



UT Tyler™

THE UNIVERSITY OF TEXAS AT TYLER

FACULTY RESOURCE BOOK





UT Tyler™

THE UNIVERSITY OF TEXAS AT TYLER

UT Tyler Mission Statement

UT Tyler is a comprehensive public university. We help our students, patients, and community members achieve their educational and health goals by offering a combination of excellence in higher education, research, public service, and advanced healthcare delivery.

UT Tyler Vision Statement

We aspire to be an impactful, values-centered institution unified in common purpose; a community that fosters opportunity, committed to providing a uniquely balanced student experience and improving the quality of human life.

UT Tyler Values

Servant Leadership: We put the needs of our students, patients, colleagues, and community, first.

Excellence: We work collaboratively every day to be better and strive to establish and achieve exemplary outcomes.

Accountability: We hold ourselves to the highest ethical standards and manage the resources of UT Tyler wisely.

Diversity: We respect and value diversity in ideas, peoples, and cultures and strive to create an inclusive and equitable community.



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THE UNIVERSITY OF TEXAS AT TYLER

A Message from the President

Welcome to a new academic year at The University of Texas at Tyler! As we begin this journey together, I am excited and optimistic about the many opportunities that lie ahead for our university community.

Your dedication, expertise, and contributions are the foundation of our institution's success. It is through your diligent efforts in teaching, research, and service that we continue to inspire our students and make a significant impact on our community.

This year we are set to make significant progress in our strategic goals. Our focus on academic excellence, innovative research, and community engagement continues. By working together, we will enhance the student experience and build meaningful partnerships.

I encourage you to embrace the spirit of collaboration and innovation that defines UT Tyler. Let us continue to support and inspire one another as we strive for excellence in all our endeavors.

Thank you for your continued support and commitment to our university. I am confident that we will achieve remarkable things this year.

Julie V. Philley, M.D.

President, The University of Texas at Tyler



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UT Tyler Tenure and Promotion Guidelines

The Handbook of Operating Procedures (HOP) includes guidelines for tenure and promotion policies across all UT Tyler schools and colleges. Please use the following links to access the relevant HOP guidelines:

- [HOP 3.3.3: Probationary Period](#)
- [HOP 3.3.4 - Tenure](#)
- [HOP 3.3.5 - Promotion](#)
- [HOP 3.3.2: Annual Faculty Evaluation](#)
- [HOP 3.3.6: Periodic Performance Evaluation of Tenured Faculty](#)

Some colleges and department at UT Tyler have created more specific tenure and promotion policies. These follow the HOP guidelines, but may include more detailed information regarding teaching and research expectations, departmental guidelines, etc. Please use the following links to access your department/school's tenure and promotion policy:

- College of Arts and Sciences
 - [Art and Art History](#)
 - [Biology](#)
 - [Chemistry and Biochemistry](#)
 - [Communication](#)
 - [Literature and Languages](#)
 - [Mathematics](#)
 - [Political Science](#)
 - [History](#)
 - [School of Performing Arts](#)
 - [Social Sciences](#)
- Soules College of Business
 - [Tenure and Promotion](#)
 - [Non-Tenure Track Promotion](#)
- College of Education and Psychology
 - [Psychology and Counseling](#)
 - [School of Education](#)
- School of Health Professions
 - [Kinesiology](#)
 - [Non-Tenure Track Promotion](#)
- School of Nursing
 - [Tenure and Promotion](#)
 - [Non-Tenure Track Promotion](#)
- College of Engineering
 - [Tenure and Promotion](#)
 - [Non-Tenure Track Promotion](#)
- [Fisch College of Pharmacy](#)

Teaching Expectations for All Faculty (Full-time and Part-time)

Purpose: This document was created based on the requests of deans, chairs, directors, and faculty (new and returning) to clarify teaching expectations for UT Tyler faculty. This document provides baseline expectations for teaching and offers faculty additional ways to present data points beyond course evaluations about their teaching for annual evaluations, teaching award applications, and other documents about teaching.

These baseline expectations apply to both full-time and part-time faculty. Therefore, it is not exclusive to other teaching activities conducted by UT Tyler's full-time faculty. (These activities include, but are not limited to, program design and redesign, course development, mentoring and advising of students, etc.). Department chairs can use these baseline expectations in conversations with faculty and/or as part of faculty annual evaluations as desired or directed by their dean.

Faculty should also ensure they know minimal teaching expectations for their college, department, and academic program area(s).

1) *Course Material Selection and Adoption*

Faculty are responsible for selecting course materials, including textbooks, to ensure the quality of the content of the course and that course and degree student learning outcomes are met. For courses taught by adjuncts, the materials should be selected in consultation with the departments. We encourage faculty to explore OER, free resources, or materials available from the library, such as unlimited e-book options.

Due dates: The exact dates for submitting course materials are included in the Academic Calendar. These due dates are applicable for all sessions (e.g., Fall 1, Fall 2, etc.) within a term.

2) *Syllabus*

As required by HB 2504, passed by the 81st Texas Legislature in 2009, and in alignment with the UT Tyler Catalog statement on course syllabi, departments must post all syllabi and updated curriculum vitae (CV) by the first day of the term. Typically, departments request this one week before the start of the semester to build in time for posting these documents. In addition, faculty should publish the current course syllabus in the Syllabus Module within Canvas. The Syllabus module, co-created with faculty and students, has the required University policies and Student Resources embedded, so that is not needed for your syllabus content. State law requires that syllabi be available to the public and students on the first day of class and contain the following.

- Course number and title
- Instructor's name, office location, and office hours
- Names, office locations, and office hours of any teaching assistants
- An overview of the course, including (1) prerequisites, (2) the subject matter of each lecture or discussion; and (3) the learning outcomes for the course and how they will be assessed
- Grading policy, including (1) means of evaluation and assignment of class grades; (2) whether and, if so, how attendance will be used in determining the final class grade
- A brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20% or more of the class grade
- A list of required and recommended materials identified by author, title, and publisher
- Final exam date and time
- In addition, UT Tyler faculty must include the required language on generative artificial intelligence (AI) and clearly state the acceptable use and expectations for AI use in their course.

3) Absences

Student Absences:

- NEW: As required by SB 412, passed by the 88th Legislature in 2023, students who are parents* are to have excused absences for their children's medical issues, be allowed to make up missed assignments or assessments, have additional time to complete assignments as the institution allows for a student with a temporary medical condition, and provided access to instructional materials and video recordings of lectures for which the student has an excused absence. (*SB 412 defines students who are parents as students who are the caregiver for a child 18 and under.)
- Follow Absence policies as noted in the catalog that includes excused absence for University events or activities, religious holy days, active military service, and due to injury, illness, death, or major illness in a student's immediate family.

Faculty Absences:

HOP 3.1.9: Substitute Instructors states,

Each faculty member is responsible for making arrangements for a substitute to carry on his or her usual duties through appropriate administrative channels when an absence is made necessary by illness, emergency, or a university-approved function. Any substitute instructor must be approved by the department chair and/or dean. If the faculty member is unable to arrange for a substitute, he/she must notify the department of the impending uncovered absence. Approval of a substitute does not preclude the necessity for the faculty member to complete the appropriate forms required by law of all employees about an absence from duty.

Faculty are encouraged to invite a university staff member, such as a career coach, librarian, academic staff member, etc., to assist students in their course or degree when possible. There is value in the consistency of holding classes as scheduled. It is recognized that in an emergency, faculty might be unable to arrange a substitute and must instruct students regarding required activities for the missed class session.

4) *Timely and Consistent Feedback*

Providing meaningful feedback assists undergraduate and graduate students clarify their understanding and is a critical part of the learning process. It is also essential to have the opportunity to try learning with low risk. This allows students to make mistakes in the learning process. Faculty are expected to provide feedback in the following ways.

- Using informal and formal assessments throughout the course
- 1st Month Alert (undergraduate students only) Our most at-risk students are those who have transitioned to UT Tyler. For all incoming students (FTIC and transfer students), faculty will be sent a spreadsheet to provide insight into the progress of the students listed in the spreadsheet. Faculty select their level of concern with the student's progress (red, yellow, or green) and then check boxes with possible reasons for the concern. Faculty complete the spreadsheet and return it to Academic Success. Participation reports are sent to the dean, associate dean, and department chair.
- Midterm Grade Alerts -- available for undergraduate and graduate students. At a minimum, faculty should let students know if they are failing or nearly failing. Midterm grade alerts are submitted before the withdrawal date. This enables students to meet with their advisors to determine the appropriate action. This can be done through PeopleSoft or with the Canvas grade pass to People Soft process. The Office of Digital Learning can work with faculty wanting to use Canvas to submit midterm grade alerts. Participation reports are sent to the dean, associate dean, and department chair.
- Using Canvas Gradebook – available for undergraduate and graduate students

Students should have current access to their progress in the course. Course materials should be graded in a timely fashion and throughout the entire semester. Grades should only be hidden in Canvas if the assignment is being graded.

- Submit Final Grades Faculty should use either PeopleSoft or Canvas to submit their final grades. The Office of Digital Learning can assist faculty wanting to use the Canvas grade pass-back process to PeopleSoft.

5) *Course Content*

The Office of Digital Learning can assist faculty in learning how to incorporate closed captioning into videos to accommodate students' different learning needs. Adding closed captioning is a component of compliance with federal laws and ADA requirements.

6) *Professional Growth*

Learning is a lifelong pursuit. Expanding your expertise in your discipline and pedagogy is essential for success. The Center for Excellence in Teaching & Learning, the Academy of Distinguished Teachers, the Office of Digital Learning, and the Association of College and University Educators (ACUE) courses are available to expand the pedagogical expertise of UT Tyler faculty. Faculty are expected to attend at least one professional development opportunity each year and study the implementation of their learning in their teaching practice, changes made in their course(s), and impact on student achievement. Opportunities are available on the [Faculty Professional Development Calendar](#) and by email.

7) *Attendance Roster*

Faculty play an essential role in ensuring UT Tyler can provide federal financial aid to students. As one of the U.S. Department of Education regulations, faculty must complete the attendance roster found in PeopleSoft. This allows UT Tyler's Financial Aid and Scholarship Office to verify that students comply with the federal requirement related to attendance. The Director of Financial Aid emails faculty each term to provide the deadline for submission of the attendance rosters.

8) *Program Assessment*

Program-level assessment is an important process in which faculty gather information about what and how students are learning. Faculty group discussions are essential to the annual review to guide data-informed program improvement planning. When faculty members are the Instructor of Record (IOR) for courses included in the program-level assessment plan, they are responsible for collaborating with faculty peers and implementing the agreed-upon action plan for continuous improvement.

THE UNIVERSITY OF TEXAS AT TYLER

THE CENTER FOR EXCELLENCE IN TEACHING & LEARNING

About The Center

The Center for Excellence in Teaching and Learning (CETL) is dedicated to the advancement of best practices in teaching and learning at the University of Texas at Tyler. The CETL provides high quality professional development to promote the development of new skills and discipline knowledge in order to enhance the academic success of our students.

The CETL provides support for all teachers at UT Tyler, including tenured and tenure-track faculty, non-tenure track faculty, clinical instructional faculty, lecturers, graduate student teachers, and adjunct instructors.

What We Offer



Workshops & Speakers

High-quality opportunities to learn best practices in teaching and learning from UT Tyler faculty and world experts



Learning Cohorts

Multi-disciplinary groups of instructors exploring new practices related to teaching and learning



Book Clubs

Synchronous and asynchronous discussions about new publications relating to teaching and learning



On-Demand Learning

Recorded workshops and presentations provide professional development when needed



Teaching Resources

High-quality teaching resources including articles, books, videos, and online workshops



New Faculty Orientation

Important information, resources and instructional support for new faculty during their first year

THE UNIVERSITY OF TEXAS AT TYLER

THE CENTER FOR EXCELLENCE IN TEACHING & LEARNING



Dr. Danielle Bailey
CETL Director

Meet the Staff

[Contact Us](#)
[903-566-7296](tel:903-566-7296)
cetl@uttyler.edu

[CETL Webpage](#)



Lynette Sutter
CETL Assistant

Meeting Spaces

The Center for Excellence in Teaching and Learning has two spaces available on the first floor of the Muntz Library (LIB 127) for professional development programming. The Faculty Collaboration and Professional Development Hub is a large meeting space that can host groups of up to 30 participants. The CETL conference room seats 8 people. Both spaces are equipped with large screen monitors, room microphones, and videoconferencing equipment. These areas are available to faculty and instructional staff for workshops, training sessions, and department meetings.



To book either of these rooms, please contact Lynette Sutter at
[903-566-7296](tel:903-566-7296) or lsutter@uttyler.edu



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ACADEMY OF DISTINGUISHED TEACHERS

The Academy is a formal organization of distinguished scholars of the first order recognized for teaching excellence, who are committed to the advancement of teaching and learning across UT Tyler.

The goals of the Academy are:

- To advocate for, promote, and celebrate teaching excellence at UT Tyler.
- To serve as a University-level advisory and advocacy group dedicated to fostering classroom innovation and teaching excellence.
- To facilitate the sharing of best practices in teaching across disciplines, colleges, and departments through workshops, seminars, discussion panels, etc.
- To promote an understanding of the complex and diverse nature of discovery, teaching, and learning and the importance of scholarly and creative activity to the learning process.
- To foster the integration of the scholarship of teaching and learning with the scholarship of discovery to reinforce a culture of teacher-scholars.
- To provide a forum that brings together faculty, staff, and students to share opportunities for learning about discovery, teaching, and learning.

Events

Please filter “Academy of Distinguished Teachers” results on the [Professional Development Calendar](#) for upcoming Academy events.

Annual Reports

Explore the ADT Annual Report to learn how the UT Tyler Academy is advancing teaching excellence and learning across the institution through engagement, mentorship, networking, and new membership!

[2023-2024 Annual Report](#)
[2022-2023 Annual Report](#)

Academy Mentoring Program (AMP)

The Academy Mentoring Program (AMP) is a formal mentorship program that promotes teaching excellence at the undergraduate and graduate level. AMP Mentees are paired with ADT Faculty Fellows from various academic disciplines who serve as Mentors in teaching excellence. The mentor-mentee relationship is one of advocacy for teaching excellence, classroom innovation, and best practices, through shared opportunities of discovery, teaching, and learning. Selection criteria and procedures are outlined in the [AMP APPLICATION](#).

Campus Carry & Emergency Situations

Mike Medders, Chief of Police

The University of Texas at Tyler
Police Department
3410 Varsity Drive
Tyler, Texas 75701

Provides comprehensive law enforcement and security services for the University of Texas at Tyler 24/7/365.

(903) 566-7300 (24-hour dispatch)
(903) 566-7060 (office hours 8a -5p)
police@uttyler.edu
www.uttyler.edu/police

Also provides safe walk escorts, vehicle lockouts, and vehicle jump starts.



www.uttyler.edu/about/campus-carry/

Senate Bill 11 authorizes handgun license holders to carry their concealed handguns on campus and also requires each university to develop specific guidelines regarding campus concealed carry. All licensed handgun carriers will be required to carry the handgun in a holster or other secure weapon case that completely covers the trigger and the entire trigger guard area. The holster must sufficiently retain the handgun in place so that it will not discharge in the event of sudden movement.

The mission of The University of Texas at Tyler Campus Police is to provide an environment in which the university community can live, study, and work without fear. The University of Texas at Tyler Campus Police will partner with members of the university community to maintain an environment of safety conducive to the accomplishment and fulfillment of The University of Texas at Tyler's overall mission by providing information and services that enhance personal safety and protect resources.



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Office of the Registrar

Registrar Office Mission Statement:

The function of the Office of the Registrar is to provide the highest quality of service to students, faculty, administrators, and staff while assisting students and academic units in complying with University policies and procedures. We are the stewards of The University of Texas at Tyler's student records from matriculation to degree conferral in perpetuity.

Contact information

Location: STE 221

Troy G. White, Ph.D
University Registrar
Tel: 903.565.5751

<http://www.uttyler.edu/registrar/>

FERPA

The Office of the Registrar oversees FERPA compliance at UT Tyler and is available to assist faculty with any related questions. Please visit our FERPA website at www.uttyler.edu/registrar/ferpa for general information and take our FERPA Tutorial to check your knowledge.

University Census Date

The Census Date is the day on which course enrollments are finalized and certified to the State of Texas for funding and other reporting purposes. Students may no longer add or swap courses after this date, and dropped courses will begin to incur W or Q grades. For more information on the Census Date visit www.uttyler.edu/registrar/policies/census_date

Faculty Grade Center

The myUTTyler Faculty Center is the official grade submission location at UT Tyler. Once the Office of the Registrar generates grade rosters and notifies the faculty at the end of each session/term, all official grades must be entered into the grade roster for each class section, and each roster set to 'Approved' status. For any grade rosters that are not updated and set to this status by the stated deadline, grades of "I" will be entered for the entire roster and a Grade Change will be necessary for each student. Please see Incomplete Grades for more information.

If instructors need to make edits to a roster that has been set to 'Approved' before the posting deadline, they may contact the Office of the Registrar to request that the roster be set back to a status that allows edits.



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Office of the Registrar

Enrollment- Permission Codes for Faculty Signatures for Enrollment

Students seeking entrance to your course(s) who need an override for closed class, pre/co-requisite, and/or instructor or department consent/permission should be issued a permission number by your academic department. The Administrative Assistant can assist with obtaining these numbers.

Incomplete Grades

When students are assigned an Incomplete grade, instructors may allow up to one year for the student to complete all outstanding coursework. The specific timeline and remaining requirements should be noted on the required Incomplete Form signed by the instructor and student. Once the final grade is determined, a Grade Change form must be submitted to the Office of the Registrar using the workflow in Faculty Center; see the Academic Affairs resources page for links to the Incomplete Grade Form and a how-to document for grade changes.

Student Information System (PeopleSoft or myUTTyler)

myUTTyler (my.uttyler.edu) is the online student registration and information system. Within Student Center, using the Manage Classes tile, students can register for classes, check course availability, or view their schedule. Other tiles here allow access to unofficial transcripts, the Patriot Advising Report, grade history, and a host of other functions.

Course Catalog / Curriculum Process

While the Official Course Catalog is the purview of Academic Affairs, we configure curriculum in the student information system after requests have gone through the formal curriculum approval process.

Once in the catalog inventory, Departments schedule classes in myUTTyler. The catalog and schedule of classes data inform State Reporting. Any changes to items such as prerequisites, course descriptions, or course titles must be approved by Academic Affairs.

Such requests should be planned around a year before a course is offered, as Academic Affairs will close the official Course Catalog to edits months before the academic year begins.

Schedule of classes

The academic timeline starts early in the Registrar's Office. Scheduling classes opens months before registration.

Registration opens months before the term begins. Once registration opens, changes such as meeting days/times are restricted. The Chair works with the Departmental Admin to get the schedule into myUTTyler, and the Registrar's Office works with both for any questions that arise.

The Registrar's Office provides training to the Departmental Admins on how to use myUTTyler for the Schedule of Classes. Once the Schedule of Classes is in myUTTyler, the Admins can schedule classrooms via Astra.

Office of Research, Scholarship, and Sponsored Programs

Research Administration serves as an important resource and partner to UT Tyler faculty, staff and students. Our department ensures that research is conducted ethically, efficiently, and in compliance with regulations, while also maximizing opportunities for funding, collaboration, and innovation. We serve as the central administrative unit responsible for the key functions of research oversight across all UT Tyler campuses. Research Administration includes the Office of Sponsored Programs, the Office of Research Compliance, the Human Research Protections Program, as well as collaborations with the Office of Technology Transfer and Commercialization and the Office of Legal Affairs. With a commitment to excellence and compliance, our office ensures that every research endeavor—from inception to completion—is thoroughly supported and seamlessly executed. Through collaborative partnerships and rigorous oversight, we strive to serve and support our researchers as they continue to make impactful discoveries and contributions that shape the future while upholding institutional integrity.

Office of Research Administration

Contact: Lisa Bush, MS, CIP,
Associate Vice President for Research Administration
lbush@uttyler.edu / 903-565-5561

- Research Design and Data Analysis Lab
- Professional Development and Continuing Education
- Internal Grant Awards
- STARs Funding Awards

Office of Research Compliance

Contact: Dr. Anna Kurdowska, Associate Vice President for Research Compliance
akurdowska@uttyler.edu / 903-877-7738

- Research Integrity
- Animal Research Oversight (IACUC)
- Institutional Biosafety Committee (IBC)
- Infectious Organism Research (IORRC)
- Research Radiation Safety
- Vivarium Operations and Lab Safety
- Research Security/Export Control
- Research Training Oversight

Human Research Protections Program

Contact: Corrie Warren, CIP, Institutional Review Board Manager
cwarren@uttyler.edu / irb@uthct.edu / 903-877-7649

- Institutional Review Board (IRB)
- Post Approval Monitoring and IRB Auditing

Office of Technology Transfer and Commercialization

Contact: Brandon Reynolds, Director, ETX Launchpad
breynolds@uttyler.edu / 903-565-5950
Dr. Anna Kurdowska, Associate Vice President of Research Compliance
akurdowska@uttyler.edu / 903-877-7738

- Intellectual Property (IP) disclosures
- Patent submissions
- Commercialization processes

Office of Sponsored Programs

Contact: Main Campus- research@uttyler.edu / 903-565-5858
HSC Campus- grants@uthct.edu / 903-565-5858

- Pre-Proposal and Opportunity Identification Assistance
- Proposal Development
- Proposal Submission
- Award Set-Up
- Grant Management/Grant Accounting
- Contract Negotiation
- Time and Effort Reporting

Management and Reporting of Financial Conflicts of Interest in Research

Contact: Carl Baronowski, JD, Chief Legal Officer, Conflict of Interest Official
cbaronowski@uttyler.edu / 903-565-6474
Dr. Anna Kurdowska, Associate Vice President for Research Compliance
akurdowska@uttyler.edu / 903-877-7738

FACULTY 180



TRAINING DATES

[Tuesday, August 27, 2024 10:00 am - 11:30 am via Zoom](#)

[Tuesday, January 16, 2025 12:00 pm - 1:30 pm via Zoom](#)

click on dates for more information

SERVICES PROVIDED:

PASS TUTORING

Free, walk-in tutoring in a variety of subjects.

<https://www.uttyler.edu/academics/success-services/tutoring/>

SUPPLEMENTAL INSTRUCTION FACULTY RESOURCES

<https://www.uttyler.edu/academics/success-services/supplemental-instruction/faculty-resources/index.php>

UPSWING

Free 24/7 online tutoring that supports the majority of undergraduate classes at UT Tyler.

<https://uttyler.upswing.io/>

MORE INFORMATION ON ALL PROGRAMS

<https://www.uttyler.edu/success/>

ACADEMIC SUPPORT

ACADEMIC SUCCESS LIBRARY 4TH FLOOR

Any student enrolled in UT Tyler has access to utilize our services, free of charge. No appointments are necessary. Faculty can request our support for their course by contacting the Coordinator of Academic Support. Courses are evaluated for support by looking at their historic DFW rates and by looking at the courses through which we can potentially impact the greatest number of students.

UNIV 1002 Patriot Principles for Academic Excellence is an academic wellness seminar that offers students lessons on best practices in cognitive learning theory, critical thinking, growth mindset, and stress and time management among other topics. Students are connected with resources to enable them to thrive at UT Tyler. Academic programs may require students to take the course if needed. It is a credit/no credit course free to take.

Academics101 is a new Patriot's ultimate toolkit for starting out successful at UT Tyler. Comprising videos and instructions on everything from advising, registering/enrolling, both academic and non-academic resources, and even videos on successful student habits and behaviors, this Canvas course is sure to support all aspects of students' learning and wellness on their journey with us.

Students can find our availability of services by visiting our website: <http://www.uttyler.edu/success/>

Our goal is to support students by providing them with the tools needed to succeed in college and to ultimately attain their degrees.

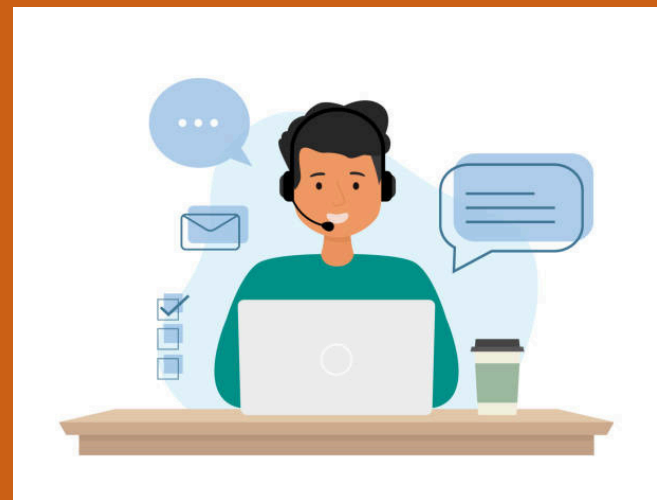
TECHNOLOGY SUPPORT

What can we help with?

Username, passwords, email, UT Share, myUTTyler, computer trouble, software, hardware, Internet and more.

<https://www.uttyler.edu/it/support/>

Our IT Support team is on hand to help you get through any and all technology issues you may have. A quick email to itsupport@uttyler.edu will create a trouble ticket for you and forward that along to us. We will then contact you to find out the best way to solve your problem.



More Information:

[How to Check My Faculty/Staff Email From Off-Campus](#)

[Employee Self-Service Password Reset](#)

[Password Reset Survival Kit](#)

[DocuSign](#)

[Two-Factor Authentication](#)

[How to Access Wireless Services](#)

[Spam and Phishing Information](#)

The One-Stop

The One-Stop provides seamless and integrated services for admissions, enrollment, financial aid, scholarships, student records, and student cashier services. As part of the Office of Enrollment Services, we are also available to assist faculty and staff with any number of questions. If you're stuck, frustrated, or just don't know where to start reach out to our Team! We are here to help with all types of barriers to timely degree completion; whether it be on a case-by-case basis or a systemic process.

The One-Stop has cross-trained Service Specialists ready with a concierge focus on facilitating a successful student experience!

Check out The One-Stop [Student Tutorial Library](#) for quick guidance on common issues.

The [Faculty/Staff Resource Library](#) which covers discussions and tutorials for common university policies that impact student accounts.

PHONE: 903.566.7180

EMAIL: enroll@uttyler.edu



Services

Student Records

Financial Aid

Enrollment

Scholarships

Student Cashier Services

Student and Faculty ID's

Third Party Sponsorships

Undergraduate Admissions

State Tuition Exemption/ Tuition Waiver Programs

LOCATION:

Stewart Administration Building, Room 230

HOURS:

Monday - Friday 8am- 5pm

WEBSITE:

www.uttyler.edu/enroll

UTTyler Campus Store

Textbooks, Apparel, Gifts and More

Hours of Operation

Summer

- 8 a.m. – 4 p.m. Monday through Thursday and 8 a.m. – 1 p.m. Friday

Fall

- 8 a.m. – 5 p.m. Monday through Thursday and 8 a.m. – 1 p.m. Friday

Summer Graduation

Student Cap and Gown Orders for Home Delivery

- Tuesday, July 23, is the first deadline to order cap and gown for home shipment. Saturday, Aug. 3, is the second opportunity to submit an order with a late order fee.
- To order, visit herff.ly/uttyler.

Faculty Regalia Purchase and Rental

- Contact Herff Jones GMcDonald@herffjones.com.

Textbooks

- Summer and fall textbook information is accessible online at UTTylerStore.com.
- Website provides comprehensive details on available textbooks to purchase for home delivery or in-store pickup.
 - Textbooks are stocked at the Campus Store for purchase.
 - Rented books from the previous vendor for summer term can be returned to the Campus Store.

For more information, contact the UT Tyler Campus Store at 903.566.7070, 2390mgr@follett.com or bkstr.com/uttylerstore.



Office of Digital Learning

learn.do.share.

ODL Team

Scott Dillingham
Director

sdillingham@uttyler.edu
Phone: 903.566.7439

Brittany Folden
LMS Administrator

bfolden@uttyler.edu
Phone: 903.566.6221

Stephen Myers
Instructional Designer

stephenmyers@uttyler.edu
Phone: 903.566.7127

Emily Davidson
Instructional Design Associate

edavidson@uttyler.edu
Phone: 903.565.6307

Zulma Tujillo Cavazos
Digital Course Support Specialist II

ztrujilocavazos@uttyler.edu
Phone: 903.565.5924

The Office of Digital Learning exists to innovate and advance the use of digital technologies in meaningful teaching and learning experiences for all university stakeholders. We strive to partner with programs and people to find appropriate solutions to support teaching, service, and research. Our goal is to use technology to simplify the complex, bridge gaps, and connect teaching, exploration, and learning.

Our team includes an LMS support team who works with college faculty, programs, and departments to serve digital learning needs and provide support for digital platforms that provide assessment, engagement, feedback, and academic integrity opportunities in face to face, hybrid, and online courses. Instructional designers provide both pedagogical and user experience guidance and support. This includes resource repositories for faculty, course design templates and starter course shells, website resources including badges and online credentialing, and online / on demand programs and workshops to address specific course, program, and department needs.

The Office also administers learning systems support including Canvas, Zoom, Unicheck, Proctor U, Studio, and other enterprise platforms available to all students and faculty. Canvas support includes enrollment and user presence, system functionality, integration, user experience, and system modification and tuning for all faculty and students.

Contact Us

Ph: 903.566.6200
canvas@uttyler.edu

The University of Texas at Tyler Cowan Center presents national and international touring arts and educational programming to benefit academic and student life and to enrich the cultural climate for the East Texas Region.

BOX OFFICE INFO

The box office for the Cowan Center is located on the UT Tyler campus and is open Monday through Friday, from 9:00 am to 4:00 pm. The box office staff can be reached by phone at 903-566-7424 or by fax at 903-566-7134.

Tickets can be purchased in person, by phone, or online at www.cowancenter.org

DISCOUNTS

UT Tyler & UT Health Northeast employees receive a 10% discount on up to two tickets per event, with the exception of special events. Additional larger discounts are provided for series subscription purchases. Discounts are not retroactive. They are available only through the box office and must be requested at the time of purchase.

MULTI-PURPOSE VENUE

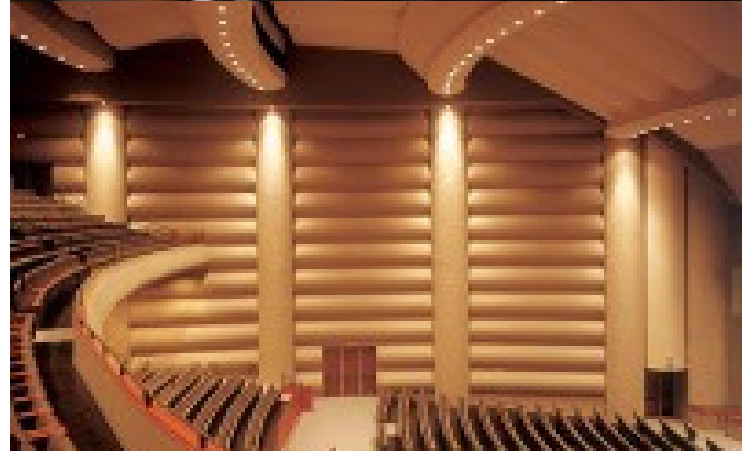
The Cowan Center presents national and international tours of music, dance, Broadway shows, and world-renowned artists and lecturers. The venue is used by campus for various events throughout the year, including commencement, faculty convocation, and performances by the UT Tyler School of Performing Arts. Community affiliates such as the Texas Rose Festival and East Texas Symphony Orchestra also perform at the Cowan Center and bring additional visitors to UT Tyler. The venue is also available for rental to regional businesses for corporate and staff training.

CONTACT

Terri Holland, Director
tholland@uttyler.edu, 903 566-7191
Melanie Mogel, Office Coordinator
mmogle@uttyler.edu, 903-566-7141
Box Office
Cowan@uttyler.edu, 903-566-7424

THE COWAN CENTER

THE R. DON COWAN FINE & PERFORMING
ARTS CENTER
3900 UNIVERSITY BLVD.
FAC 1120
TYLER, TEXAS 75799



THE MUNTZ LIBRARY AT UT TYLER

Hours
Subject to Change

Mon-Th 7:30 am - Midnight

Friday 7:30 am - 5 pm

Saturday 9 am - 6 pm

Sunday 11 am - Midnight

Help Desk
903.566.7342

Email:
library@uttyler.edu



Services Provided

Liaison Librarian Service

You have your very own liaison librarian! Liaisons collaborate with you to:

- Provide instruction, orientation, and training tailored to your subjects and needs
- Design learning tools and online research guides for your subject area or specific course
- Develop well-rounded collections of library resources to support your curriculum and research
- Identify Open Educational Resources (OER) for your courses

Liaisons also:

- Provide library information and support to new faculty, including assisting with research
- Communicate new library resources on a routine basis
- Visit departments to foster a close working relationship with faculty

Locate your Liaison Librarian at <https://www.uttyler.edu/library/support/your-librarian/>

All electronic resources are available from any location with internet access. For off-campus access issues, please contact Christine Forisha, Head of Electronic Resources and Collection Management 903.566.5992

Quick Reference Links:

- [Library Main Page](#)
- [Library Resource Guides](#) by Subject or Discipline
- [List of Databases](#)
- To request a resource, contact Christine Forisha, Head of Electronic Resources and Collection Management, cforisha@uttyler.edu, 903.566.5992
- Use your regular login to access the free-of-charge inter-library loan service, which allows you to get materials that UT Tyler does not own.

THE MUNTZ LIBRARY AT UT TYLER

**Terra Gullings, MLIS,
CA
903-565-5849**

**Location:
Library 206**

**Email:
tgullings@uttyler.edu**



Scholar Works

Scholar Works at UT Tyler organizes, preserves, and disseminates digital materials created by UT Tyler faculty, students, and staff. It allows our members a way to distribute their work to audiences outside their institution, serving as either an alternative or complement to traditional publishing.

Scholar Works currently houses graduate student theses and dissertations, student newspapers from the 1970s-1990s, and a variety of faculty research output like journal articles, presentations, posters, papers, videos, and other scholarly works.

Scholar Works at UT Tyler supports the university mission through the preservation and widening of access to the scholarship, creativity, collaborations, and creation of research at UT Tyler.

Faculty who are interested in adding their scholarly output to Scholar Works at UT Tyler should contact Terra Gullings for more information.

**Terra Gullings, MLIS, CA
Scholarly Communications Librarian**

This content is available to anyone, anywhere in the world, via <https://scholarworks.uttyler.edu/> and items are discoverable through major search engines.



HERRINGTON PATRIOT CENTER (HPC)

UT Tyler Recreational Sports

The HPC is named for the family of Louise H. Ornelas, who has been an avid supporter of UT Tyler for many years. The center also includes the Jean Lancaster Academic Wing, Maytee Fisch Convocation Center, Jim and Bonna Bess Vaughn Recreation and Therapy Pool and the Meadows Student Lounge.

Other features of the facility include classrooms, laboratories, faculty offices, a gymnasium/convocation area with basketball and volleyball courts seating for over 2,000, indoor walking/jogging track, aerobics and free weights areas.

HOURS OF OPERATION

Monday - Thursday

6:00 am - 11:00 pm

Friday

6:00 am - 7:00 pm

Saturday & Sunday

10:00 am - 8:00 pm

MEMBERSHIP

UT Tyler Faculty/Staff (Full or part-time) - \$20/monthly payable in HPC office or via payroll deduction online form. Additional \$20/month for family.

More Information

Contact Us

Office Hours:
M-F 8 a.m. - 5 p.m.

800 UT TYLER
Ph: 903.566.7466
Fx: 903.565.5553
hpc@uttyler.edu



PATRIOT PRINTING

OFFICE HOURS:
MON-FRI
8:00AM-4:30 PM

Todd Haines, Manager
THaines@uttyler.edu

Taylor Tracey
ttracey@uttyler.edu

Copies (Color and Black and White)

Letter 8.5x11

Legal 8.5x14

Tabloid 11x17

Color Paper and Specialty Papers

Visit our copy center and ask for samples.

Special Services

Reductions/Enlargements

Document Manipulation

Transparencies

Lamination

Shrink-wrapping

Clear Covers

Vinyl Covers

Typesetting

Design

Fax Service

Bindery Services

GBC Plastic Comb

Thermal Tape

Finishing Services

Folding

Cutting

Padding

Hole-punch

Stapling

Collating



SUBMIT A PRINT REQUEST

- Visit HelpNow for all your printing and Xerox service call needs.
- Click the "Login" link on the upper right-hand side of the page.
- Log in using your full email address and your normal staff password that you use to log into your work computer.
- Select "Services."
- On this page, you will see a variety of request categories. Click the "Patriot Printing."
- You will then see four options. Click "Patriot Printing."
- You have now arrived at the form. On the bottom right-hand side, you will see the paper clip icon. Use this to attach files, if applicable.
- Any field that has a red asterisk is a mandatory field and must be filled in before you can submit the request. The original paper form was used to create this online form, so it should feel similar. In an effort to keep the online form short we have hidden some fields that are not commonly used until certain boxes are checked. For example, if you click on "Bindery Services," a number of other options will appear.
- After completing the form, click "Submit Request" and it will route directly to Patriot Printing Service personnel.

CONTACT INFO:
PATRIOTPRINTING@UTTYLER.EDU

903-566-7236

WEBSITE:
HTTPS://WWW.UTTYLER.EDU/OFFICES/PATRIOT-PRINTING/PRINT-REQUEST/

MEET *Student* SUCCESS

The University of Texas at Tyler Student Success Division creates an engaging student experience and supports student success and the mission of the University through high-quality, effective services, and programs that encourage diverse perspectives and cultivate civic responsibility.

The departments within the Division are here to assist you by providing academic support, student support, engaging and experiential partnerships and career preparation.

The division of Student Success provides direct support in the areas of

- domestic student travel
- non-academic student grievances
- student fee requests
- oversight for the Manual of Policies and Procedures
- student health insurance

www.uttyler.edu/offices/student-success/

[uttyler.edutystudentsuccess@](mailto:uttyler.edutystudentsuccess@uttyler.edu)

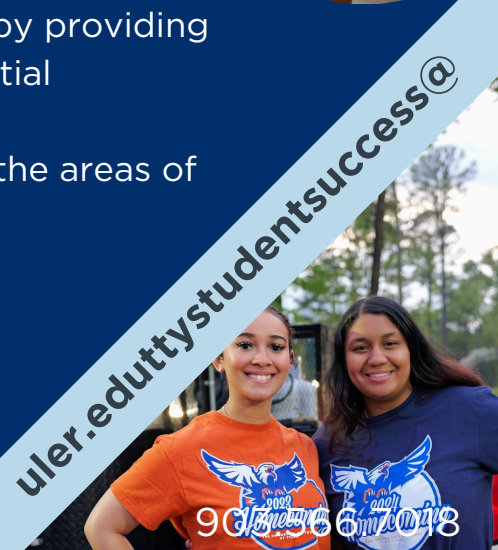
Pep Band & Patriot Drumline

Student Success has partnered with the School of Performing Arts to continue supporting the UT Tyler Pep Bands and Patriot Drumline!

Both of these groups are comprised of students from many different majors on campus, and the various performing opportunities allow them to represent UT Tyler in a new and exciting way throughout our community.

Students or faculty who are interested in learning more about or collaborating with the pep band and/or drumline should contact

drumline@uttyler.edu



Student Engagement

UC 3400

getconnected@uttyler.edu

903.566.5645

Student Engagement houses the following departments and programs:

- Patriot Engage app - one stop shop for events, organizations and involvement! uttyler.edu/engage
- Leadership Programs - National Society of Leadership & Success, Leadership Development, Leadership & Service Awards
- Service Programs - The East Texas Big Event, Alternative Spring Break
- Student Organizations - Over 100 student organizations to choose from!
- ESports Partnership with Rec Sports & Soules College of Business
- New Student & Family Programs - New Patriot Orientation, Swoop Camp, 1st year Experience Programs, Sophomore Year Experience, Family Programs, Parenting Student Liaison
- Persistence Programming - Patriot Strong, Student Mentor Program
- Campus Activities
- Greek Affairs
- Student Government Association



Student Accessibility Resources

The UT Tyler Office of Student Accessibility and Resources (SAR) provides students equal access to all educational, social, and co-curricular programs through coordination of services and reasonable accommodations, consultation, and advocacy.

SAR works with and partners with the campus community to ensure compliance with all accessibility/disability related federal and state laws as they pertain to student equal access to programs and educational experiences.

Testing Center

903.566.5693

testingcenter@uttyler.edu

Student Accessibility & Resources

903.566.7079

saroffice@uttyler.edu



Dean of Students



The Office of the Dean of Students provides support, guidance, and advocacy to students including: faculty absence notifications, emergency funding requests, navigating challenges and concerns, wellness and support, and anything that may impede a student's ability to succeed.

Student Conduct & Intervention

903.565.5946
deanofstudents@uttyler.edu

Student Assistance & Advocacy Team - CARE

903.565.5946
uttyler.edu/offices/student-success/dean-of-students/care-team/

MVSC - Military & Veterans Success Center

903.565.5972
mvsc@uttyler.edu

Student Counseling Center

903.565.5746
counselingandwellness@uttyler.edu

Students in Recovery

800.UTTYLER
crs@uttyler.edu

Scheduling & Conferences Services

The Event Management team can help coordinate your UT Tyler-hosted event, camp or conference. ASTRA is the on-campus scheduling software that allows you to reserve any facility or facility-related service

eventmgmt@uttyler.edu
903.565.5888

Residence Life

UT Tyler is home to more than 1,700 resident students who live in University owned Ornelas Hall, Patriot Village, Liberty landing, Victory Village or partner run University Pines. The Residence Life Office is housed in the Liberty Landing Clubhouse.

housing@uttyler.edu
903.566.7008



Office of International Programs

OIP provides meaningful and safe opportunities to develop global competencies and to serve the East Texas region through strategic international partnerships and multidisciplinary research collaborations.

- International Student Services
- Intensive English Language Institute
- Study Abroad
- Passport Services
- Visiting Scholar Services

CONTACT US:

oiip@uttyler.edu | 903.565.5960 | 3620 Varsity Drive



Interested in leading a study abroad program?

Faculty-led programs provide opportunities for faculty to teach courses to UT Tyler students abroad.

Submit your [Program Interest form](#) today to learn how you can lead a program!

Faculty-led study abroad programs:

- range from 3-10 weeks
- held during the summer
- students enroll in UT Tyler courses
- many options for all majors
- scholarships available for students

OIP Support

- Student recruitment
- In-class presentations
- Program information sessions
- Patriots Engage events and news articles
- Promotional material



CONTACT US:

studyabroad@uttyler.edu | 903.565.5960 | 3620 Varsity Drive



CAREER SUCCESS COACHES

Our Career Success Coaches are committed to one thing; helping you discover a career you love! We can help you with job and internship searches, resumes, cover letters, career exploration, interviews and general career guidance.

CAREER COACHING

Career Success Coaching provides students and alumni with general career path and employment information and materials to assist in the pursuit of long-term and short-term career goals.



RESUME REVIEW

A resume review provides students and alumni with the tools to effectively communicate their job skills and work experience. This process ensures that the individual is the strongest candidate possible in the pursuit of an employment opportunity.



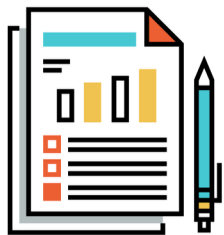
COVER LETTER REVIEW

A well-written cover letter demonstrates to an employer that the individual's specific skills and knowledge are applicable to the job opportunity.



EMPLOYMENT ASSISTANCE

Our Career Success Coaches provide one-on-one employment assistance offering effective job search strategies and networking opportunities.



CAREER ASSESSMENTS

Career Assessments are designed to help students and alumni identify personal interests and skillsets. Individuals will be able to explore and review various occupations and workplace preferences.



MOCK INTERVIEWS

A mock interview is a simulation of an actual job interview. This practice interview provides job seekers with an opportunity to practice for an interview and receive feedback on their interviewing skills.

Career Success Coaches

Schedule an appointment with your Career Success Coach!



NYREE BROCKMAN
Career Success Coach
School of Nursing
School of Health Professions
nbrockman@uttyler.edu



MARGO PURDY
Career Success Coach
College of Engineering
mpurdy@uttyler.edu



DAWN DEARION
Career Success Coach
College of Arts and Sciences
Fisch College of Pharmacy
ddearion@uttyler.edu



PAM RODRIGUEZ
Career Success Coach
College of Education and
Psychology
prodriguez@uttyler.edu



BRYAN KNOUS
Career Success Coach
Soules College of Business
bknous@uttyler.edu

Career Closet

The UT Tyler Career Closet is made available to students at no cost and provides professional attire for career fairs, interviews and the workplace.

Office of Career Success
University Center 2150
Tuesday & Wednesday 1 PM - 3 PM

Sodexo Food Services

2nd
Floor

EINSTEIN'S BAGELS - UC

M-F: 7:30 am - 2 pm
Sat-Sun: Closed

2nd
Floor

TATER-LIOUS GOURMET BAKED POTATOES - UC

M-F: 10 am - 3 pm
Sat-Sun: Closed

2nd
Floor

SUBWAY - UC

M-TH: 8 am - 7 pm
Friday: 8 am - 6 pm
Sat-Sun: Closed

2nd
Floor

TRES HABENEROS - UC

M-F: 10 am - 3 pm
Sat-Sun: Closed

2nd
Floor

CHICK-FIL-A - UC

M-Th: 10 am - 7:30 pm
Friday 10am - 6 pm
Sat-Sun: Closed

2nd
Floor

SWOOP & GO - UC

M-Th: 7:30 am - 8 pm
Friday: 7:30 am - 6 pm
Sat-Sun: Closed

1st
Floor

THE MET (FULL BUFFET) - UC

Monday—Friday:

Breakfast | 7:00 am - 10:00 am
Lunch | 10:30 am - 2:00 pm
Dinner | 4:00 pm - 8:00 pm

Saturday & Sunday:

Brunch | 10:30 am - 2:00 pm
Dinner | 4:00 pm - 7:00 pm

2nd
Floor

STARBUCKS

ROBERT R. MUNTZ LIBRARY

Monday—Thursday; 7:30am-9:00pm
Friday: 7:00 am - 5:00 pm
Saturday: Closed
Sunday; 4:00 pm - 9:00 pm

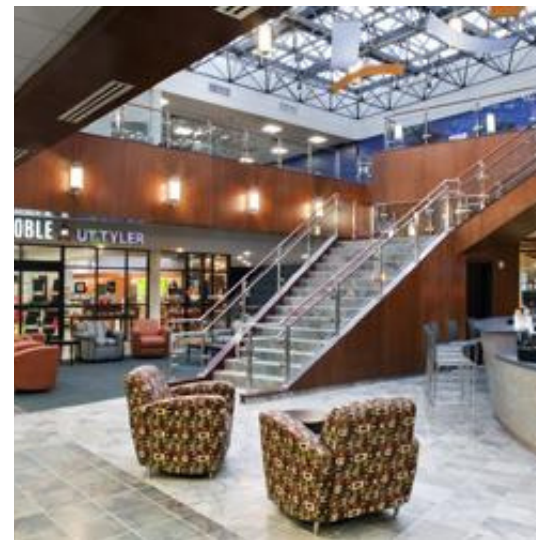
CATERING

Sodexo offers full service catering from event menu planning to execution. Any type of event, from morning coffee to a plated gala, and everything in-between.

Office phone: 903-566-7244

Web:

uttylerdining.sodexomyway.com/catering



UNIVERSITY HEALTH CLINIC

Office Hours

Mon-Friday

8 am - 4 pm

To schedule an appointment, please call **903.939.7870**

You must bring your student ID to every appointment.



Welcome to the University Health Clinic, a partnership between The University of Texas Health Science Center at Tyler and The University of Texas at Tyler. The UHC is dedicated to the highest quality treatment and care of the students, faculty and staff of UT Tyler.

As your student health clinic, the UHC recognizes that your health and well-being are vital components of your success as a UT Tyler student.

The University Health Clinic is located .6 mile south of SSE Loop 323. Turn south onto Spur 248 (University Blvd.) off of SSE Loop 323. Turn left on Patriot Avenue. The clinic will be on your right side.

Services Provided

- Treatment for stress, anxiety and depression
- Minor emergencies
- TB testing
- Immunizations
- Travel advice/vaccinations
- STD Testing
- Treatment for colds, cough, flu, strep throat
- Routine physical exams
- X-ray, laboratory services





UT Tyler™

FACULTY SENATE

12:30-1:50 PM

Third Thursdays
Alumni House

SEPTEMBER 19, 2024

OCTOBER 17, 2024

NOVEMBER 21, 2024

JANUARY 16, 2025

FEBRUARY 20, 2025

MARCH 20, 2025

APRIL 17, 2025

MAY 22, 2025

JUNE 19, 2025

JULY 17, 2025

Past President Dr. Amentahru Wahlrab

President Dr. Joshua Banta

President-Elect Dr. Glenn Barnes

Check your email monthly for the meeting zoom link.



With more than 10,000 students and 900 full-time faculty and staff, The University of Texas at Tyler provides East Texas with an economic impact of over \$327 million each year. Included in that figure is the buying power of our students, our employees and their families. The UT Tyler Discount Program creates opportunities for businesses to connect with these potential customers by offering local businesses and national brands a vehicle for offering discounts on products and services to UT Tyler students, faculty and staff.

The UT Tyler Discount Program offers discounts from six different product and service categories: automotive, direct sales, entertainment, health and beauty, food and beverage, and retail. Be sure to check this website regularly to see what new discounts are available to you.

How it Works

Students, faculty and staff can utilize UT Tyler Discount Program discounts by simply showing their UT Tyler ID to local business participants. Business participants must provide a minimum 10% discount to participate in the program, so being a Patriot also means saving on a large variety of products and services.

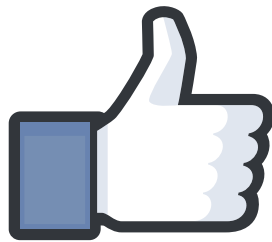
[For a complete list of businesses, please click here](https://www.uttyler.edu/community/discount-program/)
<https://www.uttyler.edu/community/discount-program/>

This Resource Book Is Presented By:



UTTyler™

**CENTER FOR EXCELLENCE
IN TEACHING & LEARNING**



Connect with Us!

www.uttyler.edu/cetl

email: cetl@uttyler.edu

www.facebook.com/cetl.uttyler