



TEXAS TECH UNIVERSITY
Office of the Provost
Faculty Success™

Fall 2022 Onboarding

for

Department Chairs School Directors Area Coordinators

Welcome: Provost Hendrick

Introductions

Fall 2022 Administrators Resource Guide Overview

Perceived barriers to faculty advancement

Break

Faculty Success (Digital Measures) and Nuventive Improve

HR-related procedures: ePAF, ePEF, ePM, and other

Raiderlink: how to find what you need

Student issues and questions

Open Q&A

September 2022

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| | September 2022 |
| Early September | Academic scheduling for Spring and Summer 2023. |
| During September | Meet with new tenure-track faculty about expectations for tenure and promotion. |
| During September | Plan all spring course schedules and make course and assignment changes as required to meet student enrollment needs. |
| September 1 | Per OP 32.31 , Notification of comprehensive performance evaluation must be given. |
| September 5 | Labor Day. University holiday. |
| September 9 | Onboarding for chairs/directors/area coordinators in first three years of service (TLPDC) |
| September 15 | Monthly <u>Pcard</u> expense reports due for prior month. |
| September 16 | Teaching Academy Induction Ceremony |
| Late September | Report faculty workload due; see OP 32:18 Academic Workload Calculation . |
| Late September | Remind graduate directors and graduate advisers to remind their students about registering for graduation and thesis and dissertation deadlines. |

October 2022

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| | October 2022 |
| Early October | Spring and Summer 2022 terms available on Raiderlink . |
| October 4 | Paul Whitfield Horn Professor Nominations due to the Office of the Provost (OP 32.09) . |
| October 4 | Degree program assessment deadline with data submitted through Nuventive Improve (https://tracdat.opa.ttu.edu/tracdat/faces/assessment/home/dashboard.xhtml) |
| October 4 | Faculty Development Leave applications for 2020-21 due to Office of the Provost (OP 32.29). |
| October 6 | President's Faculty Book Award submissions due to Office of the Provost (2021 copyright year) (OP 32.24). |
| October 7 | <ul style="list-style-type: none"> • Chancellor's Council Distinguished Teaching Awards nominations due (OP 32.13). • Chancellor's Council Distinguished Research Awards nominations due (OP 32.21). *(Need to check with Dean's Office for earlier deadlines). |
| October 11 | Consulting and Outside Employment forms due as required by OP 32.07 |
| October 13 | Midterm grading opens |
| October 15 | Monthly Pcard expense reports due for prior month. |
| October 14 | Changes to prefixes, prerequisites, corequisites, course numbers, credit/contact hours, modality, and deletions for Spring and Summer 2023 courses must be at the Academic Council stage of Curriculog |
| October 27 | Mid-term grades due via Raiderlink |
| October 28 | Piper Professor Nominations due to Office of the Provost. |

November 2022

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| | November 2022 |
| Early November | Textbook orders due. |
| Early November | Receipt of Catalog copy revisions request from Official Publications. Note: Any course or program changes that departments would like to appear in the printed catalog must be voted on and approved by the February Academic Council meeting. Any proposals approved at or after the March Academic Council meeting will only appear in the electronic catalog. |
| Early November | Banner Roll for Fall 2023. |
| During November | Lawrence <u>Schovanec</u> Teaching Development Scholarship Applications due to Teaching Academy. |
| November 1 | Departmental Excellence in Teaching Award opens for submissions |
| November 7 | Spring and summer 2023 advance registration for currently enrolled students (continues through 11/18) |
| November 8 | <ul style="list-style-type: none"> • Faculty nominations (unlimited) due to Office of the Provost for these awards: <ul style="list-style-type: none"> • Faculty Distinguished Leadership Award • Hemphill-Wells New Professor Excellence in Teaching Award • Spencer A. Wells Award for Creativity in Teaching Award • College nominations for the Barnie E. Rushing, Jr. Faculty Distinguished Research Awards due to Office of Innovation and Research. |
| November 15 | Monthly <u>Pcard</u> expense reports due for prior month. |
| November 16 | Promotion and tenure nominations due to the Office of the Provost. |
| November 21 | Spring and summer 2023 open registration for currently enrolled students |
| November 24-27 | Thanksgiving holiday. University closed. |

December 2022

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| | December 2022 |
| December 5 | <u>Raiderlink</u> available for final grade entry |
| December 6 | Last day of classes. |
| December 7 | Individual study day. |
| December 2 | Faculty Emeritus nominations due to Office of the Provost (OP 10.07). |
| December 8-13 | Final exams. |
| December 14 | Grades due for graduating students via <u>Raiderlink</u> by NOON |
| December 15 | Monthly <u>Pcard</u> expense reports due for prior month. |
| December 16-17 | Commencements. |
| December 19 | Final grades due via <u>Raiderlink</u> by 5:00 p.m. |

(Yahooooooooo!)

Also in the Fall 2022 Administrative Resources Guide:

- Who to contact when
- Faculty recruitment, hiring, development, evaluation, promotion, tenure
- Resources and procedures: faculty success, campus climate, health, grievances, emergencies
- Course and program development and modification
- Course scheduling, enrollment, textbooks, and grading
- Space Usage Efficiency
- Student information, records, conduct, and support
- Required and recommended trainings



FACULTY SUCCESS & ADVANCEMENT

Faculty Success Center

Tenure, Promotion, & Continuing Appointment

For Department Chairs/School Directors

New Faculty Orientation

Faculty Success Advisory Committee

Faculty of Color Success Committee

TTU ADVANCE-ADAPT

FACULTY HEALTH & WELLNESS

Fall 2022 Start of Term Information

COVID-19 Information for Faculty

Caregiver Support Resources Program

Modified Instructional Duties Policy

TTU Faculty Ombudsperson

Beyond Okay Initiative

Employee Assistance Program

Robert E. Ewalt Recreation and Aquatic Center

TTU Faculty

PROFESSIONAL DEVELOPMENT, OPPORTUNITIES, & FELLOWSHIPS

Teaching, Learning, and Professional Development

The Humanities Center

The Institute for Studies in Pragmatism

Provost's Faculty Fellows

Big XII Faculty Fellowships

Current Opportunities and Calls

Center for Global Communication

President's Leadership Institute

FACULTY AWARDS & INCENTIVES

University-Sponsored Awards

Targeted External Awards for Faculty

Integrated Scholars

President's Excellence in Teaching Professorships

President's Excellence in Research Professorships

ACADEMIC & PROFESSIONAL RESOURCES FOR FACULTY

Academic Calendar

Academic Testing Services

Blackboard Support for Faculty

Curricular Requirements, Policies, and Revision

Catalogs and Course Information

Institutional Research

Office of Planning and Assessment

eLearning & Academic Partnerships

Office of Research

STUDENT RESOURCES FOR FACULTY

Dean of Students – Faculty Resources

Dean of Students – Students of Concern

Dean of Students – Academic Integrity

Dean of Students – Office of Student Conduct

The Learning Center

The TECHniques Center

MentorTech

Writing Centers of TTU

GENERAL RESOURCES FOR FACULTY

Campus Directory

Campus Climate

Division of Diversity, Equity, & Inclusion

Emergency Communications Center

Events at TTU

Faculty Senate

Gender Equity Council

Public Art Collection

IT Help Central

IT Services for Faculty

Where to look for the up-to-date Administrative Resources Guide:



- Faculty Success & Resources
- Faculty Success & Advancement
- For Department Chairs/School Directors



For Department Chairs/School Directors

General Information

- [Provost's planning calendar](#)
- [Faculty Workload policy](#)
- [Operating Policies: Faculty](#)
- [Chairs and Directors Resource Guide](#)
- [Partner Accommodations, Faculty Retention, and Hiring Faculty from Diverse Backgrounds](#)

Academic Affairs

- [Curricular proposals](#)
- [Core and Multicultural Curriculum](#)

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