Faculty Resources

Advising

- Advisor’s Toolkit (requires authorization to use)
- Advising Bar Removal form
- Seminar & Dissertation Rooms (reservation system)

Faculty Annual Review/ Evaluations

- Faculty Annual Report (FAR)
- Course Evaluation results to view CIS results for all UT courses and departments
- My CIS (to view results of your past CIS and preview your current semester evaluation orders)

Faculty Directory/ Profiles

- Update your faculty profile by logging on to https://apps.jsg.utexas.edu/profiles/. If you need assistance, please contact Ann Ford or the Office of Communication. In your request please provide as much information as possible and attach a picture or your vita, if desired.
- How to edit your profile
- Request a portrait

Graduate Studies Committee and Subcommittees

Research

- COE Office of Educational Research Support (OERS)
- UT Austin’s Office of Research Support and Compliance (includes information about Human Subjects Research
- CITI Training website for Human Subjects and CoI training modules
- Conflict of Interest (CoI) Training & Procedures
- Statistics, Measurement And Research Design Techniques in Educational Research (SMARTER Consulting)

Teaching

- UT Austin Registrar (includes Class Rosters, Grade Reporting, Online Grade Change Form, Course Schedules, and University Calendars)
- Order Textbooks
- Upload syllabi and CV
- Syllabus Design - Please contact the Office of Instructional Innovation for assistance
- Access syllabi and CVs (view existing undergraduate syllabi)
- Canvas
- Signature Course (UGS 302 and 303) Descriptions and Proposal Link
  - Writing Flag Requirements
- Changes to Graduate Courses
- Course Instruction Report for Program Areas

Technology

- E-mail Tech Staff
- Tutorials and Tools
- Office of Instructional Innovation
- Information Technology Office

Travel

Fill out the online Travel Request form (this is your RTA)

1. If you are presenting and would like to apply for the Faculty Travel Grant (FTG) funds, you should apply online through the Awards System. [Your travel grant is not approved until you receive a confirmation email from Graduate School and your FTG must be submitted/approved before travel begins to receive funding.]
2. Make your air reservation through Anthony Travel (preferred travel services provider for UT). Provide them these details:
   a. RTA number
   b. VES document ID
   c. Travel Dates
   d. Travel Destination(s)

University Resources
The UT Faculty Resource Page has lists of links related to: Teaching, Working at UT, Research Support, Student Support, IT Tools & Support, Policies, Getting Around, Life on Campus, Getting Involved, Health & Wellness, Sports & Recreation, Safety & Security

- Board of Regents Rules and Regulations
- University Policy Office
- Graduate School Information for Faculty

Official UT Forms

- Faculty Annual Report (FAR)
- Online Grade Change Form
- Faculty Request for Leave
- Provost Policies and Forms
- Authorization of Individual Services Request (AIS)