Syllabi, Course Descriptions, and Book Orders: Please turn in an electronic copy of your syllabi for all courses and your office hours no later than the first week of the semester. You are also required to post your syllabus online on both Blackboard and UTSA Bluebook before the first day of classes. The required elements to be included on each syllabus are listed on the provost’s website. Also, be sure to include the department’s diversity statement or a link to that document. Please turn in your book orders promptly when requested, using the Follet Discovery portal on Blackboard. Please limit your requests for desk copies to those books for which you do not already have copies. Failure to submit book orders and requests for desk copies on time will probably mean that your books will be unavailable at the beginning of the semester.

Office Hours: All faculty should schedule at a minimum one office hour per week for each course (i.e., two hours per week for a two-course load) to be held in the office assigned to the instructor or online, depending on the modality of your class. Please give your office hours to the departmental office when requested so that they can be posted on your office door and used in the departmental faculty directory.

Copies: All faculty are assigned codes for individual copying. These will be provided to you at the beginning of the semester. For special projects or for those requiring significant collation, please fill out a work request in the main office, or email the document to be copied to Heather Longoria.

Faculty Travel: All faculty members are required to complete a Request for Travel Authorization and turn it in at least three weeks prior to any work-related travel during the semester. These forms are available by contacting Geneva Fitzsimmons. Please save all itemized receipts, and keep copies of all receipts you submit. If a Request for Travel Authorization has not been completed prior to the trip, there is no possibility for reimbursement. Please fill out the form completely, including the title of your presentation and the conference, along with information on how this paper will benefit the University, and how any missed classes will be covered. Forms missing this information will be returned to you. Basic prepaid travel expenses such as airfare and registration may be paid for with the Department OneCard. All other travel expenses including hotel, meals, car rental, per-diem and mileage will be reimbursed after your trip. Hotel expenses must next exceed the GSM or state department per diem rates unless it is designated as a conference hotel. Please turn in your receipts and COLFA Business Expense Form as soon as possible to Geneva Fitzsimmons upon your return. All reimbursements for travel must conform to university travel guidelines.

Recycling: Bins are provided in faculty offices and the hallways for recycling. Papers do not need to be separated. Any type and color of paper can be recycled.

Reader/Graders: Reader/graders are available for faculty teaching lecture courses with heavy enrollments. Requirements for hiring a reader/grader (and restrictions for their use) are available in the department office. Your reader/grader will also be given a copy of these guidelines. Please submit a statement in writing early in the semester if you have not been assigned a reader/grader, but believe you are eligible for one. Reader/graders or Teaching Assistants can never be used in class as substitute instructors; TA1s will need to have supervising instructors present when they teach.
**Mail:** Bins for University mail are located in the mail room (MH 4.04.52). University mail can be used for state business only and not for personal correspondence. If you wish to send personal correspondence through our mailroom, you’ll need to attach postage. University letterhead is available for professional correspondence, but it should not be used for political activities or letter-to-the-editor columns in newspapers.

**Absences:** Faculty members who cannot meet a class because of illness or emergency should notify the department office immediately. The University has no provisions for arranging substitutes. If possible, try to find a substitute for the class on your own. Often our colleagues are willing to do a favor knowing that it means they can later call on you. If you do not have a substitute, contact Heather Longoria (458-4374) with information about dismissing the class and posting a “class cancelled” notice.

**Papers Left in the Halls:** Please do not leave papers, examinations, etc, outside your offices for students to pick up. Because we do not have room in the main office to keep large numbers of papers for students to pick up, please advise students who wish to have papers returned that they should see you during office hours, have you return their work electronically, or provide a self-addressed, stamped envelope at the end of the semester.

**Students Who Need to Turn in Papers:** If students need to turn in papers at a time other than their regular class periods, please ask them to bring the papers to the main office or to email them to you. The papers will be dated and placed in your mailbox by a staff member. Despite all precautions, papers placed under office doors are sometimes lost or unidentified.

**Fax:** A fax machine is located in the mailroom. Our fax number is (210) 458-5366. When you receive a fax, it will be placed in your mailbox. If you need assistance with the fax machine please contact someone in the main office.