### Faculty Handbook - Educational Psychology

#### Calendar

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>November 5 - November 12</td>
<td>Area Chair schedule review period (Fall 2020)</td>
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<tr>
<td>Wednesday, October 30</td>
<td>HDCLS Area Meeting, 9 AM - 12 PM (Multi-Year Schedule Review 11:15-noon), SZB 523</td>
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<tr>
<td>Friday, November 8</td>
<td>EDP Department Meeting with Dean Martinez, 1 - 3 PM, SZB 435</td>
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<tr>
<td>Monday, November 11</td>
<td>Completed Merit Reviews Due</td>
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<td>Leadership Team Meeting, 9 - 11AM, SZB 504H</td>
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<tr>
<td>Tuesday, November 12</td>
<td>Merit Review Chairs Meeting, 12:30 - 2:00PM, SZB 504H</td>
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<td>Fall 2020 teaching confirmations sent</td>
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<tr>
<td>Monday, December 9</td>
<td>Leadership Team Meeting, 9 - 11AM, SZB 504H</td>
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<tr>
<td>Wednesday, December 11</td>
<td>GSC Meeting, 1 - 2PM, SZB 435</td>
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<td></td>
<td>Department Meeting, 2 - 4PM, SZB 435</td>
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<td></td>
<td>Department Reception, 4 - 6PM, Gabriel's Cafe</td>
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<td>Monday, February 3</td>
<td>Faculty Review Deadlines:</td>
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<td>Deadline to invoke right of consideration</td>
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<td>1st-Year faculty Merit Materials Due</td>
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<td></td>
<td>Comprehensive Post-Tenure Committee Reports Due</td>
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<td>Mid-Probationary (Assistant) Committee Reports Due</td>
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<td></td>
<td>Mid-Rank (Associate) Committee Reports Due</td>
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<tr>
<td>February 3 - 28</td>
<td>Reviews of 1st-Year Faculty</td>
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<tr>
<td>February TBD</td>
<td>Budget Council Meeting (faculty review), Time TBD, Location TBD</td>
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<tr>
<td>Monday, March 2</td>
<td>1st-Year Faculty Reviews Due</td>
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<tr>
<td>Friday, March 6</td>
<td>GSC Meeting, 1 - 3PM, SZB 435</td>
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<tr>
<td>April TBD</td>
<td>Multi-Year Schedule Update Meetings:</td>
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<td>CP/CE - Time TBD, SZB 262M</td>
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<td></td>
<td>HDCLS - Time TBD, SZB 523</td>
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<td></td>
<td>QM - Time TBD, SZB 538N</td>
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<tr>
<td></td>
<td>SSP/SP - Time TBD, SZB 504H</td>
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<tr>
<td>Friday, May 1</td>
<td>Peer Teaching Observation Reports Due</td>
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<tr>
<td>Monday, May 11</td>
<td>GSC Meeting, 1 - 2PM, SZB 435</td>
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</tbody>
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#### Most Popular Links

- Student Handbook
- Staff Contacts
- IRB
- Technology Help Request
- Travel or Purchase Requests
- Room Requests

#### Resources
Health & Safety

- Behavior Concerns Advice Line
- Counseling and Mental Health Center | 24/7 Crisis Line (512) 471-2255
- SureWalk — request a campus safety walk companion
- UT Health Center & Wellness Resources

Policies & Procedures

- EDP Student Handbook
- Human Resources:
  - UT Human Resources Services (UTHRS)
  - Contact Info, Profile, and websites — update annually
  - EDP HR Policies
  - Faculty Review
  - Promotion & Tenure
- Purchasing
- Student Employment:
  - Student Employment / TA Assignment Policies
  - Faculty Supervisor Portal
  - TA / GRA Agreement Form
- Student Evaluations — CP | HDCLS | SP
- Travel

Teaching

- Academic Calendar
- Academic Forms
- Admissions Review
- Advising Form
  - QM Flowchart
  - Course Waiver Form
- Canvas
- Center for Teaching and Learning (CTL)
- Class Rosters (CLIPS)
- Course Instructor Survey (CIS)
- Course Schedules | Scheduling Procedures
- Final Exams | UT Final Exam Policies
- Grades | Change a Grade
- Instructional Innovation Office (OII) — tools for teaching
- Ombuds Services
- Services for Students with Disabilities (SSD)
- Student Information Privacy Rules
- Syllabus guidelines
- COE Teaching Policies
- Test Scanning Services
- Textbooks

Research

- EUREKA — find undergraduate research assistants
- Faculty Development Program
- Final Oral Presentation Schedule
- Financial Interest Disclosure (FID) Form
- Funding Sources
- IRB Guide | IRB Application/Forms
- Libraries
- National Institutes of Health (NIH)
- Poster Printing
- Subject Pool
- Support Offices:
  - Educational Research Support (OERS) — proposals & award administration
  - Research Support & Compliance
  - Human Research Protections (OHRP)
  - Sponsored Projects (OSP) — securing external funding
  - Statistics, Measurement & Research Consulting (SMARTER)

Technology
• Tech Support: help@edb.utexas.edu | (512) 471-3234 | website
• Box — UT file storage & sharing
• Campus Computer Store | TXShop — special pricing on software, computers & tech
• Communications Office — copywriting, press, video/photo, social media
• DocuSign
• EID Help
• Phones — how to use your office phone
• Qualtrics
• Secure File Upload (EDP only)
• Stache — store & share passwords
• UTDirect
• Voicemail
• Webmail
• Web Updates/Corrections: Contact Kim