

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Please [let us know](#) if something is out of date or missing!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](#)
- [Campus Climate / Diversity, Equity, & Inclusion / Title IX](#)
 - [Campus Climate Team Bias incidents](#)
 - [Campus Climate Incident Online Report Form](#)
 - [DEI - Diversity, Equity & Inclusion \(Moody College\)](#)
 - [DEI - Ideas and Incident Reporting Form \(Moody College\)](#)
 - [Title IX office](#)
 - [Title IX Report](#)
 - [Voices Against Violence](#)
- [Center for Advancing Teaching Excellence \(CATE\) - Moody College resource on online learning](#)
- [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 [Mallory Nimis](#) 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](#)

Concerned about a Student or Colleague?

[Resources and Help for You and Your Students](#)

[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@austin.utexas.edu
- Production Team: comm-production@austin.utexas.edu
- Tech Services: comm-help@austin.utexas.edu

Department & Faculty Contacts

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

**If you change your official UT email address, please do the following:*

1. [Update Workday](#).
2. Request [Rachel](#) & [Marisela](#) to update listservs and contact lists.
3. Ask [Elana](#) to update your [faculty profile page](#) on the RTF site.

Graduate Student Resources

- [Graduate Student Resources Wiki](#) (includes grad handbooks)
- [Graduate Student Profiles](#)

UT Tools

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

- Textbooks
 - [Authorization to Use One's Own Textbook](#)
 - [Request Digital: Longhorn Textbook Access \(LTA\)](#)

- [Media Library](#)

RTF Business Services

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

Moody College Faculty & Staff Resources

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

Studies-Related

- [TA/Al 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](#)

Other Forms/Resources

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

Student Support

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

Syllabus Requirements/Boilerplate

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

TEACHING GUIDE for RTF Faculty, Lecturers, & Al'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 Als](#)


Other Polices and Procedures

[Mid-tenure review](#)

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

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Microsoft Word Document 16_17 Cont Fellow Form.docx	Jun 01, 2016 by Charmarie C Burke
Microsoft Word 97 Document Doctoral Student Annual Review form-28April2016.doc	Jun 01, 2016 by Charmarie C Burke
Microsoft Word Document F16 Admissions Feedback Form.docx	Jun 01, 2016 by Charmarie C Burke
PDF File Classroom observation guidelines 12-2013.pdf	Jun 01, 2016 by Charmarie C Burke
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 Charmari e C Burke
PDF File 17_18_Admissions Policy Document. pdf	Jun 03, 2016 by Charmari e 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
PDF File ColloquiumGuidelines26June2016.docx. pdf	Jun 28, 2016 by Alexia Yanet Mercado
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
PDF File Dept Committees 16-17.pdf	Jun 08, 2017 by Rachel Catherine Walker
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PDF File 2018-19 MFA Handbook.pdf	Aug 24, 2018 by Elena B Wakeman
PDF File 2018 MFA Screenwriting Curriculum.pdf	Aug 24, 2018 by Elena B Wakeman
PDF File Fall 2018-2019 RTF Calendar-Production.pdf	Aug 27, 2018 by Elena B Wakeman
PDF File Fall 2018-2019 RTF Calendar- Studies.pdf	Aug 27, 2018 by Elena B Wakeman

Microsoft Excel Spreadsheet Fall 2018-2019 RTF Calendar- Production.xlsx	Aug 30, 2018 by Ela na B Wakeman
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