MEMORANDUM
August 28, 2009

TO: Academic Council*

COPY TO: David Daniel
Hobson Wildenthal
Andrew Blanchard
Calvin Jamison
John Workowski
Brian Berry
Michael Coleman
Austin Cunningham
George Fair
Serenity King
Abby Kratz
Dennis Kratz
James Marquart
Bert Moore
Hasan Pirkul
Myron Salamon
Mark Spong

FROM: Office of Academic Governance
Julie Allen, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on Wednesday, September 2, 2009 at 2:00 p.m. in the Osborne Conference Room (ECS South 3.503). Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at jhallen@utdallas.edu or x6715.

Attachments
2009-2010 Academic Council
Beron, Kurt
Cantrell, Cyrus
Cordell, David **
Huxtable-Jester, Karen
Kieschnick, Robert
Leaf, Murray *
Miller, Dennis
Redman, Timothy

*Speaker
**Secretary
AGENDA

ACADEMIC COUNCIL MEETING
September 2, 2009

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS  DR. DANIEL
2. APPROVAL OF THE AGENDA  DR. LEAF
3. APPROVAL OF MINUTES  DR. LEAF
   August 5, 2009 Meeting
4. SPEAKER’S REPORT  DR. LEAF
5. CEP (If meeting takes places before Academic Senate meets)  DR. CANTRELL
6. GUEST SPEAKER, SEPTEMBER SENATE MEETING  DR. BLACKBURN
   Rhonda Blackburn, Associate Provost
7. GUEST SPEAKER: JIM GARY ON LAPTOP SECURITY POLICY  DR. GARY
8. POLICY MEMORANDA REVISION: Intellectual Property Policy  DR. MacFarlane
9. RELEASE AND DISCLOSURE FORM FOR ACADEMIC TRAVEL  DR. LEAF
   —discussion.
10. POLICY ON FINANCIAL EXIGENCY  DR. LEAF
11. SENATE STRATEGIC PLANNING  DR. LEAF
12. ADJOURNMENT  DR. DANIEL

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY
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 official minutes.

Academic Council Meeting
August 5, 2009

PRESENT: Kurt Beron, David Cordell, Karen Huxtable-Jester, Robert Kieschnick, Murray Leaf, Dennis Miller

ABSENT: Cyrus Cantrell and Tim Redman

VISITORS: David Daniel, Hobson Wildenthal, Calvin Jamison, Serenity King, Diana Kao

1. CALL TO ORDER, ANNOUNCEMENTS, QUESTIONS

   In Dr. Daniel’s absence Dr. Wildenthal’s called the meeting to order. (Dr. Daniel will be joining the meeting).

2. APPROVAL OF THE AGENDA

   Dr. Kieschnick moved to approve the agenda. The motion was seconded by Dr. Cordell. The motion carried. The agenda was approved.

3. APPROVAL OF THE MINUTES

   Dr. Kieschnick moved to approve the minutes for the May 5th Academic Council meeting as circulated. Dr. Cordell seconded the motion. The motion carried. The minutes were approved.

4. SPEAKERS REPORT

   1. 40th year committee report. There has been a flurry of emails on the need to finalize a program for the academic and events calendars. Dr. Daniel has proposed financial support. Tim Redman is away for Chess meeting today, but would like to have the planning committee meet once before bringing a program to the Senate. We should probably put this as a possible item for the August Senate meeting.

   2. Jacqueline Broussard has sent a notice that we will have candidates for the position of chief of police on campus for interviews on August 11 and 12. There is a slot from 1 to 2 pm to meet with “officers of the academic Senate.” Meetings will be in the President’s Conference Room. Since the only officers are Speaker and Secretary, Dr. Leaf proposed to expand the membership to interested faculty from the Council. The Council agreed, but in discussion suggested that we further include faculty from our Criminology program.
Dr. Jamison added that a third candidate has now been added. He will be on campus August 17, same time and place.

In discussion, Dr. Jamison stressed the importance of having a good group that will ask tough questions. We want a service oriented campus, including the campus police force. Drs. Miller, Huxtable-Jester, Kieschnick, and Beron agreed to attend, in addition to Drs. Leaf and Cordell. Speaker Leaf also said he would invite Drs. Overzet and Vieraitis, from the Safety and Security Council. Dr. James Marquet, also a criminologist in the School of Economic Political, and Policy Sciences, is on the search committee.

3. Email ballot for SOM Concentration – The Academic Senate had 23 members approve the use of an email ballot to vote on the SOM concentration in Organizational Behavior and Coaching. The same number approved the concentration.

4. Email ballot to approve candidates for Summer 2009 graduation was authorized by the Senate last May. Out of 39 Academic Senate members 15 votes have been received. We need at least four more votes for a simple majority. We have to have a majority to demonstrate a quorum. The Council thought that confusion over the presence of the motions may be responsible for the low response rate. After Dr. Scotch responded that the motions were not included, others (including some members present) set the email aside to wait for a response. There was no response to everyone; the only response was to Dr. Scotch, pointing out that the motions were in the attachments along with the names of candidates to be voted—which he had by then discovered on his own.

We will send out a note to everyone.

5. Meeting with Chancellor Cigarroa August 24th, 1 p.m. Of 8 Academic Council members 3 have responded that they will attend. Several present said they also would join; they will email Julie.

6. The Liaison committee on the graduate admissions website has met on June 25 with the school deans, Dr. Wildenthal, and V. P. Ely and his team, and Dr. Leaf. The impetus for the meeting seems to have come from Austin Cunningham. The meeting was constructive. Apart from a good briefing and a very frank exchange of views on what was being done and what should and should not be done, we agreed that the liaison committee would be consulted as representing the faculty in the testing phase that was just about to begin. Cy Cantrell would serve as the point person to pull the committee together when and as needed. Since then, we have also been getting regular weekly updates from Mr. Ely.

Dr. Kieschnick provided additional information. Involvement of the liaison committee for testing has been extensive. He thinks the website is much better now, on the basis of the consultation, than it otherwise would have been.
7. Also on graduate admissions, as those of you involved know, there is some additional confusion and “provisional admission,” which has seemingly been issued by the admissions office. We have had discussions of this. The most obvious problem was that the admissions office should to actually be admitting anybody; we have been working very hard to establish that this is what the designated admissions faculty do in each program, so the prospect that we were suddenly losing this agreement was worrisome. Apparently what has happened is that PeopleSoft software requires students offered admission to accept the offer. The “provisional” admission is provisional pending this acceptance. Because some of the communication came from Richard Huckaba’s office last spring, and the implementation has come from the admissions office in the last few, the connections have not been made and, indeed, have not been clear. Dr Leaf thinks it is now being sorted out.

8. Provost Wildenthal has asked Speaker Leaf to propose a system of compensation for Senate officers and chairs of very high-workload committees. This will be in addition to the proposal for increased staff support. When we have a preliminary plan, we will bring it to the Senate for discussion. Dr. Leaf has checked with colleagues in the University of California who have held some of their main leadership positions. They have no program of compensation; service is an expected part of all faculty members’ duties. But their teaching load is about half of ours.

FAC:

The FAC will meet in October. Next week, Dr. Leaf will give a presentation to the Board of Regents, for the FAC, on our efforts last year to get a law passed to establish a faculty regent.

5. GUEST SPEAKER, AUGUST SENATE MEETING: Rhonda Blackburn
   Due to the length of the August Senate agenda, it was decided to postpone Dr. Blackburn’s presentation until the September Academic Senate meeting.

6. ALCOHOL IN THE PUB – STUDENT PROPOSAL
   Dr. Kieschnick made the motion to place the proposal on the Senate agenda. Dr. Karen Huxtable-Jester seconded the motion. The motion passed. The proposal will be placed on the Senate agenda.

7. CEP: Transfer of Credit
   Dr. Beron made the motion to place on Senate agenda. Dr. Kieschnick seconded the motion. The motion passed. Transfer of Credit will be placed on the Senate agenda.

8. PRESIDENT’S NOMINATIONS FOR THE HEARING TRIBUNAL
   The list of members of the Hearing Tribunal Pool will be posted to the Academic Senate website.

9. EMAIL BALLOT APPROVAL OF NAMES OF CANDIDATES FOR DEGREES
   Dr. Leaf will add to his Speaker’s report. The email ballot is continuing.
10. COMMITTEE ON COMMITTEES RECOMMENDATIONS FOR SENATE AND UNIVERSITY COMMITTEES
The Council reviewed the recommendations of the Committee on Committees. Recommendations and revisions were made for a few of the Senate and University Wide committees, reflecting new information since the meeting of the Committee on Committees.

Dr. Kieschnick moved to approve the recommendations as amended. Dr. Cordell seconded the motion. The motion passed. The recommendations will be placed on the Senate agenda.

11. HOP: Request to Create New Policy – Red Flag Identity Theft Program
Ms. King discussed the policy.

Dr. Cordell made the motion to place on the Senate agenda. Dr. Kieschnick seconded the motion. The motion passed. The request will be placed on the Senate agenda.

12. Request to Create New Policy – Payment to Human Subjects (Research)
Ms. King and the Council discussed the policy.

Dr. Kieschnick made the motion to refer to the Institutional Review Board (IRB). Dr. Cordell seconded the motion. The motion passed. This will be placed on the Senate agenda if the IRB reviews it and responds before the August Senate meeting.

13. POLICY MEMORANDA REVISION: Policy on Research Units
Ms. King discussed the policy revision.

Dr. Kieschnick made the motion to place the revised policy on the Senate agenda. Dr. Cordell seconded the motion. The motion passed. The revision will be placed on the Senate agenda.

14. POLICY MEMORANDA REVISION: Intellectual Property Policy
Dr. Leaf discussed the policy and reported that Dr. MacFarlane would like to present the policy to the Senate. Ms. King also discussed the policy revision.

Dr. Kieschnick made the motion to place the revision on the Senate agenda. Dr. Miller seconded the motion. The motion passed. The revision will be placed on the Senate agenda.

15. SENATE STRATEGIC PLANNING
Dr. Leaf discussed Senate Strategic Planning and future growth. Dr. Kieschnick made the motion to defer to a later meeting. The Council agreed to defer to another meeting.
16. AGENDA FOR SENATE:
   Fortieth Anniversary Discussion
   Alcohol in the Pub – Student Proposal
   CEP – Transfer of Credit
   Committee on Committees Recommendations – Senate and University Committees
   HOP: Request to Create a New Policy: Red Flag Identity Theft Program
   Request to Create a New Policy: Payment to Human Subjects
   Policy Memorandum Revision: Policy on Research Units
   Policy Memorandum Revision: Intellectual Property Policy

   Dr. Cordell made the motion to approve the agenda as read. Dr. Kieschnick seconded the motion. The motion passed.

17. ADJOURNMENT

   Dr. Daniel adjourned the Council meeting.

APPROVED: ___________________________ DATE: ______________

Murray J. Leaf
Speaker of the Faculty
INTELLECTUAL PROPERTY POLICY

It is the objective of the Board of Regents of the University of Texas System (“Board”) and The University of Texas at Dallas (“UT Dallas”) to provide an intellectual property policy that will encourage the development of inventions and other intellectual creations for the best interest of the public, the creator, and the research sponsor, if any, and that will permit the timely protection and disclosure of such intellectual property whether by development and commercialization after securing available protection for the creation, by publication, or both. The policy is further intended to protect the respective interests of all concerned by ensuring that the benefits of such property accrue to the public, to the inventor, to the System and to sponsors of specific research in varying degrees of protection, monetary return and recognition.

The development, ownership, management, use and marketing of intellectual property developed at the UT Dallas are governed by Regents’ Rules and Regulations of The University of Texas System (“System”) Series 90000: Intellectual Property (“Regents Rules”). These may be found at the following site:

http://www.utsystem.edu/bor/rules/CompleteTOC-2.htm#intellectualproperty

This policy memorandum includes highlights of and references to key components of the Regents Rules for convenience. To the extent that provisions herein may vary from the Rules and Regulations, the latter shall govern.

I. Individuals and Intellectual Property Covered by this Policy

Individuals subject to this policy are defined by Regents’ Rule Series 90101, Sec.2 which states:
Individuals Subject to this Policy. This intellectual property policy applies (a) to all persons employed by the System or any of the institutions including, but not limited to, full and part-time faculty and staff and visiting faculty members and researchers, and (b) to anyone using the facilities or resources of the System or any of the institutions, including, but not limited to, students enrolled at a System institution whether undergraduate or master’s and doctoral students, or postdoctoral fellows. All individuals subject to this policy must assign their rights in intellectual property included under this policy in accordance with the provisions of Regents Rules Series 90102.

Intellectual property subject to this policy is defined by Regents’ Rule Series 90101, Sec.3 and, except for certain exclusions noted below, applies to all types of intellectual property, including, but not limited to, any invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, research data, works of authorship, and computer software regardless of whether subject to protection under patent, trademark, copyright, or other laws.

II. Applicability of Policy and Ownership of Intellectual Property

A. Except as set forth in Subsections B1, B2, and B3, this policy shall apply to, and the Board may assert ownership in Intellectual Property created by:

1. All persons employed by UT Dallas;
2. All persons, including students, using the facilities of UT Dallas under the supervision of its employees;
3. Candidates for masters’ and doctoral degrees, and;
4. Postdoctoral and predoctoral fellows, and;

provided that such Intellectual Property:

a. is created by an employee within the course or scope of employment; or
b. is created on UT Dallas time, with the use of UT Dallas facilities or state financial support; or
c. results from research conducted within the System that is supported by Federal funds or third party sponsorship; or
d) is commissioned by the System or a component institution of System;

• pursuant to a signed contract through which Intellectual Property is created by (a) an employee, student, or other individual commissioned, required, or hired specifically to produce such intellectual property by the System or any of the institutions and (b) an employee or student as part of an institutional project, or;
• that fits within one of the nine categories of works considered “works made for hire” under copyright law.

B. This policy shall not apply to and Board shall not assert ownership rights in Intellectual Property that:

1. is faculty authored, scholarly works, art works, musical compositions and dramatic and non-dramatic literary works related to the faculty member’s professional field, regardless of the medium of expression, unless such work is commissioned by or produced as a work for hire by the System or UT Dallas. Such work that is not subject to the provisions of Section A above is owned by the creator. Additionally, a scholarly work that is protected by copyright (defined as “an original work of authorship fixed in a tangible medium of expression”) protects a person's unique way of expressing something, but does not protect the underlying ideas or facts. More information about System Copyright Policy regarding distance learning, coursepacks, and copyrighted scholarly works is available at:

   a. http://www.utsystem.edu/ogc/intellectualproperty/present.htm#copypol;

   b. http://www.utsystem.edu/ogc/IntellectualProperty/Policies/iplainenglish.htm (System’s Intellectual Property Policy in Plain English), and;


2. is unrelated to an individual's employment responsibility that is developed on the individual's own time and without UT Dallas support or the use of UT Dallas facilities. Such property is owned by the creator, or;

3. is an invention that has been returned to the inventor in accordance with this Policy, through an invention assignment or license from UT Dallas and Board.

Further, neither the facilities nor the resources of the System or any of its component institutions may be used (a) to create, develop, or commercialize intellectual property outside the course and scope of employment of the individual (see Regents’ Rules and Regulations, Rule 90102, Section 1) or (b) to further develop or commercialize intellectual properties that have been released (assigned) to an inventor (see Regents’ Rules and Regulations, Rule 90102, Sections 2.2 and 2.3).

III. Office of Technology Commercialization
The Office of Technology Commercialization ("OTC") reports to the Vice President for Research and is responsible for the management of all innovations that result from research conducted at UT Dallas. The mission of the OTC is to effectively and efficiently facilitate the evaluation, protection, patenting and transfer of commercially viable, UT Dallas innovations for the economic, social, environmental and cultural benefit of the citizens of the region and the state of Texas and society in general. The guiding philosophy of the OTC is to take a collaborative, partnering approach when working with inventors, industry partners, and investors. The OTC endeavors to be flexible, facilitative, and market-oriented with the objective of establishing long term, mutually beneficial relationships with UT Dallas faculty and partners.

IV. Advisory Bodies

A. The President of UT Dallas or his designate shall appoint an Intellectual Property Advisory Committee ("Committee") to help administer intellectual property policy and make recommendations on such related matters as may be requested. The composition of the Committee shall include faculty members and such other individuals within or outside UT Dallas as may seem advisable. The President or his designate shall also appoint a Chair to direct and coordinate the activities of the Intellectual Property Advisory Committee. At the end of each fiscal year, the Office of Technology Commercialization shall provide to the Committee a copy of its annual report outlining its activities and achievements for that completed year.

B. The Intellectual Property Advisory Committee shall:

1. serve as an advisory body to the President and the Office of Technology Commercialization regarding matters related to commercialization activities and intellectual property policy, and, as required;
2. serve as a mediation body with respect to faculty disputes or grievances with UT Dallas in connection with intellectual property matters.

V. Submission of Intellectual Property and Assignment of Rights

A. "Before intellectual property subject to ownership by the Board is disclosed to any party outside the System, to the public generally, or for commercial purposes, and before publishing same, the creator shall submit a reasonably complete and detailed disclosure of such intellectual property to the President of the creator's institution for determination of System's interest" (Regents Rules and Regulations, Series 90102, Section 2.1). Disclosure of Inventions by UT Dallas Inventors should be made to the Office of Technology Commercialization at UT Dallas (OTC), using UT Dallas' standard invention disclosure form as described located on the OTC website.

(NOTE: The recommended timing for invention disclosure submission is at least 30
days prior to public disclosure or disclosure otherwise outside the System, to permit sufficient time for review and possible protection of the Intellectual Property by UT Dallas.

B. The Office of Technology Commercialization in collaboration with other evaluators including members of the Intellectual Property Advisory Committee, on an ad hoc basis, will review the disclosure of intellectual property submitted by the creator, and will determine an appropriate course action with respect to an invention disclosure that will include one of the following:

1. That U T Dallas and the System assert rights of ownership in the Intellectual Property on behalf of the Board and obtain such protection for it as may be appropriate, or;

2. That UT Dallas, will license Intellectual Property directly to the inventor, or;

3. That the Board of Regents release rights of ownership in the intellectual property to the creator subject to such terms and conditions as may be appropriate.

C. Where UT Dallas and the System assert rights of ownership on behalf of the Board of Regents in intellectual property covered by this policy, it shall be mandatory that persons covered by this policy assign all rights in such property and any patents or other protection to the Board.

D. Any person who as a result of his or her activities creates Intellectual Property that is subject to this policy, other than on government agreements or other sponsored research projects where the grant agreements provide otherwise, should have a major role in the ultimate determination of how it is to be made public, whether by publication, by development and commercialization after securing available protection for the creation, or both.

VI. Licensing and Distribution of Income

A. In those instances where rights in UT Dallas Intellectual Property are licensed by the Board to third parties, the costs of licensing and obtaining a patent or other protection for the property shall first be recaptured from any royalties received.

B. The remainder of such royalty income (including license fees, prepaid royalties and minimum royalties) shall be divided as follows:
   1. Fifty percent (50%) to the creator(s) (“Creator(s)” Share”), and
   2. Fifty percent (50%) to U. T. Dallas.

C. That portion of the System's share of licensing income that is allocated to UT Dallas shall be further allocated by the President for research purposes. The Intellectual
Property Advisory Committee may recommend ways in which such income may be applied to further develop and support the intellectual property interests of UT Dallas.

D. With the prior written permission of the President, future royalties payable to a faculty member pursuant to Section V. of this policy may be assigned to UT Dallas by the faculty member and designated for use in research to be conducted by such a faculty member.

E. If there are two or more creators or Inventors entitled to receive royalty income, from the Creators’ Share of royalty income, each Inventor or creator will receive a proportional allocation of the Creators Share, according to the percentage contribution of each of the respective Inventors or creators to the creation of the Intellectual Property. The percentage of inventive contribution will normally be determined according to an Inventors’ sharing agreement to be agreed upon by all contributing Inventors. “In the event that two or more Inventors who are entitled to share royalty income ...cannot agree in writing on an appropriate sharing arrangement, that portion of the royalty income to which the creators are entitled will be distributed to them as the institution’s president or, in the event that the creators are located at two or more institutions within the System, the Chancellor may deem appropriate under the circumstances. This decision shall be binding on the creators.” (Regents Rules and Regulations, Series 90102, Section 3.4)

VII. Equity Interests

A. In agreements with business entities relating to rights in intellectual property owned by the Board of Regents, UT Dallas may receive equity interests as partial or total compensation for rights conveyed.

B. Consistent with Section 51.912, Texas Education Code, and subject to review and approval by the President, the Executive Vice Chancellor for Academic Affairs, the Chancellor, and the Board, employees of UT Dallas who conceive, create, discover, invent or develop intellectual property may hold an equity interest in a business entity that has an agreement with the University and System relating to the research, development, licensing or exploitation of that intellectual property.

C. Dividend income and income from the sale or disposition of equity interests held by the Board shall belong to the System. UT Dallas may use the net income in accordance with Section VI.C. of this policy.

D. Dividend income and income from the sale or disposition of an equity interest held by an employee pursuant to an agreement between UT Dallas or System and a business entity relating to rights in intellectual property conceived, created, discovered, invented or developed by such employee shall belong to the employee.
E. Each UT Dallas employee named as an Inventor of Intellectual Property developed at UT Dallas that is the subject of a license to a third party of UT Dallas Intellectual Property will receive consideration in the form of a percentage of royalty income received by UT Dallas from such license, according to allocation set forth in Section VI.E above and/or from an equity interest in the third party licensee. In the event an Inventor of UT Dallas Intellectual property, entitled to receive consideration from a license to third party licensee of such Intellectual Property, does not receive an allocation of royalty interest according to Section VI above or an equity interest in the licensee, directly from such licensee, UT Dallas will negotiate with the third party licensee on behalf of the Inventor to enable the Inventor to receive an equity interest in such licensee.

VIII. Business Participation

A. Any UT Dallas employee who conceives, creates, discovers, invents or develops intellectual property ("Inventor") may serve as a member of the board of directors or other governing board or as an officer or any employee (other than as a consultant) of a business entity that has an agreement with the UT Dallas relating to research, development, licensing, or exploitation of that intellectual property so long as the Inventor is in full compliance with the requirements of UT Dallas’ conflict of interest management plan as approved by the President of UT Dallas or his designate (http://www.utsystem.edu/ogc/IntellectualProperty/conflict.htm); provided that if such Inventor has an agreement with any component of System other than UT Dallas, such review and approval will also be required of the President of that respective institution. (Regents Rules and Regulations, Series 90104, Section 1)

B. When requested and authorized by the President of UT Dallas or the Board as set forth in Section VIII A, an employee may serve on behalf of the Board as a member of the board of directors or other governing board of a business entity that has an agreement with the System relating to the research, development, licensing or exploitation of intellectual property.
RELEASE AND DISCLOSURE AGREEMENT

PARTICIPANT: (Name and Address)

Name (last name, first name, middle name) Please print or type

Current Address

City, State, Zip Code

DATE OF BIRTH (MM/DD/YYYY)

DRIVER'S LICENSE #: DRIVER'S LICENSE STATE

List any former names used:

[ ] Check here if you are not a registered UTD student.

IDENTIFYING DESCRIPTION OF TRAVEL:

MODE OF TRANSPORTATION:

PRINCIPAL LOCATION(S): DATE(S): 

I hereby authorize the University of Texas at Dallas to receive criminal background information including copies of my past and present law enforcement records in connection with the travel above. This criminal background investigation is being conducted for the purpose of assisting the University in evaluating my suitability to participate in this travel. The release of information pertaining to this criminal background investigation is expressly authorized. I understand that information contained in the criminal background report may result in my being denied participation in this travel experience. I also understand that I will be afforded the opportunity to be heard before any such withdrawal.

I hereby authorize any law enforcement agency to furnish The University of Texas at Dallas or its agent information related to my criminal history. I hereby release UTD and all its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability resulting from the furnishing of this information to UTD. I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

I understand that UTD has sole authority to designate which activities or travel require background checks. I understand that reasonable efforts will be made by UTD to protect the confidentiality of this information. I further understand that the results of the criminal background check may be reviewed by the Faculty Leader of the travel.

Notice About Information Laws and Practices

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTD correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in UTSystem. The information that UTD collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Signature* ____________________________ Date ________________
(Participant, or Parent/Legal Guardian if under 18)

Print Name ____________________________

Witness ____________________________ Date ________________

Print Witness Name ____________________________

*Signature required on completed form for participation in the above-referenced travel.
RELEASE AND DISCLOSURE AGREEMENT

PARTICIPANT: (Name and Address)

Name (last name, first name, middle name) Please print or type

Current Address

City, State, Zip Code

DATE OF BIRTH (MM/DD/YYYY)

DRIVER’S LICENSE # DRIVER’S LICENSE STATE

List any former names used:

[ ] Check here if you are not a registered UTD student.

IDENTIFYING DESCRIPTION OF TRAVEL:

MODE OF TRANSPORTATION:

PRINCIPAL LOCATION(S): DATE(S):

I hereby authorize the University of Texas at Dallas to receive criminal background information including copies of my past and present law enforcement records in connection with the travel above. This criminal background investigation is being conducted for the purpose of assisting the University in evaluating my suitability to participate in this travel. The release of information pertaining to this criminal background investigation is expressly authorized. I understand that information contained in the criminal background report may result in my being denied participation in this travel experience. I also understand that I will be afforded the opportunity to be heard before any such withdrawal.

I hereby authorize any law enforcement agency to furnish The University of Texas at Dallas or its agent information related to my criminal history. I hereby release UTD and all its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability resulting from the furnishing of this information to UTD. I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

I understand that UTD has sole authority to designate which activities or travel require background checks. I understand that reasonable efforts will be made by UTD to protect the confidentiality of this information. I further understand that the results of the criminal background check may be reviewed by the Faculty Leader of the travel.

In addition, I certify that the following statement of disclosure concerning disciplinary action or criminal activity in which I have been a party is complete and accurate. (Complete and attach to the Agreement the statement requested on p. 2)

Signature*  Date

(Print Participant or Parent/Legal Guardian if under 18)

Print Name

Witness  Date

Print Witness Name

*SIGNATURE REQUIRED ON COMPLETED FORM FOR PARTICIPATION IN THE ABOVE-REFERENCED TRAVEL.

May 2009
Complete and attach to the Agreement a statement:

- Listing any student disciplinary actions imposed against you or pending at a UT System institution or any other institution you have attended or a statement that you have not had any disciplinary action. (Only actions pertaining to academic dishonesty may be excluded.)

- Disclosing any criminal convictions and/or deferred adjudications. A conviction includes the initial plea, verdict, or finding of guilt, plea of no contest, or pronouncement of sentence by a trial court, even if that conviction may not be final or sentence actually imposed, until appeals are exhausted. (Only minor traffic infractions may be excluded.) For each conviction listed provide the following details:
  - Date, city and state of arrest
  - Name and location of the court where the case was heard
  - Details of the violation of which you were convicted
  - Dates of imprisonment
  - Dates of period of probation
  - Amount of fine

Please note that disclosure of this information does not automatically disqualify you from the Activity and/or Travel.