MEMORANDUM
July 30, 2012

TO: Academic Council*

COPY TO: David Daniel
Hobson Wildenthal
Andrew Blanchard
Calvin Jamison
Abby Kratz
John Wiorkowski
Austin Cunningham
Sheila Amin Gutierrez de Piñeres

FROM: Office of Academic Governance
Vicki Carlisle, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on WEDNESDAY, AUGUST 1, 2012 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 vicki.carlisle@utdallas.edu or x6751.

Attachments

<table>
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<th>2012-2013 ACADEMIC COUNCIL</th>
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<td>Gail Breen</td>
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<td>Cy Cantrell</td>
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<td>R. Chandrasekaran</td>
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<td>David Cordell**</td>
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<td>Murray Leaf*</td>
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<td>Dennis Miller</td>
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<td>Ravi Prakash</td>
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<td>Richard Scotch</td>
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<td>Tres Thompson</td>
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<td>Raj Dwivedi, Student Government President</td>
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*Speaker  **Secretary

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY
AGENDA

ACADEMIC COUNCIL MEETING
August 1, 2012
Osborne Conference Room, ECSS 3.503

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS DR. DANIEL
2. APPROVAL OF THE AGENDA DR. LEAF
3. APPROVAL OF MINUTES DR. LEAF
   June 6, 2012 Meeting
4. SPEAKER’S REPORT DR. LEAF
5. FAC REPORT DR. LEAF
6. RECOMMENDATIONS FROM THE COMMITTEE ON COMMITTEES DR. LEAF
7. APPROVAL OF CANDIDATES FOR GRADUATION DR. LEAF
8. FACULTY SENATE INPUT REGARDING COMPLIANCE TRAINING DR. LEAF
9. DISCUSSION: LAPTOP ENCRYPTION DR. LEAF
10. DISCUSSION: CURRENT STATE OF DRAFT ANNUAL REVIEW POLICY DR. LEAF
11. DISCUSSION: CURRENT STATE OF DRAFT REVISED SCHOOL BYLAWS DR. LEAF
12. 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
JUNE 6, 2012

PRESENT:  David Daniel, Hobson Wildenthal, Andrew Blanchard, Gail Breen, Cy Cantrell, R. Chandrasekaran; David Cordell, Murray Leaf, Dennis Miller, Ravi Prakash, Tim Redman, Liz Salter, Richard Scotch

ABSENT:  Tres Thompson

VISITORS:  Abby Kratz, Raj Dwivendi

Dr. Daniel called the meeting to order. He announced that the Board of Regents has given technical approval of a joint PhD program in electrical engineering with UT-Arlington. We had pursued a stand-alone PhD program in electrical engineering and received quite a bit of resistance from the Coordinating Board. The Coordinating Board likes the idea of the combined program and has pledged to work to get the approval done very quickly. He feels this is a key strategic move for the University. UT-Arlington will come back at a future date to piggy-back on our PhD program in geosciences.

Dr. Daniel just submitted a business plan to the UT System. We were asked to identify 10 benchmark peer universities and 10 aspirational universities. The Board of Regents will track our progress based on our baseline peer universities. We have a better four-year graduation rate than any of our peer universities, but we also had fewer PhD programs than anyone on the list. Our annual PhD production was about in the middle. He would like to increase our number of PhD programs in next few years.

Dr. Daniel suggested that perhaps once a year the Speakers of each Senate could visit the other school. Dr. Leaf stated that he had brought up the idea of having a joint Senate meeting some years ago and there was no interest at that time. There was further discussion about setting up some sort of sustainable system – perhaps having the Councils of both schools meeting jointly once a year with rotating locations.

Dr. Daniel will go to System to request funding approval for construction of a new biosciences and engineering building in order to increase our wet lab space. Assuming this is approved we will have approximately 487,000 square feet of academic space in construction or design. However, we continue to look at options for short-term solutions for academic space.

1. APPROVAL OF AGENDA
   Tim Redman moved to approve the agenda. Cy Cantrell seconded. The motion carried.
2. APPROVAL OF MINUTES
   Cy Cantrell moved to approve the minutes of the May Council meeting as distributed.
   Richard Scotch seconded. The motion carried.

3. SPEAKER’S REPORT (Murray Leaf)
   1. Conflict of Commitments
      From the Report from Dr. Hurn, co-chair of the committee:
      “...work on Regents Rules relevant to C of C has progressed through many voices and
      revisions. In summary, it became very clear that simplicity was needed to revise the
      relevant RR's, rather than adding more rules, details and complexity. Accordingly,
      RR30104 was re-examined and now will cover the “conflicts”, (Conflicts of Interest,
      Conflict of Commitment and Outside Activity), and RR30103 (Standards of Conduct) has
      also been streamlined and carefully crafted. Final drafts are being moved forward to the
      BOR, as I write. They will come to you in near future. You will see places where the
      spirit of the Blue Ribbon Panel’s recommendations (and the FAC as well) has been
      captured as carefully as feasible.

      Given that the Chancellor and UT system opted for “high level” RR's, there was much
      that was not fully captured in their simple content. So a very important next move is to
      create a UTS and model templates for campus policies that fully engage the panel’s
      vision for how C of C should be implemented. Much of the spirit and language of the
      Blue Ribbon Panel will need to be captured in the UTS.

      Dan Sharporn will chair a group to address this next step. We invite you to continue
      with the UTS group and its important work. Please respond to this email with your
      interest in continuing with us.

      2. I have had no report back from Faculty Standing and Conduct Committee on annual
      review policy. I suspect that the discussion was derailed by their grievance case, and will
      contact the chair to remind them.

      3. We have new rules from CB on small programs. They have been posted on the
      Provost’s website. We should consider whether to write a policy that outlines a procedure
      for making up the reports, to assure adequate faculty involvement.

5. DISCUSSION ITEM – REVISIONS TO SCHOOL BYLAWS AND RELATED
   CONCERNS
   CHANGES TO GUIDELINES FOR SCHOOL BYLAWS

   • PREFACE
      The wording should be changed. We are now recommending a uniform pattern, although
      still allowing for needed variations. More importantly, we are now trying to address
      specific problems that have arisen for the university as a whole, but that need to be
      addressed at the level of faculty organization and procedure in the schools. We are
      specifically concerned with increasing transparency and the effectiveness of shared
      governance.
• **PREAMBLE**
  Unchanged.

• **FACULTY**
  The voting faculty of the school should be defined in the same way as voting faculty for
  the university. The school voting faculty is a division of the university voting faculty. In
  addition, the voting faculty may provide for voting by non-tenure system faculty on
  matters other than promotion and tenure for tenure system faculty.

• **Caucus meetings.** Bylaws should provide for caucus meetings of the faculty without the
  dean being present. Rules for the caucus may also exclude associate deans. If there are
  departments, bylaws should provide for caucus meetings of the department faculty
  without the department chair being present.

• **Provision for a Convener.** School bylaws should designate a convener, comparable to
  the speaker of the faculty, who shall call meetings of the faculty if the dean does not, and
  also who can call such meetings as the bylaws may provide for but which the dean should
  not attend, such as meetings to vote on recommendations for promotion. The default
  recommendation for convener is the chair of the Executive Committee if this is not the
  Dean. If the Dean does chair the Executive Committee, there should be a faculty member
  who is co-chair, and he or she could be the convener.

• **Minutes.** Minutes of faculty meetings should be posted on the school website, but require
  university sign-in. Minutes of the department meetings should be posted on the
  department website but require university sign-in. All faculty of the university should
  have access to all minutes. (This would not apply to meetings to vote on
  recommendations for promotion.)

• **School Executive Committee.** The previous Senate guidelines did not require school
  executive committees. We will now require an executive committee, elected by the
  voting faculty of the school. The minimum size of such an executive committee should
  be seven. For schools with more than seventy faculty members, the minimum size should
  be not less than one member for every ten voting faculty or part thereof. There should
  also be at least one undergraduate and one graduate student member, to be selected by the
  respective bodies of students of the school by a method specified in the school bylaws.
  Or these guidelines could specify. If the method is the same as that used to elect the
  Council, the result should be as in the Council—generally well-balanced representation
  from the major constituencies as the faculty sees them. Schools may decide not to elect
  members at large; they could also be elected from specified subdivisions of the school
  faculty.
Faculty eligible for election to the Executive Committee shall not include the Dean, Associate Deans, Assistant Deans, or department Chairs.

The Executive Committee should meet with the dean regularly. Their scope of concern shall include but not be limited to the school budget and all actions implementing the budgets and personnel matters. Non-tenure system faculty, if permitted under the school bylaws, shall not vote on personnel matters involving tenure system faculty. Student members shall not vote on personnel matters involving faculty.

Personnel matters to be considered at faculty meetings include authorization of searches to create new faculty positions or fill vacant faculty positions. Searches must be approved by the Executive Committee in a meeting of record. School bylaws may specify whether searches may require approval of the voting faculty of the entire school either instead of or in addition to approval by the Executive Committee.

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

OFFICERS. We should change this heading to Officers and Governance.

Dean. Duties of the dean should be specified in sufficient detail to distinguish what the dean does individually from what is delegated to other officers. This should include a budget cycle. The Dean is responsible for representing the school in the annual budget process. The dean should therefore be required to present the proposed budget to a faculty body, either the full faculty or the executive Committee, and obtain a formal response. This response should be conveyed to the Provost along with the budget request. There should also be provision for faculty monitoring the results of the budget plan and a year-end assessment.

Appointment of Dean. Bylaws should provide a procedure whereby the faculty of the school can recommend a list of faculty from that school to serve on the ad hoc search committee to appoint a Dean of the School. By-laws shall specify whether the approval should be by majority vote or some other proportion. No one will be appointed as dean who has not been nominated by an ad hoc committee whose members from the school have been approved by the faculty of the school. If the faculty of a school is unable to come to agreement on a list of nominees, the list shall be provided by Academic Senate. The number of faculty named on the list shall be not less than twice the number of positions to be filled on the ad hoc committee. The total number of faculty to serve on such committees is established by the President in accordance with the university policy on Consultation in the Selection of Certain Key Administrative Officials - UTDPP1072.
• **Associate Deans.** This should be clarified as the Dean’s responsibilities are clarified. Do they have roles in the annual review process for faculty? In the Periodic Performance Evaluation? Are they responsible for course scheduling and room assignments? Are they responsible for preparing catalog copy for presentation to the Graduate Council and Committee on Undergraduate Education, or does the Dean do this (or someone else)?

• **Programs and Program Heads.** The present guidelines do not mention programs. A program is a group of courses leading to a degree. This is a statewide usage. At UTD, we therefore also use the term “program” for the faculty associated with such a group of courses. Every program should have a group of faculty clearly assigned to be responsible for it, and a designated head. The head is responsible for assuring that catalog material, scheduling, and other related material for operating the program is prepared and submitted as required. A program head may or may not have responsibilities in the annual review process and may or may have budgetary responsibility in connection with the program. The bylaws should succinctly state the responsibilities of program heads, their manner of selection, and their term of office. They should also describe the method by which faculty affiliate themselves with programs or change such affiliations. This need not be elaborate, but it should result in a clear record of which faculty members are responsible for each degree program. By UTD tradition, programs can be interdisciplinary and faculty in any given program can come from more than one school. If this happens in a program in any one school and the faculty considers it problematic, might want to address it in the bylaws.

• **Appointment of program head.** Program heads are appointed by the school dean. Bylaws should provide for the program faculty to have a very strong voice in this appointment, such as a vote by the program faculty amounting to an election subject to the Dean’s approval.

• **Department and Department Heads or Chairs.** At present, only the School of Natural Sciences and Mathematics and the School of Engineering and Computer Science have departments. The chief administrative officer of a department is a Head or Chair. Departments are usually responsible for one or more academic programs.

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

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

- In schools with departments, bylaws should specify the term of appointment of the chair and whether it shall be renewable. The default recommendation is a term of five years, renewable. Bylaws will also provide a procedure by which the department faculty will indicate, by a recorded vote in a meeting of record, whether they wish the position of chair to be filled from among the present faculty, or whether they recommend an open search. Chairs appointed on the basis of an internal search may appointed by the dean. School bylaws may specify a procedure by which the appointment may be subject to a vote by the school faculty, such as whether to approve, reject, or register “no objection.” Chairs appointed on the basis of an open search will be subject to the usual review process for faculty appointments and appointed by the President on recommendation of the Provost and Dean in the usual manner.

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

- **Compensation for Department Chairs and Program Heads.** If faculty in a school are provided compensation for service as Department Chair or Program Head, it should be in accordance with a policy approved by the School Faculty. The Bylaws should indicate whether this is done.

- **Other Academic Organizations within the School.** In some schools we have groupings of programs that are not departments in the sense that they do not have budgetary autonomy and the main fiscal responsibilities of the school dean are not delegated to the faculty member who represents or heads these units. We have no established term for this kind of organization. Henceforth, bylaws should use either the term “program group” or “program area.” The faculty member designated to represent or coordinate them should be designated “program group coordinator or ” “area coordinator.” The choice between the two terms should be based on which provides the more accurate description. If they are in fact a grouping of programs, brought together because their courses or other activities are related or in order to share common resources, such as a secretary, they should be described as a program group. If they are rather a set of faculty brought together around a common interest that cross-cuts several programs, the idea of a “program area” and “area coordinator” is more appropriate. If they are significant in the teaching program of the school, the bylaws should describe such groups and the responsibility delegated to them.
• **Centers and Institutes.** Our present *Policy on University Research Units and Organized Research Units - UTDPP1010* assumes that centers or institutes are groupings of faculty concerned with common or interrelated research problems and are in principle independent of schools. Originally, they were conceived of as self-funding. As we have evolved, we have developed important centers with other kinds of functions and other kinds of funding. If a school has centers as an integral part of its functioning, and if faculty positions in the center are part of normal faculty assignments over which Deans, Associate Deans, or Department Heads have authority, their governance arrangements should also be included in the school bylaws. This should, again, indicate the arrangements for shared governance—are there faculty bodies to work with the directors and how are they constituted?

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

• **KEY ADMINISTRATIVE PROCESSES.**

  • **Budget review and endorsement.** The dean should present a prospective budget to the faculty at the beginning of each budget cycle, it should be discussed, and the faculty should indicate whether it agrees or disagrees by majority vote. The faculty vote shall be forwarded to the Provost with the Budget. The School bylaws should specify whether this presentation is to be made to the entire faculty of the school or only the Executive Committee. Whether or not the entire school faculty votes to approve the budget, the entire faculty should be advised of the budget.

  • The budget presentation should include at a minimum all faculty positions assigned to programs within the school, all arrangements made or proposed for faculty to teach less than the require minimal teaching load, all plans for hiring, all provisions for permanent and temporary staff, funds for part time teachers, and funds student support.

  • Bylaws should specify the conditions under which a dean may act on a budget that the faculty has not approved.

  • Adjustments to the budget after initial approval should be discussed with the Executive Committee; school bylaws may specify the conditions under which Executive Committee approval is required (If this cannot be done in the bylaws it should be in a university policy).

  • At the end of each spring term, the dean should report what was actually done under the approved budget, and the faculty should again vote its assessment and recommendations for the year to follow. Bylaws should specify whether these recommendations should be made by the Executive Committee or the full school faculty.
Appointments of tenure system faculty.

All appointments of tenure system faculty in the University of Texas at Dallas shall be made in accordance with the General Standards and Procedures: Initial Appointments to the Ranks of Instructor, Assistant Professor, Associate Professor, and Professor - UTDPP1057. Appointments to named chairs and appointments under the UT STARS program are not exceptions. A chaired professor is still a professor. They should go through the same approval process within the school as any other tenured appointment (assuming that it would be a tenured appointment).

Search committees should be made up of faculty at or above the rank of the position to be filled.

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

Opportunity Searches. The bylaws should provide for faculty involvement in making up appropriate ad hoc committees for opportunity hires that become possible but were not included in the approved budget. The default rule is that composition of ad hoc committees requires approval by the Executive Committee. School bylaws may require approval by the full school faculty instead.

The dean is not authorized to hire tenure track faculty for positions that the faculty has not approved. This includes hiring to named chairs.

Appointments of non-tenure-system faculty.

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

Criteria for tenure and promotion and tenure. University policy requires that faculty of the several schools develop their own supplementary guidelines to implement the general university criteria for promotion and tenure. The policy does not say what body represents “the faculty” for this purpose. The school standards should be approved by the faculty of the school as a whole, in assembly.

We should probably also recommend that these standards be attached to the bylaws as an appendix.
• **Creating New Degree Programs.** School faculty should vote to approve new degree programs in the school. Bylaws should provide the procedure.

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

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

• Results of the votes should be reported to the Senate in requests for Senate approval of the new programs.

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

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

• **Preparing catalog copy.** There should be a clear assignment of responsibility for preparing catalog copy, delineating the obligations of the programs, departments, and associate deans and dean.

• **Preparing course schedules.** There should be a clear assignment of responsibility for scheduling classes: what is done by programs, departments (if any) and associate deans of the school. This should include a schedule of deadlines as an appendix.

• **Room assignments.** There should be clear designation of which officer to go to for problems with room assignments for classes, or if this is too variable to include in bylaws, the bylaws should clearly say who should indicate who this person will be for any given term.
• **STANDING COMMITTEES**

• **Faculty Personnel Review Committee**

  The bylaws will implement the section requiring each school to establish a School Personnel Review Committee (SPRC) in the *General Standards and Procedures: Faculty Promotion, Reappointment, and Tenure - UTDPP1077*

  The bylaws should specify the number of members of the committee, broken down into the number to be elected and the number (if any) to be appointed by the Dean. Department Chairs, if any, will not be eligible to serve. The bylaws should also specify the election process. Bylaws may also specify what material, if any, should be considered by the committee in addition to the annual review documents.

• **Teaching effectiveness committees.** Current bylaw guidelines strongly suggest but do not require that this committee be elected. For the new bylaws, the teaching effectiveness committees should either be elected by the faculty or appointed by the Executive Committee. Their charge should include compiling information on teaching effectiveness that is required for annual reviews and comprehensive periodic performance reviews for tenured faculty.

• **School Periodic Performance Evaluation Committee.** Required by *Procedures Governing Periodic Performance Evaluation of Tenured Faculty - UTDPP1064*. The requirement for this committee remains unchanged, but bylaws should be consistent with the revised language for the standards to be applied and the wider range of alternative outcomes that are possible.

• **WEBSITES AND TRANSPARENCY.** All members of school committees should be on the school website. All chairs of department committees and programs should be on department websites. If there are no departments, program websites should list the program head and faculty.

APPROVED: ___________________________ DATE: ___________________________

Murray J. Leaf  
Speaker of the Senate
2012 - 2013

COMMITTEE NAME: ADVISORY COMMITTEE ON RESEARCH

Charge: Policy Memorandum UTDPP1033

Senate Concurrent

EX-OFFICIO (with vote)
Dean of Natural Sciences & Mathematics
Dean of Behavioral & Brain Sciences
Dean of Engineering & Computer Science
Dean of Arts & Humanities
Dean of Economics, Political & Policy Sciences

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

2-year terms
Deans of ECS, BBS, NS&M, A&H & EPPS
1 Dean (with vote) of remaining schools
1-year term

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Rob Rennaker (BBS) (8/31/2013)
Todd Sandler (EPPS) (8/31/2013)
Dennis Smith (NSM) (8/31/2013)
Daniel Wickberg (A) (8/31/2013)
Eric Wong (ECS) (8/31/2013)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Dinesh Bhatia (ECS) (8/31/2012)
Aage Moller (B) (8/31/2012)
John Worrall (EPPS) (8/31/2012)
Anvar Zakhidov (NSM) (8/31/2012)

REPLACEMENTS NEEDED

JULIA HSU (8/31/2014)
MARGARET OWEN (8/31/2014)
GARY BOLTON (8/31/2014)
ANVAR ZAKHIDOV (8/31/2014)

CHAIR: Rob Rennaker (BBS) (ECS)
VICE CHAIR: Dinesh Bhatia (ECS)

ROB RENNAKER
MARGARET OWEN
2012-2013

**Committee Name:** Chancellor’s Council/President’s Outstanding Teaching Awards Committee

Charge: Policy Memorandum UTDPP1039 Senate Concurrent

**EX-OFFICIO (with vote)**
Dean of Undergraduate Education
Student Government President
(Raj Dwivedi, 2012-2013)

**SPECIAL REQUIREMENTS:**
Dean of Undergraduate Education
President of Student Government

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

Chair – longest-standing faculty member on committee

**Responsible University Official**
Executive Vice President and Provost

**Members Whose Terms Are Continuing**

**Faculty:**
Aage Møller (BBS) (8/31/2014)
John Sibert (NSM) (8/31/2013)

**Members Whose Terms Are Expiring**
Ivor Page (ECS) (8/31/2012)

**Replacements Needed**

**Matthew Goeckner** (8/31/14)

**Chair:** Ivor Page (ECS)

**Vice-Chair:** John Sibert (NSM)

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

**Aage Moller** (8/31/2014)
2012-2013

Committee Name: Committee on Academic Integrity

Charge: Policy Memorandum UTDPP1012

Senate Concurrent Committee

Ex-officio

Library representative (without vote)
nominated by the Library Director

Special Requirements:

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

Responsible University Official

Dean of Students

Members Whose Terms Are Continuing

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

Members Whose Terms Are Expiring

Faculty:
Denis Dean (EPPS) (8/31/2012)
David Patterson (AH) (8/31/2012)
Matthew Polze (SOM) (8/31/2012)
Liz Salter (IS) (8/31/2012)

Students:
Kayla Klein (UG) (8/31/2012)
Chris McAlister (UG) (8/31/2012)

Chair: Linda Thibodeau (B)
Vice Chair: Robert Glosser (N)

Replacements Needed

Lynne Vieraitis (8/31/2014)
Mihai Nadin (8/31/2014)
Livia Markoczy (8/31/2014)
Liz Salter (8/31/2014)

TBD (8/31/2013)
TBD (8/31/2013)

Linda Thibodeau
Lynne Vieraitis
2012-2013

**COMMITTEE NAME:** COMMITTEE ON THE CORE CURRICULUM

Charge: Policy Memorandum UTDPP1018

Senate Concurrent

**EX-OFFICIO (without vote)**

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

**EX-OFFICIO (with vote)**

Chair, CEP

**RESPONSIBLE UNIVERSITY OFFICIAL**

Dean of Undergraduate Education

**MEMBERS WHOSE TERMS ARE CONTINUING**

Simeon Ntafos (ECS) (8/31/2013)
Liz Salter (IS) (8/31/2013)
Melanie Spence (BBS) (8/31/2013)

**MEMBERS WHOSE TERMS ARE EXPIRING**

**FACULTY:**
Marilyn Kaplan (SOM) (8/31/2012)
Sarah Maxwell (EPPS) (8/31/2012)
Shelley Lane (AH) (8/31/2012)
Dennis Miller (NSM) (8/31/2012)

**STUDENTS:**
Kayla Klein (UG) (8/31/2012)
Finny Philip (UG) (8/31/2012)
Saamer Mansoor (UG) (8/31/2012)
Kia Wright (UG) (8/31/2012)

**CHAIR:** Marilyn Kaplan (SOM)

**VICE CHAIR:** Sarah Maxwell (EPPS)

**SPECIAL REQUIREMENTS:**

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

2-year terms, staggered

**REPLACEMENTS NEEDED**

**MARILYN KAPLAN** (8/31/2014)
**CAROL LANHAM** (8/31/2014)
**SHELLEY LANE** (8/31/2014)
**DENNIS MILLER** (8/31/2014)
**TBD** 8/31/2013)
**TBD** 8/31/2013)
**TBD** 8/31/2013)
**TBD** 8/31/2013)

**MARILYN KAPLAN**
**DENNIS MILLER**
2012-2013

COMMITTEE NAME: COMMITTEE ON DISTANCE LEARNING

Charge: Policy Memorandum UTDPP1021

Senate Concurrent

EX-OFFICIO (with vote)

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

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL

Vice Provost

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY
Dan Bochsler (SOM) (8/31/2013)
Larry Chasteen (SOM) (8/31/2013)
John Fonseka (ECS) (8/31/2013)

LIBRARY REPRESENTATIVE
Carol Oshel (8/31/2013)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY
John Gooch (AH) (8/31/2012)
Mark Thouin (SOM) (8/31/2012)
Mary Urquhart (NSM) (8/31/2012)

REPLACEMENTS NEEDED

DAVID PARRY (8/31/2014)
MARK THOuin (8/31/2014)
MARY URQUHART (8/31/2014)

CHAIR: Mary Urquhart (NSM)

VICE CHAIR: John Fonseka (ECS)

JOHN FONSEKA

DAVID PARRY
2012-2013

**COMMITTEE NAME:** COMMITTEE ON EDUCATIONAL POLICY

**Charge:** Policy UTDPP1023

**EX-OFFICIO (with vote)**
Chair, Committee on Core Curriculum

**EX-OFFICIO (without vote)**
Dean of Graduate Studies
Dean of Undergraduate Education
Assistant Provost
University Registrar & Director of Academic Records

**SPECIAL REQUIREMENTS:**
13 faculty members
1 from Interdisciplinary Studies
2 students (non-voting)
1 graduate
1 undergraduate
2-year terms

**RESPONSIBLE UNIVERSITY OFFICIAL**
Dean of Graduate Studies
Dean of Undergraduate Education

**MEMBERS WHOSE TERMS ARE CONTINUING**

**FACULTY:**
David Channell (AH) (8/31/2013)
Jeff Dumas (EPPS) (8/31/2013)
Lev Gelb (ECS) (8/31/2013)
Margaret Owen (BBS) (8/31/2013)
Suresh Radhakrishnan (SOM) (8/31/2013)
John Sibert (NSM) (8/31/2013)
Marilyn Waligore (AH) (8/31/2013)

**MEMBERS WHOSE TERMS ARE EXPIRING**

**FACULTY:**
Phillip Anderson (NSM) (8/31/2012)
Peter Assmann (BBS) (8/31/2012)
Cy Cantrell (ECS) (8/31/2012)
B.P. S. Murthi (SOM) (8/31/2012)
Karen Prager (IS) (8/31/2012)
Lynne Vieraitis (EPPS) (8/31/2012)

**STUDENTS:**
Sarah Sofia Joseph (G) (8/31/2011)
Andrew Smith (G) (8/31/2012)

**CHAIR:** Cy Cantrell (EC) (8/31/2012)

**VICE CHAIR:** Lynne Vieraitis (EP) (8/31/2012)

**REPLACEMENTS NEEDED**

**PHILLIP ANDERSON** (8/31/2014)
**PETER ASSMAN** (8/31/2014)
**CY CANTRELL** (8/31/2014)
**ASHUTOSH PRASAD** (8/31/2014)
**KAREN PRAGER** (8/31/2014)
**LINDA KEITH** (8/31/2014)

**TBD** (8/31/2013)

**TBD** (8/31/2013)

**CY CANTRELL**
**KAREN PRAGER**
# COMMITTEE NAME: COMMITTEE ON EFFECTIVE TEACHING

2012-2013

<table>
<thead>
<tr>
<th>Ex-Officio (without vote)</th>
<th>Special Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Undergraduate Education</td>
<td>9 voting members</td>
</tr>
<tr>
<td>A&amp;H Associate Dean of Undergraduate Education</td>
<td>6 faculty members</td>
</tr>
<tr>
<td>BBS Associate Dean of Undergraduate Education</td>
<td>1 from each school except for Interdisciplinary Studies</td>
</tr>
<tr>
<td>ECS Associate Dean of Undergraduate Education</td>
<td>2 students</td>
</tr>
<tr>
<td>EPPS Associate Dean of Undergraduate Education</td>
<td>1 technical expert</td>
</tr>
<tr>
<td>IS Associate Dean of Undergraduate Education</td>
<td>2-year terms, staggered</td>
</tr>
<tr>
<td>M Associate Dean of Undergraduate Education</td>
<td></td>
</tr>
<tr>
<td>NSM Associate Dean of Undergraduate Education</td>
<td></td>
</tr>
</tbody>
</table>

## Responsible University Official

Executive Vice President & Provost

## Technical Expert

Simon Kane (Provost’s Technology Group)

## Members Whose Terms are Continuing

- Michael Biewer (NSM) (8/31/2013)
- Euel Elliott (EPPS) (8/31/2013)
- Larry Overzet (ECS) (8/31/2013)

## Members Whose Terms are Expiring

- Georgia Fotopoulos (NSM) (8/31/2012)
- Theresa Towner (AH) (8/31/2012)
- Marion Underwood (BBS) (8/31/2012)
- Harold Zhang (SOM) (8/31/2012)

## Students:

- Marissa Miller (UG) (8/31/2012)
- Andrew Smith (G) (8/31/2012)

## Chair:

Marion Underwood (BBS) (8/31/2012)

## Vice Chair:

Larry Overzet (ECS) (8/31/2012)

## replacements Needed

- Karen Huxtable-Jester
- Theresa Towner
- Marion Underwood
- Matt Polze

## Students:

- TBD (8/31/2013)
- TBD (8/31/2013)
COMMITTEE NAME: COMMITTEE ON FACULTY MENTORING

Charge: Policy Memorandum UTDPP1026

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING

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

MEMBERS WHOSE TERMS ARE EXPIRING

Cy Cantrell (ECS) (8/31/2012)
David Edmunds (AH) (8/31/2012)
David Ford (SOM) (8/31/2012)
Hlaing Minn (ECS) (8/31/2012)
Homer Montgomery (NSM) (8/31/2012)
Shun Chen Niu (SOM) (8/31/2012)
Mehrdad Nourani (ECS) (8/31/2012)

REPLACEMENTS NEEDED

JIN LIU (8/31/2014)
DEAN TERRY (8/31/2014)
KATHY STECKE (8/31/2014)
RYM WENKSTERM (8/31/2014)
HOMER MONTGOMERY (8/31/2014)
SHUN CHEN NIU (8/31/2014)
MEHRDAD NOURANI (8/31/2014)

CHAIR: Hlaing Minn (ECS)

VICE CHAIR: Karen Prager (IS)

KAREN PRAGER

NICOLE LEEPER PIQUERO
2012-2013

**COMMITTEE NAME:** COMMITTEE ON FACULTY STANDING AND CONDUCT

Charge: Policy Memorandum UTDPP1027

**SPECIAL REQUIREMENTS:**

5 Faculty members
2-year terms, staggered

**RESPONSIBLE UNIVERSITY OFFICIAL**

Executive Vice President and Provost

**MEMBERS WHOSE TERMS ARE CONTINUING**

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

**MEMBERS WHOSE TERMS ARE EXPIRING**

William Cready (SOM) (8/31/2012)
Ivor Page (ECS) (8/31/2012)
Melanie Spence (BBS) (8/31/2012)

**REPLACEMENTS NEEDED**

**BRIAN RATCHFORD** (8/31/2014)
**IVOR PAGE** (8/31/2014)
**CHRISTINE DOLLAGHAN** (8/31/2014)

**CHAIR:** Ivor Page (ECS)

**VICE CHAIR:** Rockford Draper (NSM)

**ROCKFORD DRAPER**

**ROBERT LOWRY**
2012 - 2013

COMMITTEE NAME: COMMITTEE ON LEARNING MANAGEMENT SYSTEMS

Charge: Policy Memorandum UTDPP1028

EX-OFFICIO

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

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL

Vice Provost

MEMBERS WHOSE TERMS ARE CONTINUING

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

MEMBERS WHOSE TERMS ARE EXPIRING

- Matt Brown (AH) (8/31/2012)
- Kendra Cooper (ECS) (8/31/2012)
- Jennifer Johnson (SOM) (8/31/2012)

REPLACEMENTS NEEDED

- MATT BROWN (8/31/2014)
- KENDRA COOPER (8/31/2014)
- JUDD BRADBURY (8/31/2014)

CHAIR: Richard Golden (BBS)

VICE CHAIR: Kendra Cooper (ECS)

RICHARD GOLDEN

KENDRA COOPER
2012 - 2013

COMMITTEE NAME: COMMITTEE ON QUALIFICATIONS OF ACADEMIC PERSONNEL

Charge: Policy Memorandum UTDPP1031

Senate Concurrent

EX-OFFICIO

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING

William Cready (SOM) (8/31/2013)
Denis Dean (EPPS) (8/31/2013)
Andras Farago (ECS) (8/31/2013)
Tim Redman (AH) (8/31/2013)
Michael Rugg (BBS) (8/31/2013)

Members Whose Terms Are Expiring

Poras Balsara (ECS) (8/31/2012)
Milind Dawande (SOM) (8/31/2012)
Xinchou Lou (NSM) (8/31/2012)
Alice O’Toole (BBS) (8/31/2012)
Zsuzsanna Ozsvath (AH) (8/31/2012)
Larry Reitzer (NSM) (8/31/2012)
Marianne Stewart (EPPS) (8/31/2012)

CHAIR: Tim Redman (AH)

VICE CHAIR: Larry Reitzer (NSM)

REPLACEMENTS NEEDED

Poras Balsara (8/31/2014)
Milind Dawande (8/31/2014)
Juan Gonzalez (8/31/2014)
Anne van Kleck (8/31/2014)
David Channell (8/31/2014)
Larry Reitzer (8/31/2014)
Rachel Croson (8/31/2014)

Larry Reitzer

William Cready
**COMMITTEE NAME:** COMMITTEE ON STUDENT SCHOLARSHIPS

**Charge:** Policy Memorandum UTDPP1038

<table>
<thead>
<tr>
<th>EX-OFFICIO (WITH VOTE)</th>
<th>SPECIAL REQUIREMENTS:</th>
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</thead>
<tbody>
<tr>
<td>Dean of Graduate Studies</td>
<td>7 members from among the Associate Deans for Undergraduate Education, or heads of graduate programs in the 7 schools</td>
</tr>
<tr>
<td>Dean of Undergraduate Education</td>
<td>2-year terms, staggered</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EX-OFFICIO (WITHOUT VOTE)</th>
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<tbody>
<tr>
<td>Director of Financial Aid</td>
<td></td>
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<tr>
<td>Director of Endowment Services and Compliance</td>
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<tr>
<td>Director of the Office of International Education</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RESPONSIBLE UNIVERSITY OFFICIAL</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Associate Provost responsible for Student Affairs</td>
<td></td>
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<table>
<thead>
<tr>
<th>MEMBERS WHOSE TERMS ARE CONTINUING</th>
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<tbody>
<tr>
<td>Doug Eckel (SOM) (8/31/2013)</td>
<td>SHAWN ALBORZ</td>
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<tr>
<td>Shelley Lane (AH) (8/31/2013)</td>
<td>CAROL LANHAM</td>
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<tr>
<td>Sarah Maxwell (EPPS) (8/31/2013)</td>
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<tr>
<td>Dennis Miller (NSM) (8/31/2013)</td>
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<tr>
<td>Simeon Ntafos (EC) (8/31/2013)</td>
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<table>
<thead>
<tr>
<th>MEMBERS WHOSE TERMS ARE EXPIRING</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Liz Salter (IS) (8/31/2012)</td>
<td>DACHANG CONG</td>
</tr>
<tr>
<td>Melanie Spence (BBS) (8/31/2012)</td>
<td>MELANIE SPENCE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHAIR:</th>
<th>Simeon Ntafos (ECS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VICE CHAIR:</td>
<td>Douglas Eckel (SOM)</td>
</tr>
<tr>
<td></td>
<td>SIMEON NTAFOS</td>
</tr>
<tr>
<td></td>
<td>SHELLEY LANE</td>
</tr>
</tbody>
</table>
2012 - 2013

COMMITTEE NAME: LIBRARY COMMITTEE

Charge: Policy UTDPP1076

EX-OFFICIO (WITHOUT VOTE)

Dean of Libraries
Library General Administration (one member)

RESPONSIBLE UNIVERSITY OFFICIAL

Director of Library

MEMBERS WHOSE TERMS ARE CONTINUING

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

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Richard Golden (BBS) 8/31/2012
Kamran Kiasaleh (ECS) 8/31/2012
Pankaj Choudhary (NSM) 8/31/2012
Surya Janakiraman (SOM) 8/31/2012
Patricia Michaelson (AH) 8/31/2012
Suresh Radhakrishnan (SOM) 8/31/2012
John Santrock (BBS) 8/31/2012
Donggyu Sul (EPPS) 8/31/2012

STUDENTS:
Ty Andrews (UG) 8/31/2012
Lisa Keylon (G) 8/31/2012

CHAIR: Richard Golden (BBS)
VICE CHAIR: Kamran Kiasaleh (ECS)

SPECIAL REQUIREMENTS:

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

2-year terms, staggered

REPLACEMENTS NEEDED

RICHARD GOLDEN (8/31/2014)
XIN-LIN GAO (8/31/2014)
PANKAJ CHOU DHARY (8/31/2014)
NINA BARANCHUK (8/31/2014)
SEAN COTTER (8/31/2014)
INDRANIL BARDHAN (8/31/2014)
JOHN SANTROCK (8/31/2014)
ROBERT MORRIS (8/31/2014)

TBD (8/31/2013)

SHARI GOLDBERG

SUSAN CHIZECK
2012 - 2013

COMMITTEE NAME: ADVISORY COMMITTEE FOR THE UNIVERSITY BUDGET

Charge: Policy Memorandum UTDPP1074

Senate Concurrent

EX-OFFICIO

Associate VP for Business Affairs

SPECIAL REQUIREMENTS:

9 Faculty members

3-year terms, staggered

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Rebecca Files (SOM) 8/31/2014
D.T. Huynh (ECS) 8/31/2013
Robert Kieschnick (SOM) 8/31/2013
Ramachandran Natarajan (SOM) 8/31/2014
Tim Redman (AH) 8/31/2013
Rym Wenkstern (ECS) 8/31/2014

MEMBERS WHOSE TERMS ARE EXPIRING

Jay Dowling (BBS) 8/31/2012
Richard Scotch (EPPS) 8/31/2012
Robert Serfling (NSM) 8/31/2012

REPLACEMENTS NEEDED

JAY DOWLING (8/31/15)
RICHARD SCOTCH (8/31/15)
ROBERT SERFLING (8/31/15)

CHAIR: Richard Scotch (EPPS)

VICE CHAIR: Robert Kieschnick (SOM)
## COMMITTEE NAME: Academic Calendar Committee

Charge: Policy Memorandum UTDPP1011

### EX-OFICIO – with vote

- University Registrar and Director of Academic Records

### SPECIAL REQUIREMENTS:

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

### RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President & Provost

### MEMBERS WHOSE TERMS ARE EXPIRING

#### FACULTY:
- Matthew Bondurant (AH) (8/31/2012)
- Paul Battaglio (EPPS) 8/31/2012
- Carol Flannery (SOM) (8/31/2012)

#### ADMINISTRATION:
- Sheila Amin Gutierrez de Pineres (EPPS) (8/31/2012)
- Blair Flicker (8/31/2012)

#### STUDENTS:
- Kayla Klein (UG) (8/31/2012)
- Elizabeth Hanacik (UG) (8/31/2012)

#### STAFF:

#### CHAIR: SHEILA AMIN GUTIERREZ DE PINERES

#### VICE CHAIR: PAUL BATTAGLIO

### REPLACEMENTS NEEDED

<table>
<thead>
<tr>
<th>Replacement Name</th>
<th>Term Expires</th>
</tr>
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<tbody>
<tr>
<td>Mathew Bondurant</td>
<td>8/31/2013</td>
</tr>
<tr>
<td>Paul Battaglio</td>
<td>8/31/2013</td>
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<tr>
<td>Carol Flannery</td>
<td>8/31/2013</td>
</tr>
<tr>
<td>Elizabeth Hanacik</td>
<td>8/31/2013</td>
</tr>
<tr>
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<tr>
<td>Sheila Amin Gutierrez de Pineres</td>
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<tr>
<td>Blair Flicker</td>
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<tr>
<td>TBD</td>
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</table>
Committee Name: Campus Facilities Committee

Charge: Policy Memorandum UTDPP1025

EX-Officio (Without Vote)

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

Library Representative (With Vote)

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL

Senior Vice President for Business Affairs

Members Whose Terms Are Continuing

FACULTY

Murray Leaf (EPPS) (8/31/2013)
Theresa Towner (AH) (8/31/2013)
Bruce Novak, (NSM & Dean) (8/31/2014)
Mark Spong (ECS & Dean) (8/31/2013)

STUDENT AFFAIRS STAFF (EX-OFFICIO)

Matt Grief (8/31/2013)

STAFF COUNCIL (EX-OFFICIO)

Melissa Wyder (8/31/2013)

Members Whose Terms Are Expiring

Tom Campbell (CD) (8/31/2012)
John Ferguson (NSM) (8/31/2012)
Hasan Pirkul (SOM & Dean) (8/31/2012)

OFF-CAMPUS REPRESENTATIVE

Patti Henry-Pinch (8/31/2014)

STUDENT

Cody Willming (UG) (8/31/2012)

Chair: Murray Leaf (EP)
Vice Chair: Theresa Towner (AH)

Replacements Needed

Tom Campbell
John Ferguson
Dennis Kratz

TBD (8/31/2013)

Chair: Murray Leaf (EP)
Vice Chair: Theresa Towner
2012 - 2013

COMMITTEE NAME: COMMENCEMENT COMMITTEE

Charge: Policy Memorandum UTDPP1020

University-Wide Committee

EX-OFFICIO (without vote)

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

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Kathryn Evans (AH) (8/31/2014)
Doug Kiel (EPPS) (8/31/2013)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
NONE

STUDENTS:
Raj Dwivendi, SG President (8/31/2013)
Layvette Johnson (UG) (8/31/2012)

REPLACEMENTS NEEDED

RAJ DWIVENDI (UG) (8/31/2013)
Layvette Johnson (UG) (8/31/2012)

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

JUDY BARNES
MURRAY LEAF
### 2012 - 2013

**COMMITTEE NAME:** COMMITTEE ON PARKING AND TRANSPORTATION  
Charge: Policy Memorandum UTDPP1030  
University-Wide Committee

<table>
<thead>
<tr>
<th>EX-OFFICIO (without vote)</th>
<th>SPECIAL REQUIREMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Police</td>
<td>6 voting members</td>
</tr>
<tr>
<td>Associate Vice President for Facilities Management or designee</td>
<td>2 Faculty</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>1 Staff</td>
</tr>
<tr>
<td>Director of Disability Services</td>
<td>2 Students</td>
</tr>
<tr>
<td>Parking and Transportation Manager</td>
<td>1 Staff Council</td>
</tr>
<tr>
<td>Assoc. VP for Budget and Resource Planning</td>
<td>2-year terms</td>
</tr>
</tbody>
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(8/31/2014)

<table>
<thead>
<tr>
<th>MEMBERS WHOSE TERMS ARE EXPIRING</th>
<th>REPLACEMENTS NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACULTY:</strong></td>
<td></td>
</tr>
<tr>
<td>John Wiorowski (M) (8/31/2012)</td>
<td>JOHN WIOROWSKI (8/31/2014)</td>
</tr>
</tbody>
</table>

| **STAFF:**                                                                    |                                                          |
| Kent Mecklenburg (8/31/2012)                                                   | TBD (8/31/2013)                                           |

| **STAFF COUNCIL:**                                                            |                                                          |
| Wendy Newton (8/31/2012)                                                       | TBD (8/31/2013)                                           |

| **STUDENTS:**                                                                 |                                                          |
| Sharkey Andrews (UG) (8/31/2012)                                               | TBD                                                      |
| Justin Hajek (UG) (8/31/2012)                                                   | TBD                                                      |
Committee Name: Committee on Research Involving Human Subjects

Charge: Policy Memorandum UTDPP1035

University-Wide Committee

Ex-Officio (with vote)
Vice President for Research

Responsible University Official
Vice President for Research

Members whose terms are continuing

Faculty:
Meghna Sabharwal (EPPS) (8/31/2013)
Noah Sasson (BBS) (8/31/13)
Li Zhang (NSM) (8/31/13)

Members whose terms are expiring

Faculty:
Jay Dowling (BBS) (8/31/2012)
Ernan Haruvy (SOM) (8/31/2012)
William Katz (BBS) (8/31/2012)
Aage Møller (BBS) (8/31/2012)
Bart Rypma (BBS) (8/31/2012)

Staff
James Cannici (8/31/2012)
Susie Milligan (8/31/2012)
Sanaz Okhovat (8/31/2012)
Kerry Tate (8/31/2012)

Non-UTD Representatives
Randal Boss (8/31/2012)
Judge Daniel Curran (8/31/2012)

Student
Kirk Huynh (UG) (8/31/2012)

Chair: Aage Møller (BBS)

Vice Chair: Bart Rypma (BBS)

Special Requirements
No fewer than nine (9) members
1 off-campus representative
variety of professions
1 member whose primary expertise is in a
(See charge for more requirements)
2-year terms

Bobby Alexander

Replacements Needed

Jay Dowling (8/31/2014)
Elena Katok (8/31/2014)
William Katz (8/31/2014)
Aage Møller (8/31/2014)
Dan Krawczyk (8/31/2014)

TBD
TBD
TBD

TBD

TBD

Aage Møller

Dan Krawczyk
2012 - 2013

**COMMITTEE NAME:** COMMITTEE FOR THE SUPPORT OF DIVERSITY AND EQUITY

Charge: Policy Memorandum UTDPP1022

**Ex Officio**

**Responsible University Official**

Vice President for Diversity and Community Engagement

**Members Whose Terms are Continuing**

**Faculty**

Cindy de Frias (BBS) (8/31/2013)
David Ford (SOM) (8/31/2013)
Yang Liu (ECS) (8/31/2013)
Peter Park (AH) (8/31/2013)
Alex Piquero (EPPS) (8/31/2013)
Monica Rankin (AH) (8/31/2013)
Orlando Richard (SOM) (8/31/2013)

**Administration**

Abby Kratz (8/31/2013)
Sherry Marek 8/31/2013)
Eloise Square (8/31/2013)

**Members Whose Terms are Expiring**

**Faculty**

Tomislav Kovandzic (EPPS) (8/31/2012)
Margaret Owen (BBS) (8/31/2012)
Karen Prager (IS) (8/31/2012)
Li Zhang (NSM) (8/31/2012)

**Staff**

(8/31/2014)

(8/31/2014)

(8/31/2014)

(8/31/2014)

Chair: Peter Park (AH)

Vice Chair: Yang Liu (ECS)

**Special Requirements**

1. Faculty members (from each of the seven Schools)
2. Academic Administrators
3. Staff members

2-year terms

**Replacements Needed**

**Faculty**

SHERRY LI (08/31/2014)
MANDY MAGUIRE (08/31/2014)
KAREN PRAGER (08/31/2014)
LI ZHANG (08/31/2014)

**Staff**

(08/31/2014)

(08/31/2014)

(08/31/2014)

(08/31/2014)

(08/31/2014)

(08/31/2014)

Chair: Peter Park (AH)

Vice Chair: Yang Liu (ECS)

Peter Park

Yang Liu
2012 - 2013  

**COMMITTEE NAME:** INFORMATION RESOURCES SECURITY, PLANNING, AND POLICY COMMITTEE

Charge: Policy Memorandum UTDPP1003  
University-Wide Committee

**EX OFFICIO (WITH VOTE)**  
Chief Information Security Officer

**RESPONSIBLE UNIVERSITY OFFICIAL**  
Interim Vice President & Chief Information Officer

**MEMBERS WHOSE TERMS ARE CONTINUING**  

**FACULTY**  
Thom Campbell (BBS) 8/31/2013  
Monica Evans (AH) 8/31/2013  
Syam Menon (SOM) 8/31/2013  
Bert Moore (BBS & Dean) 8/31/2013

**MEMBERS WHOSE TERMS ARE EXPIRING**  

**FACULTY**  
Patrick Brandt (EPPS) 8/31/2012  
Latifur Khan (ECS) 8/31/2012  
Mark Spong (ECS & Dean) 8/31/2012

**STAFF**  
Sanaz Okhovat (Research Compliance) 8/31/2012  
Rene Herrera (Audit & Compliance) 8/31/2012  
Wanda Mitzutowicz (Administration) 8/31/2012

**STAFF COUNCIL**

Chair: Patrick Brandt (EPPS)  
Vice Chair: Syam Menon (SOM)

**SPECIAL REQUIREMENTS**

13 Voting Members  
(7 tenure-track faculty w/2 at position of Dean or above)

1 Staff – Audit and Compliance  
1 Staff – Academic Affairs  
1 Staff Council  
1 Staff – Office of VP for Research  
1 Staff - Administration

**TWO-YEAR TERMS**

**REPLACEMENTS NEEDED**

**DANIEL ARCE** (8/31/2014)  
**LATIFUR KHAN** (8/31/2014)  
**MARK SPONG** (8/31/2014)

TBD (8/31/2014)  
TBD (8/31/2014)  
TBD (8/31/2014)

TBD (8/31/2014)

**Chair:** Patrick Brandt (EPPS)  
**Vice Chair:** Syam Menon (SOM)

**DANIEL ARCE**  
**LATIFUR KHAN**


2012 - 2013

COMMITTEE NAME: INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
Charge: Policy Memorandum UTDPP1014 University-Wide Committee

Ex-Officio (with vote)
Associate Vice President for Research

Responsible University Official
Associate Vice President for Research

Members Whose Terms are Continuing
Faculty
Gail Breen (NSM) (8/31/2014)

Non-UTD Representatives
Tony Myers (8/31/2014)*
Egeene Q. Daniels (8/31/2014)* (*not approved by the Senate)

Members Whose Terms are Expiring
Faculty
Leonidas Bleris (ECS) (8/31/2012)
Christa McIntyre Rodriguez (BBS) (8/31/2012)
Lucien Thompson (BBS) (8/31/2012)

Chair: Lucien Thompson (BBS)
Vice Chair: Leonidas Bleris (ECS)

Special Requirements
No fewer than 6 (six) members
1. Member a Doctor of Veterinary Medicine
1. Community representative
1. Must be a practicing scientist experienced in research involving animals
1. Must be a person whose primary concerns are in a nonscientific area

3-year terms

Leonidas Bleris (8/31/2015)
Christa McIntyre (8/31/2015)
Lucien Thompson (8/31/2015)

Chair: Lucien Thompson (BBS)
Vice Chair: Leonidas Bleris (ECS)
2012 - 2013

COMMITTEE NAME: INSTITUTIONAL BIOSAFETY & CHEMICAL SAFETY COMMITTEE

Charge: Policy Memorandum UTDPP1016

EX-OFFICIO

Vice President for Research
Environmental Health & Safety Director
Biosafety Officer

SPECIAL REQUIREMENTS

No fewer than five members
2 (at least, and not less than 20% of membership) shall not be affiliated with the University
3-year terms
Chair – 2-year term and a member of the University Safety Council

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY

Lee Bulla (NSM) (8/31/2014)
John Burr (NSM) (8/31/2014)
Paul Pantano (NSM) (8/31/2013)

NON-UTD MEMBERS

Steve Dossett (8/31/2014)
Nancy Viamonte (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Marco Atzori (BBS) (8/31/2012)
Santosh D’Mello (NSM) (8/31/2012)
Stephen Levene (NSM) (8/31/2012)

REPLACEMENTS NEEDED

MARCO ATZORI (8/31/2015)
SANTOSH D’MELLO (8/31/2015)
JEFF DeJONG (8/31/2015)

Chair: Marco Atzori (BBS)

Vice Chair: Santosh D’Mello

MARCO ATZORI

SANTOSH D’MELLO
COMMITTEE NAME: INTELLECTUAL PROPERTY ADVISORY COMMITTEE

Charge: Policy Memorandum UTDPP1083

EX-OFFICIO (WITH VOTE)

Dean of Graduate Studies
Vice President for Administration
Associate Vice President for Technology Commercialization

SPECIAL REQUIREMENTS

7 Voting members from among the voting faculty to provide broad representation of faculty research interests in the university. One voting member from the faculty will be Chair, one will be Vice Chair.

The President, at his or her discretion, may appoint up to three non-voting non-UT Dallas members to advise the voting members

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING

Ray Baughman (NSM) (8/31/2013)
Dan Griffith (EPPS) 8/31/2013
Michael Kilgard (BBS) (8/31/2013)
Stan Liebowitz (SOM) (8/31/2013)
Duncan MacFarlane (ECS) (08/31/2013)

MEMBERS WHOSE TERMS ARE EXPIRING

Bill Frensley (ECS) (8/31/2012)
Thom Linehan (AH) (8/31/2012)

NON-UTD REPRESENTATIVES

Daniel Chalker (8/31/2012)
Edwin Flores (8/31/2012)
Rob Miles (8/31/2012)

STAFF

Rochelle Pena (8/31/2012)

REPLACEMENTS NEEDED

BILL FRENSLEY (08/31/2014)
THOM LINEHAN (08/31/2014)
TBD (08/31/2014)
TBD (08/31/2014)
TBD (08/31/2014)
TBD (08/31/2014)

Chair: Duncan MacFarlane (ECS)
Vice Chair: Thom Linehan (AH)

DUNCAN MacFARLANE
THOM LINEHAN
2012 - 2013

**COMMITTEE NAME:** RADIATION SAFETY COMMITTEE

Charge: Policy Memorandum UTDPP1032

University-Wide Committee

**EX-OFFICIO (without vote)**

University Environmental Health and Safety Director
Vice President for Research

**SPECIAL REQUIREMENTS**

At least three faculty members
Radiation Safety Officer (Chair)
3-year terms

**STAFF**

Radiation Safety Officer, Chair

**RESPONSIBLE UNIVERSITY OFFICIAL**

Senior Vice President for Business Affairs

**MEMBERS WHOSE TERMS ARE CONTINUING**

John Sibert (NSM) (8/31/2014)
Dean Sherry (NSM) 8/31/2014
Stephen Spiro (NSM) (8/31/2013)

**MEMBERS WHOSE TERMS ARE EXPIRING**

NONE AT THIS TIME

**CHAIR:** Kathy White, Radiation Safety Officer and University Safety Officer

**KATHY WHITE, RADIATION SAFETY OFFICER AND UNIVERSITY SAFETY OFFICER**

**VICE CHAIR:** John Sibert (NSM)

**JOHN SIBERT**
2012 - 2013

COMMITTEE NAME: UNIVERSITY SAFETY AND SECURITY COUNCIL

Charge: Policy Memorandum UTDPP1036

University-Wide Committee

EX-OFFICIO

Chief of Police
Assistant Vice President for Student Affairs and Dean of Students
Associate Vice President for Facilities Management
University Environmental Health and Safety Officer
Emergency Management Coordinator

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY
Carol Cokely (BBS) (8/31/2013)
Walter Hu (ECS) (8/31/2013)
Bruce Jacobs (EPPS) (8/31/2013)
Mark Lee (NSM) (8/31/2013)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY
Robert Wallace (ECS) (8/31/2012)

STAFF
Wallace Martin (8/31/2012)
Ricky Robinson (8/31/2012)
Vivian Rutledge (8/31/2012)
Kerry Tate (8/31/2012)
Steve Walters (8/31/2012)

STUDENTS
Rajiv Dwivedi (UG) (8/31/2012)
Sridhar Sasidharan (G) (8/31/2012)

Chair: Bruce Jacobs (EPPS)
Vice Chair: Wallace Martin

SPECIAL REQUIREMENTS

4 members from faculty
6 members from staff
1 Callier Center physical plant
1 Worker’s Comp. Ins. Rep. from the Office of Environmental Health & Safety
1 Science Laboratories
1 ADA Compliance Officer
1 Student Life (Disability Services)
1 Staff Council

Chairs of the Following Committees:

Campus Facilities
Institutional Biosafety
Parking and Security
Radiation Safety

2 students – 1 undergraduate; 1 graduate
Chair-Faculty Member
Vice Chair-Staff Member
2-year terms, staggered

REPLACEMENTS NEEDED

ROBERT WALLACE (8/31/2014)
TBD (8/31/2014)
TBD (8/31/2014)
TBD (8/31/2014)
TBD (8/31/2014)
TBD (8/31/2014)
TBD (8/31/2014)
TBD (8/31/2014)

BRUCE JACOBS
WALLACE MARTIN
Committee Name: Student Fee Advisory Committee

Charge: Policy UTDPP 1037

Ex-Officio (without vote)
Assistant Vice President for Student Affairs and Student Affairs
Assistant Vice President for Student Affairs
Associate Vice President for Budget and Resource Planning

Special Requirements
9 Voting Members
Including:
5 Students
   (3 with two-year terms; 2 with one-year term)
2 Faculty
2 Staff
   2-year terms
   Committee elects Chair

Responsible University Official
Vice President for Student Affairs

Members Whose Terms Are Expiring
FACULTY
Frank Anderson (SOM) (8/31/2012)
Mark Rosen (AH) (8/31/2012)

Members Whose Terms Are Expiring
STAFF
Lynn Butler
Daniel Calhoun

Students
Sharkey Andrews (UG) (8/31/2012)
Cody Willming (UG) (8/31/2012)
Braeden Mayer (UG) (8/31/2012)
Nick Hinojosa (UG) (8/31/2012)
Megan Bishop (UG) (8/31/2012)

Replacements Needed

<table>
<thead>
<tr>
<th>JARED PICKENS</th>
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<td>ADRIENNE McLEAN</td>
<td>(8/31/2014)</td>
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2012 - 2013

**COMMITTEE NAME:** UNIVERSITY RESEARCH INTEGRITY COMMITTEE

Charge: Policy Memorandum UTDPP1034

**EX-OFFICIO (WITH VOTE)**

Dean of Graduate Studies
Vice President for Research, **Chair**

**RESPONSIBLE UNIVERSITY OFFICIAL**

Executive Vice President and Provost

**SPECIAL REQUIREMENTS**

8 tenured faculty at rank of full professor
Each school, except for Interdisciplinary Studies, should be represented
3-year terms

**MEMBERS WHOSE TERMS ARE CONTINUING**

Jung-Mo Ahn (NSM) (8/31/2013)
Harold Clarke (EPPS) (8/31/2013)
Christine Dollaghan (BBS) (8/31/2014)
Thomas Riccio (AH) (8/31/2014)
Lakshman Tamil (ECS) (8/31/2013)

**MEMBERS WHOSE TERMS ARE EXPIRING**

Anthony Champagne (EPPS) (8/31/2012)
Vijay Mookerjee (SOM) (8/31/2012)
Dean Sherry (NSM) (8/31/2012)

**REPLACEMENTS NEEDED**

**ANTHONY CHAMPAGNE** (8/31/2015)
**MICHAEL REBELLO** (8/31/2015)
**DEAN SHERRY** (8/31/2015)

**Chair:** Bruce Gnade (VP for Research)

**Vice Chair:** Anthony Champagne

**BRUCE GNADE**

**ANTHONY CHAMPAGNE**
COMMITTEE NAME: AUXILIARY SERVICES ADVISORY COMMITTEE

Charge: Policy Memorandum UTDPP1015

2012 - 2013

University-Wide Committee

EX-OFFICIO (without vote)

Assistant Vice President for Student Affairs and Dean of Students
Auxiliary Services Manager
Director of Food Services
Director of Student Union
UTD Bookstore Manager

SPECIAL REQUIREMENTS:

- 7 Voting members
- 3 From faculty and staff
- 4 Students
- 1-year term

RESPONSIBLE UNIVERSITY OFFICIAL

Assistant Vice President for Procurement Management

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Cihan Muslu (AH) (8/31/2012)
Jennifer Holmes (EPPS) (8/31/2012)

STAFF:
TBD (8/31/2013)

STUDENTS:
Rajiv Dwivedi (UG) (8/31/2012)
Nikki Kanthety (UG) (8/31/2012)
Sanchita Piplani (UG) (8/31/2012)
Kaitlyn West (UG) (8/31/2012)

REPLACEMENTS NEEDED

FACULTY:
PAMELA GOSSIN (8/31/2013)
JENNIFER HOLMES (8/31/2013)

STAFF:
TBD (8/31/2013)

STUDENTS:
TBD (8/31/2013)
## 2012 - 2013

**Committee Name:** Campus Wellness Committee  

Charge: Policy Memorandum UTDPP1017  

University-Wide Committee

### Members Whose Terms Are Continuing

**Faculty:**
- Dan Arce (EPPS) (8/31/2013)
- Shayla Holub (BBS) (8/31/2013)

### Members Whose Terms Are Expiring

**Faculty:**
- Eric Schlereth (AH) (8/31/2012)

**Staff:**
- Vivian Rutledge
- Carrie Chutes

**Students:**
- Melissa Huntley (UG) (8/31/2012)
- Dana Litovsky (UG) (8/31/2012)
- Leslie Gore (UG) (8/31/2012)

### Special Requirements:

- No fewer than 9 members
- 3 Faculty
- 3 Staff
- 3 Students  
  Chair appointed by President

### Responsible University Official

Vice President for Administration

### Replacements Needed

<table>
<thead>
<tr>
<th>Faculty</th>
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| Eric Schlereth (AH)      | (8/31/2012)  
| Tonja Wissingher         | (8/31/2012)  

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<th>Students</th>
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| TBD                       | (8/31/2013)  

**Co-Chairs:** Carrie Chutes, Vivian Rutledge

**Vice Chair:**
2012 - 2013

**COMMITTEE NAME:** UNIVERSITY SUSTAINABILITY COMMITTEE

Charge: Policy Memorandum UTDPP1078

**RESPONSIBLE UNIVERSITY OFFICIAL**
Vice President for Administration

**MEMBERS WHOSE TERMS ARE EXPIRING**
Babak Fahimi (ECS) (8/31/2012)
Mustapha Ishak-Boushaki (NSM) (8/31/2012)
Francisco Szekely (SOM) (8/31/2012)

**STAFF:**
Jennifer Orme (8/31/2012)

**STUDENTS:**
Saskia Versteeg (UG) (8/31/2012)
Lye-Ching Wong (UG) (8/31/2012)

**SPECIAL REQUIREMENTS:**
7 VOTING MEMBERS
3 Faculty
1 From NSM or ECS (alternating)
1 From EPPS, AH, or SOM (alternating)
1 Chair – tenured faculty actively concerned with sustainability research or teaching

**REPLACEMENTS NEEDED**
BABAK FAHIMI (8/31/2013)
MUSTAPHA ISHAK-BOUSHAKI (8/31/2013)
TIM REDMAN (8/31/2013)

**STUDENTS:**
Saskia Versteeg (UG) (8/31/2012)
Lye-Ching Wong (UG) (8/31/2012)

**TBD (8/31/2013)**

**CHAIR:** Babak Fahimi (ECS)

**VICE CHAIR:**

BABAK FAHIMI
TIM REDMAN
Dear Christopher:

It is feasible, but the Senate will not meet in July. The next meeting is August. I will put it on the Council agenda for the first Wednesday in August. I am sure the Senate would like to give you feedback. This is a matter of considerable concern. We just need to think of an efficient way to do it.

Murray Leaf
Speaker of the Faculty
Professor of Anthropology and Political Economy
University of Texas, Dallas
Office: GR 3.128
ext 2732
mjleaf@utdallas.edu

On Jul 3, 2012, at 2:26 PM, Cassity, Christopher C wrote:

Hi Murray,

In previous years, we've asked a few faculty members to test drive the training and give us their feedback. My team appreciates that very much, but I'd like to ask for more, if possible. I'd like to get faculty ideas on improving the training overall.

While I'm open to any suggestions, I'd like to know what the faculty senate thinks about:
- Abbreviating the training for adjunct faculty (on general employment topics like workplace safety, drug policy, etc.)
- Ways to target and assign research-related compliance training to only those faculty members involved in research (right now it's assigned to any faculty member, including adjuncts who teach one class a year)

I know the faculty senate is short on time, so I understand if this isn't feasible. Please let me know what, if anything, you think could work.

I appreciate it,
Christopher Cassity
Compliance Training Coordinator, Office of Audit & Compliance
Dear Vicki:
Please keep this in a file for the August Council agenda.

Dear all:

I will place it on the Council agenda to be placed on the Senate agenda.

If the Senate wishes, I will also be happy to raise it with the Faculty Advisory Council.

I don't agree with the System's position, but I don't think we can say that they do not have a right to take it. Essentially, the position is that when a faculty member gets a computer with university money, it is the university's computer. From a legal point of view, this would come under contract law. If they say this and a faculty accepts a computer on these terms, it looks a lot like the faculty member has agreed--absent a clear agreement otherwise. So if they say we have to encrypt their computers as a condition of using them, the seem to be on pretty firm ground--certainly it is not something I would want to try to fight over in a court.

Quite apart from the ownership claim, it is also reasonable to be concerned about protecting privacy and confidentiality.

My personal solution is that I do not use university computers for my research. What settled it for me was not the encryption issue but long before, when the System persistently claimed that they owned everything on the computers and had a right to spy on what it was.

I have material on my computers I have promised to keep confidential. I cannot allow the university to broach that confidentiality any more than anyone else. I am sure I am not alone in this.

I did use university software to check for identifying information such as social security numbers, and remove them. (Actually, the software did not find any; I had always been removing them when I made up class rosters.) That is sufficient for the university's liabilities.

Murray Leaf
Speaker of the Faculty
Professor of Anthropology and Political Economy
University of Texas, Dallas
Office: GR 3.128
ext 2732
mjleaf@utdallas.edu
Dear Adrienne,

I think that Dennis's message that we should take this new mandate with all possible good will is a good one.

At the same time, this kind of institutional mandate coming from on high grates on everyone's nerves.

I don't recall that this requirement was ever discussed by Academic Senate. I don't object to it, but shouldn't it have been discussed by academic governance?

The termination penalty seems harsh. The August 31 deadline seems unenforceable. Many of us are on 9-month contracts.

The last time that something like this came up was about five years ago, when President Daniel led the way by suggesting that we should all do a security check for our computers. My first reaction was that it wasn't necessary, but that if the President was doing it, I should too. To my surprise, the computer program that he recommended found hidden social security numbers. He was right. I was wrong.

Adrienne's concerns seem reasonable. Adrienne, we need you on Senate.

I am copying Murray Leaf, the Speaker of the Faculty, with this message, to ask him to place this item on the agenda of the Academic Council for August 1. Council may then decide to place it on the agenda for Academic Senate for August 15.

I don't see any problem with the requirement, just the dates. But I do see a problem with the high-handed way in which the message was delivered. Not Dennis's fault.

Cordially,

Tim Redman

----- Original Message ----- 
From: "Adrienne L McLean" < amclean@utdallas.edu >
To: "Dennis Kratz" < dkratz@utdallas.edu >
Cc: "ah fac" < ah.fac@utdallas.edu >
Sent: Thursday, July 19, 2012 11:59:09 AM
Subject: Re: [ah.fac] Encryption Part 2

Hello:

By what means are we to back up data and files once computers are encrypted? We are not allowed to use any cloud-based services, and I have several flash drives for back-up of files. Carlos Palomino mentioned encrypted flash drives, but they are not things you buy at a local tech store--will the university provide encrypted flash drives, or can they encrypt ours, as well?

And what of smartphones? I don't have an iPad, but use my phone for UTD email constantly. So do many many others, of course...
Thanks for your help,

Adrienne

Sent from my phone!!!

On Jul 19, 2012, at 11:32 AM, "Kratz, Dennis" < dkratz@utdallas.edu > wrote:

Dear Colleagues,

Here is the additional information that I promised. Please help us accomplish this task with a maximum of good will and a minimum of friction. Please note carefully the bulleted section that I have underlined.

- The deadline for encrypting all laptops is August 31. University employees who don’t have their laptops encrypted by August 31 will be unable to access the system from any computer. Encryption for iPads, desktop computers, tablets, and portable hard drives will begin in September.

- Computers dating from 2004 and older will not be encrypted as the encryption process will most likely break the computers. Old computers should be taken off the inventory and given to surplus. These computers should be taken away from the faculty. In the (near) future, all new laptop purchases will have to have a self-encrypting drive.

- Process – Info Security will contact all University employees. Employees will be given a range of days during which they can come to campus with their laptops. Contract techs will be housed in a single location and will begin the encryption process for employees (this may take approximately 20 minutes or less, depending on the number of available contract techs). “McAfee” or “WinMagic” will be installed. “WinMagic” will also be installed on solid state disc/Windows machines. Hard drives will be replaced on Lennox machines.

- Prior to encryption, all University employees should decrypt or back up their computers. Updates must also be installed prior to encryption. If necessary, employees can ask the HelpDesk for assistance with this process. The A&H techs should also be working on upgrading software on viable laptops to Windows 7, installing the latest release of “Lion,” etc. Our techs should additionally work on Mac and Lennox machines prior to encryption. Windows 7 includes encryption software (“Bit Locker”) and new MACs have “Fire Vault.”

- If faculty will be out of the country during their assigned encryption time period, they can leave their laptop with the
School AA or other designated staff member if they have backed up their data and updates are current. The AA/staff member will see that the laptops are encrypted.

· Faculty need to know that they are required to hand over their computers when the A&H techs request them for back-up work and update installation. Information Security has learned that School techs are concerned about the faculty’s response to the encryption mandate. It is up to the School Dean to inform faculty that their compliance is required and that they do not have a choice in the matter.

· University employees must encrypt personal computers if they download their email or other University-related data. The owner of the computer is responsible for encryption and must obtain permission from the “data owner” to use the personal computer for university business. Faculty should use student IDs rather than names when recording grades on personal grade rosters and must use computers that are encrypted. UNIVERSITY EMPLOYEES WILL BE TERMINATED IF DATA IS STOLEN FROM THEIR PERSONAL COMPUTER(S).

· In the near future, Information security will send an email or series of emails about the encryption process, information about backing-up data and installing updates, and information concerning the use of home computers to conduct University business.

Dennis

Dennis M. Kratz
Dean, School of Arts and Humanities
Ignacy and Celina Rockover Professor of Humanities
The University of Texas at Dallas
1. Purpose

This policy is not intended to alter the existing standards used in faculty reviews at UT Dallas. The university conducts annual reviews of faculty in accordance with Regents’ Rules 31102 and 30501. Annual reviews should focus primarily on individual merit in relation to the performance of agreed assigned duties. A faculty member’s duties are normally defined by university and unit policies, but individual faculty members may negotiate a modification in these duties with their unit dean. Such modifications must be recorded in the faculty member’s file. The primary purpose of the review is to compare the faculty member’s performance with the agreed assigned duties and to provide guidance to the faculty member accordingly.

If merit increases are recommended by the Program Head, or the Dean of the school, the recommendations should be consistent with these evaluations.

2. Categories of Evaluation.

Evaluations will be made in the same areas of activity as are considered in promotion and tenure: namely, (1) creative productivity and professional achievement, (2) teaching effectiveness and (3) university citizenship. If the faculty member has administrative duties, these should also be included. Guidelines for what should be considered under each of these headings and the standards to be applied should be articulated by the faculty of each school and included in the school bylaws. The guidelines should state the standards, the philosophy or purpose behind them, and the school officers responsible for preparing the evaluation. Such evaluations will make use of directly known and objective information, ignoring hearsay and anonymous inputs. Faculty members are encouraged to call the attention of the Dean of their School to accomplishments or activities that they believe might be overlooked in order to assure that the information about these contributions are included.

3. Standards of Evaluation by Category and Overall

For each of the three areas considered, faculty members being reviewed shall be placed in one of the following categories: a. exceeds expectations; b. meets expectations; c. does not meet expectations; d. unsatisfactory. Expectations shall be set by each school according to the faculty member’s agreed assigned duties, rank and discipline, in accordance with the following general principles.

3.A. Standards in each category of evaluation.
The following notes provide guidelines for assigning judgments. The examples given below are not meant to be exhaustive or strict. The standards prescribed by school or unit policies must be implemented with care and consideration for the importance of Academic Freedom and the good intentions of hard working faculty members.

3.A.1). “Exceeds expectations.” This judgment should reflect a clear and significant level of accomplishment beyond normal expectations for faculty in the discipline and unit. A judgment that a person exceeds expectations in creative productivity could reflect one or more important publications or research results, external recognition for scholarly or creative achievement, or other such activities that bring notable recognition or honor to the university.

A judgment that a person exceeds expectations in teaching could be based on special accomplishments of a faculty member’s students, or winning a Unit level, University level, or System level award for outstanding teaching.

“Exceeds expectations.” In service this classification could reflect election or appointment to particularly noteworthy positions in the university or other organizations, or special commendations for service on university, outreach, governmental, or scholarly organizations.

3. A.2). “Meets expectations.” In any given year, most faculty members should meet expectations in accordance with their agreed assigned duties. It should be understood that there is year-to-year variation in all faculty activities.

3.A.3). “Fails to meet expectations.” Such a judgment should indicate a failure beyond what can be considered the normal range of year-to-year variation in performance, but of a character that appears to be correctable. Indications of failure to meet expectations in scholarly productivity could be no publications or other creative productivity for that year, and together with no compensating production under way. Indications of failure to meet expectations in teaching would be an exceptional level of complaints, failure to meet classes, failure to update material for classes from time to time in order to assure adequate preparation of students for the field, unfavorable peer evaluation of teaching if the unit arranges for such evaluation, or failure to carry a normal teaching load. Indications of failure to meet expectations in service would be refusal to accept appointments or failure to exercise diligence and responsibility in carrying out appointments.

3.A.4). “Unsatisfactory.” This judgment would indicate a failure to meet expectations and doing so in a way that reflects disregard of previous written advice or other efforts to provide correction or assistance, or that involves prima facie professional misconduct or dereliction of duty.
3.B. Overall Evaluations. Consistent with our requirement for promotion that a faculty member be “excellent” in either scholarly creativity or teaching and at least adequate overall, judgments in the annual reviews should also put more weight on scholarly creativity and teaching, but still require adequacy in service.

3. B. 1). An overall evaluation of “exceeds expectations” requires that a faculty member exceeds expectations in either scholarly creativity or teaching, and is at least adequate in service for the faculty member’s discipline, rank, and assigned duties.

3.B.2). An overall evaluation of “meets expectations” requires that a person meets expectations in scholarly productivity, teaching, and service. Details of the expectations for scholarly productivity should be provided by school and department guidelines. Meeting expectations in teaching means they carry a normal load, present appropriate material in class, are considered reasonably effective in their teaching by their students, as represented in the formal course evaluations, as well as by faculty who conduct peer evaluations. “Reasonably effective,” in turn, means they are not consistently in the lowest quartile, to the extent that such a measure can be reasonably applied.

For faculty whose contractual obligations do not include scholarly productivity, failure to engage in such activity will not be judged in a negative way, but their file should provide evidence that they remain current and knowledgeable in their teaching discipline(s).

3.B.3). An overall evaluation of “fails to meet expectations” requires that a person fails to meet expectations in scholarly productivity, teaching, or service, where such failure is clearly below the normal range of year to year variation in output that can be regarded as normal for the person’s discipline, rank, and agreed assigned duties. For faculty who are only expected to teach, “fails to meet expectations” would mean failure to teach the agreed upon course load and/or indications of teaching effectiveness consistently in the lower quartile, to the extent that such a measure is meaningful. For faculty whose duties include administration, expectations for the quanta of research output and teaching load may be appropriately reduced.

3.B.4). An overall judgment of “unsatisfactory” should only be used if both scholarly activity and teaching are unsatisfactory. Good service should not be a replacement for unsatisfactory scholarly activity and teaching, although it should not be ignored. The campus policy should provide guidance on this weighting.
4. Evaluation Process

4.A. Preparation of file by faculty member

Each February, each faculty member will prepare an annual report with information under the following headings. Further details for preparing the report, including suggested templates for different entries, will be posted on the website of the Academic Vice President and Provost.

I. Name, School, Program or Field, Date of Submission

II. A narrative of one page or less, giving your professional history, principal current professional interests, and most note-worthy accomplishments. This brief biographic profile should communicate the significance of what you do, what you have accomplished, and what you are planning to do in the future, to a varied audience, including prospective graduate students, new faculty colleagues, or outsiders searching for a prospective employee, consultant, expert commentator, guest columnist, speaker to a professional or non-professional group, etc. In composite, these profiles constitute the portrait of the University.

III. Scholarly and creative activity, categorized and sequenced as follows:

(PLEASE FOLLOW THE ATTACHED FORMATTING GUIDELINES)

a) authored books
b) edited books
c) refereed publications
d) complete articles in edited volumes
e) refereed conference publications or abstracts
f) juried exhibitions
g) invited performances, colloquia presentations or exhibitions
h) unrefereed publications
i) unrefereed abstracts
j) self-initiated exhibitions, lectures or performances
k) submitted manuscripts, including when submitted and to whom
l) U.S. Patents awarded
m) other activities: lectures, speeches, presentations not documented in a publication

IV. Proposal and Grant Activity

a) Proposals submitted: title, agency submitted, time duration, total requested.
b) Grants received: title, agency granting, total requested, amount granted if different from total amount, start date, and time duration.
c) Names of doctoral students (≥30 graduate hours) and stipend amounts (does not include tuition or benefits) whom you supported on contracts and grants, e.g., Jane Smith $20,000.

V. Teaching activities: list for each term, e.g.

a) Organized courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Prefix</th>
<th>Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td></td>
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<td></td>
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</tbody>
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b) Individual instruction supervised

c) Calendar year: names of graduated students upon whose dissertation committees you served.
d) Calendar year: names of masters and doctoral students who graduated under your supervision.
e) Calendar year: employer and position for doctoral students who graduated under your supervision in 2010.
f) Calendar year: for each doctoral student (≥30 graduate hours) by name under your supervision.

aa) number of discipline-related refereed papers/publications, e.g., Jane Smith 2
bb) number of juried creative/performance accomplishments
cc) number of book chapters
dd) number of books
ee) number of external presentations

VI. Learning Assessment Activities:
a) narrative of assessment activities undertaken in 2010 based on learning objectives of organized courses
b) brief description of factors that may have influenced the results of those activities
c) actions you intend to take to improve student learning, i.e. “closing the loop”

VII. Professional service activities:
a) UTD administrative duties
b) school committees
c) university committees
d) outside Chair appointed by Graduate Studies for doctoral final oral exam
e) special service contributions to program, school, or university
f) service contributions external to UTD, e.g., professional society officer, journal editor, conference organizer, etc.
g) consultant activities
VIII. Special professional recognition: internal and external honors, awards, citations, prizes, etc.

4.B. Evaluations will be made by the administrative officers responsible for developing the university budget. The primary evaluation will be prepared by the program or departmental administrator immediately responsible for the faculty member under review. School guidelines will specify who this is. The recommendation to be sent to the Provost for the school will be prepared by the School Dean, taking into account program or departmental evaluations as well as considerations of equity and need across the school as a whole and the advice of other members of the Dean's administrative structure as might be appropriate in that School.

4.C. Provision for corrections and objections. School guidelines should provide at least one opportunity for the faculty member being evaluated to see the draft evaluation and offer responses or corrections. The School Dean’s evaluation will be shown to the faculty member evaluated, in writing. The faculty member will countersign to show that he or she has read the evaluation. If the faculty member objects to the evaluation, he or she may describe that objection in writing within a period of one week (seven days). The Dean’s evaluation will then be forwarded to the provost with the faculty member’s objection, if any.

School guidelines may also include provision for review of the recommendations by a faculty committee, such as a school Executive Committee or a peer review committee.

5. Uses of the evaluations.

Evaluations should be used to determine merit for merit raises.

One or more evaluations of “exceeds expectations” may also provide a basis for recommendation for special honors or for initiating consideration for more rapid or extraordinary promotion following the processes provided for in the university policy on promotion and tenure. This would require much more complete and comprehensive documentation than is required for the annual review.

An evaluation of “fails to meet expectations” or “unsatisfactory” may be used to determine recommended remedial actions, such as teaching effectiveness assistance, counseling, or mentoring in research issues or service expectations. Remedial actions may include adjustments of assigned duties. Remediation efforts should be described in a written plan. Such plan may include provisions for monitoring progress.

A tenured faculty member whose evaluation is “unsatisfactory” for two consecutive years may be subject to a comprehensive periodic performance evaluation (post-tenure review), as provided for in the policy on periodic performance evaluations. The decision to undertake a comprehensive period performance evaluation shall be made by the university Provost in consultation with the Dean of the School.
6. Clarifications and complaints.

Faculty members are encouraged to seek clarification of their salary increases whenever they have questions or dissatisfactions concerning them. Pursuit of such questions or complaints fosters better internal University communications and improves operation of the mechanisms for setting salary increases. Queries should be lodged with the School Dean. In Schools where Department Heads provide an initial merit increase recommendation for the Dean, a preliminary discussion should be held with the Department Head. If the matter remains unresolved fifteen days after discussion with the Dean, it may properly be taken to the Provost and, if unresolved there within fifteen days, to the President.

The university grievance policy is applicable.