College of Education Business Services Policies & Procedures

General information

College of Education Business Services

- Org chart
- Business Services team (staff list)

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

Human Resources

- Accommodations and Disabilities
- Compensation
- Diversity and Inclusion
- Employee Appraisal Certification
  - Employee Appraisal Certification Process
- Faculty
  - Contacting EVPP (Provost's Office)
  - Contracts - Faculty
  - Faculty Research Assignment (FRA)
  - Leave - Faculty
  - Modified Instructional Duties (MID)
  - Prior Approval Request (PAR)
  - Probationary Period - Tenure-Track Faculty
    - Probationary Period Information
    - Probationary Period Extensions
  - Reclassifications - Non-Tenure Track (NTT) faculty
  - Resources and Links - Faculty
  - Retirement - Faculty
    - Emeritus Titles
    - Modified Service
    - Phased Retirement - Faculty
    - Summer Research Assignment (SRA)
- Flexible Working Arrangements and Telework
- Hiring and Onboarding
  - Diversity and Benefits Statement - COE
  - Hiring and Onboarding Resources
  - New Business Lead Checklist
  - Offer Letter Templates
  - Onboarding Procedures - COE

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
- Onboarding Procedures - COE
• Outside Employment
  • Outside Employment Requests
• Payroll
• Probationary Employees and New to Position
• Professional Development
• Records Management
• Research Positions
  • Research Affiliates (unpaid)
  • Research Titles (paid)
• Resources and Links - Campus
  • 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
• Workers’ Compensation and Workplace Injuries