UTA
FORT WORTH

FACULTY HANDBOOK
HOURS OF OPERATION

MONDAY THROUGH SATURDAY: 8:00AM – 10:30PM

GIVES YOU ACCESS TO:
• FRONT ENTRANCE (JONES ST.)
• LIBRARY
• EXERCISE ROOM
• OFFICES ON SECOND FLOOR
• CLASSROOM

REAR ENTRANCE ACCESS: YOU MAY ENTER THE DOOR BY THE GUARD DESK OR BY THE STAIRWELL WITHOUT SWIPING YOUR MAV ID DURING BUILDING HOURS.
SECURITY & EMERGENCY INFO

ON-SITE SECURITY:
LOCATED AT FRONT DESK ON 1ST FLOOR
MONDAY - SATURDAY 7AM - 11PM

24HR SURVEILLANCE

INCASE OF INCLEMENT WEATHER
CALL: 1-866-258-4913
OR VISIT: WWW.UTA.EDU
• Parking in UTA Fort Worth faculty/staff designated spaces requires a paid UTA faculty/staff parking permit and a free faculty/staff UTA Fort Worth virtual permit. The paid permit can be obtained first by visiting www.uta.edu/mavpark. UTA Fort Worth will notify the UTA parking office that you need a free Fort Worth faculty/staff virtual parking permit. UTA parking will issue the virtual permit to your parking account.

• The paid UTA permit is valid at UTA, UTARI, and ARDC campuses. The free UTA Fort Worth hang tag is only valid at UTA Fort Worth.
AMENITIES

UTA Fort Worth offers a number of on-site amenities to help make your experience more comfortable.

**Fitness Room**

**Student Lounge & Study Spaces**

**Library/Computer Lab**

**Mav Market**

**Recycling Center**
FACULTY OFFICE HOURS & RESOURCES

• A CUBICLE HAS BEEN RESERVED FOR YOUR USE ONE HOUR BEFORE YOUR SCHEDULED CLASS TIME. EACH SPACE IS EQUIPPED WITH A COMPUTER AND ACCESS TO THE PRINTER, COPIER, SCANNER, FAX, AND SCANTRON MACHINE.

• IF YOU WOULD LIKE TO SCHEDULE A DIFFERENT TIME FOR OFFICE HOURS PLEASE SUBMIT YOUR REQUEST HERE:

   FORTWORTH.UTA.EDU/RESERVATIONS

• UTA FORT WORTH HAS A KITCHEN AND BREAK ROOM AVAILABLE ON THE SECOND FLOOR FOR YOUR USE.
CLASSROOM TECHNOLOGY

CLASSROOMS:

- Touch Monitor
- HDMI Input
- VGA Input
- Digital Projector
- Document Camera

MOBILE LAB:
AVAILABLE BY REQUEST

- 30 Macbooks

ECHO 360:
CLASS RECORDING

- Don Lane:
dklane@uta.edu
  817-272-3296

SUPPORT:
ON-SITE TRAINING

- Josh Young:
joshua.young2@uta.edu
  817-272-3296
TECHNOLOGY SUPPORT

ON-SITE TECH SUPPORT AVAILABLE:

**FRONT DESK**
M-TH 8:30AM - 9PM
FRI TIMES MAY VARY
SAT 8AM - 12PM

**LIBRARY**
M-W 5PM - 9PM
FRI TIMES MAY VARY
SAT 10AM - 2PM

• USE UTA NET ID ON CAMPUS COMPUTERS TO LOGIN

• FOR ADDITIONAL SUPPORT WITH NETID OR PASSWORDS CONTACT THE UTA OIT HELP DESK: 817-272-2208
CLASSROOM ENVIRONMENT

- Classroom temperatures can fluctuate, especially given the Texas climate. The system works best with minor 1-2 degrees adjustments and can take up to 45 minutes to regulate. If the majority of the students in the classroom are experiencing discomfort, the UTA Fort Worth staff asks that the instructor notify our front desk to request an adjustment (available until 9pm).

- In order to provide the best learning experience for all students on campus, we ask you to be sensitive to the noise level in the hallways and common spaces.
STAFF DIRECTORY

• DR. MEGAN TOPHAM - CAMPUS DIRECTOR
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