



The University of Texas at Dallas
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MEMORANDUM
August 7, 2013

TO: Academic Council*

COPY TO: **David Daniel**
Hobson Wildenthal
Andrew Blanchard
Calvin Jamison
Abby Kratz
John Wiorkowski
Austin Cunningham

Denis Dean
George Fair
Dennis Kratz
Bert Moore
Bruce Novak
Hasan Pirkul
Mark Spong

FROM: Office of Academic Governance
Christina McGowan, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on **WEDNESDAY, August 7, 2013** at 2:00 p.m. in the Osborne Conference Room, ECSS 3.503. Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at cgm130130@utdallas.edu or x4791.

Attachments

2013-2014 ACADEMIC COUNCIL
Gail Breen
R. Chandrasekaran
David Cordell**
Murray Leaf*
Ravi Prakash
Tim Redman
Liz Salter
Richard Scotch
Tres Thompson
<i>Liza Liberman , Student Government President</i>

*Speaker

**Secretary



Academic Governance

The University of Texas at Dallas

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AGENDA

ACADEMIC COUNCIL MEETING

August 7, 2013

Osborne Conference Room, ECSS 3.503

- | | |
|--|---------------|
| 1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS | Dr. Daniel |
| 2. APPROVAL OF THE AGENDA | Dr. Leaf |
| 3. APPROVAL OF MINUTES
July 10, 2013 Meeting | Dr. Leaf |
| 4. SPEAKER'S REPORT | Dr. Leaf |
| 5. FAC REPORT | Dr. Leaf |
| 6. CEP Proposals | Dr. Leaf |
| 7. Presentation by Serenity King on the State Legislature and 5 th year | Serenity King |
| 8. Introduction of Randall Rikel, University Controller | Dr. Leaf |
| 9. Updates to Chapter 49 | Gene Fitch |
| 10. Consideration of policy for Graduate Committees in Schools | Dr. Leaf |
| 11. School By Laws | Dr. Leaf |
| 12. Faculty Personnel Review Committee | Dr. Leaf |
| 13. Recommendations of the Committee on Committees | Dr. Leaf |
| 14. Policy regarding the installation of invasive software on University Computers | Dr. Leaf |
| 15. The Development of a Committee Succession Policy | Dr. Leaf |
| 16. Appointing a replacement for Cy Cantrell on the Academic Council | Dr. Leaf |
| 17. Resolution on the passing of Cy Cantrell | Dr. Leaf |
| 18. Senate Approval of April 17, 2013 Caucus Minutes | Dr. Leaf |
| 19. Annual Report for the Library Committee | Dr. Leaf |
| 20. ADJOURNMENT | Dr. Daniel |

UNAPPROVED AND UNCORRECTED MINUTES

These minutes are disseminated to provide timely information to the Academic Council. They have not been approved by the body in question, and, therefore, they are not the official minutes.

ACADEMIC COUNCIL MEETING

JULY 10, 2013

PRESENT: Gail Breen, R. Chandrasekaran, David Cordell, Murray Leaf, Ravi Prakash, Liz Salter, Richard Scotch, Tres Thompson

ABSENT: *David Daniel, Hobson Wildenthal*, Tim Redman

VISITORS: Andrew Blanchard, Mathew Brown, Serenity King, Abby Kratz, Liza Liberman, Charlie Hannigan, Robert Stillman

1. Call to Order, Announcements & Questions

Due to President Daniel and Provost Wildenthal being absent, Speaker Leaf called the meeting to order. The only announcement was the passing of Council member Cy Cantrell. Dr. Cantrell had been a member of the Faculty Senate since 1982.

With Dr. Cantrell's passing, Gail Breen was concerned that his position on the Council would need to be filled. She recommended Dennis Millier of NSM. Speaker Leaf responded that the council was above its minimum requirement and all schools were represented. Richard Scotch recommended adding it to the August Senate Agenda. The Council agreed to add it.

2. Approval of the Agenda

Richard Scotch moved to approve the Agenda as circulated. Tres Thompson seconded.

3. Approval of Minutes

Richard Scotch moved to approve the minutes as circulated. Tres Thompson seconded. The minutes were approved.

4. Speaker's Report

1. FERPA and Turnitin. At the May Council meeting Professor Scotch noted that the Graduate Dean's office had stopped checking dissertations with Turnitin.com, having been told by the General Council that it violated FERPA. I spoke to Wanda Trotta in the Graduate Dean's office. She provided the correspondence with OGC. I responded with an interpretation on behalf of the Senate. The Graduate Dean's office has resumed checking the dissertations. The crucial issue is whether dissertations or master's papers are "educational records maintained by the institution" as defined in the Act. My argument is that they are not. They are public documents kept in the library. Keeping something in the library is not what FERPA means by maintained by the institution.

2. Certification of Effort Policy. At its last meeting, the university HOP committee considered changes to the university policy on certification of effort on research grants. Certification is a federal requirement. This has not come through the Senate and I do not think it needs to, but I think we would

agree that some faculty reaction is needed. I asked if the Research Advisory Committee had been involved. They had not been. The HOP committee agreed to table consideration until they had been consulted, and Mr. Martin has now sent an email to the committee asking for reactions.

3. I received a request from Christopher Cassity for advice on new software for constructing compliance training modules. I referred him to Committee on Faculty Standing and Conduct, and emailed the committee to ask them to be involved. There is some ambiguity about who is actually chairing the committee at the moment, so I wrote to all three possible chairs: Ivor Paige, Rocky Draper, and Robert Lowry. This was around June 10. I have not heard any more.

4. The Committee on Committees will meet July 18. After Cy Cantrell was first diagnosed with cancer, he asked Professor Chandrasekaran to step in for him on the committee. Professor Chandrasekaran has done so. We do not have prearranged written procedure for this kind of adjustment, but it follows the procedure we have for members of Council who cannot attend meetings.

5. The 3 + 3 committee on guidelines for school bylaws will meet on July 25.

Everything else is on the agenda.

5. Faculty Advisory Council Report

1. Retaliation against faculty for support of Governance. The last Past President of the FAC is Tim Allen, a pathologist at UTHSC Tyler. Tyler has no senate organization. They also have no tenure. They have no faculty review policies created with faculty involvement. Two years ago, the UT System authorized tenure appointments. The president has chosen not to make any. About three months ago, VC Pedro Reyes spoke to the president about the lack of a governance organization. The president agreed to establish one. It has not happened. What has happened is that about two weeks ago Dr. Allen was notified that his contract would not be renewed. I view this as evident retaliation for working to improve governance and faculty working conditions, and for calling the present lack of shared governance to the attention of the System administration. The FAC executive committee is concerned but has not yet taken a formal position; we are waiting to see if Dr. Allen's situation can be resolved by transfer to another UT institution.

2. I have had no news on the discussions of the Conflict of Commitment and Interest policy.

3. I have no further news on the changes to the encryption policy.

4. The outcomes of the main legislative actions relevant to the UT System in the last legislative session were:

SB 436 Collegiate Learning Assessment Test requirement. Sponsored by Birdwell, urged by TPPF—never got out of committee.

SB 215 Coordinating Board Sunset Bill. Passed and signed by the governor.

SB 15—Relating to powers of Regents and confirmation procedures. Sponsored by Seliger and others. Passed by both houses and vetoed by governor. It looks like the vote in the Senate was 29 Y 2 N. Opposed were Birdwell and Paxton. In the House it was 134 Y 11 N.

SB 1741 Relating to training for and complaints regarding members of the governing board of a public institution of higher education. Sponsored by Zafirini. It looks like it passed the Senate 30 to 0 but did not get out of committee in the House.

SB 1882 Relating to information for legislative purposes requested under the Public Information Act. Sponsored by Zaffirini. Passed unanimously in Senate, reported out of committee and placed on general calendar in the House. (Evidently did not get passed)

6. Approval of April 17, 2013 Caucus Minutes

There is no procedure for the approval of the Caucus Minutes. They are to be passed on to the full Senate for their approval

7. CEP Proposals

With the passing of Cy Cantrell the position of Chair of CEP was left vacant. Speaker Leaf approached Vice Chair Karen Prager but she declined the position and recommended Suresh Radhakrishnan as the interim chair. Previously Cy Cantrell had recommended Dr. Radhakrishnan as his successor. Serenity King confirmed the statement. Dr. Chandra moved to approve Dr. Radhakrishnan as Interim Chair of CEP. Richard Scotch seconded. The motion carried.

Dr. Chandra also moved to approve Ravi Prakash to replace Cy Cantrell as a member of the 2012-2013 CEP committee. Dr. Scotch seconded. The motion carried.

Speaker Leaf recommended the creation of a policy to make the chair and vice chair of a committee to be a two year appointment instead of one. Dr. Chandra recommended that the CQ committee be an exception due to the workload required of the chair. Dr. Scotch recommended that the Vice Chair be trained as the successor to the Chair. He also recommended that for the 2013-2014 committees that the de-facto be done by the Committee on Committees. This would allow for the succession policy to be created in the next nine months. The Council agreed.

8. Framework for Excellence in Doctoral Education

Robert Stillman is presenting the proposal in Austin Cunningham's place. It is the recommendation of the Graduate Council to pass this document. The document is much less controversial than what was originally presented. The framework is a list of guidelines not absolutes. Scotch moved to add this item to the Senate agenda. Chandra seconded. It was approved for the August Senate agenda.

9. UTDPP 1052-Policy on Procedures for Completing a Graduate Degree

The document incorporates the "Frame work for Excellence" into our existing policy. Liz Salter moved to place this on the Senate agenda. Gail Breen seconded. It was approved for the August Senate.

10. List of Summer Graduates

The list of graduates will be sent out for an email vote.

11. Confirmation of R. Chandrasekaran to the Committee on Committees

Richard Scotch moved to confirm R. Chandrasekaran as Cy Cantrell's replacement on the Committee on Committees. Ravi Prakash seconded. Dr. Chandrasekaran abstained. It was approved.

12. Resolution of Appreciation and Condolences to the family of Cy Cantrell

A letter to the family has never been done before. Speaker Leaf drafted a short letter, and presented it to the Council for their recommendations and approval. Dr. Chandrasekaran recommended adding Dr. Cantrell's list of accomplishments which include is speaker of the faculty senate appointments as well as his chair positions. Andrew Blanchard suggested, as this was a personal note, that it be less formal. Dr. Chandrasekaran suggested that a formal statement for the Senate minutes be prepared as well. The Council agreed on the content of the letter and that formal academic governance letterhead be used.

13. New Business

- A. Serenity King would like to make two presentations at the August Senate meeting. One on the Legislature and a second on the SACS 5th year report.
- B. The question of "Should Deceased Faculty members be included in the listing of Faculty in the catalog, and the Faculty roster/list?" was brought to the council's attention by Serenity King. The Council agreed that the faculty list should include only members of faculty that are actively working at the university. Speaker Leaf has been researching the creation of a 'virtual' memorial garden or a way to memorialize deceased faculty members who were important to the schools development. The Council agreed that further discussion on this topic would be moved to email.
- C. Ravi Prakash brought to the Council's attention that the Information Security Group, specifically Leah Teutsch, wishes to install new software, 'Absolute Manage', on all of the university owned computers – lap top and desktop. This has not been approved by the Information Security Advisory Committee. Per Dr. Prakash, the Computer Science and UTD police have said they do not want the software installed for now. They feel that it is contrary to all best practices of computer security. They wish to make sure that whoever has access to their computers have the minimum possible authority to do so, and that there are safeguards in place so that it's capabilities are not abused. Dr. Prakash cited a case in Pennsylvania where the program was misused in a public school district. Given the nature of the software many council members were upset over the possible misuse of the software.

The intention of the software installation is to protect the interests of the university by identifying if your disk is encrypted. The tech would contact the faculty member via email that the tech would scan the faculty member's machine to see if it is encrypted. Once that is done, they will send another email telling them if they are encrypted. The concern is that communication will not be done prior to this program being activated on the machine. Dr. Prakash expressed his concern on what safeguards that information security will have in place to prevent, with 100% certainty, that a hacker will not have access to this program. Dr. Chandrasekaran moved the following sense of the Council resolution:

It is the view of the Academic Council of University of Texas at Dallas neither "Absolute Manage" nor any similar software like it should be installed on any current or future faculty computers until all stakeholders have had input, and a policy has been agreed upon by the faculty. Tres Thompson seconded. It was approved.

14. Senate Agenda for August 21, 2013:

- 1. Approval of April 17, 2013 Caucus Minutes
- 2. Framework for Excellence in Doctoral Education
- 3. UTDPP 1052-Policy on Procedures for Completing a Graduate Degree

Additional items will be added in the Council meeting of August 7.

There being no further business, Richard Scotch moved to adjourn. Dr. Chandrasekaran seconded. The meeting adjourned.

APPROVED:_____ DATE:_____

Murray J. Leaf
Speaker of the Senate

Student Discipline and Conduct - UTDSP5003

Policy Statement

Chapter 49. ~~Student Discipline and Conduct~~ Student Code of Conduct

Subchapter A. General Provisions

Section 49.01: Purpose

- a. ~~The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business, and Pursuant to the Regents Rules, the University of Texas at Dallas has developed its policy regarding student conduct and discipline in accordance with the UT System model policy. Each student is charged with notice and knowledge of and compliance with the contents and provisions thereof. The Dean of Students Office encourages student learning, growth, and development by promoting awareness of the University's expectations of behavior, holding students accountable for violations of these expectations, and developing educational sanctions designed to address the consequences of student decisions.~~
- b. All students are expected and required to obey federal, state and local laws, ~~and to comply with the Regents' Rules and Regulations,~~ with System and university rules and regulations, ~~with directives issued by an administrative official of the System or the university in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.~~
- c. ~~Any student who engages in conduct that violates the Regents' Rules and Regulations, the System or university rules and regulations, specific instructions issued by an administrative official of the university or the System acting in the course of his or her authorized duties, or federal, state, or local law is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct. Students are responsible to both civil and criminal authorities. Disciplinary action pursuant to these regulations may~~

~~be carried out prior to, simultaneously with, or following civil or criminal proceedings. Disciplinary outcomes including finding of responsibility and sanctions shall not be subject to change because of criminal or civil outcomes.~~

- d. ~~This chapter contains regulations for dealing with alleged student violations of such rules and regulations, specific instructions, or federal, state or local laws or regulations. It also contains, in Subchapter F, descriptions of standards of conduct to which students must adhere.~~

Section 49.02: Scope

- a. This ~~chapter policy~~ applies to student organizations as well as individual students. ~~Student organizations are accountable for the conduct and actions of their members.~~
- b. ~~An individual who is not currently enrolled as a university student remains subject to the disciplinary process for conduct that occurred during any period of enrollment. Also subject to this chapter are individuals accepted for admission or readmission to the university and individuals who have been enrolled at the university in a prior semester or summer session and are eligible to continue enrollment in the semester or summer session that immediately follows.~~
- c. ~~University officials shall decide if disciplinary action shall be taken for off-campus conduct on a case-by-case basis. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree even when the conduct occurs prior to the beginning of classes and in between semesters. This includes conduct that is discovered after the awarding of a degree.~~
- d. ~~Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased, or otherwise controlled property or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct on or off campus that poses a substantial threat to persons or property within the institutional community.~~
- ~~b-e~~ Confidentiality of Disciplinary Process. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, a student's disciplinary files are considered

"educational records." These records are confidential and may only be accessed by the student and as otherwise provided by law.

Section 49.03: Definitions

- a. In this chapter, unless the context requires a different meaning,
- ~~1.~~ "class day" means a day on which classes or reading periods before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;
 - ~~2.~~ "weekday" means Monday through Friday, excluding any day that is an official holiday of the university, or when regularly scheduled classes are suspended due to emergency situations;
 - ~~3-1~~ a "day" means a calendar day Monday through Friday except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergency situations;
 - ~~4-2~~ "dean" means the Dean of Students or a delegate of the Dean;
 - ~~5-3~~ "vice president" means the Vice President for Student Affairs;
 - ~~6-4~~ "president" means the President of The University of Texas at Dallas;
 - ~~7-5~~ "student" means a person enrolled or formerly enrolled at the university or a person accepted for admission or readmission to the university;
 - ~~8-6~~ "university" means The University of Texas at Dallas;
 - ~~9-7~~ "System" means The University of Texas System;
 - ~~10-8~~ "university rule" means a rule, a regulation or instruction contained in the university's Handbook of Operating Procedures or other official university publication or document;
 - ~~11.~~ "Regents' Rule" means a rule or regulation contained in the Rules and Regulations of the Board of Regents, The University of Texas System;
 - ~~12-9~~ "Hearing officer/discipline committee" means the individual or individuals selected in accordance with procedures adopted by the university pursuant to the recommendation of the Chief Vice President for Student Affairs Officer to hear disciplinary charges, make findings

of fact, and, upon a finding of responsibility, impose the appropriate sanction(s);

~~13-10~~ "campus" consists of all real property, buildings, or facilities owned or controlled by UT Dallas.

~~14-11~~ "faculty" means any tenured or non-tenured, full or part-time instructor whose responsibility includes teaching;

~~15-12~~ "hearing advisor" means the individual who is responsible for oversight of administrative duties during or prior to the hearing;

~~16-13~~ "complainant" is defined as The University of Texas at Dallas or the person making a referral to the Dean of Students;

~~17-14~~ "respondent" is defined as the student or student group alleged to have violated the student standards of conduct in a complaint filed with the Dean of Students;

~~15.~~ "sanction" is a penalty consequence imposed in response to a violation of ~~the~~ university rules, policies or procedures.

~~16.~~ "May" is used in the permissive sense.

~~18-17~~ "Shall," "should," and "will" are used in the imperative sense.

Section 49.04: Reserved

Subchapter B. Administration of Discipline

Section 49.05: Dean

- a. The dean has primary authority and responsibility for the administration of student discipline.
- b. It shall be the dean's ~~duty~~ responsibility to investigate allegations that a student has violated a ~~Regents' Rule~~, university or System rule, ~~specific orders or instructions issued by an administrative official of the university or the System in the course of his or her duties~~ or any provision of federal, state, and/or local laws.
- c. In carrying out these responsibilities, the dean works cooperatively with academic administrators and faculty members in the disposition of academic dishonesty and with staff members in Residential Life in the disposition of campus housing violations. The dean may seek, as needed, additional information from

individuals who have expertise relative to the case, especially in instances of academic dishonesty involving technical material, projects, or assignments.

Section 49.06: Faculty Role in Academic Violations

- a. Judgments of academic dishonesty are distinguished from academic judgments concerning whether a student has or has not completed an assignment as required. The former involve considerations of misconduct and sanctioning and are the responsibility of the Dean of Students.

Under authority delegated by the dean, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

1. the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of the Student Code of Conduct;
2. the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
3. the student will be given an opportunity to present information on his/her behalf;
4. after meeting with the student, the faculty member may:
 - 4-a. choose not to refer the allegation(s) if he/she determines that the allegation(s) are not supported by the evidence; or,
 - 5-b. ~~after meeting with the student, the faculty member may~~ refer the allegation(s) to the Dean of Students along with a referral form and all supporting documentation of the alleged violation. The faculty member should forward the recommended grade sanction to be assessed or remedy to be applied if a student is found to be responsible for academic dishonesty;
- 6-5. the faculty member is encouraged to consult with the Dean of Students in determining the recommended ~~grade~~ sanction;

~~7-6.~~ the faculty member must not impose any independent sanctions upon the student in lieu of a referral to the Dean of Students; ~~and~~

7. the faculty member may not impose a sanction of suspension or expulsion, but may make this recommendation in the referral documentation.

8. referrals should be submitted within a reasonable time, generally within one week after the alleged incident.

If the faculty member chooses not to meet with the student, he/she must forward the appropriate documentation to the Dean of Students. The faculty member should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the Dean of Students for investigation.

- b. Upon receipt of the referral form and supporting material/documentation from the faculty member, the dean shall proceed under Subchapter ED. If the student is found in violation of the code of conduct, the dean will review the student's prior disciplinary record and assess sanctions appropriate to the circumstances. ~~The dean will then affirm the grade as submitted by the faculty and share this information with the student. In a course in which a failing grade has been assessed for academic dishonesty, the student will not be allowed to withdraw as a way of preventing the grade from being entered on his/her record.~~ The dean will inform the student and the faculty member of the decision.
- c. ~~The student, pending disciplinary action, remains responsible for all academic exercises and syllabus requirements. If a student withdraws from a course and is ultimately found responsible for academic dishonesty, a sanction of "F" in the course, when assessed by the hearing officer/discipline committee, will replace any withdrawal notation on the transcript.~~
- d. ~~The student, pending disciplinary action, remains responsible for all academic exercises and syllabus requirements.~~ The student may remain in class; if the student's presence in the class does not interfere with the professor's ability to teach the class or the ability of other class members to learn. (See Section 49.07 for additional information regarding the removal of a student from class)

Section 49.07: Faculty Role in ~~Removal for Student~~ Misconduct

Comment [GF1]: This section may need to be moved. Shouldn't need changes as this was addressed in the last round of revisions. However, it wouldn't hurt to at least look through it.

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Comment [GF2]: May need to be moved

- a. Primary responsibility for managing the classroom environment rests with the faculty. Misconduct reported by faculty will usually involve disruptive behavior in class or in relation to a class. Under authority delegated by the dean, a faculty member who has reason to believe that a student has engaged in disruptive behavior may do ~~either one~~ of the following:

1. ~~If~~ the disruptive behavior was directly witnessed by the faculty member or if the faculty member has clear documentary evidence, the case should be referred directly to the dean with the reasons and/or evidence for the charge and a recommendation for ~~punishment~~resolution. The dean shall proceed under Subchapter ~~ED~~; or
2. ~~If~~ the disruptive behavior was not directly witnessed by the faculty member but was witnessed or reported by the student(s) involved and discuss the alleged violation and the evidence that supports the ~~charge~~allegation. Such meetings should be documented to the extent possible. After such meeting or meetings, the faculty member may refer the allegation(s) with the assembled documentation to the dean with a recommendation for ~~a~~ penaltyresolution, or choose not to refer the allegations to the dean if the faculty member concludes that they are not supported by the evidence.
3. If the faculty member considers the behavior of the student menacing or threatening, he or she may ask the Dean of Students to ~~bar~~remove the student from his or her class or from the campus with immediate effect until the matter is formally resolved. This request may be made while the faculty member is still assembling the documentation of the misconduct in question, or it may accompany the documentation. The dean will promptly notify the faculty member and the concerned associate dean for graduate or undergraduate education regarding the actions taken in response to such requests.

~~b. Upon receipt of the evidence and recommendation from the faculty member, the dean shall proceed under Subchapter C. If the student is found in violation of the code of conduct, the dean will review the student's prior disciplinary record and assess a penalty that is appropriate to the circumstances. The student will not be allowed to withdraw as a way of preventing removal for misconduct.~~

~~b. Students who engage in any acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. This provision is not designed to be used as a means to admonish classroom dissent. The expression of a disagreement with the instructor is not in itself disruptive behavior.~~

~~c. A student who repeatedly engages in disruptive classroom behavior shall be referred by the faculty member to the dean who will proceed under the provisions of Subchapter D.~~

~~d. Students will, generally, not be removed permanently from the classroom without a complete investigation by the Dean of Students.~~

Section 49.08: Staff Role in ~~Removal for Student~~ Misconduct

- a. Misconduct reported by staff will usually involve menacing or abusive behavior to which they are subject to ~~in such capacities as secretary, administrative assistant, or as~~ representatives of university offices, ~~such as the Bursar or Student Services~~. Under authority delegated by the dean, a member of the university staff who has been subject to abusive or menacing behavior or who has witnessed menacing, abusive, or disruptive behavior may do either of the following:

- 1) ~~if the staff person is the object of threatening, menacing, or abusive behavior and feels that he or she is under an immediate physical threat, the staff person should call~~ Call the campus police to have the offending person escorted off campus. The police will report the matter to the Dean of Students. The dean shall proceed under Subchapter ~~ED~~; or
- 2) ~~if the staff person considers the behavior menacing or abusive but not an immediate physical threat, he/she should r~~eport the matter to his/her supervisor and the Dean of Students. The report should include the staff person's written account of the incident and any additional documentation that might be available. The dean shall proceed under Subchapter ~~ED~~; or
- ~~3) if the misconduct or disruptive behavior was not directly witnessed by the staff person but was witnessed or reported by students or others, the staff person may either refer the matter to the Dean of Students directly or refer the witnesses to his or her superior. In the former case,~~

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Comment [GF3]: May need to be moved

Comment [GF4]: Is this section really necessary.

~~the staff person should again provide as much documentation as possible. The dean shall proceed under Subchapter C.~~

~~b. If the student is found in violation of the code of conduct, the dean will review the student's prior disciplinary record and assess a penalty that is appropriate to the circumstances. If the student is barred from the campus, his or her instructors and relevant academic administrative officer (Associate Dean of Graduate or Undergraduate Instruction) will be notified. If the misconduct or disruptive behavior was not directly witnessed by the staff person but was witnessed or reported by students or others, the staff person may either refer the matter to the Dean of Students directly or refer the witnesses to the supervisor of the department. In the former case, the staff person should provide as much documentation as possible. The dean shall proceed under Subchapter D.~~

Section 49.09: ~~Hearing Officer Reserved~~

~~The president will select a hearing officer to hear specific charges under this chapter and where so provided, to hear specific charges under other provisions of this title (see Section 49.12).~~

Subchapter ~~FC~~. Student Standards of Conduct

Section ~~49.36~~49.10: ~~Academic Dishonesty Discipline Expectations~~

The University of Texas at Dallas has rules and regulations for the orderly and efficient conduct of their business, and each student is charged with notice knowledge of and compliance with the contents and provisions thereof.

Because the value of an academic degree depends on the absolute integrity and character of the student, the university expects all students to maintain a high level of responsibility with respect to academic honesty their behavior. Because the value of an academic degree depends on the absolute integrity of the work done by the student, for that degree, As a member of the university community, it

is imperative that a student maintain a high standard of individual ~~honor in his or her scholastic work~~ responsibility and civility.

The dean may initiate disciplinary proceedings under Subchapter ~~ED~~ against a student accused of ~~academic dishonesty a violation of the Code of Conduct~~ upon complaint by a faculty member, ~~or a student or other source.~~

Any behavior which may have been influenced by the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.

~~e. Academic dishonesty is the submission as one's own work of material that is not one's own. As a general rule, it includes, but is not limited to, one of the following acts: cheating, plagiarism, and/or collusion.~~

~~d. Cheating includes, but is not limited to~~

- ~~1. copying from another student's paper, test, laboratory report, other report, or computer files, data listings, and/or programs or engaging in conduct that facilitates such conduct by another student;~~
- ~~2. using materials not authorized by the person giving the assignment or test;~~
- ~~3. failing to comply with instructions given by the person administering the test which would include, but not be limited to, time restrictions, use of blue book, seating arrangements;~~
- ~~4. collaborating with or seeking aid from or giving aid to another student during a test;~~
- ~~5. knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solutions, solutions manual, or computer program;~~
- ~~6. substituting for another student, or permitting another person to substitute for oneself, to take a test;~~
- ~~7. soliciting another person to obtain an unadministered test or information about an unadministered test;~~
- ~~8. discussing the contents of an examination with another student who will take the examination;~~

- 9. possession during a test of materials that are not authorized by the person giving the test, such as class notes, specifically designed "cheat sheets" or electronic communication device.
- 10. submission of substantial portions of the same academic work for credit (including oral reports) more than once without written authorization from the instructor.

- e. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission or incorporation of that work in one's own written work offered for credit without appropriate attribution.
- f. Collusion means the unauthorized collaboration with another person in preparing academic assignments offered for credit.
- g. Falsifying academic records means the altering of grades or other falsification (statements, acts or omissions) of academic records including but not limited to the application for admission, grade reports, test papers, registration materials, and reporting forms used by the registrar's office or other university offices.
- h. Falsifying data or experiments includes, but is not limited to, the submission of false findings and/or the citation of false references in research or other assignments submitted for credit and/or for the awarding of a degree.

Section 49.37: Misconduct

- a. Any student who engages in conduct that violates the Regents' Rules and Regulations, System or university rules and regulations, specific instructions issued by an administrative official of the university or the System acting in the course of his or her authorized duties, violates federal, state, or local laws, or fails to maintain the standard of conduct appropriate for an academic institution, is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.
- b. Any behavior which may have been influenced by a student's mental state or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.
- c. Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any acts that result

in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. This provision is not designed to be used as a means to punish classroom dissent. The expression of a disagreement with the instructor is not in itself disruptive behavior. Disruptive behavior includes, but is not limited to, stalking, abusive behavior toward the instructor or other students, persistent failure to maintain decorum, efforts to induce other students to cheat or assist in cheating on papers or examinations whether or not such cheating actually occurs, efforts to induce an instructor to award or change a grade with threats of harassing litigation, or abusive, threatening or intimidating behavior toward other students or the instructor outside of class but in relation to the class. A student who repeatedly engages in disruptive class behavior shall be referred by the faculty member to the dean who will proceed under the provisions of Subchapter C.

The dean may initiate disciplinary proceedings under Subchapter C against a student who

Academic exercises include all forms of work submitted for credit or hours. Academic dishonesty includes the submission for academic credit material that is not one's original independent work. As a general rule, it includes plagiarism, cheating, fabrication, collaboration/collusion the submission for credit of any work or materials that are attributable in whole or part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts -or the facilitation of such acts. Subsequent submissions of substantial portions of a previously submitted work without express written permission of the current instructor may be considered an act of academic dishonesty.

The dean may initiate disciplinary proceedings under Subchapter D against a student for misconduct as well as academic matters. For the purposes of this section, the following definitions apply:

1. **Plagiarism.** The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper acknowledgement.
2. **Cheating.** Using or attempting to use unauthorized materials, information, or study aids in any academic

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Comment [GF6]: See 49.01a

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- exercise. Academic exercise includes all forms of work submitted for credit or hours.
3. **Fabrication.** Falsification or creation of any information, data or citation in an academic exercise.
4. **Collaboration and/or Collusion.** Seeking or providing aid to another student without permission in completion of any assignment submitted for academic credit.
5. **Facilitation.** Helping or attempting to help another in the completion of any assignment submitted for academic credit.
6. **Violation of State or Federal Laws.** Any violations of a federal or state, or local penal law either on or off campus, university property or in connection with any university-oriented activity.
7. **Firearms, dangerous weapons, explosives and hazardous materials.** Illegal or unauthorized possession or uses of any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical or weapon in a manner that harms, threatens or causes fear, as defined by state or federal law, while on campus or on any property, or building owned or controlled by the System or University while on campus or on any property or in any building owned or controlled by the System or the university.
8. **Conduct dangerous to others.** Any conducts himself or herself in a manner that significantly endangers the health or safety of another; members of the university; or of visitors on the campus; this includes but is not limited to physical abuse, verbal abuse, threats, intimidation, harassment and coercion.
9. **Stalking.** Conduct directed at a specific person that would cause a reasonable person to feel fear.
10. **Theft, Misappropriation or Unauthorized Sale.** Any act or attempted act of theft, misappropriation or steals, damages, defaces, destroys, or takes unauthorized possession or sale of university property or services, or property belonging to another. This includes roadside signs, road markers, and parking lot signs and ties. The removal of these items is considered theft and can contribute to major accidents.
11. **Misuse or Damage to Property.** Any act of vandalism, damage, destruction or misuse of university property or that of another.

12. **Hazing.** Engages in hazing, submits to hazing, or fails to report first-hand knowledge of hazing incidents; such conduct is prohibited by state law, and, in addition to disciplinary actions, is punishable by fines up to \$10,000 and confinement in county jail for up to two years. Hazing is defined by state law as, "...any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution." Any person with knowledge that a specific hazing incident has occurred on or off campus must report the incident to the dean.
13. **Alcohol.** Use or possession of alcoholic beverages on property and in buildings and facilities owned or controlled by the System or the university, by anyone under the age of 21 or the distribution of alcoholic beverages to anyone under the age of 21, except while on premises that have been licensed by the Texas Alcoholic Beverage Commission or while in attendance by invitation at a specific event sponsored by the System or the university and at which alcoholic beverages are served for those over the age of 21.
14. **Drugs.** The use, possession or manufacture of any drug or controlled substance or sale or distribution of any such drug or controlled substance. Medications prescribed by a physician and in the possession of the individual for which the prescription was written, or medications that have been legally obtained, such as over-the-counter drugs are exempt.
15. **Drug Paraphernalia.** The use or possession of equipment, products, or material which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.
16. **Gambling.** Engages in illegal gambling, or in illegal use, possession, and/or sale of a drug or narcotic.
17. Enters, walks, runs, lies, plays, remains, or is in the water of any fountain or other artificial body of water located on the university campus which is not designated and maintained for recreational or therapeutic purposes, or

Comment [GF7]: Does possession of alcohol need to be here? Of course, it only applies if you are under 21. Could say: Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age

~~who dumps, throws, places or causes any material, object, person, animal, trash, waste or debris to be placed in the water of any fountain or other artificial body of water located on the university campus, or who damages, defaces, or removes any portion of any fountain, monument, building, statue, structure, facility, tree, shrub, or memorial located on property owned or controlled by the System or the university.~~

- ~~17. engages in speech, either orally or in writing, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.~~

- 17. Obstruction of or Interference with Institutional Activities or Facilities.** Any interference with or obstruction of any institutional program, activity, event or facilities, including, but not limited to:
- a. Any unauthorized occupancy or entry of institution or institutionally controlled facilities or blockage of access to or from such facilities;
 - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutionally controlled activity, program, event or facility;
 - c. Any obstruction or delay of emergency personnel in the performance of their duties;
 - d. Leading, inciting or participating in activities to disrupt scheduled activities of the University; or,
 - e. Interference with the instructor's ability to teach class or the ability of other students to participate in the instructional activity.

~~18. acting either singly or in concert with others, obstructs, interferes with or disrupts any teaching, research, administrative, disciplinary, public service, learning, or other authorized activity to be held or conducted on campus, or on property or in a building or facility owned or controlled by the System or the university. Obstruction or disruption includes but is not limited to any act that interrupts, modifies or damages utility services or equipment, communication services or equipment, university computers, computer programs, computer records or computer~~

~~networks accessible through the University's computer resources.~~

- 18. Violation of General Rules and Regulations.** ~~Violates~~ any rule or regulation including the failure to perform any required action or the performance of any prohibited actions. governing on-campus residential living or provision of a residential living contract.
- 19. Identification Cards or Documents.** Any forgery, alteration of or unauthorized use of institution documents, forms, records, or identification cards, including the giving of false information to University personnel or the withholding of necessary information in connection with a student's admission, enrollment or status at the university, alters or assists in the altering of any official record of the System or the university or submits false information or emits requested information that is requested for or related to an application for admission, the award of a degree, or any official record of the System or the university. A former student who engages in such conduct is subject to bar against readmission, revocation of degree and withdrawal of diploma.
- 20. Sexual Misconduct.** ~~engages in sexual assault which is defined as p~~Physical contact of a sexual nature which is against one's will or without one's consent.
- 21. Disruptive conduct.** ~~e~~Engages in disorderly, lewd, indecent, inappropriate, ~~disruptive~~, loud, or obscene conduct or behavior that interferes with the orderly functioning of the university or interferes with an individual's pursuit of an education, ~~on university-owned or -controlled property or during an authorized university class, field trip, seminar, competition, or other meeting or university-related activity on or off university property.~~
- 22. Attempted or Unauthorized access to institutional facilities and/or grounds.** ~~e~~Engages in the unauthorized use or occupancy of property, equipment, supplies, buildings, or facilities owned or controlled by the System or the university.
- 23. Failure to comply with the instructions of a University official.** ~~f~~Fails to comply with a verbal or written request or instruction of an official of the university or the System acting in the course of his or her duties.

Comment [GF8]: Incorporated into #17

Comment [GF9]: This is damage to property #6

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24. Abuse of the Discipline Process:

- a. gives false testimony or other evidence at a campus disciplinary or other administrative proceeding;
- b. disruption or interference with the orderly conduct of a judicial proceeding;
- c. knowingly making a false allegation or filing a false complaint;
- d. any attempt to influence the impartiality of a Discipline Committee member or hearing officer;
- e. verbal or physical harassment or intimidation of a Discipline Committee member, hearing officer, complainant or witness;
- f. failure to comply with the sanctions imposed by the Discipline Committee or hearing officer.

24. publishes or aids in publishing or circulates or aids in circulating any anonymous publication.

25. engages in physical abuse or threat of physical abuse of any person on the campus, within any building or structure owned or controlled by the university or at any function, program, event, or assembly conducted, sponsored, supervised or authorized by the university.

26. commits such acts that constitute a violation of the Texas Penal Code.

27. has knowledge of, or is in the presence of the manufacture, use, possession or sale of an illegal substance. Having knowledge of such behavior or being present when a violation occurs constitutes equal responsibility and involvement in the incident.

28-25. **Skateboards, Skates, Bicycles or similar devices.** The use of skateboards, roller skates, roller blades, and bicycles inside university facilities or in unauthorized outdoor areas is prohibited.

29. engages in misuse, vandalism of, or tampering with fire equipment, including fire extinguishers, alarms, hoses, and smoke detectors, as well as false reporting of a fire, bomb threat, or other emergency.

30. participates in the game "assassin," "killer" or variations thereof on university owned or controlled property.

31. engages in prohibited conduct while participating in off-campus activities sponsored by the university or the System, including field trips, internships, rotations or clinical assignments.

32-26. Attempts and Aiding and Abetting the

Commission of Offenses. Attempts, aids, abets, conspires, hires, has knowledge of, or is an accessory to any conduct prohibited by Chapter 49, or is present during the planning or commission of any offense listed in this chapter.

27. otherwise engages in conduct that is inappropriate for members of an academic institution (such conduct includes but is not limited to pranks, throwing food at persons or property, public nudity and harassing phone calls)-**Motor Vehicles.** Failure to register a motor vehicle used on the campus with Parking and Transportation Services.

28. Duplication or Unauthorized Possession of Keys.

Making, causing to be made, or possessing any key for a University facility without proper authorization.

33-29. **Unauthorized Surveillance.** Making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy. This includes but is not limited to taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms and storing, sharing, and/or distributing such unauthorized images by any means.

b. In the case of disruptive activity on the campus of the university, neither the president nor any officer in the office of the chancellor, nor any representative of any of them, shall negotiate with any person or persons so engaged. When such a situation arises, the president, or the office of the chancellor, or any representative of any of them, shall take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention, and the dean may initiate disciplinary proceedings under Subchapter C.

Section 49.11 – 49.14: Reserved

Subchapter **ED**. Disciplinary Proceedings and Disposition

Section ~~49.10~~49.15: Investigation

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Comment [GF11]: Included in #1

Comment [GF12]: Included in #6

Comment [GF13]: Included in #2

- a. All allegations and information that a student has engaged in conduct proscribed herein shall be given to the dean.
- b. Action under this chapter may go forward regardless of ~~other~~ possible or pending ~~other~~ administrative, civil or criminal proceedings arising out of the same or other events.
- c. The dean ~~or the dean's designee~~ shall investigate the alleged violation. The preliminary investigation shall include a summons to the accused student in accordance with Section 49.4419 to confer with the accused student concerning the allegations. Following completion of the investigation, the dean may:
 - 1. dismiss the allegation ~~as unfounded;~~
 - 2. ~~attempt to mediate a resolution which is acceptable to both parties;~~
 - 3. ~~2~~ proceed administratively under Section 49.4416; or
 - 4. ~~3~~ prepare a hearing notice based on the allegation and proceed under Section 49.4318.
- d. Pending a hearing or other disposition of allegations against a student, the dean may take such immediate interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the institution. This includes but is not limited to a suspension and ~~bar-ban~~ from the campus when it reasonably appears to the dean from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the university. In the case of interim discipline, a hearing will generally be held under the hearing procedures specified in Section 49.4318-21 within ~~ten (10) three (3)~~ days after the interim disciplinary action was taken; however, at the discretion of the dean the ~~ten (10) three (3)~~ day period may be extended for a period not to exceed an additional ten (10) days.
- e. Notwithstanding the above, the dean may withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a student alleged to have violated a rule or regulation of the System or the university that would reasonably allow the imposition of such ~~penalty~~ sanction. The dean may take such action pending a hearing, resolution by administrative disposition, and/or exhaustion of appellate rights if the dean has provided the student an opportunity to provide a preliminary response to the allegations and, in the opinion of the dean, the best interests of the System or the university would be served by this action.
- f. ~~The dean will notify a faculty member complainant and the associate dean of graduate or undergraduate education in his or~~

~~her school of the interim action. The faculty member and associate dean will be notified at the same time as the student.~~

Section 49.1449.16: Administrative Disposition

- a. In any case where the accused student elects not to dispute the facts upon which the charges are based, ~~and agrees to the sanctions the dean assesses,~~ the student may execute a written waiver of the hearing procedures ~~and accept the sanction(s) or reserve the right to appeal the sanction(s).~~ This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.
- b. ~~In any case where the accused student elects not to dispute the facts upon which the charges are based, but does not agree with the sanctions assessed by the dean, the student may execute a written waiver of the hearing procedures specified in Section 49.13 yet retain the right to appeal the decision of the dean only on the issue of penalty. The An appeal regarding of the penalty sanction will be to the president of the university. The appeal is considered on the basis of written arguments of the student and the dean.~~
- c. ~~In cases of dishonesty or misconduct referred by faculty, the dean will notify the faculty member bringing the case and the associate dean of graduate or undergraduate education in his or her school of the disposition. The faculty member and associate dean will be notified at the same time as the student.~~

- a. In the event a student disputes the facts and ~~/or~~ allegations or at the discretion of the Dean of Students, ~~of academic dishonesty,~~ a hearing before the Discipline Committee may be arranged. ~~If the student is found responsible for the allegation(s) of academic dishonesty, sanction(s) as determined by the dean of students will be imposed. In addition, the grade or remedy, as provided by the faculty member, will be assessed or applied. Should the student be absolved of the allegations of academic dishonesty by the Discipline Committee, the faculty member will assess the student's grade based on his or her performance.~~

Section 49.1249.17: Appointment of Discipline Committee

- a. In those cases in which the respondent disputes the facts and/or allegations upon which the alleged ~~student standard of~~ conduct violations are based, or at the discretion of the Dean of Students such

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allegations shall be heard and determined by a fair and impartial panel comprised of UT Dallas faculty, selected from a pool as determined by the academic senate, and UT Dallas students.

The Dean of Students or designee, in consultation with the committee member(s), shall determine whether the committee member(s) can serve with fairness and objectivity.

The Discipline Committee shall:

1. maintain an orderly hearing and permit no person to be subjected to abusive treatment and may eject or exclude anyone who refuses to be orderly;
 - b-2. render and provide the dean and the respondent a written decision that contains findings of fact and a conclusion as to whether the respondent is responsible for the violations as charged;
 - 1-3. upon a finding of responsibility, assess the relevant sanction(s);
 - e-4. in cases involving a crime of violence, notify the alleged victim of the decision. The alleged victim, upon receipt of information regarding the decision, shall be bound to keep in confidence such information.
- a. If the student is found responsible by the Discipline Committee for the allegation(s) of academic dishonesty, sanction(s) as determined by the dean of students will be imposed. In addition, the grade, as provided by the faculty member, will be assessed. Should the student be absolved of the allegations of academic dishonesty by the Discipline Committee, the faculty member will reassess the student's grade based on this finding.

Section ~~49.13~~ 49.18: Hearings Student Rights and Hearing Procedures

- a. Hearings shall be conducted in accordance with the procedures contained in this chapter which assure both the university and the respondent the following rights-
1. both parties will exchange make available in the dean of students office a lists of witnesses, a summary of witness statements, and copies of documents to be presented at the hearing at least five (5) days prior to the hearing.

2. each party shall have the right to appear, present witnesses and documentary evidence, question witnesses and be assisted by an advisor of his/her choice. The advisor may be an attorney. If the respondent's advisor is an attorney, the dean's advisor may be a UT Dallas attorney or an attorney from the Office of General Counsel of the System. If the student chooses an advisor who is an attorney, the student must give written notice of the name and address of the attorney to the dean at least three (3) week days before the time set for commencement of the hearing. An advisor may confer with and advise the dean or respondent, but shall not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the Discipline Committee.

3. The dean may recommend a sanction to be assessed by the Discipline Committee. The recommendation may be based upon past practice of the university for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by the dean and the grade as provided by the faculty member. The student shall be entitled to respond to the recommended sanction(s) of the dean. In addition the grade, as provided by the faculty member, will be assessed.

4. The hearing will be recorded and becomes a part of the official record of the hearing. If either party desires to appeal the decision of the Discipline Committee, the official record will consist of the recording of the hearing, the documents received in evidence and the decision of the Discipline Committee. At the request of the president, the recording of the hearing will be transcribed and both parties will be furnished a copy of the transcript upon request.

a. The following rights and procedures are provided to the respondent and/or complainant as specified:

1. The respondent shall be advised of the time, place and location of the hearing at least five (5) days in advance.
2. The respondent shall be advised in writing of the alleged violations of which he/she is being charged.

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3. All parties will make available in the Dean of Students office a list of witnesses, a summary of witness statements, and copies of documents to be presented at the hearing at least three (3) days prior to the hearing.
4. Each party shall have the right to appear, present documentary evidence, present and question witnesses and be assisted by one advisor of his/her choice. An advisor may not serve as a witness. An advisor may confer with and advise their respective party, but shall not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the Discipline Committee. If the respondent's advisor is an attorney, the dean's advisor may be an attorney. If the student chooses an advisor who is an attorney, the student must give written notice of the name and address of the attorney to the dean at least three (3) days before the time set for commencement of the hearing.
5. The respondent may challenge the impartiality of the Discipline Committee. The challenge must be in writing, stating the reasons for the challenge, and be submitted to the Dean of Students at least three (3) days prior to the hearing.
6. Formal rules of evidence do not apply. No evidence other than that admitted at the hearing shall be considered by the Discipline Committee.
 - a. The Discipline Committee may exclude evidence which in its judgment is immaterial, irrelevant, or unduly repetitious.
 - b. In order to be admissible, documents and statements of witnesses must be relevant to the issues to be decided by the Discipline Committee. Generally, evidence is relevant if it tends to prove or disprove the facts at issue. There must be some logical connection between the evidence offered and the facts that are in dispute. Upon objection, evidence that is not relevant should be excluded.
 - c. Statements of witnesses should be based upon the personal knowledge or observation of the witness. Written statements will be accepted at the discretion of the Hearing Officer/Discipline committee.
 - d. Evidence that is merely cumulative of evidence already in the record should be excluded by the Discipline Committee upon objection or upon a determination by the Discipline Committee that it is merely repetitious. The Discipline Committee has the discretion to

determine when further evidence on an issue becomes repetitive.

7. The dean has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of credible evidence. The standard of proof required for a finding of responsibility is a preponderance of the evidence.
8. Any party has the right to appeal.
9. The hearing will be recorded and becomes a part of the official record of the hearing.

Comment [GF15]: Moved to 49.30 c.

- b. Such hearings shall be closed to all persons other than the respondent, the dean, an advisor for each of them, the Discipline Committee members, witnesses while they are presenting evidence, and the hearing advisor.

Section ~~49.14~~49.19: Notices

- a. The dean shall prepare notices as appropriate to the student charged.
- b. A student may be sent a written notice ~~/summons~~ from the dean requiring a meeting for purposes of the investigation and/or to discuss the allegations. The written ~~notice-correspondence~~ shall specify a place and time for the meeting. If the ~~notice~~ correspondence is sent ~~regular-first-class~~ mail, at least three (3) ~~weekdays-days~~ notice must be given. If the correspondence is sent via email or hand delivered or at least two (2) ~~weekdays-days~~ notice is required. after the date if it is sent by e-mail or hand delivered. The ~~written notice-correspondence~~ may be mailed to the address appearing in the records of the registrar, e-mailed to the student at the student's UTD ~~Dallas~~ e-mail address, or may be hand delivered to the student.
- c. If a student fails to respond to a ~~the~~ written notice /summons without good cause, as determined by the dean, the dean may alter the status of the student's enrollment until the student complies with the notice, or the dean may proceed to implement hearing procedures in accordance with Section 49.18.
- d. Except in those cases where immediate interim disciplinary action has been taken, the dean shall initiate hearing procedures against the respondent by providing the student at least five (5) ~~ten (10)~~ days written notice of the date, time, and place of the hearing and the names of those individuals who ~~will~~ may serve on the Discipline Committee. The hearing notice letter shall provide a

statement of the accusation(s) and a summary statement of the evidence supporting the accusation(s).

- e. The ~~notice of hearing~~ notice shall may be delivered in person to the student emailed to the student's UTD email address or mailed to the student at the address appearing in the registrar's records. A hearing notice ~~sent by mail~~ will be considered to have been received on the third day after ~~the mailing being sent~~, excluding any intervening Saturday or Sunday. The date for a hearing may be postponed for good cause by agreement of the student and Dean of Students.
- f. A written hearing notice sent to the address listed in the registrar's records shall constitute full and adequate notice. The failure of a student to provide the registrar with a current address ~~or forwarding address~~, the refusal to accept delivery of the letter, or failure to read mail or e-mail shall not be a good cause for failure to respond to the notice.
- g. If a student fails without good cause, as determined by the dean, to comply with a hearing notice sent under Subsection ~~(d)~~, the hearing will proceed as scheduled and the student will be notified of the decision of the Discipline Committee in accordance with Section 49.17(c)(5) and (6) 18.

Section ~~49.15~~ 49.20: ~~Challenges to the Discipline Committee~~ Reserved

- a. ~~The respondent may challenge the impartiality of the Discipline Committee. The challenge must be in writing, stating the reasons for the challenge, and be submitted to the Discipline Committee through the dean of students at least three (3) days prior to the hearing.~~
- b. ~~The dean of students or designee in consultation with the Discipline Committee member(s) shall determine whether the committee member(s) can serve with fairness and objectivity.~~

Section ~~49.16~~ 49.21: ~~Procedure Conduct of Hearings~~

- b. ~~a. The Discipline Committee Hearings shall proceed generally as follows: -during the hearing:-~~
 - 1. ~~The Discipline Committee reads the allegation(s);~~
 - 2. ~~1. the Discipline hearing officer/chair Committee will acknowledge that the respondent was -informed the respondent of his or her rights in accordance with Section 49.13~~ 18;

- ~~3-2~~ the dean presents opening statements and evidence;
- ~~4-3~~ the respondent presents his or her opening statements and evidence;
- ~~5-4~~ the dean ~~presents the evidence against the respondent, including the calling calls of any witness(es).~~ The respondent will have the right to question those witnesses, and the dean to re-examine any witnesses.
- ~~6-5~~ upon completion of presentation of the dean's ~~case witnesses,~~ the respondent shall present his/her ~~case witnesses,~~ and the dean shall have the right to question any witnesses;
- ~~7-6~~ each side ~~then~~ may offer summary comments, beginning with the dean;
- ~~8-7~~ the Discipline hearing officer/c Committee will have the opportunity to question all parties and witnesses involved at any time during the hearing;
- ~~9-8~~ all parties will be excused and the Discipline hearing officer/c Committee will determine whether or not the student is responsible.
- 9 if the student is found responsible, sanctions will be determined, the Discipline Committee will determine sanctions.
- 10 if the student is found responsible by the Discipline Committee for the allegation(s), sanction(s) as determined by the Discipline Committee will be imposed.
- 11 In the case of academic dishonesty, the recommended sanction as provided by the faculty member, will be considered by the Discipline Committee. Should the student be absolved of the allegations of academic dishonesty by the Discipline Committee, the faculty member will reassess the student's grade based on this finding.

b. Consolidated Hearings

- 1. where more than one student is charged with conduct arising out of a single occurrence, or out of connected multiple occurrences, a single hearing may be held for all of the students so charged. Such students may request that their case be consolidated with others, or separated from others.
- 2. the Dean of Students shall make determinations regarding consolidation.

Section ~~49.17~~ 49.22: ~~Conduct of Hearings~~ Reserved

- a. ~~The Discipline Committee must rule upon objections that are made to the admissibility of evidence offered at the hearing. No evidence other than that admitted at the hearing shall be considered by the~~

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What does b. have to do with the appointment of the DC?

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Comment [GF20]: Moved to 49.13

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Discipline Committee. In ruling upon the admissibility of evidence, the following criteria will be considered:

1. in order to be admissible, documents and testimony of witnesses must be relevant to the issues to be decided by the Discipline Committee. Generally, evidence is relevant if it tends to prove or disprove the facts at issue. There must be some logical connection between the evidence offered and the facts that are in dispute. Upon objection, evidence that is not relevant should be excluded.
 2. statements of witnesses should be based upon the personal knowledge or observation of the witness.
 3. evidence that is merely cumulative of evidence already in the record should be excluded by the Discipline Committee upon objection or upon a determination by the Discipline Committee that it is merely repetitious. The Discipline Committee has the discretion to determine when further evidence on an issue becomes repetitive.
- b. The dean has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of credible evidence. The standard of proof required for a finding of a violation of the student code of conduct shall be the preponderance of the evidence.
- c. The Discipline Committee shall:
1. make all decisions on matters relating to the conduct of the hearing including matters regarding admission of evidence and testimony of witnesses;
 2. 1 have the right to question witnesses and parties;
 3. have the right to the advice and assistance of legal counsel from UT Dallas attorneys and/or the Office of General Counsel of the System;
 4. have the right to the advice and assistance of the hearing advisor;
 5. maintain an orderly hearing and permit no person to be subjected to abusive treatment and may eject or exclude anyone who refuses to be orderly;
 6. render and send to the dean and the respondent a written decision that contains findings of fact and a conclusion as to whether the respondent is responsible for the violations as charged;
 7. 2 upon a finding of responsibility, assess the relevant sanction(s); when a student is found responsible for the illegal use, possession, or sale of a drug or narcotic on

campus, the assessment of a minimum sanction, as stated in Subsections 49.25 (a) (7) and (10), is required;

8. in cases involving a crime of violence, notify the alleged victim of the decision. The alleged victim, upon receipt of information regarding the decision, shall be bound to keep in confidence such information.

9.3 refer to the faculty member's grade assessment in instances involving academic dishonesty.

d. Consolidated Hearings

1. where more than one student is charged with conduct arising out of a single occurrence, or out of connected multiple occurrences, a single hearing may be held for all of the students so charged. Such students may request that their case be consolidated with others, or separated from others.
2. the dean of students shall make determinations regarding consolidation.

Comment [GF21]: Moved to 49.16

Section ~~49.16~~ 49.23: Disciplinary Records

- a. Disciplinary records shall be maintained as provided ~~in Chapter 47, Subchapter C, Section 47.15 which states herein:~~
 1. The university shall maintain a permanent ~~written~~ disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of degree and/or withdrawal of diploma. ~~A record of scholastic dishonesty shall be maintained for at least five years unless the record is permanent in conjunction with the above stated sanctions. The disciplinary record of other sanctions shall be maintained for such period as determined by the dean.~~
 2. ~~A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed and any other pertinent information. This disciplinary record shall be maintained by the Office of the Dean of Students. It shall be treated as confidential, and shall not be accessible to or used by anyone other than the dean or university officials with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws, or court order or subpoena. Records developed in cases in which a lesser sanction has been imposed will be retained for a~~

period of five (5) years after date of action unless sanctions or the dean specify that they should be retained for a longer period.

3. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed and any other pertinent information. This disciplinary record shall be maintained by the Office of the Dean of Students. It shall be treated as confidential, and shall not be accessible to or used by anyone other than the dean or university officials with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws, or court order or subpoena.

b. The dean shall may notify the registrar and/or other appropriate administrative offices if of disciplinary sanctions in compliance with FERPA regulations, restricts a student from being enrolled at the university or at a component of the system during the period of the sanction and/or if the sanction involves withholding of grades, official transcript, or degree; denial of degree; revocation of degree; withdrawal of diploma; bar against readmission; drop from enrollment; reduced or failing grade; suspension or expulsion from the university; or other sanction about which the registrar or administrative official would have a need to know.

If a student withdraws from a course and is ultimately found responsible for academic dishonesty, a sanction of "F" in the course, when assessed by the hearing officer/discipline committee, will replace any withdrawal notation on the transcript.

b.—

Section 49.24: Reserved

Subchapter DE. Sanctions

Section 49.25: ~~Authorized Disciplinary~~ Sanctions

a. One or more of the following penalties may be assessed by the dean pursuant to Section 49.11 or, with the exception of admonition or warning probation, by the hearing officer after a

hearing. Sanctions that may be imposed include, but are not limited to:

1. ~~admonition~~ **Written or verbal warning.** The student will be notified that continuation or repetition of the specified conduct may be cause for further disciplinary action
2. ~~warning~~ **Developmental probation.** Requires a student or members of an organization to satisfy conditions related to the violation, such as counseling, educational seminars, or periodic meetings with a designated University official. This may be effective in providing educational opportunities for the student to participate in discussions that will explore alternative behaviors.
- 2-3. ~~disciplinary probation~~ **Educational sanction.** An educational sanction may include the requirement to complete or attend educational activities, programs, or presentations, or any other learning experience deemed necessary.
- 3-4. ~~withholding of grades, official transcript or degree~~ **Disciplinary probation.** Disciplinary probation identifies a specified period of time during which the student or organization is required to comply with terms and conditions that include not engaging in further conduct in violation of this Chapter. Any conduct in violation of these regulations while in a probationary status may result in the imposition of a sanction of suspension or expulsion or the removal of an organization's official registration.
- 4-5. ~~bar against readmission and/or cancellation of enrollment~~ **Withholding of grades, official transcript of degree.** May be imposed until all disciplinary processes are complete and sanctions, if any, are fulfilled. The dean may take such action pending a hearing and/or exhaustion of appellate rights when in his or her opinion, the best interests of the system or the university would be served by this action.
- 5-6. ~~Restitution or reimbursement for damage to or misappropriation of university property~~ **Restriction against readmission and/or cancellation of enrollment.**
- 6-7. ~~Suspension of rights and privileges, including participation in athletic or extracurricular activities~~ **Restitution or reimbursement.** Reimbursement for damage to or misappropriation of university or individual property. Reimbursement may take the form of appropriate service

Comment [GF22]: This section needs to follow "violations"

- ~~to repair or otherwise compensate for damages, for damage to or misappropriation of university property;~~
- ~~7-8. failing grade for an examination or assignment or course and/or cancellation of all or any portion of prior course credit.~~ **Suspension of rights and privileges.** A student or organization may have specific privileges removed or restricted as a way to learn from the consequences of their behavior. During the period of suspension, the student or organization may be prohibited from participation in athletic or extracurricular activities; taking part in a registered student organization's activities and attending its meetings or functions; denial of use or access to facilities, living in on-campus housing or representing the University in any way, including participation in athletic or extracurricular activities;
- ~~8. denial of degree.~~ **Grade Modification.** Academic sanctions, including failing grades, may be assigned to a student for a course or assignment in which he or she was found responsible for academic dishonesty. If a student withdraws from a course in which disciplinary action is pending and is ultimately found responsible for academic dishonesty, a sanction of "F" in the course will replace any withdrawal notation on the transcript, failing grade for an examination or assignment or course and/or cancellation of all or any portion of prior course credit;
- ~~9. suspension from the university for a specified period of time.~~ **Denial of degree.**
- ~~9-10. expulsion (permanent separation from the university).~~ **Community service hours.** A student may be required to complete a specified number of community service hours.
- ~~10-11. revocation of degree or withdrawal of diploma.~~ **Suspension.** Suspension from the university is for a specified amount of time and prohibits, during the period of suspension, the student from entering the university campus, except in response to an official request. The student must comply with all conditions imposed prior to reenrollment.
- ~~12. housing probation.~~ **Expulsion.** Permanent separation of the student from the university.
- ~~11-13. other sanction as deemed appropriate under the circumstances.~~ **Deferred suspension.** Suspension will be

- postponed, but will be automatic if the student commits any additional rule violations while on deferred suspension.
- ~~12-14.~~ **Revocation of degree or withdrawal of diploma.** May be imposed when the violation involves academic dishonesty that is discovered after awarding of the degree.
- ~~13. housing probation; and/or~~
- ~~14-15.~~ other sanctions as deemed appropriate under the circumstances.
- ~~b. If the hearing officer finds a student responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the hearing officer must assess a minimum sanction of suspension for a specified period of time and/or suspension of rights and privileges as provided in Subsections 49.25(a) (7) and (10) of this Chapter.~~ In the case of hearings regarding allegations against a student organization, additional sanctions are authorized in Chapter 45.
- ~~e-b.~~ In the case of hearings regarding allegations against a student organization, additional penalties are authorized in Chapter 45, Section 45.26. ~~No former student who has been suspended or expelled for disciplinary reasons from an institution of the system shall be permitted on the campus of any UT System institution during the period of such suspension or expulsion without the prior written approval of the chief student affairs administrator of the institution at which the suspended or expelled student wishes to be present.~~

Section 49.26-29: Nature of Disciplinary Sanctions Reserved

- ~~1. An admonition is a written reprimand from the dean to the student on whom it is imposed.~~
- ~~2. Warning probation indicates that further violations will result in more severe disciplinary action. Warning probation may include conditions related to the offense, such as counseling, educational seminars, or unpaid work assignments. Failure to meet the condition(s) shall be considered an additional violation.~~
- ~~1. Disciplinary probation indicates a specified period of time during which the student is required to comply with specified terms and conditions that include not engaging in further conduct in violation of this Chapter. Disciplinary probation may include conditions related to the offense, such as counseling, educational seminars,~~

Comment [GF23]: Combined with 49.25.

- or unpaid work assignments. Failure to meet the condition(s) shall be considered an additional violation.
3. —
4. Withholding of grades, officially certified transcript or degree may be imposed upon a student who fails to pay a debt owed the university, and the sanction terminates on payment of the debt. These sanctions may also be imposed for other violations including academic dishonesty. The dean may take such action pending a hearing and/or exhaustion of appellate rights when in his or her opinion, the best interests of the system or the university would be served by this action.
5. Restitution is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
6. Suspension of rights and privileges is an elastic sanction. Limitations may be imposed to fit the particular case. During the period of suspension, the student may be prohibited from participation in official athletic and athletic extracurricular activities; joining a registered student organization; taking part in a registered student organization's activities and attending its meetings or functions; and nonathletic extracurricular activity. A suspension may be imposed for not more than one calendar year.
7. A failing grade or other academic sanction may be assigned to a student for a course in which he or she was found guilty of academic dishonesty.
8. A student found guilty of academic dishonesty may be denied his or her degree.
9. Suspension from the university prohibits, during the period of suspension, the student from entering the university campus, except in response to an official summons. Suspension may be imposed for not more than one calendar year, after which application may be made for readmission.
10. Expulsion from the university is permanent and includes the same prohibitions as those for suspension.
11. No former student who has been suspended or expelled for disciplinary reasons from a component institution of the system shall be permitted on the campus of any component institution during the period of such suspension or expulsion without the prior written approval of the chief student affairs administrator of the component institution at which the suspended or expelled student wishes to be present.
12. Housing probation is imposed for behavior that indicates an unwillingness or inability to conform to the standards of a

community living situation. It requires that during the period of probation the student demonstrate that he/she is capable of conduct in conformance with University Village, Waterview Park, and university rules. Other reasonable and appropriate restrictions or conditions on housing activities and privileges during the probationary period may be imposed including periodic conferences with professional staff members or reassignment of housing.

13. Revocation of the degree and withdrawal of the diploma may be imposed when the violation involves academic dishonesty or otherwise calls into question the integrity of the work required for the degree.
14. Other sanctions may be imposed when, in the opinion of the dean or the hearing officer, the best interests of the System or the university would be served.

Subchapter ~~EE~~. Appeal of Decisions

Section 49.30: Procedures

- a. A student may appeal a disciplinary sanction assessed by the dean. A student and/or the dean may appeal the ~~H~~hearing ~~o~~fficer's/Discipline Committee decision to the president by following the procedures set forth in this section.
- b. The appealing party must submit a written appeal (hardcopy only; no electronic submissions), stating the specific reasons for the appeal and any argument, to the president of the university, with a copy to the other party(s). The appeal must be stamped as received by the President's Office no later than ~~fourteen (14)~~three (3) days after the appealing party has been notified of the sanction assessed by the dean, ~~or~~ the decision of the Discipline Committee, or the decision of the hearing officer. If the notice of sanction assessed by the dean, the Discipline Committee, or the decision of the hearing officer is sent by mail, the ~~date the notice or decision is mailed~~ initiates the fourteen (14) day period for the appeal. decision will be considered to have been received on the third day after the mailing, excluding any intervening Saturday or Sunday. If the decision is sent via email, the decision will be considered to have been received on the second day. The date of receipt will initiate the three day appeal period. The non-appealing party may submit a response to the appeal, which must be received by the President's

- Office no later than ~~five (5)~~ **three (3)** days after the receipt of the appeal with a copy to the other party.
- c. The appeal of the decision of the hearing officer or Discipline Committee will be reviewed solely on the basis of the official record from the hearing. The official record will consist of the recording of the hearing, the documents received in evidence and the decision of the Discipline Committee or Hearing Officer. At the request of the president, the recording of the hearing will be transcribed.
- d. Should the president so request, the dean shall cause the recording of the hearing to be transcribed and shall send the record to the president with a copy to the student. At the discretion of the president both parties may present oral arguments in an appeal from the decision of the hearing officer or Discipline Committee.
- e. Upon consideration of the appeal, the president may:
- 1) Approve, reject, or modify the decision.
 - 2) Modify the sanction to make it more or less severe.
 - 3) ~~or~~ In the event of a formal hearing, may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.
- e-f. ~~If the finding as to responsibility is upheld by the president in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced below the minimum sanction prescribed by Subsection 49.25(b) of this Chapter.~~
- f-g. The action of the president shall be communicated in writing to the student and the dean within ~~thirty (30)~~ **fourteen (14)** days after the appeal and related documents have been received. The decision of the president is ~~the final appellate review.~~

Subchapter G. ~~Financial Transactions~~ ~~with the University~~ **Sexual Assault** (temporary placement)

Section 49.38: Sexual Assault

- a. It is the policy of the university to strive to maintain an environment that is free from intimidation and inappropriate sexual conduct. In particular, the university will not tolerate any form of sexual assault, including, but not limited to, acquaintance rape, date rape, sodomy, sexual assault with an object, fondling or any other form of non-consensual sexual activity.
- b. A student who individually, or in concert with others, participates or attempts to participate in a sexual offense, regardless of whether it takes place on or off campus, is subject to disciplinary action under Subchapter C, notwithstanding any action that may or may not be taken by the civil authorities.
- c. The university encourages any person who is the victim to immediately report the incident to any of the "Campus Security Authorities" (university police, office of the Dean of Students, university residence life personnel and Deans, Directors, Department Heads, except those with significant counseling responsibilities). Other university personnel which may be contacted are Student Health Services and the Women's Center. There is no requirement to notify law enforcement authorities of a sexual offense; however, the university encourages all victims to do so and university personnel will assist in notifying local and campus police to report a sexual offense. University police should be notified as soon as possible (the preservation of evidence is crucial in a sexual offense case). Do not bathe, shower, douche, or change clothing. If needed, contact one of the above mentioned resources, or a support person for assistance. University police will handle all cases that occur on campus. If transportation is needed to obtain a medical examination, the university police department will arrange for transportation to the hospital. For the protection of the victim, a pseudonym can be used in the report process.
- d. When a student reports that the campus regulations prohibiting sexual assault have been violated, informal procedures that provide for the protection of the emotional health and physical safety of the complainant may be invoked. For example, a student who lives on campus may be moved to another campus living environment if he or she chooses and if accommodations are reasonably available. Similarly, a complainant may be allowed to make changes in his or her class schedule. Such arrangements will be made through the Office of the Dean of Students. If the complainant provides credible evidence that the accused student has engaged in prohibited sexual assault, the dean may take interim disciplinary action against the accused student as appropriate.

- e. A student who wishes to file a complaint that will be addressed by the University disciplinary system should contact the Dean of Students at 972-883-6391. A student may choose to file a complaint with the dean whether or not the student chooses to press criminal charges. A student who wishes to file a complaint against a faculty or staff member may contact the dean as well. Procedures for discipline and dismissal of staff and faculty are outlined in the university Handbook of Operating Procedures.
- f. Notwithstanding the rights of the accused student, faculty or staff member, a complainant under this policy is entitled to the following rights:
 1. The right to present his/her testimony during the disciplinary hearing.
 2. The right to have a support person present. This person is not entitled to represent the complainant nor to assist the complainant with his or her testimony. If the support person is to act as a witness, the hearing officer may require him or her to testify prior to the hearing.
 3. The right not to have evidence of his or her past sexual history with third parties admitted as evidence.
 4. The right to have the hearing closed to spectators.
 5. The right to know the outcome of the hearing to the extent permitted by the federal Family Educational Rights and Privacy Act.
- g. The University Counseling Center (972-883-2575) and the Dallas County Rape Crisis Center (214-653-8740) and the Collin County Rape Crisis Center (972-881-0088) are available to provide support services for anyone affected by any form of sexual assault. Students who may have been assaulted by someone who is not affiliated with the university may also contact any of the available university support services.

Below is a list of educational and preventative programs and support services on campus that address the issue of sexual assault. Brochures and other printed materials are available from each office. Additional information may be obtained by calling the numbers listed.

- h. STUDENT COUNSELING CENTER 972-883-2575
Individual and group counseling
Educational Programs

STUDENT HEALTH CENTER 972-883-2747
Educational and prevention information
Testing for sexually transmitted diseases after an assault
Presentations upon request

SUMMER ORIENTATION PROGRAMS--NEW STUDENT PROGRAMS
972-883-2456
Programs to provide awareness of sexual assault on campus
Resources for prevention and support

THE UNIVERSITY OF TEXAS AT DALLAS POLICE 972-883-2331

Crime prevention presentations that include issues related to assault

Escort service

Crime statistics information

RESIDENTIAL LIFE/HOUSING 972-883-5361

Peer Advisor training issues related to sexual assault

On site educational programs

Individual and group support and follow-up

Section 49.45: Tuition and Fees

~~A student who fails to provide full payment of tuition and fees, including late fees assessed, to the university when the payments are due is subject to one or more of the following actions at the university's option:~~

~~bar against readmission;~~

~~withholding of grades, degree and official transcript; and~~

~~all penalties and actions authorized by law.~~

~~Section 49.46: Returned Checks~~

~~Students will be assessed a fee for each returned check unless their bank provides written notification that the bank was at fault. Students who write bad checks to the university for tuition and fees will have their registration canceled unless full payment is made by the census day listed in the academic calendar shown in the current university catalog.~~

~~Section 49.47: Other Debts~~

~~Students who owe other debts to the university, including but not limited to parking and library fees, will be subject to a ban against readmission and withholding of grades, degree and official transcript.~~

Policy History

- Issued: June 5, 2008
- Revised: October 26, 2011
- [Revised: August 20, 2013](#)

Policy Links

Permalink for this policy: <http://policy.utdallas.edu/utdsp5003>

Link to PDF version: <http://policy.utdallas.edu/pdf/utdsp5003>

Link to printable version: <http://policy.utdallas.edu/print/utdsp5003>

Student Discipline and Conduct - UTDSP5003

Policy Statement

Chapter 49. Student Code of Conduct

Subchapter A. General Provisions

Section 49.01: Purpose

- a. Pursuant to the Regents Rules, the University of Texas at Dallas has developed its policy regarding student conduct and discipline in accordance with the UT System model policy. Each student is charged with notice and knowledge of and compliance with the contents and provisions thereof. The Dean of Students Office encourages student learning, growth, and development by promoting awareness of the University's expectations of behavior, holding students accountable for violations of these expectations, and developing educational sanctions designed to address the consequences of student decisions.
- b. All students are expected and required to obey federal, state and local laws and to comply with System and university rules and regulations.
- c. Students are responsible to both civil and criminal authorities. Disciplinary action pursuant to these regulations may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Disciplinary outcomes including finding of responsibility and sanctions shall not be subject to change because of criminal or civil outcomes.

Section 49.02: Scope

- a. This policy applies to student organizations as well as individual students. Student organizations are accountable for the conduct and actions of their members.
- b. An individual who is not currently enrolled as a university student remains subject to the disciplinary process for conduct that occurred during any period of enrollment.
- c. University officials shall decide if disciplinary action shall be taken for off-campus conduct on a case-by-case basis. Each student shall

be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree even when the conduct occurs prior to the beginning of classes and in between semesters. This includes conduct that is discovered after the awarding of a degree.

- d. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased, or otherwise controlled property or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct on or off campus that poses a substantial threat to persons or property within the institutional community.
- e. **Confidentiality of Disciplinary Process.** In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, a student's disciplinary files are considered "educational records." These records are confidential and may only be accessed by the student and as otherwise provided by law.

Section 49.03: Definitions

- a. In this chapter, unless the context requires a different meaning,
 1. a "day" means Monday through Friday except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergency situations;
 2. "dean" means the Dean of Students or a delegate of the Dean;
 3. "vice president" means the Vice President for Student Affairs;
 4. "president" means the President of The University of Texas at Dallas;
 5. "student" means a person enrolled or formerly enrolled at the university or a person accepted for admission or readmission to the university;
 6. "university" means The University of Texas at Dallas;
 7. "System" means The University of Texas System;
 8. "university rule" means a rule, a regulation or instruction contained in the university's Handbook of Operating Procedures or other official university publication or document;

9. "Hearing officer/discipline committee" means the individual or individuals selected in accordance with procedures adopted by the university pursuant to the recommendation of the Vice President for Student Affairs to hear disciplinary charges, make findings of fact, and, upon a finding of responsibility, impose the appropriate sanction(s);
10. "campus" consists of all real property, buildings, or facilities owned or controlled by UT Dallas.
11. "faculty" means any tenured or non-tenured, full or part-time instructor whose responsibility includes teaching;
12. "hearing advisor" means the individual who is responsible for oversight of administrative duties during or prior to the hearing;
13. "complainant" is defined as The University of Texas at Dallas or the person making a referral to the Dean of Students;
14. "respondent" is defined as the student or student group alleged to have violated the student standards of conduct in a complaint filed with the Dean of Students;
15. "sanction" is a consequence imposed in response to a violation of university rules, policies or procedures.
16. "May" is used in the permissive sense.
17. "Shall," "should," and "will" are used in the imperative sense.

Section 49.04: Reserved

Subchapter B. Administration of Discipline

Section 49.05: Dean

- a. The dean has primary authority and responsibility for the administration of student discipline.
- b. It shall be the dean's responsibility to investigate allegations that a student has violated a university or System rule, or any provision of federal, state, and/or local laws.
- c. In carrying out these responsibilities, the dean works cooperatively with academic administrators and faculty members in the disposition of academic dishonesty and with staff members in Residential Life in the disposition of campus housing violations.

The dean may seek, as needed, additional information from individuals who have expertise relative to the case, especially in instances of academic dishonesty involving technical material, projects, or assignments.

Section 49.06: Faculty Role in Academic Violations

- a. Judgments of academic dishonesty are distinguished from academic judgments concerning whether a student has or has not completed an assignment as required. The former involve considerations of misconduct and sanctioning and are the responsibility of the Dean of Students.

Under authority delegated by the dean, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

1. the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of the Student Code of Conduct;
2. the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
3. the student will be given an opportunity to present information on his/her behalf;
4. after meeting with the student, the faculty member may:
 - a. choose not to refer the allegation(s) if he/she determines that the allegation(s) are not supported by the evidence; or,
 - b. refer the allegation(s) to the Dean of Students along with a referral form and all supporting documentation of the alleged violation. The faculty member should forward the recommended sanction to be assessed or remedy to be applied if a student is found to be responsible for academic dishonesty;
5. the faculty member is encouraged to consult with the Dean of Students in determining the recommended sanction;
6. the faculty member must not impose any independent sanctions upon the student in lieu of a referral to the Dean of Students;

7. the faculty member may not impose a sanction of suspension or expulsion, but may make this recommendation in the referral documentation.
8. referrals should be submitted within a reasonable time, generally within one week after the alleged incident.

If the faculty member chooses not to meet with the student, he/she must forward the appropriate documentation to the Dean of Students. The faculty member should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the Dean of Students for investigation.

- b. Upon receipt of the referral form and supporting material/documentation from the faculty member, the dean shall proceed under Subchapter D. If the student is found in violation of the code of conduct, the dean will review the student's prior disciplinary record and assess sanctions appropriate to the circumstances. The dean will inform the student and the faculty member of the decision.
- c. If a student withdraws from a course and is ultimately found responsible for academic dishonesty, a sanction of "F" in the course, when assessed by the hearing officer/discipline committee, will replace any withdrawal notation on the transcript.
- d. The student, pending disciplinary action, remains responsible for all academic exercises and syllabus requirements. The student may remain in class if the student's presence in the class does not interfere with the professor's ability to teach the class or the ability of other class members to learn. (See Section 49.07 for additional information regarding the removal of a student from class)

Section 49.07: Faculty Role in Student Misconduct

- a. Primary responsibility for managing the classroom environment rests with the faculty. Misconduct reported by faculty will usually involve disruptive behavior in class or in relation to a class. Under authority delegated by the dean, a faculty member who has reason to believe that a student has engaged in disruptive behavior may do one of the following:
 1. If the disruptive behavior was directly witnessed by the faculty member or if the faculty member has clear documentary evidence, the case should be referred directly

to the dean with the reasons and/or evidence for the charge and a recommendation for resolution. The dean shall proceed under Subchapter D; or

2. If the disruptive behavior was not directly witnessed by the faculty member but was witnessed or reported by students or others, the faculty member may meet with the student(s) involved and discuss the alleged violation and the evidence that supports the allegation. Such meetings should be documented to the extent possible. After such meeting or meetings, the faculty member may refer the allegation(s) with the assembled documentation to the dean with a recommendation for resolution, or choose not to refer the allegations to the dean if the faculty member concludes that they are not supported by the evidence.
3. If the faculty member considers the behavior of the student menacing or threatening, he or she may ask the Dean of Students to remove the student from his or her class or from the campus with immediate effect until the matter is formally resolved. This request may be made while the faculty member is still assembling the documentation of the misconduct in question, or it may accompany the documentation. The dean will promptly notify the faculty member and the concerned associate dean for graduate or undergraduate education regarding the actions taken in response to such requests.
- b. Students who engage in any acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. This provision is not designed to be used as a means to admonish classroom dissent. The expression of a disagreement with the instructor is not in itself disruptive behavior.
- c. A student who repeatedly engages in disruptive classroom behavior shall be referred by the faculty member to the dean who will proceed under the provisions of Subchapter D.
- d. Students will, generally, not be removed permanently from the classroom without a complete investigation by the Dean of Students.

Section 49.08: Staff Role in Student Misconduct

- a. Misconduct reported by staff will usually involve menacing or abusive behavior to which they are subject to as representatives of

university offices. Under authority delegated by the dean, a member of the university staff who has been subject to abusive or menacing behavior or who has witnessed menacing, abusive, or disruptive behavior may do either of the following:

- 1) Call the campus police to have the offending person escorted off campus. The police will report the matter to the Dean of Students. The dean shall proceed under Subchapter D; or
 - 2) Report the matter to his/her supervisor and the Dean of Students. The report should include the staff person's written account of the incident and any additional documentation that might be available. The dean shall proceed under Subchapter D;
- b. If the misconduct or disruptive behavior was not directly witnessed by the staff person but was witnessed or reported by students or others, the staff person may either refer the matter to the Dean of Students directly or refer the witnesses to the supervisor of the department. In the former case, the staff person should provide as much documentation as possible. The dean shall proceed under Subchapter D.

Section 49.09: Reserved

Subchapter C. Student Standards of Conduct

Section 49.10: Discipline Expectations

The University of Texas at Dallas has rules and regulations for the orderly and efficient conduct of their business, and each student is charged with notice knowledge of and compliance with the contents and provisions thereof.

Because the value of an academic degree depends on the absolute integrity and character of the student the university expects all students to maintain a high level of responsibility with respect to their behavior. As a member of the university community, it is imperative that a student maintain a high standard of individual responsibility and civility.

The dean may initiate disciplinary proceedings under Subchapter D against a student accused of a violation of the Code of Conduct upon complaint by a faculty member, a student or other source.

Any behavior which may have been influenced by the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.

Academic exercises include all forms of work submitted for credit or hours. Academic dishonesty includes the submission for academic credit material that is not one's original independent work. As a general rule, it includes plagiarism, cheating, fabrication, collaboration/collusion the submission for credit of any work or materials that are attributable in whole or part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts or the facilitation of such acts. Subsequent submissions of substantial portions of a previously submitted work without express written permission of the current instructor may be considered an act of academic dishonesty.

The dean may initiate disciplinary proceedings under Subchapter D against a student for misconduct as well as academic matters. For the purposes of this section, the following definitions apply:

1. **Plagiarism.** The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper acknowledgement.
2. **Cheating.** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Academic exercise includes all forms of work submitted for credit or hours.
3. **Fabrication.** Falsification or creation of any information, data or citation in an academic exercise.
4. **Collaboration and/or Collusion.** Seeking or providing aid to another student without permission in completion of any assignment submitted for academic credit.
5. **Facilitation.** Helping or attempting to help another in the completion of any assignment submitted for academic credit.
6. **Violation of State or Federal Laws.** Any violation of a federal state, or local law either on or off campus.

7. **Firearms, dangerous weapons, explosives and hazardous materials.** Illegal or unauthorized possession or use of any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical or weapon in a manner that harms, threatens or causes fear.
8. **Conduct dangerous to others.** Any conduct that endangers the health or safety of another; this includes but is not limited to physical abuse, verbal abuse, threats, intimidation, harassment and coercion.
9. **Stalking.** Conduct directed at a specific person that would cause a reasonable person to feel fear.
10. **Theft, Misappropriation or Unauthorized Sale.** Any act or attempted act of theft, misappropriation or unauthorized possession or sale of university property or services. or property belonging to another.
11. **Misuse or Damage to Property.** Any act of vandalism, damage, destruction or misuse of university property or that of another.
12. **Hazing.** Engages in hazing, submits to hazing, or fails to report first-hand knowledge of hazing incidents; such conduct is prohibited by state law. Hazing is defined by state law as, "...any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution." Any person with knowledge that a specific hazing incident has occurred on or off campus must report the incident to the dean.
13. **Alcohol.** Use or possession of alcoholic beverages on property and in buildings and facilities owned or controlled by the System or the university by anyone under the age of 21 or the distribution of alcoholic beverages to anyone under the age of 21.
14. **Drugs.** The use, possession or manufacture of any drug or controlled substance or sale or distribution of any such drug or controlled substance. Medications prescribed by a physician and in the possession of the individual for which the prescription was written, or medications that have been legally obtained, such as over-the-counter drugs are exempt.
15. **Drug Paraphernalia.** The use or possession of equipment, products, or material which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.
16. **Gambling.** Engages in illegal gambling.
17. **Obstruction of or Interference with Institutional Activities or Facilities.** Any interference with or obstruction of any institutional program, activity, event or facilities, including, but not limited to:
 - a. Any unauthorized occupancy or entry of institution or institutionally controlled facilities or blockage of access to or from such facilities;
 - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutionally controlled activity, program, event or facility;
 - c. Any obstruction or delay of emergency personnel in the performance of their duties;
 - d. Leading, inciting or participating in activities to disrupt scheduled activities of the University; or,
 - e. Interference with the instructor's ability to teach class or the ability of other students to participate in the instructional activity.
18. **Violation of General Rules and Regulations.** Violates any rule or regulation including the failure to perform any required action or the performance of any prohibited actions.
19. **Identification Cards or Documents.** Any forgery, alteration of or unauthorized use of institution documents, forms, records, or identification cards, including the giving of false information to University personnel or the withholding of necessary information in connection with a student's admission, enrollment or status at the university.
20. **Sexual Misconduct.** Physical contact of a sexual nature which is against one's will or without one's consent.
21. **Disruptive conduct.** Engages in disorderly, lewd, indecent, inappropriate, loud, or obscene conduct or

behavior that interferes with the orderly functioning of the university or interferes with an individual's pursuit of an education.

22. **Attempted or Unauthorized access to institutional facilities and/or grounds.** Engages in the unauthorized use or occupancy of property, buildings, or facilities owned or controlled by the System or the university.
23. **Failure to comply with the instructions of a University official.** Fails to comply with a verbal or written request or instruction of an official of the university or the System acting in the course of his or her duties.
24. **Abuse of the Discipline Process:**
 - a. gives false testimony or other evidence at a campus disciplinary or other administrative proceeding;
 - b. disruption or interference with the orderly conduct of a judicial proceeding;
 - c. knowingly making a false allegation or filing a false complaint;
 - d. any attempt to influence the impartiality of a Discipline Committee member or hearing officer;
 - e. verbal or physical harassment or intimidation of a Discipline Committee member, hearing officer, complainant or witness;
 - f. failure to comply with the sanctions imposed by the Discipline Committee or hearing officer.
25. **Skateboards, Skates, Bicycles or similar devices.** The use of skateboards, roller skates, roller blades, and bicycles inside university facilities or in unauthorized outdoor areas is prohibited.
26. **Attempts and Aiding and Abetting the Commission of Offenses.** Attempts, aids, abets, conspires, hires, has knowledge of, or is present during the planning or commission of any offense listed in this chapter.
27. **Motor Vehicles.** Failure to register a motor vehicle used on the campus with Parking and Transportation Services.
28. **Duplication or Unauthorized Possession of Keys.** Making, causing to be made, or possessing any key for a University facility without proper authorization.
29. **Unauthorized Surveillance.** Making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy. This includes but is not limited to taking video or photographic

images in shower/locker rooms, residence hall rooms, and men's or women's restrooms and storing, sharing, and/or distributing such unauthorized images by any means.

Section 49.11 – 49.14: Reserved

Subchapter D. Disciplinary Proceedings and Disposition

Section 49.15: Investigation

- a. All allegations and information that a student has engaged in conduct proscribed herein shall be given to the dean.
- b. Action under this chapter may go forward regardless of other possible or pending administrative, civil or criminal proceedings arising out of the same or other events.
- c. The dean shall investigate the alleged violation. The preliminary investigation shall include a summons to the accused student in accordance with Section 49.19 to confer with the accused student concerning the allegations. Following completion of the investigation, the dean may:
 1. dismiss the allegation;
 2. proceed administratively under Section 49.16; or
 3. prepare a hearing notice based on the allegation and proceed under Section 49.18.
- d. Pending a hearing or other disposition of allegations against a student, the dean may take such immediate interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the institution. This includes but is not limited to a suspension and ban from the campus when it reasonably appears to the dean from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the university. In the case of interim discipline, a hearing will generally be held under the hearing procedures specified in Section 49.18-21 within three (3) days after the interim disciplinary action was taken; however, at the discretion of the dean the three (3) day period may be extended for a period not to exceed an additional ten (10) days.
- e. Notwithstanding the above, the dean may withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a

student alleged to have violated a rule or regulation of the System or the university that would reasonably allow the imposition of such sanction. The dean may take such action pending a hearing, resolution by administrative disposition, and/or exhaustion of appellate rights if the dean has provided the student an opportunity to provide a preliminary response to the allegations and, in the opinion of the dean, the best interests of the System or the university would be served by this action.

Section 49.16: Administrative Disposition

- a. In any case where the accused student elects not to dispute the facts upon which the charges are based, the student may execute a written waiver of the hearing procedures and accept the sanction(s) or reserve the right to appeal the sanction(s).
- b. An appeal of the sanction will be to the president of the university. The appeal is considered on the basis of written arguments of the student and the dean.

In the event a student disputes the facts and/or allegations or at the discretion of the Dean of Students, a hearing before the Discipline Committee may be arranged.

Section 49.17: Discipline Committee

In those cases in which the respondent disputes the facts and/or allegations upon which the alleged conduct violations are based, or at the discretion of the Dean of Students such allegations shall be heard and determined by a fair and impartial panel comprised of UT Dallas faculty, selected from a pool as determined by the academic senate, and UT Dallas students.

The Dean of Students or designee, in consultation with the committee member(s), shall determine whether the committee member(s) can serve with fairness and objectivity.

The Discipline Committee shall:

1. maintain an orderly hearing and permit no person to be subjected to abusive treatment and may eject or exclude anyone who refuses to be orderly;

2. render and provide the dean and the respondent a written decision that contains findings of fact and a conclusion as to whether the respondent is responsible for the violations as charged;
3. upon a finding of responsibility, assess the relevant sanction(s);
4. in cases involving a crime of violence, notify the alleged victim of the decision. The alleged victim, upon receipt of information regarding the decision, shall be bound to keep in confidence such information.

Section 49.18: Student Rights and Hearing Procedures

- a. The following rights and procedures are provided to the respondent and/or complainant as specified:
 1. The respondent shall be advised of the time, place and location of the hearing at least five (5) days in advance.
 2. The respondent shall be advised in writing of the alleged violations of which he/she is being charged.
 3. All parties will make available in the Dean of Students office a list of witnesses, a summary of witness statements, and copies of documents to be presented at the hearing at least three (3) days prior to the hearing.
 4. Each party shall have the right to appear, present documentary evidence, present and question witnesses and be assisted by one advisor of his/her choice. An advisor may not serve as a witness. An advisor may confer with and advise their respective party, but shall not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the Discipline Committee. If the respondent's advisor is an attorney, the dean's advisor may be an attorney. If the student chooses an advisor who is an attorney, the student must give written notice of the name and address of the attorney to the dean at least three (3) days before the time set for commencement of the hearing.
 5. The respondent may challenge the impartiality of the Discipline Committee. The challenge must be in writing, stating the reasons for the challenge, and be submitted to the Dean of Students at least three (3) days prior to the hearing.
 6. Formal rules of evidence do not apply. No evidence other than that admitted at the hearing shall be considered by the Discipline Committee.

- a. The Discipline Committee may exclude evidence which in its judgment is immaterial, irrelevant, or unduly repetitious;
 - b. In order to be admissible, documents and statements of witnesses must be relevant to the issues to be decided by the Discipline Committee. Generally, evidence is relevant if it tends to prove or disprove the facts at issue. There must be some logical connection between the evidence offered and the facts that are in dispute. Upon objection, evidence that is not relevant should be excluded;
 - c. Statements of witnesses should be based upon the personal knowledge or observation of the witness. Written statements will be accepted at the discretion of the Hearing Officer/Discipline committee;
 - d. Evidence that is merely cumulative of evidence already in the record should be excluded by the Discipline Committee upon objection or upon a determination by the Discipline Committee that it is merely repetitious. The Discipline Committee has the discretion to determine when further evidence on an issue becomes repetitive.
7. The dean has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of credible evidence. The standard of proof required for a finding of responsibility is a preponderance of the evidence.
 8. Any party has the right to appeal.
 9. The hearing will be recorded and becomes a part of the official record of the hearing.
- b. Such hearings shall be closed to all persons other than the respondent, the dean, an advisor for each of them, the Discipline Committee members, witnesses while they are presenting evidence, and the hearing advisor.

Section 49.19: Notices

- a. The dean shall prepare notices as appropriate to the student charged.
- b. A student may be sent a written notice/summons from the dean requiring a meeting for purposes of the investigation and/or to discuss the allegations. The written correspondence shall specify a

place and time for the meeting. If the correspondence is sent first-class mail, at least three (3) days' notice must be given. If the correspondence is sent via email or hand delivered at least two (2) days' notice is required. The correspondence may be mailed to the address appearing in the records of the registrar, e-mailed to the student at the student's UTD e-mail address, or may be hand delivered to the student.

- c. If a student fails to respond to a written notice/summons without good cause, as determined by the dean, the dean may alter the status of the student's enrollment until the student complies with the notice, or the dean may proceed to implement hearing procedures in accordance with Section 49.18.
- d. Except in those cases where immediate interim disciplinary action has been taken, the dean shall initiate hearing procedures against the respondent by providing the student at least five (5) days written notice of the date, time, and place of the hearing and the names of those individuals who may serve on the Discipline Committee. The hearing notice letter shall provide a statement of the accusation(s) and a summary statement of the evidence supporting the accusation(s).
- e. The hearing notice may be delivered in person to the student, emailed to the student's UTD email address or mailed to the student at the address appearing in the registrar's records. A hearing notice will be considered to have been received on the third day after being sent, excluding any intervening Saturday or Sunday. The date for a hearing may be postponed for good cause by agreement of the student and Dean of Students.
- f. A hearing notice sent to the address listed in the registrar's records shall constitute full and adequate notice. The failure of a student to provide the registrar with a current address, the refusal to accept delivery of the letter, or failure to read mail or e-mail shall not be a good cause for failure to respond to the notice.
- g. If a student fails without good cause, as determined by the dean, to comply with a hearing notice sent under Subsection d, the hearing will proceed as scheduled and the student will be notified of the decision of the Discipline Committee in accordance with Section 49.18.

Section 49.20: Reserved

Section 49.21: Conduct of Hearings

- a. Hearings shall proceed generally as follows:
 1. the hearing officer/chair will acknowledge that the respondent was informed of his or her rights in accordance with Section 49.18;
 2. the dean presents opening statements and evidence;
 3. the respondent presents his or her opening statements and evidence;
 4. the dean calls any witness(es). The respondent will have the right to question those witnesses..
 5. upon completion of presentation of the dean's witnesses, the respondent shall present his/her witnesses, and the dean shall have the right to question any witnesses;
 6. each side may offer summary comments, beginning with the dean;
 7. the hearing officer/committee will have the opportunity to question all parties and witnesses involved at any time during the hearing;
 8. the hearing officer/committee will determine whether or not the student is responsible.
 9. if the student is found responsible, sanctions will be determined.
 10. if the student is found responsible by the Discipline Committee for the allegation(s), sanction(s) as determined by the Discipline Committee will be imposed.
 11. In the case of academic dishonesty, the recommended sanction as provided by the faculty member, will be considered by the Discipline Committee. Should the student be absolved of the allegations of academic dishonesty by the Discipline Committee, the faculty member will reassess the student's grade based on this finding.
- b. Consolidated Hearings
 1. where more than one student is charged with conduct arising out of a single occurrence, or out of connected multiple occurrences, a single hearing may be held for all of the students so charged. Such students may request that their case be consolidated with others, or separated from others.
 2. the Dean of Students shall make determinations regarding consolidation.

a. **Section 49.22: Reserved:**

- 1.
- 2.
3. .

Section 49.23: Disciplinary Records

- a. Disciplinary records shall be maintained as provided herein:
 1. The university shall maintain a permanent disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of degree and/or withdrawal of diploma.
 2. Records developed in cases in which a lesser sanction has been imposed will be retained for a period of five (5) years after date of action unless sanctions or the dean specify that they should be retained for a longer period.
 3. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed and any other pertinent information. This disciplinary record shall be maintained by the Office of the Dean of Students. It shall be treated as confidential, and shall not be accessible to or used by anyone other than the dean or university officials with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws, court order or subpoena.
- b. The dean may notify the registrar and/or other appropriate administrative offices of disciplinary sanctions in compliance with FERPA regulations.

If a student withdraws from a course and is ultimately found responsible for academic dishonesty, a sanction of "F" in the course, when assessed by the hearing officer/discipline committee, will replace any withdrawal notation on the transcript.

Section 49.24: Reserved

Subchapter E. Sanctions

Section 49.25: Sanctions

- a. Sanctions that may be imposed include, but are not limited to:
 1. **Written or verbal warning.** The student will be notified that continuation or repetition of the specified conduct may be cause for further disciplinary action
 2. **Developmental probation.** Requires a student or members of an organization to satisfy conditions related to the violation, such as counseling, educational seminars, or

periodic meetings with a designated University official. This may be effective in providing educational opportunities for the student to participate in discussions that will explore alternative behaviors.

3. **Educational sanction.** An educational sanction may include the requirement to complete or attend educational activities, programs, or presentations, or any other learning experience deemed necessary.
4. **Disciplinary probation.** Disciplinary probation identifies a specified period of time during which the student or organization is required to comply with terms and conditions that include not engaging in further conduct in violation of this Chapter. Any conduct in violation of these regulations while in a probationary status may result in the imposition of a sanction of suspension or expulsion or the removal of an organization's official registration.
5. **Withholding of grades, official transcript of degree.** May be imposed until all disciplinary processes are complete and sanctions, if any, are fulfilled. The dean may take such action pending a hearing and/or exhaustion of appellate rights when in his or her opinion, the best interests of the system or the university would be served by this action.
6. **Restriction against readmission and/or cancellation of enrollment.**
7. **Restitution or reimbursement.** Reimbursement for damage to or misappropriation of university or individual property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
8. **Suspension of rights and privileges.** A student or organization may have specific privileges removed or restricted as a way to learn from the consequences of their behavior. During the period of suspension, the student or organization may be prohibited from participation in athletic or extracurricular activities; taking part in a registered student organization's activities and attending its meetings or functions; denial of use or access to facilities, living in on-campus housing or representing the University in any way.
9. **Grade Modification.** Academic sanctions, including failing grades, may be assigned to a student for a course or assignment in which he or she was found responsible for

academic dishonesty. If a student withdraws from a course in which disciplinary action is pending and is ultimately found responsible for academic dishonesty, a sanction of "F" in the course will replace any withdrawal notation on the transcript. **Denial of degree.**

10. **Community service hours.** A student may be required to complete a specified number of community service hours.
 11. **Suspension.** Suspension from the university is for a specified amount of time and prohibits, during the period of suspension, the student from entering the university campus, except in response to an official request. The student must comply with all conditions imposed prior to reenrollment.
 12. **Expulsion.** Permanent separation of the student from the university.
 13. **Deferred suspension.** Suspension will be postponed, but will be automatic if the student commits any additional rule violations while on deferred suspension.
 14. **Revocation of degree of withdrawal of diploma.** May be imposed when the violation involves academic dishonesty that is discovered after awarding of the degree.
 15. other sanctions as deemed appropriate under the circumstances.
- b. In the case of hearings regarding allegations against a student organization, additional sanctions are authorized in Chapter 45. In the case of hearings regarding allegations against a student organization, additional penalties are authorized in Chapter 45, Section 45.26. No former student who has been suspended or expelled for disciplinary reasons from an institution of the system shall be permitted on the campus of any UT System institution during the period of such suspension or expulsion without the prior written approval of the chief student affairs administrator of the institution at which the suspended or expelled student wishes to be present.

Section 49.26-29: Reserved

- 1.

Subchapter F. Appeal of Decisions

Section 49.30: Procedures

- a. A student may appeal a disciplinary sanction assessed by the dean. A student and/or the dean may appeal the Hearing Officer/Discipline Committee decision to the president by following the procedures set forth in this section.
- b. The appealing party must submit a written appeal (hardcopy only; no electronic submissions), stating the specific reasons for the appeal and any argument, to the president of the university, with a copy to the other party(s). The appeal must be stamped as received by the President's Office no later than three (3) days after the appealing party has been notified of the sanction assessed by the dean, the decision of the Discipline Committee, or the decision of the hearing officer. If the notice of sanction assessed by the dean, the Discipline Committee, or the decision of the hearing officer is sent by mail, the decision will be considered to have been received on the third day after the mailing, excluding any intervening Saturday or Sunday. If the decision is sent via email, the decision will be considered to have been received on the second day. The date of receipt will initiate the three day appeal period. The non-appealing party may submit a response to the appeal, which must be received by the President's Office no later than three (3) days after the receipt of the appeal with a copy to the other party.
- c. The appeal of the decision of the hearing officer or Discipline Committee will be reviewed solely on the basis of the official record from the hearing. The official record will consist of the recording of the hearing, the documents received in evidence and the decision of the Discipline Committee or Hearing Officer. At the request of the president, the recording of the hearing will be transcribed.
- d. Should the president so request, the dean shall cause the recording of the hearing to be transcribed and shall send the record to the president with a copy to the student. At the discretion of the president both parties may present oral arguments in an appeal from the decision of the hearing officer or Discipline Committee.
- e. Upon consideration of the appeal, the president may:
 - 1) Approve, reject, or modify the decision.
 - 2) Modify the sanction to make it more or less severe.
 - 3) In the event of a formal hearing, may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

- f.
- g. The action of the president shall be communicated in writing to the student and the dean within fourteen (14) days after the appeal and related documents have been received. The decision of the president is final.

Subchapter G. Sexual Assault (*temporary placement*)

Section 49.38: Sexual Assault

- a. It is the policy of the university to strive to maintain an environment that is free from intimidation and inappropriate sexual conduct. In particular, the university will not tolerate any form of sexual assault, including, but not limited to, acquaintance rape, date rape, sodomy, sexual assault with an object, fondling or any other form of non-consensual sexual activity.
- b. A student who individually, or in concert with others, participates or attempts to participate in a sexual offense, regardless of whether it takes place on or off campus, is subject to disciplinary action under Subchapter C, notwithstanding any action that may or may not be taken by the civil authorities.
- c. The university encourages any person who is the victim to immediately report the incident to any of the "Campus Security Authorities" (university police, office of the Dean of Students, university residence life personnel and Deans, Directors, Department Heads, except those with significant counseling responsibilities). Other university personnel which may be contacted are Student Health Services and the Women's Center. There is no requirement to notify law enforcement authorities of a sexual offense; however, the university encourages all victims to do so and university personnel will assist in notifying local and campus police to report a sexual offense. University police should be notified as soon as possible (the preservation of evidence is crucial in a sexual offense case). Do not bathe, shower, douche, or change clothing. If needed, contact one of the above mentioned resources, or a support person for assistance. University police will handle all cases that occur on campus. If transportation is needed to obtain a medical examination, the university police department

- will arrange for transportation to the hospital. For the protection of the victim, a pseudonym can be used in the report process.
- d. When a student reports that the campus regulations prohibiting sexual assault have been violated, informal procedures that provide for the protection of the emotional health and physical safety of the complainant may be invoked. For example, a student who lives on campus may be moved to another campus living environment if he or she chooses and if accommodations are reasonably available. Similarly, a complainant may be allowed to make changes in his or her class schedule. Such arrangements will be made through the Office of the Dean of Students. If the complainant provides credible evidence that the accused student has engaged in prohibited sexual assault, the dean may take interim disciplinary action against the accused student as appropriate.
 - e. A student who wishes to file a complaint that will be addressed by the University disciplinary system should contact the Dean of Students at 972-883-6391. A student may choose to file a complaint with the dean whether or not the student chooses to press criminal charges. A student who wishes to file a complaint against a faculty or staff member may contact the dean as well. Procedures for discipline and dismissal of staff and faculty are outlined in the university Handbook of Operating Procedures.
 - f. Notwithstanding the rights of the accused student, faculty or staff member, a complainant under this policy is entitled to the following rights:
 1. The right to present his/her testimony during the disciplinary hearing.
 2. The right to have a support person present. This person is not entitled to represent the complainant nor to assist the complainant with his or her testimony. If the support person is to act as a witness, the hearing officer may require him or her to testify prior to the hearing.
 3. The right not to have evidence of his or her past sexual history with third parties admitted as evidence.
 4. The right to have the hearing closed to spectators.
 5. The right to know the outcome of the hearing to the extent permitted by the federal Family Educational Rights and Privacy Act.
 - g. The University Counseling Center (972-883-2575) and the Dallas County Rape Crisis Center (214-653-8740) and the Collin County Rape Crisis Center (972-881-0088) are available to provide support services for anyone affected by any form of sexual assault.

Students who may have been assaulted by someone who is not affiliated with the university may also contact any of the available university support services.

Below is a list of educational and preventative programs and support services on campus that address the issue of sexual assault. Brochures and other printed materials are available from each office. Additional information may be obtained by calling the numbers listed.

- h. STUDENT COUNSELING CENTER 972-883-2575
Individual and group counseling
Educational Programs

STUDENT HEALTH CENTER 972-883-2747
Educational and prevention information
Testing for sexually transmitted diseases after an assault
Presentations upon request

SUMMER ORIENTATION PROGRAMS--NEW STUDENT PROGRAMS
972-883-2456 Programs to provide awareness of sexual assault on campus
Resources for prevention and support

THE UNIVERSITY OF TEXAS AT DALLAS POLICE 972-883-2331

Crime prevention presentations that include issues related to assault

Escort service

Crime statistics information

RESIDENTIAL LIFE/HOUSING 972-883-5361

Peer Advisor training issues related to sexual assault

On site educational programs

Individual and group support and follow-up

Policy History

- Issued: June 5, 2008
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- Revised: August 20, 2013

Policy Links

Permalink for this policy: <http://policy.utdallas.edu/utdsp5003>

Link to PDF version: <http://policy.utdallas.edu/pdf/utdsp5003>

Link to printable version: <http://policy.utdallas.edu/print/utdsp5003>

BYLAWS GUIDELINES FOR SCHOOLS

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PREFACE

The purpose of these bylaws is to assure clear, transparent, and appropriate faculty and administrative processes for carrying out the major recurrent activities in each of the several schools of the university.

This is a template, not a rigid prescription. Uniformity is desirable because it can assure that the same general principles are being applied in the same way, but it should not come at the cost of recognizing real differences in the situations our several schools are responding to.

Bylaws should be clear, concise, and constructive. They should be process oriented rather than legalistic, representing a joint effort on the part of administration and faculty to arrive at mutually satisfactory ways to discuss and resolve common problems.

Academic tradition and Regents' rules recognize a number of areas of policy that are primarily the responsibility of faculty. Rule 40101, section 3, articulates them this way:

3 General Authority

Subject to the authority of the Board and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:

3.1 General academic policies and welfare.

- 3.2 Student life and activities.
- 3.3 Requirements of admission and graduation.
- 3.4 Honors and scholastic performance generally.
- 3.5 Approval of candidates for degrees.
- 3.6 Faculty rules of procedure. (Series: 40101)

The Board of Regents itself is responsible for other areas where the faculty has little voice, such as financial and fiscal security for the university as a whole, provision of physical facilities, and compliance with general law. The administration is in between, being delegated powers by the Regents but also responsible for carrying out academic policies established by the faculty. At the campus level, the division of responsibility between administration and faculty is represented by the rules and policies establishing the distinction between the faculty governance organization and the administration. These bylaws should establish how this division is implemented in schools and departments.

At the University of Texas at Dallas, the primary administrative unit is the school. The chief academic officer in a school is the dean. Each dean appoints an associate dean for undergraduate studies and an associate dean for graduate studies. Deans are appointed by the President and report to the Provost; all the deans together make up the Council of Deans.

In Texas generally, by Coordinating Board convention, the degree-granting unit of the university is the program. Faculty must therefore be assigned to programs to carry out their teaching obligations. Every program must be assigned to at least one school for administrative purposes. The bylaws should say how programs are formed and dissolved.

Most programs are assigned to only one school. However, programs may utilize courses offered by other programs and other schools. UT Dallas has always sought to encourage interdisciplinary cooperation in program design, content, and implementation.

All of the faculty members assigned to the programs of a school make up the faculty of the school. The faculty of the school are responsible for academic policy in the school as a whole, and for exercising oversight over the individual programs. University policy requires schools to establish faculty committees for some of these purposes. Schools may develop additional committees or bodies on their own. The school bylaws are the primary document for describing what bodies will be responsible for such oversight and how it is to be carried out.

If a school has departments, the school bylaws should say what these departments are, and what their powers and responsibilities are compared to the powers and responsibilities of the faculty of the school as whole.

Faculty research can be organized individually or through centers or institutes. School bylaws should say how centers are formed and dissolved.

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School bylaws must be drafted by a committee of faculty of the school elected by the faculty of the school by secret ballot. Before adoption they must be available for consideration by all the

faculty of the school. To be adopted, they must be approved by at least a majority of the faculty of the school in an open meeting with full notice and debate. A larger majority in favor is preferable. The stronger the consensus in support of the bylaws the better.

School bylaws may allow for departmental bylaws. Departmental bylaws should be consistent with school bylaws, which in turn should be consistent with UT rules and policies. If there are departmental bylaws, the departmental bylaws and the school bylaws together should be clear about which decisions are to be made at each level. Meetings should be conducted in accordance with Robert's Rules of Order.

According to the amended Handbook of Operating Procedures, after the bylaws are approved by the school, they are to be approved by the Senate and the President. In reporting bylaw amendments to the Senate for approval, schools should describe the vote they received in the school.

Wherever these guidelines use the word "chair" for the head of a department, they should be understood as meaning "chair or head."

The general elements that school bylaws should contain or should address are:

PREAMBLE

School bylaws should begin with a Preamble. The Preamble should name the school, the programs, the centers, and any other such features of the school organization that will be described in the bylaws. If there is an overall strategy that the school has agreed on in arriving at its policies and providing oversight to its operations, this could be usefully mentioned or described. For example, will the school rely heavily on meetings of the entire faculty, or will it delegate major functions to groupings of programs? If the latter, the groupings should be named here and included in the body of the description. For schools with departments, the departments should be named and the programs that each is responsible for. The preamble should also indicate whether there are features or aims in the school mission statement that should be referred to in its internal procedures.

The Preamble should also state that all meetings will be conducted according to *Robert's Rules of Order* except as the bylaws may specify otherwise.

FACULTY

VOTING FACULTY

UT Dallas policy distinguishes Voting Faculty from the General Faculty. Voting faculty is only tenure-track. General faculty also includes non-tenure-track faculty, usually titled Senior Lecturer or Clinical Professor. The voting faculty of the university are described in The Handbook of Operating Procedures, Chapter 21, Section I B as follows:

Voting members of the General Faculty shall consist of the following:

- (1) Faculty appointed half-time or more to The University of Texas at Dallas who hold the rank of Regental Professor, Professor, Associate Professor, or Assistant Professor.
- (2) Faculty appointed to The University of Texas at Dallas who hold the rank of Instructor and who hold appointments of half-time or more.

The title “instructor” at UT Dallas has been used only for faculty newly hired to serve as Assistant Professors, but who failed to have their dissertations completed as promised. As such, the title is now substantially obsolete. Non-tenure-track faculty are not titled “instructor.”

The members of the voting faculty in the school may accord voting rights to members of the general faculty in the school on matters other than personnel actions for tenure-track faculty.

Since in principle all faculty meetings except those involving personnel decisions are open meetings, non-voting members of the general faculty must be able to attend meetings. Bylaws may say whether they have privilege of the floor. In the absence of a specification it should be assumed that they do have the privilege, since they would have it in a meeting of the Academic Senate.

The method of assigning faculty to programs should be described. This need not be overly formal. Self-selection and consensus are possible, as is assignment by the Dean. Catalogs list faculty associated with programs; this should describe how those associations are created. If there is a distinction between faculty assigned to programs and voting faculty in the programs, this should be described. There is no numerical limit on the number of programs a faculty member can be assigned to for academic purposes, although for administrative purposes a school may assign one program or department as an administrative “home.”

If there are groupings of programs that faculty are assigned to apart from their associations with programs, this should be described.

If faculty are assigned to or associated with centers or institutes that are funded as part of the school activities, the method of making this assignment should be described.

A method for resolving disputes regarding the assignment of faculty to programs, program groupings, or centers, should be described.

MEETINGS AND VOTING OF THE SCHOOL FACULTY.

Bylaws should provide for two kinds of meetings: regular meetings and caucus meetings.

Regular meetings:

The bylaws should require at least two regular meetings per year on a fixed schedule. One meeting should be early in the fall term, the second near the end of the spring term.

If only two regular meetings are scheduled, provision must be made for calling additional meetings if faculty request them.

Regular meetings should be chaired by the Dean or the Dean's Designee.

The quorum must be specified. In the absence of a different specification, a quorum is a majority of the voting faculty who are in residence that term.

Bylaws should specify the actions for which a vote of the full faculty is required.

Bylaws should specify where minutes will be kept and how they will be made available.

Bylaws should specify minimum notice for a meeting and for agenda items. They may also specify a requirement for accepting agenda items proposed during the meeting that were not on published agenda, such as by majority vote or two-thirds.

It should also be easy for faculty to call a regularly scheduled meeting, such as one of the annual meetings, if the dean fails to do so. The faculty might, for example, empower the chair of one of the faculty committees to call such a meeting.

Major decisions should be confined to meetings held in a period that corresponds to the nine month terms for which most faculty are appointed.

Caucus Meetings.

Bylaws should provide for caucus meetings of the faculty without the dean being present. Rules for the caucus may also exclude associate deans. If there are departments, bylaws should provide for caucus meetings of the department faculty without the department chair being present. Caucus meetings cannot make policies for the school that require assent of the dean.

Caucus meetings can formulate positions to be considered with the dean at regular meetings. There should be a simple procedure for a small number of faculty to call a caucus meeting of the faculty. Requirements for notice and for an agenda need not be the same as for a meeting called by the dean.

A caucus meeting may also be provided as a regular occurrence, as it is for the newly elected Senate.

CONDUCT OF BUSINESS.

There should be a statement that the school follows Roberts Rules of Order unless otherwise provided for in the bylaws. Examples of exceptions could include a procedure for the use of email ballots or alternative requirements for a quorum.

ADMINISTRATIVE OFFICERS

DEAN. The duties and responsibilities of the Dean with regard to academic policy should be indicated. In general, the Dean is responsible for the finances and physical resources of the school, representing the school to the Provost and President. The faculty, not the dean, has primary responsibility and the primary voice in setting academic policy in a strict sense, meaning setting intellectual standards and goals, setting the curriculum and standards for student evaluation, setting standards for and participating in peer review.

The section on the Dean should address, explicitly or implicitly, the way the balance between these two sets of responsibilities is maintained, respecting the integrity of each. The general duties of the Dean with regard to financial and other administrative policies should be indicated. Although it is understood at UTD that the Dean serves at the pleasure of the President and processes for selecting Deans are set by university and not school policy, there is no harm saying this. The common practice at UTD has been that the deans appoint the members of the school faculty committees. These appointive powers and the procedures for appointment should be indicated—who is appointed and by what process.

Schools may also have elected committees with elected chairs in addition to committees that must be elected under UT Dallas policies.

The role of the Dean in hiring should be described, distinguishing the positions that should be filled with faculty consultation and involvement from positions that the Dean can fill at his/her discretion.

ASSOCIATE DEAN FOR UNDERGRADUATE EDUCATION. These have clearly defined roles in university policy as members of the Council on Undergraduate Education, in preparing catalog copy, and usually in communicating with the scheduling office on course scheduling. These responsibilities should be delineated. In addition, the bylaws should specify how they are appointed (for example by the Dean or by the Dean with approval or confirmation of the faculty) qualifications, powers and duties. For example, must they be tenured? A persistent weak spot in the administration of our undergraduate programs has been supervision of contingent faculty, meaning faculty hired on a course-by-course or term-by-term basis. Is this part of their responsibilities? (If not, someone else should be responsible for them).

ASSOCIATE OR ASSISTANT DEAN FOR GRADUATE EDUCATION. This is an ex-officio member of the Graduate Council. They have established roles in coordinating the graduate programs, preparing catalog copy, and communicating with the scheduling office on course scheduling. Where these functions have devolved onto programs, as in NS&M, the

relation of the Associate Dean for Graduate Studies for graduate studies to whoever does it in the programs should be indicated. Does the Associate Dean for Graduate Education have no responsibility at all (does copy go right from programs to the Dean?) or is there some limited responsibility?

The bylaws should specify how the Associate Dean for Graduate Education is appointed (for example by the Dean or by the Dean with approval or confirmation of the faculty), their qualifications (tenured only?), powers and duties. Is the Associate Dean for Graduate Education responsible for assigning TAs? Is the Associate Dean for Graduate Education responsible for hiring and supervising lecturers? (If not, the bylaws should say who is.) What is the role of the Associate Dean for Graduate Education in setting up *ad hoc* committees for dissertations?

PROGRAM HEAD.

Program heads are appointed by the school dean in consultation with the faculty.

DEPARTMENT AND DEPARTMENT CHAIRS OR HEADS. At present, only the School of Natural Sciences and Mathematics and the School of Engineering and Computer Science have departments. The chief administrative officer of a department is a “head” or “chair.” Departments are usually responsible for one or more academic programs. Department heads or chairs are appointed by the dean in consultation with the faculty.

The Chair position may also be a program head position for one or more programs, or the program head or heads may be separate.

Departments normally have an annual budget that includes faculty salaries. Chairs may have responsibilities in hiring. Chairs may also have responsibility for preparing annual review assessments and for preparing evaluations of faculty in the Period Performance Evaluations. They may also have responsibilities in setting course schedules, room assignments, and the like. A department should have an Executive Committee unless there are so few faculty that it is more efficient to have the entire faculty meet regularly with the Chair.

In schools with departments, bylaws should specify the term of appointment of the chair and whether it shall be renewable.

Each school should also specify the process by which the department chairs are appointed. Chairs appointed through an external search will be subject to the usual review process for faculty appointments and appointed by the President on recommendation of the Provost and Dean in the usual manner.

Departmental bylaws are probably better kept separate from school bylaws, but if schools have departments the school bylaws should indicate in general what part of school functions are delegated to departments and whether the departments should have further bylaws of their own.

OTHER ADMINISTRATIVE ORGANIZATIONS WITHIN THE SCHOOL. In some schools we have groupings of programs that are not departments in the sense that they do not have budgetary autonomy and the main fiscal responsibilities of the school dean are not delegated to the faculty member who represents or heads these units. We have no established term for this kind of organization. Henceforth, bylaws should use either the term “program group” or “program area.” The faculty member designated to represent or coordinate them should be designated “program group coordinator” or “area coordinator.” The choice between the two terms should be based on which provides the more accurate description. If they are in fact a grouping of programs, brought together because their courses or other activities are related or in order to share common resources, such as a secretary, they should be described as a program group. If they are rather a set of faculty brought together around a common interest that cross-cuts several programs, the idea of a “program area” and “area coordinator” is more appropriate. If they are significant in the teaching program of the school, the bylaws should describe such groups and the responsibility delegated to them.

CENTERS AND INSTITUTES. Our present *Policy on University Research Units and Organized Research Units - UTDPP1010* assumes that centers or institutes are groupings of faculty concerned with common or interrelated research problems and are in principle independent of schools. Originally, they were conceived of as self-funding. As we have evolved, we have developed important centers with other kinds of functions and other kinds of funding. If a school has centers as an integral part of its functioning, and if faculty positions in the center are part of normal faculty assignments over which Deans, Associate Deans, or Department Heads have authority, their governance arrangements should also be included in the school bylaws. This should, again, indicate the arrangements for shared governance—are there faculty bodies to work with the directors and how are they constituted?

EVALUATION OF ADMINISTRATORS. Bylaws should note that Deans, Associate Deans, Department Chairs, and Program Heads are subject to upward evaluation under the UTD policy on *Evaluation of Academic Administrators - UTDPP1047*.

STANDING COMMITTEES

EXECUTIVE COMMITTEE OR ACADEMIC ADVISORY COMMITTEE. The previous Senate guidelines did not require school executive committees. We will now require an executive committee, elected by the voting faculty of the school, or an academic advisory committee. The minimum size of such an executive committee should be seven. The bylaws may also provide for student members. If the method is the same as that used to elect the UTD Academic Council, the result should be as in the Council—generally well-balanced representation from the major constituencies as the faculty sees them. Schools may decide not to elect members at large; they could also be elected from specified subdivisions of the school faculty.

Faculty eligible for election to the Executive Committee shall not include the Dean, Associate Deans, Assistant Deans, or department Chairs or Heads.

Schools may choose to have an Academic Advisory Committee in place of Executive Committee. An Academic Advisory Committee will consist of the department heads or chairs of other such units together with at least three faculty elected from the faculty members who do not hold such appointments and who are elected from the school as whole.

The Executive Committee or Academic Advisory Committee should meet with the dean regularly. Their scope of concern shall include academic policy and personnel matters that affect academic performance and faculty working conditions

School bylaws may specify whether there should be formal faculty approval to authorize searches for new hires, and if so whether this approval should be by the school faculty, department faculty, program faculty, or Executive Committee. Non-tenure system faculty, if permitted under the school bylaws, shall not vote on personnel matters involving tenure system faculty. Student members shall not vote on personnel matters involving faculty.

While members of the Executive Committee may properly expect details of their views on delicate matters to be held confidential within the committee, the main actions of the committee recorded in minutes should be readily available to the faculty as a whole.

FACULTY PERSONNEL REVIEW COMMITTEE. This is a standing committee in each school mandated by three UT Dallas policies: the policy on annual reviews of faculty, on periodic performance evaluations, and on promotion and tenure. The Committee has a university charge that describes the general method of election. Bylaws may add further specifications. For example, in a school like ECS it might be advisable to specify representation by discipline.

COMMITTEE ON EFFECTIVE TEACHING. A school Committee on Effective Teaching is mandated by POLICY MEMORANDUM 96-III.21-70, which requires in part:

- A. A teaching evaluation procedure developed and administered by an independent faculty committee.
- B. Written objective standards for evaluating teaching performance. These standards must include student course evaluations, teaching load contributions, diversity of courses covered, course development and administration, and factors such as thesis and dissertation supervision.
- C. Procedures for periodic collection of reliable and verifiable information related to teaching performance including periodic classroom visits by designated faculty to gather direct observation information that supplements information taken from sources such as course syllabi and student course evaluations.
- D. Some mechanism for faculty to comment on their evaluations and provide information they feel is pertinent to the teaching evaluation process.

The bylaws should specify how the membership is constituted, the terms, how they report their results and to whom, and how their procedures are established, whether by the committee, the school, or both in some combined process.

COMMITTEE FOR UNDERGRADUATE STUDIES. In general, the bylaws should indicate who is responsible for planning, preparation of catalog copy, and scheduling courses in the undergraduate program. If this is done by an undergraduate program committee, then the bylaws should specify who the members are and how they are appointed or selected. If there is no school committee, then the bylaws should indicate who is responsible instead.

COMMITTEE FOR GRADUATE STUDIES. In general, the bylaws should indicate the process by which the graduate program is developed and implemented, specifically describing who is responsible for planning, preparation of catalog copy, and scheduling courses. If this is done by a graduate program committee, then the bylaws should describe it. If this is done by departments or programs, the bylaws should say how the information is aggregated and coordinated at the school level.

PROGRAM COMMITTEES. The bylaws may provide either for program committees associated with the various degree programs in the schools or combinations thereof, or they may provide a general pattern for all program committees. In either case, however, there should be clear provisions for who is to be on such committees, how disputes about who is to be on them are to be resolved, who chairs them, and what their relation is to the school committees. In schools with departments, program committees may be unnecessary; the decision should be up to the school or department.

OTHER COMMITTEES. Each school should specify their standing committees and when necessary should create temporary committees to meet their administrative and academic needs.

The bylaws should provide a way to form them, establish their operating rules, and dissolve them.

KEY ADMINISTRATIVE PROCESSES.

STATE OF THE SCHOOL REPORT AND CONSULTATION. The dean should present a “state of the school” report to the faculty at the beginning of each year at a meeting of the school faculty. This should include plans for searches and other program initiatives. The meeting should provide opportunity for discussion. Resolutions from the faculty in relation to the plan should be in order.

At the end of each spring term, the dean should report what was actually done and the faculty should again have the opportunity to offer advice and resolutions.

APPOINTMENTS OF TENURE SYSTEM FACULTY.

All appointments of tenure system faculty in the University of Texas at Dallas shall be made in accordance with the General Standards and Procedures: Initial Appointments to the Ranks of Instructor, Assistant Professor, Associate Professor, and Professor - UTDPP1057.

Appointments to named chairs and appointments under the U T STARS program are not exceptions. A chaired professor is still a professor. They should go through the same approval process within the school as any other tenured appointment (assuming that it would be a tenured appointment).

University policy requires votes on all tenure and promotion reviews by “the faculty of the school or department in which the person under review has teaching and/or administrative responsibilities.” School bylaws should specify whether this vote is to be by department, school, or both. Bylaws may also specify the quorum requirements. The university policy specifies the procedure.

Ordinary searches. School bylaws may provide for faculty involvement in making up appropriate ad hoc committees for approved hires. Composition of such committees should require approval by either the Executive Committee or the full school faculty. If approval is to be by the full school faculty, bylaws should specify how the necessary meeting is to be called.

Opportunity Searches. The bylaws may provide for faculty involvement in making up appropriate ad hoc committees. The default rule is that composition of ad hoc committees requires approval by the Executive Committee or Academic Advisory Committee. School bylaws may require approval by the full school faculty instead.

APPOINTMENTS OF NON-TENURE-SYSTEM FACULTY.

Bylaws should specify the approval process for hiring and reappointing non-tenure track faculty. This should include consultation with, or a recommendation from, the program faculty or program head.

Responsibility should be assigned for hiring part time faculty, adjunct or associate faculty, and for making non-tenure-track special appointments. There should also be provisions for the evaluation and reappointment of part time faculty, since these are not covered in the general University policies on promotion and tenure.

Criteria for promotion and tenure. University policy requires that faculty of the several schools develop their own supplementary guidelines to implement the general university criteria for promotion and tenure. The policy does not say what body represents “the faculty” for this purpose but it assumes that policies for the school will be made by the faculty of the school. This means that they should be approved by the faculty of the school as a whole, in assembly. School bylaws may delegate this to departments or other subordinate units.

CREATING NEW DEGREE PROGRAMS. School faculty should vote to approve new degree programs in the school. Bylaws should provide the procedure.

If there are departments, department faculty should vote to approve new degree programs in the department.

If the program involves faculty or disciplines from several departments, school bylaws should provide for votes in all the concerned departments.

Results of the votes should be reported to the Committee on Educational Policy and the Senate in requests for Senate approval of the new programs.

CLOSING EXISTING DEGREE PROGRAMS. Combining or eliminating degree programs and transferring their faculty to other programs in the school should require votes by the program faculty and school faculty. Voting procedures should be specified. Votes in programs should be taken before votes in departments (if any) or schools. Votes in programs should be made available to department faculty (if any) before they vote; results of the vote in programs and departments should be made available to school faculty before they vote.

Elimination of programs that would result in termination of tenured faculty requires conformance to Regents Rule 31003, Section 2, Elimination of Academic Positions of Programs: Elimination for Academic Reasons as implemented in the *UTD Academic Program Abandonment Policy - UTDPP1000*.

PROVISIONS FOR AMENDING THE BYLAWS

All bylaws should include a provision for amending the bylaws. Requirements now vary. Amendment should require at least a majority of the faculty present.

Proposed policy

Faculty Personnel Review Committee

Each School in the University of Texas at Dallas with more than four tenure-track faculty shall establish a Faculty Personnel Review Committee. The Committee has a general responsibility, on behalf of the faculty in the school, to assure that the university and school personnel review policies are applied fairly and equitably. The Committee has specific duties in relation to annual reviews, the promotion and tenure process, and periodic performance evaluations.

Membership

Faculty Personnel Review Committees are chaired by the dean of the school and must include at least five tenured faculty members from the School elected by the school faculty. Election will be by secret ballot, with plurality voting. The bylaws of the school may allow one additional member to be appointed by the Dean to assure balance. Service on the Personnel Review Committee should rotate among the tenured faculty on a staggered annual cycle with no member's term to exceed two years. Only tenured faculty may serve on this committee, and recommendations regarding tenured Associate Professors and Professors may be made only by tenured Professors. A majority of the members should be of the rank of full professor.

Responsibilities

University review define three main processes for faculty review: 1. Annual reviews for all faculty, including non-tenure track faculty, 2. Peer review processes for tenure-track faculty for retention, promotion, and tenure, and 3. Periodic Performance Evaluation for tenured faculty. The specific responsibilities of the committee and the relevant policies in each case are:

1. Annual reviews.

The Committee does not conduct annual reviews of faculty and has no required duties in the process, but it since it must use the annual reviews in its two other required tasks, it should concern itself with the quality and evident fairness of the reports. If it finds problems, these should be reported to the school Dean and faculty. Faculty who consider their annual reviews to be inconsistent with university and school policy may address a request for corrections to the Personnel Review Committee. The Committee response should be provided to the Dean with a copy to the faculty member.

2. Retention, tenure, and promotion.

Each year in the fall term, the committee shall recommend to the Dean of the School those faculty members for whom ad hoc committees should be appointed for consideration for retention, tenure, and promotion. In order to formulate this advice, the Committee may review the faculty of the entire school by itself, or it may call for recommendations from departments or other subordinate units. School bylaws should describe the process. For this purpose, the Committee and any subordinate units involved in the process will have access to the faculty annual reviews for the current year and previous years. They may also request additional information. This annual review process will lead to one of three recommendations:

1. In the case of faculty in their first or second year of service, to not reappoint the faculty member.
2. To recommend that an ad hoc committee be composed for renewal of a non-tenured appointment (normally in the third year of service as an Assistant Professor) or for consideration for tenure or promotion as required under the General Standards and Procedures: Faculty Promotion, Reappointment, and Tenure (UTDPP1077).
3. To make no recommendation, thereby retaining the faculty member at their current rank.

These recommendations will be communicated by the Dean to the Provost according to the schedule.

A faculty member may request an ad hoc committee review for retention, tenure, or promotion even if the School's initial decision is not to initiate such a review. Such requests will be submitted to the Dean of the School. The Dean will seek the advice of the Faculty Personnel Review Committee.

3. Periodic Performance Evaluation.

The committee also serves as the School Peer Review Committee as required by the Procedures Governing Periodic Performance Evaluation of Tenured Faculty (UTDPP1064), and the General Standards and Procedures for Review of Nontenure-System Faculty - UTDPP1062. Generally, the Committee is to review the preliminary evaluation prepared by the dean and provide its own written recommendation in response, which the dean is to take into account in preparing his final evaluation. Both the dean's recommendation and that of the Committee will be forwarded to the Provost.

Recommendations regarding tenured Associate Professors may be made only by tenured Professors.

Additional Responsibilities

A Faculty Personnel Review Committee may be charged with additional responsibilities under other university policies or by school bylaws. The Dean may seek the Committee's advice on additional personnel actions, including new hires.

NOTE: If this approved, the current section on the Faculty Personnel Review Committee in General Standards and Procedures: Faculty Promotion, Reappointment, and Tenure should be replaced by the following:

Recommendations for establishing *ad hoc* committees to consider faculty for retention, promotion, or tenure, will normally originate with dean of the school and the Faculty Personnel Review Committee, as described in the policy establishing Faculty Personnel Review Committees and as implemented in school bylaws.

2013 - 2014

COMMITTEE NAME: ADVISORY COMMITTEE ON RESEARCH

Charge: Policy Memorandum UTDPP1033

Senate Concurrent

Ex-OFFICIO (with vote)

Dean of Natural Sciences & Mathematics
 Dean of Behavioral & Brain Sciences
 Dean of Engineering & Computer Science
 Dean of Arts & Humanities
 Dean of Economics, Political & Policy Sciences

SPECIAL REQUIREMENTS:

At least 11 voting members, 7 of which, including the Chair, shall be members of the general faculty from areas with the most involvement with and dependence on external funding

2-year terms

Deans of ECS, BBS, NS&M, A&H & EPPS

1 Dean (with vote) of remaining schools

1-year term

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:

MARGARET OWEN (BBS) (8/31/2014)

GARY BOLTON (SOM)(8/31/2014)

Julia Hsu (ECS) (8/31/2014)

Anvar Zakhidov (NSM) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:

Rob Rennaker (BBS) (8/31/2013)

Todd Sandler (EP) (8/31/2013)

Dennis Smith (NSM) (8/31/2013)

Daniel Wickberg (A) (8/31/2013)

Eric Wong (ECS) (8/31/2013)

REPLACEMENTS NEEDED

JOHN HANSEN (ECS)	(8/31/2015)
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DAN GRIFFITH (EPPS)	(8/31/2015)
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SANTOSH D'MELLO (NSM)	(8/31/2015)
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MARJORIE ZIELKA (AH)	(8/31/2015)
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JULIA EVANS (BBS)	(8/31/2015)
-------------------	-------------

CHAIR: Rob Rennaker (BBS)(8/31/2013)

Anvar Zakhidov (NSM)	(8/31/2015)
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VICE CHAIR: Margaret Owen (BBS) (8/31/2014)

JULIA EVANS (BBS)	(8/31/2015)
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UTDPP1033 - Advisory Committee on Research

Policy Charge

Research Advisory Committee

Policy Statement

The Advisory Committee on Research is a Standing, Concurrent Committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged with recommending policies to promote and facilitate the research activities of the faculty of the University. These policies may include, but are not limited to, long term research planning, communication and contracting with research sponsors, publicity for the University's research activities, internal policies to assure that returns to the university from patents and overhead are applied in such a way as to encourage and promote additional research, the identification of new and potentially important research areas and activities, the University's physical facilities for research, the use of internal grants to initiate promising research programs, and the operations of the Office of the Vice President for Research.

The concerns of the Committee include all aspects of the interface between faculty and the administration relating to pre-award and post-award services. These include strategies for administrative staffing, communication with the faculty regarding possible funding sources, the establishment of guidelines, where feasible, regarding internal submission deadlines, turnaround time for specific actions, expectations for the times within which faculty may expect monies received by the University to be credited to accounts allocated for their research, procedures for allowing faculty to monitor such accounts, and assuring that clearances from internal review committees are obtained in a systematic and efficient manner.

The Committee shall have at least eleven voting members appointed by the President upon recommendation by the Committee on Committees. Seven of the members, including the Chair, shall be from the general faculty and will be selected to represent the areas of activity with the most involvement with, and dependence on, external funding. Appointments will be for two-year terms, and members may be reappointed for additional terms. The Deans of the Schools of Engineering and Computer Science, Behavioral and Brain Sciences, and Natural Sciences and Mathematics, or their designated representatives, shall serve as voting members, ex-officio. The Dean of one of the remaining schools shall be appointed each year for a one-year term, with vote. The Committee may recommend that the President appoint additional members of the faculty as voting members for terms of up to one year, and may form specific working groups or subcommittees to consider and report on special questions of

research policy that may arise from time to time. The Responsible University Official shall be the Vice President for Research.

To ensure continuity, appointments of general faculty Committee members, who have two-year terms, will be for staggered terms. Initial appointments of three members from the general faculty will be for one-year terms, and the appointments of the remaining four general faculty members will be for two-year terms. One-half of the appointments expire August 31 of each academic year. The Chair of the Committee shall be appointed by the President annually.

The Committee shall maintain a section of the governance website to which faculty members may easily direct questions, complaints, and suggestions. The Committee shall meet at least twice a year, once each long semester. Notice of the times of the meeting shall be provided to the general faculty at least thirty days in advance. The Chair shall provide the Senate with minutes of each meeting and an annual report.

Policy History

- Issued: June 12, 2002
- Editorial Amendments: June 29, 2006

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1033>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1033>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1033>

2013-2014

COMMITTEE NAME: CHANCELLOR'S COUNCIL/
PRESIDENT'S OUTSTANDING TEACHING AWARDS COMMITTEE

Charge: Policy Memorandum UTDPP1039

Senate Concurrent

EX-OFFICIO (with vote)

Dean of Undergraduate Education
Student Government President
Elizaveta Liberman (2013-2014)

SPECIAL REQUIREMENTS:

Dean of Undergraduate Education
President of Student Government

5 members
3-year terms
3 faculty (3 previous award winners)

Chair – longest-standing faculty member
on committee

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:

Aage Møller (BBS) (8/31/2014)
John Sibert (NSM) (8/31/2014)
Mathew Goeckner (NSM)(8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

None

REPLACEMENTS NEEDED

None

CHAIR: John Sibert (NSM) (8/31/14)
Vice-Chair: Aage Moller (BBS) (8/31/14)

JOHN SIBERT (NSM)	(8/31/15)
Aage Moller (BBS)	(8/31/15)



UTDPP1039 - Chancellor's Council/ President's Outstanding Teaching Awards Committee

Policy Charge

Teaching Awards

Policy Statement

The Chancellor's Council/President's Outstanding Teaching Awards Committee is a Concurrent Action Committee of the Academic Senate of The University of Texas at Dallas. The Committee is charged to solicit, evaluate, select, and recommend a tenured or tenure track faculty member for the Chancellor's Council Award, a non-tenure track instructor for a President's Award, and a teaching assistant for a President's Award. Awards are accompanied by appropriate prizes.

Under the leadership of the Committee, the Office of Undergraduate Education solicits nominations for the teaching awards during each long semester of the academic year. Information supporting the nomination is acquired from nominators, faculty, students, administrators, teaching evaluations, and other sources sanctioned by the Committee. In the spring semester, the Committee selects its finalists, solicits further information, and recommends recipients to the President. The President announces the winners as part of the Honors Convocation for spring graduation. The Committee shall determine the timetable for nominations and selections with the goal of allowing consideration of classes taught in both the spring and fall semesters within a calendar year. The Office of Undergraduate Education is responsible for administrative support to the Committee and serves an archival function for Committee records.

The Committee is composed of five voting members and shall include the three previous tenured or tenure track award winners as well as the Dean of Undergraduate Education and the President of the Student Government, who serve as ex officio with vote. Members shall serve three-year terms and be replaced as new winners are announced. The Chair is the longest standing faculty member on the Committee. The President may reappoint members for additional terms upon nomination of the Academic Council. If a Committee vacancy occurs for any reason, the President, upon nomination of the Academic Council, shall appoint another eligible individual to serve the remainder of the unexpired term. No member of the Committee is eligible for the award while serving.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

Policy History

- Issued: December 15, 2000
- Revised: April 18, 2006

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1039>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1039>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1039>

2013-2014**COMMITTEE NAME:** COMMITTEE ON ACADEMIC INTEGRITY

Charge: Policy Memorandum UTDPP1012

Senate Concurrent Committee

Ex-OFFICIO

Library representative (without vote)
nominated by the Library Director

SPECIAL REQUIREMENTS:

9 Faculty, at least one from each school
2 Students
2-year terms, staggered

RESPONSIBLE UNIVERSITY OFFICIAL

Dean of Students

MEMBERS WHOSE TERMS ARE CONTINUING

Lynne Vieraitis (EPPS) (8/31/2014)
Mihai Nadin (AH) (8/31/2014)
Livia Markoczi (SOM) (8/31/2014)
Liz Salter (IS)(8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY:**

Cy Cantrell (ECS) (8/31/2013)
Robert Glosser (NSM) (8/31/2013)
Doug Goodman (EPPS) (8/31/2013)
William Pervin (ECS) (8/31/2013)
Linda Thibodeau (BBS) (8/31/2013)

STUDENTS:

Emily Berg (UG) (8/31/2013)
Montserrat Paez (UG) (8/31/2013)

CHAIR: Linda Thibodeau (B)**VICE CHAIR:** Robert Glosser (N)**REPLACEMENTS NEEDED**

JOHN GOOCH (A&H)	(8/31/2015)
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Robert Glosser (NSM)	(8/31/2015)
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YVO DESMEDT (ECS)	(8/31/2015)
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SVEN KROENER (BBS)	(8/31/2015)
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RANDALL LEHMANN (ECS)	(8/31/2015)
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Carolyn Ku (SOM-UG)	(8/31/2014)
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Joseph Lim (NSM-UG)	(8/31/2014)
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ROBERT GLOSSER	(8/31/2015)
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LIZ SALTER	(8/31/2015)
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UTDPP1012 - Committee on Academic Integrity

Policy Charge

Academic Integrity Committee

Policy Statement

The Committee on Academic Integrity is a concurrent committee of the Academic Senate of The University of Texas at Dallas charged to provide analysis and guidance on policy and best practices in the area of academic integrity. The Committee shall provide policy recommendations to the Academic Senate and to the Assistant Vice President for Student Affairs and Dean of Students with regard to best practices for the prevention of, and disciplinary measures for, academic dishonesty.

The Committee shall consist initially of nine faculty members, including at least one member from each School, plus two students. The faculty committee members shall be nominated by the Committee on Committees. A representative of the library staff shall serve as a non-voting member. The President of the Student Government shall nominate the student members. The Dean of Libraries shall nominate the library representative. The Assistant Vice President for Student Affairs and Dean of Students, or designee, shall serve as the Responsible University Official (RUO).

The term of office of the faculty committee members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed for additional terms. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term. The Chair and Vice Chair shall be appointed annually by the President from the faculty members of the Committee.

In collaboration with the Assistant Vice President for Student Affairs and Dean of Students, the Committee shall collect and analyze statistics on violations of academic integrity, and shall report these statistics annually, but no later than August 31, to the Academic Senate.

Policy History

- Issued: April 25, 2005
- Editorial Amendments: June 29, 2006
- Revised: November 11, 2008

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1012>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1012>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1012>

2013-2014**COMMITTEE NAME:** COMMITTEE ON THE CORE CURRICULUM

Charge: Policy Memorandum UTDPP1018

Senate Concurrent

Ex-OFFICIO (without vote)

Dean of Undergraduate Education
University Registrar & Director of Academic Records
Director of Undergraduate Advising

Ex-OFFICIO (with vote)

Chair, CEP

RESPONSIBLE UNIVERSITY OFFICIAL

Dean of Undergraduate Education

MEMBERS WHOSE TERMS ARE CONTINUING

Marilyn Kaplan (SOM) (8/31/2014)
Dennis Miller (NSM) (8/31/2014)
CAROL LANHAM (EPPS) (8/31/2014)
Shelley Lane (AH) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRINGFACULTY:

Simeon Ntafos (ECS) (8/31/13)

Liz Salter (IS) (8/31/13)

Melanie Spence (BBS) (8/31/2013)

STUDENTS:

Rajiv Dwivedi (UG) (8/31/2013)

Roy (James) Holliday (UG) (8/31/2013)

Taylor Kornfuehrer (UG) (8/31/2013)

Finny Philip (UG) (8/31/2013)

CHAIR: Marilyn Kaplan (SOM)

VICE CHAIR: Dennis Miller (NSM)

SPECIAL REQUIREMENTS:

7 voting members from faculty
All schools represented
4 students (without vote)
degree-seeking undergraduates including
one lower-division student and one upper-
division transfer student
2-year terms, staggered

REPLACEMENTS NEEDED

Simeon Ntafos (ECS) (8/31/2015)

Liz Salter (IS) (8/31/2015)

Melanie Spence (BBS) (8/31/2015)

GREYSON MORGAN (UG-SOM) (8/31/2015)

ISAAC BUTTERFIELD (UG-ECS) (8/31/2015)

BASEL MUSHARBASH (UG-EPPS) (8/31/2015)

JANANI SUNDARESAN (UG-NSM) (8/31/2015)

Marilyn Kaplan (SOM)

Dennis Miller (NSM)



UTDPP1018 - Committee on the Core Curriculum

Policy Charge

Core Curriculum

Policy Statement

The Committee on the Core Curriculum is a Standing, Concurrent Committee of the Academic Senate regarding University-wide requirements for students seeking entrance to a baccalaureate degree from The University of Texas at Dallas.

The Committee is charged to evaluate and make recommendations to the Academic Senate regarding the University-wide General Education curriculum and its implications in terms of academic requirements for undergraduate admission and graduation, including transfer admission requirements. The Committee reviews and approves the suitability of particular U.T. Dallas courses that are submitted as designed to satisfy the University's core curriculum requirements. It may also review lower-division courses offered by other Texas public colleges and universities that students submit to substitute for U.T. Dallas core courses. The Committee also monitors changes in state law and rules of the Texas Higher Education Coordinating Board to ensure that U.T. Dallas requirements are in compliance with statewide requirements for core curriculum.

The Committee on the Core Curriculum shall act as the originator and developer of proposals regarding the core curriculum, just as the Faculty of the various Programs and Schools act regarding their majors' curricula and prerequisites. In so doing, the Committee on the Core Curriculum shall seek advice from all interested parties in the University, and call timely hearings of the faculty concerned with the core curriculum.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of seven voting members appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures). Committee membership will be distributed across all seven schools. The Chair of the Committee on Educational Policy shall serve ex officio as one of the voting members. The Dean of Undergraduate Education, the University Registrar and Director of Academic Records, and the Director of Undergraduate Advising serve as non-

voting, ex officio members. Four non-voting members are degree-seeking undergraduates including one lower-division student and one upper-division transfer student. The Chair of the Committee serves ex officio, with vote, on the Committee on Educational Policy. The Dean of Undergraduate Education serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: April 4, 1995
- Revised: September 1, 1998
- Revised: June 3, 1999
- Editorial Amendments: September 1, 2000
- Revised: October 25, 2001
- Editorial Amendments: November 22, 2002
- Revised: October 19, 2004
- Editorial Amendments: June 7, 2006

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1018>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1018>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1018>

2013-2014**COMMITTEE NAME:** COMMITTEE ON DISTANCE LEARNING

Charge: Policy Memorandum UTDPP1021

Senate Concurrent

Ex-OFFICIO (with vote)

Dean of Graduate Studies
 Vice President, Chief Information Officer
 Dean, School of Engineering & Computer Science
 Vice President for Student Affairs
 Dean, School of Management,
 Distance Learning Coordinator

SPECIAL REQUIREMENTS:

6 faculty members
 6 ex-officio, voting members
 2-year terms, staggered

RESPONSIBLE UNIVERSITY OFFICIAL

Vice Provost

MEMBERS WHOSE TERMS ARE CONTINUINGFACULTY~~David Parry (AH) (8/31/14)~~

Mark Thouin (M) (8/31/14)

Mary Uquhart (NSM) (8/31/14)

Carry Lambert (A&H)

(8/31/2014)

LIBRARY REPRESENTATIVE

Carol Oshel (8/31/2013)

(8/31/2015)

MEMBERS WHOSE TERMS ARE EXPIRINGFACULTY

John Fonseca (ECS) (8/31/2013)

Dan Bochsler (SOM) (8/31/2013)

Larry Chasteen (SOM) (8/31/2013)

REPLACEMENTS NEEDED

Linda Keith (EPPS)

(8/31/2015)

Dan Bochsler (SOM)

(8/31/2015)

Larry Chasteen (SOM)

(8/31/2015)

CHAIR: John Fonseca (ECS) (8/31/2013)

Mark Thouin (SOM)

(8/31/2015)

VICE CHAIR: David Parry (AH) (8/31/2014)

Linda Keith (EPPS)

(8/31/2015)



UTDPP1021 - Committee on Distance Learning

Policy Charge

Distance Learning

Policy Statement

The Committee on Distance Learning is a Concurrent Committee of the Academic Senate charged to analyze, support, and provide planning advice and recommendations regarding distance learning as this activity involves faculty time and effort, and demands upon staff and financial resources.

The Committee will advise the President through the Academic Senate on strategy and policy regarding distance learning, and will advise the Executive Vice President and Provost, through the Distance Learning Coordinator, on academic and faculty issues that pertain to distance learning.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of six members appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1 of The University of Texas at Dallas Handbook of Operating Procedures). The Vice President for Student Affairs, the Dean of Graduate Studies, the Vice President, Chief Information Officer, the Deans of the Erik Jonsson School of Engineering and Computer Science and the School of Management, the Distance Learning Librarian, and the Distance Learning Coordinator serve as voting, ex officio members. The Executive Vice President and Provost or designee serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: September 17, 1997
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Revised: July 23, 2002
- Editorial Amendments: November 22, 2002
- Editorial Amendments: June 7, 2006
- Editorial Amendments: February 1, 2007
- Editorial Amendments: September 28, 2009

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1021>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1021>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1021>

2013-2014

COMMITTEE NAME: COMMITTEE ON EDUCATIONAL POLICY

Charge: Policy UTDPP1023

Senate Concurrent

Ex-OFFICIO (with vote)

Chair, Committee on Core Curriculum

Ex-OFFICIO (without vote)

Dean of Graduate Studies

Dean of Undergraduate Education

Assistant Provost

University Registrar & Director of Academic Records

SPECIAL REQUIREMENTS:

13 faculty members

1 from Interdisciplinary Studies

2 students (non-voting)

1 graduate

1 undergraduate

2-year terms

RESPONSIBLE UNIVERSITY OFFICIAL

Dean of Graduate Studies

Dean of Undergraduate Education

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:

~~Cy Cantrell (ECS) (8/31/2014)~~

Karen Prager (IS) (8/31/2014)

Phillip Anderson (NSM) (8/31/2014)

Peter Assmann (BBS) (8/31/2014)

Ashutosh Prasad (SOM) (8/31/2014)

Linda Keith(EPPS) (8/31/2014)

Ravi Prakash (ECS)**(08/31/2014)****MEMBERS WHOSE TERMS ARE EXPIRING**

FACULTY:

SUSAN BRIANTE (AH) (8/31/2013)

Jeff Dumas (EPPS) (8/31/2013)

Lev Gelb (ECS) (8/31/2013)

Margaret Owen (BBS) (8/31/2013)

Suresh Radhakrishnan (SOM) (8/31/2013)

John Sibert (NSM) (8/31/2013)

Marilyn Waligore (AH) (8/31/2013)

STUDENTS:

Mayur Mehta (G) (8/31/2013)

Barathwaj Gurumurthy (G) (8/31/2013)

CHAIR: Cy Cantrell (EC) (8/31/2014)**VICE CHAIR:** Karen Prager (IS) (8/31/2014)**REPLACEMENTS NEEDED**

Shari Goldberg (A&H) (8/31/2015)

Clint Peinhart (EPPS) (8/31/2015)

Lev Gelb (ECS) (8/31/2015)

Shayla Houlb (BBS) (8/31/2015)

Suresh Radhakrishnan (SOM) (8/31/2015)

John Sibert (NSM) (8/31/2015)

Milton Cohen (A&H) (8/31/2015)

YIYI (JOSIE) FAN (G-SOM), YIJUN (OPHELIA) CHEN (G-ECS) OR ROHIT SONWALKER(G-SOM) (8/31/2014)

SIDDHARTH SANT(UG-NSM), BROOKE KNUNDTSON (UG-EPPS)OR CAITLIN GOODLAND(UG-BBS) (8/31/2014)

Suresh Radhakrishnan (SOM) (8/31/2015)

Milton Cohen (A&H) (8/31/2015)



UTDPP1023 - Committee on Educational Policy

Policy Charge

Educational Policy (CEP)

Policy Statement

The Committee on Educational Policy is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged with reviewing the policies and procedures of all educational programs of the University, with respect to their quality, feasibility, necessity, and consistency with established academic policies, standards, and goals. The purview of the Committee specifically includes, but is not limited to 1) all proposals for the assignment of university credit to new courses, 2) all proposals for new programs, 3) all catalog materials, and 4) other academic policy issues referred to it by the Academic Council and/or Senate. The Committee shall publish, with the approval of the Academic Senate, calendars for submission to it of proposals for new programs, catalog copy for approval, and such other materials as it considers appropriate.

Catalog copy and proposals for new programs shall be submitted directly by appropriate administrative officers to the Committee for review. Upon completion of its deliberations, the Committee will forward the material with their results to the Academic Senate through the Academic Council. Reviews of policy suggestions by other committees and responses to requests for opinions by other agencies of the University will be returned directly to the concerned body if the Committee finds that it can formulate its advice within the framework of existing Senate policies and established precedents. New policies deemed appropriate by the Committee will be submitted as recommendations to the Academic Senate, through the Academic Council.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee provides the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

Insofar as possible, the fourteen members of the Committee shall include two representatives from each School, but with one representative from the School of Interdisciplinary Studies, appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures). The

Chair of the Committee on Core Curriculum shall serve ex officio as one of the voting members. There shall be four non-voting ex officio members: the Dean of Graduate Studies, the Dean of Undergraduate Education, the Assistant Provost, and the University Registrar and Director of Academic Records. The President of the Student Body shall submit to the President a slate of three graduate and three undergraduate students from whom the President selects one graduate student and one undergraduate student to be non-voting members of the committee.

The Dean of Graduate Studies and the Dean of Undergraduate Education serve as Responsible University Officials charged with implementing the policies recommended by the committee and approved by administration.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Revised: November 12, 1979
- Revised: May 13, 1985
- Revised: November 1, 1990
- Revised: February 1, 1991
- Revised: October 15, 1993
- Revised: April 4, 1995
- Revised: June 30, 1997
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Revised: October 25, 2001
- Editorial Amendments: November 22, 2002
- Editorial Amendments: April 18, 2006

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1023>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1023>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1023>

2013-2014**COMMITTEE NAME: COMMITTEE ON EFFECTIVE TEACHING**

Charge: Policy Memorandum UTDPP1024

Senate Concurrent

Ex-OFFICIO (without vote)

Dean of Undergraduate Education
 A&H Associate Dean of Undergraduate Education
 BBS Associate Dean of Undergraduate Education
 ECS Associate Dean of Undergraduate Education
 EPPS Associate Dean of Undergraduate Education
 IS Associate Dean of Undergraduate Education
 M Associate Dean of Undergraduate
 Education
 NSM Associate Dean of Undergraduate Education

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President & Provost

TECHNICAL EXPERT

Simon Kane (Provost's Technology Group)

MEMBERS WHOSE TERMS ARE CONTINUING~~Theresa Towner (A) (8/31/2014)~~ FDL

Matthew Polze (M) (8/31/2014)

Karen Huxtable-Jester (B) (8/31/2014)

Marion Underwood (B) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Poras Balsara (EC) (8/31/2013)

Michael Biewer (N) (8/31/2013)

Euel Elliot (N) (8/31/2013)

STUDENTS:

Roy (James) Holliday (UG) (8/31/2013)

Jon Alejandro (U) (8/31/2013)

CHAIR: Theresa Towner (A) (8/31/2014)**VICE CHAIR:** Matthew Polze (M) (8/31/2014)**SPECIAL REQUIREMENTS:**

9 voting members
 6 faculty members
 1 from each school except for Interdisciplinary
 Studies
 2 students
 1 technical expert
 2-year terms, staggered

Monica Evans (A&H)**(8/31/2014)****REPLACEMENTS NEEDED****LARRY OVERZET (ECS) (8/31/2015)**

Michael Biewer (NSM) or Mohammad Akbar (8/31/2015)

BRIAN BEARRY (EPPS) (8/31/2015)**STUDENTS:****BASEL MUSHARBASH (UG-EPPS) (8/31/2014)****ALI TEJANI (UG-NSM) (8/31/2014)**

Karen Huxtable-Jester (BBS) (8/31/2015)

Larry Overzet (ECS) (8/31/2015)



UTDPP1024 - Committee on Effective Teaching

Policy Charge

Effective Teaching

Policy Statement

The Committee on Effective Teaching is a Concurrent Committee of the Academic Senate of The University of Texas at Dallas. The Committee oversees and encourages the development of a wide range of tools and facilities to promote excellence in teaching across all disciplines and levels within the University. It will, on a continuing basis, refine the definition and measurement of excellence in teaching, and advise the University and Academic Senate of needs for and availability of new technology and training for teachers.

The competitions for all University level teaching awards will be managed by the Committee. It will forward its recommendations for award winners to the President.

The Committee will receive annual reports from each individual School Committee on Effective Teaching and will facilitate and evaluate the work of the School committees. The Committee will forward the individual School reports and its summary evaluation report annually to the Executive Vice President and Provost (Provost).

The Committee will create and refine procedures for the training of and monitoring of the teaching effectiveness of graduate teaching assistants.

The Committee will receive complaints about and requests for improvements in the teaching environments on campus and pass on recommendations for improvements to the University administration.

The Committee will encourage and review the funding of projects in the use of new technology and new teaching methods, both on campus and by transmission to remote sites. It will also advise the University administration and Academic Senate on ways to ease the transition to "the high tech classroom."

As part of the general requirement to improve awareness of new ideas and new technologies, the Committee will occasionally invite renowned speakers to give seminars on campus.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of nine voting members and shall include six faculty members (one from each school) appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), two students, and one technical expert or librarian. The Dean of Undergraduate Education and such Associate Deans for Undergraduate Education of the seven schools who have not been appointed as voting members serve as non-voting members, ex officio. The Provost serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: May 1, 1994
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Revised: December 15, 2000
- Editorial Amendments: November 22, 2002
- Editorial Amendments: June 29, 2006
- Revised: November 3, 2008

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1024>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1024>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1024>

2013 - 2014

COMMITTEE NAME: COMMITTEE ON FACULTY MENTORING

Charge: Policy Memorandum UTDPP1026

Senate Concurrent

SPECIAL REQUIREMENTS:

- 12 Faculty members
- 2 Representatives of the Office of the Provost
In consultation with the Committee for the
Support of Diversity and Equity
- 2-year terms, staggered

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING

Dinesh Bhatia (ECS) (8/31/2014)
 Homer Montgomery (NSM) (8/31/2014)
 Shun Chen Niu (SOM) (8/31/2014)
 Mehrdad Nourani (ECS) (8/31/2014)
 Kathryn Stecke (SOM) (8/31/2014)
 Dean Terry (AH) (8/31/2014)
 Bhavani Thuraisingham (ECS) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Karen Prager (IS) (8/31/2013)
 Nicole Piquero (EPPS) (8/31/2013)
 Jessica Murphy (AH) (8/31/2013)
 Michael Peng (SOM) (8/31/2013)
 Anne van Kleeck (BBS) (8/31/2013)

CHAIR: Karen Prager (IS)**VICE CHAIR:** Nicole Piquero (EPPS)**REPLACEMENTS NEEDED**

Karen Prager (IS)	(8/31/2015)
Nicole Piquero (EPPS)	(8/31/2015)
Frank Dufour (A&H)	(8/31/2015)
Yuly Koshevnilk (NSM)	(8/31/2015)
Jackie Nelson (BBS)	(8/31/2015)

Karen Prager (IS)	(8/31/2015)
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Nicole Piquero (EPPS)	(8/31/2015)
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UTDPP1026 - Committee on Faculty Mentoring

Policy Charge

Faculty Mentoring

Policy Statement

The Committee on Faculty Mentoring is a Committee of the Academic Senate of The University of Texas at Dallas.

The Committee has two main purposes: to establish and maintain a network of mentors for new faculty, and to establish and maintain a program to welcome new faculty, provide advice and assistance beyond initial orientation and provide fora where they can meet senior faculty.

The Committee shall consist initially of twelve faculty members and two representatives of the Office of the Provost. Faculty members shall be nominated by the Committee on Committees in consultation with the Committee for the Support of Diversity and Equity. The Executive Vice President and Provost, or designee, shall serve as the Responsible University Official (RUO). The term of office of the committee members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term. The Chair and Vice Chair are appointed annually by the President.

The chair of the Committee, with the agreement of a majority of the voting members, may add additional members in the course of the year without requiring those members to be approved by the Academic Senate. The terms of such appointments will be either for the remainder of the academic year in which the appointment is made or for a lesser period as determined by the committee.

To establish and maintain the mentoring network, members of the Committee will meet with individual junior faculty on a yearly basis and generate, for each individual, a list of potentially helpful UT Dallas faculty contacts. At the purely professional level, these contacts consist of other faculty members with an ability to be helpful to the junior faculty members' academic and research productivity at UT Dallas, to the fulfillment of their teaching requirements, or to their UT Dallas community/committee involvement.

The Committee also verifies that the identified faculty contacts are willing to share their wisdom and advice on the relevant issues. This duty should not necessarily entail a heavy time commitment on the part of these faculty contacts, but rather, a willingness to be available

for brief consultations and questions. A faculty contact person may, under certain circumstances, wish to commit additional time and energy to building a professional relationship. Indeed, this program allows for various levels of involvement in advising the junior faculty member. Assuming the willingness of the faculty contacts, the role of the Committee is to introduce the junior faculty to the relevant contacts. This may be as simple as a call to the faculty contact requesting that they meet briefly with the junior faculty member, or it may involve an informal introductory meeting with a Committee member, faculty contact, and junior faculty member. A third function of the Committee is to meet with the faculty contacts individually at the end of the year, or during the summer, to assess the success of the program. The Committee will make recommendations on needed changes to the program as well as with regard to additional measures of evaluation to be used in program assessment efforts.

To establish and maintain programs for new faculty, the committee will work with the liaison members from the office of the Provost, using a budget that the Provost will provide.

This Committee shall work in conjunction with any other mentoring programs already in existence on campus.

The Committee shall meet annually with the President of the University.

Policy History

- Issued: February 26, 2004
- Editorial Amendments: June 29, 2006
- Editorial Amendment: May 5, 2009
- Revised: September 22, 2010
- Editorial Amendment: September 15, 2011

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1026>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1026>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1026>

2013-2014**COMMITTEE NAME: COMMITTEE ON FACULTY STANDING AND CONDUCT**

Charge: Policy Memorandum UTDPP1027

Senate Concurrent

SPECIAL REQUIREMENTS:

5 Faculty members
2-year terms, staggered

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING

Ivor Page (ECS) (8/31/2014)
Brian Ratchford (SOM) (8/31/2014)
Christine Dollaghan (BBS) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Rockford Draper (NSM) (8/31/2013)
Robert Lowry (EPPS) (8/31/2013)

REPLACEMENTS NEEDED

MOHAMMAD HOOSHYAR (NSM) (8/31/2015)
ROBERT LOWRY (EPPS) (8/31/2015)

CHAIR: Rockford Draper (NSM)**VICE CHAIR:** Robert Lowry (EPPS)**ROBERT LOWRY (EPPS) (8/31/2015)**

IVOR PAGE (ECS) (8/31/2015)



UTDPP1027 - Committee on Faculty Standing and Conduct

Policy Charge

Faculty Standing and Conduct

Policy Statement

The Committee on Faculty Standing and Conduct is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged with reviewing all University policies and procedures that may affect faculty morale, the ability of the faculty to carry out its responsibilities as defined by law and custom, and the rights of faculty members to due process as provided by the regulations and procedures of the University and by law. The purview of the Committee specifically includes, but is not limited to: 1) review of conditions of work and workload within the University, and 2) development of procedures and guidelines for action in regard to faculty misconduct.

The Committee is charged with fulfilling specific responsibilities assigned to it as set forth in Policy Memorandum 92-III.21-54 Faculty Grievance Procedures, Policy Memorandum 94-III.21-61 University Policy on Faculty Conduct, and Policy Memorandum 97-III.22-79 Procedures Governing Periodic Performance Evaluation of Tenured Faculty. The Committee is also charged with reviewing and refining legislation related to Policy Memorandum 92-III.21-54 Faculty Grievance Procedures.

Recommendations for policy changes regarding conditions of work, grievance procedures, and procedures regarding faculty misconduct will be submitted to the Academic Senate through the Academic Council.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee provides the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of five voting members appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1., of The University of Texas at Dallas Handbook of Operating Procedures). The Executive Vice President and Provost (Provost) serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: September 4, 1978
- Revised: November 12, 1979
- Revised: April 4, 1995
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: March 21, 2006

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1027>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1027>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1027>

2013 - 2014

COMMITTEE NAME: COMMITTEE ON LEARNING MANAGEMENT SYSTEMS

Charge: Policy Memorandum UTDPP1028

Senate Concurrent

EX-OFFICIO

Up to 20 members from offices of:
 Educational Enhancement
 Information Resources
 Registrar
 Audit and Compliance
 School of Management instructional designers

SPECIAL REQUIREMENTS:

6 Faculty members
 One from each of six of the seven schools
 and must use WebCT
 2-year terms, staggered
 (of initial six members, 3 appointed for 1-year
 term and 3 appointed for 2-year terms)

RESPONSIBLE UNIVERSITY OFFICIAL

Vice Provost

MEMBERS WHOSE TERMS ARE CONTINUING

Judd Bradbury (SOM) (8/31/2014)
 Matt Brown (AH) (8/31/2014)
 Kendra Cooper (ECS) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Richard Golden (BBS) (8/31/2013)
 Karl Ho (EPPS) (8/31/2013)
 Rebekah Nix (NSM) (8/31/2013)

REPLACEMENTS NEEDED

Richard Golden (BBS)	(8/31/2015)
Karl Ho (EPPS)	(8/31/2015)
Yuly Koshevnilk (NSM)	(8/31/2015)

CHAIR: Richard Golden (BBS) (8/31/2013)

Kendra Cooper (ECS) (8/31/2015)

VICE CHAIR: Kendra Cooper (ECS) (8/31/2014)

Karl Ho (EPPS) (8/31/2015)



UTDPP1028 - Committee on Learning Management Systems

Policy Charge

Learning Management Systems

Policy Statement

The Committee on Learning Management Systems is a Concurrent Committee of the Academic Senate charged to analyze, support, and provide advice and recommendations regarding the educational software package employed for instructional purposes. The Committee will advise the Responsible University Official on all aspects of the use and operation of such software and, if necessary, the selection of any successor software. It will also assist in long term planning and in designing and implementing programs for faculty instruction in the use of such software.

The Committee will also advise the President through the Academic Senate on strategy and policy regarding university software to support instruction. The Committee will communicate with the Committee on Distance Learning and, with them, will advise the Executive Vice President and Provost on academic and faculty issues that pertain to the maintenance, use, and improvement of this software.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of six members appointed from the membership of the General Faculty, (as defined in Title III, Chapter 21, Section I.B.1 of The University of Texas at Dallas Handbook of Operating Procedures), pursuant to the applicable procedures outlined in Title III, *supra*. The criteria for appointment shall be that they will be faculty who use WebCT and will represent a broad spectrum of disciplinary content and levels of instruction. Ideally, one member would be from each of six of the seven schools in the University. Up to twenty additional members, *ex-officio*, may be appointed upon nomination of the Responsible University Official from the offices of Educational Enhancement, Information Resources, the Registrar, Audit and Compliance, and the instructional designers in the School of Management. The Associate Provost for Educational Enhancement serves as the Responsible University Official.

The terms for appointed faculty members shall be staggered so that no more than one-half of the terms expire in any one year. Of the initial six Committee members appointed from the membership of the General Faculty, three shall be appointed to one year terms and three shall be appointed for two year terms. Thereafter, unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1028>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1028>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1028>

2013 - 2014

COMMITTEE NAME: COMMITTEE ON QUALIFICATIONS OF ACADEMIC PERSONNEL

Charge: Policy Memorandum UTDPP1031

Senate Concurrent

EX-OFFICIO**SPECIAL REQUIREMENTS:**

12 tenured faculty, two from each school (with the exception of Interdisciplinary Studies) preferably at the rank of Professor – no one holding an administrative appointment above the rank of Department Head shall be eligible to serve
2-year terms, staggered

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING

Larry Reitzer (NSM) (8/31/2014)
~~Poras Balsara (ECS) (8/31/2014)~~ Asst. Dean
 David Channell (AH) (8/31/2014)
 Mike Peng (SOM) (8/31/2014)
~~Anne van Kleeck (BBS) (8/31/2014)~~

Kamran Kiasaleh (ECS) (8/31/2014)

Michale Kilguard (BBS) or Hanna
 Ulatowska(BBS) (8/31/2014)

Members Whose Terms Are Expiring

William Cready (SOM) (8/31/2013)
 Daniel Griffith (EPPS) (8/31/2013)
 Robert Lowry (EPPS) (8/31/2013)
 Mohammad Ali Hooshyar (NSM) (8/31/2013)
 Andras Farago (ECS) (8/31/2013)
 Michael Rugg (BBS) (8/31/2013)
 Tim Redman (AH) (8/31/2013)

REPLACEMENTS NEEDED

Elena Katok (SOM) (8/31/2015)
Alex Piquero (EPPS) (8/31/2015)
Robert Lowry (EPPS) (8/31/2014)
Mohammad Ali Hooshyar (NSM) (8/31/2015)
Ivan Sudborough (ECS) (8/31/2015)
Walter Dowling (BBS) (8/31/2015)
Marilyn Waligore (A&H) (8/31/2015)

CHAIR: Larry Reitzer (NSM)**LARRY REITZER (NSM) (8/31/2014)****VICE CHAIR:** William Cready (SOM) (8/31/2013)**ALEX PIQUERO (EPPS) (8/31/2015)**



UTDPP1031 - Committee on Qualifications of Academic Personnel

Policy Charge

Qualifications of Academic Personnel (CQ)

Policy Statement

The Committee on Qualifications of Academic Personnel is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged with reviewing all recommendations from faculty ad hoc committees and School Deans regarding the initial hiring, promotion, and promotion to tenure of members of the faculty, assuring that high academic standards are maintained, that appropriate and uniform procedures were followed in the review process, and that the evidence supports the recommendations. The Committee is further charged with reviewing and assessing the standards of excellence for the various academic ranks and for tenure, making due allowance for the different traditions and requirements of the different disciplines.

The Committee receives recommendations from the faculty ad hoc committee following review of the file by the Dean of the School. The Committee is responsible for certifying that the evidence in the file substantiates the recommendation of the ad hoc committee. The Committee then forwards the file with its recommendations to the Executive Vice President and Provost (Provost). Questions of general policy that arise from the Committee's deliberations are to be forwarded to the Academic Senate through the Academic Council. The Committee will report to the Senate through the Council indicating the issues and problems encountered in the review process.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of twelve tenured members, two from each school (with the exception of Interdisciplinary Studies), appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), preferably at the rank of Professor, except that no one holding an administrative appointment above the rank of Department Head shall be eligible to serve. Membership of the Committee is drawn from the several Schools. Members, however,

are members at large and are not representative of or advocates for a particular School. The Provost serves as Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: September 4, 1978
- Revised: November 12, 1979
- Revised: October 15, 1993
- Revised: September 1, 1998
- Revised: November 13, 1998
- Revised: August 24, 1999
- Editorial Amendments: September 1, 2000
- Editorial Amendments: January 22, 2003
- Editorial Amendments: April 6, 2006

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1031>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1031>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1031>

2013 - 2014

COMMITTEE NAME: COMMITTEE ON STUDENT SCHOLARSHIPS

Charge: Policy Memorandum UTDPP1038

Senate Concurrent

EX-OFFICIO (WITH VOTE)

Dean of Graduate Studies
Dean of Undergraduate Education

EX-OFFICIO (WITHOUT VOTE)

Director of Financial Aid
Director of Endowment Services and Compliance
Director of the Office of International Education

RESPONSIBLE UNIVERSITY OFFICIAL

Associate Provost responsible for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING

Dachang Cong (IS) (8/31/2014)
Melanie Spence (BBS) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Simeon Ntafos (EC) (8/31/2013)
Shelley Lane (AH) (8/31/2013)
Shawn Alborz (SOM) (8/31/2013)
Carol Lanham (EPPS) (8/31/2013)
Dennis Miller (NSM) (8/31/2013)

SPECIAL REQUIREMENTS:

7 members from among the Associate Deans for Undergraduate Education, or heads of graduate programs in the 7 schools
2-year terms, staggered

REPLACEMENTS NEEDED

Simeon Ntafos (EC)	(8/31/2015)
Shelley Lane (AH)	(8/31/2015)
Marilyn Kaplan (SOM)	(8/31/2015)
Carol Lanham (EPPS)	(8/31/2015)
Dennis Miller (NSM)	(8/31/2015)

CHAIR: Simeon Ntafos (ECS) (8/31/2013)

Simeon Ntafos (ECS) (8/31/2015)

VICE CHAIR: Shelley Lane (AH) (8/31/2013)

Shelley Lane (AH) (8/31/2015)



UTDPP1038 - Committee on Student Scholarships

Policy Charge

Student Scholarships

Policy Statement

The Committee on Student Scholarships is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee reviews and makes recommendations concerning all University policies and procedures in regard to student scholarships. The Committee also serves as the selection committee for all scholarships that require a local selection committee not otherwise specified in the conditions of the program or bequest establishing the scholarship. In addition to any specific criteria governing awards of competitive scholarships to students, such as major field of study, the Committee, after giving primary consideration to the applicant's scores on standardized tests and scholastic records, both as regards the type and nature of courses taken and the grades achieved in specific courses, may consider and give positive weight to such factors as the following in designating recipients:

- achievements in work experiences
- community service
- extracurricular activities; leadership
- surmounting obstacles to the further pursuit of higher education
- socioeconomic background
- educational level
- status as a first generation college student

The Dean of Undergraduate Education shall submit an annual report on the University's Academic Excellence Scholarship Program to the Committee for review. Committee recommendations for changes and enhancements to the program are forwarded to the Executive Vice President and Provost.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee provides the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of seven appointed members selected from among the Associate Deans for Undergraduate Education or heads of graduate programs of the seven schools. In addition, the Dean of Undergraduate Education and the Dean of Graduate Studies serve as voting members, ex officio. The Director of the Office of Financial Aid, the Director of Endowment Services and Compliance, and the Director of the Office of International Education serve as non-voting members, ex officio. The Associate Provost responsible for student affairs serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: September 4, 1978
- Revised: October 30, 1978
- Revised: November 12, 1979
- Revised: March 1, 1980
- Revised: May 1, 1980
- Revised: June 30, 1983
- Revised: September 1, 1984
- Revised: May 13, 1985
- Revised: September 1, 1988
- Revised: November 1, 1990
- Revised: April 4, 1995
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: November 22, 2002
- Revised: May 16, 2006
- Editorial Amendment: November 5, 2008

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1038>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1038>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1038>

2013 - 2014

COMMITTEE NAME: LIBRARY COMMITTEE

Charge: Policy UTDPP1076

Senate Concurrent

EX-OFFICIO (WITHOUT VOTE)

Dean of Libraries
Library General Administration (one member)

RESPONSIBLE UNIVERSITY OFFICIAL

Director of Library

MEMBERS WHOSE TERMS ARE CONTINUING

Nina Baranchuk (SOM) (8/31/2014)
Indranil Bardhan (SOM) (8/31/2014)
Pankaj Choudhary (NSM) (8/31/2014)
Sean Cotter (AH) (8/31/2014)
Xin-Lin Gao (ECS) (8/31/2014)
Robert Morris (EPPS) (8/31/2014)
John Santrock (B) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY:**

Shari Goldberg (AH) (8/31/2013)
Susan Chizeck (IS) (8/31/2013)
Zalman Balanov (NSM) 8/31/2013)
Susan Jerger (BBS) (8/31/2013)
Stephen Levene (NSM) (8/31/2013)
Clint Peinhardt (EPPS) (8/31/2013)

STUDENTS:

Bianca Galindo (UG) (8/31/2013)
Jobby Kuruppachery (G) (8/31/2013)

CHAIR: Shari Goldberg (AH) (8/31/2013)

VICE CHAIR: Susan Chizeck (IS) (8/31/2013)

SPECIAL REQUIREMENTS:

16 voting members
2 Students, including one undergraduate and one graduate student
7 faculty – one from each School
7 Members, one from each school's Library Acquisition Committee nominated by School Deans
2-year terms, staggered

REPLACEMENTS NEEDED

CHARLES BAMBACH (A&H)	(8/31/2015)
SUSAN CHIZECK (IS)	(8/31/2015)
ZALMAN BALANOV (NSM)	(8/31/2015)
RICHARD GOLDEN (BBS)	(8/31/2015)
STEPHEN LEVENE (NSM)	(8/31/2015)
YOUNG-JOO LEE (EPPS)	(8/31/2015)

RUSSELL (CHARLIE) HANNIGAN (UG-NSM)	(8/31/2014)
YIJUN (OPHELIA) CHEN (G-SOM)	(8/31/2014)

CHARLES BAMBACH (A&H)	(8/31/2015)
SUSAN CHIZECK (IS)	(8/31/2014)



UTDPP1076 - Library Committee

Policy Charge

Library Committee

Policy Statement

The Library Committee is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged to:

1. review all policies and procedures of the Library and recommend those policies and procedures that will yield the greatest overall benefit to the educational programs of the University,
2. assist and promote faculty and student participation in the selection of library resources,
3. periodically evaluate the library holdings and services and make recommendations for their improvement, and
4. act as an intermediary where needed between library users, library staff, and the administration.

The Committee will receive regular reports on all matters of major library policy, including proposed budgetary allocations, from the Dean of Libraries, and will return its advice on routine matters to the Dean. Recommendations for general university policies arising from its considerations will be forwarded to the Academic Council or to the Academic Senate through the Academic Council.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee provides the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of sixteen voting members including one undergraduate and one graduate student. Seven members, one representing each School, shall be appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures). Seven members, one representing each School's library acquisition committee, will be nominated by the respective School Dean. The Dean of Libraries and one member of the general administration shall serve as non-voting, ex officio members. The committee may add such additional non-voting

members as will assist it in assuring that the library has adequate and continuous communication with all components of the University that depend on it. The Dean of Libraries serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: September 4, 1978
- Revised: November 12, 1979
- Revised: January 8, 1981
- Revised: June 30, 1983
- Revised: November 1, 1990
- Revised: October 15, 1993
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Revised: October 25, 2001
- Revised: October 29, 2003
- Editorial Amendments: April 6, 2006

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1076>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1076>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1076>

2013 - 2014

COMMITTEE NAME: ACADEMIC PROGRAM REVIEW

Charge: Policy Memorandum UTDPP1013

Senate Committee

Ex-OFFICIO**SPECIAL REQUIREMENTS:**

3 Faculty members
 3 Deans
 3-year terms, staggered

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY:**

Mark Lee (NSM) (8/31/14)
 R. Chandrasekaran (ECS & SOM) (8/31/2015)
 Margaret Owen (BBS) (8/31/14)

DEANS:

Mark Spong (Dean, EC) (8/31/2014)
 Bruce Novak (Dean, NSM) (8/31/2015)

MEMBERS WHOSE TERMS ARE EXPIRING

Xinchou Lou (NSM) (8/31/2013)
 Ross Roeser (BBS) (8/31/2013)

DEANS:

Bert Moore (Dean, BBS)(2013)

REPLACEMENTS NEEDED

DANIEL ARCE (EPPS) (8/31/2016)
JAMES BARTLET (BBS) (8/31/2016)

(WILL BE ASSIGNED BY PROVOST) (8/31/2016)**CHAIR:** Margaret Owen (BBS)(2014)

Margaret Owen (BBS) (8/31/2014)

VICE CHAIR: Xinchou Lou (NSM) (2013)

DANIEL ARCE (EPPS) (8/31/2015)



UTDPP1013 - Academic Program Review

Policy Charge

Academic Program Review PRC

Policy Statement

Academic units and programs are reviewed regularly to evaluate their quality and their effectiveness in supporting the university's mission. As described by this policy, the Program Review Committee a standing committee composed of members of The University of Texas at Dallas faculty and academic administration, oversees the review process. The Committee functions in cooperation with the Executive Vice President and Provost (Provost), under whose auspices Academic Program Reviews are conducted.

Program Review Committee (PRC)

This university committee maintains general oversight of the review process to assure its efficacy and uniformity. During each program review, one member of the Program Review Committee, designated the Program Review Committee Monitor, participates directly in the process. The entire Program Review Committee evaluates the operation of the review process on a continuing basis and makes an annual report to the Provost and Academic Senate. In this report, it recommends any modifications of policies or procedures regarding reviews it considers advisable. In addition, it consults with and advises the Provost on other aspects of reviews as requested.

The membership of the Program Review Committee is comprised of faculty members and deans who are appointed by the President to two-year renewable terms. Members from the faculty are recommended by the Academic Senate after consultation with the Committee on Committees; deans are recommended by the Provost.

The term "Academic Program" or "unit" as used in this document may refer either to a degree-granting program, department, School, or to any academically coherent, distinctively functioning subdivision thereof.

Frequency of Review and Criteria for Selection

In accord with Texas Administrative Code, Title 19, Part 1, Chapter 5, Subchapter C, Section 5.52, Academic Programs ("units") shall be reviewed in intervals not to exceed seven years. Reviews may occur more frequently if the Provost, in consultation with the appropriate dean, finds that the circumstances of a particular program warrant an earlier date. However, a

program may not need to be reviewed under the procedures of this policy if mandated external accreditation reviews occur regularly and substantially meet the criteria outlined under The Review Procedure below. According to Texas Administrative Code, Title 19, Part ,1 Chapter 5, Subchapter C, Section 5.52 (c)(11) and (d)(11), institutions may submit reviews performed for programmatic licensure or accreditation in satisfaction of the states review and reporting requirements.

Master's programs classified with the same 6-digit Classification of Instructional Programs (CIP) as doctoral programs are reviewed simultaneously with their related doctoral programs. UT Dallas reviews bachelors programs in the same discipline as masters and doctoral programs simultaneously with those programs.

Selection of units to be reviewed in a given year will be made by the Provost after consultation with the Program Review Committee and the appropriate dean(s). The review schedule will be submitted to the Texas Higher Education Coordinating Board (THECB) staff. The factors (not in priority order) to be considered when creating the review schedule include:

1. Planned program changes;
2. Elapsed time since last major review of budget, staff and academic programs;
3. University or program accreditation cycles;
4. Significant changes in student demand; and
5. Overlap or shared responsibilities with other programs being reviewed.

The Review Team

The Program Review Committee oversees the evaluation conducted by a Review Team that is appointed and charged by the Provost. The Provost consults with the unit undergoing review and/or the Program Review Committee, as appropriate, regarding selection of Review Team members. The Review Team's composition may vary from program to program, but will incorporate both internal and external members. Typically, it will include:

1. At least two members from the UT Dallas faculty and academic administration who are not affiliated with the program to be reviewed, appointed by the Provost after consultation with the Program Review Committee.
2. One member of the Program Review Committee, appointed by the Provost after consultation with the Program Review Committee, to act as the Program Review Committee Monitor. In addition to responsibilities as a regular member of the Review Team, the Program Review Committee Monitor will have the duty of conferring with and reporting to the Program Review Committee and, on the basis of knowledge acquired as a member of the Program Review Committee, of helping each Review Team ensure consistency of its individual review within the overall review process. This individual will not be affiliated with the program under review.
3. For doctoral programs, at least two external reviewers with subject-matter expertise who are employed by institutions outside of Texas will be appointed by the Provost after consultation with the unit under review and brought to campus for an on-site review. The reviewers must affirm that they have no conflict of interest and must be part of programs that are nationally recognized for excellence in the discipline.

4. For masters programs, at least one external reviewer with subject-matter expertise who is employed by an institution outside of Texas will be appointed by the Provost after consultation with the unit under review and will be provided the self-study materials. UT Dallas can invite the reviewer(s) to campus or request that they conduct a remote desk review. Each reviewer must affirm that he or she has no conflict of interest and must be part of a program that is nationally recognized for excellence in the discipline.

The Provost may add additional members as appropriate. One member of the Review Team, usually a member not affiliated with UT Dallas, will be designated Chair of the Review Team by the Provost at the time the Team is constituted. The Review Team will evaluate the unit as requested by a written charge prepared by the Provost after consultation with the Program Review Committee.

The Review Procedure

Reviews will be conducted as follows:

The unit undergoing review will consult with the Provost regarding suitable dates for the Review Team's campus visit, and the detailed schedule of events during the visit. It will prepare a comprehensive self-study document (an internal planning document, not intended for general distribution) in accordance with guidelines and instructions issued by the Provost. These guidelines include criteria outlined in Texas Administrative Code, Title 19, Part 1, Chapter 5, Subchapter C, Section 5.52, Review of Existing Degree Programs. The Review Team also will collaborate with the Provost in ensuring that the Review Team's on-campus needs are met. The Provost will designate a Review Coordinator (the Dean, Head, Director, or suitable substitute) from the unit under review to ensure that the duties assigned to the unit in connection with the Review Team are carried out.

The Provost will provide the Review Team a detailed charge, along with the unit's self-study document. The Office of the Provost will issue the visit schedule, oversee the visit arrangements for the Review Team (transportation, housing, meals, reimbursement, etc.) and serve as liaison between the Review Team and the unit being reviewed).

Before the campus visit, the Review Team will familiarize itself with the unit's self-study, and with the Provost's charge. During the visit, it will consult with members of the unit's faculty, students, and staff and inspect facilities. It may request additional information beyond that provided in the self-study. Adequate time will be allowed in the latter part of the visit for the Review Team to deliberate in private and reach its conclusions.

At the beginning of the visit, the Review Team will have an introductory interview with the Provost. Before leaving the campus, the Review Team will hold two exit interviews. In the first, held with the Program Review Committee and the unit's faculty and administration, the Review Team will provide its preliminary assessment of the goals, plans, staffing, resources, existing and potential strengths, etc., of the unit, and those areas needing improvement. In the second, held with the Provost, the President and other appropriate senior administrators, the Review Team will summarize its immediate impressions and provide a forecast of its eventual written

report. Then, within one month of the campus visit, the Chair of the Review Team will provide a complete written report on the Review Team's conclusions to the Provost.

Along with addressing any unique aspects of its charge, the Review Team's report will assess the unit's overall performance and its specific strengths and weaknesses and make recommendations for any changes the Review Team thinks are advisable. The evaluation should refer to the program's self-study and note items of agreement and disagreement between the Review Team's assessments and those of the self-study. The Review Team will share its final report with the faculty and administration of the unit. The unit's chief administrative office, in cooperation with faculty and staff, will provide a written response to the report to the Provost, giving specific actions planned in the light of the Review Team's recommendations. Where the unit disagrees with findings and/or recommendations of the Review Team, it will state its reasons for such disagreements. The unit's faculty will have access to this document as well as to the Review Team's report. The Provost will discuss the Review Team's report and unit's response with the unit's administration and faculty. Finally, the Provost will prepare recommendations to the President. The university administration will submit a report of the outcomes of each review, including the evaluation of the Review Team and actions the institution has taken or will take to improve the program, to the THECB no later than 90 days after the Review Team has submitted its findings to the institution.

In the years between reviews of the unit, this record of the Program Review will be pertinent to decisions on budget, staffing, curricular and degree changes, and allocation of special resources.

Policy History

- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: July 11, 2005
- Editorial Amendments: August 3, 2006
- Editorial Amendments: March 26, 2007
- Revised: June 1, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1013>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1013>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1013>

2013 - 2014**COMMITTEE NAME: ADVISORY COMMITTEE TO THE UNIVERSITY BUDGET**

Charge: Policy Memorandum UTDPP1084

Senate Concurrent

Ex-OFFICIO

Associate VP for Business Affairs

SPECIAL REQUIREMENTS:

9 Faculty members

3-year terms, staggered

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY:**

Richard Scotch (EPPS) (8/31/2015)

Jay Dowling (BBS) (8/31/2015)

Rebecca Files (SOM) 8/31/2014)

Ramachandran Natarajan (SOM) (8/31/2014)

Robert Serfling (NSM) (8/31/2015)

Rym Wenkstern (ECS) 8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Robert Kieschnick (SOM) (8/31/2013)

D.T. Huynh (ECS) (8/31/2013)

Tim Redman (AH) (8/31/2013)

REPLACEMENTS NEEDED

Robert Kieschnick (SOM) (8/31/16)

D.T. Huynh (ECS) (8/31/16)

J Michael Farmer (A&H) (8/31/16)

CHAIR: Richard Scotch (EPPS)(2015)**VICE CHAIR:** Robert Kieschnick (SOM)(2013)

Richard Scotch (EPPS) (8/31/2015)

Robert Kieschnick (SOM) (8/31/2015)



UTDPP1084 - Senate Advisory Committee on the University Budget

Policy Statement

Title and Purpose

The Senate Advisory Committee on the University Budget is a concurrent committee reporting to the Senate and the President. The purpose of the committee is to advise the Senate and President on the academic implications of the university budget, and to suggest policies on budgetary matters that bear on faculty morale, retention, and productivity, and on the quality and productivity of U T Dallas academic programs.

Membership

The committee shall have nine voting members. One voting member shall be appointed from the faculty of each School and two voting members shall be chosen from the faculty at large for special expertise or interest in institutional budgeting. Members shall serve staggered three year terms, except that in the first year three of the nine members shall be appointed for one year, three for two years, and three for three years. The Associate Vice President for Budget and Resource Planning shall serve as member ex officio and assure that the Committee receives information on the budget in a form the Committee finds usable. Voting members shall be appointed according to the procedures in the Handbook of Operating Procedures III.21. IV. B. Vacancies that arise from resignation or departure shall be filled in the same manner.

Reporting

The responsible university official shall be the Provost of the University or the Provost's designee. The committee will receive the budgetary information it requires each year before the budget is finalized, and prepare its assessment and advice, to be conveyed to the Senate, Provost, and President. Policy recommendations shall also be conveyed to the Senate, Provost, and President.

Activities and Schedule

Each year, the committee is to review the university budget and provide an assessment of the impact of budget priorities on the academic programs and teaching and research priorities of the faculty. In addition, the committee shall from time to time, either on a regular cycle or as need may arise, prepare analyses of specific issues that affect faculty and the quality and productivity of academic programs. Issues of this kind that the committee may consider could include, but are not limited to:

1. The relative priorities of consideration of pay equity and of using money to attract especially outstanding new faculty.
2. Salary and pay policy, including problems of salary equity, compression, and inversion.
3. Relative budgetary weight of support services and academic personnel.
4. The possible uses of endowment funds within the constraints of the endowment requirements.
5. Tuition and fees, including admission fees.
6. Allocation of faculty positions to the several schools and programs in relation to university goals and policies.
7. Student salary scales and policies, including policies regarding salary equity.
8. Availability and cost of campus housing in general and for specific student populations, such as graduate versus undergraduate.
9. Costs and benefits of new programs.
10. The balance to be struck between scholarships based on need and scholarships based on merit.

The committee shall also recommend policies or changes in policy on these matters and other such matters as may seem fit, framing the issues to lead the Senate to an informed discussion.

Annual Reports

Annually, but no later than August 31, the Chair of the Committee shall provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

Policy History

- Issued: December 10, 2010

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1084>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1084>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1084>

2013 - 2014

COMMITTEE NAME: INFORMATION SECURITY ADVISORY COMMITTEE

Charge:

Senate Concurrent

Ex-OFFICIO

University Attorney

RESPONSIBLE UNIVERSITY OFFICIAL

Office of Academic Affairs
Office of the Registrar
Office of Sponsored Projects

SPECIAL REQUIREMENTS:

- 7 Tenure Track Faculty members (3 of which have expertise in computer- security.
- 2 Security experts from Outside the University
- 1 Student Government member
- 1 Staff Council Member

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY:**

NONE

Members Whose Terms are Expiring

Joe Izen (NSM) (8/31/2013)

Kevin Hamlen (ECS) (8/31/2013)

Ravi Prakash (ECS) (8/31/2013)

Dinesh Bhatia (ECS) (8/31/2013)

Timothy Redman (AH) (8/31/2013)

Tres Thompson (BBS) (8/31/2013)

REPLACEMENTS NEEDED**CHRISTINE DOLLAGHAN (BBS) (8/31/2015)****Kevin Hamlen (ECS) (8/31/2015)****Ravi Prakash (ECS) (8/31/2015)****Dinesh Bhatia (ECS) (8/31/2015)****CUIHUA SHEN (A&H) (8/31/2015)****Tres Thompson (BBS) (8/31/2015)****OUTSIDE THE UNIVERSITY**

(8/31/15)

(8/31/15)

MEMBER OF STUDENT GOVERNMENT**(PROVIDED BY STUDENT GOVERNMENT) (8/31/14)****STAFF COUNCIL****(PROVIDED BY STAFF COUNCIL) (8/31/14)****CHAIR:** Ravi Prakash**Ravi Prakash (ECS) (8/31/2015)****VICE CHAIR:****Tres Thompson (BBS) (8/31/2015)**

CHARGE: UNIVERSITY INFORMATION SECURITY ADVISORY COMMITTEE.

The University Information Security Advisory Committee is a concurrent committee of the Academic Senate of the University of Texas at Dallas.

The Committee will advise the University of Texas at Dallas Information Security Officer in planning and testing measures to provide security for the University for development and use of the university's information resources in such a way as to comply with UT System security requirements for university information. University obligations are established by the UT System system-wide policy UTS165, U. T. System Information Security Action Plan, and Texas Administrative Code 202, and related interpretive statements such as The University of Texas System Laptop Computer Encryption Implementation—Frequently Asked Questions. The committee's areas of concern include but shall not be limited to:

- Recommend policies or guidelines to develop and align information security strategies with applicable laws and regulations.
- Monitor policies and procedures to ensure compliance while not asserting undue claims to own or access information owned by faculty or for which faculty are under obligation to other organizations.
- Recommend procedures for IT systems and practice to lower risk of exposure of information and IT resources. Procedures and practice may include appropriate technical infrastructure and security controls in the IT environment.
- Assist in identifying and classifying information.
- Assess and evaluate security incident management and make recommendations for improvements.
- Recommend procedures that increase the security of business continuity and recovery plans.
- Monitor implementation of the UTD policies by the Information Security office.
- Assist in developing plans and methods for education and outreach in the UTD community to explain the need for security measures and assure effective faculty participation.
- Recommend approval or denial of requests for exemption from full-disk encryption or any other security mandate. The committee will strive to make its recommendations within a month of submission of request.

The Committee shall be composed of at least thirteen voting members. Seven shall be tenure-track faculty, appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1 of The University of Texas at Dallas *Handbook of Operating Procedures*). At least three faculty members shall have expertise in areas of computer security. All shall be selected to represent as much of the range of university as well as non-university information that faculty create and use in the course of their professional activities as is practicable. In addition, there shall be one representative each from Academic Affairs, the Office of the Registrar, and the Office of Sponsored Projects, a staff representative selected by the Staff Council, and a student selected by Student Government, and at least two security experts from outside the university. One of the faculty members shall be Chair. The Chair and Vice Chair shall be appointed annually by the President upon approval by the Academic Senate.

The University Attorney shall be a member *ex officio*. The University Information Security Officer shall be the Responsible University Official.

The term of service of the Committee members shall be for two years, effective September 1 to August 31. Appointments shall be staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term upon nomination by the Academic Council.

The Committee shall meet at least bimonthly during the fall and spring semesters. No plan or policy shall be implemented by the Information Security Officer without first being reviewed by the Committee. The Committee shall indicate its approval or disapproval by majority vote. If the Committee disapproves, the Chair shall convey the vote and the reasons to the Vice-Provost and Chief Information Officer. Additional meetings will be called by the Chair or RUO as necessary.

2013 - 2014**COMMITTEE NAME: ACADEMIC CALENDAR COMMITTEE**

Charge: Policy Memorandum UTDPP1011

University-Wide Committee

Ex-OFFICIO – with voteUniversity Registrar and Director of
Academic Records**SPECIAL REQUIREMENTS:**

- 10 Voting Members
- 1 University Registrar and Director of Academic Records (w/vote)
 - 2 Administration
 - 3 Faculty
 - 2 Student Government
 - 2 Staff
- All but Registrar appointed annually

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE EXPIRING***FACULTY:***

Matthew Bondurant (AH) (8/31/2013)

Paul Battaglio (EPPS) (8/31/2013)

Carol Flannery (SOM) (8/31/2013)

ADMINISTRATION:

Sheila Amin Gutierrez de Pineros (EPPS) (8/31/2013)

Blair Flicker (8/31/2013)

STUDENTS:

(Roy) James Holliday(UG) (8/31/2013)

Cory (Liz) Sagduyu (UG) (8/31/2013)

STAFF:**CHAIR: SHEILA AMIN GUTIERREZ DE PINERES****VICE CHAIR: PAUL BATTAGLIO****REPLACEMENTS NEEDED****MATTHEW BONDURANT (AH) (8/31/2014)****PAUL BATTAGLIO (EPPS) (8/31/2014)****SHERRY LI (EPPS) (8/31/2014)****ANDREW BLANCHARD (8/31/2014)****BLAIR FLICKER (8/31/2014)****NALINI (NIKKI) KANTHETY (UG-NSM) (8/31/2014)****SABRINA ARNOLD (UG-EPPS) (8/31/2014)****DETERMINED BY STAFF COUNCIL (8/31/2014)****DETERMINED BY STAFF COUNCIL (8/31/2014)****ANDREW BLANCHARD****PAUL BATTAGLIO**



UTDPP1011 - Academic Calendar Committee

Policy Charge

Academic Calendar Committee

Policy Statement

The Academic Calendar Committee is a University-wide, Standing Committee appointed by the President, not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee shall maintain a web site and email address to receive suggestions and complaints regarding the Academic Calendar and shall meet to revise the calendar as the accumulation of such advice and complaints may appear to warrant. The Committee will attempt to construct a calendar in which a class offered in any regular pattern of times in a term will involve the same number of contact hours, which provides sufficient time for preparation between the end of each term and the beginning of the next, and which minimizes, as far as possible, the conflicts between the demands of attending or teaching at the University and the other pressing demands of work and life to which faculty and students must respond.

The Committee has ten voting members. The University Registrar and Director of Academic Records is a member ex officio (with vote). The other nine members are appointed or reappointed by the President annually. Two members are representatives from the administration, nominated by the Executive Vice President and Provost (Provost). Three members are representatives of the faculty, nominated by the Speaker of the Senate. Two members are representatives of student government, nominated by the President of the Student Government. Two members are representatives of the University Staff, nominated by the Chair of the Staff Council. There is no limit to the number of successive terms a member may serve. Rather, those responsible for providing nominees shall attempt to seek individuals particularly interested in the task of the committee, and the President shall attempt to assure as much continuity in membership from year to year as possible. One member shall be designated by the President as Chair.

The Responsible University Official is the Executive Vice President and Provost.

Policy History

- Issued: June 10, 2002
- Revised: June 29, 2006
- Editorial Amendment: September 28, 2009

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1011>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1011>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1011>

2013 - 2014

COMMITTEE NAME: CAMPUS FACILITIES COMMITTEE

Charge: Policy Memorandum UTDPP1025

University-Wide Committee

EX-OFFICIO (without vote)

Dean of Graduate Studies
 Vice President, chief Information Officer
 Associate Vice President for Facilities Management
 Exec. Director of Strategic Planning & Analysis
 Exec. Vice President and Provost
 Staff Council Member

LIBRARY REPRESENTATIVE (with vote)**RESPONSIBLE UNIVERSITY OFFICIAL**

Senior Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY**

Tom Campbell (CD) (8/31/2015)
 John Ferguson (NSM) (8/31/2015)
 Dennis Kratz (AH & Dean) (8/31/2015)
 Bruce Novak, (NSM & Dean) (8/31/2014)

OFF-CAMPUS REPRESENTATIVE

Patti Henry-Pinch (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Patrick Brandt (EPPS) (8/31/2013)
 Theresa Towner (AH) (8/31/2013)
 Mark Spong (ECS & Dean) (8/31/2013)

STAFF COUNCIL (EX-OFFICIO)

Melissa Wyder (8/31/2013)

STUDENT AFFAIRS STAFF (EX-OFFICIO)

Matt Grief (8/31/2013)

STUDENT

Nathaniel Fairbank (UG) (2013)

CHAIR: Patrick Brandt (EPPS)**Vice Chair:** Theresa Towner (AH)**SPECIAL REQUIREMENTS:**

No fewer than 10 voting members
 4 Faculty
 2 Deans
 1 Student
 1 Representative from Student Affairs
 1 Off-campus Representative
 1 Library staff
 3-year terms, staggered

REPLACEMENTS NEEDED

DENNISE BOOTS (EPPS)	(8/31/16)
ERIC FARRAR (A&H)	(8/31/16)
MARK SPONG (ECS & DEAN)	(8/31/16)

APPOINTED BY STAFF COUNCIL

Basel Musharbash (UG-EPPS)	(8/31/2014)
DENNISE BOOTS (EPPS)	(8/31/15)
JOHN FERGUSON (NSM)	(8/31/2015)



UTDPP1025 - Campus Facilities Committee

Policy Charge

Facilities Committee

Policy Statement

The Campus Facilities Committee is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee has three interrelated concerns: utilization and condition of campus facilities, planning for new projects, and long-range campus planning.

1. Utilization of facilities. The Committee is charged to maintain a system for receiving suggestions and complaints from faculty regarding the condition and use of university facilities and to make suggestions to the administration regarding improving their condition and utilization. For this purpose, the term 'facilities' does not mean only buildings but includes all their fittings and equipment intended to support instruction and research, and the services associated therewith.
2. Project planning. The Committee may be designated by the Administration to serve as an Institutional Building Advisory Committee as defined in Rule 80302, Section 1 of the Regents' *Rules and Regulations* in order to review new construction projects and plans for remodeling and renovation of facilities proposed by the University. In this case, the Committee will have no further direct responsibilities after the contract is awarded although it may be available for consultation as requested by the administration. In addition, or, alternatively, in accordance with Rule 80302, Section 2 of the Regents' Rules and Regulations, the President may appoint an Ad Hoc Project Building Committee composed of, but not limited to, representatives of the departments, programs, or divisions that will occupy the building. In this latter case, the Chair of the Campus Facilities Committee, or his or her delegate, shall be an ex officio member of each such Ad Hoc Project Building Committee. An Ad Hoc committee works with the U. T. System Office of Facilities Planning and Construction (OFPC) to prepare a facility program in accordance with the Facilities Programming Guidelines maintained by OFPC.
3. Long-range campus planning. On the basis of its knowledge of utilization of current facilities and involvement in project planning, the Committee is charged to suggest and/or review long-range plans for the development of the campus.

The Committee shall be composed of no fewer than ten voting members appointed by the President; and shall include at least four faculty members, two deans, one student, one

representative of the Student Affairs staff, one representative of the library staff, and one representative from off-campus. The Executive Vice President and Provost, the Dean of Graduate Studies, the Associate Vice President for Facilities Management, the Executive Director of Strategic Planning and Analysis, the Vice President, Chief Information Officer, and one representative from the Staff Council serve as ex officio members. The term of office for Committee members shall be for three years, effective September 1 to August 31, and members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term. The Vice President for Administration shall serve as the Responsible University Official for this committee.

To ensure continuity, appointments of Committee members will be for staggered terms so that one-third of the appointments expire August 31 of each academic year. The Chair of the Committee shall be appointed by the President annually.

Policy History

- Issued: March 19, 1981
- Revised: June 30, 1983
- Revised: October 1, 1988
- Revised: September 1, 1989
- Revised: May 1, 1990
- Revised: November 1, 1990
- Revised: September 1, 1991
- Revised: January 9, 1998
- Editorial Amendments: September 1, 2000
- Revised: June 5, 2002
- Revised: January 22, 2003
- Editorial Amendments: October 6, 2003
- Editorial Amendments: May 2, 2006
- Editorial Amendments: February 1, 2007
- Revised: February 18, 2009
- Editorial Amendments: September 1, 2010
- Editorial Am: December 31, 1969

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1025>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1025>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1025>

2013 - 2014**COMMITTEE NAME: COMMENCEMENT COMMITTEE**

Charge: Policy Memorandum UTDPP1020

University-Wide Committee

Ex-OFFICIO (without vote)

Assistant Vice President for Student Affairs
 Director of University Events
 Speaker of the Faculty (Vice Chair)
 Dean of Graduate Studies
 Dean of Undergraduate Education
 Chief of Police
 Associate Vice President for Facilities Management
 Bookstore Manager
 Coordinator of Student Health Services
 Representative from Media Services
 Representative from Alumni Services
 University Registrar & Director of
 Academic Records
 Special Events Coordinator

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY:**

Kathryn Evans (AH) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY:**

Doug Kiel (EPPS) (8/31/2013)

STUDENTS:

Raj Dwivendi, SG President (8/31/2013)

Martha Gutierrez (UG) (8/31/2013)

Chair: Judy Barnes, Director of University Events**Vice Chair:** Murray Leaf**SPECIAL REQUIREMENTS:**

2 Faculty
 2 Student representatives (including the
 President of the Student Body
 3-year terms

REPLACEMENTS NEEDED**DOUG KIEL (EPPS) (8/31/2016)**

Elizaveta (Liza) Liberman, SG President (8/31/2014)Jessica Palacios Gutierrez (UG-SOM) (8/31/2014)Judy Barnes, Director of University EventsMurray Leaf , Speaker of Faculty



UTDPP1020 - Commencement Committee

Policy Charge

Commencement Committee

Policy Statement

The Commencement Committee is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate, The University of Texas at Dallas.

The Committee is responsible for the direction and conduct of the University's commencement activities and graduation ceremonies and for recommending to the President modifications to the procedures and practices followed for these activities.

The Committee shall be composed of at least two members of the faculty and two student representatives, including the President of the Student Government. Ex officio, non-voting, members shall be those who hold the following positions: Speaker of the Faculty, Dean of Graduate Studies, Dean of Undergraduate Education, Chief of Police, Associate Vice President for Facilities Management, University Registrar and Director of Academic Records, Assistant Vice President for Student Affairs, Director of University Events, Bookstore Manager, Coordinator of Student Health Services, a representative from Media Services and a representative of the Alumni Association. The Executive Vice President and Provost, or designee, serves as the Responsible University Official.

The term of office for committee members shall be three years, effective September 1 to August 31, and members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The Chair and Vice Chair of the Committee shall be appointed by the President annually.

Policy History

- Revised: January 14, 1985
- Revised: May 13, 1985
- Revised: September 1, 1987
- Revised: September 1, 1988
- Revised: May 1, 1990
- Revised: September 1, 1990
- Revised: April 4, 1995
- Revised: February 16, 2010

- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: November 22, 2002
- Editorial Amendments: April 18, 2006
- Editorial Amendments: September 19, 2007

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1020>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1020>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1020>

2013 - 2014**COMMITTEE NAME: COMMITTEE ON PARKING AND TRANSPORTATION**

Charge: Policy Memorandum UTDPP1030

University-Wide Committee

EX-OFFICIO (without vote)

Chief of Police
 Associate Vice President for Facilities Management
 or designee
 Safety Officer
 Director of Disability Services
 Parking and Transportation Manager
 Assoc. VP for Budget and Resource Planning

SPECIAL REQUIREMENTS:

6 voting members
 2 Faculty
 1 Staff
 2 Students
 1 Staff Council
 2-year terms

RESPONSIBLE UNIVERSITY OFFICIAL & CHAIR

Vice President for Administration

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY:**

John Wiorkowski (M) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY:**

Thomas Brunell (EPPS) (8/31/2013)

REPLACEMENTS NEEDED

THOMAS BRUNELL (EPPS) (8/31/2015)

STAFF:

APPOINTED BY STAFF COUNCIL (8/31/2014)

STAFF COUNCIL:

APPOINTED BY STAFF COUNCIL (8/31/2014)

STUDENTS:

Rajiv Dwivedi (UG) (8/31/2013)

ELIZAVETA LIBERMAN (UG-EPPS) (8/31/2014)

Megan Bishop (UG) (8/31/2013)

JANANI SAUNDARESAN (UG-NSM) (8/31/2014)



UTDPP1030 - Committee on Parking and Transportation

Policy Charge

Parking and Transportation

Policy Statement

The Committee on Parking and Transportation is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate, The University of Texas at Dallas.

The Committee is charged to review all established and proposed university procedures and regulations regarding traffic control, parking, and transportation, and to make recommendations pertaining thereto. Recommendations regarding traffic, parking, and transportation policies shall be referred directly to appropriate administrative officers.

The Committee shall have six voting members and six non-voting members, ex officio. Two of the voting members shall be appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), one shall be appointed from the university staff, one from the Staff Council, and two shall be students. The ex officio members shall be the Parking and Transportation Manager, the Chief of Police, the Associate Vice President for Budget and Resource Planning, the Associate Vice President for Facilities Management or a designated representative, the Director of Disability Services, and the Safety Officer.

The Vice President for Administration shall serve as the Chair and the Responsible University Official for this Committee.

The term of office of the Committee members shall be for two years, effective September 1 to August 31, and members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: September 4, 1978
- Revised: November 12, 1979
- Revised: September 1, 1984
- Revised: May 13, 1985
- Revised: September 1, 1988
- Revised: October 15, 1993

- Editorial Amendments: October 29, 1998
- Revised: December 3, 1999
- Editorial Amendments: September 1, 2000
- Editorial Amendments: April 10, 2006
- Editorial Amendments: October 2, 2006
- Revised: February 12, 2009
- Editorial Amendments: September 28, 2009
- Editorial Amendments: December 2, 2009
- Editorial Amendments: May 26, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1030>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1030>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1030>

2013 - 2014

COMMITTEE NAME: COMMITTEE ON RESEARCH INVOLVING HUMAN SUBJECTS

Charge: Policy Memorandum UTDPP1035

University-Wide Committee

EX-OFFICIO (WITH VOTE)

Vice President for Research

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY:**

Aage Møller (BBS) (8/31/2014)

Daniel Krawczyk (BBS) (8/31/2014)

Dinesh Bhatia (ECS) (8/31/2014)

Elena Katok (SOM) (8/31/2014)

William Katz (BBS) (8/31/2014)

Denise Park (BBS) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY:**

Bobby Alexander (EPPS) (8/31/2013)

Noah Sasson (BBS) (8/31/13)

Li Zhang (NSM) (8/31/13)

STAFF

James Cannici (8/31/2013)

Susie Milligan (8/31/2013)

Sanaz Okhovat (8/31/2013)

Kerry Tate (8/31/2013)

NON-UTD REPRESENTATIVES

Randal Boss (8/31/2013)

Judge Daniel Curran (8/31/2013)

STUDENT

Travis Weaver (UG) (8/31/2013)

Chair: Aage Møller (BBS) (8/31/2014)**Vice Chair:** Daniel Krawczyk (BBS) (8/31/2014)**SPECIAL REQUIREMENTS**

No fewer than nine (9) members

1 off-campus representative

variety of professions

1 member whose primary expertise is in a

(See charge for more requirements)

2-year terms

REPLACEMENTS NEEDED**Bobby Alexander (EPPS)** (8/31/2015)**Candice Mills (BBS)** (8/31/2015)**Li Zhang (NSM)** (8/31/2015)**Appointed by Staff Council** (8/31/2015)**Appointed by Staff Council** (8/31/2015)**Appointed by Staff Council** (8/31/2015)**Appointed by Staff Council** (8/31/2015)

(8/31/2015)

(8/31/2015)

AYLA JENSON (UG-BBS) (8/31/14)**AAGE MØLLER (BBS) (8/31/2014)****DANIEL KRAWCZYK (BBS) (8/31/2014)**



UTDPP1035 - Committee on Research Involving Human Subjects (Institutional Review Board)

Policy Charge

Research Involving Human Subjects (IRB)

Policy Statement

The Institutional Review Board (IRB) is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The IRB operates under the Department of Health and Human Services (HHS) regulations for the protection of Human Research Subjects (45 CFR 46).

1. Applicability - The responsibilities of the IRB are applicable to all activities which, in whole or in part involve research with human subjects if:
 1. the research is sponsored by this institution, or
 2. the research is conducted by or under the direction of any employee or agent of this institution in connection with his or her institutional responsibilities, or
 3. the research is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution, or
 4. the research involves the use of this institution's nonpublic information to identify or contact human research subjects or prospective subjects.
5. Institutional Policy
 1. This institution acknowledges and accepts its responsibilities for protecting the rights and welfare of human subjects of research covered by this policy.
 2. It is the policy of this institution that, except for those categories specifically exempted by 45 CFR 46, all research covered by this policy will be reviewed and approved by the University's Institutional Review Board which has been established under a policy of compliance negotiated with HHS. The involvement of human subjects in research covered by this policy will not be permitted until the IRB has reviewed and approved the research protocol and informed consent has been obtained in accord with and to the extent required by 45 CFR 46.116. Certification of the IRB's review and approval for all HHS funded research involving human subjects will be submitted to HHS no later than sixty days following the submission of an application or proposal for funding. Further, the IRB's review of research on a continuing basis will be conducted at appropriate intervals but not less than once per year.
 3. It is the policy of this institution that unless informed consent has been specifically waived by the IRB in accordance with 45 CFR 46.116, no research investigator shall involve any human being as a subject in research unless the

research investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative.

4. This institution acknowledges that it bears full responsibility for the performance of all research involving human subjects, covered by this policy.
5. This institution bears full responsibility for complying with federal, state or local laws as they may relate to research covered by this policy.
6. This institution has established and will maintain one IRB in accordance with 45 CFR 46. The IRB has the responsibility and authority to review, approve, disapprove or require changes in appropriate research activities so that the rights and welfare of human subjects will be protected.
7. This institution has provided and will continue to provide both meeting space for the IRB and sufficient staff to support the IRB's review and recordkeeping duties.
8. This institution encourages and promotes constructive communication among the research administrators, department heads, research investigators, clinical care staff, IRB, other institutional officials and human subjects as a means of maintaining a high level of awareness regarding the safeguarding of the rights and welfare of the subjects.
9. This institution will maintain documentation of IRB activities as prescribed by 45 CFR 46.115.
10. This institution will exercise appropriate administrative overview carried out at least annually to insure that its practices and procedures designed for the protection of the rights and welfare of human subjects are being effectively applied and are in compliance with the requirements of 45 CFR 46 and this policy.
11. This institution will comply with the policies set forth in 45 CFR 46 Subpart B, which provide additional protections to research, development, and related activities involving fetuses, pregnant women, and in vitro fertilization of human ova.
12. This institution will comply with the policies set forth in 45 CFR 46 Subpart C, which provide additional protections for prisoners involved in research.
13. This institution, in addition to complying with the requirements of 45 CFR 46, will consider additional safeguards in research when that research involved children, individuals institutionalized as mentally disabled and other potentially vulnerable groups.
14. This institution will comply with the requirements set forth in 45 CFR 46.114 regarding cooperative research projects. When research covered by this policy is conducted at or in cooperation with another entity, all provisions of this policy remain in effect for that research. This institution may accept, for the purpose of meeting the IRB review requirements, the review of an IRB established under another policy of compliance with HHS. Such acceptance must be in writing, approved and signed by this institution's Office of the Vice President for Research, approved and signed by correlative officials of each of the other cooperating institutions. A copy of the signed agreement must be forwarded to the Office for Protection for Research Risks (OPRR), HHS.
15. Copies of the general policy will be available to all faculty through the Office of the Vice President for Research, the offices of the Deans and the Department Heads, and the Chair of the IRB. This institution will also provide each individual at the institution conducting or reviewing human subject research a

summary of the rules and regulations including any future modifications and an outline of the procedures to be followed in any research involving human subjects as covered by this policy.

16. IRB Structure

1. Institutional Establishment of the IRB

1. The IRB is established at The University of Texas at Dallas to review all research involving human subjects. The IRB membership is appointed by the President of the University and shall be composed of no fewer than nine members.
2. At least one member shall not be affiliated with the University apart from his/her membership on the Committee. In addition, the Vice President for Research serves as the ex officio member of the IRB, without vote, who has the federally required authority to act and speak for the University. The term of office of the Committee members shall be for two years, effective September 1 to August 31, and members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.
3. To ensure continuity, initial appointments of Committee members will be for staggered terms so that one-half of the appointments expire August 31 of each academic year.
4. The Chair and Vice Chair of the Committee shall be appointed by the President annually.

5. IRB Membership Requirements

1. The IRB is comprised of members from diverse backgrounds to promote complete and adequate review of research activities covered by this policy, and has the professional competence necessary to review the specific research activities which will be assigned to it.
2. The IRB is sufficiently qualified through the experience and expertise of its members, and the diversity of the members' backgrounds, including consideration of the racial and cultural backgrounds of members and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects.
3. When research is reviewed involving a category of vulnerable subjects (e.g., prisoners, children, individuals institutionalized as mentally disabled), the IRB shall include in its reviewing body one or more individuals who have as a primary concern the welfare of these subjects.
4. The IRB includes both male and female members.
5. The IRB includes members representing a variety of professions.
6. The IRB includes at least one member whose primary expertise is in a non-scientific area.
7. The IRB includes at least one member who is not otherwise affiliated with the institution and who is not a part of the immediate family of a person affiliated with the institution.

8. Responsible University Official

1. The Vice President for Research shall be the Responsible University Official for the Committee.

2. All information concerning Committee activities, reports, and other related documents and approvals shall be housed in the Office of the Vice President for Research.
3. The Vice President for Research shall be responsible for the submission of annual reports to appropriate government agencies.

Policy History

- Issued: August 1, 1979
- Revised: September 2, 1980
- Revised: September 1, 1983
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: February 15, 2005
- Editorial Amendments: April 10, 2006
- Editorial Amendments: January 11, 2007

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1035>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1035>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1035>

2013 - 2014

COMMITTEE NAME: COMMITTEE FOR THE SUPPORT OF DIVERSITY AND EQUITY

Charge: Policy Memorandum UTDPP1022

University-Wide Committee

EX OFFICIO**SPECIAL REQUIREMENTS****RESPONSIBLE UNIVERSITY OFFICIAL**Vice President for Diversity and
Community Engagement

- 11 Faculty members (from each of the seven Schools)
- 3 Academic Administrators
- 8 Staff members
- 2-year terms

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY**

Sherri Li (EPPS) (8/31/2014)
Mandy Maquire (BBS) (8/31/2014)
Yang Liu (ECS) (8/31/2013)
Karen Prager (IS) (8/31/2013)

ADMINISTRATION

Abby Kratz (8/31/2013)
Sherry Marek 8/31/2013)
Eloise Square (8/31/2013)

(08/31/2015)(08/31/2015)(08/31/2015)**MEMBERS WHOSE TERMS ARE EXPIRING****FACULTY**

Peter Park (AH) (8/31/2013)
Yang Liu (ECS) (8/31/2013)
Cindy de Frias (BBS) (8/31/2013)
Alex Piquero (EPPS) (8/31/2013)
Monica Rankin (AH) (8/31/2013)
Orlando Richard(SOM) (8/31/2013)

REPLACEMENTS NEEDEDKIM KNIGHT (A&H) (08/31/2015)YANG LIU (ECS) (08/31/2015)RAUL ROJAS (BBS) (08/31/2015)ASLI LEBLEBICIOGLU (EPPS) (08/31/2015)KATHERINE TURK (A&H) (08/31/2015)DAVID FORD OR LAURIE ZAIEGLER (08/31/2015)**STAFF**(08/31/2014)(08/31/2014)(08/31/2014)(08/31/2014)Appointed by Staff CouncilAppointed by Staff CouncilAppointed by Staff CouncilAppointed by Staff Council**Chair: Peter Park (AH) (8/31/2013)****YANG LIU (ECS) (8/31/2015)****Vice Chair: Yang Liu (ECS) (8/31/2013)****SHERRI LI (EPPS) (8/31/2015)**



UTDPP1022 - Committee for the Support of Diversity and Equity

Policy Charge

Diversity and Equity

Policy Statement

The Committee for the Support of Diversity and Equity is a University-wide Standing Committee reporting directly to the President of The University of Texas at Dallas.

The Committee meets regularly (at least six times each academic year) to review and discuss issues that affect the institutional status, professional effectiveness and personal morale of women, minorities, and members of other underrepresented groups in full and part-time faculty and staff positions. To support its role in understanding and recommending policy with respect to these and related issues the Committee is empowered to carry out studies, conduct interviews and prepare reports. It meets with the President at the beginning and end of each academic year to receive special charges and reports from the administration and to convey to the administration ideas, concerns and advice from the Committee that address the issues of eliminating institutional features which differentially and negatively affect women, minorities, and members of other underrepresented groups. It is also within the purview of this Committee to recommend the creation and initiation of actions and policies which would support the professional careers of these same individuals.

The Committee shall consist of eleven faculty members (including members on the faculty of each of the seven Schools), three academic administrators and eight staff members representing the entire university community. The Vice President for Diversity and Community Engagement shall serve as the Responsible University Official (RUO).

The term of office of the committee members shall be for two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. The President may reappoint members for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term. The Chair and Vice Chair are appointed annually by the President.

Policy History

- Issued: November 12, 1997
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 16, 2006

- Revised: November 4, 2008

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1022>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1022>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1022>

2013 - 2014**COMMITTEE NAME:** INFORMATION RESOURCES SECURITY, PLANNING,
AND POLICY COMMITTEE

Charge: Policy Memorandum UTDPP1003

University-Wide Committee

EX OFFICIO (WITH VOTE)

Chief Information Security Officer

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President & Chief Information Officer

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY**

Daniel Arce (EPPS) (8/31/2014)

Latifur Khan (ECS) (8/31/2014)

Mark Spong (ECS & Dean) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY**

Thom Campbell (BBS) 8/31/2013)

Monica Evans (AH)(8/31/2013)

Syam Menon (SOM)(8/31/2013)

Bert Moore (BBS & Dean) (8/31/2013)

STAFF

Sanaz Okhovat (Research Compliance) (8/31/2013)

Toni Messer (Audit & Compliance) (8/31/2013)

Wanda Mitzutowicz (Administration) (8/31/2013)

STAFF COUNCIL**SPECIAL REQUIREMENTS**

- 13 Voting Members
(7 tenure-track faculty w/2 at position of
Dean or above)
- 1 Staff – Audit and Compliance
 - 1 Staff – Academic Affairs
 - 1 Staff Council
 - 1 Staff – Office of VP for Research
 - 1 Staff - Administration

TWO-YEAR TERMS**REPLACEMENTS NEEDED****THOM CAMPBELL (BBS) (8/31/2015)****TODD FECHTER (A&H) (8/31/2015)****SYAM MENON (SOM) (8/31/2015)****BERT MOORE (BBS & DEAN) (8/31/2015)****TO BE APPOINTED BY STAFF COUNCIL (8/31/2014)****Chair:** Daniel Arce (EPPS) (8/31/2014)**Vice Chair:** Latifur Khan (ECS) (8/31/2014)**SYAM MENON (SOM) (8/31/2015)****TODD FECHTER (A&H) (8/31/2015)**



UTDPP1003 - Information Resources Security Planning and Policy Committee

Policy Charge

IR Security Planning and Policy Committee

Policy Statement

The Information Resources Security, Planning, and Policy Committee is a University-wide Standing Committee.

The Committee will advise and assist the Vice President, Chief Information Officer in long range planning for development and use of the university's information resources in such a way as to strike the best possible balance between outreach for education, support of research, and the maintenance of information security. With respect to long range planning, the Committee will deal with all aspects of information resources including existing and emerging requirements, current and anticipated technologies and preferred policies and practices. The committee is expected to maintain liaisons with the Committee on Distance Learning, the Committee on Effective Teaching, and all other university and administrative committees whose work bears on issues of information resources. With respect to security, the committee will have a permanent subcommittee on security compliance to oversee the University's compliance with U. T. System system-wide policy [UTS165](#), U. T. System Information Security Action Plan, and Texas Administrative Code 202. Responsibilities of the full committee include but are not limited to:

1. Participation in the creation and implementation of long-range plans for Information Resources development and utilization. Within that process, the committee will assist in the identification and prioritization of goals, objectives and action items. Completed planning efforts will be documented by the Office of the Vice President, Chief Information Officer and submitted to the Academic Senate before being submitted to the President's Cabinet or concerned State of Texas agencies.
2. Review of The University of Texas at Dallas Information Resources Use and Security Policy A5-110.0 to insure compliance with U. T. System and Texas Administrative Code requirements.
3. Monitoring of the implementation of the UTD policies.

The Committee shall be composed of at least thirteen voting members. Seven shall be tenure-track faculty, including at least two holding administrative positions of Dean or above, appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1 of The University of Texas at Dallas Handbook of Operating Procedures). In

addition, there shall be one representative each from Audit and Compliance, Academic Affairs, the University Staff Council, the Office of the Vice President for Research, and the Office of the Vice President for Administration. The University Chief Information Security Officer shall be a member ex officio, with vote. The Vice President, Chief Information Officer (under the terms of U. T. System system-wide policy [UTS165](#)) is the Responsible University Official (RUO).

The security compliance subcommittee shall consist of the Chief Information Security Officer and at least one committee member from Audit and Compliance, one from Academic Affairs, one from the Office of the Vice President for Research, one from the General Faculty, and one each of the University staff and Information Resources staff. Membership of the subcommittee shall be determined by majority vote of the full committee.

In consultation with the full committee, pursuant to system-wide policy UTS165, the task of the subcommittee on security compliance shall be to advise the Vice President, Chief Information Officer on ways to carry out the tasks assigned in system-wide policy [UTS165](#), namely to:

1. Analyze information to determine whether it is confidential, sensitive, both or neither.
2. Prepare a security plan to protect information identified as confidential, sensitive or both.
3. Assign management responsibility for implementing the security plan.
4. Train personnel to treat information resources properly.
5. Monitor the treatment of information resources to ensure compliance with the security plan.
6. Submit planning documents and reports to state agencies as required.

The term of service of the Committee members shall be for two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The Committee will meet annually in October to organize subcommittees or other working units for fulfilling its responsibilities and to determine a schedule of meetings that includes at least one per quarter at a time and place designated by the Chair. Additional meetings will be called by the Chair or RUO as may be necessary. The Chair and Vice Chair are appointed annually by the President.

Policy History

- Issued: December 8, 2003
- Editorial Amendments: June 12, 2006
- Revised: April 25, 2007
- Editorial Amendments: October 24, 2008
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1003>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1003>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1003>

2013 - 2014

COMMITTEE NAME: INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Charge: Policy Memorandum UTDPP1014

University-Wide Committee

EX-OFFICIO (WITH VOTE)

Associate Vice President for Research

RESPONSIBLE UNIVERSITY OFFICIAL

Associate Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY**

Gail Breen (NSM) (8/31/2014)

Lucien Thompson (BBS) (8/31/2015)

Leonidas Bleris (ECS) (8/31/2015)

Christa McIntyre Rodriguez (BBS) (8/31/2015)

NON-UTD REPRESENTATIVES

Tony Myers (8/31/2014)*

Egeene Q. Daniels (8/31/2014)*

(*not approved by the Senate)

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY**

NONE

SPECIAL REQUIREMENTS

No fewer than 6 (six) members

1 Member a Doctor of Veterinary Medicine

1 Community representative

1 Must be a practicing scientist experienced in research involving animals

1 Must be a person whose primary concerns are in a nonscientific area

3-year terms

Chair: Lucien Thompson (BBS)(8/31/2015)Lucien Thompson (BBS)(8/31/2015)**Vice Chair:** Leonidas Bleris (ECS)(8/31/2015)Leonidas Bleris (ECS)(8/31/2015)



UTDPP1014 - Institutional Animal Care and Use Committee

Policy Charge

Animal Care and Use

Policy Statement

The Institutional Animal Care and Use Committee is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee operates under the Principles for Use of Animals, the U.S. Department of Health and Human Services "Guide for the Care and Use of Laboratory Animals," the U.S. Department of Agriculture Animal and Plant Inspection Service, the Animal Welfare Acts, and other applicable laws and regulations. The Committee is charged to maintain oversight of the University's animal care program, annually advise the University on policies and procedures with regard to its animal care program and assure the humane care and use of animals used or intended for use in all research, research training, experimentation, teaching, or biological testing or for related purposes involving live, vertebrate animals. In keeping with this charge, no research or other activities involving the use of animals may commence without the written approval of the Committee. The Committee is also charged to assure the humane care and use of animals used in projects awarded to the University by the National Institute of Health (NIH). In addition, the committee is charged to perform the following duties:

1. Inspect University facilities and review procedures for the care and use of animals at least twice each year to ensure that the University is in compliance with the Animal Welfare Act, the NIH "Guide for the Care and Use of Laboratory Animals," and U.S. Department of Agriculture Animal and Plant Inspection Service.
2. Receive and review questions or complaints from any source concerning the welfare of University animal subjects. If the conduct of a specific project is to be reviewed, the quorum will not include any member having an active role in the project.
3. Semi-annually make written recommendations to the Vice President for Research regarding any aspect of the University's animal program.
4. Review and approve, require modification in (to secure approval), withhold approval of, or suspend any research or activity, new or ongoing, including but not limited to proposals submitted to funding agencies, that involves the use of animals.
5. Notify investigators, University and appropriate funding agencies, through the Vice President for Research, of its decision to approve or withhold approval or suspend any research or instructional activity, new or ongoing, that involves the use of animals.

Members of the Institutional Animal Care and Use Committee must have appropriate education and experience to perform their duties with respect to the types of animals and species used and the kinds of projects to be undertaken. One member of the Committee must be a Doctor of Veterinary Medicine, with training in laboratory animal science and medicine. One member of the Committee must be a community person, not affiliated with the University in any way other than a member of the Committee, and not a member of the immediate family of a person who is affiliated with the University. One member of the Committee must be a person whose primary concerns are in a nonscientific area. One member of the Committee must be a practicing scientist experienced in research involving animals. Any individual who meets the requirements of more than one of the categories listed above may fulfill more than one requirement.

The Committee shall be composed of no fewer than six members appointed by the President. The terms of office of the Committee members shall be for three years and members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another qualified individual to serve the remainder of the unexpired term. The Vice President for Research and the University Chief of Police serve as ex officio members with vote. Changes in membership will be reported annually to the Office of Protection from Research Risks, NIH. The Chair and Vice Chair of the Committee shall be appointed annually by the President.

The Vice President for Research shall be the Responsible University Official for the Committee, with oversight of all animal facilities. All information concerning Committee activities, reports, and other related documents and approvals shall be housed in the Office of the Vice President for Research. The Vice President for Research shall be responsible for the submission of annual reports to appropriate government agencies.

Policy History

- Issued: August 1, 1979
- Revised: September 1, 1981
- Revised: September 1, 1983
- Revised: May 3, 1991
- Revised: June 1, 1994
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: June 24, 2002
- Editorial Amendments: April 10, 2006
- Editorial Amendments: January 11, 2007
- Revised: June 4, 2009
- Revised: August 17, 2011

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1014>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1014>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1014>

2013 - 2014

COMMITTEE NAME: INSTITUTIONAL BIOSAFETY & CHEMICAL SAFETY COMMITTEE

Charge: Policy Memorandum UTDPP1016

University-Wide Committee

EX-OFFICIO

Vice President for Research
 Environmental Health & Safety Director
 Biosafety Officer

SPECIAL REQUIREMENTS

No fewer than five members
 2 (at least, and not less than 20% of membership) shall **not** be affiliated with the University
 3-year terms
 Chair – 2-year term and a member of the University Safety Council

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY**

~~Marco Atzori (BBS) (8/31/2015)~~
 Santosh D'Mello (NSM) (8/31/2015)
 Jeff De Jong (NSM) (8/31/2015)
 Lee Bulla (NSM) (8/31/2014)
 John Burr (NSM) (8/31/2014)

Jon Ploski (BBS) (8/31/15)

NON-UTD MEMBERS

Steve Dossett (8/31/2014)
 Nancy Viamonte (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Paul Pantano (NSM) (8/31/2013)

REPLACEMENTS NEEDED

PAUL PANTANO (NSM) (8/31/16)

Chair: Marco Atzori (BBS)

Santosh D'Mello (NSM) (8/31/2015)

Vice Chair: Santosh D'Mello

Lee Bulla (NSM) (8/31/2015)



UTDPP1016 - Biosafety Committee

Policy Charge

Institutional Biosafety and Chemical Safety Committee

Policy Statement

The Institutional Biosafety and Chemical Safety Committee (IBCC) is a University-wide, Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee operates under NIH "Guidelines for Research Involving Recombinant DNA Molecules." Under these guidelines, the Committee is charged to perform the following duties:

1. Advise the University on policies with regard to recombinant DNA research.
2. Create and maintain in the Office of the University Environmental Health and Safety Director a central reference file and library of catalogs, books, articles, newsletters, and other communications as a source of advice and reference regarding, for example, availability and quality of the safety equipment; availability and level of biological containment for various host-vector systems; suitable training of personnel; and data on the potential biohazards associated with certain recombinant DNAs.
3. Develop a safety and operations manual for any facility maintained by the University and used in support of recombinant DNA research.
4. Review and approve NIH applications for research support and annually thereafter, assure that facilities, procedures, practices, and the training and expertise of the personnel involved meet NIH guidelines.
5. Report violations of the Guidelines and significant research-related accidents or illnesses unless the Principal Investigator has reported such matters.
6. Perform all responsibilities required of an IBC under the Guidelines as same may be amended from time to time. Should the Biosafety Committee's duties under the Guidelines conflict with any duties outlined in the Policy Memorandum, then, the Guidelines will control.

Under the guidelines Section IV. B. 2, an institution's "responsibilities need not be restricted to recombinant DNA." Accordingly, the Committee also operates as the institutional chemical safety committee to develop policies for the acquisition, safe handling and storage of hazardous chemical materials that require oversight under local, State and Federal guidelines.

Taking both concerns together, researchers at UT Dallas using any of the following materials are requested to register their project with the IBCC.

- Recombinant DNA and related materials

- Human or non human primate tissue, blood or body fluids
- Select Agents or Biotoxins
- Infectious Agents
- Carcinogens
- Pathogens
- Toxic chemicals

The Committee will work with the University Department of Environmental Health and Safety to develop and approve a manual. The Committee will approve the procedures for maintaining a catalog of biohazardous and chemical materials and pathogenic agents. Similarly, procedures for the secure storing, working with, transport of and disposal of these materials and agents will be approved by the Committee.

Members of the Biosafety Committee must be sufficiently qualified through their experience, expertise, and diversity to ensure respect for its advice and counsel. Members must have expertise in recombinant DNA technology and the capacity to assess the safety of recombinant DNA research experiments and any potential risk to public health or the environment. Members must also have knowledge of chemical agents and any potential risk to public health or the environment.

The Committee shall be composed of no fewer than seven members appointed by the President with the advice of the Chair of the University Safety and Security Council and the Dean, School of Natural Sciences and Mathematics. At least two members (and not less than 20% of the membership of the Committee) shall not be affiliated with the University (apart from their membership on the IBC) and shall represent the interest of the surrounding community with respect to health and protection of the environment. The Vice President for Research, or designee, the Environmental Health and Safety Director, and the Biosafety Officer serve as ex officio members. The term of office of the Committee members shall be for three years and members may be reappointed by the President for additional terms. The Chair of the Committee shall be appointed by the President for a two year term in that office and shall be a member of the University Safety and Security Council. If for any reason a Committee member resigns, the President shall appoint another qualified individual to serve the remainder of the unexpired term. The Responsible University Official (RUO) for the Committee is the Vice President for Administration.

If needed, additional consultants, competent in the corresponding research area and familiar with Federal, State and Local regulations, may be called in by the Chair.

Cases to be reviewed by the Committee will be brought to the Committee's attention through the University Biosafety Officer or the Chair of the University Safety and Security Council. For all sponsored research, the check-off form will require that both the Principal Investigator and the Department Head certify that the proposed research does or does not involve recombinant DNA, or hazardous chemical agents and that they are aware of approved Biosafety Procedures. To provide for any non-sponsored research, a separate form will be sent annually, on or about January 1st, to the appropriate Department Heads requesting they certify that they are not (or are) aware of any non-sponsored research in their program that involves recombinant DNA and potential chemical or biohazards.

Upon request of a Committee member, the RUO, and/or the Chair of the University Safety and Security Council, the Committee Chair will convene the Committee with the Principal Investigator to further discuss a research proposal. If the Principal Investigator is also a Committee member, he/she will not function as a member in the Committee's deliberations. If the opinion of the Committee is equally divided, the Committee shall continue to meet until it gets a majority viewpoint. In the case of a disagreement of the Committee about the evaluation of the risk level, the minority opinion shall be forwarded to the President to be included in the letter (MUA) to NIH.

The Committee will produce an annual report that will be included as part of the annual report of the University Safety and Security Council.

Policy History

- Issued: June 14, 1979
- Revised: September 2, 1980
- Revised: June 30, 1983
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 16, 2002
- Revised: September 16, 2002
- Editorial Amendments: January 9, 2006
- Editorial Amendments: January 11, 2007
- Editorial Amendments: September 1, 2010
- Revised: September 15, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1016>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1016>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1016>

2013 - 2014

COMMITTEE NAME: INTELLECTUAL PROPERTY ADVISORY COMMITTEE

Charge: Policy Memorandum UTDPP1083

University-Wide Committee

EX-OFFICIO (WITH VOTE)

Dean of Graduate Studies
Vice President for Administration
Associate Vice President for Technology
Commercialization

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING

Thom Linehan (AH) (8/31/2014)
Bill Frensey (ECS) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Duncan MacFarlane (ECS) (08/31/2013)
Ray Baughman (NSM) (8/31/2013)
Dan Griffith (EPPS) 8/31/2013)
Michael Kilgard (BBS) (8/31/2013)
Stan Liebowitz (SOM) (8/31/2013)

NON-UTD REPRESENTATIVES

Daniel Chalker (8/31/2014)
Edwin Flores (8/31/2014)
Rob Miles (8/31/201)

STAFF

Rochelle Pena (8/31/2013)

Chair: Duncan MacFarlane(8/31/2013) (ECS)

Vice Chair: Thom Linehan (8/31/2014) (AH)

SPECIAL REQUIREMENTS

7 Voting members from among the voting faculty to provide broad representation of faculty research interests in the university. One voting member form the faculty will be Chair, one will be Vice Chair.

The President, at his or her discretion, may appoint up to three non-voting non-UT Dallas members to advise the voting members

2-year terms, staggered

REPLACEMENTS NEEDED

Poras Balsara (ECS)	(8/31/2015)
Ray Baughman (NSM)	(8/31/2015)
Sanda Harabagiu (ECS)	(8/31/2015)
Michael Kilgard (BBS)	(8/31/2015)
Stan Liebowitz (SOM)	(8/31/2015)

	(08/31/2014)
Thom Linehan (AH)	(8/31/2015)
STAN LIEBOWITZ (SOM)	(8/31/2015)



UTDPP1083 - Intellectual Property Advisory Committee

Policy Charge

Intellectual Property Advisory Committee

Policy Statement

Title and Purpose

The Intellectual Property Advisory Committee ("Committee") is a concurrent committee reporting to the Senate and the President. Its purpose is defined in The University of Texas at Dallas Intellectual Property Policy (UTDPP1002), and Regent's Rule 90102, consistent with general law and practice. Accordingly, it has two main responsibilities. It shall "help administer intellectual property policy and make recommendations on such related matters as may be requested" and it "shall recommend to the President as to whether and how UT Dallas and UT System should assert and protect rights in intellectual property covered by this policy."

Membership

The committee shall have seven voting members appointed from among the voting faculty to provide broad representation of faculty research interests in the university. Members shall serve staggered two year terms. One voting member from the faculty will be Chair, one will be Vice-Chair.

Voting members shall be appointed according to the procedures in the Handbook of Operating Procedures III.21. IV. B. Vacancies that arise from resignation or departure shall be filled in the same manner.

Ex-officio members, with vote, shall be the Dean of Graduate Studies and the Vice President for Administration or his designee, and the Associate Vice President for Technology Commercialization.

The President, at his or her discretion, may appoint up to three non-voting non-UT Dallas members to advise the voting members.

Reporting

The Responsible University Official is the Vice President for Research. If a disagreement should arise between the Committee and the Vice President for Research that cannot be resolved, the Chair of the Committee shall refer the matter to the Speaker of the Faculty. The

Responsible University Official is similarly obligated to refer the matter to the President of the university. The Speaker of the Faculty will work with the President to resolve this disagreement.

Activities and Schedule

The committee shall meet at least once a semester and as called by the Chair.

Annual Reports

The Committee shall submit an annual report to the Senate and President. The report shall describe all cases in which intellectual property rights might have been asserted, the cases among these in which such rights actually were asserted, and any disputes that arose between the university and the inventors. The report shall also include any changes the Committee may recommend to University or System policy.

Policy History

- Issued: March 16, 2011
- Editorial Amendments: March 30, 2011
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1083>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1083>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1083>

2013 - 2014

COMMITTEE NAME: RADIATION SAFETY COMMITTEE

Charge: Policy Memorandum UTDPP1032

University-Wide Committee

Ex-OFFICIO (without vote)

University Environmental Health and Safety Director
Vice President for Research

SPECIAL REQUIREMENTS

At least three faculty members
Radiation Safety Officer (Chair)
3-year terms

STAFF

Radiation Safety Officer, **Chair**

RESPONSIBLE UNIVERSITY OFFICIAL

Senior Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING

John Sibert (NSM) (8/31/2014)
Dean Sherry (NSM) 8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Stephen Spiro (NSM) (8/31/2013)

STEPHEN SPIRO (NSM)

(8/31/2016)

CHAIR: Kathy White, Radiation Safety Officer and
University Safety Officer

KATHY WHITE, RADIATION SAFETY OFFICER AND
UNIVERSITY SAFETY OFFICER

VICE CHAIR: John Sibert (NSM)

JOHN SIBERT (NSM)

(8/31/2014)



UTDPP1032 - Radiation Safety Committee

Policy Charge

Radiation Safety Committee

Policy Statement

The Radiation Safety Committee (RSC) is a University-wide, Standing Committee appointed by the President to assure the safe use of any hazardous radiations in the University. The Committee provides technical expertise and oversight of University operations involving these radiations to protect personnel, students, and the public from injury and to comply with requirements of the law and the Texas Department of State Health Services regulations.

The Committee shall have at least three faculty members, suited by education and experience to deal with radiation questions, who are appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures). The individual approved by the Texas Department of State Health Services as the University's Radiation Safety Officer, who may either be one of these faculty members or an additional member from the University staff, will serve as Chair. The University Environmental Health and Safety Director and the Vice President for Research serve as ex officio members. The Vice President for Administration serves as the Responsible University Official (RUO). Administrative clerical support is provided to facilitate Committee functions and the specific functions of the University's Radiation Safety Officer by assisting with secretarial services and maintenance of central records.

The Committee's charge is to:

1. Assist the Radiation Safety Officer in overseeing all use of radiation that poses a hazard because of its ionizing, photochemical, or thermal action as well as the possession, handling and storage of sources and source materials, and of any special nuclear materials in quantities not sufficient to form a critical mass. The Committee will recommend policies, procedures and practices it considers advisable for safely working with these materials and devices to the University Safety and Security Council and to the President. The Committee will also see to the updating, as necessary, of this approved relevant safety material.
2. Assure that the University's use of ionizing radiations is in compliance with 25 TAC Chpt 289 Radiation Control in all respects, including licensing and registration, purchase, shipment, training, use, monitoring, disposal and transfer of radiation sources or source materials and radiation producing machinery, and maintenance of adequate records. The Committee will recommend qualified persons individually for inclusion in the University's license to use ionizing radiation.

3. Recommend a Radiation Safety Manual for approval by the Texas Department of State Health Services and subsequent issue by the University, recommending timely revisions to keep its provisions appropriate for the University's use of radiations.
4. Respond to any safety issues involving the use of radiations which may be communicated to the Committee by the University Safety and Security Council or by academic or administrative authorities.
5. Perform all functions required of an RSC by statutes and regulations. Should the RSC duties under applicable statutes and regulations conflict with any RSC duties outlined in this Policy Memorandum, then such statutes and regulations will control.

The Committee may, without transferring its own primary responsibilities, utilize technically skilled members of the faculty and staff to assist its work in ways it requests, or to maintain better oversight of different radiation uses in specific areas of the University.

The Committee will meet annually in September to organize and to determine a meeting schedule that includes at least one meeting in each of the following Spring and Summer semesters. Additional meetings will be called by the Chair, the RUO, or the Chair of the University Safety and Security Council. It will maintain a written record of its activities, and this report will be incorporated into the annual report of the University Safety and Security Council.

The term of office of Committee members shall be for three years, effective September 1 to August 31, and members may be reappointed by the President for additional terms. The Chair will be appointed to serve for a two-year term. Initial appointments shall be for staggered terms so that approximately equal numbers of terms expire each year. If a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: August 17, 1992
- Revised: November 1, 1992
- Editorial Amendments: October 29, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 16, 2002
- Editorial Amendments: January 9, 2006
- Editorial Amendments: January 11, 2007
- Editorial Amendments: September 1, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1032>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1032>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1032>

2013 - 2014

COMMITTEE NAME: UNIVERSITY SAFETY AND SECURITY COUNCIL

Charge: Policy Memorandum UTDPP1036

University-Wide Committee

EX-OFFICIO

Chief of Police
 Assistant Vice President for Student Affairs
 and Dean of Students
 Associate Vice President for Facilities Management
 University Environmental Health and Safety Officer
 Emergency Management Coordinator

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING**FACULTY**

Robert Wallace (ECS) (8/31/2014)

STAFF

Wallace Martin (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY**

Bruce Jacobs (EPPS) (8/31/2013)

Carol Cokely (BBS) (8/31/2013)

Walter Hu (ECS) (8/31/2013)

STUDENTS

Joesph Micheli (UG) (8/31/2013)

Laura Shagman (G) (8/31/2013)

Chair: Bruce Jacobs (EPPS)(8/31/2013)**Vice Chair:** Wallace Martin (8/31/2014)**SPECIAL REQUIREMENTS**

4 members from faculty

6 members from staff

- 1 Callier Center physical plant
- 1 Worker's Comp. Ins. Rep. from the
Office of Environmental Health & Safety
- 1 Science Laboratories
- 1 ADA Compliance Officer
- 1 Student Life (Disability Services)
- 1 Staff Council

Chairs of the Following Committees:

Campus Facilities

Institutional Biosafety

Parking and Security

Radiation Safety

2 students – 1 undergraduate; 1 graduate

Chair-Faculty Member

Vice Chair-Staff Member

2-year terms, staggered

REPLACEMENTS NEEDED**BRUCE JACOBS (EPPS) (8/31/2015)****CAROL COKELY (BBS) (8/31/2015)****WALTER HU (ECS) (8/31/2015)****Joseph Lim (UG-NSM) (8/31/2014)****Fiorella Labo Fossa (G-SOM) (8/31/2014)****BRUCE JACOBS (EPPS) (8/31/2015)****WALLACE MARTIN (8/31/2014)**



UTDPP1036 - University Safety and Security Council

Policy Charge

Safety and Security Council

Policy Statement

The University Safety and Security Council is a University-wide, Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The Council will oversee the University's compliance with the Requirements for Safety and Security in Section VI, Subsection 6.4.3, of the Criteria for Accreditation issued by the Southern Association of Colleges and Schools, viz:

- The institution must provide a healthful, safe and secure environment for all members of the campus community. Administrative responsibility for environmental health and safety programs must be assigned. A comprehensive safety plan must be developed, implemented, and evaluated regularly. The plan should give special attention to the adequate provision and use of safety equipment in laboratories and other hazardous areas; to the modification of buildings, if necessary, for easy egress in the event of fire or other emergency; and to familiarizing all building occupants with emergency evacuation procedures.

The Council will provide a forum and clearing house for the common discussion and mutual coordination of the activities of all the campus committees concerned with the campus environment in matters that affect personal health, safety, or physical security, including but not limited to ongoing safety arrangements and matters of general maintenance and operations that bear on safety and security. It will publish information to enable members of the campus community to direct complaints and recommendations on safety matters to appropriate committees or administrative officers. It will serve as a resource for the University Facilities Committee or whatever ad hoc committees the administration may form to consider plans for new facilities. It will review, evaluate, and make recommendations concerning the University Safety Plan and monitor its implementation.

The Council shall consist of 4 members appointed from the membership of the General Faculty, 6 representatives of the University staff, two representatives from Student Government (one graduate and one undergraduate), and the chairs of the Institutional Biosafety Committee, the Campus Facilities Committee, the Committee on Parking and Security, and the Radiation Safety Committee. The 6 representatives of the University staff will

be one representative of the Callier Center physical plant, one Workman's Compensation Insurance representative from the Office of Environmental Health and Safety, one representative from staff concerned with the science laboratories, one representative from Student Life concerned with disability services, the Americans with Disabilities Act compliance officer, and one representative selected by the Staff Council. The University Chief of Police or his/her designated representative, the Dean of Students, the Associate Vice President for Facilities Management, the University Environmental Health and Safety Director, and the Emergency Management Coordinator shall be members ex-officio. The Chair shall be chosen from among the members from the General Faculty. A Vice Chair shall be chosen from among the representatives of the staff. The Responsible University Official shall be the Vice President for Administration. The RUO shall assure that the Council has adequate secretarial and office support.

The terms of office of the appointed Council members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed by the President for additional terms. If a Council member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The meeting schedule of the Council should provide for both flexibility and openness. The Council will hold at least one general regular meeting per long and summer semester but may also delegate its powers under this charge to subcommittees or such other working units as it may see fit to form to focus on specific issues. The purpose of the general meeting is to review any difficulties that may have arisen since the previous meeting, monitor the implementation of plans in place, and receive complaints and suggestions from the university community.

The dates of the regular meetings should be publicized through the entire university. Additional meetings will be called by the Chair or RUO as may be necessary to address items referred to it by academic or administrative units of the University or by the Council members.

Policy History

- Issued: March 1, 1992
- Revised: August 17, 1992
- Editorial Amendments: October 29, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 16, 2002
- Editorial Amendments: November 22, 2002
- Revised: January 22, 2003
- Editorial Amendments: January 9, 2006
- Editorial Amendments: September 1, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1036>

- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1036>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1036>

2013 - 2014

COMMITTEE NAME: STUDENT FEE ADVISORY COMMITTEE

Charge: PM 90-I.2-51

University-Wide Committee

EX-OFFICIO (WITHOUT VOTE)

Assistant Vice President for Student Affairs and
Student Affairs
Assistant Vice President for Student Affairs
Associate Vice President for Budget and Resource
Planning

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY

Jared Pickens (SOM) (8/31/2014)

Adrienne McLean (AH) (8/31/2014)

STUDENTS

Rajiv Dwivedi (UG) (8/31/2014)

Katherine Borner (UG) (8/31/2014)

Tommy Tran (UG) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

STAFF

STUDENTS

Nick Rotundo (UG) (8/31/2013)

Nathaniel Fairbank (UG) (8/31/2013)

SPECIAL REQUIREMENTS

9 Voting Members

Including:

- 5 Students
(3 with two-year terms; 2 with one-year
term)
- 2 Faculty
- 2 Staff
2-year terms
Committee elects Chair

Cody Wilming (UG-EPPS) (8/31/2014)

REPLACEMENTS NEEDED

STAFF

(8/31/2015)

(8/31/2015)

STUDENTS

Elizaveta (Liza) Liberman (UG-EPPS) (08/31/2014)

Russell Charlie Hannigan (UG-NSM) (08/31/2014)



UTDPP1037 - Student Fee Advisory Committee

Policy Charge

Student Fee Advisory Committee

Policy Statement

The Student Fee Advisory Committee is a University-wide Standing Committee not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee is charged to review and make recommendations to the Vice President for Student Affairs and the President regarding budget allocations from student services fee, medical services fee, recreational facilities fee, student union fee, athletic program fee, and the Student Services Building fee revenues for the next fiscal year. Expenditures from these fees shall comply with State law, the *Rules and Regulations* of the Board of Regents, The University of Texas System, and general University accounting procedures.

The Committee membership consists of 9 voting members and shall include 5 student members, 2 faculty and 2 staff members appointed by the President or his designee.

Student members shall be appointed in accordance with state law and with the Constitution and By-Laws of the Student Senate. Three students shall serve two-year terms and two students shall serve one-year terms. Student members shall be representative of all students currently enrolled at UT Dallas.

Faculty members shall be appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures: <http://www.utdallas.edu/Faculty/Handbook/appendices.html>).

Staff members shall be appointed from the administrative and professional or classified staff rosters.

The Vice President for Student Affairs serves as the Responsible University Official for the Committee and shall convene the first meeting of the Committee each fall term for the purpose of selecting the Chair and Vice Chair.

Non-voting ex-officio members of the committee include the Dean of Students and the Assistant Vice President for Student Affairs.

The Chair shall convene meetings of the Committee for budget deliberations and final recommendations. In order to make the university decision-making process related to student fees accessible to the public, state law (Section 54.5033, Education Code) requires that

meetings of the Student Fee Advisory Committee at which a quorum is present be conducted in a manner open to the public in accordance with procedures adopted by the institutional president.

Accordingly, the following procedures apply to Student Fee Advisory Committee meetings:

1. Recommendations to the president require a public vote; quorum requirement:
 1. Final action to adopt committee recommendations to the president in regard to the type, amount, or expenditure of a fee within the committee's jurisdiction must be adopted by vote of the committee at a meeting at which a quorum of the committee is physically present.
 2. Committee should establish a quorum requirement that ensures student representative participation at committee meetings, but a quorum may not be less than a majority of the total membership of the committee.
 3. Vote and recommendations of the committee must be recorded and made public.
2. Any meeting at which a quorum is present must be open to the public:
 1. Any gathering of a quorum of the committee membership at which subject matter within the committee's jurisdiction will be discussed among committee members must be open to the public.
 2. Committee members should not engage in actions for the intentional purpose of evading the requirement for open meetings, e.g. while a committee may have subcommittees discuss matters within the committee's jurisdiction and make recommendations to the full committee, the full committee should not intentionally meet in numbers smaller than a quorum solely for the purpose of avoiding the requirement for open meetings. Similarly, the committee should not use telephones, email, text messaging, or similar electronic means by which to discuss matters within the committee's jurisdiction solely for the purpose of avoiding the requirement to conduct an open meeting.
3. Notice of public meetings:
 1. Committee must post notice of meetings open to the public and must include date, time, place, and subject of the meeting
 2. Notice must appear on the university website at least 72 hours prior to meeting time. Notice must also be published in the university newspaper if an issue will be published between the time of the website posting and time of the meeting.
 3. Committee may not adopt recommendations to the president at a meeting for which notice was not properly and timely provided.
 4. Committee may recess a meeting and reconvene at the same location without posting additional notice if occurrence is within 72 hours, and if date and time for reconvened meeting is announced at the initial meeting.
4. Meeting place:
 1. Meetings open to the public should be conducted in a space that is:
 1. large enough to accommodate the reasonably expected number of observers in addition to committee members; and
 2. reasonably convenient for public members to gain access.
5. Rights of Public:

1. In an open meeting forum, committee may allow public observers to address agenda items; however the committee is not required to provide public comment.
2. Committee may set reasonable limits on the number, frequency, and length of public comments.
6. Closed Sessions:
 1. Committee may not discuss official business during a meeting at which a quorum is present and closed to the public except on the express written authority of the president of the university.
 2. In authorizing a closed meeting at which a quorum will be present, the president must specify the purpose of the closed meeting and state the reason that a closed meeting is necessary to conduct committee business.
 3. If the president authorizes a closed meeting, committee must first convene in an open meeting forum for which notice has been properly provided. In the open meeting, committee must then resolve itself into a closed meeting forum. Further, the committee must reconvene in an open meeting forum before adjourning.
 4. Committee may allow an individual other than a committee member to attend a closed meeting if the committee believes the individuals attendance is pertinent to the item under consideration.
 5. Committee may not vote or take any other action in a closed meeting.

In accordance with the University's budget instructions and schedule, the Chair shall convey the Committee's final recommendations to the Vice President for Student Affairs who will report the Committees recommendations to the President.

After review and consideration of the Committee's recommendations, and in accordance with established procedures, proposed budgets funded by the student services fee, medical services fee, recreational facilities fee, student union fee, athletic program fee, and the Student Services Building fee shall be submitted by the President to the Board of Regents for final approval.

Policy History

- Issued: September 1, 1990
- Revised: September 1, 1991
- Revised: October 15, 1993
- Revised: April 23, 1998
- Editorial Amendments: October 29, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: May 16, 2006
- Revised: February 12, 2009
- Revised: February 6, 2013
- Editorial Amendments: June 11, 2013

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1037>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1037>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1037>

2013 - 2014

COMMITTEE NAME: UNIVERSITY RESEARCH INTEGRITY COMMITTEE

Charge: Policy Memorandum UTDPP1034

University-Wide Committee

EX-OFFICIO (WITH VOTE)

Dean of Graduate Studies
 Vice President for Research, **Chair**

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

SPECIAL REQUIREMENTS

8 tenured faculty at rank of full professor
 Each school, except for Interdisciplinary Studies,
 should be represented
 3-year terms

MEMBERS WHOSE TERMS ARE CONTINUING

Anthony Champagne (EPPS) (8/31/2015)
 Christine Dollaghan (BBS) (8/31/2014)
 Michael Rebello (SOM) (8/31/2015)
 Thomas Riccio (AH) (8/31/2014)
 Dean Sherry (NSM) (8/31/2015)

MEMBERS WHOSE TERMS ARE EXPIRING

Harold Clarke (EPPS) (8/31/2013)
 Xin-Chou Lou (NSM) (8/31/13)
 Lakshman Tamil (ECS) (8/31/2013)

REPLACEMENTS NEEDED

TOMISLAV KOVANDZIC (EPPS)	(8/31/2016)
XIN-CHOU LOU (NSM)	(8/31/2016)
KAMRAN KIASALEH (ECS)	(8/31/2016)

Chair: Bruce Gnade (VP for Research)**Vice Chair:** Anthony Champagne**BRUCE GNADE (VP OF RESEARCH)**

Anthony Champagne (EPPS) (8/31/2015)



UTDPP1034 - University Research Integrity Committee

Policy Charge

Research Integrity

Policy Statement

The University Research Integrity Committee is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee operates under National Science Foundation (NSF) "Investigator Financial Disclosure Policy" issued June 30, 1994 and effective June 28, 1995 and the Regents' Rules and Regulations in Rule 30104, concerning Conflict of Interest, and in Rule 30103, concerning Standards of Conduct, including the relevant federal and state statutes and relevant System policies, procedures, and forms provided in each rule (<http://www.utsystem.edu/bor/rules.htm#A4>).

The Committee on Research Integrity is charged to assure that integrity is maintained in all aspects of research endeavors and to assure that no financial interests of principal investigators and their immediate family members exist that may jeopardize the quality of the research undertaken.

The Committee is charged to perform the following duties:

1. To encourage the creation and maintenance of a research climate that promotes faithful adherence to high ethical standards in the conduct of research without inhibiting the productivity and creativity of scientist or academician;
2. To review and disseminate information to faculty on procedures for addressing misconduct in science and conflict of interest;
3. To develop and maintain an appropriate written and enforced University policy on conflict of interest in accordance with NSF policies, NIH policies, and the Rules and Regulations of the Board of Regents of The University of Texas System; and,
4. To develop and disseminate procedures for implementation, review and resolution of conflicts of interest disclosed by faculty or other members of the academic community who will serve as principal investigators on proposals submitted to the National Science Foundation, National Institutes of Health or other federally funded agencies.

The University Research Integrity Committee shall be composed of no more than eight tenured faculty members of the rank of Professor. The Dean of Graduate Studies and the Vice President for Research serve as ex officio, voting members. Except for the School of

Interdisciplinary Studies, each school in the University shall be represented on the Committee. Each faculty member appointed shall exhibit high ethical standards. The term of appointment shall be for three years. Committee members may be reappointed by the President for additional terms. If for any reason a committee member resigns, the President shall appoint another qualified individual to serve the remainder of the unexpired term. The Vice President for Research shall serve as the Committee Chair with oversight of all committee activities. The Provost serves as the Responsible University Official.

All information concerning Committee activities, reports, and other related documents and approvals shall be housed in the Office of the Vice President for Research. The Vice President for Research shall be responsible for the submission of annual reports to appropriate government agencies and shall report to the President on such matters.

Policy History

- Issued: September 1, 1995
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 9, 2002
- Editorial Amendments: October 6, 2003
- Editorial Amendments: June 29, 2006

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1034>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1034>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1034>

2013 - 2014**COMMITTEE NAME:** AUXILIARY SERVICES ADVISORY COMMITTEE

Charge: Policy Memorandum UTDPP1015

University-Wide Committee

Ex-Officio (without vote)

Assistant Vice President for Student Affairs
and Dean of Students
Auxiliary Services Manager
Director of Food Services
Director of Student Union
UTD Bookstore Manager

SPECIAL REQUIREMENTS:

7 Voting members
3 From faculty and staff
4 Students
1-year term

RESPONSIBLE UNIVERSITY OFFICIAL

Assistant Vice President for Procurement
Management

MEMBERS WHOSE TERMS ARE EXPIRING**FACULTY:**

Pamela Gossin (AH) (8/31/2013)

Jennifer Holmes (EPPS) (8/31/2013)

STAFF:**STUDENTS:**

Kaitlyn West (UG) (8/31/2013)

Raquel DeSimone (UG) (8/31/2013)

Elizabeth Sohns (UG) (8/31/2013)

Elizabeth Peterkort (UG) (8/31/2013)

REPLACEMENTS NEEDED**FACULTY:**

Pamela Gossin (AH) (8/31/2014)

Jennifer Holmes (EPPS) (8/31/2014)

STAFF:

TBD (8/31/2014)

STUDENTS:

Nischal Colluru (G-ECS) (8/31/2014)

Elizaveta Liberman (UG-EPPS) (8/31/2014)

Isaac Butterfield (UG-ECS) (8/31/2014)

Russell (Charlie) Hannigan (UG-NSM) (8/31/2014)



UTDPP1015 - Auxiliary Services Advisory Committee

Policy Charge

Auxiliary Services

Policy Statement

The Auxiliary Services Advisory Committee is a University-wide Standing Committee not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee is charged to advise the Assistant Vice President for Procurement Management on policies, procedures, and rules, which will optimize the overall operation of Food Services, the UTD Bookstore, and Vending Operations. The scope of the Committee's purview shall include such areas as physical operations, facilities, and all other matters relating to these services that the Committee shall deem it appropriate to consider, including matters referred to it by the Assistant Vice President for Student Affairs and Dean of Students and/or the Student Government Association. In addition, the Committee shall make recommendations to the Vice President for Administration, the Vice President for Student Affairs, and the Executive Vice President and Provost regarding the interests and concerns of all auxiliary services customers.

The Committee membership shall consist of seven (7) voting members. They shall include 4 students and 3 members to be appointed by the President or the President's designee from faculty and staff. The student members shall be appointed in accordance with procedures established in Article II, Subarticle A, of the Constitution of the Student Association of The University of Texas at Dallas. The student members shall be representative of all students enrolled at the university. Faculty members are appointed from the membership of the General Faculty as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures. The Dean of Students, the Director of Food Services, the Auxiliary Services Manager, the UTD Bookstore Manager, and the Director of the Student Union shall serve as non-voting ex officio members.

The Assistant Vice President for Procurement Management serves as the Responsible University Official and shall convene the first meeting of the Committee each year for the purpose of selecting the Chair and Vice Chair. Each member will serve for a one-year term starting September 1 and continuing to August 31. If for any reason a committee member cannot serve, the President or designee shall appoint a replacement to serve the remainder of the unexpired term.

Policy History

- Issued: June 20, 1996
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: November 22, 2002
- Revised: April 10, 2006
- Editorial Amendments: September 28, 2009
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1015>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1015>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1015>

2013 - 2014

COMMITTEE NAME: CAMPUS WELLNESS COMMITTEE

Charge: Policy Memorandum UTDPP1017

University-Wide Committee

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:

Eric Schlereth (AH) (8/31/2014)

SPECIAL REQUIREMENTS:

NO FEWER THAN 9 MEMBERS

3 FACULTY

3 Staff

3 Students

Chair appointed by President

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Administration

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:

Dan Arce (EPPS) (8/31/2013)

Shayla Holub (BBS) (8/31/2013)

STAFF:

REPLACEMENTS NEEDED

MICHAEL CRESPIN (EPPS) (8/31/2015)

Lucy Petrovic (A&H) (8/31/2015)

(8/31/2015)

(8/31/2015)

(8/31/2015)

STUDENTS:

Chris Lucas (UG) (8/31/2013)

Elizabeth Sohns (UG) (8/31/2013)

Jon Alejandro (UG) (8/31/2013)

Elise Keller (UG-ECS) (8/31/2014)

Siddharth Sant (UG-NSM) (8/31/2014)

Emily Cohen (UG-EPPS) (8/31/2014)

CO-CHAIRS:

Nominated by President

Vice Chair:



UTDPP1017 - Campus Wellness Committee

Policy Charge

Campus Wellness Committee

Policy Statement

The Campus Wellness Committee is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The purpose of the Wellness Committee is to create a culture and environment that support and promote the value of individual well-being by education and the provision of appropriate physical facilities. The Committee will implement the U. T. System wellness program on the U. T. Dallas campus and provide additional programs, tools, and resources that will enable employees to take charge of their own physical, mental and spiritual health.

Programs can include but are not limited to Brown Bag Lunches addressing various Wellness and Nutrition topics, Walking Trails, Monthly Health Tips, the Mammogram Van, and the City of Richardson Corporate Challenge program. The Committee will also maintain an internet site and, through it, will seek to promote resources that are available to all members of the university community.

The Committee shall be composed of no fewer than nine voting members appointed by the President and shall include three staff members, three faculty members, and three students. Staff members will be nominated by the Staff Council. Faculty members will be nominated by the Academic Senate. Student members will be nominated by Student Government and serve for one year terms, which are renewable. The Vice President for Administration shall serve as the Responsible University Official.

To ensure continuity, appointments of staff and faculty Committee members will be for staggered terms so that one third of the appointments expire August 31 of each academic year. Terms are renewable. The Chair of the Committee shall be appointed by the President annually.

Policy History

- Issued: February 10, 2009
- Editorial Amendments: September 1, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1017>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1017>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1017>

2013 - 2014

COMMITTEE NAME: UNIVERSITY SUSTAINABILITY COMMITTEE

Charge: Policy Memorandum UTDPP1078

University-Wide Committee

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Administration

SPECIAL REQUIREMENTS:

7 VOTING MEMBERS

3 Faculty

1 From NSM or ECS (alternating)

1 From EPPS, AH, or SOM (alternating)

1 Chair – tenured faculty actively concerned with sustainability research or teaching

MEMBERS WHOSE TERMS ARE EXPIRING

Babak Fahimi (ECS) (8/31/2013)

Mustapha Ishak-Boushaki (NSM) (8/31/2013)

Tim Redman (AH) (8/31/2013)

REPLACEMENTS NEEDED**Babak Fahimi (ECS) (8/31/2014)****Mustapha Ishak-Boushaki (NSM) (8/31/2014)****Doug Goodman (EPPS) (8/31/2014)****STAFF:****Nominated by Staff Council (8/31/2014)****STUDENTS:**

Marissa Miller (UG) (8/31/2013)

Max Grunewald (UG) (8/31/2013)

Casey Sublett (UG-SOM) (8/31/2014)**Miguel Juarez (UG-SOM) (8/31/2014)****CHAIR:** Babak Fahimi (ECS)(8/31/13)**Babak Fahimi (ECS) (8/31/15)****Vice Chair:** Tim Redman (AH) (8/31/2013)**Mustapha Ishak-Boushaki (NSM) (8/31/15)**



UTDPP1078 - University Sustainability Committee Charge

Policy Charge

University Sustainability Committee

Policy Statement

The University Sustainability Committee is a University-wide, Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

Rationale

The mission of the Sustainability Committee is to cultivate a culture of environmental responsibility in which the entire UT Dallas community is aware of, engaged in and committed to advancing environmental awareness and sustainable practices through education, research, operations, and community service activities.

Scope

The committee is specifically charged to:

1. Develop and prioritize an annual set of committee goals and planned actions to further promote and advance an institutional culture of sustainability
2. Evaluate sustainability initiatives and projects based on a benefit versus life-cycle cost analysis
3. Publicize and communicate current university sustainability initiatives to the university community
4. Conduct and promote campus events, workshops, showcases, exhibits focused on enhancing sustainability efforts and practices so as to more fully engage students, faculty and staff
5. Promote and encourage sustainability where appropriate as a key element of the curriculum
6. Overall reduce UT Dallas' impact on the environment in the areas of energy, water, waste, buildings, transportation, purchasing, grounds, food and dining, social equity, academics and research and education and outreach.

Membership

The Committee shall have seven voting members appointed by the President as follows:

One Chair, who shall be a member of the tenured faculty, preferably someone actively concerned with sustainability as a research topic or with developing teaching methods or materials concerned with it.

Two additional faculty members, one from Natural Sciences and Mathematics or Engineering and Computer Science (alternating), and one from Economic, Political and Policy Sciences or Management or Arts & Humanities (alternating). The Chair and the faculty members shall be nominated by the Academic Senate and serve one-year alternating appointments.

Two Staff, one of which shall be the Assistant Director of Procurement and the other a representative of Staff. The latter shall be nominated by the Staff Council.

Two Student Members, both nominated by Student Government. One shall be at large, the other from a student group/club specifically devoted to sustainability initiatives on campus.

In addition, the following members shall be Ex Officio and without vote: The Vice President for Administration or his/her representative, the Associate Vice President of Facilities Management, the Energy Conservation and Sustainability Manager, and the Associate Vice President of Communications.

Procedures

The Committee will produce an annual report of accomplishments to the President with copies to the Academic Senate, the Vice President for Administration, Facilities Management, Staff Council and Student Government for publication on their websites.

Policy History

- Issued: October 21, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: <http://policy.utdallas.edu/utdpp1078>
- Link to PDF version: <http://policy.utdallas.edu/pdf/utdpp1078>
- Link to printable version: <http://policy.utdallas.edu/print/utdpp1078>

Office of Information Security has announced that they intend to install the program "Absolute Manage" on all university owned computers. (It has already been installed laptops as part of the encryption process.) This will allow the university (or whoever has the key) to see what is on your computer and to erase it. This decision has been made without consultation with the Information Security Advisory Committee or any other faculty body (or anyone, apparently). The ECS faculty have objected and refused to allow it. The University Police refuse to allow it. The Council is very concerned with the lack of consultation and the apparent disregard for possible costs and disruptions this may cause--as well as the deeper lack of concern with the privacy and security problems such an installation with actually create, which should be weighed against anything it might resolve.

Resolution approved by July 2013 Academic Council:

“No such software should be installed on any current or future faculty computers until all stakeholders have been properly consulted and a policy regarding such installation has been agreed to by the faculty.”

Library committee final report & recommendations: AY 2012-2013

June 15, 2013

Overall summary

The faculty library committee evaluated the needs of the McDermott Library over the past academic year. We found that the library, while happily possessed of an energetic staff and an enthusiastic student population, significantly lacks the resources to fully meet the needs of the University of Texas at Dallas. In particular, students require more study space, resources require more storage space, librarians require adequate wages, and programs require library budgets. Without these four improvements, the library will not be able to keep pace with the rapid growth of both the university and the accumulation of knowledge in its various academic programs.

Attention to the library is particularly urgent should the University move forward with its Tier 1 status campaign. A Tier 1 university requires a Tier 1 library, which means inclusion in the Association of Research Libraries, an organization for the largest and most major research libraries in North America; UT Austin, Texas A&M, Texas Tech, University of Houston, and Rice are currently ranked. Yet the library's finances are currently far from the level that would permit a successful application. Our expenditures are \$13 million short of entry level, and our professional staff's average salary is \$10,000 short of entry level.

We strongly recommend that the library be acknowledged as a central and pivotal part of the academic and capital landscape at UT Dallas. We maintain that a fully functioning, twenty-first century library is crucial to our work as researchers educating a hard-working, quickly developing group of students.

Specific recommendations

Our particular recommendations are numbered and explained below. Most of the committee agreed that they bear equal priority—that all ought to be planned for, and implemented, as soon as possible. At least one member indicated that the list should be prioritized in the presented order, while recommending a costs/benefits analysis for particular options for item (2).

1. Increased student study space. Students need at least twenty additional study rooms including whiteboards, computers (in some cases projectors), tables and chairs.

2. Increased resource storage space. The library cannot continue to grow the amount of study space students desperately need without room to relocate its current and future collection of materials.

The library currently holds 118,515.67 square feet of space; it seems to need at least 50% more. In the final analysis, a new building wired, and otherwise prepared for computer terminals, student study spaces (both group and individual), and material collections—"a space of this century," as one of our committee members called it—is probably in order. In the short run, a

substantial expansion of library space is essential, either through new building or space allocated from another campus facility.

We considered digital storage as a way to decrease the amount of space necessary for materials. While digital storage works well for journal subscriptions, books are not currently available in a format that makes possible the detailed reading necessary for research. The limitations on digital books under copyright does not constitute a problem unique to UTD but results from the software available to all libraries. Other options include a remote storage space and a satellite building on campus.

3. Adequate pay for library workers. The library has recently made new hires in two important positions. Still, compensation remains low for the region and attracting talent has been challenging. An increase in librarian wages is recommended immediately.

4. Resource budget to match program growth. When UTD schools are developing new programs and considering new hires, either the Provost's Office or the appropriate Dean needs to make available funds for new journal and database subscriptions and/or books and film collections.

Use of this document

As the library will be participating in a university-wide self-study in the 2013-2014 academic year, it is our hope that this document can direct attention to the most pressing issues for assessment and improvement. The faculty should be understood to stand behind library development and, in all senses of the word, expansion.

Respectfully submitted by Shari Goldberg, Chair, and Susan Chizeck, Vice Chair, on behalf of the entire faculty library committee:

Zalman Balanov

Nina Baranchuk

Indranil Bardham

Penkaj Choudhary

Sean Cotter

Xin-Lin Gao

Susan Jerger

Stephen Levene

Robert Morris

Clint Peinhardt

John Santrock

and student representatives Bianca Galindo and Jobby Kuruppachery.

