## Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, December 11</td>
<td><strong>GSC Meeting</strong>, 1 - 2PM, SZB 435&lt;br&gt;<strong>Department Meeting</strong>, 2 - 4PM, SZB 435&lt;br&gt;<strong>Department Reception</strong>, 4 - 6PM, Gabriel's Cafe</td>
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<tr>
<td>Friday, January 24</td>
<td><strong>Department Meeting with Dean Martinez</strong>, 1 - 3PM, SZB 238&lt;br&gt;<strong>GSC Meeting</strong>, 3 - 4PM, location TBD</td>
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<td>Monday, February 3</td>
<td>Faculty Review Deadlines:&lt;br&gt;Deadline to invoke right of consideration&lt;br&gt;1st-Year faculty Merit Materials Due&lt;br&gt;Comprehensive Post-Tenure Committee Reports Due&lt;br&gt;Mid-Probationary (Assistant) Committee Reports Due&lt;br&gt;Mid-Rank (Associate) Committee Reports Due</td>
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<td>Friday, February 7</td>
<td><strong>CP Interview Day</strong>, 8:30AM - 3PM</td>
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<td>Friday, February 14</td>
<td><strong>Budget Council Meeting</strong>, 1 - 4PM, SZB 432&lt;br&gt;<strong>SP / SSP Interview Day</strong></td>
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<td>Monday, March 2</td>
<td>1st-Year Faculty Reviews Due</td>
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<tr>
<td>Friday, March 6</td>
<td><strong>GSC Meeting</strong>, 1 - 3PM, SZB 435&lt;br&gt;<strong>CE Interview Day</strong>, 8:30AM - 1PM</td>
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<td>March TBD</td>
<td>Multi-Year Curriculum Review Meetings:&lt;br&gt;CP/CE - TBD, SZB 262M&lt;br&gt;HDCLS - TBD, SZB 523&lt;br&gt;QM - TBD, SZB 538N&lt;br&gt;SSP/SP - TBD, SZB 504H&lt;br&gt;&lt;em&gt;Spring 2021 Schedule final change requests due by April 17&lt;/em&gt;</td>
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<tr>
<td>Friday, April 3</td>
<td><strong>GSC Meeting</strong>, 1 - 3PM, SZB 435</td>
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<td>Friday, May 1</td>
<td>Peer Teaching Observation Reports Due</td>
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<td>Monday, May 11</td>
<td><strong>GSC Meeting</strong>, 1 - 2PM, SZB 435</td>
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<tr>
<td>September TBD</td>
<td>Multi-Year Curriculum Review Meetings:&lt;br&gt;CP/CE - TBD, SZB 262M&lt;br&gt;HDCLS - TBD, SZB 523&lt;br&gt;QM - TBD, SZB 538N&lt;br&gt;SSP/SP - TBD, SZB 504H&lt;br&gt;&lt;em&gt;Summer/Fall 2021 Schedule final change requests due by 10/9&lt;/em&gt;</td>
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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