstract (one page in length) of the paper or presentation to be given, and
- Either a copy of the meeting program (showing your name, paper/presentation topic, and date) or a letter from the meeting organizer accepting your paper or presentation and confirming your part in the program.

Applications must be completed and submitted with your Request for Travel Authorization (RTA) form no later than two weeks before your scheduled trip.

Eligibility: All tenured and tenure-track faculty members and emeritus faculty members are eligible. Additionally, certain mid- and senior-level non-tenure-track faculty members with five years of service are also eligible for FTGs. Visiting, adjunct and research faculty members, specialists, lecturers, classified personnel and other non-teaching staff are ineligible.

Allowable expenses: This includes reimbursement for allowable travel-related expenses for the conference—lodging, meals, transportation and registration, all of which are non-taxable reimbursements. It can also be used to cover extra child-care expenses incurred because of the travel, a taxable reimbursement. Funds may be used for foreign or domestic travel. More information on FTGs may be found at: <https://gradschool.utexas.edu/faculty/faculty-travel-grants>

The GRADUATE SCHOOL'S SUMMER RESEARCH ASSIGNMENTS

Summer Research Assignments provide junior faculty members with summer salary support while they concentrate on research and writing during the summer. Terms of these awards vary by college. They do not carry over into the next fiscal year. There is no limit on the number of SRAs an assistant professor may receive; a previous SRA, however, may reduce your chances of receiving another.

One of the considerations in awarding a Summer Research Assignment is the benefit that will accrue to the university. The recipient is therefore expected to return to normal duties at the university for at least one academic year—Sept. 1 through May 31—following the SRA. A recipient who elects to leave the university without returning for an academic year, whether because of resignation or retirement, is obligated to reimburse the university for funds (gross salary plus fringe benefits) expended in support of the SRA.

To apply for an SRA, first visit the SRA website, and review the sample proposals (along the right hand side). Then, use the Graduate School Awards System in UT

Direct. Applications are typically due in mid-October and awardees will be announced by the Colleges or Schools in December. The SRA webpage is here: <https://gradschool.utexas.edu/faculty/summer-research-assignments>

Please Note! Unlike many other grants that have rolling applications with several rounds, the Summer Research Assignment has a **hard deadline** and it is early in the fall semester. Therefore, if you know you plan to research and write during the summer, you may want to make this application a priority. In 2018, the SRA deadline was **October 14th**.

C. SUPPORT FROM THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH (VPR)

VPR RESEARCH AND CREATIVE GRANTS (RCGs)

The VPR Research & Creative Grants (RCG) program provides support of up to \$10,000 for specific projects of individual tenured and tenure-track faculty members. The program's overall objectives are to promote research, outreach, and creative activities in all disciplines that will result in publications, patents, recognition, awards, or exhibitions/performances appropriate to the PI's discipline, and/or will improve competitiveness for external funding. Professors and Chairs with more than \$50,000 in discretionary research funding are ineligible for this award, as are any faculty with remaining start-up funds. Faculty may receive either a Research and Creative Grant or a Special Research Grant (see below) but not both. Applications are due in early September, and more information is available on the VPR's grants and awards website here: <https://research.utexas.edu/find-funding/awards-fellowships-grants/>

VPR SPECIAL RESEARCH GRANTS (SRGs)

The VPR's Special Research Grants (SRG) provide modest research support (up to \$750) for specific projects of individual tenured and tenure-track faculty members. These grants are intended to cover unanticipated costs or special needs and should not be considered a means of supporting on-going projects. These grants are competitive and funding is limited; applications received earlier in the academic year will have a better chance of being funded.

Applicants may receive up to three SRGs in any five-year period. Faculty may not use an SRG to attend a conference, but may use the funds for travel to an archive or research site, or other costs such as salary for research assistants, translators, transcribers, or technicians. For more information on SRGs, see the description of the VPR grants and awards website: <https://research.utexas.edu/find-funding/awards-fellowships-grants/>

VPR SUBVENTION GRANTS

The University of Texas at Austin Subvention Grants program is designed to assist faculty authors in the publication of scholarly books. Some university and other scholarly presses demand that authors provide funds to underwrite the publication of scholarly monographs and books; subvention awards provide up to \$5,000 in assistance to faculty members when departments and deans are unable to provide needed support. Individuals who have or will receive a cash advance from the publisher are not eligible, and funds are only paid directly to the publisher; authors may not be reimbursed from the account.

Publications can be in any language and any discipline. Artwork, maps, photographs, permissions and other special production elements are all eligible for funding, but routine author activities, such as indexing, or page and reprint costs of articles in professional journals are not covered. An example of the subvention grant application form is available in the final chapter of this handbook. For more information, see the VPR Subvention Grant website, which is accessible here: <https://research.utexas.edu/find-funding/subvention-grants-programs/>

THE VPR's ROBERT W. HAMILTON BOOK AWARDS

The Hamilton Book Awards are given annually to faculty or staff members who, have published the best book-length publications as determined by a multi-disciplinary committee of scholars appointed by the Vice President for Research. Authors may self-nominate and the prizes are substantial: \$10,000 for the best new monograph, \$10,000 for the best new textbook, and three \$3,000 prize for runners-up. Published works including scholarly monographs, creative works (e.g., novels and anthologies of poetry), exhibition catalogues, textbooks, and edited collections may all be nominated. Nominations are always due in early January and more information is available at the following link: <https://research.utexas.edu/find-funding/robert-w-hamilton-book-author-awards-program/>

4. EXPENDING UT FUNDS: BEST PRACTICES & COMMON ERRORS

Overview: As a large public university, UT Austin has a number of procedures and requirements that must be adhered to when expending university resources. Not all funds can be used for the same types of expenses, and different grants and funding streams carry their own particular requirements and restrictions. For these reasons, please follow the travel and purchasing guidelines below to ensure you are reimbursed for research- and travel-related expenses. When purchasing equipment, supplies or professional services with university funds, please consult the Department's Accounting Staff *in advance* of the purchase in order to ensure that normal reimbursable expenses do not become out-of-pocket expenses.

The sections below cover reimbursements for research and conference travel, meals and lodging, business-related entertainment and guest speakers, and research items, including computers, software, and books. While each of these categories have their

own administrative requirements, there are a few common best practices for all of them concerning timelines for submitting receipts, zero-balance receipts, and Texas state sales tax.

45-day deadline for submitting receipts: The university has a 60-day cutoff for reimbursing expenses and in order to meet that deadline, the History Department Staff must have your paid-in-full receipts a minimum of 45 days after expenditure. **Receipts submitted to the Department Staff after 45 days may not be reimbursed and receipts submitted or processed beyond the 60-day rule will be returned without payment.** While 45 days is the latest you can submit receipts, you will help the department staff considerably if you submit your receipts to them as soon as possible after making your purchases or concluding your travel.

Zero Balance Due Receipts: The UT Office of Accounting requires that itemized paid receipts show the method of payment or a zero-balance due in order to qualify for reimbursement. Therefore, charges to credit cards that are still pending, or interim receipts that do not show that the balance is already paid in full *will not* be accepted. You must document that the amount has been paid by you or the item may be returned and your reimbursement may be delayed.

Texas Sales Tax Exemption: All University of Texas employees are EXEMPT from Texas sales tax if a purchase is made for University purposes. As a result, vendors cannot charge you Texas sales tax for university-related purchases, and the University cannot reimburse you for any Texas sales tax on items purchased. (The only exception to this is entertainment expenses from a dine-in establishment.)

To have sales tax removed from a potential purchase, download the Tax Exemption Certificate from the below link and present it to the vendor prior to your purchase. Present the certificate to the vendor for University related expenses (including entertainment) to claim the exemption. The form can be downloaded at the following link: <https://purchasing.utexas.edu/resources/faculty-staff/tax-exempt-info>.

Please Note! The University's 60-day cutoff for submitting receipts is a hard deadline. If you do not submit your receipts to the Department Accounting Staff within 45 days of purchase, they may not be able process your reimbursement. Always submit your receipts at the earliest possible opportunity to ensure reimbursement.

5. EXPENDING UT FUNDS – TRAVEL

Some of the most common expenses come from travel for research and to conferences. The below sections cover the necessary documentation, such as Travel Authorization Requests and receipts, and unusual circumstances like travel to a restricted area and the procedures for renting an apartment or house.

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6. TRAVEL AUTHORIZATION REQUESTS (TAR)

University Requirement to Submit a TAR: Prior approval of travel for all business travel is required for Faculty or Staff planning to be absent from the campus (or other designated headquarters) for periods of half a day or more during the normal working period, whether or not there is a cost to the University.

Missing Classes: If the travel will cause you to miss class, you must also list the name of the faculty member who will assume your duties during the travel period. (You may also substitute another activity that has been scheduled for that time such as a research or an independent study day.) If you have an administrative service role, you must also list the name of the faculty member who will assume your duties during the travel period. All of this information must be included in the TAR.

Combining Research with Personal Travel: If you plan personal travel dates within a research travel period, the specific personal travel dates must be indicated on your travel authorization request form in the notes section.

Timelines for Submitting TARs: Please submit your travel authorization request no later than 7 days before your anticipated travel start date to allow ample time for processing. To submit a Travel Authorization Request, click on the following link and log in with your UTEID, <https://utdirect.utexas.edu/apps/services/requests/>. The Department Accounting Staff can help you with any questions related to travel authorization requests.

History Note! In previous eras, the TAR was called a “Request for Travel Authorization” (RTA). Because historians are very fond of the past, many of us still refer to Travel Authorization Requests as RTAs, and you will see this acronym in some department correspondence as well. Fret not! They are the same thing.

7. PURCHASING AIRLINE TICKETS

You have two options for purchasing airlines tickets for university related travel. First, you may purchase the ticket on your own and wait for reimbursement. If you use this method, you must submit a paid-in-full receipt to the Department Accounting Staff that shows the flights and total price and payment received. If you make the purchase on-line, print out the on-line receipt showing payment and submit it to the Department Accounting Staff following the completion of your trip.

Use Concur and Anthony Travel: If you have already secured funding and submitted a Travel Authorization Request, you may also schedule your flights through Concur or Anthony Travel (see below). If you use this method, the ticket will be billed to a

UT account, which will remove the need to submit receipts and wait for reimbursement. To use Concur or Anthony Travel, you must have received an RTA number (which is emailed to you after you submit a Travel Authorization Request and the University approves it). Simply call the below phone number, and a travel agent will help book your flights.

Anthony Travel:

Phone (Toll Free): 1-800-684-2044

Austin Office Phone: 512-617-8444

After Hours Emergency Service: 1-800-342-9008 (use access/VIT code S4RRG)

Email: UTTravel@AnthonyTravel.com

8. AIR PLUS HOTEL PACKAGES— COMMON PROBLEMS WITH RECEIPTS

Be careful with your receipts if you buy a package deal from an online service such as Expedia.com. We must have the itemized costs of each expense and each is coded separately in the reimbursement voucher. A package deal may give you a better price, but it may be a bundled price. The receipt must show the cost of the airfare, the cost of the hotel room per night, the itemized taxes and the specific amounts for any other ground transportation costs separately. Before booking these packages, please be sure the service you are using can give you a breakdown of these charges. If they cannot (many of the major online providers do not), then you must purchase airfare and hotel separately in order to be reimbursed for business travel.

9. REIMBURSABLE & NON-REIMBURSABLE EXPENSES FOR TRAVEL

Upon return to Austin, all original receipts must be submitted for reimbursement. Expenses that can be reimbursed are noted below, as is a list of non-reimbursable expenses. (Please note, neither list is comprehensive.)

Reimbursable Travel Expenses:

- Airfare (original receipt clearly showing that payment was made)
- Lodging (original hotel bills showing itemized room rate and taxes)
- Meals (at current per diem – no receipts required)
- Registration fees
- Parking fees
- Cab/Bus/Train fares (receipts recommended but not required for travel within the city; receipts are required for travel between cities)
- Hotel Wi-Fi for business purposes
- Hotel occupancy taxes (reimbursed via the hotel bill)
- Gasoline for personal car (if not claiming mileage reimbursement)

Non-Reimbursable Travel Expenses:

- Alcoholic beverages
- Laundry service
- Video rental for personal use
- Kennel expenses for a pet
- Personal travel expenses that are a part of the trip
- Gratuities in excess of 20 % if submitting meal receipts

When submitting travel receipts, please also include a copy of your itinerary, or your flight departure and arrival times, as staff will often have to annotate this on the reimbursement forms when justifying per diem amounts.

10. TEXAS TRAVEL & TEXAS HOTEL OCCUPANCY TAXES

University employees are EXEMPT from Texas state hotel occupancy taxes when traveling for University business. Please download a state hotel occupancy tax exemption certificate [here](#). The University will not reimburse any Texas state occupancy tax. (Note: This is different from Texas State Sales Tax, which UT employees are also exempt from.)

11. TRAVEL TO WASHINGTON, D.C.

The State of Texas' Office of State-Federal Relations requires that any state employee travelling to Washington, D.C. must list the agency/organization visited and/or person or group seen at that agency and visit dates. If you are traveling to Washington, you will be prompted to enter this information on your Travel Authorization Request. For additional information on this requirement, consult the Office of State-Federal Relations website, which is available here: <https://gov.texas.gov/organization/osfr>

12. FOREIGN TRAVEL

Foreign travel on state funding requires a signature and approval from the College of Liberal Arts Dean. These requests must include a breakdown of expenditures. Please submit foreign travel requests as soon as possible in order to obtain this extra approval.

13. FOREIGN TRAVEL TO RESTRICTED AREAS

While all travel abroad has inherent risks, some parts of the world pose heightened risks to the health and safety of travelers. UT believes that an international experience is essential to our academic mission; but, as a precaution, the International Oversight Committee (IOC) created the Restricted Regions Travel Policy in order to safeguard the well being of students, faculty, and staff going abroad.

Locations on the Restricted Regions List are evaluated for their level of risk and assigned to a category from one to four. By searching the Restricted Regions List, you can discover which Restricted Regions Request form you should complete for your proposed travel. The Restricted Regions List is available here:

<https://world.utexas.edu/risk/travel/restricted-regions/list>. If you still have questions after reading the risk category list, please email IOC@austin.utexas.edu.

14. DRIVING

If you are driving your personal car out of state, you can be compensated for mileage at a rate of 58 cents per mile, up to the purchase price of the lowest round trip airfare available to the same destination. No fuel receipts are required. If your destination is within Texas, actual mileage can be claimed. Please note on your RTA that you are planning to use your personal car on your trip.

15. REIMBURSABLE/NON-REIMBURSABLE LEASE OF APARTMENT OR HOUSE/VOUCHERS

If your research trip is more than a few weeks, you might consider renting an apartment instead of staying in hotels. Contact the Department Accounting Staff if you are planning to rent an apartment or house during your trip. Please note that you cannot rent an apartment from an individual, even if it is cheaper than a hotel stay. Instead, you must go through a commercially run establishment, such as an incorporated business or airbnb.com. The name of the employee must appear on the lease, and the purpose for leasing must be described as “the conservation of state funds.” Any deposit required for the lease of a house or apartment is the sole responsibility of the employee and is not reimbursable. Moreover, a traveler with access to kitchen facilities will not receive a meal allowance. (However, if you are staying with a host family, restaurant meals may be reimbursable, in order to avoid imposing on the host family.) For more information on leases, meals, and lodging, see the University policies outlined here: <https://financials.utexas.edu/hbp/part-11/5-2-meals-and-lodging>

16. EXPENDING UT FUNDS: MEALS & LODGING

General Guidelines: Meal and lodging expenses while on travel are not reimbursable without an overnight stay. Only single occupancy rates can be claimed. If two or more employees share lodging, the expense should be divided equally between the employees. Excess meal and lodging expenses for one day may not be carried forward or backward to another day.

Meals and Per Diem: The maximum travel reimbursement per day for meals and lodging (before occupancy taxes) varies by state and municipality. The College of Liberal Arts prorates your meal expenses for the first and last days of travel based on when you leave from and arrive in Austin (or where you depart from initially).

Meal and Lodging Receipts: No meal receipts are required to receive meal reimbursement when claiming a per diem, provided that you have filed a Request for Travel Authorization (RTA – more on this below) and been approved for travel. However, an itemized receipt is necessary when taking a candidate to dinner (see below on entertainment). A hotel folio or itemized receipt showing payment and a zero balance due is required for lodging reimbursement.

17. ENTERTAINMENT EXPENSES

Endowment holders and those authorized by the department to use non-state accounts may use funds for entertainment expenses. Expenses include meals/drinks with visitors, faculty members, prospective faculty, and staff for University purposes. Please turn in the itemized and credit card receipt from the restaurant. Food purchased from a grocery store for an event is reimbursable.

There are limits on reimbursement amounts for entertainment using department funds, such as for recruiting expenses. Please note that meals at very expensive restaurants (such as Jeffrey's of Austin) will normally not be reimbursed. The Dean's office is enforcing the following limits on reimbursements on entertainment:

- \$75 per person maximum for entertainment expenses, which includes taxes and gratuity. This limit is for both domestic and foreign destinations.
- Gratuities are reimbursable up to 20 percent of the sub-total of the bill (i.e. the cost of the meal before tax).
- Approval to exceed this amount for special circumstances must go by email request through the Department Chair, who will forward the request to the College's Chief Business Officer. This approval must be obtained in advance.
- Alcohol cannot be more than 49% of subtotal amount listed on the receipt.

18. ENTERTAINMENT EXPENSE FORM

If reimbursement is for an entertainment expense, such as a dinner or food, you will also need to submit an Official Occasion Expense Form (OOEF) along with your receipts. Reimbursements which include a meal for UT faculty spouses require additional justification and will be sent to the Provost's Office for approval or denial. If your spouse attends an official event, please include a business justification for spousal attendance when submitting OOEFs to the Department Staff.

The OOEF form is included in the appendix to this handbook for reference. When submitting the entertainment expense form to receive reimbursement, the Office of Accounting requires the following information:

- Date of the event.
- Location (restaurant, location if catered, residence, etc.)
- Participants (if fewer than 11, name, title, and affiliation are required).
- Group Name (if more than 10 people attended).
- Purpose of the event (brief statement).
- Benefit to UT (brief statement about how the event enhances the University in general).

Both a credit card receipt (if a credit card was used) and the itemized bill must be submitted. Please do not write on the back of the receipt as this makes the receipt difficult to read and copy for department files.

If you have any questions, please contact the Department's Accounting Staff. The Official Occasion Expense Form (OOEF) may be accessed here: https://liberalarts.utexas.edu/history/_files/downloads/faculty_new/ooef.pdf

19. REIMBURSEMENTS FOR ALCOHOL

Alcoholic beverages may not be served in campus facilities unless an exception has been requested from and approved by the Provost's Office prior to the event.

The guidelines for the type of events for which an exception may be approved are defined as activities having "a broad developmental focus." Examples include: an advisory council dinner or a reception for a donor, an opening of a building or an art/museum exhibit, an alumni gathering or other developmental outreach-related event. Receptions held in conjunction with invited regional/national conferences and symposia hosted by the University fall under these guidelines as well.

Activities that do not fall under the guidelines, and will normally not receive an exception, include: retirement parties, birthday parties, holiday parties, staff, faculty or student gatherings, or meetings or events organized and presented by registered faculty, staff or student organizations.

If the exception is approved it will be made with the following conditions:

- The alcohol must be served by a caterer holding a valid Texas liquor license, and all pertinent laws regarding alcoholic beverages must be observed. No exceptions to these criteria will be made.
- In addition, the area where the alcohol is being served should be monitored to ensure that only invited guests participate in the event.
- Events that do not qualify for an exception may be booked within a facility such as the Texas Union, Campus Club, UT Club, Ex-Student's Association or Erwin Center.

This is not a new policy. It is, however, now being strictly enforced by the Office of Accounting. If the guidelines are not followed, and an exception is not granted, it is possible that reimbursement will not be approved.

20. OFFICE SUPPLIES

The University has a contract for office supplies with Today's Business Solutions – an Office Max partner – which requires that all office supplies be purchased

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exclusively from them. **You cannot receive reimbursement for purchases from a store.** You can let the department place the order for basic office supplies. The University has a special website for orders and most items will be delivered the next business day. For more information on office supplies, click here: https://austin-utexas.custhelp.com/app/answers/detail/a_id/1202/kw/2011-2012

21. BOOKS

Books may be purchased directly from Amazon.com, publisher, or a similar online store by the department. If you purchase these items yourself, you may receive reimbursement, provided that you submit a “paid-in-full” receipt to the department accounting staff. If your receipt only lists the items as shipped, you must confirm the date the books were received. Receipts that indicate an item is awaiting shipment or has not been shipped will not be accepted.

22. COMPUTER

Computer or major office equipment purchased on university funds must be made directly through the department. The department has access to special pricing through Apple, Dell, and HP for purchase of computers, printers and accessories. Reimbursements for purchases for computers and major office equipment are not allowed.

23. SOFTWARE AND PERIPHERALS

The UT Campus Computer Store at the Flawn Academic Center (FAC) carries software and peripherals at discounted prices for UT faculty and staff. Faculty wishing to make purchases from the campus computer store with their approved university funds should have the department make the purchase directly.

You can be reimbursed for computer software purchases, provided software is only available via download and the cost is a low dollar amount (typically, less than \$100). Please have the department purchase computer software that does not meet the above criteria.

24. NON-REIMBURSABLE PAYMENTS—DONATIONS

UT funds cannot be used to make donations to other Universities (i.e. alumni organizations).

25. PAYMENT FOR PROFESSIONAL SERVICES AND GUEST SPEAKERS

There are specific rules for funding professional services and bringing in guest speakers whom you wish to compensate for their work. For this reason, all professional services and guest speakers brought to campus with university funds require prior approved work authorization. Please give staff *at least 4 weeks advance notice* for any professional services or guest speakers that you intend to fund through university accounts. Also please note that professional services should not be received without a prior approved work authorization. If services are rendered without a work authorization, it is possible that you may not be reimbursed. Moreover, no fellowship or scholarship payment may be made to students in exchange for professional services or any type of work. The first step to planning to bring a guest speaker to Campus is to fill out the Authorization for Guest Speaker form, available here:

https://liberalarts.utexas.edu/history/files/downloads/faculty_new/guest-speaker.pdf

Please Note! We know that the many rules for spending money are complicated. As a general rule, it is a good idea to check in with the Department Accounting Staff *before* making any major or unusual purchases, just in case there is a rule or requirement you are unaware of.

VII. OTHER IMPORTANT INFORMATION

This final chapter includes additional useful information you should be aware of as you settle into life here at UT. The History Department Governance Document is the principal document governing how the department conducts business and makes decisions. The staff list should help you understand who handles what in the day-to-day running of the department. The social media best practices will be helpful if you use social media in your academic career. The various forms included at the end of the section are some of the normal ones you will see regularly once you arrive.

1. HISTORY DEPARTMENT GOVERNANCE DOCUMENT

The Department of History will have an Executive Committee to recommend on the following: faculty salaries; promotions; post-tenure review; all new and continuing appointments, including recruitment; counteroffers (time permitting); appointments on modified service and in emeritus status; and other personnel or budgetary matters as requested by the Chair or the Dean.

MEMBERSHIP

The Executive Committee will consist of the following members:

1. The Chair of the Department of History will be a member ex-officio and will be Chair of the Executive Committee.
2. Five elected Professors (two-year staggered terms).
3. Four elected Associate Professors (two-year staggered terms).
4. Two rotationally appointed Assistant Professors (one year term), with the goal of having each Assistant Professor serve one year during his or her probationary period, so long as there are eligible Assistants (See Eligibility, # 7).
5. Two tenured members appointed by the Department Chair (two-year staggered terms) to ensure diversity of representation.
6. After the first election, those who will serve an initial one-year term (in order to create staggered terms) will be chosen by lot.
7. All members except the Chair will be voting members. The Chair will vote in case of a tie.

ELIGIBILITY

1. To be eligible to serve on the Executive Committee, a faculty member must be a Professor, Associate Professor, or Assistant Professor and a voting member of the

Department of History. A member of the Department of History shall have voting status only on the basis of half-time employment or more in the Department. All Professors, Associate Professors, and Assistant Professors who meet this requirement will be voting members. Lecturers and Senior lecturers who have had a total of four or more years of service in these ranks in the Department will be voting members. Non-voting members include the following: visiting faculty and individuals holding emeritus status.

2. Retired faculty, faculty on phased retirement or modified service, and faculty on visiting or temporary appointment are not eligible to serve on the Executive Committee.
3. Faculty are not eligible for Executive Committee service while on leave of absence, whether with or without pay.
4. Faculty on terminal appointment are not eligible to serve on the Executive Committee.
5. Faculty who foresee that they will be ineligible or otherwise unable to serve at least one full year (August to August) of their term may not stand for election to the Executive Committee. Continuing members of the Executive Committee who foresee that they will be ineligible or otherwise unable to serve another full year (August to August) must submit their resignations by March 15 so that they may be replaced in the April 1 election.
6. Professors and Associate Professors will serve one two-year term; at least one year must pass before they can serve again. Assistant Professors may not serve more than one year.

ELECTIONS

1. A new Executive Committee will take office at the commencement of the Fall term. Elections will be held on April 1 or the first Monday thereafter should that day fall on a weekend.
2. The Executive Committee will be elected by the voting members of the Department of History. All voting members will be sent ballots. Votes must be returned anonymously.
3. Faculty members who have been notified of promotion at the time of an election will be placed on the ballot in their new rank.
4. Ballots will list the names of all eligible full professors and associate professors in two separate categories. Voters must select five individuals from the full professor slate and four from the associate professor slate. Incomplete ballots will not count.
5. Members may withdraw their names from consideration by making the request in writing to the Chair at least one week prior to the annual election.
6. Vacancies occurring between elections will be filled with individuals who received the highest number of votes among non-serving candidates during the most recent annual election. If a vacancy occurs after April 1 but before Aug. 15, it will be filled with the

highest vote getter from the new election whose service will then continue in the new executive council, as of late August, through a regular two-year term.

7. If problems arise concerning Executive Committee elections, the departmental Chair, the Elections Officer (to be appointed by the Department Chair), and the Department's Associate Chair shall constitute an ad hoc committee to resolve them.

BY-LAWS

1. A **quorum** for routine business will consist of seven members with at least three Professors and two Associate Professors present. The summer quorum will be one-half plus one of those members in residence.

2. Voting and discussions concerning personnel decisions are to be considered confidential.

3. All votes on promotions and appointments will be by written ballot. On other matters, a written ballot will be held only if a member requests it. Proxy or absentee votes may be accepted at the Chair's discretion.

4. In accordance with the Handbook of Operating Procedures, Associate Professors and Assistant Professors may participate in discussions about but **may not** vote on salary matters affecting their own and higher ranks or on promotions from or continued appointment in their own or higher ranks.

5. The Chair will distribute an agenda for every meeting.

6. The Chair will report regularly to the Department on the activities of the Executive Committee in monthly department meetings.

7. Prior to the Executive Committee's consideration of any tenure case, the Scholarship Committee will convene a meeting open to all History Department faculty in which they will listen to department members prepared to hold an informed discussion of the scholarly work of the tenure candidate (s).

8. The department staff administrator will be responsible for taking the minutes, which will be distributed to the committee by the Chair.

ADDENDUM (adopted on 4/7/10).

1. The agenda of the EC shall be circulated to the general faculty in advance, to the extent possible.
2. Interested faculty members may request the opportunity to address the EC.
3. Minutes or summaries of the EC meetings shall be made available to the department, with due regard for confidentiality.
4. The department shall employ a UTBox website to post agendas, minutes, reports, and other items of interest to the faculty.
5. Scholarship Committees in promotion and tenure cases may be expanded to include faculty members with particular expertise in the fields of the candidates, whether or not those members are on the EC.
6. The open meeting on scholarship in each tenure and promotion case should be scheduled well in advance so that members of the general faculty have ample opportunity to review the dossiers and bring informed opinions to the meeting.
7. The committees of the EC (and other committees of the department) shall continue to consult with members of the general faculty on matters under the committees' consideration.

2. DEPARTMENT STAFF LIST

An up-to-date staff list is always available on the department website on the left hand side near the bottom. Here, you will find the key positions of staff members whom you will work with regularly while a member of the department. The staff list on the Department website contains email addresses and phone numbers for all of the members listed below.

Finance & Administrative Manager (Art Flores) – The Finance & Administrative Manager oversees the department’s budgets, accounting transactions, and support staff. He also provides Human Resource support to the faculty (leave request, course load reductions, questions about funding and travel, recruitment, etc.), although most of these questions may also be addressed to the Faculty Matters Coordinator (see below). Alongside the Faculty Matters Coordinator, the Finance and Administrative Manager attends department meetings and assists the Department Chair with matters related to the department’s committees and governance.

Senior Events Program Coordinator (Martha Gonzalez) – Martha coordinates the logistics for the Normandy Scholar Program, the Africa Conference, the Littlefield Lecture Series, and other department events such as the Holiday Celebration, End of Year Event, and Commencement. Martha also processes department sponsored international visiting scholars as well as the undergraduate student appointments and co-supervises the front desk.

Accounting and Administrative Services Associate (Michael Johnson) – The Accounting and Administrative Services Associate processes faculty requests related to authorizations for travel, professional services, vendor payments, faculty funded co-sponsorship payments, and reconciling reimbursements. He also manages the department Procards and helps faculty secure funding through Scholarly Activities Grants (SAGs) and Faculty Travel Grants (FTGs). Also assists IHS Program Coordinator with accounting services.

Department Receptionist (Morning: Eilis Keely; Afternoon: Judy Hogan) – The department receptionist processes faculty copy/scan/fax job requests, makes calls to service center for copy machine issues, manages requests for make-up exams, and coordinates custodial and maintenance issues for the building. The receptionist also helps coordinate occasional room reservations, oversees mail distributions and shipping requests, maintain lost and found items, distributes Course Instructor Surveys to students, and serves as the department representative for the Hearts of Texas fund raising campaign.

Course Scheduler (Jerry Larson) – The Course Scheduler manages course inventory, course instructor surveys, grade reporting, enrollment, and room scheduling as well as final exam rooms. He assists faculty with UGS flag proposals and renewals and assist with Assessment of institutional effectiveness by managing the collection of assessment data. He also ensures HB 2504 compliance by collecting and uploading syllabi and CVs to the Department’s website.

Graduate Coordinator (Marilyn Lehman) – The Graduate Coordinator manages all aspects of the graduate program, including program budgets, student records, fellowship

distribution and payment, graduate student appointments, registration, admissions, recruitment, and new student orientation.

Faculty Matters Coordinator (Jackie Llado) – The Faculty Matters Coordinator provides assistance to the Department Chair and Finance/Administrative Manager on faculty matters and other academic affairs. Among other things, the Faculty Matters Coordinator processes faculty reviews (Faculty Activity Report, Annual Review of Faculty, Third Year Review, Comprehensive Periodic Review, Promotion & Tenure), and annual Teaching Award nomination packets. She also attends all department and EC meetings with the Finance and Administrative Manager and is an excellent first stop for general department inquiries.

Senior Administrative Program Coordinator (Courtney Meador) – The Senior Administrative Program Coordinator provides administrative support for the Institute for Historical Studies, including human resource processing, event coordination, and web and social media management. Among other responsibilities, Courtney manages the department's web site, provides photography and videography services, and assists with development and social media.

Accounting and Administrative Services Assistant (Lori Moody) – The Accounting and Administrative Services Assistant coordinates and processes department purchases of equipment, supplies, and other inventory items. Lori also manages logistics tied to department sponsored guest speakers, speaker series, and co-sponsorships and assist department faculty with light technology support, and staff with accounts payable services. She assists the Department Chair and Financial Manager with development and is the staff contact for the department's Visiting Committee.

Undergraduate Advisors (Susan Somers, Jason Gentry, Michelle Escalante) - The Garrison Hall advising office has three full time staff serving History, Classics, and Religious Studies majors. We assist History majors from the time they step on campus for orientation through to graduation, helping them with registration, degree planning, academic coaching, and developmental advising. We conduct enrollment management for all History courses. We are a resource to History faculty who need help with student affairs questions or resources.

3. DEPARTMENTAL WEBSITE PROFILE FORM

As explained in Chapter II “Within the Department,” you will need to provide the Department basic information for creating your faculty web profile on the Department webpage. Upon arrival, please provide the below information to Courtney Meador (cmeador@austin.utexas.edu), so she can create your initial profile.

Last Name:

First Name:

Position (Lecturer; Assistant Prof.; Associate Prof.; Prof.):

Position Type (Current; Lecturer; Visiting; Joint; Adjunct):

Additional Titles:

Education (degree and year):

Degree Institution:

Office Location:

Office Hours:

Phone:

Email:

Personal Webpage URL, if you have one:

Geographic Areas of Study (Please choose only three) from the fields listed on the faculty webpage: <https://liberalarts.utexas.edu/history/faculty/index.php>

Thematic Fields of Study (choose no more than six from the following list):
<http://www.utexas.edu/cola/depts/history/faculty/thematic-field.php>

Research Interests:

Courses Taught:

Awards, Honors:

Recent Publications:

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4. HISTORY DEPARTMENT SOCIAL MEDIA BEST PRACTICES

(ADOPTED BY DEPARTMENT VOTE, DECEMBER 2018)

<https://utexas.app.box.com/s/flb8phuhgxm6ccwnxtcbz2ap00tmgdu>

At best, scholars' use of social media connects us with a larger world of friends and colleagues where we can share news, information, scholarly sources and ideas, and carry on interesting discussions. At its worst, it can divide us against each other, alienate potential allies, and invite the scrutiny of people with destructive or punitive motives.

The goal of this statement is to articulate a set of "best practices" to protect members of our History Department community and foster collegiality. The History Department confirms and supports members' constitutional right to the freedom of expression. Accordingly, the following list of guidelines are not intended to establish grounds to silence, discipline, or punish department members nor will they be used in any such capacity in formal or informal proceedings. Rather, the guidelines below are intended as suggestions to aid department members in behaving as they see fit in order to promote respectful departmental discourse and preserve the values of the department and the university.

Reminders about Social Media Use

1. Everything posted online is public or potentially public. Despite privacy settings, anyone can screen shot your post and share it with others outside of your social media community.
2. Criticism is central to the pursuit of academic and institutional excellence and contentious issues will always exist; when your criticism is directed at your colleagues, remember that they are your colleagues and deserve your respect.
3. Students also deserve your respect. Remember that posting quotes or images of your students' course work infringes on that respect. Posting any personally identifiable information about students is a violation of the Family Educational Rights and Privacy Act (FERPA) and University policy.
4. Keep in mind that multiple parties are potentially monitoring your social media activity including but not limited to university administrators, political opponents, colleagues, and students. Anyone can lodge a complaint with University authorities about your social media activity.
5. Remember that many outside of the UT community view you as a representative of the History Department and/or the university and may view your social media activity as representative of this community.
6. Remember that the best way to keep information private is to refrain from posting it at all.

Social Media Best Practices

Before posting:

- Consider the difference between the *intent* and *impact* of your social media activity. Although you may not have intended a post to be offensive or hurtful, sometimes this is the unintended impact of such activity.

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- Social media invites complaint and venting of frustration. Consider whether or not posting to social media will effectively solve the problem with the person, group, department, or university official in question or if it will simply escalate the problem.
- Consider how your social media activity will be viewed by those outside of the History Department or the UT community and whether or not it has the possibility to bring about unintended consequences for others in the department.

What to do if you are the target of social media harassment

Another peril of social media is that some individuals or groups may target a member of the department because of their social media activity. If you believe that you are experiencing harassment or bullying via social media, you may choose to take the following steps:

- Document the harassment via written account and/or photographs
- Disengage from the social media platform and do not respond to harassing posts or questions
- Make the department aware of the harassment by contacting the Associate Chair and Chair of the department as soon as the harassment begins

If needed, the department chair may choose to contact the Vice Provost for Faculty Affairs. The Provost Office will determine what university support is needed: campus security protection, a modified instruction plan, or other accommodations.*

Alternatives to Posting on Social Media

There are several alternatives to social media posting in order to alleviate frustration and solve conflicts inside and outside of the department, including:

1. Alerting the Associate Chair and Chair of the issue in order to foster internal mediation
2. Contacting the Office of Inclusion and Equity for informal mediation
3. Contacting the University Ombuds Offices for further help in mediating the situation
4. If the conflict or issue involves a student, consider asking them to contact the Student Ombuds for further mediation
5. If the conflict or issue involves other faculty members, consider contacting the Faculty Ombuds for the History Department.
6. If the concern involves issues about minorities or equity, consider contacting the department's Minority Liaison or the Committee on Equity.

**We have contacted the office of the Vice Provost for Faculty Affairs to ask if they have a policy regarding protection for faculty members in these circumstances. When we hear something decisive, we may revise this document.*

6. SCHOLARLY ACTIVITY GRANTS (SAG) APPLICATION

Please contact [Michael Johnson](#) for the latest copy of the SAG application

The History Department Scholarly Activity Grants, 2018-2019 – Round 3

(for expenses incurred between 9/4/2018 and 8/31/2019)

Application deadline: April 24, 2019

(Completed applications received before the deadline will be given first priority.)

Faculty are invited to apply for SAG support up to \$5,000 in one or more of the categories below.

Priorities for the Disposition of Grants:

- a) Faculty who did not receive a Scholarly Activities Grant last year.
- b) Faculty who received less than the maximum SAG award last year.

Eligible amount per category (loosely prioritized as listed below, depending on numbers of requests):

Category 1	Expenses for research.	Maximum Award in this category: \$5,000
Category 2	Expenses to read an original paper at a professional meeting.	Maximum Award in this category: \$1,500
Category 3	Expenses to serve as chair, discussant, or commentator at a professional meeting, or to attend the annual meeting of an editorial board.	Maximum Award in this category: \$1,500
Category 4	Expenses for publication (excluding expenses of the sort covered by a Co-op subvention grant).	Maximum Award in this category: \$2,000

Expenses may include:

- Transportation. (Note: By university rules, reimbursed mileage expenses at the university's rate for mileage may not exceed the price of the cheapest plane ticket.)
- Lodging. Hotels, apartment leases, Airbnb. Etc. (Note: All lodging reservation must be with commercial entities, unless prior approval has been issued from Travel Management.)
- Meal per diem, the current university maximum rate is \$36/day. The rate is prorated for travel dates based on your departing and return times, therefore may be less than \$36.
- Taxis, airport shuttles, rental cars, and parking.
- Conference registration fees (not to include membership fees in scholarly societies)
- Purchase of images (not intended for publishing), Microfilm, Xerox/digital copy expenses
- Permission/Copy Rights for publication (must be billed through the department)
- Professional Services: indexing or editing (must be billed through the department)

IMPORTANT NOTES:

- Faculty with recurring personal research funds may only apply for a SAG to cover the balance (if any) between their annual research allowance and \$5000. (The "Personal research funds" limit here does not include any one-time grants or awards that might be earned in return for mentoring students, attending a workshop, or for service to the department, college, or university.)
- Applications must include relevant documentation (proof of a paper's acceptance for conference, or a copy of the relevant part of the program, a one-page proposal for research requests, confirmation of editorial board memberships, etc.).
- Receipts must be submitted for reimbursement within 45 days of purchase or return from travel.
- SAG funds cannot be used to purchase books, office supplies, computers, or professional memberships.
- Any funds not spent (i.e., grants not used) in the current fiscal year (9/1/2018-8/31/2019) will be forfeit.
- Once awarded, SAG funds cannot be used for purposes other than those listed in the original application. If an applicant wishes to change designation of funds after a SAG has been awarded, a request can be made to the SAG committee. Written acceptance of the request must be obtained before funds are released.
- Applicants must secure support from other campus resources wherever applicable. Paper presenters should first expend their \$1,200 Faculty Travel Grant (FTG) allowance; people seeking support for research trips should apply for a \$750 Special Research Grant (SRG) if eligible; applicants should also seek funds from centers and/or when practicable apply for a COLA Humanities Research Award.

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Department of History Scholarly Activities Grant Application, Spring/Summer 2019

Name: _____ Date: _____

Signature: _____

Category: _____ Amount requested: \$ _____ *(Please note maximum amounts for each category.)*

Have you applied for other campus resources prior to applying for this SAG? Please check all that apply.

Faculty Travel Grant Special Research Grant None

If you have other research funds available to you from UT (Center Funds, Humanities Research Awards, etc.), please list amount here:

Brief explanation of project: research description/destination/paper title/conference title and website/sponsoring organization:

Dates on which grant money will be (or has been) used: _____

Destination: _____

Itemized expenses (attach receipts now or submit upon return from travel):

\$ _____ Travel (lowest-cost commercial carrier or automobile mileage calculated at current University reimbursement rate (53.5 per mile); note that university policy does not allow reimbursement for mileage above the cheapest available plane ticket.) Details, including justification for car rental:

\$ _____ Lodging

\$ _____ Meal expenses (\$36 per day **MAXIMUM, less depending on departure/arrival times**)

\$ _____ Local transportation

\$ _____ Copying costs and other research expenses (itemize):

\$ _____ Subtotal

\$ _____ Specify other university travel funds available to you for this trip and deduct from subtotal (e.g. Special Research Grants, Faculty Travel Grants, Area Center monies)

\$ _____ Total Application Support Request

Will classes be missed? _____ Yes _____ No

If classes missed, please note which professor will cover:

Please attach: (1) copies of relevant conference programs, documentation of editorial board memberships, and so on; for research trips, please attach a one-page description of the project; (2) copy of your Travel Authorization Request form if applicable. Please turn the **completed** application with support documentation to Michael Johnson.

7. HISTORY DEPARTMENT MERIT RAISE REPORT FORM (MRRF)

Please contact [Art Flores](#) or [Jackie Llado](#) for the latest version of this form.

Faculty Name: _____

Activity for: Calendar Year 2018 (Jan. 1st until Dec. 31, 2018)

INSTRUCTIONS:

- If you've done work that matches one of the numbered categories, below, please list each item under that category, including dates, pages, etc.
- Please leave all \$ _____ on the right BLANK; they will be used by the Salary Committee.
- Email your CV with this form. (Otherwise we'll use your most recent CV in Dept. files.)
- Submit electronically by February 15, 2019

SCHOLARLY ACTIVITIES: (Include only works published in 2018, and not included in previous reports. Include books published in late 2018 even if they bear a 2019 copyright date.)

- | | |
|---|--------------|
| 1. Single Author Book | \$5000 _____ |
| 2. Coauthored Book, or Brief Book (approx. 50,000 words) | \$2000 _____ |
| 3. Annotated Edition, or Translated Edited Book | \$1500 _____ |
| 4. Edited/Coedited Anthology, or Special Edition of a Journal
Plus, specify if it includes one chapter (not the intro)
by you (we'll add \$500); or, two or more chapters by
you (we'll add \$1,000) | \$1000 _____ |
| 5. Substantial Article or Anthology Chapter (10 pages or more each) | \$750 _____ |
| 6. Coauthored Article or Coauthored Book Chapter | \$500 _____ |
| 7. Book Reviews (Assistant Professors only, up to two reviews per yr.) | \$200 _____ |
| 8. Scholarly Presentations outside UT (up to four) | \$200 _____ |

TEACHING

- | | |
|---|-------------|
| 9. Teaching Activities
(Spring and Fall 2018) The Salary Committee may
allocate raises to up to three individual faculty for
extraordinary contributions to teaching | \$500 _____ |
|---|-------------|

A. Curriculum Development:

B. Theses and Dissertations Directed:

C. Other Major Teaching Contributions:

D. Departmental Requirement to teach MWF:

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Please indicate in which semester you fulfilled (or will fulfill) the departmental requirement to teach one MWF course during the two-year cycle 2016-2018.

ADMINISTRATION & COMMITTEE WORK

10. Graduate Adviser, Associate Chair, IHS Director \$1500 _____

11. Honors Director \$300 _____

12. Service \$500 _____

The Salary Committee may allocate a \$500 raise to each of three faculty members who have made extraordinary contributions to the Department, College, or University, or who served in some prominent professional capacity outside the University.

ADDITIONAL CONTRIBUTIONS AND PUBLICATIONS

13. The Salary Committee may allocate \$500 raises to up to three individual faculty for extraordinary contributions such as the following, depending on the availability of funds.

\$ 500 _____

A. Encyclopedia articles, Textbooks, Translations, other writings, and Reprints of your work (e.g., an article reprinted in an anthology).

B. Public Intellectual (Journalism, TV, Radio, Film, Internet, CDs).

C. Civic Engagement such as community outreach, civic service, helping disadvantaged communities, etc.

D. Committees off campus, offices held, admin duties, etc.

E. Book Awards, major grants, other honors.

F. Chair or Commentator on a conference panel.

EQUITY MERIT

14. Equity Raise (leave this BLANK, to be filled by Salary Committee) \$ _____

COMMENTS (any additional information you wish to present.
You may also nominate yourself for an Equity raise here, by stating your reasons.)

TOTAL RAISE proposed by the Salary Committee: (leave this BLANK) \$ _____

8. FACULTY ACTIVITY REPORT (also called the Annual Review of Faculty)

Please contact [Jackie Llado](#) for the latest version of this form

History Department Annual Review of Faculty Form
for activity during academic year 2017-18
(9/1/2017 through 8/31/2018)

Due October 9, 2018

Faculty Name:

Please submit brief information for each of the following categories:

1. Publications:

2. Teaching:

3. Service:

4. Other

5. Teaching

Departmental Requirement to teach MWF: Please indicate in which semester you fulfilled (or will fulfill) the departmental requirement to teach one MWF course during the two-year cycle 2016-2018." If you will not teach a MWF during the 2016-2018 cycle briefly explain why.

With this form, please attach: CV

9. VPR SPECIAL RESEARCH GRANT APPLICATION

<https://research.utexas.edu/find-funding/awards-fellowships-grants/>



The University of Texas at Austin
Office of the Vice President
for Research

VPR SPECIAL RESEARCH GRANTS APPLICATION for Tenured and Tenure-track Faculty

PLEASE TYPE or PRINT LEGIBLY

NAME

FACULTY RANK:

DAYTIME PHONE:

DEPARTMENT History

COLLEGE: COLA

BLDG/ROOM#

E-MAIL

DESCRIPTIVE TITLE OF PROPOSED RESEARCH:

FUNDS REQUESTED [\leq \$750]

LOCATION OF RESEARCH.

SUMMARY STATEMENT:

BUDGET: Using the space provided below, provide an itemized budget. Wages for research assistants and technicians, research-associated travel, supplies, items of research equipment, and any other expense should be specified in detail. *Do not include any prohibited items. Planned expenditures must be itemized and total no more than \$750.*

SALARIES & WAGES:

TRAVEL EXPENSES: State destination(s), dates of travel, purpose of trip, estimated transportation and per diem expenses, and any other related travel expenses.

SUPPLIES & EQUIPMENT: Itemize and justify.

OTHER EXPENSES: Itemize and justify.

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TOTAL AMOUNT REQUESTED [≤\$750]:

\$ 750

SUMMARY OF OTHER RESEARCH FUNDS REQUESTED OR RECEIVED FOR THIS PROJECT: Please specify source of funding, amount and type of funding, period of award, and whether or not the funding has been approved.

DOES THIS PROJECT INVOLVE STUDENT ASSISTANCE and, if so, is the project a part of the student's research or coursework? Please explain.

DOES THIS PROJECT INVOLVE HUMAN SUBJECTS? _____ Yes No

If "yes," a copy of your approved Application for the Review of a Project Involving Human Subjects must be submitted to the Office of the Vice President for Research *prior* to disbursement of SRG funds *if* approved for funding. For more information, please visit <http://www.utexas.edu/irb> or contact the Office of Research Support, 471-8871.

DOES THIS PROJECT INVOLVE BIOHAZARDOUS MATERIAL? _____ Yes No

If "yes," please visit <http://www.utexas.edu/research/rsc/ibc/> or contact the Office of Research Support, 471-8871, for more information regarding the form(s) required to conduct research with bio hazardous material. A copy of approval must be submitted to the Office of the Vice President for Research *prior* to disbursement of SRG funds *if* approved for funding.

DOES THIS PROJECT INVOLVE VERTEBRATE ANIMALS? _____ Yes No

If "yes," a copy of your approved Animal Utilization <http://www.utexas.edu/research/rsc/animalresearch/forms.php> must be on file in the Office of the Vice President for Research *prior* to disbursement of SRG funds *if* approved for funding. For more information, please visit <http://www.utexas.edu/iauc> or contact the Office of Research Support, 471-8871.

CURRICULUM VITAE: Attach a **one-page** curriculum vitae listing no more than five publications relevant to the proposed project.

CERTIFICATION

By signing, I agree to assume responsibility for appropriate expenditure of the SRG funds, if awarded. I certify that only those costs required for the conduct of the project funded by the award will be charged to the SRG account and that all costs incurred will be consistent with program guidelines and University rules. I understand that any funds remaining at the change in fiscal year will return to the VPR, and any software and/or equipment purchased will remain the property of The University of Texas at Austin.

Signature of Applicant

Date

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10. VPR SUBVENTION GRANT APPLICATION FORM

<https://research.utexas.edu/find-funding/awards-fellowships-grants/>

SUBVENTION GRANT APPLICATION FORM				
<p>Submit to: Sr. Associate Dean Richard Flores via Hannah McKenna (hannahmckenna@austin.utexas.edu)</p> <p>Deadlines: Applications are accepted on a rolling basis and reviewed annually in April and November</p> <p>Your application must include:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>This application form Cover letter Curriculum Vitae Pre-publication reviews (at least one) Formal letter of acceptance from the publisher</p> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▶ A statement by the publisher that a subvention of a <i>specific amount</i> is required and <i>justification</i> for that amount ▶ Evidence (letter, email, etc.) that the author has attempted to secure other funding sources of support for the subvention (e.g., the University Subvention Grant Program, discretionary funds available to the author's chair or dean, etc.) </td> </tr> </table>			<p>This application form Cover letter Curriculum Vitae Pre-publication reviews (at least one) Formal letter of acceptance from the publisher</p>	<ul style="list-style-type: none"> ▶ A statement by the publisher that a subvention of a <i>specific amount</i> is required and <i>justification</i> for that amount ▶ Evidence (letter, email, etc.) that the author has attempted to secure other funding sources of support for the subvention (e.g., the University Subvention Grant Program, discretionary funds available to the author's chair or dean, etc.)
<p>This application form Cover letter Curriculum Vitae Pre-publication reviews (at least one) Formal letter of acceptance from the publisher</p>	<ul style="list-style-type: none"> ▶ A statement by the publisher that a subvention of a <i>specific amount</i> is required and <i>justification</i> for that amount ▶ Evidence (letter, email, etc.) that the author has attempted to secure other funding sources of support for the subvention (e.g., the University Subvention Grant Program, discretionary funds available to the author's chair or dean, etc.) 			
Author name: <input type="text"/>	Phone: <input type="text"/>	E-mail: <input type="text"/>		
Department: <input type="text"/>				
Title of book: <input type="text"/>				
Book abstract: <input type="text"/>				
Publisher/company name: <input type="text"/>		Publication date: <input type="text"/>		
Amount requested of Subvention Grant program (not to exceed \$5,000): <input type="text"/>		Other sources and amounts of subvention support received: <input type="text"/>		
In the last three years, have you received financial support from this Subvention Grant program? <input type="text"/>				
<p><i>I am the sole or primary author of this book and am currently appointed at The University of Texas at Austin. The book for which I am requesting a subvention is not a textbook or a translation/reprint of a previously published book. I agree to acknowledge "a University of Texas at Austin Subvention Grant awarded by the College of Liberal Arts." in my publication (preferably in the front part of the book). I agree that reimbursement of expenditures from personal funds is not possible from Subvention Award funds, and that production of fiscal documents and accounting for the grant is my responsibility. I agree to notify the College of Liberal Arts if my book is not published.</i></p>				
<p>For COLA use only:</p> <p>Action: Approved Not Approved Date: _____ Amount: \$ _____</p> <p>Comments:</p>				

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11. Texas Hotel Occupancy Exemption Certificate

https://liberalarts.utexas.edu/rs/_files/pdf/hotel-tax-exemption.pdf

PRINT FORM

CLEAR FORM



Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity	Exempt entity status (Religious, charitable, educational, governmental)
Address of exempt organization (Street and number)	
City, State, ZIP code	

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature sign here ▶	Date

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.

12. SALARY SPREAD REQUEST FORM

<https://utexas.app.box.com/v/salary-spread-request>

Salary Spread Request

Instructions: Please complete and print this form to elect or cancel salary spread. Once completed, the form should be sent to Payroll Services, located in the Main Building (tower), room number 134. Campus mail address: MAI 134, mail code G0200.

REQUIREMENTS: Employees with a nine-month basis assignment may be eligible to spread their salary evenly over the 12 months of the fiscal year by completing this Salary Spread Request form. Once elected, the salary spread arrangement is irrevocable for the remainder of the fiscal year. It will remain in effect for future fiscal years unless a subsequent request is made to cancel the election or the employee becomes ineligible.

To be eligible to elect salary spread, the following conditions must be met:

- 1) The employee must be assigned to a faculty position
- 2) The employee must not be paid from any grant funds*
- 3) The job assignment to be spread must:
 - a. be nine-month basis
 - b. end by May 31 (i.e., not a summer assignment)
- 4) The election form must be received in Payroll Services by:
 - a. August 31, for an employee assigned for the fall semester
 - b. January 15, for a new employee assigned for the first time in the spring semester

*Note: The grant-funding limitation does not apply to summer assignments and their funding. If an employee has non-grant funding for a nine-month assignment and grant funding for a summer assignment, the non-grant funded nine-month salary is eligible for salary spread.

CHANGE IN STATUS: In the event that the employee no longer meets the requirements above, a full settlement of all reserved amounts will be paid to the employee. If the employee wishes to be re-enrolled in Salary Spread at the start of the next fiscal year and meets the requirements, a new Salary Spread Request Form will need to be submitted. Other changes in status that may result in the cancellation of salary spread and a settlement of reserved amounts include separation, retirement, or death.

RETIREMENT AND INSURANCE INFORMATION: Benefits eligible employees who elect salary spread and participate in either the Teacher Retirement System (TRS) or the Optional Retirement Program (ORP) will make a retirement contribution from each of the 12 payroll checks. Employees who participate in the UTSaver TSA 403(b) or DCP 457(b) programs will continue to have contributions for these plans on each paycheck unless they update their election. Benefits eligible employees enrolled in insurance coverage who elect salary spread will have insurance premium deductions and premium sharing on each of the 12 payroll checks. For questions regarding your UTSaver participation or insurance coverage, please contact the Human Resource Service Center (HRSC) by email at HRSC@austin.utexas.edu or by phone at 512-471-4772.

PLEASE SELECT ONE OF THE FOLLOWING:

ELECTION: I request that my nine-month salary be SPREAD so that I receive payments in the summer. If I wish to discontinue salary spread, I understand that I must submit a new form reflecting my cancellation choice, which will take effect September 1 of the next fiscal year.

CANCELLATION: I request CANCELLATION of salary spread. I understand that this request will go into effect September 1 of the next fiscal year.

I certify that I have read, understand, and meet the requirements provided above.

Name: _____ **UT EID:** _____
(Please print)

Signature: _____ **Date:** _____

Please direct salary spread questions to pr.pmt@austin.utexas.edu or 512-471-5271.

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