College of Education Business Services Policies & Procedures

College of Education Business Services

Administrative Resources
- Administrative Resources and Training Links
- Dean's Office Contact Information
- Dean's Office Coverage for College Units
- Manager Resources
- Recommended Listservs and Newsletters for Staff and Administrators by Role
- Workday Resources

Financial Administration
- Allocation and Control of Financial Resources Policy
- Certification of Accounts
  - Certification of Accounts Process
- Co-Sponsorships
  - Co-Sponsorship Process
- Entertainment/OOEFs
  - Entertainment/OOEF Policy
  - Entertainment/OOEF Process
- Research Cash Advances
  - Research Cash Advance Policy
  - Research Cash Advance Request Process
  - Research Cash Advance Reconciliation Process
- Travel
  - Travel Policy
  - Chair Travel Policy
  - Chair Travel Process
  - International Travel Policy
  - International Travel Process
  - Faculty Research Travel Policy
  - Faculty Research Travel Process
- Travel Cash Advances
  - Travel Cash Advance Process

Fiscal Mitigation

Human Resources
- Compensation
- Diversity and Inclusion
- Employee Appraisal Certification
  - Employee Appraisal Certification Process
- Faculty
  - Contacting EVPP (Provost's Office)
  - Phased Retirement - faculty
  - Prior Approval Request (PAR)
  - Reclassifications - Non-Tenure Track (NTT) faculty
  - Resources and Links - Faculty
- Flexible Working Arrangements and Telework
- Hiring and Onboarding
  - Diversity and Benefits Statement
  - Hiring and Onboarding Resources
  - New Business Lead Checklist
  - Offer Letter Templates
  - Onboarding Procedures - College
- Outside Employment
  - Outside Employment Policy
  - Outside Employment Process
- Professional Development
- Records Management
- Research Positions
  - Research Affiliates (unpaid)
  - Research Titles (paid)
- Resources and Links - Campus HR
  - Campus HR Resources for Staff and Faculty
  - Campus HR Resources for Students
- Separation and retirement
- Student Employment
- Time and Absence
- Timesheet Mass Advance - Process & Policy
- Title IX

University Resources
- UT Direct
- UT Box
- Holiday Schedule
- Academic Calendars
- Employee Services

College Resources
- COE Organizational Charts
- Faculty Directory
- ITO Reservation Request Form - SZB rooms & equipment
Workers' Compensation and Workplace Injuries