



**The University of Texas at Austin**  
**School of Design and**  
**Creative Technologies**  
*College of Fine Arts*

Byron Wilson (bw27434)  
 157 S Los Robles Ave. (#7)  
 Pasadena, CA 91101

July 1, 2022

Dear Byron:

I am pleased to inform you that the Dean of the College of Fine Arts has authorized me to offer you an appointment to the faculty of the Department of Design in the School of Design and Creative Technologies at The University of Texas at Austin:

Title:	Associate Professor of Practice
Period of Appointment:	9/1/22 – 5/31/23
	9/1/23 – 5/31/24
	9/1/24 – 5/31/25

Percent Time: 100%

Your nine-month academic rate will be \$105,000 for the 2022-23 academic year and will be reviewed annually thereafter. This is for a temporary appointment without tenure. The commitment is for the stated three-year period only.

All faculty, administrators, and staff are subject to the relevant provisions of the Rules and Regulations of the Board of Regents and the Handbook of Operating Procedures of The University of Texas at Austin. Any suit arising out of this agreement will be governed by Texas law and heard in Travis County, Texas. The salary figure above represents the gross salary and is subject to deductions as required by federal and state law and, if permitted by law, such other deductions as you may authorize.

UT Austin has a process by which faculty members with prior service in an equivalent rank at a prior institution may elect to count up to three of those full years of service immediately preceding time at UT Austin toward the number of years of effective years of service required for on-time promotion at UT Austin. In addition, UT Austin requires faculty members to serve a minimum of two effective years in rank at UT Austin before they might be considered for promotion (i.e., reviewed in the third year at UT Austin). Please refer to the relevant [UT Austin General Guidelines for Promotion and Tenure](#) for more information about requirements and expectations for promotion.

You will also be appointed to an administrative role of Faculty Lead for Curriculum and Practice for the MA in Design in with a focus on Health. This role is associated with a teaching reduction of 1 course per year, and a salary stipend of \$30,000 to be paid in the summer for work completed during a 12-month period, including the summer.

You will be appointed as a Fellow to the Kahng Professorship in Design and Creative Technologies, effective September 1, 2022. This fellowship will provide you with \$5,000 in discretionary funding per year for each of your first three years (AYs 2022-23, 2023-24, and 2024-25), with the possibility of renewal thereafter. The discretionary funds may be used for research support and travel expenses, but not for your own salary compensation. These discretionary funds should be expended by the end of each fiscal year (August 31), unless Assistant Dean Cathy Kothlow authorizes you to roll forward any unexpended allocation to the following year. The use of these discretionary funds must comply with all university purchasing, travel, and accounting policies.

Additionally, I will appoint you for two months of the summer in 2022 at your monthly academic salary rate (\$11,667/month), in order to begin the administrative work as "Faculty Lead," starting July 1, 2022.

Like all full-time faculty contracts, this appointment includes administrative service to the department, college, or university. Service duties are determined year-to-year and may include things like admissions committees, curriculum development, or faculty search committees. Some service commitments are elected, others will be assigned by the department chair. In your case, service would include your appointment as Graduate Advisor for the MA program, which is associated with an additional course release each year, bringing your full course load to a "2/2" (two courses per semester). For your first semester, I will further reduce your teaching load by one course in order to give you time to acclimate to your new roles at UT. The Graduate Advisor Role and the Faculty Lead Role are described in more detail below.

Nine credit hours (75%) of your teaching each year will be dedicated to the MA in Design in Health program. The other teaching would be distributed across our other programs and may include teaching in our BA/BFA Design program, our MFA Design program, or our Center for Integrated Design program. In the first year, your teaching is likely to fall 100% in the MA program. Your teaching assignment will be determined collaboratively each semester by you, the Department Chair, the Faculty Director in the MA, and the Director for the Center for Integrated Design, based on your preferences and the needs of each program at that time. As a member of our Graduate Studies

Committee, you will be eligible to be a reader or co-supervisor for thesis projects for our MFA students. Teaching beyond this assignment can be negotiated for extra compensation.

**Faculty Lead for Curriculum and Practice:**

The charge for this role is to develop and deliver a thoughtful strategy for integrating design practice in health setting into the curriculum for the MA in Design focused on Health. Doing so will require close partnership with the Faculty Director (Tamie Glass) to redefine the relationship and partnership to Dell Medical School, strengthen career outcomes for graduates and elevate the reputation of the program in the field. This role will serve as the primary interface between Dell Medical School and the Design program, working to integrate Dell's specific design-related projects into the MA curriculum, as well as find appropriate ways of serving additional Dell design work via the design department's research, practice, and curricular missions.

In this role you'll lead the development of our position and point of view related to *practice* within the MA in Design. This includes the curricular relationship to practice as well as building capacity and function for delivery of design work via grants or other external funding. To start, the primary stakeholder in this initiative is the Dell Medical School. In the first year (or two) this role may include:

- Review of current curriculum as related to practice, in the context of larger curricular framing from the Design Department and MA in Design.
- Interfacing with Dell Med on "core work" project opportunities (curricular or otherwise)
- Coordinating faculty and student design researchers and practitioners

Specifically, this role will shape our foremost curricular practicum, the Capstone Studio experience for the MA:

- Reevaluate learning outcomes and structures for this educational experience
- Lead the effort to secure capstone studio partners/clients (including Dell Med "core" work)
- Manage IRB process
- Oversee contractual agreements
- Oversee interviewee recruitment and reimbursement
- Development of case studies for program promotion
- Assist students in converting their work into journal articles, conference presentations or popular press articles.

**Graduate Advisor:**

The Graduate Advisor is a faculty member appointed to the Design Graduate Studies Committee (GSC) who maintains records and represents the Graduate School in matters pertaining to graduate work for the Department of Design. The Graduate Advisor, with guidance from the Faculty Director of the MA in Design, will work closely with the Graduate Coordinator (Kalyn Saylor, in our case) and the chair of the GSC. The duties of the Graduate Advisor are to:

- Advise graduate students in all matters regarding their academic progress through the program.
- Bring student questions and concerns to the attention of the Design GSC.
- Oversee graduate admissions, including application review and interview procedures.
- Oversee graduate assessment, including writing assessment plans and reports.
- Review and revise annually all Department of Design graduate program documents related to the MA, including the graduate handbook, graduate prospectus, and graduate website copy.
- Develop tactics for publicizing the graduate program and recruiting applicants.

**Additional Consultative Work:**

Consultative design and innovation work garnered from the relationship with Dell Med (what we refer to as "core" work) has the potential to increase in the coming years. As an academic design department, our commitment is to focus on work that directly impacts student learning (perhaps by including students in project work) or which otherwise cultivates our educational mission. In some cases, this work will fall outside of the curriculum and present itself more like design consulting or design project work. Part of your role as Faculty Lead will be to identify and shape those opportunities, but it will not necessarily be your role to design or deliver those interactions or design outcomes. Instead, you or other faculty members who have the appropriate expertise may receive extra compensation to deliver on those outcomes, at rates and time commitments that are yet to be determined. It is my sincere hope that this will be different kind of learning opportunity for students and that the work will be a good fit for your own growth and capabilities in Design in Health.

**Office:**

You will have a workspace in the MA program's shared faculty/staff studio in the ART building. This includes a standard office set up (desk, chair, lamp, personal storage, printing, and office supplies etc.). We will happily discuss any additional or alternative equipment that you may need to be comfortable and productive at work.

**Equipment:**

We will purchase a new laptop or desktop computer of your choice, with various auxiliary equipment and software, within a \$5,000 total budget.

**Relocation:**

We will provide a lump sum payment of \$25,000 to cover costs associated with relocating. Note: this payment is taxable and will be paid as part of your first regular paycheck. Your role would require you to be in-residence in Austin, Texas. Teaching will take place in-person.

**Outside practice:**

Maintaining a design practice outside of this contract is permitted and can include additional outside compensation. Outside activity (compensated or otherwise) must be reported to your chair (me) to ensure no conflict of interest nor conflict of commitment. The university's policy outlining requirements for and limitations to outside employment or consulting is here: <https://policies.utexas.edu/policies/faculty-consulting-and-other-professional-activities-including-outside-employment>. Summarizing, during the nine-month period, the outside activity cannot exceed 20% effort (8 hours per week), while during the three summer months it can be up to 100% time, as long as it does not conflict with your existing duties as Faculty Lead.

The information links below provide new faculty members at The University of Texas at Austin an overview of retirement and other benefits. You will be entitled to all employee benefits authorized by the state legislature. Human Resources will provide you with full information on available University services and resources at the New Employee Welcome and Orientation. You should attend this as soon as possible upon your arrival. As a new employee you have 31 calendar days from the initial date of your appointment, July 1, to enroll for insurance coverage.

This offer is contingent upon satisfactory completion of all pre-employment screening requirements. These include the following:

- (1) Completion of the I-9, Employment Eligibility Verification form no later than your first work day, and provision of required documentation no later than the third day after hire. The United States Citizenship and Immigration Services agency enforces this requirement to verify employee identity and eligibility to work in the United States.
- (2) A background check as required by institutional policy for newly appointed faculty. For this purpose, you will receive an email with instructions for accessing the Background Check Administration system to provide the necessary information for conducting the background check.
- (3) Satisfaction of a credentialing requirement that is a criterion for institutional accreditation. A degree verification request will be made on your behalf to fulfill this requirement. In the event that your signed consent is required, the Office of the Executive Vice President and Provost will contact you with further instructions.
- (4) Availability for work onsite in Austin, TX at Art Building and Museum (ART). Learn more about how the university is responding to the pandemic at the Protect Texas Together website at <https://protect.utexas.edu>.

There are two additional aspects of employment at the university that we want to share with you as you consider your offer. As an employee of the university, if you witness or receive information about sexual harassment, sexual assault, dating violence or stalking that involves a current student or employee, you must promptly report the incident to the University's Title IX Coordinator or a Deputy Title IX Coordinator. Reports may be made by phone: (512) 471-0419; [email](#), or [online](#). An employee who does not report an incident or who makes a false report is subject to termination and may be charged with a criminal offense. For more information about employee responsibilities under Title IX, including information about confidential employee reporting exceptions, please visit the Title IX website at <http://titleix.utexas.edu>.

Additionally, the university is a public employer and is subject to the Texas Public Information Act. As such, records created by and about you may be subject to an open records request and disclosure. Your name, work location and other employment related information, including salary, may be visible on publicly accessible websites or in other publicly available records.

We are enthusiastic about your proposed appointment and look forward to having you as a member of the faculty. Please indicate your acceptance of this appointment by signing this letter and returning it to me. The copy should be retained for your records. Should you have any questions concerning the offer you can contact me at [monica.penick@utexas.edu](mailto:monica.penick@utexas.edu).

Sincerely,

—DocuSigned by:

 Monica Penick

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Monica Penick

Acting Chair, Department of Design

Informational: Information for New Non-tenure Track Faculty Members - <https://bit.ly/NewNTT>  
House Bill 2504 - <http://bit.ly/HB2504-info> (Makes undergraduate course syllabi and  
instructor of record CVs and other information available to the public)

cc Sharon Wood, Executive Vice President and Provost  
Ramón H. Rivera-Servera, Dean  
Monica Penick, Acting Chair, Department of Design  
Timothy Creswick, Executive Assistant

I accept this offer of appointment and attest that the credentials reflected in the curriculum vitae submitted with my application are correct:

—DocuSigned by:

 Byron Wilson

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Byron Wilson (bw27434; 90-FPN-999-572)

Date: 2022-07-01 | 14:01:08 PDT