Working at UTSA

Identification of Employment
All UTSA faculty members must have an Electronic Identification (EID) card -- UTSACard. The UTSACard is the official identification card of the University. Your card can be used as a prepaid debit card by purchasing Rowdy Dollars. Rowdy Dollars are accepted for everything from on-campus dining to copier use. This card also allows you entrance into locked rooms and must be displayed when requested on campus.

The UTSACard Office on the Downtown campus is located in the Frio Street Building 1.506. This office is open on Tuesday & Thursday from 8:30am-5:30pm (closed 1:00-2:00pm). The 1604 office is located in the Multidisciplinary Studies Building 1.01.52 and is open from 8:00am-5:00pm, Monday-Friday. For more information call 210-458-4639.

When you go to get your card, take your valid Banner number and an official form of identification (Drivers License, Texas ID Card, Passport, etc.) to verify your identity. If you bring your Banner ID number with you, it will speed up the process time. If not, they can search for it in the office. The most important part is that your number must exist in the Banner system in order to print a card with that number on it and encode it correctly.

General classrooms are open from 6:30 AM until 10:00 PM. If for some reason the room is locked, you should swipe your ID card. If you still have problems, call UTSAPD (458-4242) or Access Control (458-6486).

**Your appointment must be made before your UTSACard and parking pass will be made available to you.**

Parking Information
Tenured/tenure track and non-tenure track faculty may purchase any permit available online for the appropriate fee. There are provisions to use payroll deductions for a permit. Campus maps are available online as well. To obtain your parking permit, go to [http://www.utsa.edu](http://www.utsa.edu). Click on “myUTSA,” then click on “ASAP.” Then click on “Login to ASAP.” Click on “Employee Services” and click on “Business Auxiliary Services Parking Division.” Scroll down and click on “request a permit.”

Any questions regarding parking should be directed to the Business Auxiliary Services Parking Division. They are located in MS 1.01.52 and their phone number is 210-458-PARK (7275). Business hours are Monday-Friday 8:00am-5:00pm.

Employment Standards and Compliance

Sexual Harassment
The COEHD and the University does not tolerate sexual harassment. Read more in the UTSA Handbook of Operating Procedures policy and procedures for filing a formal complaint.
Scholastic Dishonesty
We hope you do not encounter scholastic dishonesty in your classes. However, if such a situation occurs, contact your department chair and/or the Office of Judicial Affairs for further direction regarding how to proceed.

Compliance Training
All benefits eligible University employees are required to complete Compliance Training modules. Each on-line module takes only a few minutes to complete and can be accessed online through electronic training modules. You must use an on-campus University computer to access these modules.

NTT Faculty Roles and Responsibilities
Non-tenure track (NTT) faculty may be appointed in different ways and assume different roles. NTT negotiate their appointments with department chairs upon their hiring. Please review the HOP Faculty Titles and Tenure Status to learn more about different titles for NTT.

All faculty members are expected to hold at least one hour per course for student consultation. These office hours should be scheduled around the time of your classes. If you teach on a campus different from the location of your office, a space will be provided to you.

Faculty Governance
UTSA is governed through administrative leadership and five entities: Faculty Senate, University Assembly, Staff Council, Student Government, and Standing Committees. At the university level, the Faculty Senate contributes to faculty governance. The Faculty Senate is an elected legislative and deliberative body whose primary purpose is to represent the UTSA faculty. The Faculty Senate reviews and formulates policy and enacts legislation on all matters pertaining to the professional concerns, duties, standards, ethics, responsibilities, prerequisites and work conditions of the faculty of UTSA, as well as matters relating to academic freedom and equity for the faculty of the University. The Faculty Senate may act to amend or approve changes to the Handbook of Operating Procedures.

The University provides a Handbook of Operation Procedures (HOP) that details policies and procedures of the institution. The COEHD also provides By-Laws that are consistent with the HOP. If there is any inconsistency between this document and the HOP, the procedures in the HOP shall prevail. Additionally, each COEHD department provides By-Laws. If there is any inconsistency between the procedures of other academic units in the COEHD, the COEHD By-Laws shall prevail.
The COEHD is unique in that it is the only college on campus that has a College Council that represents the needs and interests of: all departments; undergraduate and graduate students; staff; and non-tenure track, tenure-track, and tenured faculty members. Membership to the College Council is by election. The 2011-2012 chair is Audrey Dentith (ILT).

**Payroll and Benefits**
Human Resources provides information about benefits and the Payroll Office can answer any questions about salary payments. If you have questions about your appointment, contact the Senior Administrative Associate in your department. See more about payments in the HOP.

**Special Benefits**
There are several services and discounts offered to UTSA faculty.

_Faculty Discounts._ On campus, faculty members receive discounts for hardware and software, as well as items purchased through the bookstore. Faculty also receive discounts on athletic events, are not charged when riding the city VIA bus between campuses (with UTSA ID card), and some local businesses provide discounts on purchases. _Childcare services_ are also available on campus.

_Recreation Center memberships_ are available to faculty and their spouses/domestic partners for a membership of cost of $30 per month. For more information see the [UTSA Recreation Center webpage](#).