General

University Calendar
Schedule of Deadlines
Strategic Plan
Policy Manual

Forms

Academic Affairs Forms
Business Forms

Manager and Supervisor Reference Guide

This manual provides important information and links related to university operation procedures.

Banner/MySFA

Banner is the system used for university operations. Through your MySFA account you will approve financial purchases, approve personnel actions, approve curriculum approvals, review student success information, and many other activities. You will need to complete a banner access request form located at the Business Forms link above.

WebFocus

WebFocus provides access to specific institutional data reports, such as class list production, small class size, grade entry status, course inventory, roster of majors, and many others. Reports needed by academic units can be requested of Institutional Research and added to WebFocus. Double click on the Student Academic Areas to access reports.

Reports commonly used:

oir630 – faculty course load
sre 120 – course inventory
sre 121 – class schedule production
sre 130 – class list production
sre 150 – student roster by major
sre 153 – student roster by minor
sre 156 – student roster by concentration
sre 900 – ORD errors
sre 910 – grade entry status
Institutional Research

The website has links to JackFacts (provides headcount, degree, credit hour, and faculty data), Information Requests (form for requesting institutional data reports), and other areas.

Academic

Faculty Workload

Workload Report

The workload report is sent each semester for unit head review and verification. Any changes must be submitted to the dean’s office. The link above has instructions and a workload calculation guide.

Reassigned Time

Faculty may have reassigned time for administrative assignments, research, grants, or other special projects that reduce teaching workload. The Workload Reassignment Request Form is located in the Academic Affairs Forms section of the Provost website, linked in the General section above. Some colleges may use an alternate form.

Posting Syllabi/Faculty Vitae

Course syllabi and faculty vitae are posted on the university website. Academic units are responsible for ensuring that these are posted by 7 days after the first class day per Texas HB 2504.

Curriculum Proposals

Proposed curriculum changes must be submitted each year in mid-October. Proposals for both course changes and program changes are submitted and approved in MySFA under the Faculty tab in the Faculty Tools category. Academic unit proposals must be approved by the unit head. Click on “Course Proposal” or “Program Proposal” and then “Approval.” Click on the specific course or program link and then the “Content” tab. Review the proposal and select approval status from the dropdown box. Because the unit head does not receive an automated notification that a request for approval is pending, the unit head will need to check for proposals that need approval periodically. Also, if proposals are returned for revision at the college or university level, they will again need to be approved by the unit head.

Core Curriculum
SACS Accountability/TracDat

TracDat is the assessment reporting system used by the university for accreditation purposes. Currently, academic units complete a report as an academic support unit. The link above has a user’s guide with helpful information. Each academic program also completes a TracDat report. This report is typically due by mid-October. It is then reviewed by a college Committee and recommendations for revision are made. The Office of Student Learning and Institutional Assessment will then review the report and recommend additional revisions if needed.

Academic Program Review

Academic programs are reviewed on a rotating cycle aligned with program accreditations. The link above is the schedule for reviews. Contact the associate provost for information related to program review requirements. Reports are submitted to the associate provost. Graduate program reviews are submitted by the university to Texas Higher Education Coordinating Board.

Bulletin Review

Undergraduate and graduate bulletins are reviewed each year for changes. Information will be sent to unit heads regarding the timeline and process.

Evaluation

Faculty

Digital Measures/Faculty Activity Reports

Faculty submit their performance activities annually through Digital Measures in MySFA. These reports are typically due in mid-November, and the date will be listed on the Schedule of Deadlines. The Faculty Activity Report (FAR) is used in the administrative evaluation and promotion and tenure reviews.

Course Evaluation Reporting

Unit heads have access to course evaluation reports. In MySFA, under the Faculty tab, you will find the Course Evaluation Reporting. Click on the link and the number under Evaluations Taken. This will give you the breakdown of evaluations by faculty member.

Administrative Evaluation

Faculty are evaluated annually on performance for the preceding
academic year. In addition, tenured faculty will undergo a comprehensive review every 6 years. The deadline for submitting faculty administrative evaluations will be set by the dean, typically early spring semester. Criteria for evaluations are determined by each unit.

**Tenure and Promotion**

Tenure and promotion reviews occur each fall semester in the unit. Dates/deadlines for unit review are set by the dean. A pre-tenure review is required in the third year of the probationary period, and additional reviews may be required by some colleges.

**Adjunct Faculty Evaluation**

Adjunct faculty are evaluated annually, typically in spring or summer. The Adjunct Administrative Evaluation Form is located at the Academic Affairs Forms link at the top of this document.

**Faculty Merit Evaluation**

If funds are available for merit pay, academic unit heads will submit recommendations to the dean based on academic unit criteria.

**Staff**

All staff undergo an annual performance review. The deadline is typically at the beginning of the spring semester. Probationary employees will have a review at six months.

**Academic Unit Head**

The chair/director is evaluated annually be the dean and every three years by the academic unit faculty.

**Financial**

- **Fund Categories/Guidelines**
- **Travel/T-Card**
- **P-Card**

**Approvals**

Unit heads receive email notices for all required approvals for purchases and travel expenses. Approvals are made through MySFA.
Purchasing/Contracts

Property/Inventory

Unit heads are the designated equipment managers for the academic unit. Office staff are typically designated to maintain inventory records.

Excellence Funds

Excellence funds are donations to the unit. These funds may be used for discretionary purposes.

Estimated Income

Each spring academic unit heads are asked to complete an Estimated Income Form. This form is used to set an estimated budget for the upcoming fiscal year.

Human Resources (HR)

Hiring Faculty and Staff

Human Resources provides guidelines for recruiting, interviewing, hiring. Search committees and academic units must undergo HR training prior to conducting a search.

Contract Request

When a new faculty hire is selected, academic unit heads submit a Recommendation for Faculty Appointment/Request for New Faculty Contract. This form is located in the Academic Affairs Forms section linked in the General section above. The form is submitted to the dean for approval. This generates the contract that is sent to the new faculty from the Provost’s office. Academic units will be notified when the contact is sent and when the signed contract is returned.

Electronic Personnel Action Forms (EPAFs)

EPAFs are entered by office staff for all hires, terminations, changes in job assignments, additional compensation, overloads, or other personnel changes. Unit heads will receive email notifications to approve EPAFs entered. Approvals are made through MySFA under the Employee tab.

Leave Requests

Requests for leave are submitted through MySFA under the Employee tab. Unit heads may request sick leave, vacation leave, or compensatory time for
approval by the dean. Faculty may submit sick leave requests for approval by the unit head. Faculty sick leave may be used for personal leave time. Exempt staff also submit leave requests for unit head approval.

Leave Reports

At the end of each month the unit head submits a leave report for that month. This is also completed in MySFA under the Employee tab. Each unit is responsible for approving leave reports submitted by faculty and exempt staff. Office staff may serve as proxy for approving leave reports.

Time Clock Plus

Time Clock Plus is used to document time for non-exempt employees.

Registrar/Scheduling

Schedule of Classes

Dates and Deadlines

Course Rosters

Course rosters are completed electronically by faculty each term or part-of-term. The registrar's office will send information concerning the timeline. Academic unit offices need to monitor and ensure submission by faculty. Reports can be run in WebFocus sre900.

Late Add/Reinstatement

Academic units will be notified each semester about registration deadline dates. After a specified date each semester, students who add a class or reinstate a class after being dropped, must complete a Late Add/Course Reinstatement form.

Small-size Class Approval

Undergraduate classes with less than 10 enrolled students and graduate classes with less than 5 enrolled students must receive approval to be offered. The registrar will notify academic unit heads each semester of the deadline and process for approval. Reports can be run in WebFocus, sre125. The approval form is located in Academic Forms linked in the General section above.