**Wednesday, December 11**
GSC Meeting, 1 - 2PM, SZB 435  
Department Meeting, 2 - 4PM, SZB 435  
Department Reception, 4 - 6PM, Gabriel's Cafe

**Friday, January 24**
Department Meeting with Dean Martinez, 1 - 3PM, SZB 236  
GSC Meeting, 3 - 4PM, location TBD

**Monday, February 3**
Faculty Review Deadlines:
- Deadline to invoke right of consideration
- 1st-Year faculty Merit Materials Due
- Comprehensive Post-Tenure Committee Reports Due
- Mid-Probationary (Assistant) Committee Reports Due
- Mid-Rank (Associate) Committee Reports Due

**Friday, February 7**
CP Interview Day, 8:30AM - 3PM

**Friday, February 14**
Budget Council Meeting, 1 - 4PM, SZB 432  
SP / SSP Interview Day

**Monday, March 2**
1st-Year Faculty Reviews Due

**Friday, March 6**
GSC Meeting, 1 - 3PM, SZB 435  
CE Interview Day, 8:30AM - 1PM

**March TBD**
Multi-Year Curriculum Review Meetings:
- CP/CE - TBD, SZB 262M
- HDCLS - TBD, SZB 523
- QM - TBD, SZB 538N
- SSP/SP - TBD, SZB 504H

*Spring 2021 Schedule final change requests due by April 17*

**Friday, April 3**
GSC Meeting, 1 - 3PM, SZB 435

**Friday, May 1**
Peer Teaching Observation Reports Due

**Monday, May 11**
GSC Meeting, 1 - 2PM, SZB 435

**September TBD**
Multi-Year Curriculum Review Meetings:
- CP/CE - TBD, SZB 262M
- HDCLS - TBD, SZB 523
- QM - TBD, SZB 538N
- SSP/SP - TBD, SZB 504H

*Summer/Fall 2021 Schedule final change requests due by 10/9*
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
- Text 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