

RTF Faculty Handbook

Help us keep you informed!

Please [let us know](#) if something is out of date or missing!

Covid-19 Updates

See [RTF Faculty & Staff Canvas page](#) for Covid-19-related updates, policies, and resources, including links to online learning support.

- [Campus Announcements re: COVID-19](#)
- [Protect Texas Together](#)

Most Used Faculty Resources

New Faculty

- [New Employee Checklist](#)
- [Mandatory New Faculty Orientation](#)
- Create new faculty profile (email [Elana Wakeman](#))
- Send official utexas email address and office hours to [Marisela Campos](#).

Links

- [Academic Integrity Violation / Dishonesty - Faculty Disposition / Referral Form](#)
- [Canvas](#)
- [Course Instructor Surveys](#)
- [Faculty Activity Reports \(FARs\)](#)
 - [Instructions](#)
 - [Publications Database](#)
 - [Faculty Activity Report website](#)
- [Faculty Innovation Center](#)
- [Finals schedule](#)
- [Grade changes / Grade reporting deadlines](#)
- [Grading / Writing - Faculty Assistance for Grading Papers & Improving Students' Writing](#)
- [Graduate Student Employment Rules -](#)
 - *Employment rules for graduate students can be complicated. Please consult with [Stacy Brodie](#) before making any decisions regarding graduate student employment.*
 - *Also see: [Best Practices for Working with Graduate Students with Dependents](#).*
- [Ombuds](#)
- [Parking and Transportation Services](#)
- [Room reservations](#)
- [Syllabus boilerplate](#)
- [Teaching Review Requirements](#)
- [Textbooks: Authorization to Use One's Own Textbook](#)

RTF Business Services

Find [guidelines and request forms](#) for purchasing, travel, hiring, paying guests/lecturers, and other accounting-related procedures.

Studies-Related

Student Behavior Concerns and Emergencies

WHOM TO CALL

[Campus Safety and Student Mental Health Resources](#)

[Moody College Emergency Procedures](#)

Calendars

(Please see [Calendar Access Instructions](#) to subscribe to any of the Google calendars.)

- Google calendars:
 - [RTF Faculty Calendar](#)
 - [RTF Department Calendar \(Events\)](#)
 - [RTF Media Studies Calendar](#)
- [Moody College Events](#)
- [UT Austin Events Calendar](#)
- **Publicize news: Email RTF Communications & Programs Coordinator [Elana Wakeman](#) at ewakeman@austin.utexas.edu**

Staff Info

- [Contact List](#)
- [Org Chart](#)
- [Staff duties in more detail](#)
- Accounting email: rtf-accounting@ausitn.utexas.edu
- Production Team: comm-help@austin.utexas.edu

Department & Faculty Directory

- [RTF Faculty & Staff emails](#)
- [Update UT directory](#)

Graduate Student Resources

- [GRADUATE STUDENT RESOURCES WIKI](#)
- [Graduate Student Profiles](#)
- [Graduate Student Handbooks:](#)
 - [2020 MA in Media Studies](#)
 - [2020 PhD in Media Studies](#)
 - [2020 MFA production handbook](#)
 - [2020 MFA in Screenwriting Curriculum](#)

UT Tools

- [Qualtrics survey tool](#) (Qualtrics Tutorial)

- [TA/AI Evaluation Form](#)
- [TA Job Duties Form \(10 hr\)](#)
- [TA Job Duties Form \(20 hr\)](#)
- [301N Guidelines](#)
- [307_308_317_AI Guidelines](#)
- [Classroom Observation Peer Review Assessment Guidelines](#)
- [MA and PhD Admissions/Review Process](#)
- [Continuing Fellowship Guidelines for PhD](#)
- [PhD Annual Review Form](#)
- [Admissions Faculty Feedback Form](#)

- [UT Box login](#) (Like DropBox for transferring files)
- [UT Box wiki](#)

RTF Department

- **Website:**
- **Facebook:** [UT Rtf Austin](#)
- **Twitter:** [@UT RTF](#)
- **Instagram:** [@utexasrtf](#)
- **RTF LinkedIn**
- **RTF Flickr**
- **RTF Vimeo**
- [Media Library](#)

Other Forms/Resources

- [Door Sign Templates](#)
- [Talent release form](#)
- [Prerequisite Waiver Form](#)

Student Support

- [Academic Advising](#)
- [University Writing Center](#)
- [Moody Writing Support Program](#)
- [Sanger Learning Center \(tutoring\)](#)
- [Services for Students with Disabilities](#)
- [Counseling and Mental Health Center](#)
- [Counseling and Mental Health Center 24-hour Crisis Line: 512-471-CALL \(2255\)](#)
- [Behavioral Concerns Advice Line 24-hour: 512-232-5050](#)

Moody College Faculty & Staff Resources

(Booking rooms, branding guidelines, contact ITS, etc.)
<https://moody.utexas.edu/faculty-staff-resources>

Syllabus Requirements/Boilerplate

Please include the following in all of your syllabi: [Syllabus Boilerplate](#)

TEACHING GUIDE for RTF Faculty, Lecturers, & AI's

The following includes a lot of information you'll need to prepare to teach in RTF: [Teaching in RTF](#)

Policies and Procedures

Boilerplate for Grant Proposals

[College facilities summary](#)

Teaching Policies & Procedures

- [Absence - Failing Reports](#)
- [Class Attendance](#)
- [Classroom Tech Support](#)
- [Communication and Culture Class Guidelines](#)
- [Course Instructor Surveys](#)
- [Final Exams - UT Policy](#)
- [First Class Day](#)
- [Grades](#)
- [Information for New RTF Faculty](#)
- [Lecturer Information](#)
- [Office Hours](#)

- [Overload Teaching Policy](#)
- [Plagiarism](#)
- [Prerequisites](#)
- [Privacy of Student Information](#)
- [Registration](#)
- [Returning Exams and Assignments](#)
- [RTF Faculty Absence Policy](#)
- [Substantial Writing Component Guidelines](#)
- [Syllabus Requirements](#)
- [Teaching Information for New Lecturers in RTF](#)
- [Teaching Reviews](#)
- [Working with TAs and AIs](#)

Other Polices and Procedures

[Mid-tenure review](#)

- [Department Committees 2013–2014](#)
- [RTF Media Library Acquisition Policy](#)
- [Checking e-mail off campus](#)
- [Consensual Relationship Policy](#)
- [Permanent Faculty \(tenure, tenure track\) Equipment Use](#)
- [Outside Employment](#)
- [Phones and Long Distance](#)
- [Release Time Grants Policy](#)
- [Taking Equipment Off Campus](#)
- [RTF Safety Policy - Film Productions](#)
- [Travel Procedures for RTF Faculty and Staff](#)

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PDF File Travel Guidelines-For Guests 13 August 2015.pdf	Aug 14, 2015 by Charmarie C Burke
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Microsoft Word 97 Document 307_308_317_AI guidelines_fall semester.doc	Jun 01, 2016 by Charmarie C Burke
PDF File Guidelines for PhD students.pdf	Jun 01, 2016 by Charmarie C Burke
PDF File 17_18_Admissions Policy Document.pdf	Jun 03, 2016 by Charmarie C Burke
PDF File Colloquium Guidelines 13 August 2015-2.pdf	Jun 27, 2016 by Alexia Yanet Mercado
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PDF File Colloquium Guidelines 26 June 2016.pdf	Jun 27, 2016 by Alexia Yanet Mercado
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Microsoft Word Document FALL 2016 Calendar - Production Faculty_Sept1.docx	Sep 06, 2016 by Ela na B Wakeman
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PDF File Admissions Process-for fac handbook-18Sept2016 .pdf	Sep 19, 2016 by Cha rmarie C Burke
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PDF File Fall 2018-2019 RTF Calendar- Production.pdf	Aug 27, 2018 by Ela na B Wakeman
PDF File Fall 2018-2019 RTF Calendar- Studies. pdf	Aug 27, 2018 by Ela na B Wakeman
Microsoft Excel Spreadsheet Fall 2018-2019 RTF Calendar- Production.xlsx	Aug 30, 2018 by Ela na B Wakeman
Microsoft Excel Spreadsheet Fall 2018-2019 RTF Calendar- Studies.xlsx	Aug 30, 2018 by Ela na B Wakeman
PDF File Moody College Emergency Procedures_2019.pdf	Jan 29, 2019 by Rachel Catherine Walker
Microsoft Word Document FAR Instructions.docx	Jul 09, 2020 by Bert R Herigstad

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