MEMORANDUM
February 7, 2011

TO: Academic Council*

COPY TO: David Daniel
          Hobson Wildenthal
          Andrew Blanchard
          Calvin Jamison
          John Wiorkowski
          Sheila Amin Gutierrez de Piñeres
          Austin Cunningham
          George Fair
          Serenity King
          Abby Kratz
          David Daniel
          Dennis Kratz
          James Marquart
          Bert Moore
          Hasan Pirkul
          Myron Salamon
          Mark Spong

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

SUBJECT: Academic Council Meeting

The Academic Council will meet on Wednesday, February 9, 2011 at 2:00 p.m. in the Osborne Conference Room, ECSS 3.503. Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at vicki.carlisle@utdallas.edu or x6751.

Attachments

2010-2011 ACADEMIC COUNCIL

Cy Cantrell
R. Chandrasekaran
David Cordell**
Murray Leaf*
Dennis Miller
Tim Redman
Liz Salter
Richard Scotch

Grace Bielawski, Student Government President

*Speaker
**Secretary
# AGENDA

**ACADEMIC COUNCIL MEETING**  
February 9, 2011

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B. REVISED DISCIPLINARY ACTIONS POLICY (CATALOG) | DR. CANTRELL |
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A. REVISED TRAVEL AND RISK RELATED ACTIVITIES POLICY  
B. RESEARCH TITLES | DR. KRATZ |
| **8.** | UPDATE ON WEB-BASED ELECTION PROCEDURE | DR. CORDELL |
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UNAPPROVED AND UNCORRECTED MINUTES

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

ACADEMIC COUNCIL MEETING
December 1, 2010

PRESENT:  David Daniel, Hobson Wildenthal, Murray Leaf, Cy Cantrell, David Cordell, Richard Scotch, Dennis Miller, Liz Salter

ABSENT:  Tim Redman

GUESTS:  Andrew Blanchard, Grace Bielawski

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS
   President Daniel called the meeting to order. He had no announcements but asked for questions. Speaker Leaf asked if President Daniel would have need of any input from the Senate in the event that there is not another Senate meeting until mid January. President Daniel stated that his highest priority right now is the budget but acknowledged that he would not learn much more regarding additional cuts before the next Senate meeting. He noted that he is very concerned about the ME PhD program, but that is more of a Coordinating Board issue rather than a Senate issue.

2. APPROVAL OF THE AGENDA
   Richard Scotch made a motion to approve the agenda as circulated. Cy Cantrell seconded the motion. The agenda was approved.

3. APPROVAL OF MINUTES
   A correction was noted to add Tim Redman in attendance at the November meeting. Richard Scotch moved to approve the minutes as amended. Cy Cantrell seconded the motion. The minutes were approved as amended.

4. SPEAKER’S REPORT – MURRAY LEAF
   Speaker Leaf reported that he has been working on naming a chair for the Scholarship Committee. There have been two changes of associate dean’s in colleges which have been carried into the membership of the committee. Simeon Ntafos is serving as vice chair. The usual process in the Committee on Committees seems to have stalled. Speaker Leaf said that if the Council agreed, he will ask Dr. Ntafos if he is willing to serve as chair and poll the committee members to ask if someone will agree to serve as vice chair. The Council agreed.

   The Financial Exigency policy and the Criminal Background Check policy have gone to the Office of General Counsel for review. We are waiting to receive final approval.

5. FACULTY ADVISORY COUNCIL REPORT – MURRAY LEAF
   Speaker Leaf stated that our modified exigency and criminal background check policies are being circulated System-wide as de facto templates for other campuses.

6. CEP PROPOSAL – CHANGES TO UNDERGRADUATE CATALOG COPY
   Cy Cantrell reported that the CEP has met and begun to review the first forty pages of the undergraduate catalog. He has requested that the members also review the information pertinent to their particular school and review with the appropriate Dean or Associate Dean. The Committee will meet again on Tuesday,
December 7 to finalize its review of the first forty pages as well as to approve any necessary changes in the school-specific sections. Once all the approved changes have been made, this information will be updated on Xythos.

Richard Scotch made a motion that all Senate members be sent the Xythos links and asked to review the first forty pages and sections pertaining to their schools. Any questions or policy issues should be addressed to Speaker Leaf, who will forward the concern to Dr. Cantrell. Senators will be asked to approve the catalog information in an email ballot due no later than December 15. Cy Cantrell seconded the motion. The motion carried.

President Daniel asked Council members if the core curriculum is too narrow and if this is an issue that is being addressed? Dr. Cantrell replied that the Committee on the Core Curriculum has addressed issues such as this in the past and suggested that it would be a good idea to have the Committee review this.

President Daniel asked Provost Wildenthal if he would lead a discussion on the core curriculum at the February Council meeting. Dr. Scotch stated that he felt this process should be tied to the strategic plan in some way since it can have a significant impact on the University.

Speaker Leaf asked Dr. Salter if she would raise the question with the Committee on Core Curriculum.

7. DISCUSSION/DECISION ON DECEMBER SENATE MEETING
The Council discussed whether or not to hold a December Senate meeting. There was unanimous agreement that there would be no Senate meeting in December. Speaker Leaf will send an email with links to the undergraduate catalog copy for review and approval. The Senate will meet again in January. There will not be an Academic Council meeting in January.

8. ACADEMIC SENATE AGENDA
The Agenda for the January Academic Senate meeting is as follows:

   CEP proposal – undergraduate and graduate catalog

Cy Cantrell moved to approve the agenda for the January Senate meeting. Dennis Miller seconded the motion. The agenda is approved.

9. ADJOURNMENT
There being no further business, President Daniel adjourned the meeting.

APPROVED: ___________________________  DATE: ___________________________
Murray J. Leaf
Speaker of the Senate
Disciplinary Actions

Academic Good Standing

Students at UT Dallas are expected to maintain a grade point average (“GPA”) of at least 2.0 on a 4.0 scale, which equates to a C average. Additionally, students are expected to maintain a GPA of 2.0 in their major-related courses to remain in Academic Good Standing.

Disciplinary Status Overview

UT Dallas maintains an academic disciplinary policy to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors. The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from UT Dallas.

UT Dallas Disciplinary Status:

- **Academic Probation**
- **Academic Warning**
  - *Initial One Long Semester Academic Suspension* (One Semester)
  - *Second One Year (12 months) Academic Suspension* (One Year)
- **Final Dismissal**

Each Disciplinary Status will be indicated on the student’s academic record.

Academic Probation

If a student’s cumulative GPA falls below a 2.0, the student will be placed on Academic Probation. Academic Probation will be indicated on the student’s academic record.

Academic Probation is designed to help students make the required adjustments to achieve success and a degree at UT Dallas. These adjustments will vary based upon the individual circumstances of each student, but should be taken seriously.

If a student is placed on Academic Probation, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Probation is required to meet the following Academic Probation Requirements for the semester:
Academic Probation Requirements:

- Earn a minimum semester GPA of 2.2.
- May not withdraw or request an incomplete from a class.
- Meet with an academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous semester.*
- Register for a maximum of 15 semester credit hours.±
- Maintain satisfactory progress towards graduation.

*The Associate Dean of the student’s school reserves the right to alter this requirement on a case by case basis.

± The Associate Dean of the student’s school reserves the right to alter this requirement on a case by case basis. If a student has registered for more than 15 semester credit hours prior to his or her placement on Academic Probation, the student’s schedule must be reduced to a maximum of 15 hours. The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student’s academic schedule.

If a student on Academic Probation meets the Academic Probation Requirements but fails to achieve a cumulative GPA of 2.0, the student will remain on Academic Probation and must continue to comply with all Academic Probation Requirements.

If at any time, a student’s cumulative GPA meets the 2.0 minimum requirement, the student will regain Academic Good Standing. A student’s cumulative GPA is only affected by UT Dallas coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

Academic Warning

A student will be placed on Academic Warning for failure to meet the Academic Probation Requirements. A student on Academic Warning is also required to meet the Academic Probation Requirements as listed below:

Academic Probation Requirements:

- Earn a minimum semester GPA of 2.2.
- May not withdraw or request an incomplete from a class.
- Meet with an academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous semester.*
- Register for a maximum of 15 semester credit hours.±
- Maintain satisfactory progress towards graduation.

*The Associate Dean of the student’s school reserves the right to alter this requirement on a case by case basis.
The Associate Dean of the student’s school reserves the right to alter this requirement on a case by case basis. If a student has registered for more than 15 semester credit hours prior to his or her placement on Academic Probation, the student’s schedule must be reduced to a maximum of 15 hours. The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student’s academic schedule.

Academic Warning should be a wake-up call for students who have not been able to make the adjustments required of students on Academic Probation. If a student is placed on Academic Warning, the student should consider a change of major or a dramatic alteration in all of the circumstances that affect their academic progress of their academic, social, and extracurricular circumstances. The student should meet with their advisor and professors and/or Associate Dean to determine an academic path to success.

If the student meets the Academic Probation Requirements, the student will return to Academic Probation. If the student again fails to meet the Academic Probation Requirements while on Academic Warning, the student will be suspended.

If at any time, a student’s cumulative GPA meets the 2.0 minimum requirement, the student will regain Academic Good Standing. A student’s cumulative GPA is only affected by UT Dallas coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

Temporary Academic Departure

Students who leave the University on Academic Probation or Academic Warning may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

Academic Suspension

Students are automatically placed on Academic Suspension for failure to meet the Academic Probation Requirements while on Academic Warning.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes. Notice of Academic Suspension will show on the student's academic record.

Length of Academic Suspension

- A student’s Initial First Academic Suspension will be for a period of one long semester.
- A student’s Second Academic Suspension will be for a period of one year (12 months).
- Circumstances that would lead A student’s to a third Academic Suspension result in a Final Dismissal from UT Dallas without a possible readmission.

Readmission
A student placed on Initial One Long Semester Academic Suspension must petition to his or her Associate Dean for readmission. If the student has not declared a major or is a non-degree-seeking student, the student must petition the Dean of Undergraduate Education.

The Dean of Undergraduate Education must approve the readmission of all students placed on Second One Year Academic Suspension.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the Associate Dean or Dean of Undergraduate Education. Such additional probationary conditions may be individual to the student and his or her academic circumstances, but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after Academic Suspension will reenter on Academic Warning.

**Changing Majors**

A student may find that his or her interests and skills are better suited to a different academic discipline. If a student has been placed on Academic Suspension and wishes to select a different academic discipline, the student must first complete the Change of Major Form prior to petitioning for readmission. If the Change of Major is approved, the student must petition to the new Associate Dean for readmission.
Travel and Risk-Related Activities

Student Travel Policy for University Organized or Sponsored Events

[formerly B2-170.0-B2-170.5]

Policy Statement

It is the policy of The University of Texas at Dallas to promote safe travel by students to and from events and activities covered by this policy.

Rationale

The Texas Education Code requires each institution of higher education to adopt a policy related to student travel.

Scope

This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are:

- organized and/or sponsored by The University of Texas at Dallas; and
- occur more than twenty-five (25) miles from the University campus.

The types of activities and events covered by this policy include course related field trips, individual Study that requires an overnight stay, Recreational Sports club trips, the activities of sponsored student organizations and other university departments, and meetings of academic organizations where a student is officially representing the University.

The policy does not apply to travel undertaken by students to attend out of town athletic events in which they are not participating, or to engage in student-teaching, local internships, practicums, observations or research, unless the research is organized by a member of the faculty.
Whenever a student travels outside the United States or Puerto Rico to study or to attend activities or events, the travel undertaken must conform to the requirements of the Protocol established by the Office of International Education, http://www.utdallas.edu/oie/protocol.html.

Individual schools and departments should be consulted regarding any specific guidelines established by those units for student travel within twenty-five miles of the University.

Definitions

An organized event is one that is initiated, planned and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.

A sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

An enrolled student is one who has been admitted to and is attending classes at the University.

An appropriate administrator is a Dean, Department Chair, or Director of an administrative unit, or their delegate.

Related Statutes, Policies, Requirements or Standards

- UT Dallas,

Procedures

Activities sponsored by an academic unit are under the purview of the Office of the Executive Vice President and Provost. Questions regarding the policies, procedures, or forms should be directed to the Associate Provost at extension 6742.

Activities sponsored by Student Affairs are under the purview of the Office of the Dean of Students. Questions regarding those activities should be directed to the Dean of Students at extension 6391.

Required provisions for student travel:

Travel Authorization

In order to assure that the events or activities that involve student travel are within the course and scope of the University's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate administrator.
1. To request authorization, members of the faculty, staff or sponsored student organizations who organize activities covered by this policy must submit a completed Student Travel Request Authorization form, along with the required documents and information, to the appropriate administrator for approval. Whenever possible, the request should be submitted at least five (5) working days in advance of travel to the activity or event.

2. Additional forms must be completed at the time that the Student Travel Request Authorization form is prepared. The exact forms will vary according to the nature of the travel, but will always include the Release and Indemnification Agreement. This form and additional forms to be completed will be found at the Senior Vice President for Business Affairs website, http://www.utdallas.edu/businessaffairs/risk/travel.php5. As appropriate, information collected will include:

   a. A list of participants including their names, local addresses and phone numbers, and the names and phone numbers of persons to contact in case of an emergency.

   b. The name and phone number for the responsible University employee(s) who will be available to the students at all time during the travel and activity.

   c. Copies of valid operators' licenses for any students who will operate vehicles.

   d. Copies of current medical insurance certificates or both sides of a current group insurance membership card, for each person who wishes to participate in an overnight activity or event. The purchase of a reasonably priced, short-term insurance policy can be arranged by academic and administrative units on behalf of students who do not have, or cannot verify, current medical coverage. Information concerning this coverage is available from United Healthcare at 1-800-237-0903, ext. 6287.

   e. Completed and signed Release and Indemnification Agreements for each participant.

   f. Completed and signed Medical Information and Release forms for each participant.

3. a. When leading group trips, faculty or staff should carry emergency contact information, proof of medical insurance coverage, and the authorization for emergency medical treatment for each participant. Guidelines for emergency procedures in the case of an accident or mechanical breakdown are available at http://www.utdallas.edu/businessaffairs/documents/emergency-guidelines.pdf.

   b. The faculty or staff member in direct charge of a planned travel activity should submit a list of the students who will be travelling at least ten days before travel to the Dean of Students who will notify the faculty or staff member if any of the students has previously engaged in violent or abusive behavior. The faculty or staff member in direct charge of the travel activity may for good reason refuse to allow any student to participate in the activity provided it is not required for completion of a course or program of study.

   c. If an incident of a serious nature occurs during travel and involves inappropriate behavior by a student, the faculty or staff member may immediately end the student’s participation in the
activity by making a reasonable effort to provide the student access to public transportation for an unaccompanied return to the University at the student’s expense.

4. Faculty or administrators responsible for student travel activities or courses that involve frequent field trips can collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:
   
   - proof of current medical insurance;
   - completed and signed medical authorization forms;
   - completed and signed release and indemnification agreements (a single release and indemnification agreement may be used if a single description fits all the proposed trips); and
   - proof of a valid vehicle operator’s license for students who will operate vehicles.

5. One-time approval can be provided for multiple trips led by faculty or staff that involve the same locations and same participants.


Travel by Motor Vehicle

1. Compliance with Laws and Policies
   
   a. Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card and a state inspection certification.

   b. Travel undertaken by means of fifteen passenger vans must comply with the requirements of UT System Administration Policy UTS157.

2. Vehicle Operator Requirements
   
   a. All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator’s license and be trained as required by law to drive the vehicle that will be used.

   b. Operators shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control, and seat belts and other safety restraints.

3. Safety Requirements for Both Operators and Passengers
   
   a. Alcohol and Illegal Substances. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
b. Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by University policy, or federal or state law or regulations, whichever is lowest.

4. Travel by Rental Vehicle

Rentals of vehicles to use for travel to activities or events covered by this policy are governed by the following guidelines.

a. Vehicle Reservations

The University is a participant in the State Travel Management Program, which has negotiated favorable vehicle rental rates with a number of car rental companies. While use of one of the University's travel agencies is not required, doing so will help assure that: 1) vehicles are rented pursuant to the State Travel Management plan whenever possible; 2) that vehicle rental agreements are valid; and 3) that necessary insurance coverage has been purchased. Information concerning those agencies is available at http://www.cpa.state.tx.us/procurement/prog/stmp/.

b. Payment of Costs for Rental Vehicles

1) Vehicle rental charges can be a) billed centrally to Procurement Management; or b) billed directly to those Departments or Divisions that have uniquely numbered accounts with state contract car rental companies. If the rental costs are to be centrally billed, it will be necessary for the driver to obtain a voucher from the University's Travel Management Services prior to picking up the rental vehicle.

2) If necessary, personal credit cards may be used to rent vehicles for travel covered by this policy, and cardholders will be reimbursed for appropriate and approved costs. If rentals are from companies that are not under the state contract, the reimbursement amount will be limited to that which would have been incurred for equivalent state contract rentals.

c. Insurance Coverage

1) Rentals from Companies Participating in State Travel Management Program

Loss/Damage Waiver and Primary Liability insurance coverage are automatically included in the rates charged by companies participating in the State Travel Management Program. That protection does not cover injuries to persons or possessions inside a rental vehicle. Therefore, it is suggested that the personal injury insurance protection and the personal effects insurance protection offered by rental companies be purchased for student travel covered by this policy, particularly if there will be numerous passengers in the vehicle.

2) Rentals from Non-State Contract Rental Companies
If no state contract cars are available and it is necessary to rent vehicles from non-contract companies, then both the Loss/Damage Waiver and Primary Liability Coverage must be purchased unless the rental is charged to a University issued credit card. It is suggested that the personal injury insurance protection and the personal effects insurance protection offered by rental companies be purchased for student travel covered by this policy, particularly if there will be numerous passengers in the vehicle.

5. Travel by Means of a Vehicle Owned or Leased Long-Term by the University

In addition to complying with the general rules set out above, travel by means of a vehicle that is owned or leased long-term (for a period of more than one year) by the University must comply with the following requirements:

a. Proof of Insurance, Inspection, and Safety Devices

   Vehicle used for travel activity covered by this policy must:

   1) have a current proof of liability insurance card;

   2) have a valid state inspection sticker;

   3) have all devices or equipment required by federal or state law or regulation; and

   4) comply with any other applicable federal or state law or regulation.

b. Service and Maintenance

   A University-owned or long-term leased vehicle used for student travel under this policy must be subject to scheduled periodic service and maintenance by qualified persons and comply with the requirements applicable to The University of Texas System Business Procedure Memoranda, now part of the UT System Policy Library.

c. Employee Operators

   All operators of vehicles described in this section shall be on the payroll of The University of Texas at Dallas. All operators must have a valid license for the operation of a particular vehicle; and have a current BMDRIV rating on file. Environmental Health and Safety can be contacted for information on how employees may obtain a rating.

6. Travel by Privately Owned Vehicles

   The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.

   a. When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, in addition to submitting the information described in Item 2 under Travel
Authorization, shall also submit a copy of a current liability insurance certificate for any vehicle to be used for the proposed travel.

b. The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.

7. Volunteer Drivers and Passengers

Non-student/non-employee drivers and passengers who accompany students on travel covered by this policy must sign the Release and Indemnification and the Medical Information and Release forms prior to the trip. Forms can be downloaded at the website http://www.utdallas.edu/businessaffairs/risk/travel.php5.

Appendix

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Policy History

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GENERAL POLICY

Generally, unclassified research positions should be held to a minimum; however, individuals holding the titles of Research Scientist or Research Associate will be considered as Administrative/Professional. The following provisions to the Regents' Rules and Regulations will further define this policy which is intended to achieve consistency in the use of academic titles and acquisition of tenure at UTD.

Normal appointment procedures should be followed when requesting new Research appointments or extension of existing Research appointments.
RESEARCH SCIENTIST (UNCL.)

A person may be appointed to the position of Research Scientist (Uncl.) only after the approval of the President upon the recommendation of the appropriate administrative head and the Executive Vice President for Academic Affairs dean. Normally, these approvals will be processed through the routine appointment and budget procedures. A person appointed to this position will be eligible to participate in the Optional Retirement Program provided all other eligibility criteria are met.

The Research Scientist (Uncl.) category is designed to serve two (2) purposes:

1. A person reserved for individuals not seeking or being considered for appointment as a faculty member (though he/she would generally be considered qualified for a faculty appointment) and is able to receive full funding for research activities from outside sources may be appointed as a Research Scientist (Uncl.). Such a person would devote full time to research activities, would not be a member of the faculty, and as such, would not be in the tenure channel. Expectancy of continued employment is based solely upon the continued availability of outside funding.

2. It may be used as a "joint appointment" category for those individuals who are already on the faculty (Professors, Associate Professors, Assistant Professors only) and who can also obtain funding from research grants or contracts for all or part of their salary. For example, a person may have a half-time appointment as an Associate Professor to teach physics and a half-time appointment as a Research Scientist (Uncl.) to conduct research under a federal grant. The individual's time would be evenly split between these two (2) functions. This person, then, is a member of the faculty and, as such, may be in the tenure channel, but he/she is not a faculty member or in the tenure channel by virtue of the Research Scientist position.
RESEARCH ASSOCIATE (UNCL.)

The purpose of this position is to provide a career plan for qualified individuals leading to the possibility of a faculty appointment after post-doctoral work. Appointment to Research Associate (Uncl.) may be granted by the President, or his designee, only upon the recommendation of the appropriate dean or Executive Vice President for Academic Affairs.

A person receiving this appointment is neither a faculty member nor in the tenure channel during the time the appointment is held.

Two (2) consecutive one (1) year appointments may be received, based upon funds availability and satisfactory performance, but in no case may the span of appointments exceed a total of four (4) years.

PROCEDURE FOR APPOINTMENTS

The procedure for initial appointment as a Research Associate (Uncl.) is as follows:

1. A Search Plan, including the approval of the appropriate dean must be submitted to the appropriate dean and approved by the Executive Vice President for Academic Affairs. (Questions regarding the Search Plan format should be directed to the Executive Vice President for Academic Affairs' Office.)

2. The vacancy must be advertised in at least one national and one local publication. Diverse vacancies may be publicized in the same advertisement.

3. The Principal Investigator should prepare an academic file on the candidate to include:
   - Biographical data (Curriculum Vitae),
   - Letters of recommendations, and
   - Reprints of the candidate's publications (if available).

4. At the conclusion of the search, and before an offer can be made to the candidate, the Principal Investigator must prepare a summary of the search and submit it, along with all the applicant files attached, and a completed Request For Appointment Form to the Executive Vice President for Academic Affairs dean for his approval.

5. If the Executive Vice President for Academic Affairs dean approves the appointment, the Principal Investigator will prepare an offer letter for signature by both the Principal Investigator and the Executive Vice President for Academic Affairs dean.
RESEARCH ASSOCIATE (UNCL.), Continued

PROCEDURE FOR EXTENSION OF APPOINTMENT

To extend the appointment of a Research Associate (Uncl.), the following steps should be observed:

1. Six (6) months prior to the conclusion of the second year of a Research Associate (Uncl.) appointment, the dean should send a request for approval of the extension to the Executive Vice President for Academic Affairs.

2. If the extension and the concurrences of the Executive Vice President for Academic Affairs and Senior Vice President for Business Affairs are received, the file will be presented to the President, or his designee, for approval.

3. The dean will notify the employee, in writing, that the appointment extension has been approved and will provide copies of this notification to the President, Executive Vice President for Academic Affairs and the Human Resources Office.

RECLASSIFICATION

If a Research Associate (Uncl.) does not receive a faculty appointment at UTD at the end of an extended appointment, he/she will be reclassified or terminated.
Commencement Committee - 83-I.2-44

Charge

Commencement Committee

Policy Statement

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

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

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

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

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

Policy History

Issued: September 22, 1983
Revised: January 14, 1985
Revised: May 13, 1985
Revised: September 1, 1987
Revised: September 1, 1988
Revised: May 1, 1990
Revised: September 1, 1990
Revised: April 4, 1995
Editorial Amendments: February 2, 1998
Editorial Amendments: September 1, 2000
Editorial Amendments: November 22, 2002
Editorial Amendments: April 18, 2006
Editorial Amendments: September 19, 2007