



Adjunct Faculty Handbook

Fall 2022 – Spring 2023

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SECTION 1: HANDY INFORMATION

A. Quick Contact Information

Robert Chesney 512-232-1120 rchesney@law.utexas.edu TNH 2.119
Dean

Susan Morse 512-232-9346 smorse@law.utexas.edu JON 5.237
Associate Dean for Academic Affairs

Eden Harrington 512-232-7068 eharrington@law.utexas.edu CCJ 1.326A
Associate Dean for Experiential Education

For questions regarding payroll, parking, and your appointment:

Sylvia Hendricks 512-232-1473 shendricks@law.utexas.edu TNH 2.118F
Director of Faculty Support and Facilities

For audiovisual services and classroom technology:

Media Services 512-232-7797 mediaserv@law.utexas.edu CCJ 1.302

For questions about technology:

LTS Help Desk 512-232-1230 help@law.utexas.edu TNH 3.102M
Law Technology Services, <https://ltshelp.law.utexas.edu/customer/login>

Student Affairs Office: TNH 2.117

Elizabeth T. Bangs 512-232-1313 ebangs@law.utexas.edu
Assistant Dean (concerns about individual students, and questions about policies and procedures)

Sarah Kitten 512-232-1143 kitten@law.utexas.edu
Registrar (course scheduling, registration, grade submissions, final exams, rooms, and course instructor surveys)

Hong Escobar 512-232-1140 hescobar@law.utexas.edu
Assistant Director for Student Affairs and Student Engagement

Alissa Strother 512-232-1376 astrother@law.utexas.edu TNH 2.116B
Assistant Director for Academic Services

Tarlton Law Library:

Molly Brownfield 512-471-6228 mbrownfield@law.utexas.edu JON 2.206J
Director of Tarlton Library and Assistant Dean for Information Services

Matthew Steinke 512-471-6232 msteinke@law.utexas.edu JON 2.206B
Associate Director and Lecturer (for general questions including those concerning library services and library liaisons)

B. Important Dates

Fall semester runs August 16, 2022 - January 7, 2023, includes Fall & Winter Terms

Fall Term 2022: August 22 - December 16, 2022

August 22	First day of classes
August 25	Last day to add a class without permission
August 26	Fall 2022 syllabus submission to Law School due Fall 2022 exam format survey due
September 2	Spring 2023 time preferences due
September 5	Labor Day holiday; no classes held
September 7	Last day to drop a class without permission
September 23	Spring 2023 schedule review due
October 17 - 21	Early registration
November 1	Last day law student can change grading method
November 11	2023 - 24 Course preferences due
November 21 - 26	Fall break / Thanksgiving; no classes held
One week before exam	Final exam due to Law School
December 5	Last class day
December 6	Reading day
December 9	Spring textbook and course materials information due
December 7 - 10 & December 12 - 16	Final exams
December 17	Official graduation date (No public exercises)
December 20	Degree candidate passing status due

January 6	Fall 2022 1L grades due
January 20	Fall 2022 upper division grades due

Winter Term 2022

December 13 - January 7, 2023	Winter Term (optional; may be used for courses such as study abroad, etc.)
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Spring semester runs January 9 - May 31, 2023, includes Spring & May Terms

Spring Term 2023: January 9 – May 5, 2023

January 9	First day of classes
January 12	Last day to add a class without permission
January 13	Spring 2023 syllabus submission to Law School due Spring 2023 exam format survey due
January 16	Martin Luther King, Jr. Day; no classes held
January 25	Last day to drop a class without permission
February 3	Fall 2023 time preferences due
February 24	Fall 2023 schedule review due
March 13 - 18	Spring Break
March 20 - 24	Early registration
One week before exam	Final exam due to Law School
April 24	Last class day
April 25	Reading Day
April 26 - 29 & May 1 - 5	Final exams
May 6	University commencement (official graduation date)
May 9	Degree candidate passing status due
May 26	Fall textbook information due
June 1	Spring 2023 upper division grades due
June 9	Spring 2023 1L grades due

May Term 2023

May 2 - May 31 May Term (optional; may be used for courses such as study abroad, etc.)

Summer semester runs June 1 - August 14, 2023

SECTION 2: GENERAL INFORMATION

A. Services & Requirements

Appointment

Adjunct faculty appointment dates for the fall are from September 1 through January 15; for the spring, January 16 through May 31. Fall classes, however, start in August and end the first week of December, with final exams beginning shortly thereafter. Spring classes start in early January and end the last week of April, with final exams shortly thereafter. Please check the calendar of Important Dates for exact dates.

Texas Law Website

The Texas Law website is <https://law.utexas.edu/>. You can find a great deal about the school through the website. At <https://law.utexas.edu/faculty-resources/>, you will have easy access to websites with information regarding curriculum, textbooks, (web-based system for communicating with your class, posting assignments, class materials, etc.), the library, your financial data, directories, University policies, benefits and insurance, etc.

You are listed as a member of the Law Faculty on the Faculty directory page (<https://law.utexas.edu/faculty/>). If you want to update your faculty profile, contact your assigned Assistant (see **Faculty Assistant/Faculty Coordinator**).

If you would like to update your Name & Contact information, contact Sylvia Hendricks at shendricks@law.utexas.edu or 512-232-1473.

UT EID

Your UT EID is an electronic identifier that identifies you in UT world. The UT EID is the ID necessary to access multiple applications and secure information. Every faculty member is assigned a UT EID, and if you have had a previous relationship with UT as a student, staff member, or alum, you may already have a UT EID. As a faculty member, it will be necessary for you to upgrade the status of your UT EID by going to the University ID Center and show proof of identity and place a signature on file. After completing this step at the ID Center, you can use your EID as your electronic signature to complete transactions online that normally require you to go to a UT office in person, show a photo ID, and/or require your signature. An upgraded UT EID is also necessary to access secure systems such as Canvas, your UT payroll and bank routing information, and to submit grades on the Texas Law grade submission system.

You must upgrade your UT EID when you get your UT proximity card/photo ID. Go to the ID Center. Be sure to bring your driver's license or passport. The ID Center's location updates frequently. Check their website for the current information: <https://sites.utexas.edu/css/idcenter/>

Your EID can currently be updated online following the steps listed on this page:
<http://links.utexas.edu/aolmai>

A word of caution: While your UT EID is public, while your EID password is highly confidential. **Per UT Policy, you can never share your EID password with anyone.** Your EID is what identifies you on UT secure websites. Protect YOUR identity.

UT EID – DUO Two-Factor Authentication

The university has implemented a two-factor authentication system to provide an additional level of security when using most online services. Currently, the university is using a tool called Duo. Duo provides a user-friendly and secure two-factor authentication solution. With two-factor authentication, the regular UT EID login process is enhanced with an additional authentication step.

DUO has a feature that “remembers” you for 30 days, which saves you from having to constantly approve your DUO requests. If you do not see the remember option (or it is grayed out), and you are constantly being prompted to use DUO, here is how you set up the 30 day “remember” period:

- 1) When you see the DUO screen (Multi-Factor Authentication Required), click “Cancel” on the bottom far-right blue bar;
- 2) Then check the “Remember me for 30 days” checkbox;
- 3) You will then need to perform a single DUO authentication that will remember you for the next month.
 - a. Duo will remember you on this device only. You will need to repeat the process on any other device.
 - b. You will need to do this every 30 days.

Click which ever method you use with DUO, which is “Send Me a Push” for most folks. Approve it.

Register your device here: <http://links.utexas.edu/fwudza>

Faculty Assistant/Faculty Coordinator

You will be provided with an assistant, who is available to assist you with the preparation of class materials, photocopying, distribution of class materials, and exam preparation.

Law Library

Our Tarlton Law Library is among the largest academic law libraries in the world, with more than one million physical volumes and an extraordinary range of electronic resources. You are welcome to use its many resources. In addition to its extensive collection, the law library is renowned for its support services for faculty. By the time you arrive at the Law School, a librarian will have been designated as your personal library liaison. Your liaison will contact you soon after you arrive (if he or she has not done so

before you arrive). Your liaison is your contact person with the library, and is available to help you with research, answer questions, obtain materials through interlibrary loan, etc. Your liaison will also provide you with brochures and information to help you use the library. For general questions, contact Associate Director Matt Steinke (msteinke@law.utexas.edu). For library hours and general policies, refer to the Tarlton Law Library website at <http://tarlton.law.utexas.edu/>.

Communications: Email & Mail

Official communications at UT are made via your official UT Law email. Therefore, be sure that you have a valid email address on file. See the “Update your employee information” link on the Faculty Resources page of the Texas Law website. The Law School will be issuing @law.utexas.edu email addresses to each of you. Those email addresses will be in the form of john.doe@law.utexas.edu. All adjuncts are members of the “facultyadjuncts” Texas Law email list, so you will be getting periodic emails from that list.

You will be provided a mailbox in our Communications Center (TNH 2.101). The Communications Center desk will be staffed from 8am to 5pm and can be used as a location for items to be dropped off, picked up, and signed. When the Communications Center desk is staffed, the mailroom will be locked and items will be retrieved by the staff member. When the desk is not occupied, the mailroom will be accessible via ID card. For personal mail, a U.S. Postal Service mailbox is located nearby, just outside the north entrance.

Sensitive Data, FERPA, and Encryption

All faculty must maintain the confidentiality of University information and data that is protected specifically by federal or state law, University rules and regulations, or University contractual agreements. The University calls this data Category 1 (CAT1) data. The CAT1 data most likely of concern to faculty is student records information that is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA), which includes, but is not limited to: grades, social security numbers, dates of birth, and potentially most faculty/student communications (e.g. email exchanges). University policy prohibits the disclosure of personally identifiable information about a student without the student’s express written permission. Therefore, extreme care should be used when returning assignments, posting grades, and disposing of rosters and seating charts. If you have specific questions about FERPA, please contact Sarah Kitten in the Student Affairs Office at kitten@law.utexas.edu or 512-232-1143.

All CAT1 data or email that you access or store on a personally-owned device (e.g., a USB key, a home desktop, or smartphone) must be encrypted. For help with encryption of personal devices, you can contact central ITS at 512-475-9400 for solutions. The full list of CAT1 data can be found at <https://security.utexas.edu/policies/extended-cat-1>.

If you need a secure place to store your sensitive/student data, you can use UT Box. You will need your EID and EID password to login or signup here:

<https://utexas.app.box.com/login>.

If you need help using UT Box, please submit an LTS Help ticket at

<https://law.utexas.edu/technology-services/>.

UT Box is an online service that functions in a similar manner to the consumer cloud product called Dropbox, but UT Box is CAT1 compliant (Dropbox is not!).

Payroll

Paychecks will be disbursed once a month, on the first day of the month following the month you worked. If you have any questions, see Sylvia Hendricks (2.118F, 512-232-1473). You may arrange for direct deposit. See “Paycheck profile” link on the Law Staff Resources page of the Texas Law website.

Photocopying

Self-serve photocopiers and scanners are available throughout the school. Your Faculty Assistant can assist you in locating and using the machines.

If you need help installing the printer driver to your computer, submit a ticket to LTS:

<https://lts-help.law.utexas.edu/support/tickets/new>

Mandatory Compliance Training

State law requires all employees to complete sexual harassment training and equal employment opportunity training within thirty (30) days of employment and every two years thereafter. The University’s Sexual Discrimination and Sexual Harassment Policy are set out in full in the Appendix. Once you obtain your upgraded UT EID, you may complete your compliance training online at <https://utlearn.utexas.edu/>

B. Texas Law Building & UT Campus

Hours

The building schedule for Townes Hall (TNH) and Jones Hall (JON) is as follows (note that it is **subject to change** without notice):

Monday through Friday: 7:30 a.m. unlocked, 9:00 p.m. locked.

Saturday: building closed, all exterior doors locked.

Sunday: 9:00 a.m. unlocked, 6:00 p.m. locked.

Holidays: building closed, all exterior doors locked.

The building schedule for the Connally Center (CCJ) differs as follows:

Monday through Friday: 6:00 a.m. unlocked, 8:00 p.m. locked.

Saturday, Sunday, and holidays: CCJ exterior doors locked, but Saturday and Sunday CCJ can still be accessed through the Level 2 corridor from TNH.

Additionally, on skeleton crew days during the Winter Break, the buildings are locked. Buildings will be accessible to the Law School community via ID card reader.

Classrooms

If you need access to a locked classroom before 5:00 p.m., ask at the Communications Center, call 512-232-1101, or ask any member of the Student Affairs Office staff (TNH 2.117, 512-232-1140). If you need access after 5:00 p.m., ask the evening circulation supervisor in the Law Library.

If you need to reserve a classroom for a time other than your regular class period, check [“Classroom Availability and Reservations”](#) on the Faculty Resources page of the Texas Law website.

Food & Refreshments

George’s Cafe is located on the first floor on the east side of the Law School. George’s offers coffee, breakfast items, snacks, sandwiches, and daily lunch specials. There is also a Starbucks snack and beverage kiosk located in the Tom Clark Lounge. Vending machines with snacks and beverages are available near the Tom Clark Lounge, which is located near the Communications Center. Vending machines with beverages are scattered throughout the school, and other faculty and staff can advise you about other dining options near Texas Law.

John B. Connally Center for the Administration of Justice

The Connally Center houses a state-of-the-art courtroom, our trial advocacy program and most of our clinics. It also contains a few small classrooms.

Maps

Maps of the Law School building can be found online by going to the Law School homepage and clicking on the “About” link at the top of the homepage. The direct link is: <https://law.utexas.edu/about/facilities/building-maps/>. A University of Texas campus map is located at <https://maps.utexas.edu/#/utm>.

Parking

Parking is available in the San Jacinto Garage located next to the Texas Law. You might want to consider enrolling in the Occasional Parking Program for Employees. The Occasional Parking Program is a low-cost parking alternative for staff and faculty who need occasional access to the university garages. This program offers the opportunity for substantial discounts from the [regular daily rate](#). Participants will set up an Occasional Parking Program account that will allow them to add funds in advance to scan a QR code in and out of university garages. For more information, see <https://parking.utexas.edu/occasional-parking-program>.

San Jacinto Garage Hours of Operation:

24 hours a day, 7 days a week, with weekend hours for Bass Concert Hall and other special events.

C. Faculty Events

Faculty Lounge

The Faculty Lounge is in JON 6.209. You are welcome to use it at any time. Coffee and tea are provided. Many members of the faculty routinely use the faculty lounge, so this might provide you with an opportunity to have some informal contact with the regular faculty.

Faculty Lunch

An informal, open-to-all faculty lunch is held every Wednesday in the Sheffield-Massey Room in TNH 2.111 when classes are in session. Lunch is buffet-style. Service begins at 11:30 a.m. and continues until about 12:45 p.m.

Faculty Colloquia

There are several colloquia series that meet regularly to discuss legal topics offered by regular and visiting faculty. Information about the colloquia series can be found online at <https://law.utexas.edu/colloquia/>.

Chalkboard

Enroll in this Canvas Course created by Faculty members that gives insight into teaching. It is a Model Course about Model Courses:
<https://utexas.instructure.com/enroll/GFG6Y4>

Drawing Board

Enroll in this Canvas Course that is an effort to respond to faculty interest in extending workshop discussion beyond the confines of the allotted workshop time.
<https://utexas.instructure.com/enroll/8FH9KA>

SECTION 3: YOUR COURSE

A. Getting Started

Course Description

You will be asked to provide the Student Affairs Office with a description of your course or seminar that will be made available to the students before early registration. Course descriptions should be provided to Student Affairs by February for those teaching the following fall, and by September for those teaching the following spring. The description should include any course prerequisites. You can see all course and seminar descriptions in the [course schedule](#) on the Texas Law website--check the Faculty Resources page for the link.

Canvas

Canvas is a cloud-based learning management system supported by the University. Users must have an upgraded UT EID with signature on file to access Canvas. Please contact LTS Help Desk for training and support.

Canvas gives you access to your class roster, allows you to e-mail your class individually or collectively, and enables you to post announcement, documents, presentations and other materials online.

You may add people without UTEIDs (e.g., personal assistants) to Canvas. However, they must first create a Guest EID at www.utexas.edu/eid, then click on "Get a UT EID." When the guest EID has been created, email LTS at help@law.utexas.edu with the following information:

- Instructor's Name
- Guest's Full Name
- Guest UT EID
- Why guest access is needed
- How long guest access is needed
- What role should the guest have: TA, Student, or Observer

Classroom Technology

All of our large and medium classrooms are equipped with Crestron control systems, touchscreen PC computers, LCD projectors and screens, and document cameras. All our smaller classrooms have LCD projectors and screens as well as Crestron wall plates and controls to allow for easy presentation and laptop connection. If you want help using this equipment, please contact our Media Services Department at mediaserv@law.utexas.edu or 512-232-7797. You may need a key for access to some equipment, and Media Services can provide it.

Poll Everywhere is our classroom polling software. If you are interested in using it, please submit a LTS Help Ticket.

Media Services also provides additional audio-visual support for all other Texas Law classrooms, courtrooms and presentation spaces. The school has a wide variety of equipment available for classroom use, including video conferencing, Zoom, LCD projectors, document cameras, video cameras, audio-recording devices, and much more. If you would like to reserve equipment or request a class be audio- or video-taped, contact Media Services.

For a list of room specifications, see <https://law.utexas.edu/rooms/>.

Classroom Seating Charts

You may prepare a seating chart by using the Excel forms that are available for each classroom. These “Blank Seating Charts” are available on the Faculty Resources page of the Texas Law website: <https://law.utexas.edu/faculty-resources/>. The direct link is: <https://law.utexas.edu/student-affairs/blank-seating-charts/>

Class Roster

Class rosters are available on your Canvas site. Photo rosters are available through the UT Class Information page or Student Affairs: <https://law.utexas.edu/student-affairs/rosters/>. You can find all links on the Faculty Resources page of the Texas Law website.

Textbooks/Course Materials

The Student Affairs Office will contact you to request a list of textbooks for your course. Please respond promptly. Even if your textbooks are ordered directly through the University Co-op or elsewhere, you must notify the Student Affairs Office, which maintains the course book lists that are distributed to students via the online course schedule. This is essential for the many students who purchase their books from somewhere other than the University Co-op.

You may also place library or personal items on course [reserve](#) in the library. To do so, please use the Faculty Course Reserves Request [online form](#) or contact Martha Clark at mclark@law.utexas.edu or 512-471-7726. All materials will be returned at the end of the semester (unless requested sooner).

If you plan to create a set of materials for your class, several options exist for getting them to your students. First, you may post them or link to them via Canvas. This is a particularly easy way of disseminating any cases, articles, etc. that can be found on Westlaw or Lexis. Class materials can also be duplicated by the University’s Central Duplicating office. You will, however, have to submit the materials several weeks in advance. No copyright clearances are required for Westlaw or Lexis materials, as the Law School is licensed to

reproduce such materials for educational purposes. Give the materials to your Faculty Assistant, who will forward it to Document Solutions.

If you plan to assign textbooks, notebooks, manuals, or other materials that you have written or prepared, you must obtain approval. Approval must be renewed each year. The link to the approval form can be found at: <https://provost.utexas.edu/finance-reporting-compliance/textbooks/>.

Posting Your Class Assignments

You or your Faculty Assistant can post assignments for the first few days of class on the class Canvas site.

Scheduling Class Meetings/Make-Up Classes

The Registrar will advise you of your schedule and your course/seminar room. Courses are required to meet 50 minutes a week for the entire semester for each hour of academic credit. Seminars are required to meet for two hours a week. If you need to cancel a class, you should notify your students via Canvas. For last-minute cancellations, contact your Faculty Assistant and the Student Affairs Office at 512-232-1140. Please use the room reservation system to book make-up classes at this link: <https://law.utexas.edu/rooms/>. Our class schedule is quite full, so it is often difficult to find a time that all students can meet and a room in which to meet.

Class-related activities, with the exception of office hours, are prohibited on designated no-class days and during the final examination period, including the Reading Day. These dates are set aside for students to prepare for and take scheduled final examinations. During this period, papers, presentations, and projects are not to be due, review sessions are not to be scheduled, quizzes are not to be given, and there are not to be any other class-related activities, with the exception of office hours.

Registration - Low Enrollments

Adjunct-taught courses or seminars that have four or fewer JD students enrolled as of the first calendar day of the semester during which the class was to be taught will be cancelled.

Faculty Evaluation

At the end of the semester all faculty, including adjuncts, are evaluated in class by the students using a University-wide form, the Course Instructor Survey. All adjuncts will be evaluated using the online version of the form (the eCIS). The Student Affairs Office will notify you when the eCIS is open for students to complete. Please set aside class time for students to complete the eCIS. Students may also complete the eCIS on their own time. Instructors will not see their results until after their grades are submitted. You will receive notification from the CIS office when your results are available.

The Associate Dean for Academic Affairs will read student evaluations each term, and this will provide a partial basis for decisions about inviting adjunct faculty to teach again. Of course, you are free to ask your students earlier in the semester for comments on your performance and suggestions on how it might be improved.

Students of Concern

Texas Law relies on its faculty members to assist the administration in taking care of law students. If you notice that a student has been consistently missing class or seems to be otherwise struggling with personal or academic issues, please notify Assistant Dean for Student Affairs Elizabeth Bangs at ebangs@law.utexas.edu or 512-232-1317.

B. The First Week

Course Syllabus

Faculty are required to provide their students and the Student Affairs Office with a course syllabus by the first meeting day of all classes. The University requires that each syllabus contain the following information:

- The course number, course title, unique number, course time, and semester
- Class location
- The instructor's name, office location, phone number, e-mail address, and office hours
- If there are teaching assistants for the class, their names, office locations, phone numbers, e-mail addresses, and office hours
- URL for course website (if any)
- An overview of the class, including prerequisites or co-requisites, the subject matter of each lecture or discussion, as well as the academic/learning goals for the course and how they will be assessed (see Grading section below). A detailed handout can be found at: <https://facultyinnovate.utexas.edu/course-design>
- A brief descriptive overview of all major course requirements and assignments
- Description in detail of grading policy and criteria (how many tests, quizzes, papers; weighting of each; amount of homework, etc.
- Attendance and tardiness policy and whether class attendance is used in determining the grade.
- Due dates for homework, projects, etc. that count for 20% or more of the course grade
- Date and time of final exam (when available)
- A list of required and recommended materials, such as textbooks, image collections, audio and audiovisual materials, supplies, chapters, and excerpts as appropriate, identified by author, title and publisher
- A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Service for Students with Disabilities, 512-471-6259, <http://ddce.utexas.edu/disability/how-to-register-with-ssd/>
- Syllabus Template can be found on the webpage where you can also upload your syllabus: <https://law.utexas.edu/courses/faculty/syllabi/>

Other information that is helpful to include in the syllabus is referenced below.

Announcing Grading Method

University rules require you to inform your students in writing, no later than the fourth day of the semester, of the method by which their grades will be determined. University Handbook of Operating Procedure §3.22. Please do not deviate from your announced method of evaluation. If you, for example, have told students that grading will be

completely anonymous based on a written final examination, do not add a graded in-class group project. If you intend to base grades on a number of different factors (e.g., class participation, written assignments), you need to tell your students what these factors will be and approximately how much each factor will weigh in the grading. You should also let students know how their exam will be structured. If you announce you will have an open-book exam, do not switch to a closed-book exam. If you announce that your exam will be all essays, do not switch to a multiple-choice exam. You cannot change your evaluation method mid-semester. Doing so violates University rules and invariably creates turmoil within the class.

Office Hours

The University requires that all instructors post or distribute office hours. It is particularly important that seminar students have access to their teachers, given that joint decisions are required about the selection of research topics; instructors may also hold individual conferences about outlines and drafts. Your syllabus should list times you will be available for questions and where you can be visited or, in an emergency, reached. You may want to set aside time for meetings or advise students how they can visit with you in person, by phone, or e-mail.

Add your Office Hours on your Faculty Dashboard:
<https://law.utexas.edu/courses/faculty/dashboard/>

Prerequisites

Prerequisites are requirements students should meet before enrolling in a particular course. Please list any prerequisites (indicating whether required or recommended) in both your course syllabus and course description. Additionally, notify the Student Affairs Office at registration@law.utexas.edu prior to the semester if assistance is needed in checking prerequisites of your students.

Attendance

Regular and punctual class attendance is required. If you have an attendance policy that was provided in your course syllabus, a student may be dropped from the course, with the consent of the Assistant Dean for Student Affairs, for poor daily attendance at any time prior to the last day of the semester. It is within your discretion to assign either an F or Q to the administrative drop. A Q-drop indicates no academic penalty to the student.

The attendance policy has exceptions for religious holy days and military service, set out below. If you have questions, contact the Student Affairs Office.

1. Religious holy days

A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in

advance of the absence as possible, so that arrangements can be made to complete an assignment within a reasonable time after the absence.

2. Absence for military service

A student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration.

Seminars

Each law student must successfully complete one seminar to graduate. The faculty has adopted a set of rules for seminars, to which you must adhere if you are teaching a seminar. The rules provide that a seminar must require students:

To prepare one to three original papers, based on directed and supervised research, addressing one or more law-related issues. The paper or papers are to be primarily of an analytical rather than descriptive nature. Ordinarily, thirty to fifty double-spaced typewritten pages, including footnotes, in the aggregate, will satisfy the length requirement. The instructor will closely review the paper(s) and provide written and oral suggestions for improvements in style and substance. The student will then prepare a revised version of the paper(s) in light of the instructor's and, if appropriate, fellow students' comments. The paper requirement is not satisfied by pleadings, motions, by-laws, documents, agreements, and other drafting exercises.

The syllabus should advise students in seminars of the nature and size of the paper expected. It is also desirable to create and distribute a schedule setting forth when paper topics must be agreed upon with the instructor and when the first and final drafts will be due. You are urged not to allow delays in the submission of the final draft beyond the last day of exams for the semester.

The seminar rules are available through the Faculty Resources page of the Texas Law website, and reprinted in the Appendix of this Handbook.

Registration—Auditing a Course

You may receive requests from individuals to audit your course. Auditors must fill out a form that requires permission of the instructor and the Assistant Dean for Student Affairs. Auditors are permitted only when space is available. No more than five auditors are allowed in any section. Instructors and the dean may refuse any request to audit a course. The Assistant Dean will generally only approve auditors who are graduate students from other University departments, practicing lawyers and judges, graduates of Texas Law, and graduates of other ABA-approved Law Schools. (Law students and undergraduates are not permitted to audit law courses.) Permission to audit a course conveys the privilege of listening and observing but not of handing in papers, taking part in discussion, or receiving

evaluations. An auditor does not receive University credit for the course, nor is the course recorded on his or her transcript.

<https://law.utexas.edu/student-affairs/academic-services/policies-and-procedures/auditing/>

Nothing in these rules prohibits an instructor from permitting guests and visitors.

C. Exams

Types

There are various types of exams. You can find examples of past law exams though the link on the Faculty Resources page of the Texas Law website.

You should be familiar with the nomenclature used at Texas Law to describe exams. This will diminish the chance that the students will be confused about how you intend to examine them. Note that take-home and floating exams impose a greater administrative burden to your Faculty Assistant than traditional in-room exams.

1. In-room exam

Given at time and day scheduled by Student Affairs Office. In-room exams are administered by the Student Affairs Office.

2. Take-home exam

Given on a specified day scheduled by Student Affairs Office within the exam period. Students may take the exam at a location of their convenience and must return the exam within a prescribed time period. Take-home exams are administered by your Faculty Assistant via Canvas or, by request, may be administered by The Student Affairs Office using Exam4.

3. Floating exam

Given any time during the exam period at the student's convenience. Floating exams must be made available to students *during the entire exam period*. Note: This does not include the final Friday of the exam period. Otherwise, floating exams are like take-home exams. Students may take the exam at a location of their convenience and must return it within a prescribed time period. Floating exams are administered by your Faculty Assistant via Canvas or, by request, may be administered by The Student Affairs Office using Exam4.

You may specify that your exam is open- or closed-book. If it is open-book, you may limit the material to which students may have access. For example, you might allow them to bring a copy of their textbook or particular statutes into the exam, but not other materials. If you decide to allow access to certain materials, be sure to be precise about what you will and will not allow, and to do so early in the semester.

For in-room exams, Texas Law allows students to type their exam on a laptop. The student must install a school-approved software program that allows laptops to function solely as word processors and disables them from accessing any files and other applications, including e-mail and instant messaging. You may choose whether students may use the exam software program in “open” mode, meaning that students may access other files on their computer during the exam. If you have any questions, contact Sarah Kitten at kitten@law.utexas.edu.

Submission of Exam to Student Affairs Office

All in-room examinations are administered by the Student Affairs Office. *Exams must be submitted to that office no later than one week prior to exam date due to external University Duplicating deadlines.* There are specific requirements as to the content of the instructions, page numbering, etc. Your Faculty Assistant is knowledgeable about these requirements. Please check and double-check your exam for any errors before you submit it.

Faculty Availability During Final Examination Periods

Instructors are responsible for ensuring that he or she is available during the final exam period for related questions and to resolve problems, and that final course grades are turned in on time. Unless a faculty member has received approval under regular University policy, he or she must be available during final examinations in his or her courses and until his or her grades are finalized.

Postponement

Texas Law policy prohibits the administration of an exam prior to the scheduled exam date; however, under certain circumstances, a postponed exam may be allowed for an individual student or students. Exams are graded anonymously. If any student approaches you with questions regarding an exam postponement, in order to maintain anonymity, direct the student to the Student Affairs Office. Only the Assistant Dean for Student Affairs may approve a postponement, and only if certain criteria are met.

D. Grading

Prompt & Careful Grading

Assigning grades is one of the most important tasks that any instructor performs. Because of the size of our student body and the high student/teacher ratio, our students receive relatively little feedback on their performance. Prompt and careful grading is therefore of the greatest importance. Instructors of record are expected to grade student coursework and exams themselves without the use of a proxy or assistant.

Texas Law faculty have adopted a mandatory grading policy, and it is excerpted below. *Please acquaint yourself with this policy before the semester starts.* This will help you avoid making representations to your class about your grading practices that may be inconsistent with the Texas Law grading policy. In addition, if you assign grades during the semester to written work, projects, exercises, etc., you will be able to do so in a manner that facilitates rather than impedes adherence to the mandatory grading policy.

Grade Policy

The following letter grades are assigned at Texas Law: *A+*, *A*, *A-*; *B+*, *B*, *B-*; *C+*, *C*; *D*; and *F*. In calculating the grade point average for law courses, an *A+* counts as 4.30 points a semester hour; an *A* as 4; an *A-* as 3.70; a *B+* as 3.30; a *B* as 3; a *B-* as 2.70; a *C+* as 2.30; a *C* as 2; a *D* as 1.70; and an *F* as 1.30. An explanation of the grading policy appears on the student's transcript.

All curricular offerings other than clinics are graded on Texas Law's letter grade system. Prior approval of the Dean is required before a course or seminar may be graded on a pass/fail basis. This is granted only in special circumstances. Law students are able to elect to take one course pass/fail during their Law School career. However, this election by a student will not affect your grading of the course. Instructors will not learn which students, if any, are taking the class pass/fail until after grades are submitted.

A non-law graduate student who enrolls in a Texas Law course offered for a letter grade may register on a credit/no credit basis if permitted to do so by his or her graduate adviser.

1. First-Year Classes

For a first year class, the grading policy requires the professor to produce a set of final grades that generates a class mean (average) grade of 3.3 (plus or minus .05).

2. Upper-Level Classes

The following rules shall apply as a default matter for upper-level classes:

- (a) 1-14 JD Students: In classes with 1-14 JD students, the curve does not apply.
- (b) Writing Seminars and Negotiation Courses: In all writing seminars and negotiation courses, the curve does not apply so long as no more than 16 JD students are enrolled.
- (c) 15-30 JD Students: In a class with 15 to 30 JD students where relief is not available under exception 3(a) ("High Incoming GPAs"), the mean grade for the class shall be between 3.25 and 3.45.
- (d) 31 or More JD Students: In a class with 31 or more JD students where relief is not available under exception 3(a) ("High Incoming GPAs"), the mean grade for the class shall be between 3.30 and 3.40.
- (e) Inclusion of Non-JDs Not Permitted: All non-JD students (LLM, Exchange, non-Law) will be excluded from the mean grade calculation for the purpose of these rules.
- (f) Treatment of First-Year Students in Upper-Class Courses: Professors may calculate separate curves for first-year and upper-class students in courses that enroll both. Each curve considered separately shall be subject to these rules.
- (g) Treatment of *D* and *F* Grades: For purposes of calculating a mean grade for grade distribution (i.e., curve) purposes, a grade of *D* or *F* will be treated as a grade of *C* (i.e., as a 2.0).

Grading Exceptions

1. High Incoming GPAs

If the average incoming GPA of the JD students who enroll in an upper-division class is above 3.41 in a class with 31 or more JD students, the maximum permitted mean grade for the class rises accordingly (i.e., to the level of the average incoming GPA of the JD students). The minimum permissible mean grade remains 3.30, subject to other exceptions listed below. Similarly, if the average incoming GPA of the JD students who enroll in an upper-division class is above 3.46 in a class with 15 to 30 JD students, the maximum permitted mean grade for the class rises accordingly, and the minimum permissible mean grade remains 3.25, subject to other exceptions listed below.

2. Exceptional Circumstances

In exceptional circumstances, the Associate Dean for Academic Affairs, upon application from the instructor, may raise the maximum mean for the class by .02 from the rules otherwise applicable under rules 2(c) or 2(d).

Distribution of Grades

Mandatory Distribution of Grades in First-Year Large Sections:

- 30 to 40% of grades must be A+, A, or A-; and,
- at least 15% of grades must be B-, C+, C, D, or F.

Recommended Distribution of Grades in Other Courses:

- about 35% of grades should be A+, A, or A-; and,
- about 65% of grades should be B+, B, or B-.

Maximum Percentage of A+ Grades: A maximum of 6% A+ grades (rounded up to the next whole number) may be awarded in letter-graded lecture courses. In seminars, no more than 15% of the grades may be A+.

Blind Grading of Final Exams

In courses with final exams, the exams are to be graded anonymously (“blindly”). Each student has a randomly-assigned examination number. The faculty member will not be given the students’ names until after exam grades are submitted electronically to the Student Affairs Office. You may take classroom participation or other work into account (assuming that you have notified the students to that effect in writing during the first four class days as required by University rules), but you may do so only after submitting exam grades electronically to the Student Affairs Office. If you are evaluating your students on written work in addition to the exam, you may want to consider arranging for blind grading of these as well, although it is not required.

Seminar and other courses that are graded without reference to a final examination are exempted from blind grading.

Timely Submission of Grades

Final grades must be turned in to the Student Affairs Office no later than the deadlines published on pages 3-4 of this handbook. All grades must be submitted electronically (see Electronic Submission of Grades below).

Late grades are frustrating to the students and put many of them at a disadvantage in their search for a job. We cannot emphasize enough how much ill will this causes among our students. The faculty has recognized the corrosive effect of late grading by imposing upon itself a system for imposing financial penalties for late grades. We cannot impose such sanctions upon adjuncts, but failure to adhere to the grading deadline will be a factor in rehiring decisions for adjunct positions.

Electronic Submission of Grades

You must submit your exam scores (preliminary grades) and final class grades to the Student Affairs office electronically. The electronic grade submission link can be found on the Faculty Resources page of the UT Law website.

Final exam scores are entered by using a student's exam number. After the exam scores (preliminary grades) have been posted, you will have the ability to see the students' names and calculate a student's final class grade based upon factors other than the exam. If you have any questions, contact Sarah Kitten in the Student Affairs Office at kitten@law.utexas.edu or 512-232-1143.

Changing Grades

The following rule for grade changes was approved at the faculty meeting on May 31, 1982:

After a final grade had been submitted to, and recorded by, the [Student Affairs Office], it shall not be changed except for good cause submitted in writing to the Associate Dean for Academic Affairs and approved by the Dean of the Law School. Good cause is best exemplified by arithmetical error, but may include other reasons. It is not good cause to change a grade for humanitarian or other reasons merely to affect a student's grade point average, for example, to achieve honors status, to be eligible for graduation, to be removed from scholastic probation, or to be redeemed from dismissal for academic failure.

It was understood at the faculty meeting that a final grade, while not defined, includes all grades submitted by a faculty member to the Student Affairs Office except a temporary "pass" submitted for some students in a course prior to the time that the entire set of exams for the course has been graded.

Student Access to Graded Classwork

A student has the right to have all written materials that are submitted to meet the requirements of a course returned or made available for review. To be "made available" does not ensure the right to a photocopy, but the materials may be examined in the office of the faculty member or the academic department. Written materials that are not returned to the student must be retained by the faculty member or the department for at least one long-session semester following the completion of the course. Many law faculty members give graded exams to their Faculty Assistants for distribution and safe-keeping.

After grades are rendered, students often (and understandably) want to meet with the professor to learn about the basis for the grade. These are not always pleasant conversations, to say the least. It should go without saying, however, that we have an obligation as teachers to make reasonable efforts to convey information as to why the

grade turned out the way it did. That is especially important, in situations in which the final grade turns in part on non-anonymous measures such as a student's performance in an oral presentation. Of course, you need not go to unreasonable levels of detail about your grading decisions, and there is certainly no obligation to relitigate the merits of your decisions.

E. The Honor Code & Plagiarism

Honor System

All students are bound by the following University Honor Code; Law School students are also bound by the Texas Law Honor Code described below.

1. University Code of Conduct

The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

2. Texas Law Honor Code

The study of law is an integral part of the legal profession. Students engaged in legal studies should learn the proper ethical standards as part of their education. All members of the legal profession recognize the need to maintain a high level of professional competence and integrity. A student at the University of Texas at Austin School of Law is expected to adhere to the highest standard of personal integrity. Each student is expected to compete honestly and fairly with his or her peers. All law students are harmed by unethical behavior by any student. A student who deals dishonestly with fellow law students may be dishonest in the future and harm both future clients and the legal profession. Under the honor system, the students must not tolerate unethical behavior by their fellow students. A student who knows of unethical behavior of another student is under an obligation to take the steps necessary to expose this behavior. Students in the University of Texas at Austin School of Law are governed by the Institutional Rules on Student Services and Activities. Students may be subject to discipline for cheating, plagiarism, and misrepresentations.

Plagiarism

The definition and discussion of plagiarism below is from the Student Conduct and Academic Integrity website:

<https://deanofstudents.utexas.edu/conduct/academicintegrity.php>.

Additional information is available there.

Plagiarism is an extremely serious violation of academic integrity. [The Institutional Rules on Student Services and Activities](#) at The University of Texas at Austin defines plagiarism as follows: "Plagiarism" includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements (Section 11-402(d))." Plagiarism can occur in a myriad of forms and media. Although most commonly associated with writing, all types of scholarly work, including computer code, music, scientific data and analysis, and electronic publications can be plagiarized. The aim of this section is to help students and faculty deal with the complex and important issue of plagiarism on campus.

A Question of Intent?

Plagiarism, strictly speaking, is not a question of intent. Any use of the content or style of another's intellectual product without proper attribution constitutes plagiarism. However, students plagiarize for a variety of reasons, and awareness of these reasons is essential for understanding the problem of plagiarism.

Some students choose to plagiarize. Whether claiming to be overworked, compensating for their own perceived academic or language deficiencies, or simply hoping to gain an academic advantage, those who choose to claim credit for another's work are guilty of plagiarism. Those who intentionally plagiarize "borrow" either from published sources, such as books, journal articles, or electronic information, or from unpublished sources, such as a friend's paper or a commercial writing service. Whatever the source, such conduct is a direct and serious violation of accepted standards of academic integrity.

Others, however, stumble into plagiarism. Negligent plagiarism can result from ineffective proofreading, sloppy note taking, or, most commonly, simple ignorance about the nature of plagiarism itself. Such inadvertent plagiarism, while not an excuse for what is still a serious breach of academic standards, is a more complex area of academic conduct than straightforward copying. Addressing the issue of negligent plagiarism requires a careful examination of both the definition of plagiarism and the appropriate techniques for scholarly attribution.

What is Plagiarism?

Nearly everyone understands that copying passages verbatim from another writer's work and representing them as one's own work constitutes plagiarism. Yet plagiarism involves much more. At The University of Texas at Austin plagiarism is defined to include any use of another's work and submitting that work as one's own. This means not only copying passages of writing or direct quotations but also paraphrasing or using structure

or ideas without citation. Learning how to paraphrase and when and how to cite can be difficult, yet it is an essential step in maintaining academic integrity.

Paraphrasing

Like a direct quotation, a paraphrase is the use of another's ideas to enhance one's own work. For this reason, a paraphrase, just like a quotation, must be cited. In a paraphrase, however, the author rewrites in his or her own words the ideas taken from the source. Therefore, a paraphrase is not set within quotation marks. So, while the ideas may be borrowed, the borrower's writing must be entirely original; merely changing a few words or rearranging words or sentences is not paraphrasing. Even if properly cited, a paraphrase that is too similar to the writing of the original is plagiarized.

Good writers often signal paraphrases through clauses such as "Werner Sollors, in *Beyond Ethnicity*, argues that..." Such constructions avoid excessive reliance on quotations, which can clog writing, and demonstrate that the writer has thoroughly digested the source author's argument. A full citation, of course, is still required. When done properly, a paraphrase is usually much more concise than the original and always has a different sentence structure and word choice. Yet no matter how different from the original, a paraphrase must always be cited, because its content is not original to the author of the paraphrase.

Responding to Violations of the Honor Code

If you suspect plagiarism or another violation of the Honor Code has occurred in your course, immediately contact Elizabeth Bangs, the Assistant Dean for Student Affairs, at ebangs@law.utexas.edu or 512-232-1317, and she will advise you about how to proceed. If a faculty member determines a violation has occurred, she may impose one of the following sanctions:

- 1. Retake** of exam or **re-submission** of the assignment in question.
- 2. No credit** or **reduced credit** for the paper, assignment, or test in question.
- 3. Failing grade** or **reduced final grade** for the course.

All disciplinary sanctions must follow University procedures, including reporting requirements.

APPENDIX

A. Seminar Rules

The writing seminar serves several important purposes. First, it develops students' research skills. Second, it provides each student with an intensive writing experience in preparing one or more papers of an analytical nature. Third, the writing seminar provides students with a valuable opportunity for small group discussion and close faculty contact regarding matters of legal significance.

1. Requirements

For an offering to qualify as a writing seminar, the student is to prepare one to three original papers, based on directed and supervised research, addressing one or more law-related issues. The paper or papers are to be primarily of an analytical rather than descriptive nature. Ordinarily, thirty to fifty double-spaced typewritten pages, including footnotes, in the aggregate, will satisfy the length requirement. The instructor will closely review the paper(s) and provide written and oral suggestions for improvements in style and substance. The student will then prepare a revised version of the paper(s) in light of the instructor's and, if appropriate, fellow students' comments. The paper requirement is not satisfied by pleadings, motions, by-laws, documents, agreements, and other drafting exercises.

2. Size

Writing seminars are limited to twelve students, unless the instructor agrees to admit additional students up to a maximum seminar size of sixteen students.

3. Meetings

Writing seminars will ordinarily meet regularly as a group with the instructor present for the designated number (typically 28) of hours. Writing seminars may meet less often than 28 hours, but in no case for fewer than twenty hours total, in order to provide additional time for meetings by the instructor with individual students and for student research and writing.

4. Grading

Aside from the rule that the "A+" grade may not be awarded to more than 15 percent of the students in a writing seminar (which translates into one student for seminars of twelve or fewer student), there is no mandatory grading curve for writing seminars. Nevertheless, the full range of grades (down through F) is available. Differences in the ambition and quality of work are to be recognized by differences in grading; poor papers should be given low grades.

5. Notice and procedure

- (a) The instructor shall provide a Course Description or otherwise provide in writing the basic information about the writing seminar, such as subject matter, prerequisites (if any), and criteria for deciding which students have priority. Instructors offering writing seminars are to be available to answer questions about the course.
- (b) At the first meeting, the instructor should set forth in writing the rules by which the writing seminar will be conducted, such as the minimum length and format of papers, permissible subject matter, grading criteria (including what, if anything, other than the paper(s) will be considered), due dates of drafts and final submissions, and the consequences of late submissions (such as failing grade, reduced grade).
- (c) The rules applicable to writing seminars are to be included in student registration and early registration packets and are to be issued to the instructors prior to the first meeting.
- (d) Writing seminars shall be regularly and systematically evaluated to ensure compliance with these rules.

B. Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence And Stalking Policy And Consensual Relationships Policy

Policy Statement

It is the policy of The University of Texas at Austin to provide an educational and working environment for its students, faculty and staff that is free from sex discrimination (including discrimination on the basis of gender identity, gender expression, and sexual orientation), sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including dating and domestic violence), and stalking. In accordance with federal and state law, the University prohibits discrimination on the basis of sex (including gender and gender expression), and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking.

The University will not tolerate sex discrimination, sexual harassment, sexual misconduct or physical abuse, threats of violence, physical assault, or any form of sexual violence, including but not limited to sexual assault, acquaintance rape, domestic violence, dating violence or stalking. These unacceptable behaviors are “prohibited conduct.” Individuals who alone, or in concert with others, participate or attempt to participate in prohibited conduct described in the policies are subject to disciplinary actions by the University, notwithstanding any action that may or may not be taken by civil or criminal authorities.

The University strongly encourages students, faculty, staff, and third-parties to promptly report incidents of prohibited conduct. Responsible Employees (mandatory reporters) of the University (as defined by the University policy) are **required** promptly to report incidents of prohibited conduct to the [Title IX Office \(https://titleix.utexas.edu/](https://titleix.utexas.edu/) or 512-471-0419).

- Responsible Employee: Pursuant to Title IX, a Responsible Employee is a University employee who has the authority to take action to redress an alleged violation of this policy; who has been given the duty of reporting such allegations to the University Title IX Coordinator or designee; or whom an individual could reasonably believe has this authority or duty. At the University of Texas at Austin, Responsible Employees include, but are not limited to:
 - administrators
 - academic advisors
 - coaches, and other athletic staff who interact directly with students
 - faculty members, including professors, adjuncts, lecturers, associate/assistant instructors (AIs), and teaching assistants (TAs)
 - graduate research assistants
 - resident life directors
 - resident assistants
 - all supervisor staff

Our commitment is outlined in the following University policies.

Students:

- [General Information Catalog \(Institutional Rules\), Appendix D: Policy on Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking](#)
 - Students who engage in prohibited conduct will be subject to disciplinary action as outlined in [General Information Catalog \(Institutional Rules\), Chapter 11, Student Discipline and Conduct, Appendix C](#).

Faculty, Staff, Contractors, & Visitors:

- [HOP 3-3031 Prohibition of Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking](#)
 - Employees who engage in prohibited conduct will be subject to disciplinary action as outlined in [applicable employee procedures](#).
 - Faculty who engage in prohibited conduct will be subject to disciplinary action as outlined in [HOP 2-2310 Faculty Grievance Procedure](#).

Additional policies that are relevant:

- Nondiscrimination Policy [HOP 3-3020](#)
- Consensual Relationships Policy [HOP 3-3050](#)
- Prohibition of Campus Violence [HOP 8-1010](#)

Senate Bill 212:

[Senate Bill 212 \(SB 212\)](#) was signed into state law after the 2019 Texas legislative session and **is now in full effect as of January 1, 2020**. All new reporting obligations and penalties in the law **must be followed**.

The law addresses reporting requirements for incidents of sexual harassment, sexual assault, dating violence, or stalking at certain public and private institutions of higher education, including UT. For a detailed definition of these terms, please review [University HOP 3-3031](#).

As a reminder:

- As of January 1, 2020, all employees who witness or receive information about sexual harassment, sexual assault, dating violence and stalking that involve a current student or employee must promptly report the incident to the University's Title IX Coordinator or a Deputy Title IX Coordinator. Reports can be made by phone: (512) 471-0419; [email](#), or [online](#).

- Reports to the Title IX Coordinator must include all relevant information that is known about the incident.
- Student employees are encouraged, but not required, to report under SB 212. However, if a student employee is designated as a responsible employee, they are still required to report under Title IX and their responsible employee duties.
- Retaliation against persons who make a good faith report is prohibited.
- **An employee who does not report an incident or who makes a false report can be charged with a criminal offense (Class B or Class A Misdemeanor). If an employee fails to make a required report or makes a false report, the law requires that the employee be terminated.**
- Employees who have been designated by the university as confidential or private employees are **only** required to report the type of incident. Students can talk to confidential employees about a Title IX related matter with assurance that confidential employees may not reveal the student's identity or other identifying information. A list of **confidential and private employees** is available on the Title IX website.

Scope & Audience

This policy applies to all University students and employees, visitors, contractors, applicants for admission to or employment with the University, as well as University affiliates and other conducting business on campus.

In addition to incidents that occur on the University campus, the University may investigate and take disciplinary action in response to incidents that take place during official functions of the University, or incidents that have a substantial connection to the interests of the University regardless of the location in which the incident(s) occur.

Definitions

For definitions, see **HOP 3-3031 Prohibition of Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking** – <https://policies.utexas.edu/policies/hop/3-3031>

Reporting Responsibilities

<i>Contacts</i>		
CONTACT	DETAILS	WEB
University Title IX Coordinator	Phone: 512-232-3992	Website: https://titleix.utexas.edu/ Email: TitleIX@austin.utexas.edu
Deputy Title IX Coordinator: Office for Inclusion and Equity (Faculty & Staff Concerns)	Phone: 512-471-1849	Website: http://equity.utexas.edu/ Email: equity@utexas.edu
Deputy Title IX Coordinator: Office of the Dean of Students (Student Concerns)	Phone: 512-471-5017	Website: http://deanofstudents.utexas.edu/emergency/ Email: studentemergency@austin.utexas.edu
UT Counseling and Mental Health Center (CMHC)	Address: Student Services Building (SSB) 5th Floor Phone: 512-471-3515 24-Hour Telephone Counseling: 512-471-CALL (2255)	Website: https://cmhc.utexas.edu/
University Health Services (UHS)	Address: Student Services Building (SSB) 1st Floor Phone: 512-475-4955 Nurse Advice Line: 512-475-NURS (6877)	Website: https://healthyhorns.utexas.edu/
Employee Assistance Program (EAP)	Phone: 512-471-3366 24-hour Telephone Line: 512-471-3399	Website: https://hr.utexas.edu/current/eap Email: eap@austin.utexas.edu

Consensual Relationships

Consensual Relationships Policy **HOP 3-3050**

<https://policies.utexas.edu/policies/consensual-relationships>

The University is committed to maintain an academic community (including associated teaching, research, working and athletic environments) free from conflicts of interest, favoritism, and exploitation. This policy addresses romantic relationships and/or sexual interactions that, although consensual, may create actual and perceived conflicts of interests, and create the possibility for exploitation or favoritism.

Except as expressly permitted in the policy, this policy prohibits consensual relationships between:

- Employees (including faculty) or University affiliates and undergraduate students;
- Employees (including faculty) or affiliates and any graduate student whom that individual teaches, manages, supervises, or evaluates in any way;
- Intercollegiate Athletics coaches, affiliates, or athletics employees and student-athletes;
- Student employees and any student whom that student employee teaches, manages, supervises, advises, or evaluates in any way; and

Employees (including faculty) and/or affiliates where one teaches, manages, supervises, advises, or evaluates the other in any way, unless the person is the position of greater authority or power notifies appropriate University office and a mitigation plan (as defined in the policy) is in place.

C. Emergency Procedures

When contacting police, provide Law School Address + BUILDING NAME:
727 East Dean Keeton St. at (Connally Center, Townes Hall, Law Library or Jones Hall)

UT Police: (512) 471-4441

The University of Texas School of Law

EMERGENCY PROCEDURES

FIRE

Activate the nearest fire alarm pull station immediately if you see **fire or smoke**. When a fire alarm is activated, the Fire Department is automatically notified. Emergency Floor Managers at the Law School will respond to assist as needed.

- ⇒ Evacuate the building immediately. Following the guidelines for the Law School Emergency Evacuation Plan.
- ⇒ Call 911 or UTPD 471.4441.
- ⇒ **DO NOT USE** elevators.
- ⇒ **MOBILITY IMPAIRED & INJURED PERSONS:** Emergency Floor Manager will escort the individual to the nearest fire stair landing. Floor Manager will exit the building and immediately notify firefighters who will then ascend the stair landing and further assist the individual.
- ⇒ Do not enter building until "All Clear" is announced by emergency staff.

IMPORTANT NUMBERS:

*Law School Dean's Office: 232.1120

*Police: 911 or UTPD 471.4441

*UT Emergency Information: 232.9999

*Building / Facilities Emergency: 471.2020

*UTS 24-Hour Nurse Advice Line: 475.6877 (for students only)

*ID Center: 475.9400 (problems with your ID card)

*Elevators: 232.2244

*Auto Assistance (LAAP): 471.4441

*UT Campus Emergency Updates: www.utexas.edu/emergency

LOCKDOWN

The directive "lockdown" is used to protect occupants in proximity of an immediate threat by limiting access to building and rooms.

Should you discover that there is a violent or potentially violent person in your building/room, **DO NOT CONFRONT THE PERSON UNLESS THERE IS NO OTHER OPTION TO SAVE YOUR LIFE.**

Follow the 5 "OUTS":

- ⇒ **Get Out** of facility/building if possible.
- ⇒ **Call Out** - Call 911 or UTPD 471-4441.
- ⇒ **Keep Out** - Do not lock exterior doors. Close, lock, and barricade interior doors in your office/classroom.
- ⇒ **Hide Out** - Seek shelter in the nearest secured place, i.e. classroom or office. Turn off lights and any devices that may indicate that the room is occupied. **BE QUIET**, do not respond to anyone at the door. Sit or lie on the floor or crouch behind or under desk. Law enforcement will announce themselves and release anyone in that room when it is safe.
- ⇒ **Take Out** - Last resort. Use anything to distract or disable the suspect if the suspect were to enter your classroom or space.

MEDICAL EMERGENCIES

- ⇒ Look for a Medic Alert bracelet or necklace.
- ⇒ Have someone call 911. If you are alone, yell for help. If you are unable to summon help, call 911, then return and assist the person (but if the victim is an infant, do not leave child alone at any time and begin CPR process).
- ⇒ Locate or ask for the Law School Emergency Floor Manager to bring the Automatic External Defibrillator (AED) and begin AED procedure.
- ⇒ Give 911 operator as much info as possible: type of emergency, what help is needed, exact address.
- ⇒ **DO NOT** move the victim. Give first aid until emergency personnel arrive.

SEVERE WEATHER

TORNADO

If a tornado is sighted near the university: Dial 911 or 471-4441 from a campus phone to report tornado sighting to the UTPD dispatcher. Seek shelter immediately.

If tornado is imminent near you:

If you are inside the building...

- ⇒ Seek the **safest area** in the Law School:
 - *JON - Level 1
 - *TNH - Level 2: Dean's hall corridor and George's Café (stay away from window wall)
 - *CGJ - Level 1: Take the stairs down to CGJ level 1. Seek refuge in the main corridor & Goodwin Conference Room.
- ⇒ **Avoid the most dangerous** locations in the Law School:
 - * Classrooms with windows
 - * Jamail Pavilion
 - * The southeast and north areas of The Tarlton Law Library
 - * TNH Level 2 Atrium
- ⇒ Close all doors to rooms with exterior windows.
- ⇒ Go to an interior hallway.
- ⇒ Protect yourself by going into a "drop and tuck" position.

If there is no time to get inside...

- ⇒ Lie in a ditch or low-lying area or crouch near a strong building.
- ⇒ Be aware of potential for flooding.
- ⇒ Use jacket, cap, backpack or any similar items to protect face and eyes.
- ⇒ Protect yourself by going into a drop and

EVACUATION

Evacuate when prompted by continually sounding fire alarms or by an official announcement. Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).

- ⇒ When an alarm sounds, evacuate. **NEVER** second-guess or assume the alarm to be false.
- ⇒ Leave the building in an orderly manner without rushing or crowding. Take personal belongings (keys, purses, wallets, jackets, etc.) only if time and safety permit without delay.
- ⇒ Close classroom or office doors as you leave. Emergency Floor Managers will hang "evacuated" sign on outside doorknob.
- ⇒ Follow directions given by Floor Managers.
- ⇒ Go to evacuation assembly point.
- ⇒ Assist persons with disabilities or special needs.

UNKNOWN PERSON:

- ⇒ Direct ALL unknown persons to the Law School's Communications Center.
- ⇒ **DO NOT** send any visitor to the legal clinics or the Pro Bono Program - they do not accept walk-ins.
- ⇒ To report suspicious activity, contact UTPD 471.4441, or 911.

DISGRUNTLED INDIVIDUAL:

- ⇒ Listen to the concerns and try to redirect the person to the appropriate office.
- ⇒ If the person has a legal problem, refer them to the Pro Bono program: 512.232.2800 probono@law.utexas.edu
- ⇒ If you feel threatened at any time, call UTPD 471.4441 or 911 and give as much information as possible.
- ⇒ Notify Dean's Office 232.1120

SHELTER IN PLACE

Shelter-in-place is the use of any classroom, office or building for the purpose of providing temporary shelter.

- ⇒ Shelter in place procedures may be in effect for any of the following reasons: tornado, severe weather conditions, pipeline rupture, terrorist attack, release of biological or chemical agents.
- ⇒ Seek the safest area in the Law School.
- ⇒ Stay away from windows.
- ⇒ Use arms to protect head and neck in "drop and tuck" position.
- ⇒ Monitor emergency communications for instructions: www.utexas.edu/emergency

D. Technology

First Time Login UT Classroom Computers

1. Click on “**Other User**” (bottom left corner of screen)
2. For User, type in your *EID*
3. For Password, type in your *EID password*
4. Wait while the computer sets up your profile. This can take several minutes.

Need Technology help? Send Law Technology Services (LTS) a request!

- Online: <https://lts-help.law.utexas.edu/customer/login>
- Send an email to help@law.utexas.edu or call 512-232-1230
- Help Desk is located in TNH 3.102M (at the sliding glass doors)

Law School Resources Website

Everything specific to your position can be found on the Law School website:

<https://law.utexas.edu>



UT Wi-Fi

- **UTEXAS:** Use this for work. Requires your UTEID + EID password.
- **UTGuest:** This is for guests at UT only. UT Guests is not suitable for work.

Email/Webmail

1. Email
 - a. Your email follows the format of:
jdoe@law.utexas.edu or jane.doe@law.utexas.edu
 - b. Use your EID password. Duo Required.

Note: Certain software/websites require an “EID email”. Your EID email address is: [youreid]@eid.utexas.edu

2. Webmail
 - a. Access your Microsoft 365 email on the go!
<https://outlook.office365.com/owa/utexas.edu>
 - b. Sign in with your EID and EID Password. You may be prompted to authenticate using Duo.

Printers

If you are having difficulty printing at the Law School, submit a ticket to LTS:

<https://lts-help.law.utexas.edu/customer/login>

Box

Box is a cloud-based system that you can save all your files to, allowing access to your files across different computers. Claim your account first: <https://utbox.utexas.edu/>

Canvas

- Sign into your Canvas Account using your EID + EID Password (Duo)
<https://canvas.utexas.edu/>
- Comfortable using Canvas? If not, reach out to the Academic Technology Program Coordinator! Submit an LTS Help Ticket.

Stache

Have too many passwords? Use <https://stache.utexas.edu> to store your passwords. Access with your EID + EID Password (Duo).

UT EID – DUO Two-Factor Authentication

The university has implemented a two-factor authentication system to provide an additional level of security when using most online services. Currently, the university is using a tool called Duo. Duo provides a user-friendly and secure two-factor authentication solution. With two-factor authentication, the regular UT EID login process is enhanced with an additional authentication step.

DUO has a feature that “remembers” you for 30 days, which saves you from having to constantly approve your DUO requests. If you do not see the remember option (or it is grayed out), and you are constantly being prompted to use DUO, here is how you set up the 30 day “remember” period:

- 4) When you see the DUO screen (Multi-Factor Authentication Required), click “Cancel” on the bottom far-right blue bar;
- 5) Then check the “Remember me for 30 days” checkbox;
- 6) You will then need to perform a single DUO authentication that will remember you for the next month.
 - c. Duo will remember you on this device only. You will need to repeat the process on any other device.
 - d. You will need to do this every 30 days.

Click which ever method you use with DUO, which is “Send Me a Push” for most folks. Approve it.

Register your device here: <http://links.utexas.edu/fwudza>

Video Conferencing Tools

- **Teams:** Microsoft Teams is the internal method of instant messaging at UT. Video calls are available, and it is tied in with your email. Downloading/Installation doesn't require Admin Password.
- **Zoom:** Go to <https://utexas.zoom.us> and click on "SIGN IN". This will create your account. Your Zoom email address will be your EID email. Use the EID email for Zoom meeting registration.

To sign into your account, on the Zoom Client/App:

1. Select "**Sign in with SSO**" or "**SSO**" with the image of the key.
2. Company name is "**utexas**".
3. It will direct you to a website to sign in: **EID + EID password (Duo)**.
4. Follow the prompts to sign in.

Media Service: A/V Classroom Help

Contact our Media Service team. Submit an LTS Help Ticket, email MediaServ@law.utexas.edu or call 512-232-7791.

Web

If you need help with your profile page or anything web related, email web@law.utexas.edu.