

# CNS Department Administrator's Handbook

## Index

1. CNS Dean's office responsibilities and contact information
2. Calendar of important dates and deadlines
3. Recruitment
  - a. CNS guidelines
  - b. Inclusive recruiting forms
  - c. Draft offer templates
  - d. Prior Approval Request (PAR)
  - e. Dual career hires
  - f. Interdisciplinary hires
  - g. Relocation services
  - h. STARS equipment funding requests
  - i. CPRIT applications
  - j. Recruiting into endowed positions
  - k. Child Care Center request form
  - l. Ad hoc P&T for tenured faculty
4. Faculty evaluation
  - a. Faculty Activity Reports
  - b. Annual review
  - c. Third year review
  - d. Comprehensive periodic review
  - e. Remediation plans
  - f. Compensation
  - g. Merit raises
  - h. Faculty awards
5. Promotion and tenure
  - a. Preparing the dossier
  - b. Requests for extension of the probationary period
6. Faculty separations
  - a. Resignation
  - b. Retirement and phased retirement
  - c. Emeritus
  - d. Termination
  - e. Modified service
7. Retentions and counteroffers
  - a. Requesting a counteroffer
  - b. Counteroffer template
  - c. Child Care template
8. Department Teaching Workload
  - a. Department faculty workload template
  - b. Instructional budget flowchart
  - c. Teaching Assignments form
9. Faculty leaves and modified duties
  - a. Requests for faculty leave
  - b. Requests for modified instructional duties
  - c. Requests for unbalanced teaching loads
  - d. Requests for outside employment
  - e. Faculty sick leave form
  - f. Faculty Research Assignments (FRA)
  - g. Chair's Fellows



10. Non Tenure-Track Faculty
  - a. Hiring and offer letter template
  - b. NTT guide for department chair and faculty
11. Undergraduate and graduate teaching
  - a. Course scheduling, projections, and capacity
  - b. TAs and graduate student support
  - c. Student grievances
12. Departmental Budget
  - a. Annual budget process
  - b. Instructional budget
  - c. Administrative budget
  - d. Faculty salary budget
  - e. Endowment budgets
13. Facilities management and space
  - a. Renovation and repair
  - b. Managing department research cores and facilities
14. Staff
  - a. Hiring
  - b. Evaluation
  - c. Staff grievances
  - d. Staff awards
  - e. Separations and dismissals
  - f. CNS staff committee
15. Family Friendly Policies
  - a. Sick leave and sick leave pool
  - b. Family medical leave
  - c. Parental Leave
  - d. Extension of probationary period (5b)
  - e. Modified instructional duties (9b)
  - f. Dual career hiring (3e)
  - g. Child Development Center
16. Endowments
  - a. Use of departmental endowment funds
  - b. Department endowment funds
  - c. Endowment reporting
17. Safety
  - a. Campus safety
  - b. Laboratory safety and training
18. Compliance and ethics
  - a. Americans with Disabilities Act (ADA)
  - b. ADA request form
  - c. Required compliance training
  - d. EEO
  - e. Sponsored projects
  - f. Reporting research expenditures
  - g. Misconduct
  - h. Entertainment expense policy
19. Travel
  - a. RTA and APS forms
  - b. UT Travel Agency
  - c. Travel reimbursement
  - d. Department-administered study abroad programs
20. Problem solving and conflict resolution
  - a. Immediate help
  - b. Employee assistance program and Dispute Resolution Services
  - c. Campus Ombuds

