## FACULTY & STAFF

### Department Resources

- Activity Waiver
- Add/Drop Form
- Annual Reports
- Appointment & Tuition Form
- BEL Emergency Information
  - Emergency Preparedness Guide
  - Emergency Procedures
- BEL Room Reservations
- BEL Lab Reservations
- Research Participant Payments
- Comprehensive Exam Results Form
- Departmental Review Committee FAQ
- Faculty Profile Update
- GRA Offer & Evaluation Forms
  - GRA Evaluation Form
  - GRA Offer Letter
- Human Subjects Research & Departmental Review
- Injury Report Form
- ITO Onboarding Form
- ITO Outprocessing Check Sheet
- Key Request Form
- Off Campus Inventory Form
- Office of Educational Research Support (OERS)
- Official Occasion Expense Form
- PowerPoint Templates
  - KHE-Theme.pptx
  - KHE.pptx
  - KHE-College-of-Education-Template.pptx
- Poster Printing
  - Poster Template - Horizontal
- Purchasing - Hazardous Materials

### College Resources

- COE Faculty Profile
- COE Policies and Procedures
- Conferences, Conventions, Workshops, Camps, Etc.
- CV/Syllabi Upload
- Headshots
- Information Technology Office
- ITO Help Desk
- ITO Onboarding Form
- Office of Communications
- Office of Educational Research Support (OERS)
- Office of Instructional Innovation

### University Resources

- Canvas
- Class Rosters
- Consulting/Outside Employment
- EASI
- Faculty Annual/Activity Report
- Faculty Council
- Faculty Request for Leave Form
- Faculty Sick Leave Taken Form
- Grade Reporting
- Grievance Procedure
- Guidelines for Transportation of Injured or Ill Employees
- Handbook of Business Procedures (HOP, HBP)
- Hazardous Materials - ordering info
- Leave Policies
- Payee Information Form
- Peer Observation Preparation
- Policy Memoranda (PM)
- Promotion & Tenure
- Qualtrics Log-In
- Qualtrics Training
- Research & Grants
- Textbook Requests (UT Co-Op)
- Travel
- University Catalogs
<table>
<thead>
<tr>
<th>Purchasing - Refrigerated Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Doc Upload</td>
</tr>
<tr>
<td>Staff Recruitment Form</td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Website News Update</td>
</tr>
<tr>
<td>Wordpress Instructions for KHE Lab Websites</td>
</tr>
</tbody>
</table>