Department Chair Guidebook

Office of the Vice Provost for Academic Affairs
Hurley Administration Bldg. Suite 205
Tel. (940) 565-4259

http://chairs.unt.edu/

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INTRODUCTION

The Role of the Department Chair

A department chair serves as both a faculty member and an academic administrator, providing leadership and management to the department/division consistent with the university mission and goals. Chairs also engage in teaching and scholarship as determined by the overall distribution of their workload. Refer to the Roles and Responsibilities of Department Chairs document for specific responsibilities including, but not limited to: appointment terms, workload distributions, compensation guidelines, and evaluation procedures.

Chair Academy

Chairs explore contemporary issues and best practices through engagement and collaborative dialogue as members of the Chair Academy. The overarching goal of the academy is to offer a basic set of procedures to accelerate the development of the University of North Texas (UNT) leadership team. The academy meets monthly throughout the calendar year and hosts a retreat at the beginning of each fall semester. For a current list of department chairs, Chair Academy meetings, and calendar events, visit the UNT Chairs website.

Chairs Council

The Chairs Council facilitates and improves the work of department chairs by referring issues to the University administration that are of interest and/or relevant to chairs. The Chairs Council Constitution can be found electronically online with other Chairs Council resources as well as the list of current representatives on the Chairs Council.

TAKING ON A LEADERSHIP ROLE CAN BE AN EXCITING CHALLENGE, OPEN UP CREATIVE VISTAS, AND GIVE YOU AN OPPORTUNITY TO MAKE A DIFFERENCE ON A LARGER CANVAS THAN YOU HAVE BEFORE.

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ACADEMIC RESOURCES

Curriculum Development
UNT supports an active faculty-led curriculum review process. Department chairs are active participants in all facets of curricular decision-making. The University Undergraduate Curriculum Committee (UUCC) is a committee of the Faculty Senate and works with the Oversight Committee on the Core Curriculum (OCCC), Graduate Council, Office of Core Curriculum, and the Office of the Registrar in order to meet educational objectives. The Curriculum website houses UUCC, OCCC, Graduate Council, and Curriculog information, including details needed to request new courses, delete courses, and make changes to the core curriculum.

Office of the Core Curriculum:
- □ Email: Wendy.Watson@unt.edu
- □ Location: Wooten Hall, 125
- □ Phone: (940) 565-4413

Faculty Senate University Undergraduate Curriculum Committee:
- □ Email for UUCC administrative chair: Jaymee Haefner (Jaymee.Haefner@unt.edu)

Curriculog is an electronic tool which faculty members who are designing, changing, or removing course can use to process approvals in a virtual environment. In order to submit information into the Curriculog system, faculty members should request permission from an authority in the college, department, and/or division. Information and permissions can be obtained by contacting catalog@unt.edu.

Creating New Degrees
New bachelor's and master's degree programs must have administrative approval initiated by the Request for UNT Planning Authority (VPAA-182) accompanied by statements addressing THECB Standards for Degree Programs (Standards for Degree Programs). Once administrative approval is received, curriculum committees (UCC or Graduate Council) approve the specific curriculum. New Doctoral Programs require the submission of the Request for UNT Planning Authority (VPAA - 182). Once planning approval is granted by the provost, substantial justification needs to be developed in conjunction with Institutional Research. Once administrative approval is received, the Graduate Council must approve the specific curriculum.

The VPAA-182 form requires the signature of the provost at two separate stages. The initial signature of the provost (after dean approval and before University Accreditation) indicates approval to plan a new program. The second signature of the provost (after UUCC/GC review and before Board of Regents review) indicates university support to start a new program (pending BOR/SACS/THECB approval). Due to the many factors involved in creating a new degree, please be advised that the planning authority process can take anywhere from 9 months to a few years. With that in mind, providing a comprehensive VPAA-182 form at least 9 months prior to the intended program's start date tends to make the process move along in an efficient manner.

Scheduling Classes

The schedule of classes is an on-going process. Chairs work about one-year out to develop course offerings for the spring, summer, and fall terms. In most instances, the departmental assistant will be of great help with the task of scheduling classes for the upcoming year. For additional assistance with any aspect of this process, please contact the Registrar Scheduling team directly, or visit the share point website for related documentation and process guides.

- ☐ Email: registrar.scheduling@unt.edu
- ☐ Phone: (940) 565-4610
- ☐ Share point: http://untranet.unt.edu (Use EUID/password to log in; Registrar
  - ➔ Schedule of Classes)

Syllabus Requirements

Department chairs are responsible for ensuring that all course syllabi are uploaded to the Faculty Information System by the 7th class day, as per House Bill No. 2504. Instructors of record are responsible for developing course syllabi. The University requires consistent elements in each syllabus, which mirror the legislatively-mandated information.   This includes a brief description of each major course requirement and examination, required/recommended reading, and a general description of the subject matter of each lecture or discussion. The Teaching Excellence Handbook includes standard syllabus language and more specific institutional requirements.

Teaching Excellence Handbook

The Teaching Excellence Handbook provides a resource for instructional activities at UNT. Included are helpful tips and important University information that will assist instructors, whether first-time teaching assistants or experienced professors, in carrying out their teaching responsibilities. The handbook can be found electronically on the CLEAR website.

Grade Appeals

UNT Policy 06.040 outlines the grounds for a student grade appeal and the process by which the appeal must be carried out. Chairs are responsible for granting extensions for any time limits identified in the policy, reviewing all formal grade appeals initiated by the student, attempting to resolve appeals through consultation with the instructor and student, forwarding all unresolved appeals to the faculty committee, and notifying the student and instructor of the final resolution in writing, signed by the department chair.

Student Standards of Academic Integrity

UNT Policy 06.003 addresses the investigation and resolution of all allegations of student academic dishonesty. When an instructor and student cannot reach an agreement regarding the degree of academic penalty, the department chair may seek guidance and advisement on academic misconduct penalties from the Office of Academy Integrity. The department chair has final authority over appeals of academic penalties imposed for single violations.

- ☐ Academic Integrity Officer: Karen Weiller-Abels
- ☐ Email: academic.integrity@unt.edu
- ☐ Location: P.E.B. 209A
- ☐ Phone: (940) 565-2856

Code of Student Conduct

[UNT Policy 07.012](#) explains what conduct is prohibited, the process the University uses to review alleged violations, and the sanctions that can be imposed. When students may have violated the Code, they must meet with a University official to discuss the violation in an educational process. Any faculty member, student or staff member can report alleged misconduct to the Dean of Students Office.

- ☐ Email: conduct.dos@unt.edu
- ☐ Location: University Union, Suite 409
- ☐ Phone: (940) 565-2039
- ☐ Website: https://deanofstudents.unt.edu/conduct

Hiring Faculty

UNT's Faculty Recruitment System is designed to provide faster processing of employment information, deliver up-to-date access to information regarding job postings, and allow for more detailed screenings of applicants' qualifications before they reach the interview stage. The system can be used to view applications and change and monitor the status of an applicant through the hiring process. The Office of the Provost provides all faculty recruitment resources listed below. In accordance with UNT Policy 06.023, Program of Assistance for Teaching Personnel Whose Primary Language is Not English, upon hire, all full-time faculty must identify their primary language on the English Language Proficiency Form provided by the Office of the Provost. Department chairs are required to sign and verify at the beginning of the semester and provide their signature on the proficiency form.

- ☐ Faculty Hiring System Departmental User's Guide
- ☐ Recruitment and Compensation
- ☐ Faculty Hiring Team
- ☐ Email: facultyjobs@unt.edu
- ☐ Website: http://vpaa.unt.edu/faculty-resources

Evaluating Faculty

Student Perceptions of Teaching (SPOT)

SPOT is the student evaluation system for UNT. This system offers benefits to obtain an overall assessment of the course and the instructor. The SPOT website includes helpful resources to assist in communication with the faculty in your department and/or college. The SPOT Reference Guide for Department Chairs includes FAQs about the system, information on creating evaluations, accessing and interpreting reports, the email notification schedule, and a list of administration dates for current academic terms. For all information regarding current and past reporting contact SPOT.

- ☐ Email: spot@unt.edu
- ☐ Phone: (940) 369-8776
- ☐ Website: http://spot.unt.edu/

Annual Review

UNT regularly evaluates the effectiveness of each faculty member in accordance with published criteria, regardless of contractual or tenured status. In accordance with the UNT System Board of Regents Rule 06.1100, UNT Policy 06.007 Annual Review and UNT Policy 06.027 Academic Workload, all tenure-track faculty and non-tenure track faculty undergo annual review. Part-time faculty are reviewed regularly according to academic unit guidelines and in accordance with UNT Policy 06.024 Part-Time Faculty. Copies of all departmental review policies should be made available to faculty by department chairs. The VPAA 160 form is available to help faculty in the preparation of the annual review. **Department chairs are responsible for conducting annual reviews.**

Tenure and Promotion

Each unit evaluates all tenure-track, probationary faculty for progress toward tenure during each year of the probationary period, and includes reappointment recommendations - as outlined in UNT Policy 06.007 Annual Review – in alignment with specific departmental guidelines. The Office of the Provost, in collaboration with the Office for Faculty Success, conducts promotion and tenure workshops each fall and spring semester to inform faculty members of institutional policies, deadlines, and submission guidelines. Details regarding upcoming tenure and promotion workshops can be found on the Office for Faculty Success website. All forms can be found on the Office of the Provost website.

☐ Reappointment, Promotion, and Tenure Checklist (VPAA-170)
☐ Promotion Checklist for Lecturers (VPAA-170a)
☐ External Reviewer Form for Tenure and/or Promotion Reviews (VPAA-172)
☐ University Information Form for Faculty Promotions, Promotion and Tenure, Tenure-only, and Reappointments (VPAA-174)

Hiring Staff

Finding the people that are the best fit for each staff role is an important task for a department chair at UNT. The HR Manager Resource's website provides important information on recruiting, hiring and professional development. A talent management staff is available to assist with training, professional development classes, performance evaluation planning and execution, succession planning and employee development.

☐ Phone for HR Campus Staff at UNT: (940) 369-7827 or (940) 565-4244
☐ Website: https://hr.untsystem.edu/opportunities-managers

Evaluating Staff

The UNT Staff Annual Performance Evaluation Common Review date is from April 1- May 31 for all retirement-eligible staff members. The performance evaluation process is governed by UNT Policy 05.043 Staff Development/Performance Planning Review. Supervisors submit completed forms to campus Human Resources. Guides and sample forms to assist with UNT performance evaluations can be found on the UNT System Human Resources website. A few important forms include:

☐ Performance Evaluation Guide
☐ UPO-31
☐ UPO-35
☐ UNT Campus HR
- Email: Brandi.Renton@untsystem.edu
- Location: Sycamore Hall, Room 119
- Phone: (940) 565-2281
- Website: https://hr.untsystem.edu/unt-staff-performance-review-information

FACULTY DEVELOPMENT

Awards and Recognition
Department chairs play an important role in recognizing UNT's faculty through recommending or nominating faculty in their department for awards presented for excellence in teaching, research/creative activities, and service. The Office for Faculty Success' website contains a comprehensive list of awards, selection processes, deadlines and calls for nominations for the variety of awards specific to faculty. Award categories include, but are not limited to:
- □ UNT Foundation Awards
- □ University Distinguished Professorships
- □ Regents Professors
- □ Teaching Awards
- □ Research/Creative Activities Awards
- □ Service Awards
  - ▪ Website: http://facultysuccess.unt.edu/faculty-awards-recognition-unt

Faculty Development Leave
Faculty development leaves at UNT are authorized for the general purpose of increasing the value of the recipients' sustained contribution to the University. They provide the individual with an opportunity for professional growth and may be granted (upon application) for study, research, writing, field observations, or other suitable purposes. UNT Policy 06.010 Faculty Development Leave outlines the three classes of leave, eligibility, procedures and authorizations, and leave period and compensation. Applicants must initiate the request for faculty development leave with the chair of the department who forwards the request to the dean of the faculty member's academic unit for endorsement. The call, application and required forms for faculty development leave can be found on the Office for Faculty Success website.
- □ Faculty Development Leave Checklist
- □ Faculty Development Leave Application Cover Sheet
- □ Faculty Development Leave Application Form (VPAA-152)

Office for Faculty Success
Chairs collaborate with the Office for Faculty Success in a multitude of ways, one of them being the UNT Faculty Mentoring Program. Chairs are responsible for identifying mentors for new faculty across all ranks. The mentoring program provides new faculty with support and resources to help faculty transition into their new roles and strengthen connections across campus departments. The Office for Faculty Success also provides support to faculty at all levels through professional development programming and services.

Two specific forms of support provided to early-career are conference support awards and the Creative and Research and Enhancement Activity Time for Engagement (CREATE) Program.

Assistant professors may apply for a grant to participate in a top national or international conference, performance, or showcase venue most relevant to their field. This award is to be used during either the second or third year of the new faculty member's appointment. The application can be found on the Office for Faculty Success website.

The CREATE Program's purpose is to facilitate the development of new networks and collaborators for new assistant professors and to enhance their scholarly productivity. Upon successful completion of the midterm review new faculty will be eligible to apply for the award to be used during the fourth or fifth year of the faculty member's appointment. The application can be found on the Office for Faculty Success website.

- □ Email: faculty.successs@unt.edu
- □ Location: Hurley Administration Building, Suite 135
- □ Phone: (940) 565-3987
- □ Website: http://facultysuccess.unt.edu/

Center for Learning Enhancement, Assessment, and Redesign (CLEAR)
The Center for Learning Enhancement, Assessment, and Redesign (CLEAR) works closely with faculty to maximize their teaching effectiveness regardless of their mode of instructional delivery. CLEAR assists faculty in the design and delivery of courses as well as with the measurement of learning at the class, department, and college level. CLEAR offers workshops, seminars, conferences, individual consultations, production services, and many other resources across all disciplines.
- □ Email: clearhelp@unt.edu
- □ Location: Chilton Hall 112C
- □ Phone: (940) 369-7394
- □ Website: http://clear.unt.edu/
- □ Director: Patrick Pluscht: Patrick.Pluscht@unt.edu

Data, Analytics, & Institutional Research

The Office of Data, Analytics, & Institutional Research at UNT includes two divisions: Data, Analytics, & Institutional Research (DAIR) and Institutional Effectiveness (IE).

- ☐ DAIR provides UNT executive staff, deans and department chairpersons with authenticated institutional data for strategic decision-making, college and program accreditation, state reporting and grant funding applications.
- ☐ IE supports the ongoing process of collecting and analyzing data and implementing data-driven decisions as related to the goals and outcomes of the UNT Strategic Plan. IE oversees the administration and management of the TracDat database.
  - ▪ Each year department chairs are required to document program and degree-related outcomes on TracDat.
  - ▪ TracDat is the University-wide database for collection and storage of academic and administrative assessment plans. UNT focuses on two major categories of expected outcomes: Academic Expected Outcomes (i.e. student learning outcomes) and Non-Academic Expected Outcomes (i.e. Administrative Outcomes).
  - ▪ Maintenance of the department plan by the chair is vitally important and five different components of Effectiveness (TracDat) reports are reviewed.
  - ▪ For more information regarding department/division responsibilities and IE cycles, deadlines and training opportunities, visit IE's website.

Faculty Information System

The Faculty Information System (FIS) is a repository for faculty achievements in the areas of teaching, research and service. Reports can be generated for personnel review procedures, faculty rosters, and is a single convenient place for faculty to maintain their activity, generate these reports and maintain their faculty profile. For more information on the Faculty Information System (including posting deadlines, FAQs, training slides, and compliance requirements) visit the Faculty Information System tab on the Office of the Provost website. For a list of department FIS Liaisons, see the list of FIS Liaisons and for all deadlines see the current AY calendar.

- ☐ Contact: Hope Wilkinson (Hope.Wilkinson@unt.edu)
- ☐ Email: Faculty.Info@unt.edu
- ☐ Academic Resources Phone: (940) 565-2550
- ☐ Websites: http://facultyinfo.unt.edu/ and https://vpaa.unt.edu/faculty-resources

Records Retention

The University of North Texas System is committed to maintaining a comprehensive record and information management program in accordance with all applicable laws, institutional policies and industry best practices. The Institutional Records Management Program is led by the Director of Institutional Records Management in the Office of Institutional Compliance and directs records and information management initiatives for the UNT System, UNT and UNT Dallas. For more information see UNT Policy 04.008 Records Management and Retention; or if you have any questions concerning records retention schedules, the disposition process or historical records, please contact the office.

- ☐ Email: jira.reply@unt.edu or records@unt.edu
- ☐ Phone: (940) 565-4142

□ Website: http://records.unt.edu/

Budgets

The UNT Budget Office serves as a resource to all levels of management and operating entities within UNT to develop financial plans that support and align with the strategic plan and goals of the institution. Every college at the University has their own budget officer that can assist with any budgetary questions that arise. The University's budget contact is listed below.

□ Email: budget.office@unt.edu
□ Phone: (940) 565-3233
□ University Budget Officer: Brenda Cates (940) 565-2321
□ Website: https://budget.unt.edu/

Provost Office Calendar

The Office of the Provost Deadline Calendar is distributed to deans and deans' assistants and includes deadlines that all department chairs should be aware of in order to prepare in advance for nomination requests and recommendations. Chairs should contact the Office of the Provost at (940) 565-2550 for additional information.

OTHER IMPORTANT RESOURCES

UNT Police Department
In the event of an emergency or situation that requires immediate intervention, please contact the UNT Police.
- □ Emergency (x911) and Non-emergency on-campus phone (x3000)
- □ Off-campus phone or cell phone (940) 565-3000
- □ Website: http://police.unt.edu

Active Shooter and Emergency Management
Risk Management Services provides proactive support to many areas critical to the strategic, operational and financial foundations of the University. Emergency Preparedness and Insurance Management is responsible for implementing and carrying out programs in support of UNT Risk Management's mission. Please review the Faculty Emergency Readiness training from the UNT Police Department and Emergency Management that addresses topics such as active shooters, campus carry, medical emergencies, weather-related emergencies, and other resources useful in your job as department chair. Each year, chairs should schedule a session for active shooter and emergency management training for their department.
- □ Email: askrms@unt.edu
- □ Phone: (940) 565-2109
- □ Website: https://riskmanagement.unt.edu/

CARE Team
The CARE Team is a collaborative interdisciplinary committee of University officials that meets regularly to discuss students, faculty, and staff exhibiting behaviors indicative of high risk. The mission of the CARE Team is to assist in protecting the health, safety, and welfare of the students and members of the UNT community, support student success, and provide a comprehensive response to individuals whose behavior is disruptive to themselves or the environment. The CARE Team plays a secondary role to all urgent circumstances and should be contacted only after initial notifications are made. To contact the CARE Team directly, you can also email any questions.
- □ Email: careteam@unt.edu
- □ Phone: (940) 565-4373
- □ Website: http://studentaffairs.unt.edu/care

Counseling and Testing Services (CTS)
Counseling and Testing Services (CTS) consists of two inter-related parts: the Counseling Center and Testing Services. The Counseling Center provides individual and group therapy, workshops, and assistance in obtaining other community and campus resources exclusively to current UNT students. Testing Services provides a wide range of services including traditional admissions testing, computer-based testing, career testing, and other tests.
- □ Counseling Center Contact info: Chestnut Hall, Suite 311: (940) 565-2741
- □ UNT Testing Center Contact info: The Gateway Center, Room 140: (940) 369-7617
- □ Website: http://studentaffairs.unt.edu/counseling-testing-services

UNT Chairs SharePoint site

The Chairs Network provides department and division chairs a professional network to share ideas and keep discussions going between Chair Academies and other meetings. Visit the site to share ideas and resources.

- https://untranet.unt.edu/provost/support/chairs/SitePages/Home.aspx