MEMORANDUM
July 29, 2009

TO: Academic Council*

COPY TO: David Daniel
Hobson Wildenthal
Andrew Blanchard
Calvin Jamison
John Wiorkowski
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, August 5th 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
Kao, Diana – Student Government President

*Speaker
**Secretary
AGENDA

ACADEMIC COUNCIL MEETING
August 5, 2009

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS  DR. DANIEL
2. APPROVAL OF THE AGENDA  DR. LEAF
3. APPROVAL OF MINUTES
   May 6, 2009 Meeting  DR. LEAF
4. SPEAKER’S REPORT
   Report on Email Vote on SOM Concentration  DR. LEAF
5. GUEST SPEAKER, AUGUST SENATE MEETING
   Rhonda Blackburn, Associate Provost  DR. BLACKBURN
6. ALCOHOL IN THE PUB – STUDENT PROPOSAL  DR. LEAF
7. CEP
   Transfer of Credit  DR. CANTRELL
8. PRESIDENT’S NOMINATIONS FOR THE HEARING TRIBUNAL  DR. DANIEL
9. EMAIL BALLOT APPROVAL OF NAMES OF CANDIDATES FOR DEGREES  DR. LEAF
10. COMMITTEE ON COMMITTEES RECOMMENDATIONS FOR
    SENATE AND UNIVERSITY COMMITTEES  DR. LEAF
11. HOP:
    REQUEST TO CREATE NEW POLICY: Red Flag Identity Theft Program
12. REQUEST TO CREATE NEW POLICY: Payment to Human Subjects (Research)
13. POLICY MEMORANDA REVISION: Policy on Research Units
14. POLICY MEMORANDA REVISION: Intellectual Property Policy  DR. LEAF
15. SENATE STRATEGIC PLANNING  DR. LEAF
16. 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 official minutes.

Academic Council Meeting
May 6, 2009

This was the joint meeting of the 2008-09 Academic Council and the 2009-2010 Academic Council-Elect.

PRESENT: Kurt Beron, Cy Cantrell, David Cordell, Karen Huxtable-Jester, Marilyn Kaplan, Robert Kieschnick, Murray Leaf, Dennis Miller, Simeon Ntafos, Ravi Prakash, Tim Redman, Liz Salter

ABSENT: Jay Dowling, Jennifer Holmes

VISITORS: Hobson Wildenthal, Andrew Blanchard, Calvin Jamison, Serenity King, Diana Kao

1. CALL TO ORDER, ANNOUNCEMENTS, QUESTIONS

Dr. Daniel called the meeting to order. Dr. Daniel has been attending the Senate Committee meetings on Higher Education. These meetings have been conflicting with the Academic Council meetings. The legislature is still meeting, but the committee work will be ending very quickly.

The legislative process is going well. Dr. Daniel is convinced that UT Dallas has done everything possible to position ourselves for the coming year.

The landscape project is proceeding nicely. There has been a slight delay with a plumbing relocation problem. This led to a delay in landscaping as we will miss the spring planting season. The finish time for the project will be the end of the year with a dedication ceremony in April. Expenses for the project have come in a bit lower so the design for Campbell Road will be reevaluated and some additional landscaping may be added.

Dr. Daniel asked Dr. Wildenthal to report on temporary building space and the progress on of Founders' renovation. Dr. Wildenthal gave a report that the modular buildings are “signed, sealed, and paid for.” There will be three modules for music, individual practice, and painting space. One module will be used for classroom space, if needed for the Fall semester. These modules will be clustered around the classroom building west (CBW) module. The modules are on a five year lease with a purchase option. “A good step forward”
Founders’ renovation is at the stage of how to outfit and finish out the top floor “east.” Tremendous progress is being made on the Math Science Engineering Technology (MSET) building. The groundbreaking has taken place for the new student services building.

Dr. Jamison said that “notice to proceed” for the student services building is in place. Lot K will be closed to begin the process of building the student services building. He directed the Council to the UT Dallas webpage to check “pardon our progress.”

Dr. Daniel spoke on the ability UT Dallas has to borrow money to fund new buildings. Lease space is also being looked at for additional office or classroom space. Dr. Daniel spoke on legislative funds that are available; some of the available monies are due to the “stimulus funds.”

Dr. Redman asked about progress of the new ATEC building. The building is in the planning phase. UT Dallas is authorized for $40 million; we need to look at the most cost effective plan to address our space issue.

2. APPROVAL OF THE AGENDA

Dr. Cantrell made the motion to approve the agenda as circulated. Dr. Kieschnick seconded the motion. The motion carried, the agenda was approved.

3. APPROVAL OF THE MINUTES

There was one correction to add Abby Kratz to the minutes; Dr. Kratz attended the March 31st meeting on Safety and Security. There were no further corrections. Dr. Cantrell moved to approve the minutes as corrected. Dr. Redman seconded the motion. The corrected minutes were approved.

4. SPEAKERS REPORT

Speaker’s Report Academic Council May 5 2009

1. Staff Appreciation Day. Staff Council and the Business Affairs Office will be sponsoring a 3 day Staff Appreciation event on July 20, 21, and 22, 2009.

The list of events is as follows:
July 20, 10:00 a.m.-11:00 a.m.: Health and Wellness Fair - Dr. Joylynn Reed will give a presentation on Health and Wellness-

July 21, 2p.m.-3 p.m.: Customer Service Fair - Terry Cartwright will give a presentation on Customer Service

July 22, 10:30 a.m. - Dr. Jamison will give a Welcome/Thank you speech
10:45 a.m. - Sue Taylor will give a presentation on “Dare to Face Success”
11:30 a.m. – Lunch (all are invited, staff and faculty) with prizes, music and much more

We are asking for the Faculty support in allowing their staff to attend all of the events. If this is not possible due to the staff’s responsibilities we are asking that you allow them to attend at least one event.

2. I have drafted a policy on closing programs and cutting faculty because of financial exigency and forwarded it to the Committee on Faculty Standing and Conduct to develop. The policy is intended to parallel our policy on program retrenchment for academic reasons as closely as makes sense. The basic definition of exigency is: “Financial exigency is an imminent financial crisis that threatens the survival of the institution as a whole and that cannot be alleviated by less drastic means.” The draft is meant to construe Regents Rules 310003, which outlines the process, so as to comport with the recommendations of the Faculty Advisory Council resolutions of December 4, 2008, in response to events at UTMB and with the AAUP Recommended Institutional Regulations on Academic Freedom and Tenure.

3. According to Marilyn’s notes from the Caucus meeting, toward the end several people voiced concerns regarding the summer schedule. There was not enough time between Spring and Summer and between Summer and Fall terms. My own sense was that there was nothing to do about this; it is the logical product of including the dead days and allowing enough time after the last exam day to grade papers. But if there is a sense that the schedule might be improved, we could perhaps refer a suggestion to the Calendar Committee.

Upon discussion, the Council agreed to list a discussion of this topic among the items to be included for approval in the Senate agenda.

4. Abby Kratz has begun the process of generalizing the application for travel in the Archer program to cover all academic travel, and to provide feedback to faculty regarding students applying for travel who might pose a danger to themselves or others.

5. The faculty regent bill has been rewritten to be almost the same as what I originally drafted for the FAC. But there are two differences: first, the governor is not bound to appoint someone nominated by the Chancellor. Second, the definition of “faculty” no longer excludes individuals holding administrative appointments of dean or above. We will oppose these changes.

5. GUEST SPEAKER MAY SENATE MEETING

Dr. Rhonda Blackburn will be the guest speaker for the May Senate meeting. She will discuss WebCT and related matters. Robert Kieschnick moved to place this presentation on the Senate Agenda, with a time limit for the presentation of 15 minutes and a similar period following for discussion. Marilyn Kaplan seconded. The motion carried.
6. DISCUSSION OF BYLAW CHANGES

Dr. Leaf asked Dr. Ntafos to discuss his suggestions for bylaw changes that had been tabled from the previous meeting. Dr. Ntafos did so. Dr. Leaf asked if there were any suggestions for action. There was none.

Dr. Leaf then discussed his own report, also previously circulated, on governance systems of other institutions that we might look to as aspirational models. In his view, we do not have a problem with “apathy.” Our Senate is substantially larger than usual as a proportion of the total faculty, our committees function effectively, and there do not seem to be notable problems with our resulting policies. The main problem is that while we are modeled on the California system in having executive committees, we do not have the kind of staff the California campuses have to support those committees. It is difficult for faculty chairs, without help, to get committees together, and we do not have good committee records. Dr. Daniel asked Dr. Leaf “what do you need,” Dr. Leaf discussed the addition of a secretary for the key committees; CQ, CEP. Dr. Daniel is committed to Faculty Governance. Dr. Leaf agreed to find what more support we need, and will ask.

Dr. Leaf also noted additional points that his survey brought out in relation to our character as a research university. We should be more proud of ourselves than we are. He said he has always known that we are swimming upstream. What the survey brought home is that we are lacking several of the usual fins. We are like MIT, Cal Tech, and Georgia Tech in our concentration of programs in the sciences and engineering except that the scope of our engineering is relatively narrow, while at the same time we have the range of programs that would normally be associated with a full-scale university. If such a research university is defined in terms of a total research budget of 50 million or more, or 200 million more, the obvious fact is that we lack many of the capital-intensive components that bring most major research universities up to this funding level: no medical school, limited scope to our engineering school, nothing like a school of agriculture and agricultural extension service. We also lack two of the major sources of tuition revenue: a law school and a school of education. The implication is that we need to think more strategically about the order in which we add new programs. UT Dallas has a model that no other university has, which we want to keep. We are focused on science and engineering on the Cal-Tech and MIT model, but also have many of the characteristics of very good school or college of liberal arts.

Dr. Cantrell commented on Engineering’s expansion. With Mechanical engineering there were thirty freshmen in the Fall ’08 and 100 freshmen in the Fall ’09. Mechanical Engineering enrollment will reach the Engineering’s enrollment in the next four or five years.

Dr. Daniel expressed concern with maintaining the culture of excellence we have cultivated, and discussed what new programs could be next while doing so. Should we have a Ph.D. in Education, a public health program with a research component? What will we look like in five years, what degree programs do we need? As we grow are there professional paths, a group for post docs to get together, are we missing important elements that make the culture consistent with a national research university? Dr. Leaf noted that the faculty has engaged in
strategic planning from time to time at administrative request, but perhaps we should think of it as an ongoing Senate function.

Dr. Cantrell suggested that the schools could make presentations of their strategic plans to the Senate. Dr. Leaf asked Dr. Cordell to try to make a list of schools strategic plans and if the school would make a presentation in some order throughout the year.

Ms. King pointed out that degree program plans for the next four years are available on the Provost’s website.

There was further discussion of what areas bring in the extramural dollars; externally secured research funds, PhD’s granted and major gifts. In general, the sentiment of the Council was that we should pursue this.

7. SENATE RESOLUTION ON FIREARMS

Dr. Leaf read the Resolution on Firearms. Dr. Cantrell moved to place it on the Senate agenda. Dr. Redman seconded the motion. The motion passed.

8. PROPOSED UNIVERSITY TESTING CENTER

Dr. Kieschnick made the motion to place the proposal for a university testing center on the senate agenda for discussion. Dr. Pineres described the planning so far. Dr. Cantrell seconded motion. The motion carried.

9. APPOINT COMMITTEE ON COMMITTEE MEMBERS

The Academic Council appoints the Committee on Committees. Dr. Leaf discussed the process of the Committee on Committees. The council voted to reappoint these committee members whose terms are expiring: Dr. Cy Cantrell (ECS), Dr. Marie Chevrier (EPPS), and Dr. Juan Gonzalez (NSM).

Dr. Kieschnick made the motion to accept the nominees as reappointed. Dr. Redman seconded the motion. The motion passed.

Dr. Salter requested that Tonja Wissinger, Sr. Lecturer, School of Interdisciplinary Studies, be appointed to the Academic Senate. Dr. Leaf pointed out that this not the place to do it; it must be done by the incoming Senate, and the Senate will have to determine how.

Dr. Salter moved to list the appointment of a Senior Lecturer from the School of Interdisciplinary Studies among the items for approval for the Senate agenda. Dr. Kaplan seconded the motion. The motion passed. This will be added as a Senate agenda item.
10. CEP

Dr. Cantrell discussed the proposal to the Texas Higher Education Coordinating Board (CB) for a Ph.D. in Science/Mathematics Education. Ms. King discussed the program proposal. This Ph.D. will be focused toward educators with a strong interdisciplinary focus. The proposal passed CEP by vote of 7-2.

Dr. Cantrell made the motion to place the Ph.D. in Science/Mathematics Education on the Senate agenda. Dr. Redman seconded the motion. The motion passed.

11. HEARING TRIBUNAL SELECTION

Not later than each June, the Senate is required to elect twenty faculty representatives to be placed on a list for service on hearing tribunals. The President appoints the other twenty. Hearing panels are drawn from the combined list when and as needed, provided that at least one person comes from the Senate list. Dr. Leaf asked for discussion of the list elected by the Senate for 2008-2009. Emily Tobey is now in the administration and the Council agreed that this kind of service would be awkward for her. Robert Marsh has left the faculty. The Council also agreed that Euel Elliott would appreciate being relieved. In their places, the Council proposed Adrienne McLean, Theresa Towner, and Marie Chevrier.

The election of the Hearing Tribunal list will be conducted at the May Senate meeting. The recommendations of the Council will be offered to the Senate as nominations. Additional nominations will be called for. The Senate will then vote by secret ballot, as required. Dr. Cantrell moved to place this on the agenda for the May Academic Senate meeting. Dr. Kaplan seconded the motion. The motion passed.

12. AGENDA FOR SENATE

Agenda items for the Academic Senate will be:
- Summer Schedule
- Rhonda Blackburn as guest speaker
- Senate Resolution of firearms
- Proposed University Testing Center
- Appoint Senior Lecturer from Interdisciplinary Studies
- CEP – Ph.D. in Science/Mathematics Education
- Selection of the Hearing Tribunal

Dr. Cantrell made the motion to approve the agenda for Senate. Dr. Redman seconded the motion. The motion passed.
13. ADJOURNMENT

Dr. Daniel would like to have a fall meeting of the Academic Council or Academic Senate in the meeting room of new residence hall. The meeting could take place in October or November.

Dr. Cantrell moved to adjourn the May Academic Council meeting. Dr. Beron seconded the motion. The meeting was adjourned.

APPROVED: _______________________________ DATE: ____________

Murray J. Leaf
Speaker of the Faculty
March 5, 2009

David Daniel, President
The University of Texas at Dallas
800 W. Campbell Rd. AD22
Richardson, TX 75080-3021

Dear Dr. Daniel:

On behalf of Student Government and the students of UT Dallas, the Student Senate voices its unanimous support for the attached recommendation from the Alcohol in the Pub Advisory Committee.

The committee carefully researched the history of The Pub and reviewed input from several thousand students, staff, and faculty: its recommendation calls upon the University and its food service provider to facilitate the safe and legal service of beer and wine in The Pub.

We understand that this is a considerable undertaking and one that draws heavy criticism from its opponents. As representatives of the Student Body we are fully aware of and willing to accept this as a consequence of our endorsement. The call for alcohol service on campus has surfaced repeatedly over the past 25 years and gained support from faculty and staff, yet remains unanswered.

We simply cannot ignore the students who make this call; it is with these students in mind, and the best interests of the Student Body at heart, that we urge you to act upon the attached recommendation.

Sincerely,

Steven Rosson
Student Government President
The University of Texas at Dallas
INTRODUCTION
For 25 years, stakeholders at The University of Texas at Dallas have posed the question of whether alcohol should be available for purchase and consumption on campus. In November 2008, Student Government President Steven Rosson established the Alcohol-in-the-Pub Advisory Committee (ATTPAC) as an ad-hoc committee of Student Government to examine community feedback and deliver a comprehensive and final recommendation to the University administration based on all available information.

HISTORY OF ALCOHOL IN THE PUB
Student demand for alcohol service on campus began during the April 1984 Student Senate elections when a referendum was placed on the ballot to determine student opinion regarding the establishment of an on-campus pub. The certified vote showed 543 students (78.6%) in favor and 147 (21.3%) opposed. President Robert Rutford asked an ad-hoc committee to review and evaluate carefully the legal and financial considerations of an on-campus pub with alcohol service. Nine months later, in January 1985, the Ad Hoc Pub Committee submitted its report, complete with analyses of related legal, licensing, and financial matters. Their ultimate opinion was “that an on-campus pub would be a viable enterprise here and that it would contribute to the development of the university community.”

Fifteen years later in April 1999, a new Pub/Coffeehouse Committee delivered a report to the Academic Council that again detailed funding, management, liability, and safety. Its final recommendation was “that a campus Pub/Coffeehouse be established” and that “a liquor license to serve beer and wine ... be purchased by The University of Texas System.” The committee emphasized that “students who choose to drink must learn to do so in a responsible manner [and] a Campus Pub/Coffeehouse would aid in this learning process.” In September 1999, SGA President Jacob Gurwitz noted in a Senate-authorized memorandum to the Board of Regents that the pub issue had “a unified front within the school (93% student vote, a unanimous Faculty Senate vote, and the support of the President of the University.” The University of Texas System Office of General Counsel subsequently explained that Rules and Regulations of the Board of Regents prohibited alcohol in such an establishment due to Richardson being a ‘dry’ zone. It was suggested that this issue be revisited at a future time.

Discussions of an on-campus pub continued until February 2002 when The Pub officially opened its doors. Though it provided a venue for students to eat, drink, and socialize, it did so without serving alcoholic beverages as had been the original intent of the stakeholders who supported it. Though students continue to enjoy dining in The Pub, the question of serving alcohol has been resurrected repeatedly every year since.

In November 2006, voters in the City of Richardson voiced opposition to the ‘private club’ restriction for bars and restaurants that served alcohol and the ban on beer/wine sales for off-premises consumption. The City subsequently lifted these restrictions: Richardson is no longer a ‘dry’ zone.

Students, staff, and faculty have called for alcohol sales on campus repeatedly since 1984. Richardson is no longer a ‘dry zone’ and the principal legal impediment to this call no longer exists: demand for on-campus alcohol service remains strong.

FEEDBACK AND CONSIDERATIONS
In reaching consensus on a final recommendation, ATTPAC consulted several sources of feedback and information. Surveys, personal interviews, direct correspondence, the Student Government online forum, Police data, and research into other Universities provided a comprehensive view of student opinion on the issue and were of tremendous aid to the committee in reaching a final conclusion.
THE STUDENT AFFAIRS SURVEY

AitPac began its deliberations by examining input from a November 2007 survey that asked: “Should beer and wine be sold in the Pub after 5:00 p.m. to those 21 or older, with a 3-drink limit?” The survey had 3,485 respondents with 2,655 (76.2%) in favor and 844 (24.2%) opposed. The affiliation breakdown was 2,935 (84.4%) students, 163 (4.7%) faculty, and 481 (13.8%) staff.

The follow-up question read: “If ‘no’, why?” 837 respondents answered this question, with some saying that they only opposed the time restriction or the 3-drink limit. Others cited a host of reasons which committee members grouped into six main categories: the use of fee money to support alcohol use, a negative impact on campus life, personal distaste for drinking, University liability, enforcement difficulties, and students attending classes while intoxicated. We discussed each of these at substantial length and determined that some, such as the fee allocation, liability, and enforcement issues, were either based on incorrect assumptions or not directly applicable to the University.

STUDENT GOVERNMENT ONLINE FORUM

In October 2008, Student Government added a poll and discussion thread to its online forum. The specific question asked “Would you support the sale of beer/wine in the Pub to those of legal drinking age?” 51% of respondents, which can include anyone with a University NetID, said “Yes, with additional restrictions.” 26% of respondents said “Yes, but only with time or other restrictions.” As is consistent with our other surveys, 2% said “No.” Students, staff, and faculty authored 31 written responses to the question, which remain posted on the forum and primarily fall within the six categories set forth above.

STUDENT GOVERNMENT SOUND-OFF

The next survey was a November 2008 Student Government sound-off in which Senators conducted face-to-face interviews with nearly 250 students. The most answered question was “Do you support alcohol in the Pub?” and approximately 80% of respondents were ambivalent to, in agreement, or in strong agreement. Fewer than 20% of students marked that they disagreed or strongly disagreed.

This sound-off was important to us because it is the most recent on the topic of alcohol in the Pub and is consistent with several past surveys: the 76.2% from the Student Affairs survey, the 77% from the Student Government online forum, and the 78% in the April 1984 referendum. Though much has changed about our University in the past 25 years, student demand for on-campus alcohol service has not descended below 76% in any of our research.

Each survey conducted over the past 25 years on the sale of beer/wine service on campus has yielded responses of at least 76% in favor.

UT DALLAS POLICE INFORMATION

In February 2009 the UT Dallas Police Department provided AitPac with statistics on alcohol-related offenses. In 2007 there were 130 minors in possession or consumption of alcohol, 64 DWI/DUIs (including intoxicated adults and all minors), 24 public intoxications, 3 purchasing or furnishing alcohol to minors, and 7 violations of the Texas Open Container Law. 2008 saw a substantial decrease in most of these numbers: 86 minors in possession or consumption, 46 DWI/DUIs, 12 public intoxications, 4 purchasing or furnishing alcohol to minors, and 5 open container violations.
The UT Dallas Police Department could not speak to a specific reason for the decrease, though the committee noted that it corresponded with the legalization of beer and wine sales for off-premise consumption in Richardson. As more options became available to students for the safe and legal purchase and consumption of alcohol, the number of alcohol-related offenses sharply decreased. We do not purport the 2008 figures to represent a new all-time high, though we believe that serving alcohol on campus will ultimately lead to a safer and more law-abiding student body.

OTHER UNIVERSITIES

AJTPAC found many Universities that allow the sale of alcohol on campus, though we focused specifically on The University of Texas at El Paso and The University of Texas at Austin because they are governed by the same State laws and Regents’ Rules as UT Dallas.

In both cases we found that the Universities themselves do not sell or serve alcohol, but rather designate an auxiliary for that purpose. At UT Austin, the Cactus Café and Bar, managed under the Texas Union, provides a full-service bar Monday through Thursday 5pm-midnight, Friday 5pm-2am, and Saturday 8:30pm-2am.

At UT El Paso, the Mine Shaft, located in the Student Union building, provides beer and wine Monday and Wednesday from 3pm-9pm and Thursday from 3pm-10:30pm. Their food services vendor, Sodexo, manages alcohol sales.

Some of the most prestigious schools in Texas allow the sale of alcohol on campus.

UT DALLAS STAFF COUNCIL

In 2008, the UT Dallas Staff Council sent a school-wide email to staff inviting all to provide input on the alcohol issue and attend a meeting on December 10th to discuss it in detail. At that meeting, staff representatives reported being contacted by constituents who wanted to provide their opinions in record numbers. After a lengthy discussion, Staff Council voted without dissent to support this endeavor. At its meeting on February 11, 2009, it was resolved that “The Staff Council unanimously supports the allowance of the legal sale and purchase of beer and wine in the UT Dallas Pub with the establishment of some regulations and measures which reasonably and prudently safeguards our community.”

THIRSTY THURSDAY

In October 2007 as part of Alumni Weekend and Homecoming, the Offices of Alumni Relations and Student Life invited students, faculty, and alumni to The Pub to partake in free food and beverages, including beer for those of legal age, at the first on-campus Thirsty Thursday event. It was heavily attended, feedback was exceedingly positive, and no serious disruptions were reported. The Office of Alumni Relations is currently planning a similar event in The Pub, New Grad’s Happy Hour, for May 2008.

Alcohol service on campus has not been shown to hurt the academic environment. Rather, from these events, it appears to foster social interaction within the school.
CONCLUSIONS
Based on direct feedback, independent research, and tangible data, the committee offers the following thoughts and a final recommendation on alcohol service in The Pub.

RATIONALE
Opposition to alcohol service on campus is not without merit. The committee strongly considered feedback from thousands of University stakeholders and understands that some are fundamentally opposed to alcohol use or feel strongly that it should not be provided at an institution of higher education. The committee respects these opinions but cannot ignore the potential benefits to student life and the calls of a vast majority of our campus community over the past quarter century.

The committee also notes that many concerns about the sale of alcohol are not applicable in practice. Student fee money, for example, is no longer used to subsidize The Pub, thus there would be no direct connection between fees and alcohol sales.

Enforcement of alcohol laws and other restrictions would not fall upon the University, but rather upon its food service provider. Employees serving alcohol can obtain the requisite certification from the Texas Alcoholic Beverage Commission through a short, convenient online course. The course educates servers on the details of alcohol laws and how to oversee consumption responsibly. The committee feels that this adequately addresses questions of employee responsibility and enforcement.

Though safety concerns are inherent in any atmosphere where alcohol is used, the committee feels that driving while intoxicated poses a threat much greater than mere consumption. We believe the ability to purchase and consume alcohol in The Pub would cause a decrease in students driving off campus to consume alcohol and reduce the risk of alcohol-related accidents.

It is the opinion of the committee that alcohol service in The Pub would lead to a safer campus and enhance the ability for students, staff, faculty, and alumni to build social and mentoring relationships. Furthermore, the responsible use of alcohol in The Pub would serve as example for underage students of how they can safely and responsibly consume alcohol when they are 21.

FINAL RECOMMENDATION
When considered as a whole, our research shows that many students, staff, faculty, and administrators are at a general consensus that the benefits of serving alcohol, particularly in terms of enhanced safety and campus life, outweigh any costs. Certain restrictions on service would help preserve The Pub’s relaxed atmosphere and keep it a safe, enjoyable place for students to congregate.

To help ensure responsible drinking, the committee feels that alcohol service should be restricted to the late afternoon/evening hours with a limit of three drinks per customer. The specifics of service hours and how the limit would be enforced are best left to the University and The Pub management.

AITPAC concludes that alcohol service on campus would positively affect The University of Texas at Dallas and recommends that the University authorize and pursue the sale of beer and wine in The Pub through its food service provider.
Steven,

On Wednesday, December 10, 2008, the Staff Council along with our constituents discussed the issue of serving Beer and Wine in the UT Dallas Pub at length. As a result of our discussion, we took a vote. The Staff Council supported the sale and purchase of beer and wine in the UT Dallas Pub with some restrictions.

On Wednesday, February 11, 2009, the Staff Council was presented with the issue for some clarification. Again, there was unanimous support for the proposition. The resolution we support is as follows:

RESOLUTION

WHEREAS, the University of Texas at Dallas Staff Council was presented with and reviewed information and concerns as it relates to the sale of beer and wine in the UT Dallas Pub.
WHEREAS, the University of Texas at Dallas Staff Council discussed this topic at length by bringing forth the positives and negatives of such a resolution.
WHEREAS, the University of Texas at Dallas Staff Council supports the establishment of some measures and regulations which reasonably and prudently ensures the safety of our community.
NOW, THEREFORE, the University of Texas at Dallas Staff Council is hereby resolved as follows:

The Staff Council unanimously supports the allowance of the legal sale and purchase of beer and wine in the UT Dallas Pub with the establishment of some regulations and measures which reasonably and prudently safeguards our community.

Chris Dickson
Past President, UT Dallas Staff Council
UT System Employee Advisory Council Representative
Desk: 972-883-6783
Fax: 972-883-2566
dickson@utdallas.edu

"Be alert to give service. What counts a great deal in life is what we do for others."
# Alcohol in the Pub Advisory Committee

## Final Report and Recommendations

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Steven Rosson (Chair)</td>
<td>Prashant Raghavendran</td>
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<tr>
<td>Junior, Business Administration</td>
<td>Freshman, Neuroscience</td>
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<td>President, Student Government</td>
<td>Treasurer, Residential Senate</td>
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<td>Elizabeth Barta</td>
<td>Bryan Reeves</td>
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<td>Senior, Neuroscience</td>
<td>Junior, Economics</td>
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<td>President, Alpha Gamma Delta</td>
<td>Scholarship Chairman, Chi Phi</td>
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<td>Victoria Jones</td>
<td>Dina Shahrokhi</td>
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<td>Sophomore, Arts &amp; Performance</td>
<td>Junior, Undeclared</td>
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<td>Director of S&amp;S, Kappa Alpha Theta</td>
<td>Co-Founder/Co-President, SPEAK</td>
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<td>Humberto Lopez</td>
<td>Bryan Thompson</td>
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<td>MBA, Business Administration</td>
<td>Freshman, Neuroscience</td>
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<td>Assistant Manager, The Pub</td>
<td>President, Residential Senate</td>
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<td>Ehsan Nourbakhsh</td>
<td>Shawn H. Williams</td>
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<td>PhD Student, Computer Science</td>
<td>PhD Student, Political Science</td>
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<td>Director of IT, Global Village</td>
<td>Interim President, Pi Sigma Alpha</td>
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</table>
Transfer of Credit

A degree-seeking student may petition to have graduate coursework taken at another institution be counted towards satisfying the master’s or doctoral degree requirements. To qualify for transfer of credit, the grade earned in the course must be a B or better from an accredited college or university and the course must not be a correspondence or extension course. Courses delivered in a distance learning format will be considered by the Graduate Dean on a case-by-case basis.

An official transcript and an official explanation of the course numbering system at the school where the credit was earned should accompany the transfer request that must be prepared by the student’s Graduate Program and submitted to the Dean of Graduate Studies for approval.

Transfer of credit petitions are subject to the following limitations.

- no more than 25% of the total requirement of a masters degree may be transfer credits. Some degree programs have more restrictive transfer of credit requirements.
- Transfer of master’s level credit into a doctoral program is limited to a maximum of 36 hours.
- No more than 15 semester credit hours taken as a non-degree student at U.T. Dallas can be subsequently applied to a degree program at U.T. Dallas.

Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Studies.

All petitions for transfer of credit for coursework taken prior to enrolling at U.T. Dallas should be submitted to the student’s Program Graduate Advisor by the student prior to filing a Program of Studies; however, acceptance of transfer of credit hours will not occur until after the student has completed 9 semester credit hours at U.T. Dallas with a grade point average of at least 3.0. All petitions must be processed and approved no later than the semester prior to anticipated graduation. Accordingly, requests to take courses at another institution during the semester a student plans to graduate cannot be approved because the grades may not be received in time to certify the student for graduation.
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<td>R. Chandrasekaran</td>
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<td>Marie Chevrier</td>
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<td>Ram Rao</td>
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</tbody>
</table>
31. Suresh Sethi (SOM)
32. Edwin Sha (ECS) *
33. Dean Sherry (NSM)
34. Melanie Spence (BBS) *
35. Marianne Stewart (EPPS)
36. Hal Sudborough (ECS)
37. Tres Thompson (BBS) *
38. Michael Tiefelsdorf (EPPS) *
39. Theresa Towner (A&H)
40. Li Zhang (NSM) *

* Hearing Tribunal Pool Members selected by President Daniel.
2009 – 2010

COMMITTEE NAME: ADVISORY COMMITTEE ON RESEARCH
Charge: Policy Memorandum 02-III.27-86
Senate Concurrent

EX-OFFICIO (with vote)
Dean of Natural Sciences & Mathematics
Dean of Behavioral & Brain Sciences
Dean of Engineering & Computer Science

SPECIAL REQUIREMENTS:
At least 11 voting members of the general faculty, 7 of which, including the Chair, shall be representatives from areas with the most involvement with and dependence on external funding
2-year terms
Deans of ECS, BBS & NSM
1 Dean (with vote) of remaining schools
1 year term*

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Mustapha Ishak-Boushaki (N) (8/31/2010)
Duncan MacFarlane (EC) (8/31/2010)
Aage Moller (B) (8/31/2010)
Todd Sandler (EP) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Alain Bensoussan (M) (8/31/2009)
Juan Gonzalez (N) (8/31/2009)
Gopal Gupta (EC) (8/31/2009)
Philip Loizou (EC) (8/31/2009)
XinChou Lou (N) (8/31/2009)
Mihai Nadin (A) (8/31/2009)

*DEAN: Hasan Pirkul (2009)

REPLACEMENTS NEEDED
Suresh Sethi (M) (8/31/11)
Robert Serfling (N) (8/31/11)
Farokh Bastani (EC) (8/31/11)
Philip Loizou (EC) (8/31/11)
Diandra Leslie-Pelecky (N) (8/31/11)
Mihai Nadin (A) (8/31/11)

Dennis Kratz (A) (8/31/10)

CHAIRPERSON: Alain Bensoussan (M)
VICE CHAIRPERSON: Phillip Loizou (EC)

Philip Loizou (EC)
Robert Serfling (N)
COMMITTEE NAME: CHANCELLOR’S COUNCIL/PRESIDENT’S OUTSTANDING TEACHING AWARDS COMMITTEE

Charge: Policy Memorandum 00-III.21-83
Senate Concurrent Committee

EX-OFFICIO (with vote)
Dean of Undergraduate Education
Student Government President (Diana Kao 09/10)

SPECIAL REQUIREMENTS:
Dean of Undergraduate Education
President of the 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 & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Michael Kilgard (B) (8/31/2011)
John Pomara (AH) (8/31/2011)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Gregory Thielemann (EP) (8/31/2009)

REPLACEMENTS NEEDED
Ivor Page (EC) (8/31/2012)

CHAIRPERSON: Gregory Thielemann (EP)
John Pomara (AH)

VICE CHAIRPERSON: John Pomara (AH)
Michael Kilgard (B)
COMMITTEE NAME: COMMITTEE ON ACADEMIC INTEGRITY
Charge: Policy Memorandum 05-III.21-90 Senate Concurrent Committee

EX-OFFICIO
Library representative (without vote)
nominated by Dean of Libraries
(Ellen Safley)

SPECIAL REQUIREMENTS:
9 faculty, at least one from each school
2 students
2 years, staggered

RESPONSIBLE UNIVERSITY OFFICIAL
Assistant Vice President for Student Affairs and Dean of Students

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Michelle Nickerson (A) (8/31/2010)
Nils Roemer (A)
Marilyn Kaplan (M) (8/31/2010)
Elizabeth Salter (G) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Cyrus Cantrell (EC) (8/31/2009)
Robert Glosser (N) (8/31/2009)
William Pervin (EC) (8/31/2009)
Alice O'Toole (B) (8/31/2009)
Edwin Sha (EC) (8/31/2009)

STUDENTS:
Luis Torres (UG) (8/31/2009)
Lewis Chang (UG) (8/31/2009)

REPLACEMENTS NEEDED
Bruce Jacobs (EPPS) (8/31/2011)
Cyrus Cantrell (EC) (8/31/2011)
Robert Glosser (N) (8/31/2011)
William Pervin (EC) (8/31/2011)
Linda Thibodeau (B) (8/31/2011)
Ivor Page (EC) (8/31/2011)

CHAIRPERSON: Cyrus Cantrell (EC)

VICE CHAIRPERSON: Robert Glosser (N)
COMMITTEE NAME: COMMITTEE ON CORE CURRICULUM
Charge: Policy Memorandum 95-III.25-66
Senate Concurrent Committee

EX-OFFICIO (without vote)
Dean of Undergraduate Education
University Registrar & Director of
Academic Records
Director of Undergraduate Advising

EX-OFFICIO (with vote)
Chair, CEP: Cy Cantrell (EC)

RESPONSIBLE UNIVERSITY OFFICIAL
Dean of Undergraduate Education

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Duane Buhrmester (B) (8/31/2010)
Shelley Lane (A) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Mary Chaffin (M) (8/31/2009)
Kruti Dholakia (EP) (8/31/2009)
Simeon Ntafos (EC) (8/31/2009)
Liz Salter (G) (8/31/2009)

REPLACEMENTS NEEDED
Mary Chaffin (M) (8/31/2011)
Kruti Dholakia (EP) (8/31/2011)
Simeon Ntafos (EC) (8/31/2011)
Liz Salter (G) (8/31/2011)

STUDENTS:
Stephanie Bouillon (UG) (2009)
Maria Islam (UG) (2009)
Alexandra Ransom (UG) (2009)
Dina Shahrokhi (UG) (2009)

CHAIRPERSON: Mary Chaffin (M)

VICE CHAIRPERSON: Simeon Ntafos (EC)
COMMITTEE NAME: COMMITTEE ON DISTANCE LEARNING

Charge: Policy Memorandum 97-III.20-80

Senate Concurrent Committee

EX-OFFICIO (with vote)
Dean of Graduate Studies (Austin Cunningham)
Vice President, Chief Information Officer
Dean, School of Engineering &
   Computer Science (Mark Spong)
Vice President for Student Affairs (Darrelene Rachavong)
Dean, School of Management (Hasan Pirkul)
Distance Learning Coordinator (Rhonda Blackburn)

SPECIAL REQUIREMENTS:
6 faculty members
6 ex-officio, voting members
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Marilyn Kaplan (M) (8/31/2010)
Homer Montgomery (N) (8/31/2010)
David Parry (A) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Wendy Hassett (EP) (8/31/2009)
Peter Lewin (M) (8/31/2009)
John Fonseka (EC) (8/31/2009)

LIBRARY REPRESENTATIVE
Carol Oshel (8/31/2009)

REPLACEMENTS NEEDED
Don Hicks (EP) (8/31/2011)
Dan Bochsler (M) (8/31/2011)
John Fonseka (EC) (8/31/2011)

CHAIRPERSON: Marilyn Kaplan (M)

VICE CHAIRPERSON: Homer Montgomery (N)
COMMITTEE NAME: COMMITTEE ON EDUCATIONAL POLICY
Charge: Policy Memorandum 78-III.21-11 Senate Concurrent Committee

EX-OFFICIO

With vote
Chair, Committee on Core Curriculum

Without vote
Dean of Graduate Studies
Dean of Undergraduate Education
Assistant Provost
University Registrar & Director of Academic Records

SPECIAL REQUIREMENTS:
13 faculty members
2 from each school, except for
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:
Paul Tracy (EP) (8/31/2010)
Robert Hilborn (N) (8/31/2010)
Cyrus Cantrell (EC) (8/31/2010)
Duane Buhrmester (B) (8/31/2010)
Karen Prager (I) (8/31/2010)
Theresa Towner (A) (8/31/2010) Dean Terry (A)
Mike Peng (M) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Dennis Miller (N) (8/31/2009)
William Pervin (EC) (8/31/2009)
Chelliah Sriskandarajah (M) (8/31/2009)
Walter Jay Dowling (B) (8/31/2009)
Sean Cotter (A) (8/31/2009)

STUDENTS:
Dina Shahrkahi (UG) (8/31/2009)
Elizabeth Agalaba (G) (8/31/2009)

REPLACEMENTS NEEDED

Bruce Jacobs (EP) (8/31/2010)
Dennis Miller (N) (8/31/2010)
William Pervin (EC) (8/31/2010)
Sumit Sarkar (M) (8/31/2010)
Margaret Owen (B) (8/31/2010)
Milton Cohen (A) (8/31/2010)

STUDENT:

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2009 – 2010

COMMITTEE NAME: COMMITTEE ON EFFECTIVE TEACHING
Charge: Policy Memorandum 94-III.21-64 Senate Concurrent Committee

EX-OFFICIO (without vote)
Dean of Undergraduate Education
A&H Associate Dean of Undergraduate Education
BBS Associate Dean of Undergraduate Education
ECS Associate Dean of Undergraduate Education
EPPS Associate Dean of Undergraduate Education
IS Associate Dean of Undergraduate Education
M Associate Dean of Undergraduate Education
NSM Associate Dean of Undergraduate Education

SPECIAL REQUIREMENTS:
9 voting members
6 faculty members
1 from each school except for
Interdisciplinary Studies
2 students
1 technical expert
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

TECHNICAL EXPERT
Rhonda Blackburn (OEE)

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Monica Rankin (A) (8/31/2010)
John Santrock (B) (8/31/2010)
Matthew Goeckner (EC) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Mark Anderson (M) (8/31/2009)
Krutí Dholakia (EP) (8/31/2009)
Cynthia Ledbetter (N) (8/31/2009)

STUDENTS:
Dypii Lulla (UG) (8/31/2009)
Krissy Seaman (UG) (8/31/2009)

REPLACEMENTS NEEDED
Livia Markoczi (M) (8/31/2011)
Greg Thielemann (EP) (8/31/2011)
Michael Biewer (N) (8/31/2011)
(UG) (8/31/2010)
(UG) (8/31/2010)

CHAIRPERSON: Mark Anderson (M) Matthew Goeckner (EC)

VICE CHAIRPERSON: Matthew Goeckner (EC) Greg Thielemann (EP)
COMMITTEE NAME: COMMITTEE ON FACULTY MENTORING
Charge: Policy Memorandum 04-1.2-89
Senate Concurrent Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
14 Faculty Members
In consultation with the Committee
for the Support of Diversity and Equity

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Diversity, Community
Engagement (Magaly Spector)

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Paul Jargowsky (EP) (8/31/2010) replace with??
Orlando Richard (M) (8/31/2010)
Hlaing Minn (EC) (8/31/2010)
Robert Hilborn (N) (8/31/2010)
Timothy Redman (A) (8/31/2010)
Kathryn Stecke (M) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Surya Janakiraman (M) (8/31/2009)
Robert Glosser (N) (8/31/2009)
Rachel Croson (EP) (8/31/2009)
Arienne McLean (A) (8/31/2009)
Anne van Kleeck (B) (8/31/2009)
Karen Prager (I) (8/31/2009)
Vacant

REPLACEMENTS NEEDED

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CHAIRPERSON: Rachel Croson (EP)

VICE CHAIRPERSON: Kathryn Stecke (M)
COMMITTEE NAME: COMMITTEE ON FACULTY STANDING & CONDUCT
Charge: Policy Memorandum 78-III.21-13
Senate Concurrent Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
5 faculty members
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
William Cready (M) (8/31/2010)
Ivor Page (EC) (8/31/2010)
Melanie Spence (B) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Roderick Heelis (N) (8/31/2009)

REPLACEMENTS NEEDED
Rockford Draper (N) (8/31/2011)

CHAIRPERSON: Richard Scotch (EP)

VICE CHAIRPERSON: Ivor Page (EC)
COMMITTEE NAME: COMMITTEE ON LEARNING MANAGEMENT SYSTEMS
Charge: Policy Memorandum 08-III.21-98
Senate Concurrent Committee

EX-OFFICIO
up to 20 members from offices of:
Education 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
Associate Provost for Educational Enhancement

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Paul Jargowski (EP) (8/31/2011)
Tom Brikowski (N) (8/31/2011)
Richard Golden (B) (8/31/2011)
John Gooch (A) (8/31/2010)
Dinesh Bhatia (EC) (8/31/2010)
BPS Murthi (M) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:

CHAIRPERSON: Paul Jargowski (EP)
VICE CHAIRPERSON: Richard Golden (B)
COMMITTEE NAME: COMMITTEE ON QUALIFICATIONS OF ACADEMIC PERSONNEL
Charge: Policy Memorandum 78-III.21-16
Senate Concurrent Committee

EX-OFFICIO

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Kenneth Balkus (N) (8/31/2010)
Greg Earle (N) (8/31/2010)
Richard Golden (B) (8/31/2010)
Adrienne McLean (A) (8/31/2010)
Aria Nosratinia (EC) (8/31/2010)
Brian Ratchford (M) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:  
Christine Dollaghan (B) (8/31/2009)
Catherine Eckel (EP) (8/31/2009)
Clay Reynolds (A) (8/31/2009)
Kathryn Stecke (M) (8/31/2009)
Kang Zhang (EC) (8/31/2009)

REPLACEMENTS NEEDED

Jay Dowling (B) (8/31/2011)
Catherine Eckel (EP) (8/31/2011)
Tim Redman (A) (8/31/2011)
David Mauer (M) (8/31/2011)
R. Chandrasekaran (EC) (8/31/2011)

CHAIRPERSON: Catherine Eckel (EP)

VICE CHAIRPERSON: Adrienne McLean (A)
COMMITTEE NAME: COMMITTEE ON STUDENT SCHOLARSHIPS
Charge: Policy Memorandum 78-III.21-18
Senate Concurrent Committee

EX-OFFICIO
(with vote)
Dean of Graduate Studies
Dean of Undergraduate Education

(without vote)
Director of Financial Aid
Director of Endowment Services and Compliance
Director of the Office of International Education

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

RESPONSIBLE UNIVERSITY OFFICIAL
Associate Provost responsible for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Elizabeth Salter (I) (8/31/2010)
Shelley Lane (A) (8/31/2010)
Robert Stillman (B) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
John Hoffman (N) (8/31/2009)
Simeon Ntafos (EC) (8/31/2009)
Douglas Eckel (M) (8/31/2009)

REPLACEMENTS NEEDED
John Hoffman (N) (8/31/2011)
Kruti Dholakia (EP) (8/31/2011)
Simeon Ntafos (EC) (8/31/2011)
Douglas Eckel (M) (8/31/2011)

CHAIRPERSON: Liz Salter (I)
VICE CHAIRPERSON: John Hoffman (N)
COMMITTEE NAME: LIBRARY COMMITTEE

Charge: Policy Memorandum 78-III.21-14

Senate Concurrent Committee

EX-OFFICIO (without vote)
Dean of Libraries
Library General Administration (one member)

SPECIAL REQUIREMENTS:
16 voting members
2 students, including one undergraduate & 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

RESPONSIBLE UNIVERSITY OFFICIAL
Dean of Libraries

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Nasser Kehtarnavaz (EC) (8/31/2010)
John Mike Farmer (A) (8/31/2010)
Suresh Radhakrishnan (M) (8/31/2010)
Titu Andreescu (N) (8/31/2010)
Natalie Ring (A) (8/31/2010)
Jane Salk (M) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Steve Neilsen (N) (8/31/2009)
Susan Chizeck (I) (8/31/2009)
Richard Golden (B) (8/31/2009)
Michael Tiefelsdorf (EP) (8/31/2009)
Rockford Draper (N) (8/31/2009)
Ming Dong Gu (A) (8/31/2009)
Jeffrey Martin (B) (8/31/2009)

STUDENTS:
Ashley Hooker (UG) (8/31/09)
Megan Malone (G) (8/31/09)

REPLACEMENTS NEEDED
Yuri Gartstein (N) (8/31/2011)
Susan Chizeck (I) (8/31/2011)
John Santrock (B) (8/31/2011)
Michael Tiefelsdorf (EP) (8/31/2011)
Warren Goux (N) (8/31/2011)
Charles Hatfield (A) (8/31/2011)
Pamela Rollins (B) (8/31/2011)

CHAIRPERSON: Susan Chizeck (I)

VICE CHAIRPERSON: John Mike Farmer (A)

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COMMITTEE NAME: ACADEMIC PROGRAM REVIEW COMMITTEE
Charge: Policy Memorandum 94-III.24-63 University-Wide Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
3 Faculty members
3 Deans
3 Year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Gregory Dieckmann (N) (8/31/2010)
Robert Stillman (B) (8/31/2010)
Myron Salamon (N & Dean) (8/31/2010)
Mark Spong (EC & Dean) (8/31/2011)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Hasan Pirkul (M & Dean) (8/31/2009)
Duncan MacFarlane (EC) (8/31/2009)

REPLACEMENTS NEEDED
Hasan Pirkul (M & Dean) (8/31/2012)
Andrea Fumagalli (ECS) (8/31/2012)

CHAIRPERSON: Duncan MacFarlane (EC)
VICE CHAIRPERSON: Gregg Dieckmann (N)
**COMMITTEE NAME:** ACADEMIC CALENDAR COMMITTEE  
Charge: Policy Memorandum 02-1.2-85  
EX-OFFICIO  
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**  
Vice President for Student Affairs  

**MEMBERS WHOSE TERMS ARE EXPIRING**  
**FACULTY:**  
Austin Cunningham (N) (8/31/2009)  
Sheila Gutierrez-Pinieres (EP) (8/31/2009)  
Andras Farago (EC) (8/31/2009)  
**ADMINISTRATION:**  
John Wiorkowski (M) (8/31/2009)  
Douglas Eckel (M) (8/31/2009)  
**STAFF:**  
David Maldonado (8/31/2009)  
Cheryl Friesenhan (8/31/2009)  
**STUDENTS:**  
Maria Islam (UG) (8/31/2009)  
Samia Hossain (UG) (8/31/2009)  
**REPLACEMENTS NEEDED**  
Austin Cunningham (N) (8/31/2010)  
Sheila Gutierrez-Pinieres (EP) (8/31/2010)  
Andras Farago (EC) (8/31/2010)  
John Wiorkowski (M) (8/31/2010)  
Douglas Eckel (M) (8/31/2010)  
CHAIRPERSON: John Wiorkowski (M)  
VICE CHAIRPERSON: Douglas Eckel (M)
COMMITTEE NAME: CAMPUS FACILITIES COMMITTEE  
Charge: Policy Memorandum 81-I.2-42  
University-Wide Committee

EX-OFFICIO (without vote)  
Dean of Graduate Studies  
Vice President, Chief Information Officer  
Associate Vice President for Facilities Management  
Exec. Director of Strategic Planning & Analysis  
Exec. Vice President & Provost  
Staff Council Member

SPECIAL REQUIREMENTS:  
No fewer than 10 voting members  
4 faculty  
2 deans  
1 student  
1 representative from Student Affairs  
1 off campus  
1 Library staff  
3 year terms

LIBRARY REPRESENTATIVE (with vote)  
Mary Jo Venetis

RESPONSIBLE UNIVERSITY OFFICIAL  
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING  
FACULTY:  
Murray Leaf (EP) (8/31/2010)  
Thomas Linehan (A) (8/31/2010)  
Mark Spong (ECS & Dean) (8/31/2010)

STUDENT AFFAIRS STAFF:  
Donna Rogers (8/31/2010)

STAFF COUNCIL (EX OFFICIO) (without vote):  
Daniel Calhoun (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING  
FACULTY:  
Midorl Kitagawa (A) (8/31/2009)  
Xinchou Lou (N) (8/31/2009)  
Hasan Pirkul (M & Dean) (8/31/2009)

REPLACEMENTS NEEDED  
Tom Campbell (Callier) (8/31/2012)  
John Ferguson (N) (8/31/2012)  
Hasan Pirkul (M & Dean) (8/31/2012)

NON-UTD:  
Unknown (unless Patti Henry-Pinch accepted for 08-09,  
Then NON-UTD is current through 8/31/2011)  
(8/31/2012)

STUDENT:  
Anthony Broderick (UG) (8/31/2009)  
( ) (8/31/2010)

CHAIRPERSON: Murray Leaf (EP)  
Thomas Linehan (A)

VICE CHAIRPERSON: Thomas Linehan (A)  
John Ferguson (N)
COMMITTEE NAME: CAMPUS WELLNESS COMMITTEE
Charge: Policy Memorandum 09-1.2-99

SPECIAL REQUIREMENTS:
9 voting members
3 faculty
3 staff
3 students

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Shayla Holub (B) (8/31/2011)
Michael Baron (N) (8/31/2011)
Eric Schlereth (A) (8/31/2010)

STAFF:
Vivian Rutledge
Roxanne Minnish
Danielle Derbes

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:

STAFF:

STUDENTS:

REPLACEMENTS NEEDED

CHAIRPERSON:

VICE CHAIRPERSON:
COMMITTEE NAME: COMMENCEMENT COMMITTEE
Charge: Policy Memorandum 83-1.2-44

EX-OFFICIO (without vote)
Assistant Vice President for Student Affairs
and Dean of Students
Director of University Events
Speaker of the Faculty, Vice Chair
Dean of Graduate Studies
Dean of Undergraduate Education
Chief of Police
Associate Vice President for Facilities Management
Bookstore Manager
Coordinator of Student Health Services
Representative from Media Services
Representative from Alumni Services
University Registrar & Director of Academic
Records
Special Events Coordinator

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Kathryn Evans (8/31/2011)
Fang Qui (EP) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
STUDENTS:
Steven Rosson, SG President (08-09)
Unknown

REPLACEMENTS NEEDED
Diana Kao, SG President (2009-2010)

CHAIRPERSON: Judi Hensley
VICE CHAIRPERSON: Murray Leaf (EP)
COMMITTEE NAME: COMMITTEE ON PARKING & TRANSPORTATION
Charge: Policy Memorandum 78-III.21-15
University-Wide Committee

EX-OFFICIQ (without vote)
Chief of Police
Associate Vice President for Facilities
Management or designee
Safety Officer
Director of Disability Services (Kerry Tate)

SPECIAL REQUIREMENTS:
6 voting members
Including:
2 faculty
1 staff
2 students
1 staff council
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Mahaele Iovu (N) (8/31/2010)

STAFF COUNCIL:
Tysh Coleman (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Bruce Jacobs (EP) (8/31/2009)

STAFF:
Kent Mecklenberg (8/31/2009)

STUDENTS:
Steven Rosson (UG) (8/31/2009)
Yen Yoon (UG) (8/31/2009)

REPLACEMENTS NEEDED
Thomas Brunell (EP) (8/31/2011)
Kent Mecklenberg (8/31/2011)

Chairperson: Calvin Jamison

Vice Chairperson: Thomas Brunell (EP)
COMMITTEE NAME: COMMITTEE ON RESEARCH INVOLVING HUMAN SUBJECTS (IRB)  
Charge: Policy Memorandum 79-I.21-31  
University-Wide Committee

EX-OFFICIO (with vote)  
Vice President for Research

RESPONSIBLE UNIVERSITY OFFICIAL  
Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING  
FACULTY:  
Jay Dowling (B) (8/31/2010)  
Yu Wang (M) (8/31/2010)  
William Katz (B) (8/31/2010)  
Aage Moller (B) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING  
FACULTY:  
John Burr (N) (8/31/2009)  
Rachel Croson (EP) (8/31/2009)  
Shayla Holub (B) (8/31/2009)

STUDENT:  
Yana Gelman (UG) (8/31/2009)

CHAIRPERSON: Aage Moller (B)  
VICE CHAIRPERSON: Ernan Haruvy (M)

SPECIAL REQUIREMENTS:  
No fewer than nine members  
1 from off campus  
2 year terms  
Male & female members & variety of professions  
1 member whose primary expertise is in a non-scientific area  
(See charge for more requirements)

NON-UTD:  
* Judge Daniel Curran (8/31/2010)  
* Randal Boss (8/31/2010)  
* These are not approved by Senate

STAFF:  
James Cannici (8/31/2010)  
Susie Milligan (8/31/2010)  
Kerry Tate (8/31/2010)  
Sanaz Okhovat (8/31/2010)

REPLACEMENTS NEEDED  
Gregory Thielemann (EP) (8/31/2011)  
John Burr (N) (8/31/2011)  
Rachel Croson (EP) (8/31/2011)  
Bart Rypma (B) (8/31/2011)  
Yana Gelman (UG) (8/31/2010)  
Aage Moller (B)  
John Burr (N)
COMMITTEE NAME: COMMITTEE FOR THE SUPPORT OF DIVERSITY AND EQUITY
Charge: Policy Memorandum 97-1.2-81

EX-OFFICIO

SPECIAL REQUIREMENTS:
11 faculty members (from each of the seven Schools)
3 Academic Administrators
8 staff members
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Diversity, Community Engagement (Magely Spector)

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Margaret Owen (B) (8/31/2010)
Erin Smith (I) (8/31/2010)
Gail Breen (N) (8/31/2010)

STAFF:
Arthur Gregg (8/31/2010)
Jacqueline Long (8/31/2010)
Alex Nester (8/31/2010)
Yolande Porter (8/31/2010)
Vivian Rutledge (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Jorge Cobb (EC) (8/31/2009)
Holly Lutz (M) (8/31/2009)
Peter Park (A) (8/31/2009)
Orlando Richard (M) (8/31/2009)
Vacant (8/31/2009) (was Jin Liu) (EC)
Vacant (8/31/2010) (was Pat Michaelson) (A)

REPLACEMENTS NEEDED
FACULTY:
Rym Wenkstern (EC) (8/31/2011)
Kathy Stecke (M) (8/31/2011)
Susan Briante (A) (8/31/2011)
David Ford (M) (8/31/2011)
Candice Mills (B) (8/31/2011)
Dave Edmunds (A) (8/31/2011)

STAFF:
Marilyn Bechtol (8/31/2009)
Barbara Gordon (8/31/2009)
Pat McEachern (8/31/2009)

Danny Cordova (8/31/2011)
Chris Dickson recommended (8/31/2011)

ACADEMIC ADMINISTRATORS:
Abby Kratz (8/31/2009)
Sherry Marek (8/31/2009)
Diana Willis (8/31/2009)

Abby Kratz (8/31/2011)
Abby Kratz (8/31/2011)
Abby Kratz (8/31/2011)

CHAIRPERSON: Abby Kratz

VICE CHAIRPERSON: Peter Park

Douglas Dow
COMMITTEE NAME: INFORMATION RESOURCES SECURITY, PLANNING, AND POLICY COMMITTEE
Charge: Policy Memorandum 03-1.2-88

EX-OFFICIO (with vote)
Chief Information Security Officer

SPECIAL REQUIREMENTS:
13 Voting Members
(7 tenure track faculty w/2 @ 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 - Business Affairs

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President, Chief Information Officer

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Balaji Raghavachari (EC) (8/31/2010)
Mark Spong (EC Dean) (8/31/2010)

STAFF:
Rhonda Blackburn (8/31/2010)
Wanda Mizutowicz (8/31/2010)
Rene Herrera (8/31/2010)
Sanaz Okhovat (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY
Joe Izen (N) (8/31/2009)
Dennis Kratz (A & Dean) (8/31/2009)
Young Ryu (M) (8/31/2009)
Dean Terry (A) (8/31/2009)

REPLACEMENTS NEEDED
Xinchou Lou (N) (8/31/2011)
Myran Salamon (N & Dean) (8/31/2011)
Young Ryu (M) (8/31/2011)
Monica Evans (A) (8/31/2011)

STAFF COUNCIL:
Irene Bellatin (8/31/2009)

Arturo Elizondo (8/31/2011)

CHAIRPERSON: Young Ryu (M)

CHAIRPERSON: Young Ryu (M)

VICE CHAIRPERSON: Dean Terry (A)

VICE CHAIRPERSON: Dean Terry (A)

Xin Chou Lou (N)

Balaji Raghavachari (EC)
COMMITTEE NAME: INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
Charge: Policy Memorandum 79-1.2-30

EX-OFFICIO
Vice President for Research
(with vote)

SPECIAL REQUIREMENTS:
6 members (no fewer than)
3 year terms
1 member Doctor of Veterinary Medicine
1 must be a community member
1 must be a practicing scientist experienced
in research involving animals
1 member must be a person whose primary
concerns are in a non-scientific area

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Gail Breen (N) (8/31/2011)
Juan Gonzalez (N) (8/31/2011)

NON-UTD:
* Tony Myers (8/31/2011)
* Egeenee Q. Daniels (8/31/2011)
* These are not approved by the Senate

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Marco Atzori (B) (8/31/2009)
Ernest Hannig (N) (8/31/2009)
Michael Kilgard (B) (8/31/2009)

REPLACEMENTS NEEDED
Krista McIntyre Rodriguez (B) (8/31/2012)
Steven Spiro (N) (8/31/2012)
Lucien Thompson (B) (8/31/2012)

CHAIRPERSON: Juan Gonzalez (N)
VICE CHAIRPERSON: Ernest Hannig (N)
COMMITTEE NAME: INSTITUTIONAL BIOSAFETY COMMITTEE
Charge: Policy Memorandum 79-1.2-27

EX-OFFICIO
Vice President for Research
Environmental Health & Safety Director
Biosafety Director

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:
Jeff De Jong (N) (8/31/2011)
Dennis Miller (N) (8/31/2010) Li Zhang (N)
Betty Pace (N) (8/31/2011)
Stephen Spiro (N) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY
Santosh D’Mello (N) (8/31/2009)

REPLACEMENTS NEEDED
Marco Atzori (B) (8/31/2012)
Steve Levene (N) (8/31/2012)

NON-UTD
Steve Dossett ?? (if Dossett and Viamonte accepted
Nancy Viamonte ?? for 08-09, then NON-UTD current
through 08/31/11)

CHAIRPERSON: Dennis Miller (N)

VICE CHAIRPERSON: Betty Pace (N)

Betty Pace (N)

Steve Levene (N)
COMMITTEE NAME: INTELLECTUAL PROPERTY ADVISORY COMMITTEE
Charge: Policy Memorandum 79-I.2-36

EX-OFFICIO
Dean of Graduate Studies (Austin Cunningham)
Vice President for Business Affairs (Calvin Jamison)
Associate Vice President for Research (Rafael Martin)

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Anvar Zakhidov (N) (8/31/2010)
John Fonseka (EC) (8/31/2010)
Lawrence Cauller (B) (8/31/2010)

STAFF:
Rochelle Pena (8/31/2010)

NON-UTD:
Daniel Chalker (8/31/2010) (do not know if NON-UTD were ever sent appointment letters last year, so don’t know if they accepted)
Edwin Flores (8/31/2010)
Rob Miles (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Stan Liebowitz (M) (8/31/2009)
Roderick Heelis (N) (8/31/2009)
Tomislav Kovandzic (EP) (8/31/2009)
Duncan MacFarlane (EC) (8/31/2009)

REPLACEMENTS NEEDED
Michael Rebello (M) (8/31/2011)
John Ferraris (N) (8/31/2011)
Dan Griffith (EP) (8/31/2011)
Yves Chabal (EC) (8/31/2011)

CHAIRPERSON: Duncan MacFarlane (EC)

VICE CHAIRPERSON: John Fonseka (M)

Yves Chabal (EC)
COMMITTEE NAME: RADIATION SAFETY COMMITTEE
Charge: Policy Memorandum 92-I.3-55
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
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Ervin Fenyves (N) (8/31/2010)
Stephen Levene (N) (8/31/2011)
John Sibert (N) (8/31/2011)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:

REPLACEMENTS NEEDED

CHAIRPERSON: Radiation Safety Officer (Kathy White)

VICE CHAIRPERSON: Ervin Fenyves (N) Ervin Fenyves (N)
COMMITTEE NAME: UNIVERSITY SAFETY AND SECURITY COUNCIL
Charge: Policy Memorandum 91-1.3-53
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 Director
Emergency Management Coordinator

SPECIAL REQUIREMENTS
4 members from faculty
6 members from staff:
1 Callier Physical Plant
1 Workers Comp. Ins. Rep. from the
Office of Environmental Health & Safety
1 Science Laboratories
1 ADA Comp. Officer
1 Student Life (Disability Services)
1 Staff Council

SPECIAL REQUIREMENTS CONT.
2 Year Terms
2 Students- 1 Undergraduate, 1 Graduate
Chair-Faculty Member
Vice Chair- Staff Member

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Lawrence Overzet (EC) (8/31/2010)

STAFF:
Jamie Finch (EH&S) (8/31/2010) (not sure if he is still here)
Ricky Robinson (FM) (8/31/2010)
Vivian Rutledge (HRM) (8/31/2010)
Kerry Tate (St.Lf) (8/31/2010)
Steven Walters (NSM) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
J.B. Lee (EC) (8/31/2009)
Phillip Anderson (N) (8/31/2009)

REPLACEMENTS NEEDED
Eric Vogel (EC) (8/31/2011)
Lee Bulla (N) (8/31/2011)

STAFF COUNCIL:
Lynne Boyer (8/31/2009)

STUDENTS:
Abhimanya Singh (UG) (8/31/2009)
Gillian Papanek (G) (8/31/2009)

CHAIR: Lawrence Overzet (EC)
VICe CHAIR: Sandra Mitchell (EH&S)

Lawrence Overzet (EC)
Sandra Mitchell
**COMMITTEE NAME:** STUDENT FEE ADVISORY COMMITTEE  
Charge: Policy Memorandum 90-III.21-51  
University-Wide Committee

**EX-OFFICIO (without vote)**  
Assistant Vice President for Student Affairs and  
Dean of Students  
Assistant Vice President for Student Affairs  
Associate Vice President for Budget and  
Resource Planning

**SPECIAL REQUIREMENTS:**  
9 voting members  
Including: 5 students  
(3-2 year/2-1 year)  
2 faculty  
2 staff  
2 year terms  
Committee elects chair

**RESPONSIBLE UNIVERSITY OFFICIAL**  
Vice President for Student Affairs

**MEMBERS WHOSE TERMS ARE CONTINUING:**  
**FACULTY:**  
Simeon Ntafos (EC) (8/31/2010)  
Laurie Zielger (M) (8/31/2010)

**STAFF:**  
Amanda Ingram (8/31/2010)

**STUDENTS:**  
Cody Eilrich (UG) (8/31/2010)  
Dina Shahrokhi (UG) (8/31/2010)  
Rachel Stratton (UG) (8/31/2010)

**MEMBERS WHOSE TERMS ARE EXPIRING:**  
**STAFF:**  
Amanda Smith (8/31/2009)

**STUDENTS:**  
Grace Bielawski (UG) (8/31/2009)  
Steven Rosson (UG) (8/31/2009)

**REPLACEMENTS NEEDED:**  
Amanda Smith (8/31/2011)

**CHAIRPERSON:** (selected at first meeting)

**VICE CHAIRPERSON:** (selected at first meeting)
COMMITTEE NAME: UNIVERSITY RESEARCH INTEGRITY COMMITTEE
Charge: Policy Memorandum 95-III.21-67
EX-OFFICIO (with vote)
Dean of Graduate Studies
Vice President for Research, Chair

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

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Bart Rypma (B) (8/31/2011)
Charles Bambach (A) (8/31/2011)
Marianne Stewart (EP) (8/31/2011)
Robert Serfling (N) (8/31/2010)
Lakshman Tamil (EC) (8/31/2010)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Sam Efromovich (N) (8/31/2009)
Shun-Chen Niu (M) (8/31/2009)

REPLACEMENTS NEEDED
Barry Seldon (EP) (8/31/2012)
Dean Sherry (N) (8/31/2012)
Vijay Mookerjee (M) (8/31/2012)

CHAIRPERSON: V.P. for Research (Bruce Gnade)

VICE CHAIRPERSON: Anthony Champagne (G) Marianne Stewart (EP)
COMMITTEE NAME: AUXILIARY SERVICES ADVISORY COMMITTEE
Charge: Policy Memorandum 96-1.2-71

EX-OFFICIO (without vote)
Assistant Vice President for Student Affairs & Dean of Students
Director of Food Services
Contract and Services Manager
UTD Bookstore Manager
Director of the Student Union

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 CONTINUING

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Sheila Pineres (EP) (8/31/2009)

STAFF:
Unknown

STUDENTS:
Grace Bielawski (UG) (8/31/2009)
Nick Hinojosa (UG) (8/31/2)
Mackenzie Hird (UG) (8/31/2009)
Matthew Walt (G) (8/31/2009)

REPLACEMENTS NEEDED
Sheila Pineres (EP) (8/31/2010)
Sean Cotter (A) (8/31/2010)
Amanda Smith (8/31/2010)

CHAIRPERSON: Peter Bond

VICE CHAIRPERSON: Sheila Pineres (EP)
Request to: Create New Policy on Red Flag Identity Theft Program

Person/group making request: Office of Finance in the Business Affairs Department

Responsible University Official: Dr. Calvin D. Jamison, VP for Business Affairs
Oversight of the policy administration by Wanda Mizutowicz, Assoc. VP for Finance

Suggested Stakeholder Review Plan: Academic Affairs, Student Affairs, Business Affairs, Information Resources and Research

Background Information/Rationale for request: A request was issued from UT System Office of General Counsel and Office of Compliance in April for each institution to develop an Identity Theft Policy. Included below is a copy of the directive. The initial requirement date was May 1, but that date was delayed until August 1, 2009.

RED FLAG RULES & IDENTITY THEFT PROGRAM GUIDANCE FROM THE UT SYSTEM OFFICE OF GENERAL COUNSEL & OFFICE OF COMPLIANCE
April 6, 2009

This initial communication is intended to provide each UT System institution with an overview of the Red Flags Rules and some basic resources to assist you to begin identifying offices and areas that may be subject to the rules so those areas can begin planning for compliance.

- The Office of General Counsel (OGC) and UT Systemwide Compliance Office (UTSCO) will be providing additional guidance, including a Model Policy that UT System institutions may adopt that addresses compliance with the Red Flag Rules. However, it will be up to each institution to develop its own Identity Theft Prevention Program in compliance with the Model Policy and the Red Flag Rules.

- OGC and UTSCO are also working to create information on best practices that can be used in the creation of institutional or office specific compliance programs.

- We will also be providing samples of the policies and or best practices developed by a UT System academic component and a health care component.

- OGC will be available to provide legal guidance on the requirements of the rules.

WHAT ARE THE RED FLAG RULES?: The Red Flags Rules are federal rules adopted by the Federal Trade Commission and other federal agencies which require entities that maintain certain accounts, which may include institutions of higher education, to protect consumers by developing and implementing written identity theft prevention programs. The specific rules applicable to institutions of higher education that have “covered accounts” are at 16 C.F.R. § 681.2.

WHAT IS A RED FLAG? “Red Flags” are suspicious patterns or practices, or specific activities that indicate the possibility that identity theft may occur or is occurring in
Request to: Create New Policy on Red Flag Identity Theft Program

Person/group making request: Office of Finance in the Business Affairs Department

Responsible University Official: Dr. Calvin D. Jamison, VP for Business Affairs
Oversight of the policy administration by Wanda Mizutowicz, Assoc. VP for Finance

Suggested Stakeholder Review Plan: Academic Affairs, Student Affairs, Business Affairs, Information Resources and Research

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This initial communication is intended to provide each UT System institution with an overview of the Red Flags Rules and some basic resources to assist you to begin identifying offices and areas that may be subject to the rules so those areas can begin planning for compliance.

- The Office of General Counsel (OGC) and UT Systemwide Compliance Office (UTSCO) will be providing additional guidance, including a Model Policy that UT System institutions may adopt that addresses compliance with the Red Flag Rules. However, it will be up to each institution to develop its own Identity Theft Prevention Program in compliance with the Model Policy and the Red Flag Rules.

- OGC and UTSCO are also working to create information on best practices that can be used in the creation of institutional or office specific compliance programs.

- We will also be providing samples of the policies and or best practices developed by a UT System academic component and a health care component.

- OGC will be available to provide legal guidance on the requirements of the rules.

WHAT ARE THE RED FLAG RULES?: The Red Flags Rules are federal rules adopted by the Federal Trade Commission and other federal agencies which require entities that maintain certain accounts, which may include institutions of higher education, to protect consumers by developing and implementing written identity theft prevention programs. The specific rules applicable to institutions of higher education that have “covered accounts” are at 16 C.F.R. § 681.2.

WHAT IS A RED FLAG? “Red Flags” are suspicious patterns or practices, or specific activities that indicate the possibility that identity theft may occur or is occurring in
connection with an institution’s accounts that are subject to the Red Flag Rule. For example, if an institution requires a student to provide identification to obtain a student loan, an ID that looks like it might be fake or altered would be a “red flag” for the institution. If your institution provides health care for which it bills patients, a notice from a patient that she received a bill for services she never received could be a “red flag.”

**WHO MUST COMPLY:** UT System Institutions must comply with the Red Flag Rules if they have "covered accounts."

For purposes of the Red Flag Rules, an “account” is a continuing relationship between an institution and a person to obtain a product or service the consumer uses mostly for personal, family, household or business purposes. It may involve the extension of credit for the purchase of a product or service, or a deposit account. “Credit” includes any right to defer payment after a purchase.

A “covered account” is an “account” that involves multiple payments or transactions, which is primarily for personal, family or household purposes. A “covered account” is also any account for which there is a reasonably foreseeable risk of identity theft.

Student loans, medical services for which the patient does not pay the entire balance at the time the services are rendered, and employee parking plans for which the staff is billed on a monthly basis are all examples of a “covered account.” An institution that outsources services that involve providing “covered accounts” on behalf of the institution or that outsources the servicing of institution “covered accounts” must ensure, through the vendor contract, that the vendor has its own Identity Theft Program sufficient to protect the accounts or that the vendor contractually agrees to comply with the institution’s Identity Theft Program.

**A RED FLAG IDENTITY THEFT PROTECTION PROGRAM MUST INCLUDE** reasonable policies and procedures to detect, prevent and mitigate identity theft and enable the institution to:

- identify relevant "red flags" (patterns, practices, and specific activities that signal possible identity theft) and incorporate them into the program;
- detect the red flags that the program incorporates;
- respond appropriately to detected red flags to prevent and mitigate identity theft; and
- ensure that the Program is reviewed and updated periodically to reflect changes in risks.

The President of each institution, or in the case of System Administration, the Chancellor, must approve the initial written program. Following initial approval, the President or Chancellor may delegate Program oversight to appropriate senior
management. As part of its Program, the institution must train staff as necessary to implement the Program effectively.

Each institution should conduct an initial risk assessment to identify “covered accounts” and each Program must address and identify the risks the institution faces with respect to these accounts, based in large part on the institution’s previous experiences with identity theft. The Red Flag Rule allows for flexibility in the scope of the Identity Theft Prevention Program, depending on the institution’s activities and level of identity theft risk associated with the relevant covered accounts. If your institution or office determines that it has a minimal risk of identity theft, it may develop a streamlined program. An institution with a greater potential for risk will need to develop a more detailed program. All Red Flag Programs should be written, duly approved, and implemented. Some institutions may already have fraud and identity theft protection plans in place that can be simply reviewed and updated as necessary to comply with the Red Flag Rules.

RESOURCES:

The preamble – pages 63718-63733 – discusses the purpose, intent, and scope of coverage of the Rule.
The text of the FTC Rule is at pages 63772-63774. Guidelines – Appendix A, pages 63773-63774 are intended to help institutions develop and maintain a compliant Program. The Supplement to the Guidelines – page 63774 – provides a list of 26 examples of red flags to consider incorporating into your Programs. A reformatted version of just the Rules is at http://www.nacubo.org/documents/business_topics/FTC%20Red%20Flags%20RULE.pdf


FTC summary for health care providers at http://www.ftc.gov/bcp/edu/pubs/business/articles/art11.shtm


A helpful whitepaper for institutions that are or employ health care providers can be found at: http://www.worldprivacyforum.org/pdf/WPF_RedFlagReport_09242008fs.pdf

OGC/UTSCO WORKING GROUP:

Cotton, Traci- OGC,
Givens, David- UTSCO
Holthaus, Barbara- OGC
Plutko, Larry, Chief Compliance Officer - UTSCO
Temple, Lannis- OGC
Watkins, Lewis- UTSCO
[Draft Policy – Subject to approval]

University of Texas at Dallas Identity Theft Prevention, Detection and Mitigation Program

POLICY OVERVIEW

The University of Texas at Dallas has developed an Identity Theft Prevention, Detection and Mitigation Program to detect, prevent and mitigate Identity Theft in accordance with the 16 CFR 681.2, the Federal Trade Commission’s “Red Flag Rules.” The program is effective August 1, 2009, and will be maintained and updated annually.

DEFINITIONS

Account:

An Account is any continuing relationship between the University and an Account Holder that permits the Account Holder to obtain a product or service for personal, family, household or business purposes. It may involve the extension of credit for the purchase of a product or service, or a deposit account.

Account Holder:

A student, employee, retired employee, patient or other person that has a Covered Account held by or on behalf of the University.

Covered Account:

An Account the University offers or maintains or is offered or maintained by a vendor or other third party on behalf of the University primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions; and any other Account the University offers or maintains for which there is a reasonably foreseeable risk to an Account Holder or to the safety and soundness of the University from Identity Theft, including financial, operational, compliance, reputation, or litigation risks. Examples of Covered Accounts include, but are not limited to: student loan and tuition accounts; patient medical service Accounts; Accounts associated with employee benefits; student debit cards; and meal plans.

Identity Theft:

Any use or attempt by an individual to use another person’s individual identifying information to obtain a thing of value to which the individual is not entitled including: money, credit, items, or services, such as medical care or education services.
**Individual Identifying Information:**

Any information that may be used alone or with other information to identify an individual, including, but not limited to: (1) name, social security number, date of birth, telephone/cell number, government issued driver’s license or identification number, alien registration number, passport number, employer or taxpayer identification number, credit/debit/banking account numbers; (2) unique biometric data such as fingerprint, voice print, retina or iris image or other unique physical representation; or (3) unique electronic identification number, address or routing code, IP or other computer identifying address, or telecommunication identifying information or other access device.

**Red Flag:**

A Red Flag is suspicious patterns or practices, or specific activities that indicate the possibility that Identity Theft may occur or is occurring in connection with the University’s Covered Accounts.

**RESPONSIBLE PARTIES**

The University President has appointed the Vice President for Business Affairs to be the Executive Sponsor of the Program. The Executive Sponsor has appointed the Associate Vice President as the Program Administrator. The Program Administrator’s responsibility is to develop and maintain a comprehensive university-wide program which includes:

- Completing a university wide risk assessment to identify departments which have Covered Accounts,
- Ensuring the appointment of Departmental Program Coordinators for departments that have Covered Accounts,
- Providing leadership and guidance to the Departmental Program Coordinators in the initial development and the on-going maintenance of the program,
- Developing training material and coordinating the training program, and
- Coordinating risk assessment and compliance reporting.

The Departmental Program Coordinators’ responsibility is to develop and maintain a comprehensive program for their respective departments, which includes:

- Performing initial and annual risk assessments in their departments to identify Covered Accounts,
- Developing the program for their Covered Accounts and ensuring that the program elements are commensurate with the level of risk identified,
- Ensuring that staff in their departments have been trained on the elements of the program as it pertains to their respective job responsibilities and that the training is effective, and
- Preparing reports on the status of the program.

**ELEMENTS OF UTD’s IDENTITY THEFT PROGRAM**

The University has developed and implemented two separate Identity Theft Prevention, Detection and Mitigation Programs: one for student and employee Covered Accounts and a
separate program for departments which have medical patient related Covered Accounts. The program documents can be found at the following websites:

http://www.utdallas.edu/finance/main/Student_Employee_Program.pdf


Both programs include:

- A list of Covered Accounts that are subject to the program, and the officer or employee responsible for oversight, compliance and periodic risk assessment to keep the program up to date and to keep the department in compliance with the program.

- Identification of the relevant "Red Flags" associated with the Covered Accounts within each department and office.

- Practices and procedures designed to:
  - Detect the presence of Red Flags in connection with all Covered Accounts that the program incorporates,
  - Respond appropriately to detected Red Flags to determine if Identity Theft is occurring or may occur,
  - Prevent the occurrence or terminate the on-going Identity Theft if possible, and
  - Mitigate any Identity Theft that has occurred.

- A requirement that the Program Administrator and the Departmental Program Coordinators periodically, but not less than annually, conduct a risk assessment to determine if changes to the existing program are required. In reviewing the program, the following factors should be considered:
  - Incidents of Identity Theft occurring since the last review,
  - Changes in methods of Identity Theft,
  - Changes in the type of Covered Accounts that the department maintains, and
  - Changes in methods to detect, prevent and mitigate Identity Theft.

- A requirement that the University provide initial training and periodic additional training to staff as necessary to implement and enforce the program effectively.
- A requirement for compliance reports to ensure compliance with the program.

OVERSIGHT OF THIRD PARTY SERVICE PROVIDERS

The University will require a written agreement that third party service providers who receive information related to the University’s Covered Accounts or who otherwise handle the University’s Covered Accounts, have a documented program in place that ensures compliance by the third parties with the Red Flag Rules with respect to the University Covered Accounts; or adopt and comply with the University’s program.
REPORTING

The Program Administrator will prepare an annual report which will include the following:

- The effectiveness of the policies and procedures in addressing the risk of Identity Theft,
- Status of third party service provider agreements relating to Covered Accounts,
- Significant incidents involving Identity Theft and management’s response, and
- Recommendations for material changes to the program.
Request to: Create a new policy on Payment to Human Subjects (Research)

Person/group making request: Wanda Mizutowicz/Business Affairs area

Responsible University Official: VP Calvin D. Jamison

Suggested Stakeholder Review Plan: Academic Affairs (CEP, Council, Senate review), Business Affairs, Research

Background Information/Rationale for request:

In the past several months, the Contracts and Grants Accounting Office has been experiencing an increased number of requests for the establishment of petty cash funds to pay individuals who are participating in sponsored research projects. Their office determined that major research universities have a policy and procedure for this effort and have drafted the attached policy for UT Dallas.
The University of Texas at Dallas
Policy and Procedures for the Payment of Research Subjects

DRAFT

This policy details the process for the payment of compensation to human subjects participating in research projects at The University of Texas at Dallas (UTD). University faculty and staff have the legal obligation to both maintain confidentiality of individuals who take part in University research studies and satisfy the demands of financial accountability. Therefore, this payment process has been designed to maintain research subject confidentiality to the extent possible under the law, while meeting Internal Revenue Service (IRS) reporting requirements and conforming to the University's standard accounting and payment practices.

This policy and associated procedures are administered by the Office of Finance Contracts and Grants Accounting.

Consultation with the representatives of the above indicated offices when anticipating any form of incentive or compensation for research participants is highly recommended.

Process Goals

The method of compensation set forth in this document is designed to achieve the following goals:

- Ensure the confidentiality of research participants.
- Provide timely, convenient compensation to participants to facilitate, not hinder, the study.
- Provide sufficient financial documentation for the University's records and for IRS purposes.
- Provide sufficient documentation that compensation was provided to research subjects for participation in a study.
- Ensure that appropriate internal controls and adequate safeguards exist for items of value used to compensate, whether cash, checks, or other.

Organizational Responsibilities

The Principal Investigator (PI) is responsible for the justification of subject compensation in the research protocol that must be submitted, reviewed, and approved by the IRB prior to performing the research. The protocol must specify the amount of payment and the proposed method and timing of disbursement of all payments.

The PI is also responsible for the accountability of funds received and disbursed to research participants.
UTD’s Institutional Review Board (IRB) is charged with the responsibility to review and approve both the amounts and methods of payment to ensure that they are not coercive and do not present undue influence to participate or to continue participation.

The Contracts and Grants Accounting (C&G Accounting) of the Office Finance is charged with the responsibility for oversight and approval of payments to research subjects from University administered funds. C&G Accounting works closely with the Office of Sponsored Programs and the Accounts Payable Department to ensure that all financial records and reporting meet the highest standards of financial accountability and are allowable on the specific sponsored program contracts and grants.

**Limitations, Restrictions, and Special Considerations**

1. **IRS Regulations**

The Internal Revenue Service (IRS) requires human subject payments aggregating $600 or more paid to an individual during a calendar year be reported on Form 1099-MISC, Miscellaneous Income. Aggregate payments to subjects in IRB approved studies must be carefully tracked to ensure due diligence regarding this requirement. For studies that anticipate an aggregate payment to a single individual of $600 or more, the following information must be included in the informed consent document signed by the subject:

"Personal information about me, including my name, address, and social security number, will be released to the University for the purpose of payment and for tax reporting to the Internal Revenue Service (IRS). I understand that UTD will issue me an IRS Form 1099, listing my payment as reportable income."

2. **Limit on Single Cash Payments to Individuals**

For single payments of cash to research subjects, the amount paid depends upon many factors. Since it is not appropriate to offer payment that is so high that it would encourage an individual to ignore or disregard the research risks, the IRB will not approve any compensation perceived as doing so. Although cash incentives are usually nominal, the nature of a study may justify higher amounts, especially if participation involves significant time or expense to the subject.

3. **Payments using a UTD issued Credit Card**

Using a UTD issued credit card to purchase goods or gift cards as compensation for research subjects is **not** allowed.

4. **Payments via University Check**

Issuing a University check to a research subject presents confidentiality issues. For studies that anticipate payment to subjects via University check, the following information must be included in the informed consent: "Personal information about me, including my name, address, and social security number, will be released to the University for the purpose of payment and for tax reporting to the Internal Revenue Service (IRS), if necessary."
5. Payments to UTD Employees

Any payments to subjects who are UTD employees (including student workers) must be reported to the IRS as W-2 wages, regardless of the amount paid. These payments are subject to income tax and other withholdings as applicable, and the disclosure of personal information associated with these transactions present confidentiality issues. *Researchers anticipating payments to UTD employees should contact the UTD Payroll Department for guidance prior to making such payments.*

6. Payments to Non-Resident Foreign Nationals

There are various tax and UTD policy issues that must be addressed regarding payments to known non-resident foreign nationals (including foreign students). Payments made to Human Subjects who are nonresident aliens must be paid by an Accounts Payable check or through UTD Payroll if a foreign National is a UTD employee and must be reported on Form 1042-S, Foreign Person’s U.S. Source Income Subject to Withholding, regardless of the dollar amount or W2. All payments to nonresident aliens are subject to 30% federal income tax. *Researchers anticipating payments to Non-Resident Foreign Nationals should contact the UTD Payroll and Tax Compliance Office for guidance prior to making such payments.*

7. Anticipated Changes to the IRB Approved Payment Schedule

For any changes in participant compensation or flexibility of the payment schedule, a modification to the existing protocol must be submitted to and approved by the appropriate IRB prior to implementation.

8. Using Non-Cash Items as Subject Compensation

There are basically two types of non-cash items that may, if approved by the IRB, be used as incentives or compensation for research participants.

   a. Tangible Items of Small Value

   If allowable under the terms of the grant or other source of funds, tangible items and objects of small value such as t-shirts, pens, key chains, and other souvenir items may be purchased and distributed to research participants. Although these items may be considered expendable, care should be taken not to over-purchase them. Principal Investigators are responsible for the safekeeping and appropriate documentation of the distribution of these items to subjects. *Researchers anticipating the use of such items for subject payment should contact the C&G Accounting Office for guidance prior to purchasing such items.*

   b. Gift Cards & Gift Certificates

   Using negotiable items, such as gift cards or gift certificates, requires very strict accountability. The IRS considers gift cards/certificates to be cash equivalents, thus the same tax issues apply to these as with more traditional payment methods. Therefore, these negotiable items must be treated like cash, and PIs are accountable
for their safekeeping and appropriate documentation of their distribution to subjects.

Researchers will not be reimbursed for undistributed gift cards/certificates, so it is extremely important for researchers to avoid over-purchasing these items. The same control procedures described below for cash must be used for these negotiable items.

**Procedures for Receiving Cash for Direct Payment to Research Subjects**

1. **Coordination with the Contracts and Grants Accounting (C&G Accounting) Office**
   a) C&G Accounting will approve cash allocations for subject payments only for projects that satisfy the following criteria:
      - The IRB must have approved the research and the plan for payment of research subjects.
      - Sufficient funds must be budgeted in the sponsored program account, and the subject costs must be allowable under the terms of the grant or contract.
      - All of the administrative procedures set forth below have been followed.
   
   b) Many problems can occur with regard to subject payments that can seriously threaten or hinder research efforts. To avoid these problems and expedite the payment process, **Principal Investigators are strongly advised to meet with C & G Accounting after approval of the study protocol by the IRB.** All procedures, administrative requirements, and questions will be addressed at that time. It is also desirable for any involved project staff or departmental administrators to attend the meeting.

2. **Cash Requests**

The following procedure outlines the requirements for obtaining cash for disbursement of payments directly to research subjects, for the documentation of such payments, and for appropriate reconciliation of financial records. **C & Grant Accounting staff will be pleased to provide a more detailed explanation of the process and further instructions regarding the associated documentation.**

a. **Procedure for obtaining cash.**
   1) After protocol approval by the IRB and coordination with C&G Accounting, a UTD Payment Voucher (PV) must be prepared for the total amount required, payable to the Principal Investigator, and the following documentation must be attached:
      - A copy of the IRB approval letter.
      - A “**SCHEDULE OF PLANNED SUBJECT PAYMENTS**” must be prepared and attached or included on the PV. The estimated schedule must be consistent with the payment provisions approved by the IRB and include the anticipated dates, numbers of subjects, and amounts to be paid. The schedule is for planning purposes only. It need not be elaborate and may be prepared in any format. Each individual Payment Voucher request should not exceed the sum of $2500.00.

   2) The PV must be signed by the PI and the PI’s Department Chair or the School Dean.
3) Submit the completed PV package to the C&G Accounting Office for review and approval a minimum of 5 working days prior to the date the funds are required.

4) C&G Accounting will submit the PV package to UTD’s Accounts Payable for payment within 2 working days after receipt.

5) Within 5 working days after receipt of the PV package from C&G Accounting, Accounts Payable will issue a check and inform C&G Accounting that it is ready to pick up.

6) Upon notification by Accounts Payable, C&G Accounting will contact the PI. A Research Subject Payment Affidavit will be attached. The AFFIDAVIT must be completed and signed by the person to whom the funds are being advanced.

b. Procedure for safeguarding and documenting cash payments to subjects

1) Checks received for subject payment represent a cash advance to the PI and the PI has the responsibility for the safeguarding the funds. Any cash maintained at UTD facilities must be kept in a safe or a locked box and the PI must ensure that standard UTD cash handling procedure and safeguards are being maintained.

2) The process used for payment must protect the confidentiality of the subjects.

   In the payment documentation required by the University the subjects must be identified only by code. Only the PI and designated staff should be able to link the codes to the individual subjects. Please note that for studies in which there will be multiple payments to a single subject, the code used for the subject must be identical for all payments to enable tracking of payments for IRS purposes.

3) During the conduct of the research, the preferred practice is to use a receipt book to record the date, amount of payment, and signature of the recipient.

   The name of the researcher making the payment also must be indicated on the receipt. The subject code should be on the receipt and it will be the only direct link to the subject other than the subject’s signature. This code will be used as the subject identifier on “RESEARCH SUBJECT PAYMENT RECORD (RSPR)” that is returned to Contract and Grant Accounting for reconciliation of the PV. The receipt books are formal financial records and are subject to audit. They must be retained by the PI for the period required under the rules applicable to the source of funds used for payment.

c. Reconciliation of the Payment Voucher

1) Once the subject payments have been made or prior to the draw-down of additional funds to continue the study, the PV must be reconciled.

   If the study has ended and all of the allocated funds have not been paid to subjects, the balance must be returned for re-deposit into the account. If the study is to continue and additional funding is needed, the existing PV must be reconciled prior to the release of the additional funds. The PI can ensure a
seamless process by preparing in advance a new PV package for the additional funding. Concurrent with the reconciliation of the original PV, C&G Grant Accounting will release the new PV for additional funding to Accounts Payable.

2) **The “RESEARCH SUBJECT PAYMENT RECORD (RSPR)” is the document used to reconcile the PV.**

If filled out by hand, the entries must be clearly legible. The RSPR is also available as an Excel file from C&G Accounting Office and may be downloaded. Electronic versions are preferred, but the form may be filled out by hand if the data entries are legible. The RSPR must include the following data:

- Project Title
- Principal Investigator Name
- Contract or Grant Account Number
- IRB Protocol Number
- PV Number
- Total Amount of PV
- All payments - listing for each subject code, date paid, amount paid, and name of the researcher making the payment.

3) The RSPR must be submitted to C&G Accounting as soon as possible after all subject payments have been made. **If all of the allocated funds have not been paid to subjects, as documented in the RSPR, the balance must be returned to C&G Accounting for re-deposit into the account.**

**ATTACHMENTS:**

- RESEARCH SUBJECT PAYMENT AFFIDAVIT Form
- RESEARCH SUBJECT PAYMENT RECORD (RSPR) Form
Cash Advance for Payments to Research Subjects
AFFIDAVIT

I, (name) __________________________________________ (UTD Employee ID#) ____________

Have read and understand the “Payments to Research Participants” Policy and Procedure and understand
my responsibilities.

I understand that, should I fail to account for the funds that I receive in accordance with these
procedures*, the amount of those funds will be deducted from my next Payroll check, or added as W-2
reportable wages for me and I will be taxed accordingly.

DATE: __________________________

PV: __________________________

AMOUNT RECEIVED: __________________________

CHECK NUMBER: __________________________

SIGNATURE: ______________________________________________________________________

PRINTED NAME: _______________________________________________________________

DEPARTMENT: __________________________ MS __________

TELEPHONE #: __________________________

EMAIL: ________ __________________________________________________________________

*After funds are paid to participants, Principal Investigator must:

Return a copy of the original PV with completed Research Subject Payment Record (attached) to the
Contracts & Grants Accounting Office within ten (10) working days from receipt of the disbursed check,
or within prearranged schedule approved by the C&G Accounting Office.

Special Note:
Investigators interested in conducting research involving nonresident aliens or UTD employees
should contact the UTD Payroll and Tax Compliance Office prior to making any disbursements.
# RESEARCH SUBJECT PAYMENT RECORD

**PROJECT TITLE:**

**PRINCIPAL INVESTIGATOR NAME:**

**IRB PROTOCOL NUMBER:**

**SPONSORED PROGRAM ACCOUNT NUMBER:**

**TOTAL PAYMENT VOUCHER ADVANCE AMOUNT:**

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**TOTAL PAID TO RESEARCH PARTICIPANTS =** 0.00

**ADVANCE AMOUNT RETURNED =** 0.00
Request to: (create a policy/revise Policy XXXX)

Revise PM-28

Person/group making request:
Serenity King
Rafael Martin

Responsible University Official:
Provost

Suggested Stakeholder Review Plan: Choose Academic Affairs (CEP, Council, Senate review), Student Affairs, Business Affairs, Information Resources, Research, or a combination of any of the above

Academic Affairs
Research

Background Information/Rationale for request:

Policy Memorandum 28 had not been revised since 2000. In May 2006, Regents’ Rule 40602 Organized Research Units was written to define and govern the establishment and review process for institutes, laboratories, and centers that meet a $3M expenditure threshold. The revisions to this policy distinguish definitions, establishment procedures, and review processes between Organized Research Units as defined by Rule 40602 and University Research Units.
POLICY ON CENTERS: RESEARCH UNITS

The University of Texas at Dallas is dedicated to advancing research activities through the establishment of University Research Units and Organized Research Units. The role of Centers research units in the University is to develop research activities that support the educational program—the academic goals of departments or degree programs. However, not all research activities require a Center to facilitate their development or sustenance. Research units may be identified primarily with one discipline or may be multidisciplinary or interdisciplinary.

In general, Centers research units should be established only where organized collective activities are involved, as opposed to a collection of individual research activities that are not interdependent. They Research units should have a mission orientation as opposed to disciplinary orientation. They and should have a promise of growth as measured by outside extramural funding or other quantitative measures. They should be integrated with the academic programs and in demonstrable ways must provide direct benefits to the academic programs.

Centers should be initiated only when there is a good prospect that the above requirements will be fulfilled. The formation of a Center is an administrative act, and hence it can only occur when University Administration is convinced that it is desirable in terms of the above requirements. The initiative for the formation of a Center will, in general, be within a School, and any proposal to establish a Center should be submitted through the School and the Graduate Dean to the Executive Vice President and Provost.

It is appropriate that initial funding be provided for a new Center, based upon the expectation that it can develop, secure outside funding, and assist the educational activities of the University. The matter of continuing funding should be decided in terms of the success of the Center in assisting the University in the pursuit of its educational objectives. The continuance or termination of Centers is a closely related question, and it should be decided on the same basis.

Funding needs of a Center are two-fold: Administrative and Research. The existence of a funding formula that essentially returns to the University for administrative purposes a fraction of the total research volume implies that this appropriation is to provide for all the administrative services required to support sponsored research on campus. It is generally accepted that this appropriation is inadequate to cover that part of total administrative costs properly attributable to
sponsor research activities on campus. Thus, no funds from this appropriation have been allocated to Centers. Instead, some of the Organized Research appropriation has been and is allocated to Centers to provide for the necessary research administration functions within the Centers.

Sponsored research benefits the University and its educational programs in many ways in addition to the research accomplishments and the research opportunities provided for graduate students. The volume of sponsored research affects several categories of appropriation to the University by the State, either directly or indirectly. Research accomplishments practically dominate the reputation of a university. Research participation by faculty largely sets the intellectual tone of the faculty. Opportunities for students to participate in front-line research is of paramount importance for a high quality graduate program. Although research activities on campus are not wholly dependent upon the existence of Centers, Centers that enhance the volume and quality of research on campus obviously contribute to the educational objectives of the University and the regard in which it is held nationally and internationally.

It is desirable to provide incentives to Centers to maximize their contributions to the University. The most direct advantage to the University of Center activities is the support of graduate students. Thus, it is appropriate that some part of the Organized Research funds be allocated to Centers in proportion to their support of graduate students with grant or contract funds. Such allocation should be small enough not to penalize other parts of the University for the existence of Centers, but large enough to encourage Centers to move in directions that enhance the achievement of University goals.

UNIVERSITY RESEARCH UNITS
University Research Units are centers, institutes, or laboratories that have annual expenditures of less than $3,000,000.

A university research unit (URU) is established upon approval of a submitted proposal to the Executive Vice President and Provost. The Provost will review and approve requests in consultation with the Vice President for Research. The proposal should be endorsed by all relevant department heads and deans. The template for the establishment of an URU is available on the Office of the Executive Vice President and Provost's webpage but in general the proposal should include:

1. the purpose and the benefit of the URU to the university, including a mission statement and objectives of the URU and how it aligns with the university's strategic plan;
2. the director, faculty members, and other participants who will be involved with the URU;
3. planned activities;
4. space requirements;
5. a budget including the financial support required and the source of those funds; and
6. a proposed organizational structure.

If the URU wishes to have an Advisory Council, the dean must approve the potential member list
and forward that list to the Office of the Executive Vice President and Provost with the proposal. An advisory council or committee must be approved by the UT System Board of Regents in accordance with the Regents' Rules and Regulations, Rule 60302 "Advisory Councils of an Institution."

ORGANIZED RESEARCH UNITS
Organized Research Units conform to the criteria set forth in The University of Texas System Board of Regents' Rules and Regulations, Rule 40602 "Organized Research Units." Typically referred to as centers, institutes, or laboratories, organized research units have annual expenditures of at least $3,000,000.

An organized research unit (ORU) is established upon approval of a submitted proposal by an institution's president to the Executive Vice Chancellor for Academic Affairs. Each ORU must have a director and an advisory committee or council that must be approved by the UT System Board of Regents in accordance with the Regents' Rules and Regulations, Rule 60302 "Advisory Councils of an Institution." Proposals to name an ORU for an individual or entity must comply with the provisions of the Regents' Rules and Regulations, Rule 80307 "Naming Policy."

Guidance on what to include in the proposal to establish an ORU can be found in Section 3 of Rule 40602 or in the Organized Research Unit Template on the Office of the Executive Vice President and Provost's webpage.

EVALUATION
ORUs are evaluated every five years using the university-wide assessment tool. In addition, evaluations shall occur in accordance with Regents' Rule 40602 which states that at least every six years an ad hoc committee shall be formed to assess the ORU's goals, objectives, present functioning, recent accomplishments, future plans, adequacy of space and budget allocations, and future prospects to contribute to the institution's vision and mission. This report will be forwarded to the president, who, in consultation with the Executive Vice President and Provost and the Vice President of Research, will determine whether the ORU will continue. The president will send the ad hoc committee's report to the Executive Vice Chancellor for Academic Affairs.

URUs are evaluated every five years using the university-wide assessment tool. The assessment reports should include estimated expenditures and should be forwarded to the Executive Vice President and Provost, who, in consultation with the Vice President for Research, will determine if the URU will continue.

The five-year review cycle of ORUs and URUs occurs in conjunction with the review cycle of the school with which the ORU or URU director is affiliated.
Request to Establish an Organized Research Unit (ORU)

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<th>ORU Name:</th>
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<td>Affiliated School(s):</td>
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**OVERVIEW:**

**PURPOSE and BENEFIT of the ORU to the UNIVERSITY:**

**MISSION STATEMENT:**

**OBJECTIVES (align with Strategic Plan Initiatives):**

**LIST of FACULTY MEMBERS and OTHER PARTICIPANTS INVOLVED:**

**ADVISORY COUNCIL MEMBERS:**

**RESEARCH and other PLANNED ACTIVITIES:**
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<th>SPACE REQUIREMENTS:</th>
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<th>BUDGET (include financial support required and the source of those funds):</th>
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<th>ORGANIZATIONAL STRUCTURE:</th>
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By my signature, I confirm I have read and approved the above proposal:

________________________________________
Dean's signature

Please forward signed proposal to Assistant Provost Serenity King (MP 2.228 or AD 23 or serenity.king@utdallas.edu) who will log the request and route the proposal to the appropriate official.
### Request to Establish a University Research Unit (URU)

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<th>URU Name:</th>
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ORGANIZATIONAL STRUCTURE:

By my signature, I confirm I have read and approved the above proposal:

Dean's signature

Please forward signed proposal to Assistant Provost Serenity King (MP 2.228 or AD 23 or serenity.king@utdallas.edu) who will log the request and route the proposal to the appropriate official.
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.

1. 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 UT 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 designee (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.