MEMORANDUM
March 4, 2015

TO: Academic Council*

COPY TO: David Daniel
Denis Dean
Hobson Wildenthal
George Fair
Andrew Blanchard
Dennis Kratz
Calvin Jamison
Bert Moore
Abby Kratz
Bruce Novak
John Wiorkowski
Hasan Pirkul
Austin Cunningham
Mark Spong

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

SUBJECT: Academic Council Meeting

The Academic Council will meet on WEDNESDAY, March 4, 2015 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

2014-2015 ACADEMIC COUNCIL
Gail Breen
David Cordell**
Murray Leaf***
Jessica Murphy
Ravi Prakash
Viswanath Ramakrishna
Tim Redman *
Liz Salter
Richard Scotch***
Tres Thompson

Brooke Knudtson, Student Government President

*Speaker
**Secretary
*** Vice-Speaker
AGENDA

ACADEMIC COUNCIL MEETING
March 4, 2015
Osborne Conference Room, ECSS 3.503

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS  Dr. Daniel
2. APPROVAL OF THE AGENDA  Dr. Redman
3. APPROVAL OF MINUTES  Dr. Redman
   February 4, 2015 Meeting
4. SPEAKER’S REPORT  Dr. Redman
5. FAC REPORT  Dr. Leaf
6. CEP Recommendations:
   A. Status of 4 MATH Undergraduate Courses  Dr. Radhankrishnan
   B. Mid-Catalog Cycle course additions- Undergraduate
   C. Mid-Catalog Cycle course additions- Graduate
   D. Fast Track Catalog Policy
   E. Fast Track Sections in 2015 Undergrad catalog
   F. Informational: Core Curriculum and Transitional Core Curriculum Lists
7. Non-substantive Changes to local UTS 180  Dr. Redman
8. Senate Bylaws Changes, part two  Dr. Redman
9. 3+3+3 Non-tenure track faculty contracts  Dr. Scotch
10. Discussion: Possible Presidential search  Dr. Leaf
11. 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
FEBRUARY 4, 2015

PRESENT: Hobson Wildenthal, Gail Breen, David Cordell, Murray Leaf, Jennifer Murphy, Ravi Prakash, Viswanath Ramakrishna, Tim Redman, Liz Salter, Richard Scotch, Tres Thompson

ABSENT: David Daniel, Andrew Blanchard, Nancy Fairbank

VISITORS: Karen Huxtable-Jester, Abby Kratz, Inga Musselman, Suresh Radhakrishnan

1. Call to Order, Announcements & Questions
Provost Wildenthal called the meeting to order at 2:00 PM. President Daniel was away from campus making a presentation to the board of regents, and to the state senate budget committee.

The Provost recently uncovered a spreadsheet saying that the recommended budget would be down $22 million for the next biennium, however this was the House bill which did not include two research appropriations. The state senate bill included the two appropriations, which is what caused the discrepancies. The senate projections show an increase of 9% for the biennium. Statutory tuition will factor in to the appropriations but at this time it is not clear how. The biggest pool of money, $35 million, is from non-resident statutory tuition. Due to UT System’s heightened concern for quality doctoral education, who is classified as a ‘doctoral’ student has changed. This has caused our number of doctoral student to decline, which again affects the calculations greatly.

Other major concerns are the Tuition Revenue Bonds (TRB) which are used to fund the new buildings on campus. The renewed funding of the Texas Research Incentive Programs, TRIP, could add a significant amount of money. With the new people and yet newer philosophy; it is unclear what will happen. The final answer on future funds will not be known until the end of May.

New buildings will be breaking ground soon. The Bio-Science and engineering building is on schedule. The central mall landscaping project is again behind schedule, but the hope is to have that portion completed by the end of May. The current plan is to begin demolition of the east-west pathway after final exams in May.

At this time the Provost opened the floor to questions.

Ravi Prakash raised a question regarding spring breaks. ECS has camps during the local school spring breaks but when the ISD and ours do not match there are difficulties. It was noted that the calendar cannot be changed as it matches with UT Austin. Speaker Redman suggested that those who would like to change this practice should become involved in Student Government.
2. Approval of the Agenda
   Julie Gaida requested that the Senate pass a resolution against Guns on Campus. The Senate passed a resolution in March of 2013 against Guns on Campus. The resolution was placed on the Senate agenda. Richard Scotch moved to approve the amended agenda with the new item “Teaching Evaluation concerns” and move item 8 to before item 5. Tres Thompson seconded. The motion carried.

3. Approval of Minutes
   Murray Leaf moved to approve the minutes with minor typographical corrections. Richard Scotch seconded. The minutes were approved.

4. Speaker's Report
   1. Members of the council met with Chancellor Bill McRaven. It was a very positive visit.
   2. A request for unanimous consent was made in December for the approval on the “Undue influence on admissions” policy, and updates to the Admissions policy. There were no objections, and therefore they were considered approved by unanimous consent. It will be noted in the January senate minutes.
   3. All other items were on the agenda.

5. Sunday Labs and Friday/Saturday Space Utilization- Larry Redlinger
   Dr. Redlinger distributed a report which summarized that the university does not have enough lab space and that Friday and Saturday space is being underutilized. He said that a resolution might be made by the Senate to begin doing Sunday labs. It was suggested that before Sunday labs were started that Saturday labs be increased. It was noted that to many students Saturdays are holy days, just as Sundays are holy days for others. Due to this situation, would these additional labs be used if they were offered, and would staff work these additional labs. Murray Leaf moved to place on the senate agenda an item concerning additional labs on Saturday and Sundays. Viswanath Ramakrishna seconded. The motion carried.

6. Texas Council of Faculty Senates / Faculty Advisory Council Report
   The UT System Faculty Advisory Council met in Austin 22-23 Jan 2015. Murray Leaf and David Cordell attended for UTD. Elizabeth Heise chaired the meeting.

   Dr. Heise noted that the FAC had a response to its request to attend meetings of the Board of Regents Committee on Academic Affairs. The response was that we would get an advance copy of the agenda and if there was an item on which we wanted to address the committee we would be able to do so. This was not what the fact had asked for. We want to be present with privilege of the floor. A major purpose is to be able to follow the conversation and respond where it appears to be directed by assumptions about what faculty do that are factually incorrect, before such assumptions get built into Board decisions and policies.

   The FAC agreed on the issues to be taken up by committees.
Dr. Ray Greenberg, V.C. for Health Affairs, discussed issues on the health campuses. The overriding theme was he recognizes that he wanted to support efforts to strengthen faculty involvement in governance on the health campuses.

Kimberly Coleman, Chair of the Employees Advisory Council, introduced herself and described the Council's concerns. We agreed to seek areas of overlapping interest and to have close communication. She will stay with the FAC for the entire meeting.

The next guest was Dan Sharphorn, Dir. of office of General Counsel. The main topics were the report of the task force on commercialization of intellectual property and related concerns about Regents Rules on IP. FAC members also asked about the current status of UTSP175 and again urged that it be withdrawn.

Stephanie Huie, Vice Chancellor for strategic initiatives, discussed seekUT. This is a website that the system has established to provide information concerning the economic costs and benefits of a UT education. It includes readily accessible information on costs, the amount of student debt and its distribution among students, and economic returns by school, level of degree, and discipline. The members thought that this was good information.

At the end of the hour, members asked about the status of information on the web about faculty performance, most notably SciVal and AcademicKeys. This has been made available and is being used. Apparently, however, faculty has not been able to check it. We agreed to ask her back to discuss this at the next meeting.

Barry McBee reviewed the situation in the legislature. The top priority will be tuition revenue bonds for new construction. The need on several campuses is intense. The FAC generally agreed with the System priorities described by Mr. McBee.

The afternoon was devoted to committee meetings.

On Friday, January 23, the first guest was coordinating Board Commissioner Raymond Paredes. Mr. Paredes stressed that the funding crisis was not going to end and higher education had to respond by innovation that produced greater efficiency. Among other things, he argued that the emerging research university initiative was spreading too few resources over too many campuses. He also urged the members to make greater efforts to explain the value of what they do to the public, including the legislature.

The discussion with Dr. Paredes was followed by committee reports. The resolutions are included at the end.

Vice Chancellor Reyes and Mr. Sharphorn join the FAC for lunch. The FAC expressed interest in the new chancellor and were generally happy with what was reported. Discussion returned to the recommendations of the task force on intellectual property and in the related issue of the regents’ rules concerned with intellectual property. There was general agreement that faculty governance involvement is necessary for developing any new policy and in making changes to the Regents' Rules. The FAC urged that the rules be changed so as to
clarify and strengthen the faculty’s rights to what they create, rather than to obscure them with counterclaims.

The final guest was Regent R Stephen Hicks. Vice Chancellor Reyes remained to join the conversation. Regent Hicks expressed first of all his strong conviction that the purpose of the Board of Regents was to support the universities. This meant also to support the faculty. He stressed that he recognized the importance of faculty research, and that he would seek more faculty communication with the Board. We discussed the possibility that a FAC member from the health campuses and a member from the academic campuses would attend meetings of the Committee on Academic Affairs. Mr. Hicks assured the Council that he would support it.

FACULTY ADVISORY COUNCIL RESOLUTIONS:

RESOLUTION ON SHARED GOVERNANCE

To: UT System Campus Presidents, Provosts, and Chairs of campus governance organizations

Through: Pedro Reyes, Executive Vice Chancellor for Academic Affairs
        Raymond Greenberg, Executive Vice Chancellor for Health Affairs

UT System campus governance organizations should be aware of their powers and responsibilities as assigned by tradition and recognized in accrediting standards and UT system rules. The provisions are as follow:

1. First, the traditional and necessary authority of the faculty is recognized in The University of Texas’s Regents’ Rule 40101, “Faculty Role in Educational Policy Formation.” This states that “the faculties of the institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:
   • General academic policies and welfare.
   • Student life and activities.
   • Requirements of admission and graduation.
   • Honors and scholastic performance.
   • Approval of candidates for degrees.
   • Faculty rules of procedure.”

Second, the Rules recognize that “the faculty” is represented by the elected bodies of the faculty governance organization. Institutional policies should be in the institutional Handbook of Operating Procedures. It follows that the faculty governance organization should have a major role in designing all policies in the Handbook of Operating Procedures under the headings of Regents Rule 40101. In Regents’ Rule 20201, responsibility to assure that such policies are reviewed by the governance body are assigned to the President of the university. As follows:

The University of Texas’s Regents’ Rule 20201, Section 4.9:
“(a) Input from the faculty, staff, and student governance bodies for the institution will be sought for all significant changes to an institution’s Handbook of Operating Procedures. The institutional Handbook of Operating Procedures will include a policy for obtaining this input that is in accordance with a model policy developed by the Office of General Counsel.

(b) Sections of the Handbook of Operating Procedures that pertain to the areas of faculty responsibility as defined in Regents’ Rules and Regulations, Rule 40101 titled Faculty Role in Educational Policy Formulation will be explicitly designated in the Handbook of Operating Procedures. The president, with the faculty governance body of the campus, shall develop procedures to assure formal review by the faculty governance body before such sections are submitted for approval. The formal review should be done within a reasonable timeframe (60 days or less).”

In addition, the accreditation standards of the Southern Association of Colleges and schools and Liaison Committee on Medical Education place great emphasis on the importance of faculty governance involvement in establishing academic policies. For UT campuses, this necessarily would mean involvement of the faculty governance organization:

2. SACS/COC standards related to faculty governance:

“3.2.6 There is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy. (Board/administration distinction)

3.2.7 The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies. (Organizational structure)”

“3.4.1 The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration. (Academic program approval)”

“3.4.10 The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. (Responsibility for curriculum)”

3. LCME standards related to faculty governance: (The resolution then quoted Standards 1.3 Mechanisms for Faculty Participation; 2.6 Functional Integration of the Faculty; 4.6 Faculty/Dean Responsibility for Educational Program Policies; 6: Competencies, Curricular Objectives, and Curricular Design; and 7.3 Scientific Method/Clinical/Translational Research)

RESOLUTION ON NON-TENURE SYSTEM FACULTY IN FACULTY GOVERNANCE:

To: UT System Campus Presidents, Provosts, and Chairs of faculty governance organizations

Through: Pedro Reyes, Executive Vice Chancellor for Academic Affairs
Raymond Greenberg, Executive Vice Chancellor for Health Affairs

The University of Texas’s Regents’ Rule 40101, “Faculty Role in Educational Policy Formation,” states that “the faculties of the institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:

- General academic policies and welfare.
- Student life and activities.
- Requirements of admission and graduation.
- Honors and scholastic performance.
- Approval of candidates for degrees.
- Faculty rules of procedure.”

The UT System Faculty Advisory Council recommends that each UT System campus establish guidelines and policies that clearly define the categories of non-tenure-track faculty who have instructional responsibilities comparable to those of tenure track faculty and provide for including them in the faculty governance system, providing the ability to vote, serve on representative bodies, and be appointed to appropriate committees. Policies should be adopted to ensure fair representation to maintain the integrity of the academic community.

RESOLUTION ON UNDUE INFLUENCE IN ADMISSIONS

*Note: This responds to the draft policy sent in fall 2014 to the campus administrators who oversee admissions. It does not, therefore, take into account any changes that may have taken place in the intervening months.*

The Faculty Advisory Council embraces the principle of prohibiting outside and improper influence in admissions. In order to ensure integrity in admissions policy the FAC would like to make the following observations:

- We advocate a considerable expansion of the faculty capacity to act to advocate for or otherwise have a voice in admissions. Because of the role of faculty in every element of student education, from drafting admissions standards to approving candidates for graduation and all of the instruction that goes on in between, faculty can never be considered an “improper third party.” The faculty represents the most interested party in the System outside of the students themselves.
- Faculty members are especially central in the process of the recruitment and application prospects of graduate students. Even given official graduate and professional school admissions policies, applicants often need faculty support for both program admission and funding. The policy as written could, if read narrowly, be construed as limiting the faculty’s rightful role in graduate education, which includes recruitment, admissions, and funding.
- Additionally the drafted policy does not into account the realities of student recruitment for athletics and activities such as art, music, drama, debate, and others.
  - Athletics coaches are in regular contact with admissions officials regarding their recruits. Readings of some aspects of this document would indicate
coaches’ contact with admissions to be inappropriate behavior. We believe this to be an inappropriate hindering of coaches’ ability to recruit student-athletes.

- As read the current policy clearly prohibits contact between outside third parties and admissions officers. But the clear intent of the policy is to prohibit improper external pressure being applied to anyone on campus who might then try to influence admissions policy. It would clearly violate the spirit, and possibly the letter, of the proposed policy for a legislator or other powerful person to try to influence a faculty member or member of staff (whether in admissions or not) to advocate for or against an applicant. Yet the lifeblood or athletic recruiting is contact with high school coaches.

- Music or theater instructors (who may but may not also teach one of their high school musicians) may play a similar role for talented music students. There are other examples, but these represent two of the most visible ones. This creates a potential conflict. Without these contacts athletic recruiting would be nearly impossible. Yet carving out an exception for coaches and yet denying similar rights for other citizens to act to advocate for students who are not athletes would be equally problematic.
  - One possible solution is that anyone can provide support for an applicant but that support must be clearly documented.

Two sections of the proposed policy seem to be in conflict with one another: II.B (With regard to graduate school and program admissions, third-party communications are also prohibited; however, third parties may participate by composing formal letters of recommendation, if such letters are permitted or required, and if the third party is an expert in a relevant academic or professional field and has personal knowledge of particular candidates) III.B.2 (Any graduate school or professional program may engage in customary solicited or unsolicited conversations with experts in the relevant academic or professional field and with personal knowledge of particular candidates to that graduate or professional school to determine the likelihood of success of those candidates to a particular course of study).

Murray Leaf moved to place the report for FACS on the senate agenda. David Cordell seconded. The motion carried.

7. **CEP Recommendations- Suresh Radhakrishnan**

   A. **Course Inventory**

   A summary of the 2015-206 courses inventory for Undergraduate and Graduate courses was presented. 1774 courses were revised. This was approximately half of the course inventory. 202 new courses were added, and 147 courses were removed. The balance of 1425 courses was merely updated. The primary task for the changes was to enter the rationale for repeatable courses. Of the 1774 courses, 932 were repeatable courses. At Chair Radhakrishnan’s request, the repeatable courses were broken up into three categories, general, topics, and exempt to facilitate discussion. General was for all courses that didn’t fall into the two categories. The exempt group included independent study, research courses, thesis, and dissertation courses.
The topics group includes both topic and special topic courses. There was one amendment made to the repeatable rationale for PHIN courses. The rationale was amended from “student to achieve an acceptable or a desirable level” to “the student will achieve his/her desired goal.” Four math core courses were tabled until they are approved by CUE.

At the undergraduate level a new course prefix was added, ITSS, Information Technology and Systems for JSOM. The new prefix will replace the existing prefix MIS. At the graduate level BUAN was created for Business Analytics in JSOM. The question was raised as to why new prefixes are added. The response will assist externally when a course was tied to a specific program. Also course numbers can run out, and a new prefix is added. Both the undergraduate and graduate courses were approved by Council of Undergraduate Education, Core Curriculum Committee, Graduate Council, and CEP. Murray Leaf moved to place the course inventory on the Senate agenda. Viswanath Ramakrishna seconded. The motion carried. Speaker Redman requested that Chris McGowan send out the Course Inventory early to allow time for the Senators to review the courses.

8. Office 365 Conversion
As the new Information Recourses Officer will be joining the university soon it was suggested that this topic be postponed until it could be presented by him.

9. Assignment of Committees to Council Members
Speaker Redman will send letters to all chairs of all committees. The council members assigned to each committee will email their chair in March to find out what they have been doing this year. In April Speaker Redman will request recommendations from the committee chairs for the Committee on Committees. He will also include a reminder for chairs to submit their end of year reports to Secretary Cordell.

List of Committees and their assigned liaisons.

- Advisory Committee on Research: Murray Leaf
- Outstanding Teaching Awards Committee: None required
- Academic Integrity: Viswanath Ramakrishna
- Committee on Core Curriculum: Richard Scotch
- Distance Learning: Tim Redman
- Committee on Educational Policy: Ravi Prakash
- Committee on Effective Teaching: Tim Redman
- Faculty Mentoring: Richard Scotch
- Faculty Standing and Conduct: Viswanath Ramakrishna
- Learning Management Systems: Ravi Prakash
- Committee on Qualifications of Academic Personnel: Viswanath Ramakrishna
- Committee on Student Scholarships: Liz Salter
- Library Committee: Tres Thompson
- Academic Program Review Committee: David Cordell
10. **Follow up on Blue Book Distribution**
   Instructors or their departments will provide blue books for exams. Students will have to provide blue books for homework. This concern is considered resolved, and referred to the Academic Integrity Committee.

11. **Presentation by the Committee on Effective Teaching- Karen Huxtable-Jester**
   Karen Huxtable-Jester requested to present a presentation the E learning faculty Forum to the Senate. Liz Salter moved to place it on the Senate agenda. Richard Scotch seconded. The motion carried.

12. **Informational: Distance Learning Note to Faculty**
   Chris Ryan, chair of the Distance Learning committee, requested permission to send a document to all faculty. He does not need permission to send information to all faculty. No action was necessary.

13. **Teaching Evaluation Concerns**
   Vance Lewis brought his concern to the Council via email. He was concerned that students who had dropped from courses were still able to enter course evaluations. He felt this was not appropriate. If a student officially drops and did not take the exams, the student would not be able to enter course evaluations. Should a student simply no longer come to class,
and does not officially drop, that cannot be regulated. The provost requested that the email be forwarded to him for further review.

14. Revisions to UTDPP 1007- Senate By Laws
David Cordell presented UTDPP 1007 to the Council. No changes had been made to the document since the January meeting. Per the bylaws any changes must go through two rounds of voting. Richard Scotch moved to place the policy on the senate agenda for a second round of voting. Murray Leaf seconded. The motion carried.

15. New Business
David Cordell distributed the Election calendar to all in attendance. There were no objections.

16. Senate Agenda for February 18, 2015:
   1. Presentation by the Committee on Effective Teaching
   2. CEP Recommendations- Course Inventory
   3. Space Utilization Resolution
   4. Amendments to UTDPP 1007- second round of voting
   5. Guns on Campus Resolution

   There being no further business Provost Wildenthal adjourned the meeting at 3:21 PM.

APPROVED: ______________________________ DATE:_____________________________

Tim Redman
Speaker of the Faculty
Status on 4 MATH undergraduate courses

These 4 courses were tabled at the February 3, 2015 CUE / CEP meeting until we gathered more information.

Core course
MATH 2306 Analytic Geometry: this course was approved to be added to the core curriculum inventory by the Core Curriculum Committee on February 17, 2015

Mathematics major core courses
The following 3 courses are intended to be mathematics major courses, not University core courses. They will be added to the course inventory system with CUE approval.

MATH 2370 Introduction to Programming with MATLAB
MATH 2399 Research and Advanced Writing
MATH 3323 Elementary Number Theory

They are recorded in the following CatBook report.
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<td>MATH 3323 Elementary Number Theory (3 semester credit hours) Divisibility of integers, prime numbers, the Euclidean algorithm, greatest common divisors, Bezout coefficients, the fundamental theorem of arithmetic, linear congruences, the Chinese remainder theorem, Euler's totient function, polynomial congruences, Hense's lemma, order, primitive roots, quadratic reciprocity, primality testing, factorization techniques, public key encryption algorithms, and additional topics. Prerequisite: A grade of at least a C- in either MATH 2418 or in MATH 2419 or in MATH 2414. (3-0)</td>
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<td>Not intended to be a University core course; approved by Dr. Denny Miller and Dr. Matt Goeckner, 2-11-15.</td>
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<td>math4390 (r4)</td>
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<td>MATH 4390 Senior Research and Advanced Writing (3 semester credit hours) For students conducting independent research and scientific writing. Individual instruction course designed to develop skills for research and clear, precise and accurate scientific writing. Topics will vary from section to section depending upon the interests of the student, but will be selected from a specific area of mathematics. Subject and scope to be determined on an individual basis. Satisfies the School of Natural Sciences and Mathematics’ advanced writing requirement. This course will retain core notation for a transition period - see <a href="http://go.utdallas.edu/core-curriculum-transition">http://go.utdallas.edu/core-curriculum-transition</a>. Please consult advisors for more detailed information. Prerequisite: Senior level standing in Mathematics and instructor consent required. (3-0) S</td>
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<td>STAT 2332 Introductory Statistics for Life Sciences (3 semester credit hours) Graphs, histograms, mean, median, standard deviation, standardized scores, simple linear regression and correlation; basic rules of probability, Normal t, chi squared, binomial and Poisson distributions; point estimation; hypothesis tests and confidence intervals for means, proportions; contingency tables. Applications in life sciences will be emphasized throughout the course. May not used to satisfy degree requirements for mathematics, engineering, or computer science majors. Prerequisite: MATH 2312 or MATH 1325 or equivalent. (3-0) S</td>
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**Request Notes:**

Email: approved by Dr. Goeckner, 10-27-13. To be deleted from 2015 catalog 12/3/2014

**Show Fields:**

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- `cat_delivery_method`: deliverymethod_100
- `cat_core`: 10TR
- `cat_subtitles`: no_subtitles

**Core Course Added to Core Curriculum in 2014:** Title has been revised to Introductory Statistics for Life Sciences. We will still STAT 3332 as an upper-division/transitional core course. The transitional core status will be phased out in 2016 but STAT 3332 will remain in the course inventory in 2016 and beyond.

**Show Fields:**

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New Undergraduate Courses  
To be offered in fall 2015 and spring 2016

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ATEC requested the addition of 2 new courses. ATEC 4322 will be offered in spring 2016 while ATEC 4356 will be offered in fall 2015.

ENCS also requested a course to be offered this fall 2015.
School of Arts, Technology, and Emerging Communication (ATEC)
Courses to be offered in fall 2015 and spring 2016
<table>
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<tr>
<th>start end</th>
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<th>course req_id</th>
<th>catalog course description</th>
<th>request status</th>
<th>request metadata</th>
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</thead>
<tbody>
<tr>
<td>2015-open</td>
<td>add * atecl4322 (r1) atecl4322.2 group_head series_head</td>
<td>ATEC 4322 Digital Sculpting (3 semester credit hours) This class takes an artistic based approach to the creation of 3D polygonal geometry. Students will focus on critical concepts including proportion, form, and translation of 2D designs to 3D figures. Various tools and techniques will be discussed allowing for the creation of custom workflows and methodologies. Prerequisites: ATEC 4348 and instructor consent required. (0-3) T</td>
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<td>Requested by Tara Lewis for new school, ATEC, through eForm. Course to be offered in spring 2016.</td>
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<td>add * atecl4356 (r1) atecl4356.2 group_head series_head</td>
<td>ATEC 4356 Computer Animation III (3 semester credit hours) In this course students will establish an understanding of acting and body language as it pertains to animation. Students will continue to build a vocabulary of terms and concepts and develop their constructive, technical, and aesthetic ability to critique as it relates to animation as an art form. Students will continue to develop a practical understanding of the specific computers and software used in the course as it pertains to the animation workflow. Prerequisites: ATEC 4348 and instructor consent required. (0-3) T</td>
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Erik Jonsson School of Engineering and Computer Science (ENCS)
Course to be offered in fall 2015
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<tbody>
<tr>
<td>2015-open</td>
<td>add *</td>
<td>bmen3325</td>
<td>(r1)</td>
<td>BMEN 3325 Advanced MATLAB Programming for Biomedical Engineering (3 semester credit hours)</td>
<td>phase: check</td>
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<td>bmen3325.2</td>
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<td>MATLAB programming is an increasingly important skill for Bioengineering/Biomedical Engineering (BE/BME) students. MATLAB is both a programming language and a platform with toolboxes for data processing, visualization, and analysis. Although most BE/BME students took the introductory level course of programming at freshmen level, junior or senior students require more advanced MATLAB programming skills in their study or research. The course will provide an extensive training for MATLAB programming skills for solving biomedical problems. Advanced topics in programming and advanced computational models will be introduced with lectures. Assignments and class projects will be used for training. Students are allowed to use other programming languages in course projects, as most programming concepts are common across different programming languages. The course will help students to obtain solid programming skills to be better ready for their junior, senior, graduate study, or job. Prerequisite: BMEN 1208. (1.5-1) R</td>
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**Request notes**

Requested by Ben Porter for Dr. Jun Wang via eForm; course to be offered in Fall 2015. Approved by Dr. Ntafos. Need to reset lab contact hours to read 1.5 hours after mapping in CatBook setting. Lec = 1.5, Lab = 1.5.

**show fields: bmen3325.2**

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- cat_delivery_method: deliverymethod_100
- cat_core:
- cat_subtitles: no_subtitles

[update req group](http://coursebook.utdallas.edu/catbookreport/23d33c1ace7a192b161fb524235d3609/makepdf)
Mid-catalog cycle course additions
New Graduate Courses
To be offered in summer 2015, fall 2015, and spring 2016

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<th>Status/School</th>
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<th>BBSC</th>
<th>ENCS</th>
<th>EPPS</th>
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BBSC requested a new course to be offered in summer 2015.

Out of 3 ENCS requested courses, one course, SYSE 6V80, is a repeatable course.

JSOM requested 3 new courses. ENGY, a new course prefix, will be used for two new courses; they will be added to the new MS in Energy Management. Another course is tailored for the Executive Education program.

All courses, except BMEN 6342 and COMD 6V09, will be offered in the fall 2015 semester. BMEN 6342 will be offered during the spring 2016 semester while BBSC plans to offer COMD 6V09 in summer 2015.
School of Behavioral and Brain Sciences (BBSC)
Course to be offered in summer 2015
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<tr>
<td>2014-open</td>
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<td>comd6v09</td>
<td>(r1) comd6v09.2</td>
<td>COMD 6V09 Autism Spectrum Disorder (1-6 semester credit hours) Issues concerning the diagnosis and theories of autism. The development of social, communication language, and cognitive skills in autism, as well as various therapeutic approaches. Prerequisites: BBSC majors only and department consent required. ([1-6]-0) Y</td>
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**request notes**

Requested by Dr. Stillman, 10-3-14, through eform. Course to be offered in spring 2015. Followed up with Dr. Stillman on 10-6-14 regarding course type - lecture vs seminar; it was decided the course will be a lecture with a different title. Changed title from Seminar in Autism to Autism Spectrum Disorder. Originally was set up as COMD 6309 but changed to COMD 6V09, and will not be offered in spring 2015. It is deferred to summer 2015 per Stillman’s email on 10-16-14. Followed up with Dr. Stillman re: repeatability; response on 11-25-14: it will be offered in both Summer and Fall 2015. It is not repeatable. We made it a variable hours courses so we could alter the credit hours as necessary.

**show fields: comd6v09.2**

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update req group
Erik Jonsson School of Engineering and Computer Science (ENCS)
Courses to be offered in fall 2015
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<td>bmen6342 (r1)</td>
<td>BMEN 6342 Biomaterials and Medical Devices (3 semester credit hours) Introduction to the field of biomaterials used in the design of medical devices and to augment/replace soft and hard tissues. Overview of current challenges and successes with implantable devices, biomaterials properties, clinical requirements, clinical applications and cases, and in-vivo behavior of different classes of natural and synthetic materials. Analysis of biological response and biocompatibility, degradation and failure processes of implantable biomaterials devices. Students will become familiar with several classes of biomaterials and their current clinical applications. (3-0) Y</td>
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<td>MSEN 6338 Advanced Theory of Semiconductors: Electronic Structure and Transport (3 semester credit hours) This course discusses: 1. The electronic structure of semiconductors and small semiconductor structures starting from basic condensed-matter theory; 2. The nature of elementary excitations (such as phonons, plasmons, interface and surface excitations, etc.) in terms of the many-body, second quantization language; 3. The interaction of electrons with these excitations, as well as photons; and, 4. The equations which govern electronic transport at the nanometer scale. Recommended prior coursework: one or more semesters of graduate quantum mechanics or equivalent. (3-0) T</td>
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<td>SYSE 6V80 Special Topics (1-3 semester credit hours) This course focuses on special topics related to systems and control engineering typically not found in other courses. The course is generally open to all engineering students with graduate level standing particularly in electrical, mechanical, systems, computer science, and bioengineering. Department consent required. May be repeated for credit (6 semester credit hours maximum). ((1-3)-0) Y</td>
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**request notes**

Requested by Brenda Rains for Dr. Yurkovich, 2-17-15, through eForm. Course to be offered in fall 2015. Prerequisites will vary from course to course, so department consent placed on the course.

**show fields: syse6v80.4**

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Courses to be offered in fall 2015
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<tr>
<td>2015-open</td>
<td>add *</td>
<td>ENGY 6330</td>
<td>ENGY 6330 Energy Law and Contracts (3 semester credit hours) This course provides an introductory overview of U.S. and international energy laws that govern oil, natural gas, coal, nuclear, renewable energy and electric generation. The course covers the history of energy regulation and explores current laws governing the use, production, and transmission of energy sources, as well as environmental regulations. (3-0) S</td>
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Request notes:
Requested by Dr. Shawn Alborz, 2-13-15, through eForm. Course to be offered in fall 2015 for new Energy Management degree program.

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**request notes**

Requested by Dr. Shawn Alborz, 2-13-15, through eForm. Course to be offered in fall 2015.

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update req group
Undergraduate Policies and Procedures

Graduate Courses

Upper-division undergraduates, who are classified as seniors and core complete, may petition the Undergraduate Associate Dean and Graduate Advisor to take graduate courses by completing the appropriate form available in the student's academic advising office. If approved, these graduate courses can be applied toward satisfying undergraduate degree requirements or can be designated for future application toward a graduate degree requirement at UT Dallas. The student must declare at the time of registration for the course, on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied. Once applied, the options cannot be changed. Approvals will be subject to the conditions outlined in the following sections.

Graduate Courses Applied Toward an Undergraduate Degree

With the approval of the student's Undergraduate Associate Dean, up to 12 semester credit hours of graduate work taken as an undergraduate may be used for completing any baccalaureate degree at The University of Texas at Dallas. Pass/Fail grading for graduate courses will be permitted only in this category but must be approved by the instructor prior to the start of class.

Graduate Courses for Possible Future Use as Graduate Credit

With the approval of the Graduate Program Head, undergraduates may take up to 12 semester credit hours of graduate courses to reserve for possible application toward a graduate degree. To register, undergraduate students must obtain permission from the course instructor and from the graduate advisor of the program in which the course is offered. Such courses with an earned grade of 'B' or better will be eligible for application to the student's graduate record when the student is admitted to a graduate program. These courses will not apply to the student's undergraduate degree and will not affect the student's undergraduate GPA.

Graduate Courses Taken in Fast Track Options

Upper-division undergraduates, who are classified as seniors and core complete, may petition their Associate Dean to take graduate courses in the Fast Track program, and must have completed 90 semester credit hours and core complete. A number of programs at The University of Texas at Dallas offer an accelerated Fast Track option that allows qualified senior level undergraduate students to take specified master's level coursework. Specific Fast Track admission requirements for Fast Track programs can be found within the descriptions of majors.
Undergraduate students at UT Dallas who have been admitted to Fast Track programs leading to baccalaureate/master's degrees may as Fast Track undergraduate students, with the permission of the student's Undergraduate Associate Dean and the graduate advisor of the intended graduate program, follow the major program's guidance regarding graduate courses and maximum graduate semester credit hours. As a Fast Track student applicable to a graduate degree (not greater than 15 semester credit hours), the graduate semester credit hours may be used to complete the baccalaureate degree and also to satisfy requirements for the master's degree.

The grade earned in the graduate coursework must be a 'B' (3.000) or better to be applied to the master's degree requirements. A student may only Fast Track into ONE graduate program.

Graduate programs at UT Dallas may accept admission to a Fast Track program as satisfying Graduate Record Exam (GRE) criteria for admission to the graduate program. The Naveen Jindal School of Management requires students to meet its graduate admission requirements including completion of the Graduate Management Admissions Test (GMAT) prior to receiving the baccalaureate degree.
Fast Track Sections in
Upcoming 2015 Undergraduate Catalog

Revised and Ready for Approval, 3-3-15

School of Arts and Humanities: listed in program overview (revised for 2015 catalog)

The Fast Track program is designed to permit exceptional undergraduate students in Arts and Humanities majors to begin work on the master's degree before graduation. Qualified seniors at UT Dallas, who have completed at least 30 semester credit hours of upper-division work and the core courses in their major, may take up to 12 semester credit hours of approved graduate courses in Arts and Humanities during their senior year and apply these semester credit hours to their undergraduate degree plans as either major and related courses or electives. The Fast Track courses will also be used to satisfy up to 12 graduate semester credit hours towards the Master's degree. For further information on the Fast Track program, see the Associate Dean for Undergraduate Education of the School of Arts and Humanities.

School of Behavioral and Brain Sciences: listed in each degree

Child Learning and Development (to be added to 2015 catalog)

UT Dallas undergraduate students with strong academic records who intend to pursue a master's degree in Human Development and Early Childhood Disorders (HDCD) at UT Dallas may consider an accelerated undergraduate-graduate plan of study. If accepted into the program, students may take up to 15 semester credit hours of graduate courses that may be used to complete the baccalaureate degree and also to satisfy requirements for the master's degree. Students must maintain a 3.000 grade point average and earn grades of B or better in graduate courses taken.

Students should apply for Fast Track admission in the semester they reach 90 semester credit hours. To qualify for application, undergraduate students must have completed at least 18 semester credit hours in major core courses at UT Dallas. To be eligible for Fast Track admission, students must have completed at least 90 semester credit hours toward a baccalaureate degree, and meet program admission requirements, including submission of GRE scores. Apply to the Fast Track program through the HDCD Program Office. Students should consult with a graduate advisor regarding admissions criteria and plans of study.

Cognitive Science (revised for 2015 catalog)

UT Dallas undergraduate students with strong academic records who intend to pursue a
master's degree in Applied Cognition and Neuroscience at UT Dallas may consider an accelerated undergraduate-graduate plan of study. When accepted into the program, students may take up to 15 semester credit hours of graduate courses that may be used to complete the bachelor's degree and also to satisfy requirements for the Master's degree. Students must maintain a 3.00 grade point average and earn grades of B or better in the graduate courses taken.

The Fast Track makes it possible for students to complete upper-division undergraduate education and graduate training in three years.

Students should apply for Fast Track admission in the one semester before they reach 90 semester credit hours. To qualify for application, undergraduate students must have completed at least 18 semester credit hours in major core courses at UT Dallas. To be eligible for Fast Track admission, students must have completed at least 90 semester credit hours toward a baccalaureate degree and meet program admission requirements. Students should apply for Fast Track admission in the one semester before they reach 90 semester credit hours. To qualify for application, undergraduate students must have completed at least 18 semester credit hours in major core courses at UT Dallas. Apply to the Fast Track program through the Applied Cognition and Neuroscience Program Office. Students should consult with a graduate advisor regarding admissions criteria and plans of study at the beginning of their junior year.

Students must have completed at least 90 semester credit hours toward a baccalaureate degree before beginning Fast Track coursework. Students should apply to the Fast Track program through the Cognitive Science Program Office.

Students should consult with a graduate advisor regarding admissions criteria and plans of study at the beginning of their junior year.

Neuroscience (revised for 2015 catalog)

UT Dallas undergraduate students with strong academic records who intend to pursue a master's degree in Applied Cognition and Neuroscience at UT Dallas may consider an accelerated undergraduate-graduate plan of study. When accepted into the program, students may take up to 15 semester credit hours of graduate courses that may be used to complete the baccalaureate degree and also satisfy requirements for the master's degree. Students must maintain a 3.00 grade point average and earn grades of B or better in graduate courses taken.

Students should apply for Fast Track admission in the one semester before they reach 90 semester credit hours. To qualify for application, undergraduate students must have completed at least 18 semester credit hours in major core courses at UT Dallas. To be eligible for Fast Track admission, students must have completed at least 90 semester credit hours toward a baccalaureate degree, and meet program admission requirements. Apply to the Fast Track program through the Applied Cognition and Neuroscience Program Office. Students should consult with a graduate advisor regarding admissions criteria and plans of study.

Students must have completed at least 90 semester credit hours toward a
baccalaureate degree before beginning Fast Track coursework. Students should apply to admissions one semester before they reach 90 semester credit hours. To qualify for application, undergraduate students must have completed at least 18 semester credit hours in major core courses at UT Dallas. Apply to the Fast Track program through the Applied Cognition and Neuroscience Program Office. Students should consult with a graduate advisor regarding admissions criteria and plans of study.

Psychology (revised for 2015 catalog)

UT Dallas undergraduate students with strong academic records who intend to pursue a master's degree in Human Development and Early Childhood Disorders or in Applied Cognition and Neuroscience at UT Dallas may consider an accelerated undergraduate-graduate plan of study. Students must have completed at least 18 semester credit hours in major core courses at UT Dallas. To be eligible for Fast Track admission, students must have completed at least 90 semester credit hours toward a baccalaureate degree and meet program admission requirements, including submission of GRE scores. Apply to the Fast Track program through the Program Office of the master's program. Students should consult with a graduate advisor regarding admissions criteria and plans of study.

Speech-Language Pathology and Audiology degree plan (revised for 2015 catalog)

UT Dallas undergraduate students with strong academic records who intend to pursue a master's degree in Communication Disorders at the university may consider an accelerated undergraduate-graduate plan of study. If accepted into the program, students may take up to 15 semester credit hours of graduate courses that may be used to complete the baccalaureate degree and also to satisfy requirements for the master's degree. Students must maintain a 3.00 grade point average and earn grades of B or better in graduate courses taken.
Students should apply for Fast Track admission in the one semester before they reach 90 semester credit hours. To qualify for application, undergraduate students must have completed at least 18 semester credit hours in major core courses at UT Dallas. To be eligible for Fast Track admission, students must have completed at least 90 semester credit hours toward a baccalaureate degree and meet program admission requirements, including submission of GRE scores. Apply to the Fast Track program through the P graduate Communication Disorders program, not through Enrollment Services. Students should consult with a graduate advisor regarding admissions criteria and plans of study.

Students must have completed at least 90 semester credit hours toward a baccalaureate degree before beginning Fast Track coursework. Students may apply for Fast Track admission up to one semester before they reach 90 semester credit hours. To qualify for admission, students must have completed at least 18 semester credit hours in major field core courses at UT Dallas. Application for admission to the Fast Track is through the graduate Communication Disorders program, not through Enrollment Services. GRE scores are required. For applications and instructions, please contact the Associate Dean’s office.

Erik Jonsson School of Engineering and Computer Science: listed in each degree

Biomedical Engineering (no changes from 2014 catalog)

In response to the need for advanced education in Biomedical engineering, a Fast Track program is available to well-qualified UT Dallas undergraduate students. Qualified seniors may take up to 15 graduate semester credit hours that may be used to complete the baccalaureate degree and also to satisfy the requirements for the master’s degree. This is accomplished by (1) taking courses (typically electives) during one or more summer semesters, and (2) beginning graduate coursework during the senior year. Details are available from the Associate Dean for Undergraduate Education.

Computer Engineering (revised for 2015 catalog)

In response to the need for advanced education in computer engineering, a Fast Track program is available to well-qualified UT Dallas undergraduate students. The Fast Track program is designed to accelerate a student's education so that both a BSCE and an MSCE degree can be earned in five years of full-time study. Qualified seniors may take up to 15 graduate semester credit hours that may be used to complete the baccalaureate degree and also to satisfy the requirements for the master's degree. This is accomplished by (1) taking courses (typically electives) during one or more summer semesters, and (2) beginning graduate coursework during the senior year. Details are available from the Associate Dean for Undergraduate Education.

Computer Science (no changes from 2014 catalog)
In response to the need for post-baccalaureate education in the exciting field of computer science, a Fast Track program is available to well-qualified UT Dallas undergraduate students. At the end of five years of successful study, it is possible to earn both the BS and the MS degree in Computer Science (or MS in Software Engineering). Qualified seniors may take up to 15 graduate semester credit hours that may be used to complete the baccalaureate degree and also to satisfy requirements for the master's degree.

Interested students should see the Associate Dean of Undergraduate Education (ADU) for specific requirements.

**Electrical Engineering (no changes from 2014 catalog)**

In response to the need for advanced education in electrical engineering, a Fast Track program is available to well-qualified UT Dallas undergraduate students. The Fast Track program is designed to accelerate a student’s education so that both a BSEE and an MSEE degree can be earned in five years of full-time study. Qualified seniors may take up to 15 graduate semester credit hours that may be used to complete the baccalaureate degree and also to satisfy the requirements for the master’s degree. This is accomplished by (1) taking courses (typically electives) during one or more summer semesters, and (2) beginning graduate coursework during the senior year. Details are available from the Associate Dean for Undergraduate Education.

**Mechanical Engineering (no changes from 2014 catalog)**

In response to the need for advanced education in Mechanical Engineering, a Fast Track program is available to well-qualified UT Dallas undergraduate students. The Fast Track program is designed to accelerate a student’s education so that both a BS and an MS degree can be earned in five years of full-time study. Qualified seniors may take up to 15 graduate semester credit hours that may be used to complete the baccalaureate degree and also to satisfy the requirements for the master’s degree. This is accomplished by (1) taking courses (typically electives) during one or more summer semesters, and (2) beginning graduate coursework during the senior year. Details are available from the Associate Dean for Undergraduate Education.

**Software Engineering (no changes from 2014 catalog)**

In response to the need for post-baccalaureate education in the exciting field of software engineering, a Fast Track program is available to well-qualified UT Dallas undergraduate students. At the end of five years of successful study, it is possible to earn both the BS degree in Software Engineering and the MS degree in Computer Science or the MS degree in Software Engineering. Qualified seniors may take up to 15 graduate semester credit hours that may be used to complete the baccalaureate degree and also to satisfy the requirements for the master's degree. Interested students should see the Associate Dean of Undergraduate Education (ADU) for specific requirements. Interested students should see the Associate Dean of Undergraduate Education (ADU) for specific admission requirements to the Fast Track program.
Telecommunications Engineering (to be phased out)

School of Economic, Political and Policy Sciences: listed in program overview (revised for 2015 catalog)

Undergraduate EPPS majors with strong academic records who are interested in pursuing a Master's degree may apply for a Fast Track plan of study that involves taking graduate courses in lieu of several advanced undergraduate courses. Acceptance into the Fast Track program is based on the student's attaining a GPA (grade point average) of at least 3.500 overall and in their major. Eligible students may take up to 15 semester credit hours of selected graduate courses that may be used to complete the baccalaureate degree and also satisfy requirements for the master’s degree. All Fast Track students are expected to maintain at least a 3.0 GPA and earn a B or better in graduate classes. Interested students should contact their academic advisor during their junior year to apply to the Fast Track program.

Interested students should contact their academic advisor during their junior year to apply to the Fast Track program.

School of Interdisciplinary Studies (to be added to 2015 catalog)

In response to the need for post-baccalaureate education, a Fast Track program is available to well-qualified UT Dallas undergraduate students. At the end of five years of successful study, it is possible to earn both a bachelor’s degree and a master’s degree in Interdisciplinary Studies. Qualified seniors may take up to 15 graduate semester credit hours that may be used to complete the baccalaureate degree and also to satisfy the requirements for the master's degree. Interested students should see the Associate Dean of Undergraduate Education (ADU) for specific requirements.

Jindal School of Management: listed in program overview (revised for 2015 catalog)

Fast Track programs are designed to permit undergraduate students enrolled at UT Dallas to begin work on the MBA or MS degrees before graduation. Qualified seniors may take graduate courses in Management that will apply toward the Bachelor of Science degree and also satisfy requirements for the Master's degree. These courses are selected from a list determined by the School.

Fast Track courses taken during the undergraduate senior year must be well chosen so that they satisfy the requirements of the BS degree AND those of the intended MBA/MS degree. Students in one major may choose to Fast Track into another major. Students can take the Fast Track courses as substitutes for major related courses, as guided and/or free Electives. Students from other Schools at UT Dallas can Fast Track into JSOM degrees as long as they meet the Fast Track admission requirements. Students must earn a grade of at least B in Fast Track courses - otherwise the courses only count toward the undergraduate degree.
Students admitted to the Fast Track program are automatically admitted to the graduate program. Failure to meet any of the academic standards required by the graduate program can result in academic probation in the first semester of the graduate program. Students may delay for up to one year entering the graduate program and have their Fast Track courses count toward their graduate degree.

Students can also take graduate courses to apply toward either undergraduate or graduate credit. Students must submit an acceptable GMAT score and receive permission from the Associate Dean before taking more than 12 graduate semester credit hours for any use. Details of the programs are available from the Naveen Jindal School of Management Advising Office.

**School of Natural Science and Mathematics: listed in each degree**

**Actuarial Sciences (to be added to 2015 catalog)**

In response to the need for post-baccalaureate education, a Fast Track program is available to well-qualified UT Dallas undergraduate students. At the end of five years of successful study, it is possible to earn both a bachelor's degree and a master's degree in Natural Science and Mathematics. Qualified seniors may take up to 15 graduate semester credit hours that may be used to complete the baccalaureate degree and also to satisfy the requirements for the master's degree. Interested students should see the Associate Dean of Undergraduate Education (ADU) for specific requirements.

**Biochemistry (no changes from 2014 catalog)**

Undergraduate students at UT Dallas with strong academic records who intend to pursue the MS in Chemistry at UT Dallas may apply for a Fast Track plan of study which involves taking selected graduate courses as an upper-level student. After Fast Track admission to the graduate program, 15 semester credit hours of graduate courses with an earned grade of B or better can be used toward completion of the baccalaureate degree and to satisfy requirements for the master's degree. Interested students should contact the undergraduate advisor well in advance of the junior year to prepare a sequence permitting maximal advantage to be taken of the catalog's regulations (see catalog.utdallas.edu/2015/undergraduate/policies/graduate-courses) regarding Undergraduate Registration for Graduate Courses.

**Biology (yellow text to be added to 2015 catalog)**

UT Dallas undergraduate students with strong academic records, including at least 15 semester credit hours of upper-division Biology core courses, who intend to pursue graduate work in Biology at UT Dallas, may apply for the Fast Track which involves taking selected graduate courses as an upper-division student. After Fast Track admission to the graduate program, 15 semester credit hours of graduate courses with
an earned grade of B or better can be used toward completion of the BS and to satisfy requirements for those courses at the graduate level. Graduate courses must be approved by the graduate advisor. This program provides an opportunity to obtain the BS degree in Biology after 120 semester credit hours of work and an MS degree in Molecular and Cell Biology after an additional 21 semester credit hours of graduate course and research work. Interested students should contact the Biology undergraduate advisor well in advance of the senior year to prepare a degree plan taking maximal advantage of this Fast Track program.

Chemistry (yellow text to be added to 2015 catalog)

Undergraduate students at UT Dallas with strong academic records who intend to pursue the MS in Chemistry at UT Dallas may apply for a Fast Track plan of study which involves taking selected graduate courses as an upper-level student. After Fast Track admission to the graduate program, 15 semester credit hours of graduate courses with an earned grade of B or better can be used toward completion of the baccalaureate degree and to satisfy requirements for the master's degree. Interested students should contact the undergraduate advisor well in advance of the junior year to prepare a sequence permitting maximal advantage to be taken of the catalog's regulations (see catalog.utdallas.edu/2015/undergraduate/policies/graduate-courses) regarding Undergraduate Registration for Graduate Courses.

Geosciences (no changes from 2014 catalog)

The Fast-Track program allows students with strong academic records to take selected graduate courses that may be applied toward the baccalaureate degree and be used to satisfy requirements for the master's degree. Interested students who intend to pursue a master's degree in Geosciences may apply for a Fast Track baccalaureate/master's plan of study via the Geosciences graduate advisor. The planned coursework must be coordinated with the Geosciences undergraduate advisor; the Geosciences graduate advisor should also be notified. A maximum of 15 semester credit hours may be applied under this program.

Mathematics (yellow text to be added to 2015 catalog)

For students interested in pursuing graduate studies in Mathematics, the Mathematics Department offers an accelerated BS / MS Fast Track that involves taking graduate courses instead of several advanced undergraduate courses. Acceptance into the Fast Track is based on the student's attaining a GPA (grade point average) of at least 3.200 in all mathematics classes and being within 30 semester credit hours of graduation. Fast Track students may, during their senior year, take 15 graduate semester credit hours that may be used to complete the baccalaureate degree. After Fast Track admission to the graduate program, these 15 graduate semester credit hours may also satisfy requirements for the master's degree. Fast Track programs are offered in mathematics with specializations in applied mathematics and statistics.
Molecular Biology (yellow text to be added to 2015 catalog)

UT Dallas undergraduate students with strong academic records, including at least 15 semester credit hours of upper-division Biology core courses, who intend to pursue graduate work in Biology at UT Dallas, may apply for the Fast Track which involves taking selected graduate courses as an upper-division student. After Fast Track admission to the graduate program, 15 semester credit hours of graduate courses with an earned grade of B or better can be used toward completion of the BS and to satisfy requirements for those courses at the graduate level. Graduate courses must be approved by the graduate advisor. This program provides an opportunity to obtain the BS degree in Biology after 120 semester credit hours of work and an MS degree in Molecular and Cell Biology after an additional 21 semester credit hours of graduate course and research work. Interested students should contact the Biology undergraduate advisor well in advance of the senior year to prepare a degree plan taking maximal advantage of this Fast Track program.

Physics (no changes from 2014 catalog)

For students interested in pursuing graduate studies in physics, the Physics Department offers an accelerated BS / MS Fast Track that involves taking graduate courses in lieu of several advanced undergraduate courses. Acceptance into the Fast Track is based on the student’s attaining a GPA (grade point average) of at least 3.200 on a minimum of 30 semester credit hours of upper-division courses that include PHYS 3411, PHYS 3312, PHYS 3330, PHYS 3416, PHYS 4301 and PHYS 4311. Eligible students may take up to 15 semester credit hours of selected graduate courses that may be used to complete the baccalaureate degree and also satisfy requirements for the master’s degree. These credits will partially satisfy the MS degree requirements when the student completes the BS degree. Interested students should contact their advisor during their junior year to apply to the Fast Track program.
010 Communication (6 semester credit hours)

Courses:

- **COMM 1311** Survey of Oral and Technology-based Communication*
- **RHET 1302** Rhetoric
- **ECS 3390** Professional and Technical Communication

020 Mathematics (3 semester credit hours)

Courses:

- **MATH 1306** College Algebra for the Non-Scientist *
- **MATH 1314** College Algebra *
- **MATH 1316** Trigonometry *
- **MATH 1325** Applied Calculus I *
- **MATH 2308** Analytic Geometry
- **MATH 2312** Precalculus *
- **MATH 2413** Differential Calculus *
- **MATH 2414** Integral Calculus *
- **MATH 2415** Calculus of Several Variables *
- **MATH 2417** Calculus I *
- **PSY 2317** Statistics for Psychology *
- **STAT 1342** Statistical Decision Making *
- **STAT 2332** Introductory Statistics for Life Sciences *

030 Life and Physical Sciences (6 semester credit hours)

Courses:

- **BIOL 1300** Body Systems with Lab *
- **BIOL 1318** Human Genetics *
- **BIOL 2311** Introduction to Modern Biology I *
- **BIOL 2312** Introduction to Modern Biology II *
- **BIOL 2350** Biological Basis of Health and Disease *
- **CGS 2301** Cognitive Science *
- **CHEM 1311** General Chemistry I *
- **CHEM 1312** General Chemistry II *
- **CHEM 1315** Honors Freshman Chemistry I *
- **CHEM 1316** Honors Freshman Chemistry II *
- **ENVR 2302** The Global Environment *
- **GEOG 2302** The Global Environment *
- **GEOG 1303** Physical Geology *
- **GEOG 1304** History of Earth and Life *
- **GEOG 2302** The Global Environment *
- **GEOG 2310** Environmental Geology *
- **GEOG 2321** Geology, Resources, and Environment of Latin America *
- **GEOG 2332** Age of Dinosaurs *
- **GEOG 2333** Introduction to Fossils *
- **GEOG 2409** Rocks and Minerals *
040 Language, Philosophy and Culture (3 semester credit hours)

AMS 2300 American Popular Culture
AMS 2341 American Studies for the Twenty-First Century
HUMA 1301 Exploration of the Humanities
LIT 2331 Masterpieces of World Literature
PHIL 1301 Introduction to Philosophy
PHIL 2316 History of Philosophy I
PHIL 2317 History of Philosophy II

050 Creative Arts (3 semester credit hours)

AHST 1303 Survey of Western Art History: Ancient to Medieval
AHST 1304 Survey of Western Art History: Renaissance to Modern
AHST 1331 Understanding Art
ARTS 1301 Exploration of the Arts
DANC 1310 Understanding Dance
DRAM 1310 Understanding Theater
FILM 2332 Understanding Film
MUSI 1306 Understanding Music
MUSI 2322 Music in Western Civilization

060 American History (6 semester credit hours)

Courses:

HIST 1301 U.S. History Survey to Civil War
HIST 1302 U.S. History Survey from Civil War
HIST 2301 History of Texas
HIST 2330 Themes and Ideas in American History
HIST 2332 Civil War and Reconstruction

070 Government/Political Science (6 semester credit hours)

Courses:
080 Social and Behavioral Sciences (3 semester credit hours)

Courses:

- CLDP 2314 Lifespan Development *
- CRIM 1301 Introduction to Criminal Justice
- CRIM 1302 Introduction to Crime and Criminology
- ECON 2301 Principles of Macroeconomics *
- ECON 2302 Principles of Microeconomics *
- ECS 3361 Social Issues and Ethics in Computer Science and Engineering
- GEOG 2303 People and Place: An Introduction to World Geographic Regions
- GST 2300 Introduction to Gender Studies
- PA 2325 Introduction to Public Service
- PSY 2301 Introduction to Psychology *
- PSY 2314 Lifespan Development *
- SOC 1301 Introduction to Sociology
- SOC 2300 Introduction to Gender Studies
- SOC 2320 Contemporary Social Issues

090 Component Area Option (6 semester credit hours)

Courses:

- ARHM 2340 Creativity
- ARHM 2341 Global Media
- ARHM 2342 Connections in the Arts and Humanities
- ARHM 2343 Science and the Humanities
- EPPS 2301 Research Design in the Social and Policy Sciences
- EPPS 2302 Methods of Quantitative Analysis in the Social and Policy Sciences
- EPPS 2303 Descriptive and Inferential Statistics for the Social and Policy Sciences
- MATH 1326 Applied Calculus II
- MATH 2419 Calculus II

Additionally, courses marked with an asterisk in the various core categories listed above could be offered as Component Area Option courses.
Curriculum

Core Curriculum Transition

Students who have been enrolled in their field of study prior to fall 2014 will follow their core curriculum established for their program. Students have up to two academic years through summer 2016 to complete their core curriculum requirements. Students are encouraged to receive assistance from their advisors.

The following courses may be made available as core during the transition period through summer 2016. Students will not receive credit for taking two courses, similar in content. Students entering their degree programs in fall 2014 or in later semesters will not be allowed to take these courses to fulfill core requirements.

Communications (Chart 010)

| **ATEC 3320** Digital Content Design and Usability |
| **ATEC 3325** Introduction to Computer Mediated Communication |
| **BCOM 3311** Business Communication |
| **BIS 3320** The Nature of Intellectual Inquiry |
| **BIOL 4337** Seminal Papers in Biology |
| **BIOL 4390** Senior Readings in Molecular and Cell Biology: Advanced Writing |
| **BIOL 4391** Senior Research in Molecular and Cell Biology: Advanced Writing |
| **BIOL 4398** Senior Honors Research in Molecular and Cell Biology: Thesis/Advanced Writing |
| **CGS 3340** Experimental Projects in Cognitive Science |
| **CHEM 4390** Research and Advanced Writing in Chemistry |
| **CHEM 4399** Research and Advanced Writing in Chemistry for Honors Students |
| **CLDP 3494** Research and Evaluation Methods |
| **COMM 3300** Reading Media Critically |
| **CRIM 3300** Crime and Civil Liberties |
| **ECON 3330** Economics of Health |
| **ECON 4332** Energy and Natural Resources Economics |
| **ECON 4382** International Finance |
| **GEOG 3377** Urban Planning and Policy (cross-listed with **PA 3377** |
| **GEOS 4390** Senior Research and Advanced Writing |
| **GEOS 4399** Senior Honors in Geosciences |
| **HUMA 3300** Reading and Writing Texts |
| **MATH 4390** Senior Research and Advanced Writing |
| **MATH 4399** Senior Honors in Mathematics |
| **NATS 4310** Advanced Writing in the Natural Sciences and Mathematics |
| **NATS 4390** Research Methods |
| **NSC 4353** Neuroscience Laboratory Methods |
| **PA 3310** Public Administration Management (cross-listed with **PSCI 3310** |
| **PA 3377** Urban Planning and Policy (cross-listed with **GEOG 3377** |
| **PHYS 4390** Senior Research |
| **PHYS 4399** Senior Honors Research in Physics |
| **PSCI 3310** Public Administration Management (cross-listed with **PA 3310** |
| **PSCI 3325** American Public Policy |
| **PSCI 3375** Predicting Politics |
| **PSCI 4360** The Political Economy of Multinational Corporations |
| **PSY 3393** Experimental Projects in Psychology |
| **SOC 3306** Advanced Research and Writing for the Policy Sciences |
SPAU 3390 Clinical Practicum in Speech-Language Pathology

Mathematics (Chart 020)
  - EPPS 3405 Introduction to Social Statistics with Lab
  - STAT 3332 Statistics for Life Sciences

Natural Science (Chart 030)
  - BIOL 2281 Introductory Biology Laboratory
  - BIOL 3318 Forensic Biology
  - CE 1202 Introduction to Electrical Engineering II (cross-listed with EE 1202 and TE 1202)
  - CHEM 1111 General Chemistry Laboratory I
  - CHEM 1112 General Chemistry Laboratory II
  - CHEM 1115 Honors Freshman Chemistry Laboratory I
  - CHEM 1116 Honors Freshman Chemistry Laboratory II
  - EE 1202 Introduction to Electrical Engineering II (cross-listed with CE 1202 and TE 1202)
  - GEOS 1103 Physical Geology Laboratory
  - GEOS 1104 History of Earth and Life Laboratory
  - ISNS 3371 The Phenomena of Nature: Forces, Gases, Motion, Heat, Light and Electricity
  - ISNS 3373 Our Nearest Neighbors in the Sky
  - NSC 3344 Anatomy and Physiology of Speech and Hearing (cross-listed with SPAU 3344)
  - NSC 3361 Behavioral Neuroscience
  - NSC 4352 Cellular Neuroscience
  - NSC 4354 Integrative Neuroscience
  - PHYS 1101 College Physics Laboratory I
  - PHYS 1102 College Physics Laboratory II
  - PHYS 2126 Physics Laboratory II
  - SPAU 3344 Anatomy and Physiology of Speech and Hearing (cross-listed with NSC 3344)
  - TE 1202 Introduction to Electrical Engineering II (cross-listed with CE 1202 and EE 1202)

Humanities (Chart 040)
  - ARAB 2312 Intermediate Arabic II
  - CHIN 2312 Intermediate Chinese II
  - FREN 2312 Intermediate French II
  - GERM 2312 Intermediate German II
  - JAPN 2312 Intermediate Japanese II
  - SPAN 2312 Intermediate Spanish II

Fine Arts (Chart 050)
  - MUSI 2322 Music in Western Civilization

American and Texas History (Chart 060)
  - HIST 2331 Issues in American History

Government (Chart 070)
  - GOVT 2301 Constitutional Foundations and Political Behavior in the U.S. and Texas
Social and Behavioral Science (Chart 080)

GEOG 3370 The Global Economy
ISIS 3338 Native American Cultures
PSY 3331 Social Psychology
1. **Title**

Conflicts of Interest, Conflicts of Commitment, and Outside Activities

2. **Policy**

Sec. 1 **Applicability.** This policy applies to all UT Dallas employees.

Sec. 2 **Purpose.** This policy is intended to protect the credibility and reputation of the UT System, of The University of Texas at Dallas, and of members of the faculty and staff by providing a transparent system of disclosure, approval, and documentation of employee activities outside UT Dallas that might otherwise raise concerns about conflicts of interest or conflicts of commitment. The policy also serves the purpose of ensuring compliance with State ethics laws and Regents' Rules. Finally, the policy is intended to provide the framework for rules and procedures that will clearly delineate permissible outside activities.

Sec. 3 **Primary Responsibility.** The primary responsibility of employees of UT Dallas is the accomplishment of the duties and responsibilities assigned to one's position of appointment.

Sec. 4 **Outside Activities**

(a) Regents’ Rule 30104 permits employees to engage in outside work or activity so long as the work or activity complies with the requirements of the Rule and does not violate State laws or UT System rules or policies governing the conduct of employees, including ethics standards and provisions prohibiting conflicts of interest, conflicts of commitment, and the use of State resources.

(b) Certain outside activity clearly enhances the mission of The University of Texas at Dallas and/or provides important elements of faculty or staff development related to their institutional responsibilities. To that end, such activities are encouraged. See Sec. 910(a).

Sec. 5 **Unmanaged Conflicts of Interest and Conflicts of Commitment Prohibited**

UT Dallas employees may not have a direct or indirect interest, including financial and other interests, engage in a business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the employees' duties for UT Dallas.
Activities on behalf of outside entities or individuals must not interfere with a UT Dallas employee’s fulfillment of his/her duties and responsibilities to the University. Such conflicts of commitment may arise regardless of the location of these activities (on or off campus), the type of outside entity (individual, for-profit, not-for-profit, or government), or the level of compensation (compensated or non-compensated).

Sec. 6 Conflicts of Commitment Prohibited

Activities on behalf of outside entities or individuals must not interfere with a UT Dallas employee’s fulfillment of his/her duties and responsibilities to the University. Such conflicts of commitment may arise regardless of the location of these activities (on or off campus), the type of outside entity (individual, for-profit, not-for-profit, or government), or the level of compensation (compensated or non-compensated).

Sec. 67 Information Required to be Disclosed

(a) Full-Time Employees. Full-time members of the faculty and full-time administrative and professional staff are required to disclose the following on an annual basis (unless otherwise specified):

(i) a description of the nature and extent of all outside employment or other compensated activity;

(ii) a description of the nature and extent of any outside activity, regardless of compensation, that reasonably appears to create a conflict of interest or a conflict of commitment;

(iii) a description of the nature and extent of any outside (onsite or distance) teaching that is in or related to the same discipline as one’s area of institutional teaching responsibilities;

(iv) the range of total annual compensation received for any compensated activity, or total annual compensation from a single entity, if it is greater than $5,000 and the activity reasonably appears to create a conflict of interest or a conflict of commitment;

(v) a description of the nature and extent of outside board service, regardless of compensation (see Sec. 40-11 for details, including exclusions);

(vi) a description, including the range of compensation or interest, of any substantial interest in a business entity (as defined in Sec. 4920) that reasonably appears to create a conflict of interest.

1 When in doubt in determining whether an activity or interest should be disclosed, the individual should resolve the doubt in favor of disclosure.
This should be disclosed no later than 30 days after acquiring the interest;

(vii) a description of gifts over $250 to the individual or his or her immediate family members, but only if they reasonably appear to create a conflict of interest. This should be disclosed no later than 30 days after acquiring the gift. Do not include gifts received from: one’s parent, child, sibling, grandparent, or grandchild; one’s spouse or the spouse of anyone mentioned above; or the parent, child, sibling, grandparent, or grandchild of one’s spouse; and

(viii) a description of the nature and extent of any activity of immediate family members that reasonably appears to create a conflict of interest and a description of any substantial interest of immediate family members in a business entity (as defined in Sec. 4920) that reasonably appears to create a conflict of interest. This should be disclosed no later than 30 days after acquiring the interest.

(b) Part-Time Employees.

Part-time members of the faculty and part-time members of the administrative and professional staff are required to disclose the nature and extent (but not compensation range) of any outside activity and any substantial interest in a business entity (as defined in Sec. 4920) that reasonably appears to create a conflict of interest. Such disclosures must be made on an annual basis or as specified above in (a). Part-time employees are not required to disclose for family members.

Sec. 78 Guidelines for Reviewing and Approving Requests to Engage in Outside Activity

78.1 Approval Requirements.

(a) Approval requirements shall apply to:

(i) all full-time members of the faculty employed on a 12-month or 9-month basis;

(ii) part-time members of the faculty only if the activity reasonably appears to create conflict of interest;

(iii) all full-time administrative and professional staff (as defined in Sec. 4920); and

(iv) part-time administrative and professional staff only if the activity reasonably appears to create conflict of interest.
(b) Approval is required prior to engaging in the following activities, except as noted at (c), below:

(i) all outside employment or other compensated activities;

(ii) all service on outside boards (see Sec. 40-11 for details, including exclusions); and

(iii) any uncompensated activity that reasonably appears to create a conflict of interest or conflict of commitment.

(c) Pre-Approved Activities. Certain activity is considered pre-approved such that approval need not be obtained prior to engaging in the activity. See Sec. 910(a) for details.

(d) Outside employment during those months in which a member of the faculty appointed on a 9-month basis is not appointed is considered pre-approved, requiring no further approval, unless the outside employment reasonably appears to create a conflict of interest, in which case prior approval is required.²

78.2 Approval Authorities. The President has appointed the following individuals as the approval authorities under this policy:

(a) For members of the faculty: The Dean, Department Chair, or Research Integrity Committee, as appropriate

(b) For deans and department chairs: The Provost or Research Integrity Committee, as appropriate

(c) For executive officers: The President

(d) For administrative and professional staff: The supervisor

(e) For other employees: The supervisor

78.3 Approval Standards and Management Plans.

Generally, conflicts of interest and conflicts of commitment (as defined in Sec. 4920) are prohibited. However, certain potential conflicts of interest or conflicts of commitment may be effectively managed, thus eliminating the concern that an outside interest would substantially impact the performance of an employee’s job duties. For this narrow category of conflicts, management of the conflict may be appropriate.

Management plans must be in place for all employees for outside activities that may create a conflict of interest or a conflict of commitment

² In either case, such activity may be required to be disclosed in accord with Sec. 67, and may be maintained in an electronic database in accordance with Sec. 1415.
before activity begins. Management plans will be developed by the appropriate reviewing body or individual in conjunction with the employee and must be approved by the next senior official.

78.4 Prospective and Retrospective Approval

In rare instances, outside activity may be approved retrospectively when the individual is called upon to assist in an emergency or urgent situation where it would be impossible or unreasonable to obtain advance approval. In such cases, the activity must be fully disclosed and approval sought from the appropriate authority as soon as reasonably possible.

Some activity may also be prospectively approved, for up to one year, when an individual describes to the approving authority as fully as reasonably possible the general nature and extent of anticipated outside opportunities.3

78.5 Rescinding Approvals

An approving authority may rescind an approved outside activity upon receipt of information indicating that the activity is not consistent with this policy or any applicable law or UT Dallas or UT System policy. The individual for whom the activity may be rescinded shall be given notice in writing of the information and an opportunity to respond.

Sec. 89 Faculty Time. Members of the faculty have flexibility in using their time to prepare for teaching and engage in research and other scholarly activity. Other responsibilities, such as presenting lectures, being available to meet with students, and participating in university committees, have more rigid time demands. During the academic term in which a faculty member holds a full-time appointment, the faculty member must attend to all their duties and responsibilities and meet the minimum academic workload requirements, but may be permitted to engage in an average of no more than 18 days of all approved outside activity during university time (defined in Sec. 4920) each long semester, so long as the activity does not reasonably appear to create a conflict of interest, does not interfere with the faculty member’s institutional duties and responsibilities, and clearly contributes to the mission of UT Dallas or provides important elements of faculty professional development related to their institutional duties and responsibilities. Exceptions may be granted only with the express approval of the President and a documented management plan.

3 In any event, whether previously approved or not, employees should ensure they notify their chair, dean, or supervisor in advance when they will be missing specific responsibilities.
Sec. 910 Categories of Outside Faculty Activity

(a) Some activity is so integral to the mission of UT Dallas that it is encouraged and may be performed on university time (defined in Sec. 1920), so long as the activity does not reasonably appear to create a conflict of interest and the amount of time committed does not interfere with faculty member’s institutional duties and responsibilities. These activities are considered pre-approved such that employees do not need to seek approval and include the following:

- Serving on a federal, state, or local government agency committee, panel, or commission;
- Acting in an editorial capacity for a professional journal;
- Reviewing journal manuscripts, book manuscripts, or grant or contract proposals;
- Attending and presenting talks at scholarly colloquia and conferences;
- Developing scholarly communications in the form of books or journal articles, movies, television productions, and similar works, even when such activities result in financial gain, consistent with intellectual property and other applicable UT System and institution policies and guidelines; and
- Serving as a committee member, an officer, or a board member of a professional or scholarly society, or a significant community organization such as a chamber of commerce.

(b) A category of outside faculty activity that, when disclosed and approved, is permitted, encouraged, and may be performed during the university time permitted under Sec. 8-9 includes:

- Engaging in professional activity such as providing expert testimony, providing consulting services, professional/clinical practice, and serving on a board of directors with or without compensation, but only when such activity clearly contributes to the mission of UT Dallas or provides important elements of faculty professional development related to the faculty member’s institutional duties and responsibilities, and the activity does not reasonably appear to create a conflict of interest and does not interfere with the faculty member’s institutional duties and responsibilities.

(c) Faculty members may also engage in activity that does not necessarily contribute to the mission of UT Dallas or provide elements of faculty professional development related to their institutional duties and
responsibilities, so long as it does not reasonably appear to create a conflict of interest or a conflict of commitment with the faculty member’s institutional duties and responsibilities. Any such activity must take place only on non-university time, without use of UT Dallas resources, and must be disclosed and approved as required by this policy.

Sec. 4011  Accounting for Outside Board Service

(a) Uncompensated Outside Board Service of Direct Benefit to UT. Regents’ Rule 30104 recognizes the benefit to be derived by UT institutions from outside board service. After thorough consideration of the time commitment, certain service on outside boards may be deemed to be of sufficient benefit to UT Dallas that certain service may be performed on university time. The service:

   (i) must be service on a nonreligious board;

   (ii) must be uncompensated (other than for reimbursement of usual and customary expenses);

   (iii) requires prior approval (except for board service pre-approved under Sec. 910(a); and

   (iv) requires disclosure.

(b) Compensated Board Service or Service to a Religious Organization. Service on an outside board for which the employee is compensated and any service to a religious organization whether or not compensated must be disclosed and requires prior approval except as noted below at (c).

   (i) If the service occurs during normal office hours, the individual must use vacation time, compensatory time, or other appropriate leave or approved arrangements while providing the service unless approved because of unusual circumstances such as service on a Board with a business relationship to the University.

   (ii) The service must be without cost to UT Dallas.

   (iii) Service on the board of a religious organization that provides services provided by UT Dallas, such as an academic institution, requires prior approval and must be disclosed. Service to a local religious congregation that is primarily personal does not require prior approval and does not need to be disclosed, regardless of compensation.

(c) Board Service or Activity that is Personal. Participation (regardless of compensation) on outside boards or activity in which the service is primarily personal rather than professional in nature and is done on one’s own time is permitted without the requirement of approval or disclosure if it does not
create a conflict of interest or conflict of commitment or the appearance of a conflict of interest or conflict of commitment. Examples include boards of the following nature—a municipality; local religious congregation; neighborhood association; public, private or parochial school; political organization; social advocacy organization; youth sports or recreation league; affinity group such as the local orchid society or model train collectors club; and other similar outside boards.

Sec. 4412 Appeals. Individuals whose request for approval of outside activity is denied may request that the denying authority reconsider the decision and provide an explanation of the decision in writing. If the individual remains unsatisfied with the decision, he or she may access standard grievance procedures to the extent that they are otherwise applicable.

Sec. 4213 Confidential Outside Activity. If an individual wishes to engage in an activity for which some or all of the relevant information is confidential, the approving authority may nonetheless approve the activity without requiring full written disclosure upon satisfaction that there is a compelling reason to treat the information confidentially and the activity is otherwise fully compliant with this policy and all other applicable laws and UT Dallas and UT System policies.

Sec. 4314 Dual Employment. In addition to the requirements of this policy, employees may hold other nonelective offices or positions of honor, trust, or profit with the State of Texas or the United States if holding the other offices or positions is of benefit to the State of Texas or is required by State or federal law and if there is no conflict between holding the office or position and the employee’s position with UT Dallas. Before an employee may accept an offer to serve in such offices or positions, the employee must obtain approval from the President and the Board of Regents via the Consent Agenda.

Sec. 4415 Electronic Database.

(a) Items Included in internal UT System Electronic Database. Disclosure of outside activity, documentation of requests for approval, and subsequent approvals shall be maintained for all full-time faculty and full-time administrative and professional staff in an electronic database that will include the following elements:

(i) a description of the nature and extent of all outside employment or other compensated activity and of all outside activity, regardless of compensation level, that reasonably appears to create a conflict of interest or a conflict of commitment;
(ii) the range of total annual compensation received for any compensated activity, or total annual compensation from a single entity, if it is greater than $5,000 and the activity reasonably appears to create a conflict of interest or a conflict of commitment;

(iii) a description of the nature and extent of outside board service, except as noted at Sec. 1011;

(iv) a description, including the range of compensation or interest of any substantial interest in a business entity (as defined in Sec. 1920) that reasonably appears to create a conflict of interest;

(v) a description of gifts over $250 to the individual, but only if the gift reasonably appears to create a conflict of interest, and it is not a gift from one’s spouse, parent, child, sibling, grandparent, or grandchild; or from the spouse of a parent, child, sibling, grandparent, or grandchild; or from the parent, child, sibling, grandparent, or grandchild of one’s spouse; and

(vi) for part-time members of the faculty and part-time members of the administrative and professional staff, a description or the nature and extent of any outside activity and any substantial interest in a business entity that reasonably appears to create a conflict of interest.

(b) Public Display of Information. Only the following information must be available on a publicly accessible and searchable website:

(i) The nature and extent of the activity, and the range of compensation if over $5,000, for all managed conflicts of interest or conflicts of commitment, unless deemed confidential following procedures developed in accordance with Sec. 4213, except that information regarding family members will not be posted; and

(ii) all information disclosed by the President pursuant to applicable UT System policy; and

(iii) instructions for gaining access to a copy of any conflict management plan, except for any confidential information pursuant to Sec. 4213, above.

Sec. 4516 Noncompliance. Noncompliance with this policy may subject one to discipline in accordance with applicable procedures up to and including termination of employment.

Sec. 4617 Use of University Property. UT Dallas property may only be used for State purposes appropriate to UT Dallas’ mission. (Regents’ Rule 30104 Sec.
8) Use of UT Dallas property for any outside activity must be explicitly approved in writing by the approving authority.

Sec. 4718  **Education and Training.** Annual training will be required for all individuals required to disclose under this policy, including training for those responsible for approving and managing outside activities and interests.

Sec. 4819  **Gifts, Grants, and Donations for Salary Supplement.** When UT Dallas accepts a gift, grant, donation, or other consideration from a person that the person designates to be used as a salary supplement for an employee of UT Dallas, the University will analyze the gift, grant, or donation for potential conflicts of interest under this policy. If a conflict of interest is determined to exist, the University will utilize its current policies and procedures to eliminate or manage the conflict.

Sec. 4920  **Definitions**

**Administrative and Professional Staff.** Employees who have been determined to be exempt from the Fair Labor Standards Act (FLSA) and are, therefore, not entitled to overtime pay (including classified staff). It also includes employees who are not exempt from the FLSA if they are authorized to execute contracts on behalf of the University or who because of their job duties at the University have authority to exercise discretion with regard to the award of contracts or other financial transactions.

**Business Entity.** Any entity recognized by law through which business for profit is conducted, including a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, or trust.

**Compensation.** Any form of benefit including but not limited to salary, retainer, honoraria, intellectual property rights or royalties, or promised, deferred, or contingent interest. It also includes sponsored travel or reimbursement.4

**Conflict of Commitment.** A state in which the time or effort that an employee devotes to an outside activity directly or significantly interferes with the employee’s fulfillment of their institutional responsibilities or when the employee uses State property without authority in connection with the employee’s outside employment, board service, or other activity (See Sec. 8, RR 30104). Exceeding the amount of total time permitted by UT System or UT Dallas policy for outside activities creates the appearance of a conflict of commitment.

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4 Sponsored travel or reimbursement is included for consistency with Public Health Service regulations and UTS 175 governing conflicts of interest in research (42 CFR Sec. 50.603, definition of “significant financial interest,” at (2)). It does not apply to travel that is reimbursed or sponsored by a Federal, state, or local government agency, an institution of higher education, an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.
Conflict of Interest. A significant outside interest of an employee or one of the employee's immediate family members that could directly or significantly affect the employee's performance of the employee's institutional responsibilities. The proper discharge of an employee's institutional responsibilities could be directly or significantly affected if the employment, service, activity or interest: (1) might tend to influence the way the employee performs his or her institutional responsibilities, or the employee knows or should know the interest is or has been offered with the intent to influence the employee's conduct or decisions; (2) could reasonably be expected to impair the employee's judgment in performing his or her institutional responsibilities; or (3) might require or induce the employee to disclose confidential or proprietary information acquired through the performance of institutional responsibilities.

Immediate Family Members. Include:
   a) a spouse;
   b) a dependent child or stepchild or other dependent, for purposes of determining federal income tax liability during the period covered by the disclosure statement; and
   c) a related or non-related, unmarried adult who resides in the same household as the individual and with whom the individual is financially interdependent as evidenced, for example, by the maintenance of a joint bank account, mortgage, or investments.

Nature and Extent. Shall include a description of the activity, the time commitment, and the anticipated length of time the commitment is expected to continue.

Outside Board. The board, council, or other governing or advisory body of a business, civic, professional social, or religious organization, whether for profit or nonprofit.

Outside Employment. Any activity performed by an employee, other than fulfilling employment obligations at UT System or UT Dallas, for which remuneration is received, including distance teaching.

Part-time. For staff, any employee appointed for less than 40 hours per week. For faculty, any member of the faculty appointed to less than a full-time appointment, as determined by the Provost.

Range of Compensation – Includes a range of outside compensation as follows:
   (1) $0 - $4,999;
   (2) $5,000 - $9,999;
   (3) $10,000 - $19,999;
   (4) amounts between $20,000 - $100,000 by increments of $20,000; or
   (5) amounts above $100,000 by increments of $50,000.
(6) if stock options, disclose the precise number of shares represented by the stock options, the par value, and the percentage ownership in the company that would result if the options were exercised.

**Substantial Interest in a Business Entity.** For purposes of this policy, means:

1. a controlling interest;
2. ownership of more than 10 percent of the voting interest;
3. ownership of more than $5,000 of the fair market value;
4. a direct or indirect participating interest by shares, stock, or otherwise, regardless of whether voting rights are included, in more than 10 percent of the profits, proceeds, or capital gains; or
5. service as an officer.

Not to include investments in mutual funds or retirement accounts, so long as the individual does not directly control the investment decisions made in those vehicles.

**University Time.** For faculty, this time is defined by the number of hours per week necessary for the performance of job duties, which include teaching, research, service, and patient care. For some staff this time is defined by a work day with set hours, and for other staff this time is defined as a work day with set hours plus on call service as needed.

### 43. Relevant Federal and State Statutes


*Texas Government Code Chapter 574,* - Dual Office Holding

*Texas Government Code Chapter 659* - Compensation

Texas Constitution, Article 16, Section 40 - Holding More Than One Office

### 54. Relevant System Policies, Procedures, and Forms

Board of Regents’ Rule 30103, *Standards of Conduct*

Board of Regents’ Rule 30104, *Conflict of Interest, Conflict of Commitment, and Outside Activities*

Board of Regents’ Rule 60306, *Use of University Resources*

UTS 123, *Policy on Service on Outside Boards*

UTS 134, *Code of Ethics for Financial Officers and Employees*
UTS 175, *Disclosure of Significant Financial Interests and Management and Reporting of Financial Conflicts of Interest in Research*

| 65. | Approved: |
3. **U. T. System: Discussion and appropriate action regarding amendment of Regents’ Rules and Regulations, Rule 30104 to clarify current requirements and definitions related to Conflict of Interest, Conflict of Commitment, and Outside Activities**

**RECOMMENDATION**

The Chancellor concurs in the recommendation of the Vice Chancellor and General Counsel and the General Counsel to the Board that Regents' Rules and Regulations, Rule 30104, regarding Conflict of Interest, Conflict of Commitment, and Outside Activities, be amended to clarify certain existing requirements and definitions as set forth in congressional style on the following pages.

**BACKGROUND INFORMATION**

Regents' Rules 30103 and 30104 related to Standards of Conduct and Conflict of Interest were amended on July 11, 2012, to implement new policies concerning conflicts and outside activities and to require the creation of a database to aid in the prevention of conflicts and the management of potential conflicts. Following the work of a panel of individuals across the U. T. System, the implementing policy, U. T. Systemwide Policy UTS180, was amended to reflect the changes in the Regents' Rules.

The proposed changes are recommended to bring the language of the U. T. Systemwide Policy and the Regents' Rule into alignment and to clarify the existing requirements. Following one year's experience with the Rule and Policy, a review of UTS180 is anticipated. Any changes to the Policy will be circulated to the institutions for review prior to implementation.
The University of Texas System  
Rules and Regulations of the Board of Regents  

Rule: 30104

1. Title

Conflict of Interest, Conflict of Commitment, and Outside Activities

2. Rule and Regulation

Sec. 1 Primary Responsibility. The primary responsibility of employees of the U. T. System Administration and each of the U. T. institutions is the accomplishment of the duties and responsibilities assigned to one's position of appointment.

Sec. 2 Outside Work or Activity. Employees may engage in work or activity with outside entities and individuals, including governmental agencies, industry, or other educational institutions so long as such work or activity complies, as applicable, with the approval and disclosure requirements of Section 5 below and does not violate State laws or U. T. System Administration or U. T. institution rules or policies governing the conduct of employees, including ethics standards and provisions prohibiting conflicts of interest, conflicts of commitment, and the use of State resources.

Sec. 3 Unmanaged Conflicts of Interest Prohibited. U. T. System Administration and U. T. institution employees may not have a direct or indirect interest, including financial and other interests, or engage in a business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the employee's duties in the public interest.

Sec. 4 Conflicts of Commitment Prohibited. Activities on behalf of outside entities or individuals must not interfere with a U. T. System Administration or U. T. institution employee's fulfillment of his/her duties and responsibilities to the University. Such conflicts of commitment may arise regardless of the location of these activities (on or off campus), the type of outside entity (individual, for-profit, not-for-profit, or government), or the level of compensation (compensated or unpaid).

Sec. 5 Approval and Disclosure Requirements. U. T. System Administration and each institution shall adopt policies that clearly delineate the nature and amount of permissible outside work or activities. The policies shall include provisions to prevent, identify, and resolve manage conflicts of interest and conflicts of commitment and shall include specific processes for
disclosing such work or outside activities, as well as the procedures for obtaining and documenting institutional approval to carry out such engagements, consistent with this Rule.

5.1 Approval Required for Compensated Outside Work or Activity and for Outside Board Service. No full-time member of the faculty or administrative and professional staff employed by the U. T. System or any of the institutions on a 12-month or nine-month basis shall be employed in any outside work or activity or receive from an outside source any compensation, or serve on an outside board until a description of the nature and extent of the employment or activity and the range of any compensation has been timely filed with and approved by the president of the institution, or his or her designee(s), or by the Chancellor or his or her designee(s) for U. T. System Administration employees, as set forth in the policies of the U. T. System or the Handbook of Operating Procedures of each institution. Filings and approvals for the presidents will be made to the appropriate Executive Vice Chancellor. Filings and approvals for the Chancellor, the General Counsel to the Board, and the Chief Audit Executive will be made to the Chairman of the Board.

5.2 Additional Financial Disclosures. All officers and employees shall, in a timely manner, furnish such additional written financial disclosures as may be required by State or federal authorities or by U. T. System Administration or institutional authorities.

5.3 Electronic Database. Disclosure of outside activity, documentation of requests for approval, and subsequent approvals required under Section 5.1, above, shall be maintained in an electronic database, following guidelines provided by U. T. System Administration.

5.4 Effective Date. U. T. System Administration and each institution shall have approved policies implementing the provisions of Section 5 in place no later than January 15, 2013.

Sec. 6 Free Advice. Even in the case of employees specifically engaged only in residence work, there exists an obligation, usually intermittent, to furnish expert knowledge and counsel for
The University of Texas System  
Rules and Regulations of the Board of Regents  

Rule: 30104

public benefit free of charge, provided that the meeting of this obligation by an employee does not interfere with his or her regular duties, and provided further that in meeting this obligation an employee shall avoid undue competition with legitimate private agencies.

Sec. 7 Separation of Activities. If a U. T. System Administration or U. T. institution employee works in a private capacity engages in any outside activity, the employee must make it clear to those who employ him or her that the work is unofficial and that the name of the U. T. System or any of the institutions is not in any way to be connected with the employee’s name, except when used to identify the member as the author of work related to the employee’s academic or research area as more fully described in Rule 90101 of the Regents’ Rules and Regulations concerning general rules for intellectual property. No employee engaged in outside remunerative activities shall use in connection therewith the official stationery of the System, give as a business address any building or department of the U. T. System or any of the institutions, or any University telephone extension.

Sec. 8 Use of University Property. U. T. System Administration and U. T. institutional property may only be used for State purposes appropriate to the System or institutional mission.

Sec. 9 Opinions for Advertising Purposes. Every employee who gives professional opinions must protect the U. T. System or any of the and U. T. institutions against the use of such opinions for advertising purposes.

Sec. 10 Noncompliance. Noncompliance with this Rule subjects an employee to disciplinary action, including termination, in accord with applicable procedures.

3. Definitions

Compensation – any form of benefit including but not limited to salary, retainer, honoraria, intellectual property rights, or royalties, or promised, deferred, or contingent interest.¹

¹ Sponsored or reimbursed travel is included for consistency with Public Health Service regulations and UTS175 governing conflicts of interest in research [42 CFR Sec. 50.603, definition of “significant financial interest,” at (2)]. It does not apply to travel that is reimbursed or sponsored by a Federal, state, or local government agency, an institution of higher education, an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.
Bylaws of the Academic Senate of The University of Texas at Dallas - UTDPP1007

Policy Statement

I. Preamble

The Academic Senate is a representative body, formed from the General Faculty of The University of Texas at Dallas, in which faculty develop their concerns and proposals in exercising their major roles in faculty governance. The Academic Senate is aided in its work by the Academic Council, a smaller body formed from the Academic Senate which meets regularly with the President and Executive Vice President and Provost (Provost) and by the Faculty Committees. As the regular primary faculty governance body, the Academic Senate is expected to coordinate faculty exercise of faculty governance responsibilities in the interests of academic excellence at The University of Texas at Dallas.

II. Authority

These Bylaws supplement UTDPP1088 - Faculty Governance of the Handbook of Operating Procedures of The University of Texas at Dallas. Nothing in these Bylaws shall be construed to conflict with the Handbook of Operating Procedures, the Rules and Regulations of the Board of Regents of The University of Texas System, or state law.

III. Organization

A. Membership in the Academic Senate

1. Only members of the Voting Faculty are eligible for membership in the Academic Senate. Members of the Voting faculty are limited to the following, as defined in UTDPP 1088, Section I.B.1.a:

   a. 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.

   b. Faculty appointed half-time or more to The University of Texas at Dallas who hold the rank of Instructor.

   c. Faculty appointed full-time to The University of Texas at Dallas who hold the rank of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, or Senior Lecturer.
2. As specified in UTDPP1088, Sec. II.B.1, “The elected members of the Academic Senate shall consist of no fewer than twenty-three and no more than fifty-one voting members of the General Faculty, with intermediate numbers computed so as to be as close to 10% of the voting membership of the General Faculty as possible.” Based on the current size of the General Faculty and projected growth, the number of Senators will be 51.

3. Each School in the University shall be represented in the Senate.

4. A minimum of 50% of Senate positions shall be held by tenure-system faculty and a minimum of 10% of Senate positions shall be held by non-tenure-system faculty.

5. All members elected or appointed to the Academic Senate according to these Bylaws, and only those members, shall be voting members of the Academic Senate.

6. Non-voting participants
   a. The President and Vice President of the Student Government Association, or their assignees, shall be invited to attend meetings of the Academic Senate as non-voting participants, except when the Academic Senate is in executive session.
   b. The Chair of the Staff Council shall be invited to attend the Academic Senate meetings as a non-voting participant, except when the Academic Senate is in executive session.

B. Elections for Academic Senate

1. The Secretary of the Faculty shall be in charge of the election, although he or she may designate other faculty and staff members to assist.

2. The nomination and election procedures, including a calendar, shall be distributed no later than February 1. Nomination and election procedures may be online or may utilize paper petitions and ballots. The election procedures, beginning with the nomination process and ending with election of a Speaker of the Faculty-Elect and Secretary of the Faculty-Elect, shall begin no later than March 15 and end no later than April 14. At least two weeks shall be allowed for submission of Academic Senate nominating petitions, and one week for ballots in the Academic Senate election.
3. Nominating petitions are collected by the Office of Academic Governance. For an individual to be placed on the election ballot, two nominating petitions must be submitted on his or her behalf. Any member of the Voting Faculty may submit a nominating petition for any other member of the Voting Faculty, or for himself or herself. No one may submit more than two nominating petitions, and no one may submit more than one nominating petition for any one individual.

4. The Secretary of the Faculty shall ascertain the willingness of each nominee to serve if elected. The names of those who do not wish to serve will not be placed on the ballot.

5. If the number of nominees is below 23 (the minimum number of Senate positions as specified in UTDPP1088, Sec. II.B.1), the nominating period shall be extended, and the Secretary of the Faculty shall make additional efforts to encourage nominations.

6. If the number of nominees exceeds the minimum of 23, but does not exceed the maximum of 51, all nominees shall be deemed elected, and there shall be no formal election.

7. The Secretary of the Faculty shall make ballots available by the date designated in the election calendar.

8. Ballots shall be secret and must be submitted in accordance with the election procedures to be valid.

9. Each member of the Voting Faculty may vote for as many five nominees and will indicate his or her first choice, second choice, and so on to a maximum of five. All such votes shall be counted, and the order of choice will only be used for tie-breaking.

10. As explained in III.A.2 above, based on the current size of the General Faculty and projected growth, the number of Senators will be 51. To ensure that 1) all schools are represented (III.A.3 above), 2) at least 50% of Senate positions are allocated to tenure-system faculty (III.A.4 above), and 3) at least 10% of Senate positions are allocated to non-tenure system faculty (III.A.4 above), the following procedures shall be used to determine the results of the election.

   a. The number of Senate positions will be multiplied by 50%, rounded upward if necessary. That number of positions will be allocated to the top tenure-system vote recipients. Thus, based on 51 Senate
positions, the top 26 tenure system vote recipients will be deemed elected. Ties will be broken by counting the number of “first choices” received. If there is still a tie, the number of “second choices” will be counted, and so on.

b. The number of Senate positions will be multiplied by 10%, rounded upward if necessary. That number of positions will be allocated to the top non-tenure-system vote recipients. Based on 51 Senate positions, the top 6 non-tenure-system vote recipients will be deemed elected. Ties will be broken by counting the number of “first choices” received. If there is still a tie, the number of “second choices” will be counted, and so on.

c. If any School within the University is not represented in 1 and 2 above, the top vote recipient from that school will be deemed elected.

d. To fill the remaining positions, all remaining nominees, whether tenure-system or non-tenure system, will be pooled and ranked by number of votes received. Ties will be broken by counting the number of “first choices” received. If there is still a tie, the number of “second choices” will be counted, and so on.

e. If there are fewer nominees in either of the two faculty categories (tenure system and non-tenure system) than the number of Senate positions calculated by the 50% or 10% factor, respectively, all nominees in that category will be deemed elected and the minimum percentage will not apply.

2. The Secretary of the Faculty shall notify successful candidates of their election and of the date of the Senate-Elect Caucus, and shall notify the General Faculty of the election results.

C. Vacancies and Appointments

1. If a member of the Academic Senate resigns his or her seat or leaves The University of Texas at Dallas for a period expected to exceed four months, that seat shall be filled by the unelected candidate who received the most votes in the prior election, bearing in mind the minimum number of required tenure-system, non-tenure-system, and school faculty for Academic Senate.
2. If enough seats are vacated such that the original nomination list is exhausted, the Academic Senate shall fill vacancies by majority vote of all members of the Academic Senate.

3. In the event a sitting member of the Academic Senate is appointed to the position of Dean, that individual is no longer eligible for Academic Senate membership. That seat will be vacated, and the Academic Senate shall fill the vacancy in accordance with III.C.1 and III.C.2 above.

4. If a member of the Academic Senate misses two consecutive Senate meetings, the Senator will be contacted by the Secretary of the Faculty to ascertain whether he or she still wishes to serve. If not, the Senator will be immediately replaced by the procedures of Sections III.C.1 and III.C.2 above.

5. If a member of the Academic Senate misses three meetings during September-May, the Academic Senate may, by a majority vote of those present, declare the seat vacant. The seat will then be filled by the procedures of Section III.C.1 and III.C.2 above.

D. Officers

1. Roster and Duties

   a. Speaker of the Faculty: The Speaker of the Faculty is the principal elected officer of the General Faculty, of the Academic Senate, and the Academic Council. The Speaker shall:

      i. preside as described in the Handbook of Operating Procedures, Title III, Chapter 21;
      ii. chair the Executive Committee, if any, of the Academic Senate in its coordination of the work of the General Faculty, Academic Senate, Academic Council, and Concurrent Committees in order to improve the academic welfare and standing of The University of Texas at Dallas;
      iii. assist in formulating faculty views as motions to be placed before the Academic Council or Senate for discussion and resolution; and
      iv. together with the Secretary of the Faculty, review drafts of the minutes and authorize their circulation for formal approval.

      iv-v. sign the official copy of the approved minutes of the Academic Council and Academic Senate for transmittal to the Executive
b. Secretary of the Faculty: The Secretary of the Faculty shall:

i. serve as Secretary for meetings of the General Faculty, the Academic Senate, and the Academic Council;

ii. see that minutes are kept, made available to any faculty member, and filed in the Office of the President and, through that office, with the Executive Vice Chancellor for Academic Affairs of The University of Texas System, and with the Library of The University of Texas at Dallas;

iii. together with the Speaker of the Faculty, review drafts of the minutes and authorize their circulation for formal approval;

iv. provide a report on Academic Senate and Academic Council activities to the General Faculty at least once a year each semester of the long term;

v. in case of the absence of the Speaker from a meeting of Academic Council or Academic Senate, sign the official copy of the approved minutes of the Academic Council and Academic Senate for transmittal to the Executive Vice Chancellor for Academic Affairs of The University of Texas System; and

vi. maintain a list of all recommendations that the Academic Senate and/or Academic Council has made to the administration so that the President may be requested to comment on these items at the beginning of each meeting.

c. Vice Speaker: The Speaker may appoint one or two members of the Senate to serve as Vice Speaker(s) and assist in carrying out the Speaker’s official and unofficial duties. Vice Speaker(s) will serve for a term of one year, and will become ex officio voting members of the Academic Council if not already elected to the Council by the Senate.

d. Other Offices: The Academic Senate may, through its Resolution of Operating Procedures, create, provide for election or appointment, and provide duties for other offices of the Academic Senate and the Academic Council.

2. Election of Officers
a. The Academic Senate-Elect shall, in a caucus announced to and open to the voting members of the General Faculty and presided over by the Speaker of the Faculty, and under Robert’s Rules of Order (current edition) elect its Speaker by a majority vote. The individual elected shall be known as the Speaker-Elect of the Faculty until June 1. The term of the Speaker of the Faculty shall be for two years.

b. The Academic Senate-Elect shall, in a caucus announced to and open to the voting members of the General Faculty and presided over by the Speaker-Elect of the Faculty, and under Robert’s Rules of Order (current edition) elect its Secretary of the Faculty, who shall be known as the Secretary-Elect of the Faculty until June 1.

c. Until the election of the Secretary-Elect of the Faculty, the Secretary of the Faculty shall perform the routine functions of Secretary for the Academic Senate-Elect.

E. Academic Council

1. Relation to Academic Senate: The Academic Senate should, through its Resolution of Operating Procedures, specify at least the following:

a. the powers delegated to the Academic Council;

b. the extent to which the Academic Council is to function as an executive committee for the Academic Senate;

c. the extent to which the Academic Council is to function as an agenda committee for the Academic Senate; and

d. the communications required between the Academic Council and the Academic Senate, and between the Academic Council, Academic Senate and the Voting Faculty, including the appropriate form for the Minutes of the Academic Council and the Academic Senate.

2. Election, Removal, and Vacancies

a. After the election of the Speaker-Elect and Secretary-Elect of the Faculty, the Academic Senate-Elect shall, in a caucus announced to and open to the voting members of the General Faculty and presided over by the Speaker-Elect of the Faculty, and under Robert’s Rules of Order (current edition), elect the remaining members of the Academic
Council using the plurality system as described in III.A.17. Members in addition to six may be appointed by the Speaker with approval of the Council. Election shall be by simple plurality vote, with each member of the Senate voting for a number of candidates up to the number of positions to be filled.

b. These members, along with the Speaker-Elect of the Faculty and the Secretary-Elect of the Faculty, shall be known as the Academic Council-Elect until June 1.

c. The Academic Senate, in a caucus session, may accept resignations of members of the Academic Council, remove any members of the Academic Council except the Speaker of the Faculty or the Secretary of the Faculty, and vote on replacements to the Academic Council.

d. When a member of the Academic Council must be absent from a meeting, the member may designate, through the Secretary of the Faculty, a Senator to represent him or her at that meeting as a member of the Academic Council.

e. The President of the Student Government Association shall be a non-voting participant in the Academic Council during the Council's non-executive sessions.

f. If appointed by the Speaker to serve as Vice Speaker, Senators will serve as ex officio voting members of the Academic Council for the duration of their term.

IV. Procedures

A. The Academic Senate shall be governed by Robert's Rules of Order (current edition) unless procedures described in the Handbook of Operating Procedures, UTDPP1088 - Faculty Governance or these Bylaws make exception to Robert's Rules of Order.

B. Actions of the Academic Senate

1. Actions During the Spring and Summer

a. At the first meeting of the Academic Senate, which shall be called by the Speaker-Elect of the Faculty to take place as soon after June 1 as practical, the Academic Senate shall prepare a calendar of regular meetings for the Academic Council and for the Academic Senate and
shall set the date of the annual General Faculty meeting. The calendar shall be published as early in the academic year as possible.

b. As soon as possible after April 1, the Academic Senate shall appoint the Committee on Committees so that it may begin composing slates of nominees for the University, Concurrent, and Academic Senate committees for which it is charged. The membership of the Committee on Committees shall be approved by a majority vote.

2. Submissions of Items for Debate

a. The Agenda Packet for the Academic Senate will normally be sent to the Senate one week prior to a meeting of the Academic Senate.

b. The Agenda Committee for the Academic Senate, consisting of the President, the Secretary, and the Speaker, will normally confer by e-mail five days prior to the submission of the Agenda Packet to the Academic Senate.

c. Items for debate that are not on the Academic Senate Agenda will normally be deferred to a later Academic Senate meeting, unless two-thirds of the members present vote to consider the items.

d. The Agenda Committee for the Academic Senate will attempt to bring all items submitted to it to the Academic Senate, although it may recommend that particular items be sent to committee and/or to the Academic Council prior to Academic Senate debate. Any memorandum submitted by any General Faculty member of the University to the Academic Senate or to the Speaker of the Faculty that requests action by the Academic Senate or Academic Council must be reported to the Academic Senate by the Agenda Committee of the Academic Senate.

3. Debate and Passage

a. If the President and Provost are not available to chair meetings of the Senate at which legislation is enacted, the Speaker shall chair. In the absence of the Speaker, a Vice Speaker shall chair, in the absence of a Vice Speaker, the Secretary shall chair. In the absence of the Secretary, the meeting may be chaired by any member of the Senate designated by the Speaker.
b. The chair of a meeting of the Academic Senate may participate in the debate but shall exercise particular care to preside in a manner which is fair to all points of view in the debate.

c. The President and/or the Speaker of the Faculty may invite to meetings of the Academic Senate those persons believed to be necessary to assist the Academic Senate in the conduct of its business.

d. Except when the Academic Senate is in executive session, meetings of the Academic Senate are open to the General Faculty, who may request the privilege of participation in the debate.

e. A simple majority of the voting membership of the Senate constitutes a quorum. If a quorum is not present, business that would otherwise have been conducted may be discussed, but votes shall not be taken.

f. Members of the Academic Senate who anticipate making lengthy or complicated amendments to legislation should bring sufficient written copies to distribute to the entire Academic Senate.

g. Passage of legislation or resolutions shall require a simple majority of those voting members present. Votes shall be recorded by hand count: ayes, nays, abstain. Role call votes shall be taken if three or more members request.

h. The Secretary of the Faculty is responsible for sending copies of motions passed to the parties addressed.

3. Actions of the Academic Council

a. Submission of Items for Debate

i. The Agenda Committee for the Academic Council, consisting of the President, the Secretary, and the Speaker, will normally confer by e-mail at least five days before each Academic Council meeting. Items to be included on an agenda must be submitted prior to that time.
ii. Items for the Agenda of the Academic Council will normally originate with the President and with the Academic Senate, its Executive Committee, or the Speaker of the Faculty.

b. Transmissions from Academic Council to Academic Senate

The Academic Council shall formulate its recommendations to the Academic Senate and transmit them to the Agenda Committee of the Academic Senate. It shall generally transmit all items submitted to it to the Agenda Committee of the Academic Senate.

4. Records and Communications

a. Actions required by motions of the Academic Senate or Academic Council, as described in the minutes, will be conveyed to those concerned, or will be taken by the Academic Governance Secretary only after approval of the minutes for circulation, but without waiting for the formal approval of the minutes at the subsequent meeting of the Academic Senate or Academic Council.

b. The general policy on composition and contents of records including minutes is the same for both the Academic Council and Academic Senate, and is as follows:

i. Consistent with Robert's Rules of Order, the approved minutes constitute the only official record of the actions of the Academic Council and Academic Senate;

ii. The minutes are intended to allow members of the General Faculty to follow the debates and actions within their representative bodies, the Academic Senate, and within the Academic Council;

iii. The Secretary of the Faculty or the Academic Governance Secretary may make recordings of the Academic Council and Academic Senate meetings. Tapes of meetings shall not, however, be considered official documents, and will be kept only until the minutes of the meeting recorded are officially approved;

iv. Unapproved minutes of Academic Council and Academic Senate meetings shall be distributed to the Academic Senate expeditiously, if possible within one week after the meeting;

v. Minutes are numbered serially each year, including special meetings;
vi. Attendance for minutes includes both those present and absent of the voting membership, ex officio members, and student observers. Invited guests are also listed;

vii. Minutes of the Academic Council and Academic Senate are distributed to all members of the Academic Senate, and made available at the authorized locations for Regents' Rules and Regulations, and are also sent to the Executive Vice Chancellor for Academic Affairs of The University of Texas System; and

viii. The minutes of the last meetings of the Academic Senate and Academic Council will be approved by the incoming Academic Senate or Academic Council, respectively.

c. The Academic Senate shall establish procedures, in its Resolution of Operating Procedures, to disseminate information about its debates and actions to the General Faculty effectively and expeditiously.

5. Resolution of Operating Procedures: The Academic Senate may, by adoption or revision of its Resolution of Operating Procedures, modify the following portions of its procedures without having to amend these Bylaws:

   a. delegation of duties and powers to the Academic Council;

   b. designation and powers of the Agenda Committee;

   c. designation and powers of the Executive Committee, if any; and

   d. instructions to the Secretary of the Faculty regarding the character of action or discussion minutes to be taken.

6. Amendment of Bylaws

   a. These Bylaws may be amended by a majority vote of the Senate members, provided that the proposed amendment passes without an intervening negative vote, at two consecutive meetings of the Academic Senate separated by at least two weeks.

   b. The Secretary of the Faculty shall transmit a copy of the amended Bylaws to the President for review and approval and submission to the Executive Vice Chancellor for Academic Affairs and approval for inclusion in the U. T. Dallas Handbook of Operating Procedures.
c. The amended Bylaws shall become effective immediately on approval for inclusion in the Handbook of Operating Procedures.

Policy History

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Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1007
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1007
- Link to printable version: http://policy.utdallas.edu/print/utdpp1007