# Faculty Manual
University of Texas at El Paso

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FOREWARD

The Faculty Manual contains information to help faculty members in the performance of their official duties. It includes services, benefits, rules, regulations, and policies that pertain specifically to faculty. The Faculty Manual is based on the Regents’ Rules and Regulations for the University of Texas System and the Handbook of Operating Procedures. Faculty members are encouraged to consult with the official policy of the University and of the University of Texas System:

Regents’ Rules and Regulations: www.utsystem.edu/bor/tocrrr.htm
Handbook of Operating Procedures: http://it.utep.edu/hoop

For additional information, visit UTEP’s home page: www.utep.edu.
PART I: THE UNIVERSITY

Overview of UTEP
The University of Texas at El Paso (UTEP) opened its doors in the fall of 1914 as the Texas State School of Mines and Metallurgy. Its mission was to foster the economic development of far west Texas and northern Mexico through education in the field. In 1919, the institution entered The University of Texas System as the Texas College of Mines and Metallurgy. While engineering and science curricula remained prominent, liberal arts courses were added in 1927, and the college’s first master’s degree program was established in 1940. Two further name changes, to Texas Western College in 1949 and to The University of Texas at El Paso in 1967, went along with the institutions growth in student enrollment and in the comprehensiveness of its offerings.

UTEP is a Carnegie intensive doctoral university located in the larges binational metropolitan area on the U.S./Mexico border. It currently offers a total of 72 baccalaureate, 72 master’s and 12 doctoral degrees in the Colleges of Business Administration, Education, Engineering, Health Sciences, Liberal Arts, and Science. UTEP’s academic programs are accredited by a variety of external accreditation agencies.

Currently the student population is approximately 15,000; reflecting the local demographics, it draws 85% of its students from this region. The student population is over 2/3 Latino, with an additional eight percent of UTEP’s students from Mexico, predominantly Ciudad Juarez, Mexico. UTEP seeks to combine access with excellence. This vision, along with continued emphasis on serving far west Texas and northern Mexico, has prompted UTEP’s recent changes and growth in graduate programs, research, and outreach to the community.

Strategic Plan:
Vision
UTEP is committed to providing quality higher education to a diverse student population. The University aims to extend the greatest possible educational access to a region that has been geographically isolated with limited economic and educational opportunities for many of its people. UTEP will ensure that all of its graduates obtain the best education possible, one that is equal, and, in some respects, superior, to that of other institutions so that UTEP’s graduates will be competitive in the global marketplace. UTEP also envisions using its binational location to create and maintain multicultural, inter-American educational and research collaborations among students, faculty, institutions and industries, especially in northern Mexico.

Through the accomplishment of its mission and goals via continuous improvement, UTEP aspires to be a model of educational leadership in a changing economic, technological, and social environment. The UTEP community--faculty, students, staff
and administrators--commits itself to the two ideals of excellence and access. In addition, it accepts a strict standard of accountability for UTEP’s institutional effectiveness as the University educates students who will be the leaders of the 21st Century.

Mission
UTEP is dedicated to teaching and to the creation, interpretation, application, and dissemination of knowledge. UTEP prepares its students to meet lifelong intellectual, ethical, and career challenges through quality educational programs, excellence in research and in scholarly and artistic production, and innovative student programs and services, which are created by responsive faculty, students, staff, and administrators.

As a component of The University of Texas System, UTEP accepts as its mandate the provision of higher education to the residents of El Paso and the surrounding region. Because of the international and multicultural characteristics of this region, the University provides its students and faculty with distinctive opportunities for learning, teaching, research, artistic endeavors, cultural experiences, and service.

Goals
Learning and Teaching: Prepare UTEP students to meet lifelong intellectual, ethical, and career challenges and to be the leaders of the 21st Century.

Research, Scholarship, and Artistic Production: Create, interpret, evaluate, apply, and disseminate knowledge; encourage the addition of perspectives based on UTEP’s geographic and social setting; and contribute to the formation of a broader intellectual and artistic foundation for the 21st Century.

Public Service: Work in partnership with public and private agencies, institutions and organizations, including business and industry, to improve the quality of life in our region and world by providing appropriate university expertise and leadership.

Administration: Support the achievement of UTEP’s mission in learning, teaching, research, scholarship, artistic production, and public service through responsive, effective, and efficient administrative and staff services.

University Government
UTEP is governed by the Regents’ Rules and Regulations and the Handbook of Operating Procedures. The President of the University shall have the ultimate authority to interpret the meaning of the provisions contained in the Handbook of Operating Procedures, and may seek legal advice from the Office of General Counsel on questions of jurisdiction and interpretation.

The Handbook of Operating Procedures is an interpretation of the rules and regulations, which pertain specifically to UTEP. It is intended to interpret and expand on the Regents’ Rules and Regulations but not to replace them. Both are available online through UTEP’s web site: www.utep.edu.
The University is subject to all applicable federal and state laws and regulations, the administrative policies and directives issues by appropriate officials of The University of Texas System, and the Texas Higher Education Coordinating Board, as specified by the laws of the State of Texas.

Customer Service Focus
UTEP’s fundamental goal is to serve its border community and to provide excellent academic instruction and efficient service to UTEP students. This goal has four objectives: (1) to interact with others respectfully and courteously, (2) to listen carefully in an effort to understand others’ points of view, (3) to be knowledgeable problem solvers, and (4) to take responsibility for UTEP’s continuous improvement. Each individual and office at UTEP contributes to the achievement of these objectives and the creation of a positive climate.
PART II: ADMINISTRATIVE STRUCTURE

Administrative Officers
UTEP’s administrative officers include the President, the Executive Vice President and Provost, the Vice President for Finance and Administration, the Vice President for Student Affairs, the Vice President for Research and Sponsored Projects, the Vice President for Institutional Advancement, the Graduate Dean, University College Dean, Academic Deans of the Colleges, Chairs of the Departments, and Staff Service Directors.

Faculty Governance
The faculty has a major role in the governance of the University in the following areas:
(a) General academic policies and welfare
(b) Regulations affecting student life and activities
(c) Requirement for admission and graduation, and for honors and scholastic performance
(d) Approval of candidates for degree
(e) Rules of procedures
(f) Approval of University curricula
(g) Academic responsibilities, privileges, and ethics
(h) Faculty consultation with the administration and Regents, in conformity with the Regents’ Rules and the Handbook of Operating Procedures.

To implement these broad directives, faculty government at UTEP is organized in three bodies: the General Faculty, the Faculty Senate, and the Standing Committees. In addition, the Graduate Assembly and the Graduate Council address academic policies pertain specifically to graduate studies.

General Faculty
The General Faculty meets at the beginning of each fall semester, and, occasionally, when a meeting is called under provisions of the Faculty Government Constitution and Bylaws.

Faculty Senate
The Faculty Senate conducts most of the legislative and many of the advisory functions of faculty government. The Senate is composed of representatives elected from each academic department on a basis of one member for every 10 faculty or fraction thereof. Members serve a two-year term and are not again eligible for election until two more years have elapsed.

The officers of the Faculty Senate are President, Vice President, and Secretary-Treasurer. Officers are elected for the next academic year at the May meeting of the Senate, their terms of office beginning with the first day of the following academic year.

The Senate normally meets on the second Tuesday of each month (except January and August), at 2:30 pm in the Blumberg Auditorium at the UTEP library. Members of the Senate receive an agenda at least three days prior to the meeting, and the minutes are
distributed within 30 days to the members and to all organizational units at or above the department level.

Proposals for consideration by the Senate must be submitted to the Faculty Senate Office at least 10 days prior to a scheduled meeting. Special or emergency meetings are sometimes necessary. In such a case, the three-day requirement for distribution of the agenda may be waived, and only that business included in the call for the meeting may be taken up. Visit the Faculty Senate website www.utep.edu/facsen/ for more information.

**Standing Committees**
The Standing Committees perform much of the work of Faculty Government, both by preparing reports for consideration by the Faculty Senate and by functioning in advisory and oversight capacities. All Standing Committees include members of the faculty (who may also be members of the senate) elected by the Faculty Senate for terms not to exceed three years, and most include student members and ex-officio members. The Committee on Committees makes nominations at the September meeting in a report, although nominations may also be made from the floor. The Standing Committees are grouped as follows:

*Committee on Academic Responsibilities, Privilege, and Ethics (C.A.R.P.E.) – Tenured faculty only:* This committee hears grievances against faculty brought by students, staff, or faculty. It makes recommendation for remediation to the President of the University. It is responsible for the faculty portion of the Handbook of Operating Procedures of the University.

*Admissions and Academic Standards:* This committee works with the administration to establish policy for undergraduate admissions and academic regulations, such as probation and suspension. It is responsible for safeguarding the quality of undergraduate degrees granted by the University.

*Catalog and Calendar:* This committee establishes the official University calendar and oversees revisions to the Catalog. The Undergraduate Curriculum Committee (UGCC) acts on curricular revisions. Other substantive changes are the responsibility of this committee.

*Committee on Committees:* Despite its whimsical name, the committee is crucial to faculty governance. It makes recommendation to the Faculty Senate for election of members to all other committees. Nominations from the floor are always requested; however, it is this committee that safeguards the integrity of the committee structure of the Senate.

*Faculty Welfare:* This committee is charged with recommending policy for issues that affect faculty. In recent years, it has dealt with grievance procedure, conflict of interest, insurance, and the policy for endowed chairs.
Graduate Scholarship: It is responsible for making recommendations to the Graduate School for recipients of University-wide scholarships. It works with the Graduate School to establish policy for the awarding of graduate scholarships.

Information Technology: In this time of accelerating technology, this committee is charged with ensuring that faculty concerns about IT were recognized. Recent agenda items have included e-mail and Goldmine.

Library: This committee works with the Librarian to establish policy for the University Library. The committee includes students, as many do, to ensure that all voices are heard.

Museum: This committee works with the museum staff to establish policy for the University Museum. The Centennial Museum is one of the treasures of the University, and the contribution of faculty to its vision is vital.

Research: This committee awards the University Research Institutional (URI) grants. It is responsible for providing input to the Office of Research and Sponsored Projects.

Student Conduct: This committee appoints hearing officers for cases of student misconduct, such as plagiarism. It is also responsible for updating the Handbook of Operating Procedures for issues of student conduct.

Student Organizations and Activities: This committee is responsible for interacting with the Dean of Students, Student Government Association, and others to aid in communication.

Student Publications: This committee oversees policy for all student publications, such as The Prospector and Rio Grande Review.

Student Welfare and Grievance – Tenured faculty only: This committee hears student grievances against faculty, such as issues of grading. It is responsible for establishing policy for student grievance procedures.

Teaching Effectiveness and Development: This committee is charged with developing good teaching practices at UTEP. Recent activity has included developing the Student Evaluation instrument. Current initiatives include working with CETaL.

Undergraduate Curriculum (UGCC): This committee has one of the greatest responsibilities of any Senate committee. It hears petitions from all colleges for new undergraduate degrees and for changes to existing curriculum.

Undergraduate Scholarship: This committee makes recommendations for all University-wide undergraduate scholarships. It works closely with the Scholarships Office to establish policy.
Union and Bookstore: This committee is charged with providing faculty input on the services provided by these entities. Recent agenda items have included working with the Bookstore on the rental of academic regalia.

Committee Assignments
In addition to the standing committees of the Faculty Senate, there are university-wide committees that include administrative and general University committees. Members on administrative committees normally serve by virtue of their position. The President usually makes faculty appointments to general University committees.

The student body is represented on a number of University committees, including fourteen of the Standing Committees. Student members are appointed in accordance with the Student Association Constitution and Bylaws, and the Dean of Students certifies their eligibility.

The individual Colleges and the Graduate School, as well as the several academic departments also have their own committees. Information pertaining to the composition and function of such committees may be obtained from the appropriate Dean or Chair. Service on and status as officers of committees is one of the areas wherein faculty are evaluated for merit and tenure. Such service usually falls under the category of contributions to the welfare of the department, college, or university.

Graduate Assembly
The Graduate Assembly consists of all members of the Graduate Faculty. Members of the Graduate Faculty are tenured or tenure track faculty who have demonstrated appropriate scholarly or creative achievement for participation in graduate teaching. The Graduate Assembly serves as the final faculty authority for recommending policies relating to graduate students including the graduate curriculum. Many of the legislative functions of the Graduate Assembly are conducted by mail ballot, although meetings may be called when necessary under provisions of the Charter of the Graduate School.

Graduate Council
The Graduate Council functions as the administrative arm of the Graduate Assembly. The Council includes the chair of the Graduate Assembly, two faculty members from each undergraduate college, four faculty members-at-large, and the President of the Faculty Senate. The Graduate Dean is an ex-officio member without vote.

Except for the chair of the Council and the President of the Faculty Senate, members of the Graduate Council serve staggered three-year terms and may not serve consecutively for more than two terms. Elections take place before May 1 each year, and terms begin the following September 1. The Graduate Council holds regularly scheduled open meetings on the second Thursday of the month at 2 p.m. Agendas are distributed to members of the Graduate Assembly one week prior to the meetings.
PART III: FACULTY POLICIES AND PROCEDURES

Academic Titles
All teaching positions shall be identified by titles specified in the Regents’ Rules and Regulations.

Regular Academic Ranks: The regular academic ranks are Professor, Associate Professor, Assistant Professor, and Instructor. Only full-time service in the ranks shall be counted toward fulfillment of the maximum probationary period of non-tenure faculty service, and only members of the faculty with the academic titles of Professor, Associate Professor, or Assistant Professor may be granted tenure.

Distinguished Titles: An individual may hold an endowed chair or professorship upon the recommendation of the President and approval by the Board of Regents. Recommendations for initial selection must be supported by exemplary performance in areas of professional activity that are vital to UTEP’s goals. The Dean recommends through the Provost to the President, procedures to be followed for selection of individuals to hold the positions.

Temporary Academic Staff Members: Appointments at the following ranks are faculty appointments, but service within these ranks may not be counted toward fulfillment of the maximum probationary period or non-tenure faculty service: Visiting of Adjunct Professor, Visiting or Adjunct Associate Professor, Visiting or Adjunct Assistant Professor.

Graduate Students: Graduate students employed for instructional duties normally receive the title of Teaching Assistant or Assistant Instructor.

Honorary Titles (Emeritus Professor): Appointment as Professor Emeritus is an honorary rank and carries life tenure as a member of the faculty of UTEP. When possible the privileges of this status shall include mail and telephone services, office space, secretarial services, library use, and other services normally available to active members of the faculty. This title may be given to a faculty member holding the rank of Professor or Associate Professor, the appointment becoming effective upon retirement. The appointment is made in recognition of exceptional and meritorious service to the University rendered for a total period of no less than five years.

Appointment, Promotion, and Tenure
Faculty tenure is regarded as a critical protection of free inquiry, open intellectual and scientific debate, and unfettered criticism of an accepted body of knowledge. The exploration and expansion of the frontiers of learning has historically involved challenge to the established order. Because academic institutions engage in a continual examination of ideas, they have a special obligation and need to protect freedom of expression. Thus, tenure is vital to the success of the university not simply for the protection of individual
faculty members, but also as an assurance to the community at large that the university is committed to the pursuit of knowledge.

Tenure denotes a status of continuing appointment as a member of the faculty. Generally, only members of the faculty with the academic titles of Professor, Associate Professor, or Assistant Professor may be granted tenure. Tenure may be granted at the time of appointment, or tenure may be awarded following satisfactory completion of a probationary period of faculty service.

Only full-time service in the academic ranks of Professor, Associate Professor, Assistant Professor, and Instructor, or any combination thereof, shall be counted toward calculation of the maximum probationary period related to the acquisition of tenure. Periods during which a faculty member is on leave or absence shall not be counted toward fulfillment of the maximum probationary period. Prior service at other academic institutions, whether inside or outside the U.T. System, shall not be counted toward calculation of the maximum probationary period.

The maximum period of probationary faculty service in non-tenure status in any academic rank or combination of academic ranks shall be seven years of full-time academic service. No later than August 31 of the sixth academic year of the probationary period, all non-tenure faculty shall be given notice that the seventh academic year will be the terminal year of employment or that, beginning with the subsequent academic year tenure will be granted. Any commitment to employ a non-tenured member of the faculty beyond his or her current appointment shall have no force and effect until approved by the Board of Regents.

For purposes of calculating the period of probationary service, an academic year shall be the period from September 1st through the following August 31st. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the following September 1st shall not be counted as academic service toward calculation of the maximum probationary period.

A person appointed to a faculty position with the title of Instructor, Assistant Professor, Associate Professor, or Professor may not, during the term of such appointment, hold a tenured position on the faculty of another educational institution outside the System. A faculty appointment shall be conditioned upon the appointee having resigned any tenured position that the appointee may then hold of the faculty of an educational system outside the System. The acceptance of an appointment to a tenured position on the faculty of an educational institution outside the System shall be considered as a resignation of any faculty position.

All faculty appointments are subject to the approval of the Board of Regents. No non-tenured member of the faculty should expect continued employment beyond the period of her or his current appointment as approved by the Board of Regents.
The general provisions and regulations governing the status of tenure, promotion, and termination of employment are found in the Regents’ Rules and Regulations. The criteria for tenure and promotion cannot be specified in such detail that they can be applied automatically. These regulations, as well as the process, as applicable to UTEP, are paraphrased in the Handbook of Operating Procedures.

**Extension of time before tenure:** A faculty member who determines that personal circumstances may impede her/his progress toward tenure may make a written request for an extension specifying the reason(s).

**Initiating promotion or tenure review:** Under ordinary circumstances, the department will initiate consideration of an individual for promotion or tenure. The department reviews the performance of all tenure-track faculty annually to evaluate progress toward the possible acquisition of tenure. Normally, the recommendation for tenure shall be made only in the sixth year of an individual’s probationary service.

**Early tenure:** Recommendation of an individual for early tenure should be based on truly outstanding performance.

**Departmental procedures:** The department chair will assemble documentation related to promotion and tenure recommendations, and a standing committee of the department, or an ad hoc committee appointed by the chair.

The following list is a guide for what to include in a tenure and promotion packet; it is not meant to be inclusive or exclusive. The department chair and college dean can provide additional guidance.

**General Documents**
- Curriculum vitae
- Statement of philosophy of teaching, research, creative activities, and service, including their relationship to the UTEP mission (less than 2 pages typed)
- Faculty evaluation summaries for the previous 5 years

**Teaching Portfolio**
- Professional reflection (*Examples:* statement of teaching goals; teaching load information, including level and class size; evidence of curriculum development, including sample syllabi and course materials; evidence of use of technology to complement instruction; professional development in teaching, including workshops; and seminars presented and attended)
- Evidence from students (*Examples:* student evaluations; theses and dissertations supervised; articles co-authored with students; honors and awards to supervised students; career achievements of mentored students; community and/or school-based projects guided and produced in connection with courses)
- Evidence from peers (*Examples:* letters from peers who have observed classes or reviewed course materials; honors or awards for teaching excellence; extramural funds awarded for instructional innovation, facilities, student support)
Research Scholarship, and Creative Activities

- Evidence of success in research, publication, and creative performance (Examples: books and monographs; articles in refereed scholarly books and journals; other scholarly publications; book reviews; papers presented at scholarly meetings; editorships and service on editorial boards; professional consulting; creative activities, shows, and performances)
- Evidence of success in securing extramural funding to support research or creative activities
- Evidence of community, regional, national, or international research activities or grants with organizations or schools

Service

- Evidence or service to the University (Examples: service on departmental, college, or University committees; student advising; faculty or staff mentoring
- Evidence of service to community, regional, nationally, or international organizations and/or schools (Examples: service on boards; consulting work; letters from professionals, K-12 faculty, or organizational leaders about project development; honors or awards for mentorship

Scholarly efforts should be made public, including peer review and evaluation of the work by nationally known scholars or practitioners. Usually, this means that works be published or displayed in recognized outlets appropriate for the discipline. Experiments completed but not published, books or articles in draft form, classified documents, and undisplayed works of art, for example, may be considered, but do not alone satisfy this criterion.

Only tenured faculty in a department are eligible to vote on recommendations for tenure. Only faculty in a department of rank higher than the candidate are eligible to vote on recommendations for promotion. If there is not a sufficient number (3 or more) of eligible faculty to vote, the Dean of the College, in consultation with the Department Chair, shall appoint additional voting members from related disciplines.

The department chair shall make an independent recommendation and shall prepare the candidate’s documents for transmittal to the dean. The candidate’s file will include all documents, letters, a summary of votes, and recommendations.

College procedures: Upon receipt of the recommendations and supporting materials, the dean shall appoint a college advisory committee. The committee shall review the departmental recommendations and supporting material; and make a recommendation to the dean for each candidate, including the vote tally and the reasons for the decision. Should the report not reflect the views of one or more committee members, they may submit their own signed reports to the dean. After the tenure/promotion decision, all documentation shall be returned to the dean.

The dean shall transmit to the Provost the biographical resume of each candidate, a summary of the reports from departmental chairs and college committees, the voting
tabulations, and the individual written opinions of those who have participated in the review if deemed appropriate. In addition, the dean shall make an independent recommendation for each candidate.

*Actions of the Provost:* The Provost may seek additional opinions regarding the contribution of a candidate to the graduate program and initiate any other review he or she considers appropriate, and shall make recommendations to the President regarding each candidate with supporting rationale for the recommendation.

**Post Tenure Review Guidelines**

Each tenured faculty member will be subject to comprehensive review by the department every six years. Committees made up of tenured members from the faculty member’s department will conduct reviews. In the case of smaller departments, the chair, in consultation with the academic dean, and tenured members of the department will form a review committee made up of tenured faculty.

The faculty member shall submit to the committee a resume and a statement of professional accomplishments and may submit other supporting material. The review committee will consider this material along with annual performance evaluation files for the six-year period, teaching evaluations on file in the department, and any other appropriate documents. Any such documents must be made available to the faculty member in a timely manner and an opportunity for review and response provided. Faculty members will be reviewed on their professional responsibilities in teaching, research, service, administration, and other faculty duties, according to department, college, and university guidelines. The faculty member will have the right to appear before the committee.

The committee will provide a written assessment of the faculty member’s performance to the department chair. The chair will review this report and transmit it to the academic dean, with a copy to the faculty member. Where the departmental review committee finds that the faculty member has performed satisfactorily, the dean will notify the faculty member in writing and transmit the results of the evaluation to the Provost and President for review. No further action is required, although results of satisfactory reviews may be used to support salary recommendations and other forms of professional recognition. In cases where the department review committee finds that the faculty member has performed unsatisfactorily, the committee will include in its report specific recommendations for improvement of performance. At the written request of the faculty member, department chair, or dean, the college peer review committee will review the committee report and recommendations. The faculty member will be informed in writing by the dean of her/his right to review by the college peer review committee and will be provided at least 30 days to respond.

The dean of each college in consultation with department chairs and members of the tenured faculty will annually appoint a peer review committee of tenured faculty whose members are representative of the college and are chosen on the basis of their objectivity.
and academic strength. No faculty member may serve on this committee who is subject to comprehensive review in the same year. At the request of the faculty member, department chair, or dean, the committee will review the department committee’s evaluation and recommendation for improvement. The committee may request additional relevant information. Any additional information must be made available to the faculty member in a timely manner and an opportunity for review and response provided. The faculty member will have the right to appear before the committee. The committee will provide a written assessment of the faculty member’s performance to the dean with copies to the chair and faculty member.

In cases where the faculty member’s performance is found satisfactory, no further action is required. For individuals whose performance indicates they would benefit from additional institutional support, the evaluation may be used to provide such support (e.g., teaching effectiveness assistance, counseling, or mentoring in research issues/service expectations). The committee will report to the dean specific recommendations for improvement and institutional support to sustain that improvement. The dean will develop with the faculty member a plan and timetable for improvement based on the recommendations of the department and college committees. The plan is subject to review by the Provost and President. If at the conclusion of the period set, the college peer review committee determines that the faculty member’s performance is satisfactory no further action is required. If the dean determines that the faculty member’s performance remains unsatisfactory, this finding may become the basis for proceedings for termination. Results of the evaluation will be communicated in writing to the faculty member, the department chair, dean, the Provost, and the President for review and appropriate action.

For individuals found to be performing unsatisfactorily, review to determine if good cause exists for termination under the current Regents’ Rules and Regulations may be considered. All proceedings for termination of tenured faculty on the basis of periodic performance evaluation shall be only for incompetence, neglect of duty, or other good cause shown and must be conducted in accordance with the due process procedures of the Regents’ Rules and Regulations. In all such cases, the burden of proof shall be on the institution, and the rights of a faculty member to due process and academic freedom shall be protected.

**Implementation**

Periodic review will be initiated through a lot system at the department level, with one sixth of the faculty reviewed each year beginning in 1998-1999. Faculty members tenured or promoted since 1992-1993 will be reviewed at six-year intervals from the year of tenure or promotion. Tenured faculty members will be reviewed every six years after tenure or promotion. Upon the approval of this document, all tenured faculty will be notified of the date of their initial periodic review, which must be at least six months from the date of notification. Thereafter, a comprehensive review, or the award of promotion or tenure, or appointment to an endowed position, will be regarded as notification of subsequent review.
Review will be deferred at the faculty member’s request if the faculty member is on leave during the scheduled review year. Subsequent reviews will occur at six-year intervals from promotion or appointment to an endowed position.

The Provost will report annually to the Faculty Senate, summarizing the results of periodic review and its effectiveness. The Faculty Senate Committee on Academic Responsibility, Privilege, and Ethics is charged with monitoring this review process and with reporting its findings annually to the Faculty Senate and the Provost. If its findings warrant, the Committee shall recommend revisions of the UTEP or UT System Guidelines for Periodic Performance Evaluation of Tenured Faculty.

**Timetable and Procedures**

*May:* Tenured faculty members are scheduled for review for the following academic year. Guidelines are provided.

*Fall:* Department tenured faculty review committees are formed consisting of at least three members. The dean appoints annually a college peer review committee of tenured faculty after consultation with department chairs and members of the tenured faculty.

*December:* Faculty members scheduled for review will submit materials to Department Chairs for consideration by review committee.

*January-February:* The department review committee will review the materials presented, and provide a written assessment to the department chair. Where the record is unsatisfactory, the committee will include specific recommendations for improvement.

*February:* The department chair reviews the report and transmits it with comment to the academic dean. A copy of the report and comment is provided to the faculty member, and then transmitted to the Provost and President for review. Where performance is unsatisfactory, the dean will notify the faculty member of her/his right to review by the college peer review committee. The department chair or dean may also request review of the faculty member’s performance by the college peer review committee.

*March:* In cases where the committee is convened, the committee will review the department committee’s evaluation. The committee may request additional information. The faculty member has the right to appear before the committee. The committee will provide a written assessment of the faculty member’s performance to the dean, with copies to the chair and faculty member.

*April:* Where the faculty member’s performance is found unsatisfactory, the dean and faculty member will develop together a plan and timetable for improvement. The plan is subject to review by the Provost and President. At the close of the period set the dean will review the faculty member’s progress.

*September:* The Provost presents a report to the Faculty Senate of reviews of tenured faculty for the previous year.

**Performance Evaluation and Merit Review**

Faculty members are requested to submit information to their departments that will provide the basis for an annual evaluation of performance, covering the previous calendar year, e.g. January 1, 2005 to December 31, 2005. Faculty performance evaluation is a critical element in the assessment of the success of the success of the University meeting its educational goals and the determination of future objectives.
The primary purpose of faculty evaluation is to assess faculty members’ contributions to their disciplines, to the programs that they participate in, and to the mission of the University. Such assessments should contribute to the development of professional goals for all faculty members. They provide the opportunity for the recognition of outstanding performance and reveal areas where improvement is warranted. The process is vitally important for tenure-track faculty. Performance reviews should provide a clear indication of a faculty member’s progress toward tenure and should indicate the steps required to maximize the probability of a positive tenure decision.

Faculty performance evaluation is part of the professional responsibility of all faculty members and is distinct from the process of the determination of merit increases in salary. Faculty performance evaluations will constitute one consideration in the determination of salary increases should they be authorized. Other factors, such as salary compression and relative inequity and departmental effectiveness, may also contribute to the determination of merit increases.

The Faculty Performance Evaluation ranks faculty members on a scale of one to five with five being the highest rating (see below). The record of each faculty member should be considered in terms of her/his contribution to each of the areas of faculty responsibility: instructional programs, scholarly and creative activities, and service to the campus, community, and profession. Each department will establish appropriate guidelines for the evaluation of its faculty members. The deans and the Office of the Provost will strive to ensure consistency across the Colleges and the University. The five ratings should be reserved for faculty members whose contributions in all area of responsibility have been truly exceptional.

**Evaluation Scale**

**Five:** Clearly exceeds generally accepted standards of performance in all areas.

**Four:** Meets generally accepted standards of performance in all areas; Demonstrates outstanding performance in some.

**Three:** Meets generally accepted standards of performance in all areas.

**Two:** Meets generally accepted standards of performance in most areas but not in teaching.

**One:** Does not meet generally accepted standards of performance in several areas.

**Supplemental Merit Evaluations for Faculty outside the Traditional Academic Administrative Chain**

Faculty members who participate in this supplemental process include, but are not limited to those individuals who hold non-academic rank, titles, or responsibilities that are not directly under the leadership, guidance or responsibility of their immediate supervisor.
such as department chair, academic dean or the Provost. The faculty member’s outside responsibilities should be substantive, could not be directly evaluated by the departmental review committee or the academic supervisor, and would not be considered as a service or research activity in the normal merit review process. Examples of faculty that would use this supplemental process include, but are not limited to, those who participate in research center activities that are not operating under the auspices of a college or academic dean, those who are assigned administrative responsibilities outside the traditional academic realm, and those who participate in university sanctioned activities not considered in the standard merit evaluation process. These faculty should follow the following steps:
1. The faculty member requests that her/his non-academic supervisor send a memorandum to her/his academic supervisor, describing the nature of the faculty member’s responsibility and the time commitment expected within the new organization. This written notification must occur within thirty days of the date the faculty member assumes the non-academic position or at the beginning of the merit rating period (January)
1. A copy of this memorandum should also be given to the departmental and/or college merit review committee and the academic dean.
2. The faculty member complies with all department, college and university merit reporting requirements.
3. On an annual basis, the faculty member completes the Supplemental Merit Evaluation form and submits the completed form to the academic supervisor. The supervisor will approve or amend the completed form and submit the completed Supplemental Merit Evaluation form to the faculty member’s department chair. The completed form will then be included in any and all departmental merit evaluation processes.

COMPETITIVE FACULTY DEVELOPMENT LEAVE PROGRAM
Guidelines and Procedures

➢ The faculty development leave program is open to all tenured faculty. Approximately 10 leaves will be provided for the 2005-2006 academic year. Leaves can be either one semester at full pay or a full academic year at 50% pay; applicants should note the health-insurance implications of half-time appointments. There is flexibility in the time period of the leave.

➢ Proposals should be no longer than three pages. The proposal should address how the project would significantly contribute to the research and/or instructional scholarship (or the equivalent in the arts) in your field. In addition, the proposal should address how the project will make a significant contribution to the mission and goals of the University of Texas at El Paso.

➢ Proposals should be submitted through the chair of the department or program director and the dean of the respective college to the Office of the Vice President for Academic Affairs. The chair (or director) and dean will provide a written recommendation. The recommendations should accompany the proposal.
Proposals will be evaluated according to the quality and significance of the project as well as the relationship of the project to the applicants past record and potential contribution to his/her program and discipline. Applicants are encouraged to link leave proposals to other opportunities for support (Fulbright fellowships, for example).

Proposals will be evaluated by a faculty committee consisting of one tenured faculty member from each college except for the College of Liberal Arts, which will have two members (one from the arts and the other from the social sciences and humanities), plus a representative of the Graduate School. Committee members will be nominated by their respective Dean and appointed by the Interim Vice President for Academic Affairs. A representative from Academic Affairs will serve as an ex officio member of the committee.

The committee will rank order the proposals and make a recommendation to the Interim Vice President for Academic Affairs, who will make the final decision on the awards. Awards will be announced by mid-December.

Retirement and Modified Service
A faculty member who wishes to resign or to retire should submit a written resignation with timely notice and full attention to professional responsibilities. Generally, a resignation shall not become effective until the end of a semester or summer term. Those leaving the University should consult with Human Resource Services for information on fringe benefits and the completion of required forms. Regulations concerning retirement and modified service are set forth in the Regents’ Rules and Regulations.

A faculty member who has retired may be appointed to modified service by the Board of Regents upon recommendation of the President and approval of the Executive Vice Chancellor for Academic Affairs and Chancellor if such service will result in a significant benefit to the System or the University. Appointment to modified service is without tenure and shall not exceed one-half time for one academic year. Such appointments terminate at the end of the appointment period without notice. If the System or the University determines that it is to the benefit of the System or the University, reappointment may be offered. The duties, workload, and salary shall be determined in accordance with the policies of the University.

Persons on modified service shall not teach during a summer session except to meet unusual departmental needs as determined by the chair of the department with the advice of an appropriate departmental committee and approval by the appropriate academic dean. Institutional needs are to be the dominant factor in reaching a decision concerning appointment to modified service.

Termination and Reapppointment of Faculty
Termination of the appointment of tenured faculty members and of all other faculty members before the expiration of the stated period or appointment, except by resignation
or retirement shall be in accordance with the Regents’ Rules and Regulations, and shall only be for good cause shown. In each case, the issue will be determined by an equitable procedure, affording protection to the rights of the individual and the interests of the System. Procedures for hearing and determining such cases are set forth in the Handbook of Operating Procedures.

**Freedom and Responsibility**

University teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties. The teacher is entitled to freedom in the classroom in discussing her or his subject, but it is expected not to introduce into her or his teaching controversial matter that has no relation to the subject.

When the teacher speaks or writes as a citizen, she or he should be free from institutional censorship or discipline, and should make it plain that she/he is not an institutional spokesperson.

**Intellectual Property**


**Faculty Participation in College and Department Affairs**

The Regents’ Rules and Regulations specify that faculty shall have a major role in the governance of their respective institutions in the following areas: general academic policies and welfare, student life and activities, requirement of admission and graduation, honors and scholastic performance generally, approval of candidates for degrees, and faculty rules of procedure. The following are areas where department faculty or their representatives should be consulted:

- Academic matters, including course offerings, degree requirements, course content, and prerequisites
- Instructional matters, including reasonable departmental guidelines (particularly in courses with multiple sections) concerning textbooks, syllabi, teaching techniques, instructional procedures, grading policies, and testing and placement policies
- Faculty personnel matters, including appointment of new faculty and evaluation of faculty members for guidance in recommending promotions, reappointments, tenure status, and salary changes

The department chair shall advise her/his Academic Dean of any serious disagreements by faculty with the chair’s recommendations and policies. In addition, faculty acting individually or as a group may communicate such serious disagreements to the Dean in writing or through informal conference.
Office Hours
At the beginning of each semester or term, faculty members shall post on their office doors a schedule of regular office hours or conference periods that are most advantageous to students and meet departmental needs. Each faculty member shall inform her/his departmental office of these scheduled office hours, and is expected to be available at the times indicated. A reasonable guideline for minimum office hours is 0.7 scheduled office hours per each Teaching Loan Credit for which the faculty member is formally responsible.

Faculty Workload
A full-time faculty member’s workload consists of teaching, professional achievement, and professional service activities. The faculty shall be available for student advising, university and department committee assignments; and shall be engaged in professional and scholarly activities that contribute to maintaining and improving the quality of instruction within the university.

The normal workload for full-time faculty is based on 18 hours of teaching or their instructional equivalent in organized undergraduate classes each nine-month academic year. Reductions from this teaching load may be provided for approved academic activities suggested in the list below.

- Excessive enrollment
- Academic department chair
- Academic program director
- Multi-section coordinator
- Major University committee chair
- Field-based service activities
- Graduate instruction and support
- Special instruction program activities,
  - e.g., experimental course and program development; of instructional delivery system; supervision of special activities and media projects; development and supervision of computer assisted instruction; other innovative instructional activities; instruction-related ancillary activities;
- Department, College, or University advising
- Accreditation related activities

Newly appointed faculty members during the first year of employment may be given up to three semester credit hours of teaching load credit to develop instructional materials for courses she or he will teach. See the Regents’ Rules and Regulations for more detailed information on faculty workload.

Teaching in Auxiliary Instructional Divisions
Faculty members must obtain prior approval by their department chair and Academic Dean before teaching any course offered by the Division of Professional and Continuing Education or any similar instructional unit. A form for requesting the required approval is available from each Academic Dean’s Office.
Outside Employment
Faculty must obtain advance written approval of the respective Department Administrator, Dean, Vice President and President before accepting employment outside the University. Approval is based on the Regents’ Rules and Regulations. Generally outside employment in a consultative or advisory capacity is permissible when it does not interfere with duties to the University and is encouraged when it enhances the faculty member’s competence and service. Regular employment with an outside entity is discouraged.

Salary Increases
Faculty salaries are reviewed on an annual basis as part of the annual budget development process. Increases are dependent on the availability of funds and subject to legislative constraints. Faculty salary increases fall into three general categories: increase on promotion to associate professor or professor, adjustments to selected faculty, or general increases.

Increases on Promotion
Tenured and tenure-track faculty receive fixed dollar increases on promotion to either the rank of Associate Professor or Professor. These increases are in addition to any other increases the faculty member might be awarded as a part of the annual budget.

Adjustments
As a part of the annual budget development process, the Provost, in consultation with the academic deans, may recommend to the President that a percentage of funds available for faculty salary increases be used to adjust the salaries of selected faculty based upon internal salary studies, comparisons with peer institutions, and exceptional accomplishments. These funds will be allocated to the colleges based equally upon the percentage of full-time equivalent faculty in the college and the percentage of the faculty salary budget allocated to the college. Each dean will distribute those funds based upon procedures approved by the Provost and President. Deans may, upon approval of the Provost and President, use clearly identified permanent faculty salary savings to further adjust salaries. Upon approval of the President, the Provost may use additional available funds to adjust the salaries of selected faculty.

General Increases
Whatever available funds not used to recognize promotion or for salary adjustments will be used to provide fixed percentage increases to all faculty members who received satisfactory faculty evaluations (level 5, 4, 3) for all evaluations conducted since the last faculty salary increase. Different merit ratings among faculty with satisfactory evaluations will not affect the percentage of the increase.

Accepting Grants, Contracts, and Gifts
The Regents’ Rules and Regulations cite specific procedures for handling gifts and for accepting contracts and grants. Proposals submitted by University personnel to outside funding agencies that result in grants or contracts must be approved for submission by the President and must be accepted through the Office of Research and Sponsored Projects.
Research Fraud
The University of Texas at El Paso strives to create a research climate that promotes faithful attention to high ethical standards and enhances the research project while not inhibiting the productivity and creativity of researchers and academicians. Dishonesty in research or academics is an offense, which not only damages the reputation of those involved but the entire educational community. The misrepresentation of research data is a major breach of the relationship between a faculty or staff member and the institution. The Handbook of Operating Procedures cites specific procedures as to allegations, investigation, and determination of research fraud.

Attendance at Commencement Exercises
Attendance at commencement exercises is one of the regular duties of a faculty member. At least half the members of each academic department shall attend each commencement exercise. Each department shall select its attendants by procedures established within the department.

Curricular Issues
Classrooms
Maintenance and Custodial Service: Complaints of any kind (e.g., temperature, cleanliness, etc.) are made through the departmental office, which contacts Facilities Services.

Schedule of Classes: Classes must be conducted in assigned locations. A request for a permanent change from an unsatisfactory classroom location should be made through the departmental office. A few of the older classroom buildings have not yet been made fully accessible to the handicapped; thus, occasionally a classroom change will be required by the Disabled Student Services Office personnel. Faculty members should give students adequate prior notice of any classroom changes.

If it is necessary or desirable to move a particular class temporarily to another location, notice should be given in advance to the students. The department office should also be notified, and on the day of class, a note should be placed on the door or on the chalkboard of the initial classroom indicating the new location.

Course Syllabuses
At the beginning of each semester or term, instructors shall provide students with a written syllabus for each course. The syllabus should include a listing of assigned textbooks or other written materials, dates for submission of major assignments and administration of examinations, the time and date of the final examination as specified in the Schedule of Classes, an indication of how the final grade in the course will be determined, and any special expectations, requirements, or procedural policies of the faculty member that will govern conduct of the class and student/faculty interactions.
Faculty members should announce their attendance policy in class and preferably should include a statement of such a policy on the course syllabus.

**Credit by Examination**

The University recognizes academic achievement acquired through means other than performance in organized classes. All students have the opportunity to receive credit by examination. See the UTEP Catalogue for detailed information. Credit earned by examination is recorded on the official UTEP academic record after the student’s first semester of enrollment at the University.

Credit earned by examination will be awarded only to officially enrolled UTEP students who meet credit by examination eligibility requirements. Credit may be earned for most subjects unless the student (a) has earned credit for a higher-level course in that subject area or (b) has enrolled in the course and received a grade other than W. Credit earned by examination satisfies degree requirements in the same way as credit earned by instruction. There is no limit to the amount of credit that may be earned by examination, and credit by examination can be used to meet prerequisites for higher-level courses.

Students must submit original test scores to the University to apply for credit by examination. However, if a student has received credit by examination at another institution and has completed more advanced work in that subject area, with a grade of “C” or higher, credit will be allowed on the basis of the other institution’s transcript and official scores are not required.

Credit earned by examination does not fulfill the UTEP degree requirement for completion of residency. Credit earned by examination is recorded as a grade of “CR” and is not included in the Grade Point (GPA) calculation.

Texas statutes require that a student graduating from a state institution complete at least 3 semester hours of credit in American History and 3 semester hours of credit in American Government by classroom instruction.

**Curricula Change Procedures**

*Undergraduate Curricula:* Changes in undergraduate curricula—proposals for new majors or minors, revisions to existing courses (title, description, restrictions, prerequisites, etc.) are initiated in the program undergraduate committees and are routed through the following check points: Department Chair/Program Director; College Dean; Undergraduate Curricula Committee, Head of the Graduate School; Provost; President. Programs or departments submitting will be asked to submit 22 copies to the Undergraduate Curricula Committee. Program changes that involve other departments or programs must have been submitted to those departments or programs for review and comment.

*Graduate Curricula:* Changes in graduate curricula - proposals for new majors or minors, revisions to existing majors or minors, new courses or revisions to existing courses (title, description, restrictions, prerequisites, etc.) are initiated in the program
graduate committees and are routed through the following check points: Department Chair/Program Director, College Dean; Graduate Council, Head of the Graduate School; Provost; President. Programs or departments submitting will be asked to submit 22 copies to the Graduate School.

The Graduate School should be consulted at an early stage regarding the development of proposals for new programs or significant program revisions at the graduate level. All proposals should be archived in the department of origin. Program changes that involve other departments or programs must have been submitted to those departments or programs for review and comment.

**Informal Course Changes**: Informal Course Changes, such as deletion or reinstatement of courses, class/level restrictions, schedule type changes, grading mode changes, etc. do not require approval by faculty government as long as the proposed change(s) do not affect or involve other departments or colleges. The department can directly e-mail the Provost’s Office with such requests, copying the Department Chair and the College Dean.

**Timetables for Undergraduate Curricula Changes**: Curricula changes are reported to the Texas Higher Education Coordinating Board (THECB) in March of every year; therefore, approved changes are in effect the following fall of that year. For a curricular change to be ready by March, it goes through the following process:

- October--College Curricula Committee
- November--Undergraduate Curricula Committee
- December--Faculty Senate
- February--Provost and University President
- March--THECB

**Graduate Curricula Changes**: Curricula changes are reported to THECB in March of every year; therefore, approved changes are in effect the following fall of that year. Graduate curricula changes follow the following timetable:

- December--Department Chair/Program Director/Dean
- January--Graduate Council
- February--Graduate Dean, the Provost, and the University President
- March--THECB.

**Reinstatement of Courses**: If a course is deleted by department decision, it can be reinstated within 3 years of the deletion. A reinstatement request does not have to be channeled through local governing bodies; it may be sent directly to the Provost’s Office, copying the Dean. Reinstatements are approved by THECB in March of every year.

**Final Examinations**
All final examinations are to be administered on the day and hour indicated in the Schedule of Classes for the pertinent semester or term. Any departure from the regular schedule of final examinations must have the prior approval of the dean of the college.
It is University policy that students shall not have to take more than two final examinations in a single day. In the unlikely event that the examination schedule results in a student having three final examinations on one day, the faculty member, upon the request of the student, shall reschedule the second of the three examinations.

### Grades

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<tr>
<th>Grade</th>
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<th>Grade Points per Semester Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
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<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
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<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average but Passing</td>
<td>1</td>
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<tr>
<td>F</td>
<td>Failure</td>
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The above grades are included in the GPA, which is calculated by (1) multiplying the semester hours of credit in each course by the number shown above for the grade received in that course, and (2) dividing the total grade points earned by the sum of the semester hours attempted during the semester in which the above grades were earned.

The following grades are not included in the GPA calculations:
- I  Incomplete
- S  Satisfactory, in a Satisfactory/Unsatisfactory course
- U  Unsatisfactory, in a Satisfactory/Unsatisfactory course
- P  In Progress
- W  Withdrawal
- CR Transfer credit or credit by examination
- A* Satisfactory, in a developmental course
- B* Satisfactory, in a developmental course
- C* Satisfactory, in a developmental course
- D* Satisfactory, in a developmental course
- F* Unsatisfactory, in a developmental course
- S* Satisfactory, in a developmental course
- U* Unsatisfactory, in a developmental course
- N  A temporary administrative grading notation often meaning the grade was not reported by the faculty or some other administrative problem occurred.

For other Academic Regulations applicable in the performance of academic duties, see the current Catalogue, Policies and Procedures.

*Freshman Midterm Grades:* Freshmen receive a midterm grade report at mid-semester for the long terms. These are designed to give students an early indication on their progress during their first few semesters. Midterm grades are not recorded on the student’s academic record, nor computed in the cumulative GPA and academic standing.
The faculty will submit freshman midterm grades using the Midterm Grade Worksheet, which is found on the Goldmine Web site. The Registrar’s Office will issue a freshman class roster for reference in recording the grades on the Midterm Grade Worksheet. To access the website and obtain a PIN (personal identification number), contact the HELP Desk at 747-5257, or the Scheduling Coordinator at 747-7324. Only those faculty who have been designated in Goldmine as the primary instructors for the course will be able to record end of semester grades on the Web.

Incomplete or in Progress Work: Assignment of the grade of I should be made only in exceptional circumstances. The instructor is required to file with the academic dean an outline of the work to be completed and the time span (no longer than one calendar year) allowable for completion. In no case may repetition of the course be assigned as work to be completed. If the work has not been done at the end of the specified time, the I will change to an F.

The grade of P (in progress) is limited to specific courses in which re-enrollment is required. This includes all thesis courses (5398-5399, 6320-6321), graduate internships, and certain undergraduate courses. Faculty members should consult the departmental chair or course supervisor for details.

Grade Review Process: Any student may request that a faculty member review and reevaluate a grade previously given the student by that faculty member during or within one year after the end of any credit course, qualifying or comprehensive examination, for which the student has been enrolled. Students may also seek assistance or intervention from the department chair or other appropriate administrator in obtaining a grade review by a faculty member. The formal process, outlines in the Handbook of Operating Procedures has guidelines for students wishing to appeal a grade assigned by a faculty member when the student contends that the grade assigned was the product of malicious, biased, capricious, or negligent determination.

Loading Grades on the Web: Faculty will submit end of semester grades using the Faculty Grade Worksheet, found on the Goldmine Web site. Only those faculty who have been designated in Goldmine as the primary instructors for the course will be able to record end of semester grades on the Web. The Registrar’s Office will provide a final class roster for reference in recording the grades on the Faculty Grade Worksheet.

Posting Grades: Faculty members must be cautious about possible violations of student’s rights to privacy. Student’s grades may not be posted by name, or student identification (social security) number, or by using only the last four digits of the number. The Registrar’s Office suggests that faculty members assign random, unique student identifiers to each student for the purposes of posting grades.

Satisfactory/Unsatisfactory Policies
Some courses are graded only on a Satisfactory/Unsatisfactory basis. These courses may be presented in fulfillment or degree requirements if so specified on the student’s degree
The following summarizes conditions when an undergraduate student who’s cumulative GPA is 2.0 or higher may take courses on a Satisfactory/Unsatisfactory basis.

1. A maximum of four courses attempted on a S/U basis may not use the S/U option for a graduate course.
2. Undergraduate students in their last semester may not use the S/U option for a graduate course.
3. Not more than two S/U courses may be taken in a long semester or one in a summer session.
4. Courses taken on a S/U basis may not be counted toward the minimum residency requirements.
5. To obtain credit for the course, the student must meet the minimum standard and do all assigned work required for the grade of A, B, C, or D.
6. No course graded S/U may be presented in fulfillment or any degree requirement in the College of Engineering.
7. Business majors may not take any course offered by the College of Business Administration on a S/U basis.

To enroll on a Satisfactory/Unsatisfactory basis in courses that are not normally graded S/U, a student must:

1. Obtain a S/U form and approved signature from the academic dean of his/her college.
2. Submit the approved form to the Records Office by the submission deadline listed in the Schedule of Classes.

Election of the S/U option is irrevocable after the submission deadline. S/U courses are not included in the calculation of the GPA, and there is no assurance that S/U courses will be accepted as transfer credit by another institution.

**Limits on Undergraduate Course Enrollment**

In most instances, a student may not enroll in an undergraduate course more than three times, except with the permission of the student’s dean. A student may enroll more than three times in a variable-topic, studio, performance, workshop, or other course that is identified as may be repeated for credit. This includes enrollments that result in a grade of W, F, D, or P. It does not apply to courses taken prior to a student’s reenrolling under Option 2 or Reinstatement After Extended Absence, or Academic Fresh Start. Individual college may have more restrictive policies.

A student may not enroll in a course in which a grade of C or higher has been previously earned (except for a Variable-topic, etc.). Moreover, a student may not enroll in a course in which she/he has an unresolved grade of I.

**Repetition of Courses**

Undergraduate students may repeat courses under either of the following policies:

1. **Repetition without GPA recalculation**: all grades earned remain on the record and in the GPA calculations. This happens by default.
2. **Repetition with GPA recalculation**: all grades earned remain on the record, but the previously earned grade is not included in the GPA calculation. The symbol (E) will appear on the academic record next to the earlier grade. This happens only with the Dean’s prior approval.

Courses completed at the University may be repeated for credit only at this institution, except by special permission of the student’s academic dean. A college may require that a student obtain approval prior to repeating a course under policy #1, above. Students must request approval to repeat a course under policy #1, above, from the dean of the college in which they are majoring before repeating the course. Freshmen-level courses repeated for the first time at UTEP automatically entail GPA recalculation if a grade of A, B, C, D, or F is earned when the course is repeated. Under policy #2, the GPA recalculation and annotation of the academic record will be made following receipt of final grades for the semester during which the course was repeated, but only if a grade of A, B, C, D, or F is earned in the repeated course.

**Special Courses**
Under special conditions, courses in the regular curricula may be scheduled or offered to meet particular community needs. These include courses meeting for an unusually short or intensive term and courses taught off-campus, whether in the State of Texas, out-of-state, or out of the country. Departmental administrators and faculty are encouraged to be alert to possibilities for such courses as a means of broadening the University’s outreach and service.

**Textbooks and Materials**
Generally the individual instructor or department should have wide discretion in the choice of course materials. Textbooks and other course materials written or prepared by a member of the faculty of that institution shall not be prescribed for the use of students in that institution or sold to such students until approved by the dean, provost and president.

**Academic Program Abandonment Policy**
The potential reduction of academic programs or elimination of occupied academic positions, in the absence of financial exigency, calls for the President of the University to determine institutional procedure for an in-depth review to inform and guide decisions on these matters. The enunciation of this policy is found in the Regents’ Rules and Regulations and the Handbook of Operating Procedures.

**Students**

**Registration Process**
Final responsibility for registration rests with the student. A student is not enrolled in a course and will not receive a grade for it unless the proper fees are paid.

**Acceptance of Money from Students**
Unless specifically authorized by the Board of Regents, members of the faculty or teaching staff shall not collect any fees or charges from students and shall not sell books, notes, or supplies to students. Assessments for expenses associated with field trips and
instructional excursions or other special class activities must be collected through the Student Business Services office for deposit into the University account from which such expenses will be paid.

Class Attendance
Individual instructors for their classes may establish regulations regarding attendance in most cases. Such regulations may include establishing a limit on absences and provisions for making up work missed if, in the instructor’s opinion, the absence is justified. Faculty members should announce their attendance policies in class, and preferably should include a statement of such policies on the course syllabus. Class missed because of late registration will be counted as an absence, and class or laboratory work missed will be counted as zero unless the instructor grants permission to make up the work.

Absence for Religious Holiday: A student will receive permission to be absent for the observance of a religious holy day if the student has notified the instructor of each course of her/his intent in writing no later than the fifteenth day of the semester. The student’s notification must be in writing and must be either (a) delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or (b) by certified mail, return receipt requested, addressed to the instructor of each class. The student may not be penalized for these excused absences if the missed assignment or examination is completed within a reasonable time. Students so excused will be permitted to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation.

Absences from Examinations: A student absent from a test during the semester is graded zero unless the instructor sets another policy.

Excessive Absences: Should a student have, in the opinion of the instructor, an excessive number of absences, the instructor may drop the student from the class roll with a grade of W before the course drop deadline and with a grade of F after the course drop deadline. A form for this purpose is provided by the Registrar’s Office through the departmental offices.

Excused Attendances for University-Recognized Events: Occasionally students miss class because of participation in a University-sanctioned event. In such cases students are required to inform the Dean of Students not less than ten days prior to the absence. The Dean of Students will provide the student with a letter of excuse for the instructor. It is the student’s responsibility to give the letter to the instructor prior to the officially recognized activity. Students following these procedures must be permitted to make up both assignments and examinations.

Add/Drop Policy
For a student-initiated drop, it is the student’s responsibility to officially drop any course she/he no longer wishes to attend. A student may withdraw from any class with an automatic W (withdrawal, passing) prior to the end of the eights week of a long session,
or end of the fourth week during a summer session. After the course drop deadline, withdrawal from a course will result in a grade of F.

Withdrawal from the University must be done through the Records Office. If the withdrawal is completed prior to the drop deadline, the student will receive W’s. If the withdrawal is completed after that deadline, instructors will determine grades of W or F.

**Instructor-initiated drop, add, or section change:** The instructor, using the appropriate form provided by the Registrar’s Office, must submit these changes through the departmental office by each term’s Census Day. Reasons for such changes can include (1) reinstatement of the student for good cause; and (2) error in registration records, e.g. student listed on one class roster but attending another.

At the discretion of the instructor, a student may be dropped from a course because of excessive absences or lack of effort with a grade of W before the course drop deadline and with a grade of F after the course drop deadline.

A grade of W can be assigned after the course drop deadline only under exceptional circumstances and only with the approval of the instructor and the academic dean for the course. The student must petition for the W grade in writing and provide the necessary supporting documentation.

**Disruptive or Threatening Student Behavior**
If a student disrupts classroom activity or poses a danger to herself/himself, to other students, or to the instructor, call the Campus Police Department at Extension 5611. The Campus Police will attempt to stabilize the situation and, if necessary, contact appropriate medical or psychological support personnel. Following the incident, the instructor should also report the matter, as soon as possible, to the Dean of Students for appropriate disciplinary action.

**Scholastic Dishonesty**
It is the official policy of the University that all suspected cases or acts or alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. Under the Regent’s Rules and Regulations, the Dean of Students has primary authority and responsibility for the administration of student discipline, which includes scholastic dishonesty. It is his Dean of Students responsibility to investigate each allegation, dismiss the allegation, or proceed with the prosecution that provides the accused student her/his due process rights. It is contrary to University policy for a faculty member to assign a disciplinary grade such as an F or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of formally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of F or any reduced grade in lieu of being charged with scholastic dishonesty.
Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Disciplinary proceedings may be initiated against any student for any of the following acts or omissions.

- Copying from the test paper of another student; engaging in written, oral, or any other means of communication with another student during a test; or giving aid to or seeking aid from another student during a test
- Possession and/or use during a test of materials which are not authorized by the person giving the test, such as class notes, books, or specifically designed crib notes
- Using, obtaining, or attempting to obtain by any means the whole or any part of an unadministered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters, but which will be used again either in whole or in part without permission of the instructor; or accessing a test bank without instructor permission
- Collaborating with or seeking aid from another student for an assignment without authority
- Substituting for another person, or permitting another person to substitute for oneself, to take a test
- Falsifying research data, laboratory reports, and/or other records or academic work offered for credit

Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any other means another’s work and the unacknowledged submission or incorporation of it in one’s own academic work offered for credit, or using work in a paper or assignment for which the student has received credit in another course without direct permission of all involved instructors.

Collusion means the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty.

**Students Right to Privacy and Access to Records**
The Family Educational Rights and Privacy Act of 1974 accords students various rights of privacy and access with regard to their educational records. These rights are detailed in the Student Section of the Handbook of Operating Procedures, and the current catalogue under Student Educational Records.
Retention of Records
In compliance with applicable State Law, the University has established a records management retention schedule covering all public records. Minimum retention periods and procedures for obtaining approval for the destruction of public records are contained in that document. Questions may be directed to the Office of the Vice President for Finance and Administration.
PART IV: GENERAL POLICIES

Equal Opportunity/Affirmative Action University Policy Statement
UTEP is an Equal Opportunity/Affirmative Action Employer. The University, in the administration of its employment policies and practices, will not discriminate against employees or applicants for employment because of race, color, national origin, gender, religion, sexual orientation, age, status as a disabled veteran or veteran of the Vietnam era, or disability. The University will take affirmative action to insure that employment decisions and the treatment of employees are non-discriminatory.

UTEP’s institutional commitment to these policies provides for selection procedures based upon objective, defensible qualifications; promotions based upon documented performance, merit and potential achievement; evaluations which are equitable; and access to due process. In addition, the University commits itself to increased recruitment efforts to assure that qualified minorities, women, veterans, and individuals with a disability are represented in the applicant pool and are evaluated equitably by search committees and administrative personnel. All employees or applicants for employment may be assured they are protected from coercion, intimidation, or discrimination for filing a complaint or assisting in an investigation under any of the Equal Employment Opportunity regulations.

All regulations are available for inspection by employees, applicants for employment, and the general public in the University Equal Opportunity Office. Responsibility for implementation of these programs and for meeting the goals of the Affirmative Action Plan rests with every member of the University Community: administrative officers, deans, department chairpersons, supervisory personnel, and members of search committees.

Americans with Disabilities Act
The Americans with Disabilities Act (ADA) prohibits employment discrimination based on mental or physical disability by public and private employers in all personnel decisions. The employer has an affirmative duty to make a reasonable accommodation that does not constitute undue hardship on the employer. A reasonable workplace accommodation allows the employee with the disability to perform at the same level of effectiveness and efficiency as any other qualified non-disabled employee. An individual with a disability is a person who (a) has a physical or mental impairment that substantially limits one or more major life activities; (b) has a record of such an impairment; or (c) is regarded as having such an impairment.

Sexual Misconduct and Sexual Harassment Policy Statement
Sexual misconduct and harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, when:
• The submission by an employee or student to such conduct is made either explicitly or implicitly a term or condition of employment or scholastic achievement.
• The submission to or rejection of such conduct by an employee or student is used as the basis for employment or scholastic decision affecting that individual.
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or scholastic environment.

Complaints of sexual misconduct or sexual harassment should be made to the Equal Opportunity/Affirmative Action (EO/AA) Office. To the extent legally possible, complaints will remain confidential, and information will be provided only to those persons who must know in order to achieve a timely resolution or the complaint. Harassment and retaliation against an individual filing discrimination charges is illegal and will not be tolerated. The University has mandatory compliance training for all faculty and staff.

Medical Emergencies
When a serious injury or illness occurs on campus, call 9--911. Emergency phones are located in most University parking lots and elevators in university buildings. The caller should give her/his name and campus location/phone number, describe the nature and severity of the medical problem, and give the campus location of the victim. Do not hang up until the person answering the call ends the conversation. Before taking any action, be sure you are not endangering yourself. Do not jeopardize your life or the lives of others in attempting to save personal or University property.

Until help arrives, the victim should be assisted in the following ways:
• Control serious bleeding.
• Keep victim still and comfortable.
• Protect victim from disturbance, reassure the victim, and do not move the victim unless absolutely necessary.

If the incident involves an accident or injury, the University Safety Officer, with the Office of Environmental Health and Safety should be notified as soon as the situation is stabilized. Human Resource Services should also be contacted as soon as reasonably possible after any medical emergency involving an employee. All emergencies must be reported to the University Police for investigation. A “First Report of Injury” form must be filled out when an employee is involved since the emergency may have workers’ compensation benefits involved.

Legal Representation for UTEP Employees
Under provisions of Texas statutes, officers and employees of The University of Texas at El Paso, acting in the conscientious discharge of their duties and not performing in an arbitrary or capricious manner, are afforded legal representation and some degree of indemnification for incidents involving so-called constitutional torts; for example, alleged discrimination or deprivation of constitutional rights due to age, race, sex, national origin,
disability, veteran status, first amendment activities, academic freedom, or denial of due process.

In certain limited instances, such as covered by the Texas Tort Claims Act, officers and employees of the University are also ordinarily eligible for legal representation and indemnification in accordance with statutory limits in other cases or alleged personal injury arising from accidents.

Timely notice of all incidents involving potential liability is essential. Any accident involving injury or property damage must be immediately reported to the University Police and the Department Chair or Director for investigation. Any information regarding potential claims or litigation should be reported immediately to the Office of the President, 500 Administration Building, extension 5555.

In the event an employee is served with any legal papers, such as a citation, subpoena, or summons relating to or arising from their employment at the University, the President’s Office must be contacted as soon as possible. Such service can be received by mail or in person, at home or on campus, but the original document should be delivered to the President’s Office for transmittal to the UT System Office of General Counsel.

**Political Activities**
The Regents’ Rules and Regulations prohibits faculty and employees use of state time and equipment for political or personal activities. Faculty and staff have the right to participate in political activities provided such activities are not conducted during work hours unless the faculty or staff member uses accrued compensatory or vacation leave; are in compliance with the Constitution and laws of the State of Texas; do not interfere with the discharge and performance of an employee’s duties and responsibilities; do not involve the use of University facilities; do not attempt to coerce students, faculty, or staff to participate in or support the political activity; and to not involve the University in partisan politics.

**Employment of Relatives**
Appointments are made solely with regard to the special fitness of the appointee, subject to applicable statute and the Regents’ Rules and Regulations. No one related to a member of the Board of Regents shall be eligible for appointment to any position within the University System if paid out of public funds. See Regents’ Rules and Regulations for details.

**Substances Policy**
Unlawful manufacture, sale, distribution, possession or use of a controlled substance in or on any premises or property owned or controlled by the University is prohibited. A controlled substance is any substance so defined by federal or state statute or regulation. Any employee who is found guilty (including a plea of no contest) or has a sentence, fine or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance that occurred in or on premises or property owned or controlled by the University shall report such action to the Human Resource
Services Office within 5 days. An employee who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance in or on premises or property owned or controlled by the University, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.

**Smoking**

Smoking is prohibited inside enclosed facilities owned, leased, or operated by UTEP, including (but not limited to) such places as classrooms, halls, laboratories, studios, theatres, open and private offices, corridors, dining areas, restrooms, and common areas. This prohibition also includes all vehicles owned, leased, or operated by the University. Smoking is also prohibited in all common areas of University dormitories and apartments, including (but not limited to) hallways, lounges, laundry rooms, and function rooms. Students and others living in University owned apartments will determine if smoking is to be prohibited in their private leased living spaces. Smoking is prohibited inside the Don Haskins Center (seating area) and in the seating and enclosed areas of the Sun Bowl Stadium. Smoking is permitted on the open concourse areas of the Sun Bowl Stadium.

**Inclement Weather**

A decision to close UTEP during severe weather will be based on several factors, including current forecasted weather conditions, street conditions, and any decision made by the major public school districts to cancel classes. Information concerning weather, road conditions and the status of UTEP campus facilities will be gathered by the Vice President for Finance and Administration and transmitted to the President.

As soon as a decision has been made to close the University, the President will notify the Provost, the Vice President for Student Affairs and the Vice President for University Relations. The Vice President for Finance and Administration will inform University Communications and the University Police. The Vice President for University Communications will notify the local news media. The decision to close University offices and suspend classes will be made by the Vice President for Finance and Administration in the absence of the President.

A decision to close the University will result in suspension of all classes and closure of most offices. During such time, students, faculty, and staff, will not be expected to perform their normal work assignments. The following offices, however, will remain open to provide essential services:

a) University Police  
b) Telecommunications  
c) Housing and Food Services  
d) Essential services staff of Facilities Services  
e) Other essential services determined by each Vice President  
f) U.S. Post Office (in the Union)
Those employees in the essential services areas listed above, who are required to work when the University is closed, will, if eligible, earn equivalent compensatory time for the hours they work. Each Vice President will assume responsibility for notifying key supervisory personnel. Department Chairs and Directors will in turn notify faculty and staff who report to them.

**Equipment Policies**

Department heads are responsible for the daily care of property and are accountable for items assigned to their area. Property that is assigned to employees must be used for state purposes only, and the responsibilities of stewardship and care of the property are maintained at the department level. An employee using equipment off-campus must complete the Removal of Property From University Campus form. Employees assume full responsibility for the equipment.

Departments may lend equipment to another department for official purposes. Both parties should understand that the inventory records are not affected by a loan transaction; the lending department remains responsible for the property. The head of the lending agency should ensure that a responsible official of the borrowing department acknowledges receipt of the item.

**Copyrighted Materials**

UTEP adheres to the requirements of the United States Copyright Law of 1976, including ensuring that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying or reproduction of copyrighted software on UTEP computing equipment must also be in accordance with the Copyright Act and the pertinent software license agreement. Single copies (or one copy per student) of a chapter, article, or graph, for example, may be made for classroom use. For multiple photocopying of copyrighted materials not within the guidelines of the UT System, permission from the publisher must be sought. See the Regents’ Rules and Regulations for more details.

**Keys**

For a new key, forward a “Key Request Form” to the University Key Shop located at the Physical Plant Complex. Keys are generally ready within 24 hours and must be picked up in person at the Control Center. Keys are never to be duplicated or transferred to others; key holders can be held responsible for the misuse of loaned keys or the negligent loss of keys. Facility Services must be notified immediately when keys are lost or stolen. Employees and students leaving UTEP’s employment must return all keys before being cleared from campus. Loss of keys may prompt the key shop to rekey the facility at the employee’s cost.

Custodians are responsible for opening building entrances on class days at 6:00 a.m. and locking entrances at 10:30 p.m. For special activities or other functions scheduled after hours or on weekends, notify Facilities Services in writing preferably with at least 48 hours notice or at least 24 hours notice in extenuating circumstances. After-hour personnel or Campus Police handle non-duty hour requests.
**Telephones**
For help with the telephone system, call the Help Desk at ext. 4357. A University Directory for faculty/staff and a Student Directory is on the UTEP Web site. Authorization for long distance calls varies from department to department; consult the departmental secretary for details.
PART V: HUMAN RESOURCE SERVICES

Benefits
For the most current information on the faculty benefits outlines below, contact UTEP’s Human Resource Services Office.

Human Resource Services
Human Resources handles UTEP’s employment and training opportunities, faculty and staff benefits, personnel and benefits records, compensation administration, employment service, workers’ compensation insurance, faculty and staff service recognition and appreciation events, employee assistance program (free counseling), and immigration assistance.

Payroll: Sign-up sessions conducted by the Human Resource Services office on Monday mornings enable faculty members to complete payroll and insurance forms and sign up for other employee benefits. The payroll office distributes paychecks on the first working day of the month after which the salary has been earned. It offers full-time faculty members the option to receive their nine-month salary contracts in 12 monthly installments, and direct deposit services.

Insurance
Group Insurance Plans: These programs are Group Health, Dental, Term Life, Long Term Disability, and Accidental Death and Dismemberment Insurance. For more information, please contact HRS.

Premium Sharing: The University provides each regular employee with the per-month premium sharing specified in the current Appropriations Act for payment of certain group insurance premiums.

Automatic Insurance Coverage: Each qualified employee will be covered under a basic plan of insurance effective on the first day of employment. Each such employee may elect or waive optional coverages within sixty days of the automatic coverage date or during a scheduled annual enrollment period.

Insurance for Summer Months: To provide insurance coverage for faculty during the summer months (June, July, and August), premiums for faculty members receiving pay over nine (9) months are deducted from their May paychecks. Faculty receiving pay over twelve (12) months continue the regular monthly deduction during the summer.

Payroll Savings Plan
Deferred Compensation Program: All employees of the University are eligible to participate in the Deferred Compensation Plan. Employees interested in participating can
receive enrollment forms plus a list of companies authorized to offer the plan at the Employee Benefits Section of Human Resource Services.

*Tax-Sheltered Annuities:* A list of carriers approved to offer annuities under the Tax-Sheltered Annuity Program is available upon request in the Employee Benefits Section of Human Resource Services. Amounts contracted by the employee will be forwarded to each carrier after the salary reductions.


*U.T. Flex:* The U.T. Flex program provides for redirection of an employee’s wages to three types of accounts, reducing income tax liability:

  - **Premium Redirection:** If an employee elects an insurance package with premiums above what the State will pay, U.T. Flex automatically redirects funds to pay the difference.

  - **Medical Reimbursement:** The employee can elect to set aside a portion of the monthly paycheck (within established limits) to establish a fund for the payment of medical expenses not covered by medical insurance. Funds not disbursed during the fiscal year revert to the carrier.

  - **Dependent Care Reimbursement:** The employee can set aside a portion of the monthly paycheck to establish a fund for the payment of dependent care expenses. Restrictions similar to those on the Medical Reimbursement option apply.

**Absences and Leaves**

**Family Medical Leave**

UTEP offers medical leave via the Family and Medical Leave Act of 1993 (FMLA). This leave must be used in conjunction with all other leave entitlements. For further information contact Human Resource Services. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, daughter or son, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave. See *Handbook of Operating Procedures* for details.
**Illness and Emergency**
In the event of illness or other personal emergency, the faculty member shall notify the Department Chair of the Department Office as soon as possible so that arrangements may be made for the teaching of her/his classes and disposition of her/his other duties. In the event that illness or incapacity will be prolonged, arrangements for carrying on the faculty member’s usual duties must be made through appropriate administrative channels. State Law shall provide faculty sick leave for all faculty members. For reporting in accordance with University policy, the Department office will maintain the required record of sick leave taken.

**Leaves of Absence Without Pay**
With the interest of the University being given first consideration and for good cause, leaves for one year will be granted liberally, provided the department so recommends and can arrange a satisfactory replacement. The maximum period for which a leave of absence will be granted is the end of the fiscal or academic year in which the leave begins. A second consecutive year of leave of absence will be granted only in unusual circumstances, such as military service, reasons of health, continued graduate study, and public service or other activity that reflects credit on the University and enhances an individual’s subsequent contribution to it. Except in very unusual circumstances, a third consecutive year’s leave of absence will not be granted.

Requests for leaves of absence without pay shall be submitted in writing, stating the period and the purpose of the leave. Such requests should provide adequate notice of the proposed leave and should be submitted preferably at least six months and no less than four months before the beginning of the leave. Notice of intention to return to duty or request for extension of leave should be received no later than six months before the commencement of the next academic year.

Leaves of absence for participation in political campaigns are governed by Regents’ Rules and Regulations. Armed Forces may be granted a leave of absence with full pay not to exceed 15 working days in any one calendar year. The leave of absence will be granted while the individual will be engaged in military training or duty ordered or authored by proper authority.

**Other Absences**
Faculty absences from assigned duties at the University, whether on University business or personal business, must have prior administrative approval. Arrangements must be made to cover classes before approval will be considered. If a formally scheduled class is to be missed or canceled, except for reason or illness or emergency, or there is to be a substantive reduction in the length of the class period(s), the approval of the Chair of the Department in which the course is listed must be obtained in advance.

**Sick Leave**
Faculty members shall accrue and shall be entitled to sick leave of 8 hours for each month of appointment; part-time employees accrue sick leave at a proportional rate.
Faculty members must submit prescribed leave forms for all sick leaves even though no classes were missed if the absence occurred during the normal workday for regular employees. Sick leave may be used for personal illness or injury, or for illness or injury within the immediate family. Unused sick leave will carry over from one year to the next, and will transfer when a job is taken with another state agency if there is no break in employment. For details contact the Human Resource Services Office.

Travel
Faculty or teaching staff members must receive prior approval of the President of the University upon recommendation by the Department Chair and the appropriate Academic Dean for all official travel or for any absence other than sick leave from campus, which will affect performance of assigned duties such as meeting classes. Travel to foreign countries other than Mexico and Canada is further restricted by State Law and requires advance approval of the Governor’s Office. Inquiries should be made to ascertain current requirements, forms, and deadlines well in advance of scheduled travel.

Holidays
Members of the faculty are entitled to all holidays listed annually in the official holiday schedule of the University.

Vacation Leave
Teaching personnel with appointments of less than twelve months do not accrue vacation time under current State Law. They are not, however, expected to be on campus between semesters or sessions except as may be required for registration and advising or commencements. Faculty holding administrative appointments may accrue vacation time proportionate to the percent time of their administrative appointments as may be provided by State Law.

Jury Duty and Subpoenas
A faculty member called for jury duty shall be excused from UTEP on the days served. Salary will not be affected, and the faculty member is entitled to any routine jury payment. Faculty members are expected to perform their normal duties, if reasonably possible, when not actually in court or performing duties related to the jury service. Faculty members shall make arrangements for the teaching of any classes missed with the Department Chair who may require evidence of the call for jury service. A faculty member who appears in her/his official capacity as a witness in a judicial proceeding shall not accept a witness fee. If the appearance as a witness is not in an official capacity, the faculty member may accept a witness fee if such appearance is on her/his own time.

Retirement Systems
There are two distinct retirement systems from which a full-time faculty member or administrator may choose. Participation in one of the two systems is mandatory. One choice is participation in the State Teacher Retirement System (TRS), an organization established by the State for its educational employees. The other is participation under the Optional Retirement Program (ORP) whereby retirement contributions go toward the
purchase of annuity or other types of investment plans with carriers qualified and admitted to do business in Texas.

A faculty member has 90 days from the initial employment date to decide between the two systems, provided she/he has not already exercised this option at another state college or university in Texas. Employees working in any other capacity will contribute to the Teacher Retirement System, provided employment is at least one-half time for four and one-half months. (Exception: Teaching Assistants will not contribute to any retirement system.)

**Employment**

**Biographical Information Update**
For accurate personnel files, employees should promptly report in writing any personal information changes (e.g., name, address, telephone number, educational level) to Human Resource Services (HRS). HRS will then make changes in insurance records, beneficiaries, ID card, transcripts, etc.

**New Employee Sign-Up Session**
HRS holds weekly sessions, normally on Monday morning. Please call HRS for the next available time and date. The hiring department will create an electronic appointment on the following day.

**Personnel Records**
Requests from various businesses, governmental agencies, organizations, and individuals for information related to the projected, current, or previous employment of persons at UTEP must be channeled to Human Resource Services.

The following employee data is public information: name, sex, ethnicity, salary, title, and dates of employment. All information not exempted from disclosure by law in the personnel file of an individual is available upon request to that individual employee or the employee’s designated representative for inspection and duplication. Faculty members should direct all requests for access to their personnel files in writing to the Vice President for Finance and Administration.

Information in employee personnel files may be released (1) in compliance with a judicial order or a subpoena, and (2) to representatives of state or federal agencies pursuant to authority granted to them by statute or regulations. The release of information in personnel files, the disclosure of which would constitute a clearly unwarranted invasion or privacy, is prohibited to all other individuals without the written consent of the individual employee.

**Service Awards**
UTEP presents service awards to recognize full-time faculty and staff employees who achieve years of service as follows: 5 (staff only) 10, 15, 20, 25, 30, 35, and 40. Eligibility for recognition shall be determined by the President’s Office.
PART VI: ORGANIZATIONS AND SERVICES

Academic Programs and Centers
UTEP offers 72 bachelor’s, 72 master’s and 12 doctoral degrees in a broad range of academic fields in 6 colleges: Business Administration, Education, Engineering, Health Sciences, Liberal Arts, and Science. For information on each specific college, visit its website via UTEP’s website, http://www.utep.edu.

University College
University College, established in June 2001, supports the scholastic experience of UTEP’s students with the following services.

Academic Advising Center: provides personalized advising to prospective, transferring, returning, and enrolled UTEP students. Professional full-time advisors and student peer advisors help UTEP students. Professional full-time advisors and student peer advisors help UTEP students clarify values, interests, and goals, enabling them to make well-informed decisions.

Admissions: assists prospective students with enrollment by informing them of admission procedures and financial resources, and by providing general university information.

Financial Aid: assists qualified students in meeting the costs of attending college, through loans, grants, and work-study.

New Student Orientation: acquaints incoming students with UTEP’s academics, activities, and services. Here students receive academic advising and registration assistance.

Registrar: processes enrollment certifications, transcript requests, graduation applications and diplomas, and student identification cards. The Registrar publishes the Schedule of Classes and The University Catalogue.

Testing: serves as the test administration center for admissions, placement, correspondence, and national testing programs. The department administers institutional placement tests and credit. Local high school students may take advanced placement exams through the department.

Tutoring and Learning Center: offers free drop-in tutoring, supplemental instruction groups, study skills classes, workshops and mini classes, computer-assisted instruction for TASP, individualized learning assistance, ESOL assistance, distance tutoring, mentoring, and student support services.

University Studies: “University 1301: Seminar in Critical Inquiry” is a discipline-based, theme-driven course designed to engage student in the University community. The course
is team-taught by a university instructor (faculty or staff), an undergraduate student, and a librarian. It is officially part of the UTEP Core Curriculum.

**Visitors’ Center:** offers an assortment of brochures and pamphlets, and provides self-guided walking tours, and tours guided by one of our staff members.

**Graduate Student Services**
The Graduate School currently offers programs leading to advanced degrees in over sixty fields, teaching certification, and eight doctoral degrees. Scholarships, research and teaching assistantships, partial tuition waivers, federal work-study, institutionally sponsored loans, and career-related internships or fieldwork are available. Financial aid is also available to part-time students. For more information contact Graduate Student Services.

**Honors Programs and Junior Scholars**
The University Honors Program is designed for academically motivated students who seek intellectual challenges and a more personal focus in their education. The program provides an environment conducive to intellectual growth through Honors courses, group activities, and interaction in the Honors Lounge (for study, conversation with other Honors students, and Honors Council meetings). Honors classes, limited to 20 students, emphasize skills in creative thinking, speaking, writing, and reading. Each semester a variety of Honors sections are offered at the undergraduate level. Students with a 3.0 minimum GPA are eligible to enroll in Honors classes. Honors credit may be earned for non-Honors courses by meeting with the instructor at the beginning of the semester. A contract form must be filed at the Honors Program Office, and an evaluation of the student’s work submitted at the end of the semester. These courses can be used to meet requirements for the Bachelor’s Degrees as well as the University Honors Degree or Certificate. Honors classes are listed under “University Honors Program” in the Schedule of Classes, each semester.

The Junior Scholars Program is available for qualified students to earn college credit and familiarize themselves with campus life while still enrolled in high school. Certain courses may be taken for university and high school credit. Junior Scholars must pay for tuition, textbooks, course materials, and registration fees. To apply, students must obtain an application from the Honors House on campus. Junior Scholars are considered UTEP students and are entitled to use all of the university facilities open to regular students.

**Library**
The UTEP Library houses a collection of more than two million items, including over one million books and bound journals. It subscribes to more than 3,200 journals, microforms, and electronic databases. Through the computerized catalogue, users are able to locate books and other materials from indexes, abstracting services, and other databases. The Special Collections Department on the 6th floor contains the library’s collection of rare materials, including art, printing and book design, military history, western fiction, Chicano Studies, Border Studies, oral history, manuscripts and archives. A satellite system records and distributes videocassettes to other campus locations via
Co-Ax cable. Acoustical carrels are provided for in-house viewing and listening of various media. The catalogue and other library services may be accessed through the library website.

**Miner Athlete Academic Center (MAAC)**
Academic services for UTEP student-athletes, located on the 2nd floor of the Academic Services Building, provides comprehensive services to student-athletes in compliance with UTEP, WAC, and NCAA academic eligibility standards. Athletic Advisors are responsible for academic advising, registration activities, and on-going academic support.

**Technology Planning and Distance Learning**
The Office of Technology Planning and Distance Learning (TPDL) serves as the UTEP campus center for design, delivery, and evaluation of distance education; it collaborates with public and private institutions to meet the expanding needs for higher education and workforce retooling in the region; and develops graduate and undergraduate instructional programs. TPDL services include technical support to faculty, staff and students in the design and adaptation of instructional material for distance learning; training and assistance in the proper use of equipment in the distance learning classrooms; and the staffing and providing of technical assistance during video conferences and periods of multimedia classroom use.

**Undergraduate Learning Center**
The Undergraduate Learning Center (UGLC) building is a state-of-the-art digital media teaching and learning facility. The building has six large auditoriums with interactive podiums, nine classrooms with multimedia capabilities, four computer classrooms, and two distance-learning suites. All classrooms have video projection capability to support high quality presentations. The podiums in the six large auditoriums permit access to computers of various platforms, VCR’s, slide projectors, and the Internet. A document camera on each of the auditorium’s podiums displays transparencies as well as 3-D objects. Software allows instructors to interact with the digital resources that are available for enriching the lecture and laboratory learning experience.

*Access to Technology, Learning, and Service (ATLAS):* The ATLAS lab provides the UTEP community access to technology, software training, and superior customer service. It is the only lab on campus to give students an extended after hours operating schedule. It offers users programs such as Adobe Photoshop and Imageready, to Microsoft Office and Macromedia Flash. ATLAS, has a strong Internet.

*Center for Effective Teaching and Learning (CETaL):* The Center for Effective Teaching and Learning (CETaL) promotes, supports and facilitates excellence in teaching in all UTEP departments and at all levels of learning. CETaL’s regular activities include one-on-one consultations with UTEP instructors, curriculum review and revision with departments, programs for the preparation of graduate students and for the training of undergraduate peer instructors, and workshops on a number of teaching topics. CETaL is actively involved in helping UTEP faculty members develop teaching portfolios and the
documentation of successful teaching: classroom observations, videotaping of classes, student surveys, and classroom focus groups for feedback on teaching.

The Digital Media Center: The Digital Media Center (DMC) helps faculty enhance teaching and learning by producing a wide range of new media products in tandem with development activities that target faculty specified needs, audiences, and environments.

Center for Institutional Evaluation, Research and Planning (CIERP) 
CIERP assists in the assessment of UTEP’s institutional effectiveness through strategic planning, research and campus-wide evaluation. CIERP provides technical assistance to faculty, administrators, and staff in evaluating the effectiveness of their programs and activities. CIERP publishes the UTEP Fact Book (online), and reports such as student majors by class level, gender, and ethnicity, semester credit hours by department level, retention and graduation rates, and enrollment summaries.

Student Affairs 
Student Affairs assists students in developing their full potential through enrollment, student development, and student auxiliary services.

UTEP Catalog 
UTEP catalog contain general information about the University such as information on admission, financial aid, tuition and fees, academic regulations, degree programs, degree plans and courses, and student services. Copies shall be made available to new students, to all faculty, and to administrative offices.

Student Publications 
Student Publications, reporting to the Dean of Students, provides administrative support and professional guidance for The Prospector, published biweekly in English, El Minero, published twice a semester in Spanish, UTEP’s student newspaper, Rio Grande Review, a literary magazine; and other publications sanctioned by UTEP.

A democratically selected Student Publications Board composed of faculty and students gives student editors and staff members autonomy so that student publications maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Outreach Programs 
The following are some of the many ways UTEP encourages students in the community to attend college: Educational Talent Search, GEAR UP, High School Equivalency Program, National Youth Sports Program, Upward Bound, and Youth Employment Scholastic Skills. For more information on these and other programs, contact the Office of Vice President for Student Affairs.

Student Development 
Student Development Center: offers resources for members, officers, and advisors of student organizations to receive training and help in planning activities on campus. This
center offers involvement and training in leadership activities, campus activities, health education programs or events, student organizations including sororities, fraternities, special-interest clubs, honor societies, and professional and service organizations.

Counseling Center: provides psychological services to the UTEP community. These include brief counseling to currently enrolled students on topics including anxiety, depressions, family or relationship problems, and emotional life skills. The center also offers career counseling for academic major or career goals.

Housing: Located at Robinson Ave. and Oregon St., the UTEP housing complex features efficiency, 2 and 4 bedroom apartments with individual sleeping rooms for each resident; hard-wiring for 24 hour compute access to the UTEP mainframe, cable TV, laundry facilities, a large meeting room, picnic and gathering areas and a sand volleyball court.

International Programs: promotes a vibrant and diverse international atmosphere on campus through innovative and high quality services and programs to international students and scholars. The office promotes opportunities for UTEP’s students, faculty and staff to obtain international expertise through experiences abroad and through interaction with individuals from foreign countries. The offices’ programs include immigration and personal advising for international students and scholars, management of the university’s non-immigrant visa programs, development of cultural events and programming, coordination and promotion of study abroad and exchange programs, administration of the Programs de Asistencia Estudiantil (PASE), outreach to the community through the Amigos de Corazón Program and other activities. Call or visit the website for more information.

Recreational Sports: provides a wide variety of sport and recreational activities, such as flag football, volleyball, basketball, indoor soccer, tennis, and racquetball. Sport clubs, including fencing, men’s soccer, and water polo, are open to all students. The department offers skiing, camping, backpacking, and water sports equipment for minimal rental fees.

The Swimming and Fitness Center: houses two lap swimming pools, one and three meter diving boards and an exercise room. Students currently enrolled in UTEP may use the facility free of charge. UTEP alumni, faculty, staff and families may use the facility for a nominal fee. Call or visit the web page for hours of operation.

Student Government Association: represents all UTEP students. It ensures students’ participation in the University decision-making process, and helps defend the rights of each student. It communicates student needs, desires, and demands to UTEP administrators, the Board of Regents, and the Texas Legislature.

University Child Care Center: offers programs for children from 3 months to 12 years old, exclusively for UTEP students, staff and faculty. Creative environments are provided to promote intellectual, social and emotional growth. A summer program is offered from June to August.
Women’s Resource Center: The Women’s Resource Center is a centralized source for addressing the needs of women students, faculty, and staff. Programming includes the Faculty/Student Mentoring Program, Student/Parent Project, Walking Group, Women’s Leadership Conference, Lunch bag Seminar Series, and Women’s History Month. The Center provides small emergency loans, advocacy, scholarship opportunities, computer and library space, and referrals.

Student Support Services
Career Services: also known as The Career Connection, provides assistance to students in finding permanent employment after graduation and part-time employment while enrolled at UTEP. Career Services provides career counseling and advises students on resume preparation, interviewing skills, and future job opportunities. The office arranges interviews with agencies, organizations, or schools and counsels students on the best approach to identify and contact prospective employers.

Disabled Student Services: provides support and advocacy for students with disabilities. The office also assists students who become temporarily disabled due to injury, recent surgery, or at-risk pregnancies. Services include note takers, sign language interpreters, readers, scribes, assistive technology, alternative testing accommodations, and moving classes from inaccessible to accessible locations.

Student Health Center: offers confidential and quality health services to all students presenting a valid UTEP ID card and proof of immunization. Measles, mumps, and rubella vaccines are available to students, free of charge, as is the TB screening. Most services are provided without charge, with the exception of laboratory and pharmacy services. Prescriptions and lab tests ordered by Health Center medical personnel or a student’s personal physician will usually be processed at a sizeable discount to students. Referrals outside the Health Center, including x-ray referrals, are at the student’s own expense. Services include the Women’s Health Clinic (treats gynecological concerns, pap smears, breast exams, pregnancy testing, and treatment of sexually transmitted diseases), HIV/AIDS Testing and Counseling, and Health Education programs. The facility is open Monday-Friday, 7:30 a.m. to 4:30 p.m.

Dining Services
Sodexo Marriott provides UTEP dining services. The second floor, Union East, offers convenient dining facilities, varied menu selection, the Recreation Center, and an environment conducive to interaction. Sodexo Marriott caters meetings, receptions, and banquets.

Division of Professional and Continuing Education
The office of Continuing Education conducts seminars, short courses, conferences, and programs for the general public, business and industry, professionals, and government agencies. Included in these offerings are opportunities for new skills and professional development, certification for certain professional licensing requirements, personal enrichment, and upgrading of skills. The seven major program areas follow:
Community Programs: offer short courses each semester for personal and professional enrichment in such areas as professional computing, language training, money management, arts and crafts, health, and college preparation.

Career Development Programs: for the business and industry community and addresses the training needs of professionals in our area. Spanish language programs are available for on-site training.

The English Language Institute: conducts intensive English training for individuals wishing to enter UTEP or who need to improve their English skills for business or personal reasons. English proficiency testing and intensive English classes on-site for business and other organizations is available.

The Center for Lifelong Learning (CLL): an educational program planned and operated by and for retired individuals fifty years of age or older, providing learning opportunities for those who take an active role in renewing or expanding their education.

Summer Camps/Athletic Programs: encompass a wide variety of activities for youth including commuter and residential camps in cheerleading, marching auxiliaries, soccer, women’s and men’s basketball, and women’s volleyball. Other summer programs for youth include an acting/drama program and a variety of classes.

Business, Manufacturing & Professional Programs: offers opportunities for individuals and private sectors to develop new skills, meet license or certification renewal requirements, and update knowledge. Includes seminars, certificate programs and short courses in the areas of accounting, communication, customer service, human resources, management, purchasing, inventory control, quality assurance, supervision, production operations, legal assisting, ISO/QS 9000, ISO 1400 and more. All can be customized for in-house/on-side delivery and many are available in Spanish.

Information Technology and Computer: provides training for a broad range of computer software and user levels to the general public and business community. Customized contract training is available for businesses and organizations with special training or software needs.

The Advanced Placement Program (AP): enable students to complete college-level studies while still in high school, and to obtain college placement or credit, or both, on the basis of their performance on rigorous AP Examinations. The Advanced Placement Summer Institute hosted by Professional & Continuing Education and co-sponsored by the College Board trains teachers, administrators and counselors to prepare, motivate and connect students to college.

Special Events and Union Programs
Special Events and Union Programming pursues and books special events into all designated special events facilities, such as Magoffin Auditorium, the Don Haskins Center, and the Sun Bowl Stadium. It is also responsible for the weekly programming in
the union, including Art and Foreign Film Series, Wednesday Music Café and the Union Exhibition Gallery.

**Special Facilities and Technical Services**
The Special Facilities and Technical Services manages the Special Events Center and Magoffin Auditorium and provides the equipment, staffing, and technical support for all events (other than intercollegiate athletic events) that take place in those facilities and in the Sun Bowl.

**Union Building**
The Union is a service-oriented organization that provides, coordinates, and houses beneficial co-curricular activities, student and faculty meetings, seminars and conferences and promotes recreational, cultural, and educational development.

Union West (the west wing) houses a large number of Student Affairs Offices as well as the University Computer Center, the Union Ballroom where all the Union Dinner Theatre productions are presented. Union East (the east wing) houses The University Post Office, The Union Cinema, The Exhibition Gallery, and Student Publications, the Book Store, the Hard Copy Station copy center. The Third floor, Union East, houses the Office of the Vice President for Student Affairs (301 East Union), office for the Union and Union Programs, Auxiliary Services, the Student Association, and the majority of meeting rooms.

Services provided by Student Affairs not located in the Student Union Building include the University Day Care Center (1825 Hawthorne), Student Health Center (2003 Wiggins Road), Recreational Sports (Memorial Gym 40), the Special Events Center (North Mesa and Baltimore), University College (Academic Services Building) and the Swimming and Fitness Center (3120 Sun Bowl Dr.).

**University Bookstore**
The University Bookstore is located on the first floor in the Union east wing. At the Bookstore, students may purchase textbooks, classroom supplies, calculators, sundries, clothing, computers, and computer software. Other services include special order book service and check cashing.

**University Ticket Center**
The University Ticket Center, 2801 N. Mesa, is located in front of the Don Haskins Center. The ticket center provides ticketing for all athletic events, the Dinner Theatre, special union programs, plays, music and dance recitals, and concerts at the Don Haskins Center or Sun Bowl Stadium, and other events. It also operates as a ticketing outlet for Ticketmaster for events in Texas. Students presenting a validated UTEP ID card are admitted free to all UTEP athletic events. Other special events held on campus will allow students with ID admittance free or at a discounted rate.
Environmental Health and Safety
The Environmental Health and Safety (EH&S) Group assists the University in compliance with state and federal regulations on environmental, health, and safety issues. They provide support with a wide-range of topics covering hazardous, radioactive, and regulated materials and waste; fire and safety equipment inspections; general hazard and Accident investigations; chemical/material usage and storage; consulting and advice on laboratory design, hygiene, respirators, and personal protective equipment (PPE), emergency response and clean-up of small chemical spills; and hazcom, driver, and other safety training lectures. For assistance, hazardous waste disposal, or to report a condition or activity that might result in an accident, health endangerment, or regulatory violation, call EH&S at the Physical Plant.

Facilities Services
Facilities Services is responsible for the maintenance of buildings and grounds. Requests for renovations, moving, and space requests must be approved by the college deans and the Provost. Facilities Services houses the Key Shop where faculty can pick up keys, and the Vehicles and Motor Pool where vehicles are available for education related functions.

Mail Services
The UTEP Post Office (Union East, Room 108) provides all mailing services through the United States Postal Service (USPS). USPS makes three mail pick-ups at 6:00 a.m., 2:00 p.m., and 3:45 p.m., Monday through Friday. Window hours are from 9:00 a.m. to 4:00 p.m. Monday through Friday. Available services include next day Express mail and international Express mail, Priority mail and Global Priority mail. Registered mail, Certified mail, Insured mail, Postal Money Orders, and package mailing. Post Office Boxes are also available for students, faculty and staff.

Financial Services
The Office of Financial Services handles student business services, the UTEP budget, payroll, financial reporting, general accounting, contracts and grants accounting, inventory, and auxiliary business services.

Printing and Copying Services
The Printing Division manages the production of official University publications and provides letterpress quality production of such items as letterhead stationery and business cards.

Purchasing and Materials Management
Purchasing and Materials Management is responsible for Central Receiving (ordering, receiving, delivery of goods) the Print Shop (copies and training on copy machines), Purchasing (supplies, equipment, services, and construction), the Central Warehouse (purchase, storage, issue of supplies and maintain inventory), Historically Underutilized Business Program (women and minority-owned vendors), the Library Copy Center (Library, 1st floor), and the Print Shop (Hertzog Building).
Information Technology
The Information Technology (IT) department provides technology service and support to all UTEP faculty, staff and students. IT supports every aspect of technology usage: planning, purchasing, installation, training, troubleshooting, and repairs. The IT HELP Desk (ext. 4357) serves as a point of contact for all technology needs and is open from 7:00 a.m. to 10:00 p.m., Monday through Friday.

The following are some of the services IT provides: Common Interest Groups; computer equipment, campus site licenses and software purchases; Computer Troubleshooting and Repair; Desk Telephones, Cellular Telephones, Beepers and Telephone Banks; Directory Assistance; E-mail; Goldmine (Student Information System), BIS (Business Information System) and CAPP (Curriculum, Advising and Program Planning); Information Security; Print Jobs and Scantron Forms; Records Management and Imaging; Remote Access to Campus; Reporting Needs; Smart Card; Student Services; Technology Training Center; Local and Wide Area Network; Web Development and Web Portal Technology.

Institutional Compliance
The Institutional Compliance Program supports UTEP’s commitment to the highest standards of ethics and compliance with all applicable laws, policies, and regulations. The Institutional Compliance Committee, chaired by the Vice President for Finance and Administration and Compliance Officer, provides oversight of the program. Integral to the Compliance Program are the Standards of Conduct Guide (SOCG), General Compliance Training and the Compliance HelpLine. All employees are required to participate in a General Compliance Training Program.

Office of Auditing and Consulting Services
The Office of Auditing and Consulting Services provides independent, objective assurance and consulting to improve UTEP’s operations. Some of the services provided include reviewing departmental procedures; performing financial, compliance, and follow-up audits; conducting fraud investigations; and providing internal control training workshops for University employees.

Police
The University Police Department enforces federal, state, and municipal laws and the Regent’s Rules and Regulations on all property under the control and jurisdiction of UTEP. Additional responsibilities include investigation of criminal offenses and motor vehicle collisions on campus as well as administration of the University’s traffic and parking policies. More specific responsibilities include:

• Maintaining an effective on-campus crime prevention program
• Providing police protection and traffic control and events drawing large attendance
• Administering preliminary first aid to sick or injured persons prior to the arrival of physicians or ambulance paramedics, and providing police transportation to a medical facility in the event of dire emergencies
• Providing assistance to motorists with dead batteries or keys locked in their vehicles
• Maintaining of a Lost and Found center in the Headquarters Building, 111 W. University
• Providing police protection for large amounts of cash requiring intracampus transport
• Opening of doors to campus buildings for authorized personnel

The University Police Department is a 24-hour-a-day operation and is located at 111 W. University.

Parked and Traffic Regulations: Motor Vehicles must be registered with the Parking and Traffic Administration Office in the Academic Services Building. Only vehicles displaying proper UTEP permits may enter or park on the campus. Unless otherwise posted, the speed limit on campus is 15 miles per hour and 10 miles per hour in all parking lots.

Institutional Advancement
The primary mission of Institutional Advancement is to secure the resources needed to advance the mission of UTEP as a regional academic and research center of excellence that enjoys significant national recognition. It encompasses the offices of Alumni Relations, Development, University Communications, and University Relations.

Alumni Relations
The Office of Alumni Relations maintains connections with all those who have attended UTEP. These connections are made through campus and alumni events such as, Homecoming, volunteer participation in alumni and university programs, career mentoring, alumni trips, and financial support. The Alumni Office serves as the liaison with the UTEP Alumni Association, Inc. that has its own governing board.

Development
The Development Office solicits financial support to enable the university to carry out its mission. Development’s efforts are centered on identifying potential donors and building their awareness, understanding, support, and involvement with UTEP.

University Communications
The Office of University Communications is responsible for gathering and disseminating newsworthy information about UTEP people and programs, both on and off campus. The department is organized into five operating units.

• Publications - Provides creative services to campus clients for the production of university printed materials. These services include graphic design, copywriting, and editing. The publications staff helps to ensure the visual and message continuity of UTEP’s print materials.
• Constituent Communications - Writes, edits, designs, and disseminates Horizons, the university’s biweekly publication for faculty and staff, and NOVA, the university’s quarterly magazine mailed to alumni and friends of the university.
• Public Information (public relations) - Serves as the official university spokesperson and institutional liaison with members of the electronic and print
media. Assists faculty and professional staff in placing guest editorials, develops communications/publicity plans for university events, research endeavors, and academic programs.

- **Marketing and Advertising**-Designs and implements campus-wide marketing projects to help increase the university’s positive visibility in the region.
- **Web Site Development**-Designs and assembles content of the university’s web pages and provides assistance and counsel for all those with official Web page responsibility. Collaboration with the Office of Information Technology is crucial to the success of UTEP’s web site.

**University Relations**
University Relations coordinates many of UTEP’s public events, including the winter and spring Commencements, the fall and Honors Convocations, numerous recognition events, and many receptions and events that acknowledge the achievements of students, faculty and staff.

**Intercollegiate Athletics**
UTEP athletics provide a regionally and nationally competitive athletics program as an integral part of the educational mission of the University. Intercollegiate Athletics is committed to the intellectual, cultural, physical and social development of student athletes.

**Research, Sponsored Projects, and Artistic Production**
The Office of Research and Sponsored Projects coordinates and supports funding for research, education, and outreach, receiving grants from federal agencies, foundations, and corporations, creating opportunities for faculty and staff members to conduct research focusing on issues critical to this region, the nation, and the future.

Much of UTEP’s research, scholarship, and artistic production reflects the focus of UTEP’s mission as the intellectual driving force of a region which embodies the great trends of the 21st century: demographic change in the United States, the economic emergence of developing nations, and the paradoxes of global competition and cooperation.
PART VII: RADIO, THEATER, ARTS, TEXAS WESTERN PRESS

KTEP Radio
Radio Station KTEP 88.5 FM is owned and operated by UTEP. KTEP broadcasts in stereo with 100,000 watts of power providing daily service to El Paso, Juarez, and southern New Mexico. The station provides programming from National Public Radio and American Public Radio networks. KTEP accepts qualified advanced students for work as announcers, production assistants, and new and public affairs assistants.

Performing Arts

Don Haskins Center: The Don Haskins Center is named after the legendary UTEP basketball coach. It is used as a basketball facility, and is one of the most flexible performance arenas in the Southwest. It features 11,767 permanent seats, 36 wheelchair spaces, and 800 portable seats in the round, and 7,000-9,000 seats with end-stage seating.

Fox Fine Arts Recital Hall: The Fox Fine Arts Recital Hall serves as the main performance venue for the UTEP Music Department. It also serves as a performance venue for several area arts organizations, seating approximately 500 people in its main level and balcony area. After recent remodeling, the hall provides exceptional acoustics for everything from solo performers to full orchestras.

Fox Fine Arts Studio Theatre: The Fox Fine Arts Center houses the Department of Art that has over 30 studios and two galleries. The studios house the ceramic sculpture, graphic design, art education, printmaking, metals, drawing, painting, and art history programs. These facilities are considered among the finest in the southwest. The department also operates a complete gallery program in the Main Gallery featuring exhibitions of regional, national, and international importance. The Glass Gallery exhibits the work of students, works in progress, experimental projects, and graduate exhibitions.

Wise Family Theatre: An intimate theatre, seating about 450, located on the 2nd floor of the Fox Fine Arts Building. Home to faculty directed plays, and UTEP ceremonies.

Magoffin Auditorium: Magoffin Auditorium is a multipurpose auditorium seating over 1200. The auditorium is used for convocations, ballets, operas, large musical group concerts by UTEP and community groups as well as national and international touring presentations.

Sun Bowl: The Sun Bowl is the stadium for the nationally televised collegiate gridiron classic of the same name, and home to the UTEP Miners Football team. It has 51,000 seats and 30 wheel chair spaces.
Union Dinner Theatre: The Union Dinner Theatre provides professional quality musical theater year-round. A brochure of the season is available in the Union Programs Office, Union East, 302.

University Ticket Center: The University Ticket Center is a component of the University of Texas at El Paso and serves the greater El Paso-Ciudad Juarez metropolitan area. It is a Ticketmaster outlet, selling tickets to events throughout the state of Texas.

Visual Arts
Centennial Museum: The Centennial Museum provides academic support and outreach for the community. It is devoted to the preservation, documentation and exhibition of the cultural and natural history of the Southwest and Mexico. Archaeological and ethnological artifacts, fossils and mineral specimens from the El Paso region are on exhibit. Native plants are the focus of the Chihuahuan Desert Gardens. The Museum offers classes for adults and children, teacher workshops, and lectures. It is open to the public Tuesday through Saturday, 10:00 a.m.-5:00 p.m., except for UTEP holidays.

Fox Fine Arts Galleries: The Department of Art operates two gallery facilities, both of which are in the Fox Fine Arts Building. The Main Gallery is a 1,500 square foot space with newly installed, daylight-balanced lighting. Two of the four walls in the Glass Gallery are made of glass: one commands views of Juarez, Mexico, the other of the UTEP campus. Both galleries are free and open to the public from 8:30 a.m.-5:00 p.m. Monday-Thursday.

Union Film Theatre: The Theatre Arts Department utilizes two production spaces: the University Playhouse and the Studio Theatre. The Playhouse is a state-of-the-art theatre seating 400; the Studio Theatre seats approximately 100 in a flexible experimental format. The department also has an outstanding costume shop and theatrical design facility. The Theatre production program includes theatre classics, contemporary plays, experimental productions, bilingual theatre, children’s theatre, and original play scripts.

Union Gallery: Located in the 2nd floor of Union East, exhibits artwork from the community. Exhibits include photography, oil on canvas, mixed media, and installation art.

Texas Western Press
Texas Western Press is the 45-year-old book publishing entity of the University of Texas at El Paso founded by internationally known typesetter and book designer, Carl Hertzog. Specializing in nonfiction books on the history and cultures of the Southwest, titles include art and photographic books and Native American studies through an affiliation agreement with the University of Texas Press in Austin. The Press’s award-winning books are sold nationally and internationally through chain bookstores, independent booksellers, the University of Texas Press, Texas Western Press, and the UTEP bookstore. Texas Western Press is located in the Hertzog Building, on the corner of Rim and Wiggins Road.