The University of Texas at Dallas

Academic Governance

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August 8, 2013

TO: Academic Senate Members

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

RE: Academic Senate Meeting

The Academic Senate will meet on **Wednesday, August 21, 2013 at 2:00 p.m. in the TI Auditorium, ECS South 2.102.**

Please bring the agenda packet with you to this meeting. If you cannot attend, please notify me at x4791.

xc: David Daniel
Hobson Wildenthal
Andrew Blanchard
Serenity King

John Wiorowski
Calvin Jamison
Inga Musselman
Larry Redlinger

Darrelene Rachavong
Abby Kratz
Chief Larry Zacharias
Deans

Rochelle Peña
Liza Liberman, SG President

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*Speaker
**Secretary

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY
AGENDA
ACADEMIC SENATE MEETING
August 21, 2013

1. Call to Order, Announcements & Questions  Dr. Daniel
2. Approval of the Agenda  Dr. Leaf
3. Approval of Minutes  Dr. Leaf
   May 15, 2013 Meeting
4. Speaker’s Report  Dr. Leaf
5. FAC Report  Dr. Leaf
6. Approval of April 17th Joint Senate Caucus Minutes  Dr. Leaf
7. Presentation by Serenity King  Serenity King
   A. SACS Fifth-Year Report
   B. Higher Education Legislative Summary
8. Student Government Liaison Report
9. Framework for Excellence in Doctoral Education  Dr. Leaf
10. UTDPP 1052- Policy on Procedures for Completing a Graduate Degree  Dr. Leaf
11. Updates to Chapter 49  Gene Fitch
12. Committee on Committees recommendations  Dr. Leaf
13. Resolution on the installation of invasive software on University Computers  Dr. Leaf
14. Resolution on the passing of Cy Cantrell  Dr. Leaf
15. Annual Reports of Committees  Dr. Leaf
16. Adjournment  Dr. Daniel
UNAPPROVED AND UNCORRECTED MINUTES

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

ACADEMIC SENATE MEETING
May 15, 2013

Present: David Daniel, Hobson Wildenthal, Robert Ackerman, Peter Assmann, Shawn Alborz, Poras Balsara, Kurt Beron, Dinesh Bhatia, John Burr, Cy Cantrell, R. Chandrasekaran, David Cordell, Gregg Dieckmann, John Ferguson, Lev Gelb, Tobias Hagge, Jennifer Holmes, D. T. Huynh, Joe Izen, Murray Leaf, Syam Menon Jessica Murphy, Simeon Ntafos, Ravi Prakash, Monica Rankin, Liz Salter, Richard Scotch, Tres Thompson,

Absent: John Barden, Gail Breen, Gregory Dess, John Geissman, Warren Goux, Umit Gurun, Mustapha Ishak-Boushaki, Kamran Kiasaleh, Nicole Leeper Piquero, , Dennis Miller, B.P.S. Murthi, Ramachandran Natarajan, Michael Rebello, Tim Redman, Robert Taylor, Zhenyu Xuan, Kang Zhang

Visitors: Abby Kratz, Calvin Jamison, John McCaskill, James Marquart, Sheila Pineres, Serenity King

1. Call to Order, Announcements and Questions
President Daniel called the meeting to order. The President met with the Board of Regents on May 8. The Board approved the building of a second parking garage that will be with the NSERL 2 project. The location will be just south of the current NSERL building. The Board also approved the request to name the new ATEC building the Edith O’Donnell Arts and Technology Building. The O’Donnell family has been very supportive throughout the years. The dedication ceremony will be November 7. The plan is to start moving everything to the new building this summer. The President opened the floor for questions.

Cy Cantrell asked for an update on how the university’s Tuition Revenue Bill is progressing through the house. President Daniel assured the Senate that it is progressing but there is not much time left in the session. The TRB that the university is most hoping for is the $95 million Mechanical Engineering building.

Joe Izen requested an update on when the SLC building was going to get its new wing. Also, he asked what would be the next planned building after the engineering building. Dr. Izen is aware there are other requests on campus for more visual and performing arts space on campus.

President Daniel commented that as soon as the TRB is passed the next level of needs will be addressed. Currently the biggest limitation for the University is the amount of money the university is allowed to borrow for equipment, renovations, and new buildings. There are guidelines set by UT system that the university must follow. Because the university’s income is so low there is a lot of borrowed money so there is little ability to borrow money due to those
rules. UT Austin has a $2 billion operating budget while our university has a $460 million budget.

The president wanted to formally acknowledge the faculty’s hard work. He recognizes how hard they have worked. It is because of the performance of the professors/faculty that the student performance is so high. He again expressed thanks to everyone for a job well done.

2. **Approval of the Agenda**
   Cy Cantrell moved to remove item 12 (Current Student Academic Dishonesty Policy) from the agenda and add approval of the minutes of the annual caucus to the agenda. Joe Izen seconded. Motion carried.

3. **Approval of Minutes**
   Cy Cantrell moved to approve the agenda. Joe Izen seconded. Motion carried.

4. **Speaker’s Report – Murray Leaf**
   1. The 3+3 meeting on school bylaws has met for the second time. I had circulated a new draft incorporating the changes from the first meeting, but I did so only the night before and most members did not have time to read it carefully. So we will meet at least one more time. Meanwhile, I have set up a dropbox and members can use it to offer changes interactively. Despite the problems with timing, however, it seemed from the discussion that major disagreements in approach and aim have been resolved and we should be able to agree on wording. The most important change is that the guideline will not call for budget review but rather presentation of a “state of the school” report at a faculty meeting at the start of each year, and a follow up at the end. Each will be a business meeting of the faculty, and the faculty will be able to offer and vote on resolutions.

   2. The effort to expand the Budget Committee or more fully engage it in the budget process seems to have stalled. We need to move ahead.

   3. Lynn Melton has suggested an amendment to our procedures for promotion and tenure. Wording should be added to make explicit that the duties of the ad hoc committee include assuring factual accuracy the descriptions candidates provide of their accomplishments. If the Senate does not object, I will suggest that the CQ consider how to do this.

   4. Several members of the Council plus Joe Izen and Kevin Hamblen met with Chancellor Cigarroa and VC Reyes on April 22. The Chancellor described the emerging new criteria for what kinds of information the System will consider to require encryption. The discussion then focused on the way even these criteria could still adversely affect research. We argued for assigning responsibility for granting waivers to campus committees of faculty plus IS and perhaps industry representatives. The Chancellor felt the discussion was substantive and informative, raising issues that had apparently not been recognized at the System level.
We also expressed concern about the haste with which the Regents are demanding implementation of their other initiatives, and possibly also with setting a policy department chairs. The Chancellor and Dr. Reyes assured us that there would be time for full consideration.

5. Everything else is on the agenda.

5. FAC Report – Murray Leaf

The meeting began with a general discussion of priorities. We agreed to seven issues to focus on and discussed how to approach them.

2. Discussion with Stephanie Huie, Vice Chancellor for Strategic Initiatives, ad interim. About half of the hour was focused on what they are doing for the disclosure form required by System Policy 180. There will be provisions not to disclose publicly family membership or other personal information. It seems that all compensated activity will be disclosed. Uncompensated activity, such as memberships on religious and political boards, was not quite clear. Huie understands the faculty concerns, but at this point has to implement 180 as written. They seem to imagine that relatively few outside associations will be disclosed; they are planning to provide space for up to five.

The second major topic was Academic Analytics and by extension SciVal, which the health campuses are already using. At this point, they are making it available only to campus institutional research offices. There is no provision for faculty access to allow faculty to check the information on them. To do this, it would be necessary to ask the institutional research office for access.

The FAC does not have confidence that the information will be accurate. The FAC is also concerned that it will be used for evaluation of faculty by administrators without the safeguards of peer review.

3. Discussion with Dan Sharphorn, Vice Chancellor and General Council, ad interim. Mr. Sharphorn first reviewed the legal issues he usually discusses with new department chairs or deans. Compared to Michigan, where he was previously, Texas has a relatively enormous system of state laws and rules that administrators have to be concerned with. This led into a discussion of current legal concerns, which included the Regent’s charge to a task force to develop a “zero tolerance” policy for “inappropriate” sexual relations between faculty and (adult) students. The stimulus for the concern, and hence the policy, was not the possibility of academic bias but rather allegations of sexual harassment under the Equal Employment Opportunity Act. It looks like the recommendations will be closely related to the requirements of the Act, focusing on avoiding relationships that may exploit differences in authority. They will not be concerned with relationships that produce a suspicion or color of bias in academic evaluation.

There were also some discussions of encryption issues and the issues raised by the Conflict of Interest and Conflict of Commitment efforts but Mr. Sharphorn noted that he would stay with the FAC during the next hour, when Chancellor Cigarroa would come, so we agreed to defer discussion until then.
4. Discussion with Chancellor Cigarroa. Chancellor Cigarroa provided background on the change of date for implementation of UTSP 180 and the plan for reconsidering how to do it between now and September 1. He will convene a working group of Presidents, Provosts, and compliance officers. Before anything is final, however, the FAC will also be involved. He noted that there had been uniform and strong opposition, not only from the FAC but also from all of the presidents. This opposition enabled him to go back to the Regents and ask for the time to make adjustments.

The next topic was encryption. The System plan now is to restrict the type of information that requires encryption to what we are clearly under obligation in law or by contract to keep confidential, including HIPAA and FERPA. But the discussion still assumes that the encryption requirement will extend to personal computers. The FAC generally viewed this as much more constructive, and realistic, that claiming that everything we did that was “mission related” was university information, and had to be encrypted, but there are still important ambiguities relating both to FERPA and to the idea of “research data.” The issues were too complex to reach agreement on in the discussion, but the FAC will try to clarify what it considers reasonable.

The last major topic was the FAC’s suggestion that its name be changed to the UT System Faculty Senate. The Chancellor was disinclined to do so, on the ground that he valued the input he gets from the Staff Council and Student Council, and wanted to preserve the sense of the parallelism in the present nomenclature. Dan Sharphorn also thought that there was some legal objection to the name “Senate,” perhaps in Regents’ Rules. He will check with Francie Fredericks. My response was that the name change would more clearly mark the parallelism with University of California faculty governance system, which is generally recognized as the most effective in the nation, which at least among some faculty might signal a change that would make us more attractive as a place (or places) to work. We now appear to have easily the most effective system of faculty governance, and shared governance, in the state at the system level, and we ought to declare it.

5. Discussion with Kenneth Shine, Executive Vice Chancellor for Health Affairs, could only meet with us for a half-hour. He has resigned, and the search for his replacement is well underway. This will be his last meeting with us. We asked him especially to give us his views on what he thought the future would hold for us. He briefly reviewed the current plans and developments, focusing on the South Texas initiative and the proposed new Austin health campus. Generally, needs were great and for this reason the prospects for growth and for innovative research and teaching were also exciting.

I asked if thought had been given to the physical proximity between the new health campus and their counterpart academic campuses. The answer is that it has. They think it is advantageous to have the campuses nearby or physically integrated. They view the two new campuses as experiments in this and are carefully and systematically considering various ways it might be done.
6. Barry McBee, Vice Chancellor and Chief Governmental Relations Officer, described the activities in the legislature. On the whole, the situation seems far better than in the previous legislative session.

In addition to the basic appropriation bill, four others are of particular importance to higher education and of particular interest to faculty. These are:

SB 436 to require College Learning Assessment tests for all students in all public universities. The idea of the test is to measure increase in “critical thinking” as opposed to knowledge. The bill was filed by Brian Birdwell and is supported by the Texas Public Policy Foundation. Faculty generally regard the examination as unhelpful for a number of different reasons, including the many reasons to doubt that there is such a thing as generic critical thinking.

SB 215 on the Coordinating Board (Sunset Bill), sponsored by Birdwell and Nichols. The CB has drifted into rule-making or regulating rather than coordinating. This would get it back to coordinating, leaving it up to institutions or systems whether they wished to take the CB’s suggestions. Also requires the board to eliminate unnecessary data requests. This should spare institutions a lot trouble.

SB 15 “relating to the governance of public institutions of higher education in Texas.” This clarifies the proper and intended role and responsibilities of boards of regents as lay boards, recognizing the principle that their authority should not logically extend beyond their competence. It requires individual appointees to learn the legal requirements of their positions before they can vote on “on a budgetary or personnel matter related to system administration or institutions of higher education,” and it removes the power of the boards to remove presidents of institutions without the concurrence of Chancellors. This is an excellent bill, and will greatly reduce the ability of Boards of Regents in Texas to exceed their authority by using their (erstwhile) ability to fire administrators without check, oversight, or due process. The sponsor is Kel Seliger.

SB 1741 “Relating to training for and complaints regarding members of the governing board of a public institution of higher education.” Is sponsored by Zafirini and complements SB 15.

SB 1882 “Relating to information for legislative purposes requested under the Public Information Act.” This has ten sponsors including Zafirini as primary sponsor. The bill says that information requested by the legislature shall be produced “promptly” and says what promptly means.

7. Pedro Reyes, Executive Vice Chancellor for Academic Affairs also talked about the conflict of interest/commitment process, and again stressed how useful faculty input has been. In this connection, Dr. Reyes cited the FAC resolution of the January meeting that “UTHSCT be required to expand their current governance organization to include representation from the clinical faculty that is equivalent to the representation from the academic faculty.” He has discussed this with the UTHSCT president, and the President has agreed to do so.

We discussed the System initiative on department chairs. By this time in the meeting, the FAC had formulated a number of basic principles for such a policy, which Dr. Reyes was aware of. He had been copied on the emails. We asked if, in addition, we should work directly with the wording for the draft that had been circulated. He agreed that we should.
We also discussed the System idea for using peer review (meaning faculty visits to classrooms) to improve teaching. This followed on another system taskforce. David Cordell was a member. The recommendation of the task force was to use this only in relation to teaching improvement. System directives based on this report, however, persistent bring in the idea of evaluating teaching in a sense related to consideration for raises, retention, and the like. We agreed in discussion that the FAC would take up the problem of trying to develop two distinct protocols for these two distinct uses of peer evaluation, one for improvement of teaching, the other for evaluations. The Committee on Faculty Quality and Academic Affairs agreed to take it up. Derek Catsam and David Cordell are co-chairs.

8. Elections of Officers. Ed Jackson, who has been Chair-elect, announced his resignation to accept a faculty position at the U of Wisconsin, Madison. Donald Molony was elected Chair-elect in his place, to become Chair at the end of this meeting. Elizabeth Heise, UT Brownsville, was elected Chair-elect. Tom Ingram, UT Arlington, was elected Secretary.


The FAC unanimously approved amended wording to the “guidelines” which serve as its bylaws. The wording was intended to make it clear that the FAC expects each campus to have an elected governance body, and that its representatives to the FAC would be selected by this body. The amended section is:

The University of Texas System Faculty Advisory Council (UTSFAC) assumes that each component institution has an elected faculty governance body. The elected faculty governance body of each U.T. System component institution shall designate two representatives and one or more alternates to the UTSFAC. Normally, these will be the elected chair or president and one other member of the governance body. These individuals become regular members of the UTSFAC for the length of their terms of service in their respective governing bodies. Each alternate, if asked to represent his/her institution in the absence of a regular member, will enjoy the full rights and responsibilities of regular members. Terms of service are determined by the component institution. In selecting their designated representatives, component institutions should strive to maintain continuity of membership and ensure broad faculty input. The names of faculty-designated representatives to UTSFAC are certified by the respective component president as meeting the institution's criteria for UTSFAC representation and forwarded to the Chancellor. Normally, new members begin service at the first UTSFAC meeting of the academic year.

The FAC also unanimously approved each of the following resolutions:

A. Resolution on Computer encryption

The UT System Faculty Advisory Council advocates a common sense approach to computer encryption. Data that would be encrypted would be restricted to that which is protected under state and federal regulation such as FERPA and HIPAA, identification data, the collection of which is authorized by the Institutional Review Board, and information that is protected by contractual agreement.
The UT System Faculty Advisory Council further asserts that certain kinds of faculty records related to students are not FERPA protected and therefore are not subject to encryption. Those kinds of records would include faculty maintained grade records and the like that are not maintained by the institution. Also included is communication about students by faculty to anyone in the institution who has a legitimate educational interest in the information.

B. Resolution on the Core Curriculum:

The Faculty Advisory Council of the University of Texas System supports the principles of academic freedom and local control with regard to the implementation and approval processes for the Texas Higher Education Coordinating Board’s Core Curriculum. All course approval processes should happen with the teaching faculty of each campus having the maximum control over their courses and syllabi.

Send to: Cigarroa/Reyes; Legislature; THECB

C. Resolution on Department Chairs:

The Faculty Advisory Council of the University of Texas System supports the following guidelines for The Regents Rules For Department Chairs:

All UT System campuses, including the Health Science campuses, require local policies for implementation, which will be in the HOP (and hence will require review by the formal governance organizations), and should cover department chairs, vice-chairs, and directors of large divisions (more than 10 fulltime faculty) within departments.

Local policies should provide for the following:

1. Substantial faculty involvement from the specific departmental faculty in chair hiring processes such as specifying the size and composition of the search committee, the desired qualifications of candidates, and the number to be interviewed, brought to campus, and sent forward for final consideration.

2. The Chair’s role in the annual review process.

3. The Chair’s role in Periodic Performance Evaluations.

4. Regular meetings with the faculty of the department.

5. The establishment of the role of the chair within the structures of departmental governance. For the Health Science Centers, chair responsibilities shall include management/oversight/organization of the clinical activities for which that department/division is responsible.

6. The length of the term of office and the extent to which it is renewable.
7. The appointment of interim or acting chairs shall be made with significant departmental faculty input and reappointment of interim chairs should not occur save for exceptional circumstances.

8. The procedure for annual evaluation of chairs, which shall include significant faculty input. A summary of the results of the evaluation and the intended actions resulting from this evaluation must be made available in a timely fashion to the departmental faculty after review by the Dean, Provost or their equivalent, and President.

The policy should not be a roundabout way to obtain FAC endorsement for weakening existing UT System campus policies if the local faculty do not want to make such changes.

Send To: Cigarroa/Reyes

D. Resolution on Peer Observation for Improvement of Teaching:

The goal of peer observation of teaching should be the enhancement of teaching, therefore any system-wide peer observation policy should have the purpose of improving teaching rather than providing evaluation. This should not preclude individual institutions from additional policies for a separate process of peer observation for the purpose of evaluation, but any such policy should be developed at the local level.

Send To: Cigarroa/Reyes

E. Resolution in Response to Declining NIH Funding:

Whereas: the threshold for funding individual Federal grants or contracts including but not limited to National Science Foundation (NSF)/ National Institutes of Health (NIH) research proposals (RO1 applications), Department of Defense, Environmental Protection Agency, has reached a historically high level resulting in successful competition for federal extramural funding only for those proposals scored in the top 6th to 5th percentile.

Whereas: this funding threshold is expected to become even more prohibitive with the anticipated across the board spending cuts currently mandated by Congress thus restricting further funding realistically to only a limited number of experienced investigators with established funding track records.

Whereas: in this unfavorable environment, researchers in the biomedical, pure and applied basic sciences, and social sciences (PhD and MD) competing for federal extramural funding in both the academic and health science University of Texas component institutions are still evaluated for professional and academic success and importantly for promotion on the basis of attaining independent NIH / other equivalent federal funding.

Whereas: persistence of this standard of evaluation is unrealistic and potentially unfair and quite detrimental to the University of Texas system and the state.

Whereas: in particular, young or midlevel faculty will inevitably either become frustrated with the process or will be let go after failing to garner the required funding in the expected period of time, thus leading to an increasing risk that the University of Texas will lose a generation of young scientists / investigators.
Whereas: the tangible consequences of losing a large number of young and mid-level researchers both from the perspective of lost scientific contributions and from the perspective of wasted resources utilized for prematurely terminated career development are incalculable. Be it resolved that the University of Texas System should establish a fund to allow for start-up or "bridge" funding for young and established researchers who are academically and scientifically productive and show promise for future contributions but who are not able to procure federal funding in the first few years of their careers or who have temporarily lost funding supporting ongoing meritorious investigations, that this funding should complement any funding currently available for such support on some of this University of Texas campuses, such that this funding will allow young and established faculty to continue successful or promising research and for young investigators in particular, to amass the necessary experience, publications and data to build a portfolio to support successful NIH / NSF funding applications, and not coincidentally, to also remain competitive for promotion within their respective institutions.

Furthermore, be it resolved that such funds should be established to support mid and senior level investigators who have been successful but who have lost current NIH/NSF or other equivalent federal funding to supplement the limited funding that is currently available on some but not all UT institutions.

Furthermore, be it resolved that the University of Texas System start-up and bridge funds will be allocated to the individual UT Universities on a formula basis. Each individual campus / University shall establish a faculty led research funding review committee. This committee shall establish criteria for application and awarding of the start-up and bridging funding for the individual campuses. The review committee shall receive and review applications for start-up and bridge funding and award funding on a merit basis according to the established criteria and level of funding.

Lastly, with no improvement in NIH/NSF / federal funding in sight, be it resolved that the University of Texas System consider a re-evaluation across the system by the constitutive institutions of use of extramural federal funding as a leading metric by which academic success in the biomedical and basic pure and applied sciences is measured and as a sole or principal metric for determining faculty retention and promotion.

F. Resolution on Importance of Teaching and Peer Review in Faculty Evaluation:

Whereas, teaching is the core mission of the University of Texas Health Science Universities, and whereas, the perception amongst faculty of the various HSC component Universities is that teaching is significantly undervalued and in danger of further erosion due to the competing demands on faculty time, in particular, pressures on clinical teaching faculty to maximize billable clinical activity and on research faculty to maximize research productivity; we resolve that, the University of Texas System and its component Universities should include in any future metric developed and ultimately used to evaluate faculty for their meeting of performance expectations, for productivity, for promotion and /or for tenure, a meaningful, reproducible measure of teaching activities and time commitment, teaching quality, and teaching innovation, that this matrix should importantly include formal, structured, and equitable peer review and that this peer evaluation serve as the most important aspect of the evaluation of teaching. Furthermore, we resolve that the University of Texas System should develop a model template in consultation with faculty to accurately capture data on teaching to complement the data likely to be captured on research productivity in SciVal, and that this template should recognize the fundamental differences in scope and type of teaching required.
for training of the various classes of students within the HSC, in particular, the specific differences in the teaching requirements for PhD candidates and for post graduate students in healthcare.

G. Resolution of Appreciation to Executive Vice Chancellor Kenneth Shine.

To Executive Vice Chancellor of Health Affairs:
Be it resolved that the Faculty Advisory Council wishes to thank most sincerely Kenneth Shine, MD, Executive Vice Chancellor for his work on behalf of the Faculty of the University of Texas, his commitment to a shared vision of achieving excellence in teaching, research, and clinical care, and his unwavering support for the faculty in their efforts of achieve the core missions of the University of Texas.

6. CEP Proposals

CEP presented two new policies to the Senate. The first was the Semester Credit Hour policy. This policy was created due to a possible audit from SACS. The policy is attached as Appendix A. Cy Cantrell moved to adopt the policy as submitted. Jessica Murphy seconded. The motion passed. The Provost requested one minor change in wording. [Include the change, and that it was accepted.]

The second proposed policy is the Revoking of Graduate Degrees policy. Previously this procedure has taken place under the Dean of Students. This policy specifically targets students who have received their degree but have left the university. The process would start with a Faculty review. This will ascertain the severity of the plagiarism. For example is it one sentence or is 70% of the document plagiarized? The Dean of Graduate studies is the one in charge of this policy and procedure. The process is both fact finding and allows for appeals. Cy Cantrell moved to adopt the policy Richard Scotch seconded. The motion passed. The Policy as amended and approved is attached as Appendix B.

The president requested a wording adjustment. In paragraph three he would like it changed to read “credible allegations of plagiarisms”, and in Section 2.1 doesn’t say if the author has been informed. When is the author informed they are being investigated? The wording was changed so it read “The Dean of Graduate Studies will inform the student an allegation has been made...” The President also requested that the Graduate Student be removed from the panel, as it is not their burden to sit on this type of panel. There will be three faculties only from the area of the thesis/ dissertation on the panel.

The President reminded the faculty that it is important to have this policy in place. It will protect the institution should there be a necessity to revocation of degrees occur again. Dinesh Bhatia also reminded the faculty member that ten years ago a situation like this warranted a slap on the wrist, however now attorneys are becoming involved. He was also concerned that the faculty members serving on the panel might be in jeopardy of being sued. Speaker Leaf noted that should something liked that happen that UT system and Attorney General would be able to defend them. As long as a faculty member is doing something as part of their duties for the university they will be protected.
7. Student Government Liaison Report  
The new 2013-2014 Student Government President, Liza Liberman, introduced herself to the Senate.

8. Amending the State of the University Address  
In the past the state of the university address was given in front of the yearly General Faculty Meeting, now the address is given in front of the entire community. The amendments to UTDPP1088 allow for the address to continue in this manner. The proposed new wording is:

Section I. C. Meetings
1. The President of the University convenes the university community, faculty and staff, for a “state of the University Report” each year in October. The meeting of the Senate following the State of the University Report shall begin with a meeting of the General Faculty, at which the General Faculty may consider and vote on Resolutions of the General Faculty.
2. If there is no State of the University Address, the Senate meeting for October of each year shall also be a meeting of the General Faculty.
2. Special meetings of the General Faculty shall be held at the call of the President or the Speaker of the Faculty or at the request of at least twenty percent of the voting members of the General Faculty, as listed on the most recent faculty roster certified by the Secretary of the Faculty, to the Speaker of the Faculty. A minimum notice of one week is required.

Richard Scotch moved to approve the change in policy. Cy Cantrell seconded. The motion carried.

9. Conflict of Interest Policy Discussion  
In the members’ packet was a copy of the template from system, including the changes made by council and the president. The initial deadline for approval was February 1, but it has been moved back to May 1 and finally to September 1. The Regents constructed a committee to review this policy and they have met. Speaker Leaf requested approval of the document on the grounds that this was the direction the faculty would like to head on this matter. No vote was taken but there was a general approval that this is the direction the faculty would like to pursue.

10. Amendment of Charge to Review Encryption Exemption Requests  
The Information Security Advisory Committee has proposed an amendment to its charge. It is amending the charge to reflect that the approval/ non approval to waiver the encryption requirement be made at the local level and NOT at the system level. The committee met and the UT System Information Security officer joined them. Per Speaker Leaf, he was agreeable to this change, as was the chancellor. Speaker Leaf turned the floor over to the chair of the Information Security Advisory Committee, Ravi Prakash.

Currently, every request for a waiver on encryption must be submitted to the Chief Information Security Officer, Leah Teutsch. The process was to take a month. The committee has found this is not the case. CISO Teutsch does not make the final decision. The request is then submitted to
the Chief Information Security Officer for UT System, Lewis Watkins, for final approval. The committee feels that this is non-scaleable solution. It is the committee’s opinion that one person cannot handle the number of requests coming from all the UT campuses. Each campus has unique needs, and unless this was their full time job, the requests cannot be processed in a timely manner. The changes made to the ISAC charge would allow for the thirteen member committee made up of seven tenure track faculty members, with three with expertise in computer security, representatives from Academic Affairs, office of Registrar, Office of Sponsored Projects, Staff Council, a member of Student Government, and two outside of the university security experts to recommend approval or denial of requests for exemption from full disk encryption or any other security mandate. The recommendations from the committee will be passed on to the system level.

President Daniel was concerned on the number of committee members. The committee already has eleven members, and by adding two outside experts it is now thirteen. It is his experience that this type of committee works best with seven members, and not thirteen. Ravi Prakash responded that the ISAC committee was modeled on other university committees that review radiation and bio-hazards. Those committees have two outside experts, and to stay consistent with those types of committees, they were added to the ISAC committee.

President Daniel noted that exemptions are grated very rarely and he does not see that changing in the foreseeable future. Ravi Prakash expressed his concern that as the faculty were not officially consulted on the encryption policy and that they must be involved now. R. Chandrasekaran stated his concern that the advisory committee would be overruled without justification. Speaker Leaf responded that if it does its job correctly there should not be a need to be overruled. Joe Izen shared his concern that decisions regarding data are being made by people he feels do not have the knowledge base necessary to make an informed decision. Kurt Beron requested, going forward, a report be given by the committee and administration on what was recommended versus what was actually implemented.

The President responded that he has trust in CISO Teutsch and the faculty both. There will be disagreements but hopefully there will not be many. Dr. Prakash moved to approve the committee charge. Kurt Beron seconded. The motion passed. The amended charge is attached as Appendix C.

11. Summer Email Vote for List of Graduates
   Cy Cantrell moved to allow for a summer email vote on the approval of Summer Graduates. Richard Scotch seconded. The motion passed.

12. Discussion on FAC Resolutions
   Speaker Leaf noted that the listing of the FAC resolution was for information only and did not require a vote.

13. Annual Reports of Committees
   Cy Cantrel moved to accept the Annual report from the Committee on Qualifications. Kurt Beron seconded. The motion passed.
14. Approval of Annual Caucus Minutes

Cy Cantrel moved to table until the August meeting. Jessica Murphy seconded. The motion passed.

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

APPROVED: ___________________________  DATE: _____________

Murray J. Leaf
Speaker of the Academic Senate
Appendix A

Semester Credit Hour Value

Each course has a specific semester credit hours value, in accordance with Coordinating Board Rules (Title 19 Texas Administrative Code 4.6). One semester credit hour indicates an hour of instruction and at least two hours of study time per credit per week in a session or semester. For example, a typical lecture course in a 15 week semester is assigned a value of three semester credit hours. The three semester credit hours represent receiving instruction three hours a week resulting in 45 contact hours and 6 additional hours a week of student preparation including homework.

Factors in determination of the semester credit hour values such as the type of course (for example, laboratory, internship, studio, seminar, etc.) may require proportional adjustment. Courses offered in shortened sessions or semesters are expected to maintain the same number of contact hours.

Semester credit hours for each course are indicated in the academic catalogs or in the schedule of classes for a given term. In the catalog, the hours are shown in parentheses immediately after the course title in each course listing. The number of semester credit hours will be granted upon successful completion.

Type of Instruction and Semester Credit Hour Value

These guidelines attempt to guide faculty when determining credit hours. If a course is to be delivered in a format not listed or non-traditional, the course will be required to be reviewed by the catalog approval process. All courses are scheduled to meet the Texas Administrative Code requirements in accordance with the academic calendar.

1. Lecture, seminar
   One semester credit hour equals approximately fifteen, 50-minute periods of classroom instruction (including exam) and at least two hours of outside study per credit per week.

2. Laboratory, studio ensemble, clinical
   Where the Section (1) definition does not fit, for activity supervised as a group, a semester credit hour is awarded for activity in approximately fifteen periods where each activity is at least 100 minutes with possible outside study.

   One semester credit hour is equivalent to approximately fifteen, 50-minute periods of student academic activity. Faculty gives initial guidance, criticism, review, and final evaluation of the student’s performance.
   One semester credit hour may be awarded for an equivalent of at least eighty hours of effort.

5. Fully Distance Education Course: A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.
   One semester credit hour equals approximately fifteen, 50-minute periods of synchronous or asynchronous contact. Additionally, at least fifteen, two-hour periods of outside study will be completed by the student.

6. Hybrid/Blended Course: A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place.
   One semester credit hour equals approximately fifteen, 50-minute periods of classroom instruction, and asynchronous or synchronous contact. At least fifteen, two-hour periods of outside study will be completed by the student.
Policy on Revocation of Graduate Degrees

1. The University of Texas at Dallas is committed to assuring that theses and dissertations that were submitted as part of the requirements for already-awarded degrees shall meet the highest standards of academic integrity. The standard of scholarly integrity expected on master’s theses and doctoral dissertations is the same as what would be expected in submissions to a publisher or an academic journal. If a Master’s thesis or doctoral dissertation is found to be based on plagiarized or falsified material after the degree has been awarded, then the degree will be subject to revocation.

This policy applies to individuals who have been awarded a master’s or doctoral degree and are no longer enrolled as students. Master’s theses and doctoral dissertations submitted by enrolled students are covered by UTDS7003, Chapter 49, Subchapter C. Disciplinary Proceedings and Disposition.

In cases in which the University becomes aware of credible allegations of plagiarism or possible falsification of data or other research source material in master’s theses or doctoral dissertations after a degree has been awarded and the individual is no longer enrolled as a student, the Dean of Graduate Studies will direct the investigation and disposition of the case.

2. After a master’s or doctoral degree has been awarded and made available to the public, allegations of plagiarism or falsification of research material may arise from many sources. However such allegations may arise, and however they may come to the attention of UT Dallas employees, the allegations should be referred promptly to the Dean of Graduate Studies.

2.1. The Dean of Graduate Studies will inform the former students that an allegation has been made and appoint a committee of not fewer than three faculty members in the area of the thesis or dissertation to render professional judgments as to whether academic integrity has been compromised and, if so, the extent of plagiarism or falsification. The report of the investigative committee must conclude with a recommendation as to whether the degree shall be revoked or allowed to stand.

2.2. If the faculty investigative committee determines that there is a prima facie case that allegations of plagiarism or falsification of research material are true and recommends that the degree be revoked, the Dean of Graduate Studies will review the material uncovered during the investigation and either approve the findings or ask for further investigation. If the Dean accepts the findings and recommendation of the investigative panel, then a reasonable attempt will be made to contact the former student and inform him or her of the findings and recommendations of the panel.

If the former student disputes neither the panel’s findings nor the sanction of revoking the degree, or does not respond within a period of 30 days from the date of the first contact attempt, then the Dean of Graduate Studies may order the thesis or dissertation to be rejected and recommend to the President that the degree be revoked.
2.3. If the former student disputes either the findings of fact or the proposed sanction, the Dean of Graduate Studies will appoint a hearing panel of three faculty members in the area of the thesis or dissertation. This panel will act as the “hearing officer” within the intent of the Regents’ Rule that applies to enrolled students, Rule 50101, Section 5. Three faculty members will constitute a quorum of the hearing panel.

The University of Texas System Office of General Counsel and the UT Dallas University Attorney will provide guidance to the members of the hearing panel regarding requirements for due process.

The hearing panel will consider all available documentary evidence and may consult with the original supervising committee and the individual(s) who made allegations that academic integrity was compromised. If the former student can be located and seeks to attend the hearing, he or she is entitled to bring an advisor or retain legal counsel. In such a case, the former student must notify the Dean of Graduate Studies immediately to give time for the hearing panel to ask for UT Dallas or UT System legal counsel to be present. Legal counsel and an advisor, if any, shall only provide advice, and shall not act as an advocate in the hearing. Counsel and the advisor will neither question witnesses nor argue.

2.4. The hearing panel will reach its decision by majority vote. The panel’s report must include a numerical tally of the vote. The panel will either recommend that the degree awarded shall stand, or recommend to the President that the thesis or dissertation be rejected and the degree be revoked.

3. In accordance with the intent of the Regents’ Rule that applies to enrolled students, Rule 50101, Section 7, the former student and the Dean of Graduate Studies are entitled to appeal the hearing panel’s decision to the President. The appeal shall be based exclusively on the record of the hearing.

4. After a degree has been revoked, a permanent notification will be placed in the former student’s academic transcript, and the thesis or dissertation will be removed from the University of Texas at Dallas Libraries. If the thesis or dissertation has been placed in a public or commercial repository, that repository shall be notified of the University’s action.
ITEM #3

Appendix C

CHARGE: UNIVERSITY INFORMATION SECURITY ADVISORY COMMITTEE.

Draft of 3 October 2012

The University Information Security Advisory Committee is a concurrent committee of the Academic Senate of the University of Texas at Dallas.

The Committee will advise the University of Texas at Dallas Information Security Officer in planning and testing measures to provide security for the University for development and use of the university’s information resources in such a way as to comply with UT System security requirements for university information. University obligations are established by the UT System system-wide policy UTS165, U. T. System Information Security Action Plan, and Texas Administrative Code 202, and related interpretive statements such as The University of Texas System Laptop Computer Encryption Implementation—Frequently Asked Questions. The committee’s areas of concern include but shall not be limited to:

- Recommend policies or guidelines to develop and align information security strategies with applicable laws and regulations.
- Monitor policies and procedures to ensure compliance while not asserting undue claims to own or access information owned by faculty or for which faculty are under obligation to other organizations.
- Recommend procedures for IT systems and practice to lower risk of exposure of information and IT resources. Procedures and practice may include appropriate technical infrastructure and security controls in the IT environment.
- Assist in identifying and classifying information.
- Assess and evaluate security incident management and make recommendations for improvements.
- Recommend procedures that increase the security of business continuity and recovery plans.
- Monitor implementation of the UTD policies by the Information Security office.
- Assist in developing plans and methods for education and outreach in the UTD community to explain the need for security measures and assure effective faculty participation.

- Recommend approval or denial of requests for exemption from full-disk encryption or any other security mandate. The committee will strive to make its recommendations within a month of submission of request.

The Committee shall be composed of at least thirteen voting members. Seven shall be tenure-track faculty, appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1 of The University of Texas at Dallas Handbook of Operating Procedures). At least three faculty members shall have expertise in areas of computer security. All shall be selected to represent as much of the range of university as well as non-university information that faculty create and use in the course of their professional activities as is practicable. In addition, there shall be one representative each from Academic Affairs, the Office of the Registrar, and the Office of Sponsored Projects, a staff representative selected by the Staff Council, and a student selected by Student Government, and at least two security experts from outside the
One of the faculty members shall be Chair. The Chair and Vice Chair shall be appointed annually by the President upon approval by the Academic Senate.

The University Attorney shall be a member *ex officio*. The University Information Security Officer shall be the Responsible University Official.

The term of service of the Committee members shall be for two years, effective September 1 to August 31. Appointments shall be staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed 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 upon nomination by the Academic Council.

The Committee shall meet at least bimonthly during the fall and spring semesters. No plan or policy shall be implemented by the Information Security Officer without first being reviewed by the Committee. The Committee shall indicate its approval or disapproval by majority vote. If the Committee disapproves, the Chair shall convey the vote and the reasons to the Vice-Provost and Chief Information Officer. Additional meetings will be called by the Chair or RUO as necessary.
UNAPPROVED AND UNCORRECTED MINUTES

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

ACADEMIC SENATE CAUCUS MEETING
April 17, 2013

Present: Robert Ackerman, Peter Assmann, Poras Balsara, Kurt Beron, Dinesh Bhatia, Gail Breen, Mathew Brown, , Cy Cantrell, R. Chandrasekaran, David Cordell, Ovidiu Daescu, Gregory Dess, Vladimir Dragovic, John Ferguson, Nicolas Gans, John Geissman, Lev Gelb, Jennifer Holmes, Joe Izen, Murray Leaf, William Manton, Jessica Murphy, Simeon Ntafos, Ravi Prakash, Monica Rankin, Tim Redman, Mark Salamasick, Liz Salter, Richard Scotch, Robert Serfling, Tres Thompson, Subbarayan Venkatesan, Eric Zhiqiang


Visitors: None

1. Call to Order, Introduction of Senate Members
Speaker Leaf called the meeting to order. The Senators-elect introduced themselves. Speaker Leaf noted that David Cordell is the Elected Secretary of the Senate and Christina McGowan is the Staff Secretary for the Senate.

2. Description of Agenda: Election and Setting Priorities
Speaker Leaf described the purpose of the meeting. It is to elect the Speaker, the Secretary, and the Academic Council, and to set the priorities for the 2013-2014 year.

David Cordell illustrated how the Senate members could access the online resources. On the website are links to the Academic Council and Senate agendas, bylaws, and minutes. There are also listings of faculty members’ names and address, as well as a photo roster. There is also a listing of links that are useful to Faculty members.

3. Description of Officers duties, and Academic Council
Speaker Leaf explained that there are two dominate types of Faculty Senate models in the United States. The first is that the faculty is advisory. The Senate is advisory to the administration; the senate committees are advisory to the Senate and so forth. The other is the Shared Governance model. In the shared governance model, faculty and administration share responsibility for policy development. The Faculty Senate handles the academic side, while administration handles the administrative side—although each in consultation with the other. The UTD Senate is based on the idea of shared governance. The Senate itself is the policy
making body for the faculty, subject to being over-ruled by the entire faculty if they hold a meeting. The committees of the Senate are executive committees. The Senate makes the policy, the committees interprets the policies of the senate for their respect concerned administrators. The administrators carry out the policies. We seem quite clearly to be generally recognized as the best example of shared governance in Texas, although at UT Austin there also very substantial faculty autonomy and responsibility at the departmental level.

The ‘Speaker’ is not the chair of the Senate. The actual chair of the senate is the President of the University. In the absence of the president and provost, the speaker will chair the meeting, but otherwise, what you will generally see is that the President chairs but the speaker or other faculty lead discussion on specific items. The Speaker is also the ex officio are chair of the Committee on Committees. The Committee on Committees is appointed each year by the Academic Council. The Speaker is also an ex officio member on five other committees. The Speaker and Secretary are members of the UT system Faculty Advisory Council. The Speaker, Secretary, or designate are representatives of the Texas Council of Faculty Senates. The Senate has a Faculty Liaison with Student Government. In the past it has be Marilyn Kaplan. The Speaker is responsible for the liaison. The Speaker serves on the Safety and Security Council and the Handbook of Operating Procedures Committee. Members of this committee cannot out-vote the Speaker on matters of academic policy. For the past few years, with Senate concurrence, Speaker Leaf has appointed unofficial vice speakers to support the Speaker as needed. These have been Tim Redman and Richard Scotch.

The Secretary is responsible for communication with in the Senate organization this includes minutes. The Secretary is the chair of the Senate Election committee. The Secretary supervises the corresponding staff secretary. Like the Speaker, the Secretary acts as the Faculties representative at the Faculty Advisory Council and the Texas Councils of Faculty Senates.

The Academic Council is the Agenda Committee for the Senate; it is NOT an executive committee. The Council does not make decision in place of the Senate. The Senate is the policy making body. The Council is representative of the Senate members. The members serve as back up for the Speakers and/ or Secretary if needed at FAC or on some committees. They appoint the Committee on Committees. They will vote on some replacements for Committee appointments when Senate approval is not required.

4. **Votes on officers:**

According to the Senate Bylaws, the Speaker and Secretary are elected separately from the Council members. Speaker Leaf called for nomination for Speaker of the Academic Senate. Cy Cantrell nominated. Tres Thompson seconded. Murray Leaf accepted. Speaker Leaf requested further nomination. There were no other nominations. Nominations were closed. Cy Cantrell moved to elect Murray Leaf by acclimation. Liz Salter seconded. Murray Leaf was re-elected by acclimation.

Richard Scotch moved to open nominations for Secretary of Faculty Senate. Richard Scotch nominated David Cordell. John Geissman seconded. Dr. Cordell accepted. Speaker Leaf requested further nominations. There were no other nominations. Nominations were closed. Cy
Cantrell moved to elect David Cantrell by acclimation. Kurt Beron seconded. David Cordell was re-elected by acclimation.

Speaker Leaf opened the floor to nominations for Academic Council. John Geissman nominated Richard Scotch of EPPS, and he accepted. Tim Redman nominated Cy Cantrell of ECS, and he accepted. Cy Cantrell nominated Tim Redman of AH, and he accepted. Tres Thompson nominated Gail Breen of NSM, and she accepted. Ravi Prakash nominated R. Chandrasekaran of ECS and SOM, and he accepted. Peter Assman nominated Tres Thompson of BBS, and he accepted. R. Chandrasekaran nominated Ravi Prakash of ECS, and he accepted. Richard Scotch nominated Liz Salter of IS, and she accepted.

Speaker Leaf called for further nominations. There were no other nominations. Nominations were closed. Speaker Leaf asked if there whether the Senate wanted to call for a vote to elect six of the nominees, which is our minimal size, or whether we should elect all. R. Chandrasekaran moved to elect all nominees by acclamation. Dr. Cantrell seconded the motion. The Nominees were elected by acclimation.

5. Priorities for 2013:

The agenda packet included a review of priorities that were set by Caucus in 2012.

Speaker Leaf noted that at that time in 2012 there was a very strong consensus on a number of intertwined problem that were being generated by what seemed to be the administrative interest in hiring “stars,” and apparently conveying to them the sense that they did not need to be concerned with the ordinary institutional duties of ordinary full professors. This offends a long-standing UTD commitment to equality, including the equality of taking responsibility. The topic involved many specific policies and practices, which include opportunity hires and the discretion exercised by deans in assigning faculty duties. Pursuing these concerns has led to a major effort to revamp the guidelines for school by-laws, which will include a discussion on academic priorities with the schools, the role of committees with in the schools, and the interface between faculty and administration within each school. This effort is still under way, with a 3 + 3 committee. There are also implications for the promotion and tenure policy. We need to state clearly that a chaired full professor is still a full professor and has the duties of a full professor. It has also led to discussions on salary equity compression and inversion, which has also not yet been worked through. There is a consensus among the top administration that these concerns raised by faculty need to be resolved. Administration and faculty will share the work and responsibility. The basic question now is whether the Caucus agrees that these efforts should continue into the coming year. The Caucus agreed that we should. Speaker Leaf then asked if there were additional items.

Additional items were:

To get more information on the results in promotions and tenure cycles. Without revealing names, we should know what happened in an area level, the department level, the deans’ level and the CQ level, and what was the outcome.

In areas where administrators must make final decisions but should consult with faculty in doing so, there should be clearer and more definite processes for such consultation. One
important example is the hiring of department heads within schools. Another, related to the “stars” concerns is the special “deals” deans may offer for faculty to come to UTD. If these affect the workloads of other faculty, faculty should understand what they are and have some definite means of indicating their views.

Another concern, somewhat related, was teaching loads. There is a UTD policy that states that all faculty members must teach one undergraduate course per year. It appears that deans are not paying attention to the policy. If not, it is a problem.

There was also agreement that availability of laboratory space should be made a priority. Speaker Leaf agreed that he would assign the topic to the research advisory committee to investigate and to report back by June.

Finally, there was concern with the general attitude of the campus toward salary equity. We should not become a place where the only way to get a raise was to get a competing offer from another institution. Dr. Scotch noted that this was part of the concern of the Budget Advisory Committee, and it should be part of the effort to deal with the evident salary compression and inversion that the Committee reported on in February. Dr. Scotch recommended that the topic be brought up again in council.

This concluded the Caucus list.

There being no further business, Speaker Leaf adjourned the meeting.

APPROVED: ________________________ DATE: ____________
Murray J. Leaf
Speaker of the Academic Senate
SACS Fifth-Year Interim Report Overview
Due Date: March 25, 2014

Five Components:
Part 1: Signatures Attesting to Integrity
**Part 2: Institutional Summary Form Prepared for Commission Reviews**
Part 3: Fifth-Year Compliance Certification
Part 4: Fifth-Year Follow Up Report (not applicable to UT Dallas)
**Part 5: Impact Report of the Quality Enhancement Plan (QEP)**

Part 2 Institutional Summary:
1. History and Characteristics: (mission, service area, composition of student population, admission policies, identify peer institutions)
2. List of Degrees: (majors and certificates. Must include the number of graduates in the calendar year previous to submitting this report (January to December) for majors and certificates
   **Action:** provide number of spring 2013 certificate graduates
3. Off-Site and Distance or Correspondence Education
   a. Off-site Locations: (for each site, list majors offered and for each major offered, list percentage offered at that site)
   b. Distance/Correspondence Education: (list of credit-bearing program in which 50% or more are delivered through distance education modes. For each, indicate whether the program is delivered through synchronous or asynchronous technology or both)
4. Accreditation: (list federally recognized agencies that currently accredit the institution, provide the **date of the most recent review** and indicate if negative action was taken, provide **copies of statements used to describe itself for each accrediting bodies**, indicate any agency that has terminated accreditation and the date and reasons for termination, and indicate the date and reason for an institution voluntarily withdrawing accreditation with any agency.
   **Action:** provide copies of latest self-studies
5. Relationship to the U.S. Department of Education (list any limitations, suspensions, or terminations by DOE)

Part 5: QEP Impact Report:
Limited to 10 pages to address the following:
1. a succinct list of the initial goals and intended outcomes of the QEP
2. a discussion of changes made to the QEP and the reasons for making those changes
3. a description of the QEP’s impact on student learning and/or the environment supporting student learning, as appropriate to the design of the QEP. Include the achievement of identified goals and outcomes, and any unanticipated outcomes of the QEP.
4. a reflection on what the institution has learned as a result of the QEP experience
Part 3 Fifth-Year Compliance Certification: Demonstrate compliance with the following Principles of Accreditation: (88% of institutions ‘failing’ first attempt)

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Keys to Compliance</th>
<th>Action Needed</th>
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<tbody>
<tr>
<td>2.8</td>
<td>Number of Full-time Faculty (49% of institutions received citation)</td>
<td>Institution’s full-time faculty data must be disaggregated to the program/discipline level. Rationale for how institution determines a particular number of full-time faculty is adequate per program. Evidence of how faculty load policy is applied.</td>
<td>Provide faculty roster indicating full-time/part-time status per program, including certificates</td>
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<tr>
<td>2.10</td>
<td>Student Support Services</td>
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<td>3.2.8</td>
<td>Qualified Administrators</td>
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<tr>
<td>3.3.1.1</td>
<td>Institutional Effectiveness—Student Learning Outcomes (57% of institutions received citation)</td>
<td>Assessment process described; evidence it is followed; evidence student learning outcomes assessed using mature data; document how data is used to make program improvements; provide rationale for sampling; include data on off-site/distance programs and consider comparability</td>
<td>Program assessment: Fall 12/Spring 13 reports due Oct 15; Fall 13/Spring 14 plans due Oct 15 Core course assessment via AT6: Spring 13 reports due Sept 30; Fall 13 plans due Sept 30</td>
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<td>3.4.3</td>
<td>Admission Policies</td>
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<td>3.4.11</td>
<td>Qualified Academic Coordinators (36% of institutions receive citation)</td>
<td>Rationale needed for why individuals are qualified to coordinate and oversee development and review of curriculum; include certificate and distance learning programs</td>
<td>Provide accurate and current program head list, including certificate programs. Transcripts/CVs may be needed if not already on file. Dean to provide rationale if necessary</td>
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<td>3.11.3</td>
<td>Physical Facilities</td>
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<td>3.13.1A</td>
<td>Accrediting Decisions Other Agencies</td>
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<td>3.13.1B</td>
<td>Complaint Procedures Against Commission or Institution</td>
<td>Maintain a record of complaints that can be made available to SACS</td>
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<td>Section</td>
<td>Description</td>
<td>Details</td>
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<td>3.13.1C</td>
<td>Reaffirmation—Distance Learning</td>
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<td>4.1</td>
<td>Student Achievement</td>
<td>Include general and program specific graduate rates, job placement rates, course completion rate, licensure exam pass rate. Explain how data is used to evaluate appropriate student achievement.</td>
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<td>4.2</td>
<td>Program Curriculum</td>
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<td>4.3</td>
<td>Publications of Policies</td>
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<td>4.4</td>
<td>Program Length</td>
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<td>4.5</td>
<td>Student Complaints</td>
<td>Provide evidence of implementation of policies; provide examples that demonstrate resolution; address distance education students</td>
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<td>4.6</td>
<td>Recruitment Materials</td>
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<td>4.7/3.10.2</td>
<td>Title IV/Financial Aid Audits</td>
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<td>4.8.1</td>
<td>Distance Learning: Student Identification</td>
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<td>4.8.2</td>
<td>Distance Learning: Student Privacy</td>
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<td>4.8.3</td>
<td>Distance Learning: Fees</td>
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<td>4.9</td>
<td>Credit Hour Policy</td>
<td>Institution must have an official credit hour policy whose definition complies with federal definition</td>
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</table>

Contacts:
Serenity King, serenity.king@utdallas.edu, x6749
Andy Blanchard, ab Blanch@utdallas.edu, x6716

Websites:
UT Dallas SACS: [http://sacs.utdallas.edu/](http://sacs.utdallas.edu/) (fifth-year review section forthcoming)
UT Dallas Assessment: [http://provost.utdallas.edu/assessment](http://provost.utdallas.edu/assessment)
SACS Commission on Colleges: [http://www.sacscoc.org/FifthYear.asp](http://www.sacscoc.org/FifthYear.asp)
1. Reviews of Ph.D. Programs: UT Dallas has scheduled external reviews of Ph.D. programs consistent with the schedules and criteria promulgated by the Texas Higher Education Coordinating Board. The thirty (current count) UT Dallas doctoral degree programs each have specific semesters set for their reviews, continuing on through FY 2019. The reviews scheduled for FY 13 have been completed and the reports to UT System and the THECB are being prepared. The final reports resulting from each Program Review will be forwarded to the Office of Academic Affairs of The University of Texas System concurrently with their submission to the Coordinating Board.

2. The basic criteria to be addressed in all reviews of Ph.D. programs are described in the following outline.

   a) The strength of program faculty should be evaluated by attributes including:
      - Publications
      - Citations
      - Professional honors
      - External funding
      - Dissertation supervision

   b) The organization of the program should be evaluated by review of the annual calendar of program activities and the assignments of responsibilities for these various activities to program administration, faculty, and staff. Activities include such elements as:
      - Recruitment of students
      - Degree plans for students
      - Advising for course selection
      - Course availability for satisfactory progress
      - Contracts for mutual responsibility of students and program
      - Milestone examinations or alternative evaluations
      - Financial rewards for milestone completions
      - Annual audits of progress
      - Career advising

   c) The metrics by which the success of the program is to be evaluated include data on:
      - Quality of entering students
      - Retention/Attrition rates of entering students
      - Times to graduation
      - Successful employment of graduates
      - Active alumni organization for graduates
Active Advisory Council for students and graduates

3. The consequences of an external review that documents unsatisfactory performance of a Ph.D. program would entail first intensive internal discussions by the provost, dean, and department leader of the deficiencies identified in the review, followed by comprehensive discussions that involve the program faculty along with program and school administration, with these discussions directed toward identifying successful remediation actions.

Within two years of an unsatisfactory review, a second, more intensive external program review will be conducted to assess progress made in remediating the deficiencies noted in the initial review. If this second program review again finds the program performing unsatisfactorily, new consultations between the university's central administration, the dean, program leader, program faculty, and faculty governance will consider the options of continuing remediation efforts, or exploring mergers with related programs within UT Dallas or with another university, or termination of the degree program.

4. Following are narrative comments on the above outline.

a) Successful Ph.D. programs must be staffed with adequate numbers of faculty who manifest the scholarly excellence that qualifies them to advise and mentor Ph.D. candidates.

b) Successful Ph.D. programs must attract student applicants who demonstrate the academic capacities appropriate for successful graduation from the program and for competitive success on the national job markets after graduation.

c) Successful Ph.D. programs must have faculty and administration that provide the necessary attention and energy necessary for maintenance of a sound and constructive curricular structure and an advising program that ensures recruitment of competitive new students and timely progress of these students to graduation.

d) Successful Ph.D. programs will demonstrate good retention rates and timely progress of students to graduation. The time elapsed between the initiation of and graduation from Ph.D. studies is a matter of great importance to the individuals concerned, to the institutions, and to the state. A general target for full-time Ph.D. students is graduation within five years from admission into a program as a Ph.D. student.

e) Students should be admitted as aspirant Ph.D. students only after rigorous scrutiny of their academic records designed to assess carefully their qualifications for successful pursuit of the doctorate. Upon admission, students
should receive comprehensive, itemized, statements of expectations for the entire educational sequence leading to graduation, along with similarly detailed responsibilities of the program administration, presented upon entry, co-signed and updated annually. UT Dallas played an important role in the cooperative formulation of the Milestones Agreement that will guide and monitor the progress of future doctoral students. This process is being implemented for newly appointed doctoral students. The Milestones Agreements will provide the mechanism for monitoring the effectiveness of the improvements we are initiating in the advisement of Ph.D. students.

f) Each of the UT Dallas Ph.D. programs has developed its own specific Milestones Agreement. The Agreements all require that progress be assessed and reported annually following entry into a program and continuing until graduation or termination from the program. They specify the roles and responsibilities of specifically assigned staff and faculty in these assessments and reports on each student. All milestones on a successful progress through graduation are spelled out – core and elective courses, entry and pre-dissertation exams or other evaluations, formation of a committee and chair, and progress toward completing the dissertation. And, consequences for failure to meet expectations in a timely fashion are also detailed.

g) Before and during the first semester of enrollment as Ph.D. candidates, students will participate in an orientation program that provides them with detailed overviews of faculty research interests and advisement regarding satisfying curricular requirements and preparation for taking the required comprehensive examinations. They will be required to participate in workshops that address writing, communication, and instructional skills. In following semesters students will attend regular seminars as further preparation for determining a dissertation topic. Students will be guided towards choice of a dissertation topic during their third year of study, with the aim of commencing work on the dissertation as soon as the second comprehensive evaluation has been completed.

h) Students enrolled as aspirant Ph.D. students should be advanced to formal Ph.D. status only after satisfying either the requirements for a masters degree in a field relevant to the specific Ph.D. program or of 30 semester credit hours of appropriate graduate work in the field of study AND only after the students have passed a first comprehensive evaluation, designed to validate their readiness to commence Ph.D.-level studies.

i) The scheduling of these “qualifying” evaluations should allow for timely progress toward initiation of Ph.D. studies.

j) Students progressing from aspirant into formal Ph.D. status should be rewarded, if employed by the university, by an appreciable increment in compensation.
k) By no later than approximately two calendar years after being advanced to formal Ph.D. degree-seeking status, Ph.D. students should pass a second comprehensive evaluation designed to validate their mastery of the core graduate-level academic knowledge appropriate to their field of study and their readiness to commence independent work on a dissertation.

l) Upon passing the second comprehensive evaluation, if not earlier, students will select/be assigned a dissertation supervisor and committee and commence working on the dissertation.

m) Upon being authorized to form a dissertation committee and satisfactorily commencing work on the dissertation, students will be rewarded, if employed by the university, with a significant increment in compensation.

n) Members of external advisory boards will make regular presentations to student groups informing them of employment and other trends in the profession.

o) Successful programs should encourage formation of social networks of alumni and current students to create a dynamic and supportive alumni organization.

p) Students should receive regular distributions of national and regional employment data and opinion articles on state of the profession.

q) Successful Ph.D. programs should demonstrate that graduates move from their student status at UT Dallas to productive and appropriate employment situations after graduation. Appropriate employment of our Ph.D. graduates is, again, of crucial importance to the individuals, to the institution, and to the state. We will implement the related technology imbedded in the MyEDU software as soon as it is deployed. In the intervening time, and continuing, the Office of Strategic Planning and Analysis and the Office of the Provost will collect, codify and post national data on salaries and employment rates, and the UT Dallas Career will be directed to provide individual counseling and advice to these students to supplement the input they receive from their supporting faculty members.
Policy on Procedures for Completing a Graduate Degree - UTDPP1052

Policy Statement

PROGRAM OF STUDIES: Each student admitted to a Graduate Program will have a specific program of studies, outlined in the current graduate catalog that is agreed to upon in consultation with and approved by the appropriate committee, graduate advisor or administrator for that degree program. Students enrolled in master's degree programs must have a completed “Program of Studies/Degree Plan” form be filed in and approved by the Office of the Dean of Graduate Studies prior to the student's registration for his or her 19th semester credit hour in the degree program to be counted toward a master's degree, or 2. 40th semester credit hour taken beyond the bachelor's degree to be counted toward a doctoral degree. The form will be completed and revised, if necessary, each semester under the guidance of the student's graduate advisor. For each student enrolled in a doctoral degree program, the academic advisor in consultation with the student, will prepare and submit a completed and updated “Milestones Agreement Form” annually to the office of the Dean of Graduate Studies. The completed form will define academic milestones and timeline required to earn the doctoral degree and the progress being made by the student in meeting each requirement.

1. Exception: Common Master's Program: In those Graduate Programs where a common program of studies is prescribed for all Master's students, differing only in elective courses comprising less than one-third of the total required degree semester credit hours, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Studies. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee or administrator for that program prior to the student's registration for his or her 19th degree semester hour taken at U. T. Dallas.

2. Exception: Common Doctoral Core: In those Graduate Programs where a common doctoral core is prescribed for all students, differing only by the area of specialization chosen, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Studies. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee or administrator for that program prior to the student's registration for his or her 50th degree semester hour taken at U. T. Dallas.

3. Additional Master's Degrees: Students wishing to earn additional Master's degrees at U. T. Dallas must develop an approved Program of Studies through the Program offering that degree prior to enrolling in additional courses. The program can allow up to 15 semester credit hours earned in a previous degree program toward the additional degree. Additional credits may be accepted from the previous degree upon the approval of the Dean of Graduate Studies. In no case will credits counted for a previous degree be
allowed to exceed one-half the total hours required for the additional master's degree program.

4. Graduation Under a Particular Catalog: Provided the requisite courses continue to be offered, the student is bound by the course work requirements of the catalog in force at the time of admission, within a six-year limit for the completion of the master's degree and ten years for the doctoral degree. With the approval of the Dean of Graduate Studies the student may elect to be bound by the catalog in force at the time the student applies for graduation. This regulation applies to specific course work and the number of semester credit hours for the academic degrees set forth in the catalog. All other requirements will change or be continued with the issuance of new graduate catalogs.

2. TRANSFER CREDIT: To qualify for transfer credit, the grade earned in the course must be a B or better and the course must not be a correspondence, extension or pass/fail course. Courses delivered in a distance learning format will be considered on a case-by-case basis. Petitions for transfer of credit must be prepared by the Graduate Program and submitted for approval by the Dean of Graduate Studies. Petitions may be approved at the time of the student's first enrollment; however, no actual acceptance of transfer credit will occur until after the student has completed 9 semester credit hours of courses at U. T. Dallas with a grade point average of at least 3.0. Petitions for transferring courses taken before enrolling as a graduate student at U. T. Dallas must be submitted prior to filing the Program of Studies. Petitions for transfer credit must be accompanied by a copy of the student's transcript showing the course(s) in question.

1. No more than 25% of the total requirement of a master’s degree may be transfer credits. Some degree programs have more restrictive transfer of credit requirements.

2. Doctoral Degree: A master's degree or its equivalent may be transferred from another university for up to 36 semester hours of credit towards a doctoral degree.

3. Non-Degree Students: No more than 15 semester credit hours taken as a Non-Degree Student may be subsequently transferred to a degree program at U. T. Dallas. No petition is necessary for any of this coursework to be included in a student's Program of Studies.

4. Exceptions: Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Studies. Such a petition could be for the program of an individual student or for the model Program of Studies (See "Exceptions" on page 1 of this policy).

3. DEGREE REQUIREMENTS: The student will complete the course work degree requirements when he or she completes the previously filed program of studies with acceptable grades.

1. Required Semester Credit Hours: The minimum required semester credit hours in a Program of Studies required for the degree will be those shown in the catalog applicable to the student at the time of his or her admission or readmission to the program. In no case will a student be allowed to graduate with less than 30 approved graduate semester credit hours (including approved graduate transfer credit hours) for the master's degree.

2. Required Grade Point Average: In order to qualify for graduation, students must maintain a 3.0 grade point average in their degree program’s core courses. However, individual programs may have more stringent grade point requirements in selected courses, which must be satisfied for graduation. The minimum acceptable University grade point average for graduation is 3.0 for all graduate courses taken in the student’s degree program at U. T. Dallas.

3. Research Involving Animal or Human Subjects
   1. Research Involving the Use of Animals (Policy Memorandum 79-1.2-30): Any student who intends to conduct research, (whether funded or not funded) which
would involve animals must obtain permission from the Institutional Animal Care and Use Committee (IACUC). Permission to use an animal in research must be obtained prior to ordering, bringing to campus or housing on campus an animal. The required form to request approval may be obtained from the Office of Research Compliance.

2. Research Involving Human Subjects (Policy Memorandum 79-I.2.31): Any student who intends to conduct research, on or off campus, in partial or complete fulfillment of a course requirement, thesis or dissertation, which would involve human beings as subjects must obtain permission, prior to undertaking the research, from the University's Institutional Review Board for the Protection of Human Subjects (IRB). Any research activity, including but not limited to surveys, questionnaires, interviews, standardized and non-standardized tests, and/or simple research experiments, which include the participation of human beings, regardless of age of participant, must have approval from the IRB. The required forms to request approval may be obtained from the Office of Research Compliance.

4. Admission to Doctoral Candidacy: The research potential and ability of each doctoral student to both understand and integrate previous coursework will be evaluated before a student can be admitted formally to doctoral candidacy. The format of this evaluation, hereafter referred to as a qualifying examination, varies amongst the degree programs, and can be obtained from the student's Graduate Program Office. A student failing the Qualifying Examination is terminated as a doctoral student in that program unless a two-thirds majority of the examining committee vote that a second examination be permitted. All committee members should have all the evidence of the student's academic record and Qualifying Examination performance prior to this vote. The second examination typically would be taken no sooner than three months after the first examination, and no later than one year after the first examination. Students failing the second examination will not be allowed to pursue a doctoral degree in that program. Under no circumstances will a third examination be allowed. The student will have advanced to candidacy when the student has

1. passed the qualifying examination,
2. been assigned an approved Supervising Committee, and
3. satisfied any other Program or School candidacy requirements. Candidacy must be achieved before a student is eligible to enroll in dissertation courses.

4. THESIS AND DISSERTATION REQUIREMENT

1. Dissertation Proposal: Content: The Dissertation Proposal should be prepared by the student in consultation with the student's Supervising Committee. The proposal should include:

   1. A tentative title of the dissertation describing the topic as accurately and briefly as possible.
   2. The background of the research, the hypotheses to be tested or concepts to be explored, and the methodology to be employed. It should also address the relationship of the proposed work to existing work in the field, at U. T. Dallas or elsewhere, its intended outcome, and its contribution to the field.
   3. A schedule of the remaining research activities, including major completion milestones.
4. A set of up to five "key words" to assist in establishing the Data Base on Theses and Dissertations.

2. Dissertation Proposal: Approval: After its approval at the Department, Program, School, or Interdisciplinary Degree Committee level, the proposal will then be forwarded to the Dean of Graduate Studies, together with the Department’s or Program’s nominations for Supervising Professor and members of the Supervising Committee and the anticipated time of completion. The proposal should be prepared by the student in consultation with the student’s Supervising Professor, who will approve the document before its submission to the appropriate committee or administrator for that Department or Program.

3. Supervising Committee: General: The recommended Supervising Committee for the student is submitted by the appropriate committee or administrator for that Department or Program to the Dean of Graduate Studies for approval. Subsequent changes in membership must also be subject to approval by the appropriate committee or administrator for that Department or Program, and in turn the Dean of Graduate Studies. Individuals qualified for service on the Supervising Committee will be voting members of the General Faculty (as defined by The University of Texas at Dallas Handbook of Operating Procedures), Adjunct Faculty, Clinical Faculty, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree in the field or fields concerned or exhibit an equivalent record of accomplishment. In addition to the master’s and doctoral degree membership composition as defined in sections D and E below, additional members outside the General Faculty may serve with the special approval of the Dean of Graduate Studies. Members of the Supervising Committee will also be members of the Examining Committee. (*In the case of Adjunct Faculty, a General Faculty member will be appointed to co-chair the Supervising Committee).

4. Supervising Committee: Master's Degree with Thesis: Appointment of a Master’s thesis Supervising Committee consisting of at least three members is a function of the degree program expected to confer the student’s degree. Additional members may be appointed. All appointments must be approved by the Dean of Graduate Studies. The appropriate committee or administrator of the program in consultation with the student, will nominate:

1. the Chair, who serves as the supervisor of the research, will ordinarily be a voting member of the General Faculty holding the rank of Professor, Associate Professor, or Assistant Professor. Adjunct Faculty, Clinical Faculty, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be appointed as Chair if he/she receives a 2/3 majority recommendation of the Professors of the academic discipline and approval of the Academic Dean of the School offering the degree.

2. not less than two voting members of the General Faculty from the graduate degree program expected to confer the student's degree; and

3. if necessary, a third representative appointed by the appropriate committee or administrator for that discipline.
Any school varying from the above procedures in constituting Supervising Committees must have had prior approval from the Dean of Graduate Studies.

5. Supervising Committee: Doctoral Degree: Appointment of a Doctoral dissertation Supervising Committee consisting of at least four members is a function of the degree program expected to confer the student’s degree. Additional members may be appointed. All appointments must be approved by the Dean of Graduate Studies. The appropriate committee or administrator of the program, in consultation with the student, will nominate:

1. the Chair, who serves as the supervisor of the research, will ordinarily be a voting member of the General Faculty holding the rank of Professor, Associate Professor, or Assistant Professor. Adjunct Faculty, Clinical Faculty, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be appointed as Chair if he/she receives a 2/3 majority recommendation of the Professors of the academic discipline and approval of the Academic Dean of the School offering the degree.

2. not less than three voting members of the General Faculty, from the graduate degree program expected to confer the student's degree; and

3. if necessary, a fourth representative appointed by the appropriate committee or administrator for that discipline.

Schools varying from the above procedures in constituting Supervising Committees must have had prior approval from the Dean of Graduate Studies.

5. SUPERVISION: The Supervising Committee will meet with the candidate soon after the Dean of Graduate Studies has approved membership of the Committee. The intention of this initial meeting should be to discuss potential problem areas in the proposal and to establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and Committee. The Supervising Committee must meet at least once annually, assess the student's progress, and send a report on that progress to the appropriate committee or administrator for that program and to the Dean of Graduate Studies. This report should describe any problems which have the potential to delay the research beyond its anticipated completion date. A copy of this report must also be sent to the student. The student can request a meeting of the Supervising Committee through a written request to the appropriate committee or administrator for that program. The appropriate committee or administrator for that program will be responsible for convening such a meeting, generally within two weeks of the student's request, unless this timing is impossible owing to the absence of the Supervising Professor. No more than one student-initiated meeting can be called within an academic year. Provision for coverage of leaves of absence of either students or committee members will have been discussed at the initial meeting of the Supervising Committee. Any arrangements for surrogate supervision or changes in the student's plans will be communicated to the appropriate committee or administrator for that program, in writing, with a copy to the Dean of Graduate Studies. Because of the relationship between the student and the Supervising Committee, committee members on leave of absence or who have left their positions with the
university may be given permission to remain on the committee by the Dean of Graduate Studies. However, they must agree to be active participants in supervisory activities and to be present for the final examination. If this is not possible, the committee member must be replaced and a new member of the General Faculty must be submitted for approval.

1. Manuscript Preparation: Style and format requirements have been established for theses and dissertations prepared at U. T. Dallas. Prior to submitting manuscripts, candidates should consult the Guide for the Preparation of Master’s Theses and Doctoral Dissertations which can be obtained from http://www.utdallas.edu/dept/graddean/dgIndex.htm.

2. Committee Approval of the Manuscript: Approval of the thesis or dissertation to go forward for examination can only be given after the members have considered the entire manuscript. Members of the committee who do NOT agree that the manuscript is examinable, whether in the majority or not, should inform the Department Head or program administrator immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate.

3. Independent Research Competence: The dissertation must demonstrate an independent research competence on the part of the candidate that substantially adds to knowledge in the candidate's field with respect either to its intellectual substance or professional practice. The dissertation should be of such standard as to warrant publication in peer reviewed journals or scholarly books or monographs or equivalent.

4. Submission of the Final Draft of the Thesis or Dissertation: Once the candidate has, in the judgment of the Supervising Professor, prepared an examinable thesis/dissertation manuscript, it should be distributed to the other members of the Supervising Committee, allowing them a minimum of two weeks to review the document. After reading the document, a majority of the Supervising Committee members must agree that the manuscript is complete, has been rigorously proofread (preferably by a professional proofreader), and meets scholarship standards for theses or dissertations. The Supervising Professor then submits a copy of the dissertation and the Request for Final Oral Examination form, signed with no more than one dissenting vote by the Supervising Committee members to the Office of the Dean of Graduate Studies, which shall approve the scheduling of the Final Oral Examination. Members of the committee who do NOT agree that the manuscript is examinable should inform the appropriate committee or administrator for that program immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate. The Final Oral Examination cannot be scheduled until a resolution has been reached with, at most, one dissenting vote.

5. Required Copies
   1. Thesis Copies: Three official hard copies of thesis are required. After final approved copies have been bound, one hard copy shall be available to the public in the university library; one copy will be sent to the supervising professor and one copy will be sent to the department/program office. One disk with the thesis in a PDF file is required. This electronic copy will be sent to UMI who will make it available in hard copy and on the web.
2. Dissertation Copies: Three final approved copies are to be bound; one hard copy shall be available to the public in the university library; one copy will be sent to the supervising professor and one copy will be sent to the department/program. One disk with the dissertation in a PDF file is required. This electronic copy will be sent to UMI who will make it available in hard copy and on the web.

6. FINAL ORAL EXAMINATION

1. Examining Committee: Upon the submission of the dissertation to the office of the Dean of Graduate Studies, the Dean will appoint the Examining Committee. The membership of the Examining Committee will include all members of the Supervisory Committee plus a non-voting representative appointed by the Dean of Graduate Studies. The representative serves as the Chair of the Examining Committee. An examiner external to the University may also be appointed by the Dean of Graduate Studies on the recommendation of a member of the Supervising Committee or the candidate.

2. Conducting the Examination: Formal arrangements, such as time and place for the Final Oral Examination, are made by the appropriate committee or administrator for that program, in consultation with the candidate and the Examining Committee, and with the approval of the Dean of Graduate Studies. All members of the Examining Committee must be present for the examination to be valid, unless a prior written exemption has been granted by the Dean of Graduate Studies. If a member of the Examining Committee is absent without the approval of the Dean, then the Chair of the Examining Committee shall not hold the defense. The defense shall be rescheduled by the Dean of Graduate Studies. In any case, only one member may be absent without requiring a substitute. The examination will be conducted by the Chair in a manner appropriate to the material presented, and in accordance with current University regulations. The discussion will primarily focus on the candidate’s research, although aspects of the general field in which it was conducted may also be covered.

   1. The final oral examination shall be conducted in three phases.
      1. Phase I. The candidate will make a formal public presentation of the research. That presentation is open to the public, and members of the audience may ask questions. The Supervising Professor will chair this phase and supervise the questioning.
      2. Phase II. Following the public presentation, the candidate will be examined by the members of the Examining Committee. This part of the examination is not open to the public. Depending upon the school’s policy, other members of the faculty may also attend that part of the examination. This portion of the examination will be chaired by the representative of the Dean of Graduate Studies.
      3. Phase III. After the completion of the oral examination, the Examining Committee will vote on the results of the Final Oral Examination. The committee will reach agreement on one of the five possible outcomes listed below with no more than one dissenting vote. If the committee cannot reach agreement on one of the options, then the candidate will have failed the oral examination and the manuscript will not be accepted.
         1. Passed the oral examination and manuscript accepted,
         2. Passed the oral examination and manuscript accepted pending specified revisions,
3. Second oral examination required, but manuscript accepted or accepted with specified revisions,
4. Major revisions of the manuscript and a second final oral examination required,
5. Oral examination failed, manuscript not accepted and the committee recommends dismissal from the program. Following the vote of the Examining Committee, the Dean's representative shall complete the Examination Report, to be forwarded to the Dean of Graduate Studies.

2. Procedures concerning Acceptance, Specified and Major revisions, and Failure are as follows:
   1. Accepted - The committee agrees that the dissertation is acceptable either without any revisions, or with minor revisions such as corrections of typographical errors or changes of a minor editorial nature. It is the Supervising Professor’s responsibility to ensure that such corrections are made. The final corrected and approved copies of the dissertation must be submitted to the Office of the Dean of Graduate Studies within the same semester. If the final approved copy is not submitted within the semester, the results of the examination will be changed to Accepted Pending Specified Revisions and will be dealt with as specified under that result.
   2. Accepted Pending Specified Revisions - The Committee agrees that the dissertation is acceptable pending changes, which may include insertions or deletions. Such changes would be of the kind which do not radically modify the development/argument of the dissertation but which go beyond minor revisions. The practical criterion will be that the committee is able to specify such changes with precision. It is the responsibility of the Supervising committee to certify that all such changes have been made. If the final approved copy is not submitted by the end of the semester following the examination, the results of the examination will be changed to Referred Pending Major Revisions and will be dealt with as specified under that result.
   3. Referred Pending Major Revisions - The Committee agrees that the dissertation requires substantive changes in order for the dissertation to be acceptable. Detailed reasons for this decision must be supplied by the Chair of the Examining committee to the Dean of Graduate Studies, the appropriate committee or administrator for that program, and the candidate concerned. These recommendations on required changes must be approved by all members of the Committee. The committee reconvenes within a period not to exceed twelve months to conduct a second Final Oral Examination. This second attempt on the Final Oral Examination will be the final attempt by the student. If the Final Oral Examination and the written manuscript are not graded within the Accepted category, the student is dismissed from the program.
   4. Failure - If the majority of the Examining Committee votes for failure of the oral and the non-acceptance of the manuscript, the student will be dismissed from the program. In no case will a third oral be given.
3. Registration During Manuscript Revision: Regardless of the revisions to be made, the student will be required to register for three credit hours and pay fees until the revisions are accepted by the Office of the Dean of Graduate Studies.

4. Impact of revisions upon time limit for degree completion: The ten-year time limit for completion of the degree is still in effect while these revisions are being completed.

5. Intellectual property right protection: In order to protect patent or other intellectual property rights, the Dean of Graduate Studies may, upon request, delay for a period of one year the binding, distribution, and/or publication in microfilm of the dissertation.

7. REGISTRATION REQUIREMENTS

1. Examinations or Proposal Presentation: A student must be registered for at least three semester credit hours of graduate course work during the semester in which any major degree examination, such as the Qualifying Examination, Final Written Examination, or Final Oral Examination, is taken, or during the semester in which the proposal is submitted for approval.

2. Procedures are outlined in the Graduate Catalog - Continuous Enrollment for Thesis or Dissertation: Once a student has enrolled in thesis or dissertation unless a leave of absence has been granted, that student must maintain continuous enrollment (not necessarily for thesis or dissertation) of at least three semester hours during consecutive long semesters until the final approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies. If the approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies too late to permit graduation during that semester, but before the Census day of the Full-Term session (as defined in the academic calendar) of the subsequent semester, the student may register in absentia for his/her final semester of graduation.

3. Enrollment During the Semester of Graduation: With the exception of in absentia registration, doctoral students must be enrolled in at least 1 credit hour in the semester in which they graduate. Enrollment for 1 semester credit hour in the final semester is only allowed once. However, the individual degree program may require more than 1 credit hour be taken during the graduation semester.

8. TIME LIMITS: All requirements for a graduate degree, including transfer of credit must be completed within the specified time period. Students exceeding the specified time limit will not be eligible for their degree and will be dismissed from that graduate program. An approved leave of absence will not alter the time limits placed on graduate degrees.

1. Master's Degree: All requirements for the Master's degree must be completed within one six-year period. Work over six years old, whether done at this university or elsewhere, will not count towards the Master's degree except through the petition process described in the "Time Limit: Exceptions" section.

2. Doctoral Degree: All requirements for the Doctoral degree must be completed within one ten-year period. Work over ten years old, whether done at this University or elsewhere, will not count towards the Doctoral degree except through the petition process described in the "Time Limit: Exceptions" section. Students whose master’s degrees are accepted for full credit toward a Ph.D. must complete all requirements for the doctoral degree within one eight-year period. Work exceeding these limits, whether done at this university or elsewhere, will not count towards the degree.
3. Exceptions — Course Work: The time limits affecting course work taken early in a graduate program can be waived only when a student can demonstrate to the appropriate committee or administrator for that program that:
   1. the substantive material in the course is still relevant to the curriculum and,
   2. the student still retains a substantial grasp of the material taught in the course.

In such case, the acceptability of the course work in the student's Program of Studies must be approved by the Dean of Graduate Studies upon the recommendation of the appropriate committee or administrator for that program.

4. Exceptions — Research: The time limits can be waived only for research extending beyond the prescribed limits and only in exceptional cases where the student, Supervising Professor, and the appropriate committee or administrator for that program can demonstrate that:
   1. substantial progress has been made in the research effort and the student can successfully complete the thesis or dissertation within a two term extension, including the summer term, and
   2. a schedule to complete the research has been developed including major milestones of accomplishments. In such a case, the acceptability of the plan to finish the research must be approved by the Dean of Graduate Studies upon the recommendation of the appropriate committee or administrator for that program.

5. Procedures Prior to Graduation: An Application for Graduation must be filed during the semester of graduation on or before the date stipulated in the Academic Calendar.

Policy History

- Revised: May 15, 1990
- Revised: March 1, 1992
- Revised: November 1, 1992
- Revised: June 24, 1997
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: December 15, 2000
- Revised: December 13, 2006
- Revised: December 2, 2008
- Revised: December 17, 2010

Policy Links

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1052](http://policy.utdallas.edu/utdpp1052)
- Link to PDF version: [http://policy.utdallas.edu/pdf/utdpp1052](http://policy.utdallas.edu/pdf/utdpp1052)
- Link to printable version: [http://policy.utdallas.edu/print/utdpp1052](http://policy.utdallas.edu/print/utdpp1052)
Student Discipline and Conduct - UTDSP5003

Policy Statement

Chapter 49. Student Discipline and Conduct

Subchapter A. General Provisions

Section 49.01: Purpose

a. The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business, and Pursuant to the Regents Rules, the University of Texas at Dallas has developed its policy regarding student conduct and discipline in accordance with the UT System model policy. Each student is charged with notice and knowledge of and compliance with the contents and provisions thereof. The Dean of Students Office encourages student learning, growth, and development by promoting awareness of the University's expectations of behavior, holding students accountable for violations of these expectations, and developing educational sanctions designed to address the consequences of student decisions.

b. All students are expected and required to obey federal, state and local laws, and to comply with the Regents' Rules and Regulations, with System and university rules and regulations, with directives issued by an administrative official of the System or the University who has been enrolled at the university in a prior semester or summer session and are eligible to continue enrollment in the semester or summer session that immediately follows.

c. Any student who engages in conduct that violates the Regents' Rules and Regulations, the System or university rules and regulations, specific instructions issued by an administrative official of the System or the University acting in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.

d. This chapter contains regulations for dealing with alleged student violations of such rules and regulations, specific instructions, or federal, state or local laws or regulations. It also contains, in Subchapter F, descriptions of standards of conduct to which students must adhere.

Section 49.02: Scope

a. This chapter applies to student organizations as well as individual students. Student organizations are accountable for the conduct and actions of their members.

b. An individual who is not currently enrolled as a university student remains subject to the disciplinary process for conduct that occurred during any period of enrollment. Also subject to this chapter are individuals accepted for admission or readmission to the university and individuals who have been enrolled at the university in a prior semester or summer session and are eligible to continue enrollment in the semester or summer session that immediately follows.

c. University officials shall decide if disciplinary action shall be taken for off-campus conduct on a case-by-case basis. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree even when the conduct occurs prior to the beginning of classes and in between semesters. This includes conduct that is discovered after the awarding of a degree.

d. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased, or otherwise controlled property or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct on or off campus that poses a substantial threat to persons or property within the institutional community.

e. Confidentiality of Disciplinary Process. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, a student's disciplinary files are considered
Section 49.03: Definitions

a. In this chapter, unless the context requires a different meaning,
1. “class day” means a day on which classes or reading periods before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;
2. “weekday” means Monday through Friday, excluding any day that is an official holiday of the university, or when regularly scheduled classes are suspended due to emergency situations;
3. “day” means a calendar day Monday through Friday except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergency situations;
4. “dean” means the Dean of Students or a delegate of the Dean;
5. “vice president” means the Vice President for Student Affairs;
6. “president” means the President of The University of Texas at Dallas;
7. “student” means a person enrolled or formerly enrolled at the university or a person accepted for admission or readmission to the university;
8. “university” means The University of Texas at Dallas;
9. “System” means The University of Texas System;
10. “university rule” means a rule, a regulation or instruction contained in the university’s Handbook of Operating Procedures or other official university publication or document;
11. “Regents’ Rule” means a rule or regulation contained in the Rules and Regulations of the Board of Regents, The University of Texas System;
12. “Hearing officer/discipline committee” means the individual or individuals selected in accordance with procedures adopted by the university pursuant to the recommendation of the Chief Vice President for Student Affairs Officer to hear disciplinary charges, make findings of fact, and, upon a finding of responsibility, impose the appropriate sanction(s);
13. “campus” consists of all real property, buildings, or facilities owned or controlled by UT Dallas.
14. “faculty” means any tenured or non-tenured, full or part-time instructor whose responsibility includes teaching;
15. “hearing advisor” means the individual who is responsible for overseeing of administrative duties during or prior to the hearing;
16. “complainant” is defined as The University of Texas at Dallas or the person making a referral to the Dean of Students;
17. “respondent” is defined as the student or student group alleged to have violated the student standards of conduct in a complaint filed with the Dean of Students;
18. “sanction” is a penalty consequence imposed in response to a violation of the university rules, policies or procedures.
19. “May” is used in the permissive sense.
20. “Shall,” “should,” and “will” are used in the imperative sense.

Section 49.04: Reserved

Subchapter B. Administration of Discipline

Section 49.05: Dean

a. The dean has primary authority and responsibility for the administration of student discipline.

b. It shall be the dean’s duty responsibility to investigate allegations that a student has violated a Regents’ Rule, university or System rule, specific orders or instructions issued by an administrative official of the university or the System in the course of his or her duties or any provision of federal, state, and/or local laws.

c. In carrying out these responsibilities, the dean works cooperatively with academic administrators and faculty members in the disposition of academic dishonesty and with staff members in Residential Life in the disposition of campus housing violations. The dean may seek, as needed, additional information from
individuals who have expertise relative to the case, especially in instances of academic dishonesty involving technical material, projects, or assignments.

Section 49.06: Faculty Role in Academic Violations

a. Judgments of academic dishonesty are distinguished from academic judgments concerning whether a student has or has not completed an assignment as required. The former involve considerations of misconduct and sanctioning and are the responsibility of the Dean of Students.

Under authority delegated by the dean, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

1. the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of the Student Code of Conduct;
2. the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
3. the student will be given an opportunity to present information on his/her behalf;
4. after meeting with the student, the faculty member may:
   4.1. choose not to refer the allegation(s) if he/she determines that the allegation(s) are not supported by the evidence; or,
   5. after meeting with the student, the faculty member may refer the allegation(s) to the Dean of Students along with a referral form and all supporting documentation of the alleged violation. The faculty member should forward the recommended grade sanction to be assessed or remedy to be applied if a student is found to be responsible for academic dishonesty;
5. the faculty member is encouraged to consult with the Dean of Students in determining the recommended grade sanction;
6. the faculty member must not impose any independent sanctions upon the student in lieu of a referral to the Dean of Students; and
7. the faculty member may not impose a sanction of suspension or expulsion, but may make this recommendation in the referral documentation.
8. referrals should be submitted within a reasonable time, generally within one week after the alleged incident.

If the faculty member chooses not to meet with the student, he/she must forward the appropriate documentation to the Dean of Students. The faculty member should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the Dean of Students for investigation.

b. Upon receipt of the referral form and supporting material/documentation from the faculty member, the dean shall proceed under Subchapter CD. If the student is found in violation of the code of conduct, the dean will review the student’s prior disciplinary record and assess sanctions appropriate to the circumstances. The dean will then affirm the grade as submitted by the faculty and share this information with the student. In a course in which a failing grade has been assessed for academic dishonesty, the student will not be allowed to withdraw as a way of preventing the grade from being entered on his/her record. The dean will inform the student and the faculty member of the decision.

c. The student, pending disciplinary action, remains responsible for all academic exercises and syllabus requirements. If a student withdraws from a course and is ultimately found responsible for academic dishonesty, a sanction of “F” in the course, when assessed by the hearing officer/discipline committee, will replace any withdrawal notation on the transcript.

d. The student, pending disciplinary action, remains responsible for all academic exercises and syllabus requirements. The student may remain in class; if the student’s presence in the class does not interfere with the professor’s ability to teach the class or the ability of other class members to learn. (See Section 49.07 for additional information regarding the removal of a student from class)

Section 49.07: Faculty Role in Removal for Student Misconduct

Comment [GF1]: This section may need to be moved. Shouldn’t need changes as this was addressed in the last round of revisions. However, it wouldn’t hurt to at least look through it.

Comment [GF2]: May need to be moved
a. Primary responsibility for managing the classroom environment rests with the faculty. Misconduct reported by faculty will usually involve disruptive behavior in class or in relation to a class. Under authority delegated by the dean, a faculty member who has reason to believe that a student has engaged in disruptive behavior may do either one of the following:
   1. If the disruptive behavior was directly witnessed by the faculty member or if the faculty member has clear documentary evidence, the case should be referred directly to the dean with the reasons and/or evidence for the charge and a recommendation for punishment. The dean shall proceed under Subchapter CD; or
   2. If the disruptive behavior was not directly witnessed by the faculty member but was witnessed or reported by students or others, the faculty member may meet with the student(s) involved and discuss the alleged violation and the evidence that supports the charge. Such meetings should be documented to the extent possible. After such meeting or meetings, the faculty member may refer the allegation(s) with the assembled documentation to the dean with a recommendation for a penalty. After such meeting or meetings, the faculty member may refer the allegation(s) with the assembled documentation to the dean with a recommendation for a penalty. After such meeting or meetings, the faculty member may refer the allegation(s) with the assembled documentation to the dean with a recommendation for a penalty.

b. Students who engage in acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. This provision is not designed to be used as a means to admonish classroom dissent. The expression of a disagreement with the instructor is not in itself disruptive behavior.

c. A student who repeatedly engages in disruptive classroom behavior shall be referred by the faculty member to the dean who will proceed under the provisions of Subchapter D.

d. Students will, generally, not be removed permanently from the classroom without a complete investigation by the Dean of Students.

Section 49.08: Staff Role in Removal for Student Misconduct

a. Misconduct reported by staff will usually involve menacing or abusive behavior to which they are subject in such capacities as secretary, administrative assistant, or as representatives of university offices, such as the Bursar or Student Services. Under authority delegated by the dean, a member of the university staff who has been subject to abusive or menacing behavior or who has witnessed menacing, abusive, or disruptive behavior may do either of the following:
   1. If the staff person is the object of threatening, menacing, or abusive behavior and feels that he or she is under an immediate physical threat, the staff person should call the campus police to have the offending person escorted off campus. The police will report the matter to the Dean of Students. The dean shall proceed under Subchapter CD; or
   2. If the staff person considers the behavior menacing or abusive but not an immediate physical threat, he/she should report the matter to his/her supervisor and the Dean of Students. The report should include the staff person’s written account of the incident and any additional documentation that might be available. The dean shall proceed under Subchapter CD; or

b. Upon receipt of the evidence and recommendation from the faculty member, the dean shall proceed under Subchapter C. If the student is found in violation of the code of conduct, the dean will review the student’s prior disciplinary record and assess a penalty that is appropriate to the circumstances. The student will not be allowed to withdraw as a way of preventing removal for misconduct.
the staff person should again provide as much
documentation as possible. The dean shall proceed under
Subchapter C.

b. If the student is found in violation of the code of conduct, the dean
will review the student’s prior disciplinary record and assess a
penalty that is appropriate to the circumstances. If the student
but was witnessed or reported by students or others, the staff
person may either refer the matter to the Dean of Students
directly or refer the witnesses to the supervisor of the department.
In the former case, the staff person should provide as much
documentation as possible. The dean shall proceed under
Subchapter D.

Section 49.09: Hearing Officer Reserved

The president will select a hearing officer to hear specific charges under
this chapter and when so provided, to hear specific charges under other
provisions of this title (see Section 49.12).

Subchapter FC. Student Standards of
Conduct

Section 49.364: Academic Dishonesty Discipline Expectations

The University of Texas at Dallas has rules and regulations for the
orderly and efficient conduct of their business, and each student is
charged with notice knowledge of and compliance with the contents
and provisions thereof.

Because the value of an academic degree depends on the absolute
integrity and character of the student, the university expects all
students to maintain a high level of responsibility with respect to
academic honesty in their behavior. Because the value of an academic
degree depends on the absolute integrity of the work done by the
student for that degree, As a member of the university community, it

is imperative that a student maintain a high standard of individual
honor in his or her scholastic work, responsibility and civility.

The dean may initiate disciplinary proceedings under Subchapter CD
against a student accused of academic dishonesty or violation of the
Code of Conduct upon complaint by a faculty member, or a student or
other source.

Any behavior which may have been influenced by the use of drugs or
alcoholic beverages shall not in any way limit the responsibility of the
student for the consequences of his or her actions.

c. Academic dishonesty is the submission as one’s own work of material
that is not one’s own. As a general rule, it includes, but is not limited
to, one of the following acts: cheating, plagiarism, and/or collusion.

d. Cheating includes, but is not limited to

1. copying from another student’s paper, test, laboratory
   report, other report, or computer files, data listings, and/or
   programs or engaging in conduct that facilitates such
   conduct by another student;
2. using materials not authorized by the person giving the
   assignment or test;
3. failing to comply with instructions given by the person
   administering the test which would include, but not be
   limited to, time restrictions, use of blue book, seating
   arrangements;
4. collaborating with or seeking aid from or giving aid to
   another student during a test;
5. knowingly using, buying, selling, stealing, transporting, or
   soliciting in whole or in part the contents of an
   unadministered test, test key, homework solutions,
   solutions manual, or computer program;
6. substituting for another student, or permitting another
   person to substitute for oneself, to take a test;
7. soliciting another person to obtain an unadministered test
   or information about an unadministered test;
8. discussing the contents of an examination with another
   student who will take the examination;
Section 49.37: Misconduct

Any student who engages in conduct that violates the Regents’ Rules and Regulations, System or university rules and regulations, specific instructions issued by an administrative official of the university or the System acting in the course of his or her authorized duties, violates federal, state, or local laws, or fails to maintain the standard of conduct appropriate for an academic institution, is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

Any behavior which may have been influenced by a student’s mental state or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. This provision is not designed to be used as a means to punish classroom dissent. The expression of a disagreement with the instructor is not in itself disruptive behavior. Disruptive behavior includes, but is not limited to, stalking, abusive behavior toward the instructor or other students; persistent failure to maintain decorum; efforts to induce other students to cheat or assist in cheating on papers or examinations whether or not such cheating actually occurs; efforts to induce an instructor to award or change a grade with threats of harassing litigation; or abusive, threatening or intimidating behavior toward other students or the instructor outside of class but in relation to the class.

An academic institution is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one’s own without proper acknowledgement.
2. Cheating. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
exercise. Academic exercise includes all forms of work submitted for credit or hours.

3. Fabrication. Falsification or creation of any information, data or citation in an academic exercise.

4. Collaboration and/or Collusion. Seeking or providing aid to another student without permission in completion of any assignment submitted for academic credit.

5. Facilitation. Helping or attempting to help another in the completion of any assignment submitted for academic credit.

9. Violation of State or Federal Laws. Any violations of federal or state, or local penal law, whether on or off campus, or in connection with any university-oriented activity.

10. Firearms, dangerous weapons, explosives and hazardous materials. Illegal or unauthorized possession or use of any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical or weapon, in a manner that harms, threatens or causes fear, as defined by state or federal law, while on campus or on any property, or building owned or controlled by the System or University while on campus or on any property or in any building owned or controlled by the System or the University.

8. Conduct dangerous to others. Any conduct which significantly endangers the health or safety of another, or of visitors on the campus, this includes but is not limited to physical abuse, verbal abuse, threats, intimidation, harassment and coercion.

11. Stalking. Conduct directed at a specific person that would cause a reasonable person to feel fear.

10. Theft, Misappropriation or Unauthorized Sale. Any act or attempted act of theft, misappropriation or steals, damages, defaces, destroys, or takes unauthorized possession or sale of university property or services, or property belonging to another. This includes roadside signs, road markers, and parking lot signs and ties. The removal of these items is considered theft and can contribute to major accidents.

12. Misuse or Damage to Property. Any act of vandalism, damage, destruction or misuse of university property or that of another.

13. Alcohol. Use or possession of alcoholic beverages on property and in buildings and facilities owned or controlled by the System or the University, by anyone under the age of 21 or the distribution of alcoholic beverages to anyone under the age of 21, except while on premises that have been licensed by the Texas Alcoholic Beverage Commission or while in attendance by invitation at a specific event sponsored by the System or the University and at which alcoholic beverages are served for those over the age of 21.

14. Drugs. The use, possession or manufacture of any drug or controlled substance or sale or distribution of any such drug or controlled substance. Medications prescribed by a physician and in the possession of the individual for which the prescription was written, or medications that have been legally obtained, such as over-the-counter drugs are exempt.

15. Drug Paraphernalia. The use or possession of equipment, products, or material which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.

16.Gambling. Engages in illegal gambling, or in illegal use, possession, and/or sale of a drug or narcotic.

17. Enters, walks, runs, lies, plays, remains, or is in the water of any fountain or other artificial body of water located on the university campus which is not designated and maintained for recreational or therapeutic purposes, or
who dumps, throws, places or causes any material, object, person, animal, trash, waste or debris to be placed in the water of any fountain or other artificial body of water located on the university campus, or who damages, defaces, or removes any portion of any fountain, monument, building, statue, structure, facility, tree, shrub, or memorial located on property owned or controlled by the System or the university.

17. engages in speech, either orally or in writing, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

17. **Obstruction of or Interference with Institutional Activities or Facilities.** Any interference with or obstruction of any institutional program, activity, event or facilities, including, but not limited to:

   a. Any unauthorized occupancy or entry of institution or institutionally controlled facilities or blockage of access to or from such facilities;
   b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutionally controlled activity, program, event or facility;
   c. Any obstruction or delay of emergency personnel in the performance of their duties;
   d. Leading, inciting or participating in activities to disrupt scheduled activities of the University; or,
   e. Interference with the instructor’s ability to teach class or the ability of other students to participate in the instructional activity.

18. **Violation of General Rules and Regulations.** Violates any rule or regulation including the failure to perform any required action or the performance of any prohibited actions, governing on-campus residential living or provision of a residential living contract.

19. **Identification Cards or Documents.** Any forgery, alteration of or unauthorized use of institution documents, forms, records, or identification cards, including the giving of false information to University personnel or the withholding of necessary information in connection with a student’s admission, enrollment or status at the university, alters or assists in the altering of any official record of the System or the university or submits false information or omits requested information that is requested for or related to an application for admission, the award of a degree, or any official record of the System or the university. A former student who engages in such conduct is subject to bar against readmission, revocation of degree and withdrawal of diploma.

20. **Sexual Misconduct.** Engages in sexual assault which is defined as physical contact of a sexual nature which is against one’s will or without one’s consent.

21. **Disruptive conduct.** Engages in disorderly, lewd, indecent, inappropriate, disruptive, loud, or obscene conduct or behavior that interferes with the orderly functioning of the university or interferes with an individual’s pursuit of an education, on university-owned or controlled property or during an authorized university class, field trip, seminar, competition, or other meeting or university-related activity on or off university property.

22. **Attempted or Unauthorized access to institutional facilities and/or grounds.** Engages in the unauthorized use or occupancy of property, equipment, supplies, buildings, or facilities owned or controlled by the System or the university.

23. **Failure to comply with the instructions of a University official.** Fails to comply with a verbal or written request or instruction of an official of the university or the System acting in the course of his or her duties.
24. Abuses of the Discipline Process:
   a. gives false testimony or other evidence at a
      campus disciplinary or other administrative
      proceeding;
   b. disruption or interference with the orderly conduct
      of a judicial proceeding;
   c. knowingly making a false allegation or filing a false
      complaint;
   d. any attempt to influence the impartiality of a
      Discipline Committee member or hearing officer;
   e. verbal or physical harassment or intimidation of a
      Discipline Committee member, hearing officer,
      complainant or witness;
   f. failure to comply with the sanctions imposed by
      the Discipline Committee or hearing officer.

25. Publishes or aids in publishing or circulates or aids in
    circulating any anonymous publication.

26. Engages in physical abuse or threat of physical abuse
    of any person on the campus, within any structure
    owned or controlled by the university or at any function,
    program, event, or assembly conducted, sponsored,
    supervised or authorized by the university.

27. Commits such acts as constitute a violation of the Texas
    Penal Code.

28. Has knowledge of, or is in the presence of the
    manufacture, use, possession or sale of an illegal
    substance. Having knowledge of such behavior or being
    present when a violation occurs constitutes equal
    responsibility and involvement in the incident.

29. Skewboards, Skates, Bicycles or similar devices. The use of
    skateboards, roller skates, roller blades, and bicycles
    inside university facilities or in unauthorized outdoor areas
    is prohibited.

30. Engages in misuse, vandalism of, or tampering with fire
    equipment, including fire extinguishers, alarms, hoses, and
    smoke detectors, as well as false reporting of a fire, bomb
    threat, or other emergency.

31. Participates in the game “assassin,” “killer” or variations
    thereof on university-owned or controlled property.

32. Engages in prohibited conduct while participating in off-
    campus activities sponsored by the university or the
    System, including field trips, internships, rotations or
    clinical assignments.

33. Attempts and Aiding and Abetting the Commission of Offenses.
    a. Attempts, aids, abets, conspires, hires, has knowledge of, or is an
       accessory to any conduct prohibited by Chapter 49, or is present during
       the planning or commission of any offense listed in this chapter.
    b. Otherwise engages in conduct that is inappropriate for
       members of an academic institution (such conduct includes
       but is not limited to pranks, throwing food at persons or
       property, public nudity and harassing phone calls).

34. Motor Vehicles. Failure to register a motor vehicle used on the
    campus with Parking and Transportation Services.

35. Duplication or Unauthorized Possession of Keys. Making,
    causing to be made, or possessing any key for a
    University facility without proper authorization.

36. Unauthorized Surveillance. Making unauthorized
    video or photographic images of a person in a location in
    which that person has a reasonable expectation of privacy.
    This includes but is not limited to taking video or
    photographic images in shower/locker rooms, residence
    hall rooms, and men's or women's restrooms and storing,
    sharing, and/or distributing such unauthorized images by
    any means.

37. In the case of disruptive activity on the campus of the university,
    neither the president nor any officer in the office of the chancellor,
    nor any representative of any of them, shall negotiate with any
    person or persons so engaged. When such a situation arises, the
    president, or the office of the chancellor, or any representative of
    any of them, shall take immediate action to utilize all lawful
    measures to halt and eliminate any and all such disruptive
    activities that come to their attention, and the dean may initiate
    disciplinary proceedings under Subchapter C.

Section 49.11 – 49.14: Reserved

Subchapter ED. Disciplinary Proceedings and Disposition

Section 49.1049.15: Investigation
a. All allegations and information that a student has engaged in conduct proscribed herein shall be given to the dean.
b. Action under this chapter may go forward regardless of other possible or pending administrative, civil or criminal proceedings arising out of the same or other events.
c. The dean or the dean’s designee shall investigate the alleged violation. The preliminary investigation shall include a summons to the accused student in accordance with Section 49.1419 to confer with the accused student concerning the allegations. Following completion of the investigation, the dean may:
   1. dismiss the allegation as unfounded;
   2. attempt to mediate a resolution which is acceptable to both parties;
   3. proceed administratively under Section 49.1116; or
   4. prepare a hearing notice based on the allegation and proceed under Section 49.1318.
d. Pending a hearing or other disposition of allegations against a student, the dean may take such immediate interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the institution. This includes but is not limited to a suspension and ban from the campus when it reasonably appears to the dean from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the university. In the case of interim discipline, a hearing will generally be held under the hearing procedures specified in Section 49.1318-21 within ten (10) to three (3) days after the interim disciplinary action was taken; however, at the discretion of the dean the ten (10) to three (3) day period may be extended for a period not to exceed an additional ten (10) days.
e. Notwithstanding the above, the dean may withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a student alleged to have violated a rule or regulation of the System or the university that would reasonably allow the imposition of such penalty. The dean may take such action pending a hearing by administrative disposition, and/or exhaustion of appellate rights if the dean has provided the student an opportunity to provide a preliminary response to the allegations and, in the opinion of the dean, the best interests of the System or the university would be served by this action.
f. The dean will notify a faculty member, complainant and the associate dean of graduate or undergraduate education in his or her school of the interim action. The faculty member and associate dean will be notified at the same time as the student.

Section 49.1416: Administrative Disposition

a. In any case where the accused student elects not to dispute the facts upon which the charges are based, and agrees to the sanctions the dean assesses, the student may execute a written waiver of the hearing procedures and accept the sanction(s) or reserve the right to appeal the sanction(s). This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.
b. In any case where the accused student elects not to dispute the facts upon which the charges are based, but does not agree with the sanctions assessed by the dean, the student may execute a written waiver of the hearing procedures specified in Section 49.13 yet retain the right to appeal the decision of the dean only on the issue of penalty. The appeal will be to the president of the university. The appeal is considered on the basis of written arguments of the student and the dean.

c. In cases of dishonesty or misconduct referred by faculty, the dean will notify the faculty member bringing the case and the associate dean of graduate or undergraduate education in his or her school of the disposition. The faculty member and associate dean will be notified at the same time as the student.

d. In the event a student disputes the facts and/or allegations or at the discretion of the Dean of Students, of academic dishonesty, a hearing before the Discipline Committee may be arranged. If the student is found responsible for the allegation(s) of academic dishonesty, sanction(s) as determined by the dean of students will be imposed. In addition, the grade or remedy, as provided by the faculty member, will be assessed or applied. Should the student be absolved of the allegations of academic dishonesty by the Discipline Committee, the faculty member will assess the student's grade based on his or her performance.

Section 49.1417: Appointment of Discipline Committee

a. In those cases in which the respondent disputes the facts and/or allegations upon which the alleged student standard of conduct violations are based, or at the discretion of the Dean of Students such
allegations shall be heard and determined by a fair and impartial panel comprised of UT Dallas faculty, selected from a pool as determined by the academic senate, and UT Dallas students.

The Dean of Students or designee, in consultation with the committee member(s), shall determine whether the committee member(s) can serve with fairness and objectivity.

The Discipline Committee shall:

1. maintain an orderly hearing and permit no person to be subjected to abusive treatment and may eject or exclude anyone who refuses to be orderly;
2. render and provide the dean and the respondent a written decision that contains findings of fact and a conclusion as to whether the respondent is responsible for the violations as charged;
3. upon a finding of responsibility, assess the relevant sanction(s);
4. in cases involving a crime of violence, notify the alleged victim of the decision. The alleged victim, upon receipt of information regarding the decision, shall be bound to keep in confidence such information.

a. If the student is found responsible by the Discipline Committee for the allegation(s) of academic dishonesty, sanction(s) as determined by the dean of students will be imposed. In addition, the grade, as provided by the faculty member, will be assessed. Should the student be absolved of the allegations of academic dishonesty by the Discipline Committee, the faculty member will reassess the student’s grade based on this finding.

Section 49.1349.18: Hearings Student Rights and Hearing Procedures

a. Hearing shall be conducted in accordance with the procedures contained in this chapter which assure both the university and the respondent the following rights:

1. both parties will exchange make available in the dean of students office a list of witnesses, a summary of witness statements, and copies of documents to be presented at the hearing at least five (5) days prior to the hearing;

2. each party shall have the right to appear, present witnesses and documentary evidence, question witnesses and be assisted by an advisor of his/her choice. The advisor may be an attorney. If the respondent’s advisor is an attorney, the dean’s advisor may be a UT Dallas attorney or an attorney from the Office of General Counsel of the System. If the student chooses an advisor who is an attorney, the student must give written notice of the name and address of the attorney to the dean at least three (3) week days before the time set for commencement of the hearing. An advisor may confer with and advise the dean or respondent, but shall not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the Discipline Committee.

3. The dean may recommend a sanction to be assessed by the Discipline Committee. The recommendation may be based upon past practice of the university for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by the dean and the grade as provided by the faculty member. The student shall be entitled to respond to the recommended sanction(s) of the dean. In addition the grade, as provided by the faculty member, will be assessed.

4. The hearing will be recorded and becomes a part of the official record of the hearing. If either party desires to appeal the decision of the Discipline Committee, the official record will consist of the recording of the hearing, the documents received in evidence and the decision of the Discipline Committee. At the request of the president, the recording of the hearing will be transcribed and both parties will be furnished a copy of the transcript upon request.

The following rights and procedures are provided to the respondent and/or complainant as specified:

1. The respondent shall be advised of the time, place and location of the hearing at least five (5) days in advance.
2. The respondent shall be advised in writing of the alleged violations of which he/she is being charged.
3. All parties will make available in the Dean of Students office a list of witnesses, a summary of witness statements, and copies of documents to be presented at the hearing at least three (3) days prior to the hearing.

4. Each party shall have the right to appear, present documentary evidence, present and question witnesses and be assisted by one advisor of his/her choice. An advisor may not serve as a witness. An advisor may confer with and advise their respective party, but shall not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the Discipline Committee. If the respondent’s advisor is an attorney, the dean’s advisor may be an attorney. If the student chooses an advisor who is an attorney, the student must give written notice of the name and address of the attorney to the dean at least three (3) days before the time set for commencement of the hearing.

5. The respondent may challenge the impartiality of the Discipline Committee. The challenge must be in writing, stating the reasons for the challenge, and be submitted to the Dean of Students at least three (3) days prior to the hearing.

6. Formal rules of evidence do not apply. No evidence other than that admitted at the hearing shall be considered by the Discipline Committee.
   a. The Discipline Committee may exclude evidence which in its judgment is immaterial, irrelevant, or unduly repetitious;
   b. In order to be admissible, documents and statements of witnesses must be relevant to the issues to be decided by the Discipline Committee. Generally, evidence is relevant if it tends to prove or disprove the facts at issue. There must be some logical connection between the evidence offered and the facts that are in dispute. Upon objection, evidence that is not relevant should be excluded;
   c. Statements of witnesses should be based upon the personal knowledge or observation of the witness. Written statements will be accepted at the discretion of the Hearing Officer/Discipline committee;
   d. Evidence that is merely cumulative of evidence already in the record should be excluded by the Discipline Committee upon objection or upon a determination by the Discipline Committee that it is merely repetitious. The Discipline Committee has the discretion to determine when further evidence on an issue becomes repetitive.

7. The dean has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of credible evidence. The standard of proof required for a finding of responsibility is a preponderance of the evidence.

8. Any party has the right to appeal.

9. The hearing will be recorded and becomes a part of the official record of the hearing.

b. Such hearings shall be closed to all persons other than the respondent, the dean, an advisor for each of them, the Discipline Committee members, witnesses while they are presenting evidence, and the hearing advisor.

Section 49.1449.19: Notices

a. The dean shall prepare notices as appropriate to the student charged.

b. A student may be sent a written notice/summons from the dean requiring a meeting for purposes of the investigation and/or to discuss the allegations. The written notice correspondence shall specify a place and time for the meeting. If the correspondence is sent regular first-class mail, at least three (3) weekdays’ notice must be given. If the correspondence is sent via email or hand delivered at least two (2) weekdays’ notice is required. If it is sent by e-mail or hand delivered, the written notice correspondence may be mailed to the address appearing in the records of the registrar, e-mailed to the student at the student’s UT Dallas e-mail address, or may be hand delivered to the student.

c. If a student fails to respond to a the written notice/summons without good cause, as determined by the dean, the dean may alter the status of the student’s enrollment until the student complies with the notice, or the dean may proceed to implement hearing procedures in accordance with Section 49.18.

d. Except in those cases where immediate interim disciplinary action has been taken, the dean shall initiate hearing procedures against the respondent by providing the student at least five (5) ten (10) days written notice of the date, time, and place of the hearing and the names of those individuals who will serve on the Discipline Committee. The hearing notice letter shall provide a
statement of the accusation(s) and a summary statement of the evidence supporting the accusation(s).

e. The notice of hearing notice shall may be delivered in person to the student, emailed to the student’s UTD email address or mailed to the student at the address appearing in the registrar’s records. A hearing notice sent by mail will be considered to have been received on the third day after the mailing being sent, excluding any intervening Saturday or Sunday. The date for a hearing may be postponed for good cause by agreement of the student and Dean of Students.

f. A written hearing notice sent to the address listed in the registrar’s records shall constitute full and adequate notice. The failure of a student to provide the registrar with a current address or forwarding address, the refusal to accept delivery of the letter, or failure to read mail or e-mail shall not be a good cause for failure to respond to the notice.

g. If a student fails without good cause, as determined by the dean, to comply with a hearing notice sent under Subsection (d), the hearing will proceed as scheduled and the student will be notified of the decision of the Discipline Committee in accordance with Section 49.12(3)(e) and (e) 18.

Section 49.1549.20: Challenges to the Discipline Committee

Reserved

a. The respondent may challenge the impartiality of the Discipline Committee. The challenge must be in writing, stating the reasons for the challenge, and be submitted to the Discipline Committee through the dean of students at least three (3) days prior to the hearing.

b. The dean of students or designee in consultation with the Discipline Committee member(s) shall determine whether the committee member(s) can serve with fairness and objectivity.

Section 49.1649.21:Procedure Conduct of Hearings

Reserved

a. The Discipline Committee Hearings shall proceed generally as follows: during the hearing:

1. The Discipline Committee reads the allegation(s);

2. the Discipline hearing officer/Chair Committee will acknowledge that the respondent was informed of his or her rights in accordance with Section 49.1518;

3. The dean presents opening statements and evidence;

4. the respondent presents his or her opening statements and evidence;

5. the dean presents the evidence against the respondent, including the calling of any witness(es). The respondent will have the right to question those witnesses, and the dean to re-examine any witnesses;

6. upon completion of presentation of the dean’s case witnesses, the respondent shall present his/her case witnesses, and the dean shall have the right to question any witnesses;

7. each side may offer summary comments, beginning with the dean;

8. the Discipline hearing officer/Committee will have the opportunity to question all parties and witnesses involved at any time during the hearing;

9. all parties will be excused and the Discipline hearing officer/Committee will determine whether or not the student is responsible.

10. if the student is found responsible, sanctions will be determined. the Discipline Committee will determine sanctions.

11. In the case of academic dishonesty, the recommended sanction as provided by the faculty member, will be considered by the Discipline Committee. Should the student be absolved of the allegations of academic dishonesty by the Discipline Committee, the faculty member will reassess the student’s grade based on this finding.

b. Consolidated Hearings

1. where more than one student is charged with conduct arising out of a single occurrence, or out of connected multiple occurrences, a single hearing may be held for all of the students so charged. Such students may request that their case be consolidated with others, or separated from others.

2. the Dean of Students shall make determinations regarding consolidation.

Section 49.1749.22:Conduct of Hearings Reserved

Reserved

a. The Discipline Committee must rule upon objections that are made to the admissibility of evidence offered at the hearing. No evidence other than that admitted at the hearing shall be considered by the
Discipline Committee. In ruling upon the admissibility of evidence, the following criteria will be considered:

1. In order to be admissible, documents and testimony of witnesses must be relevant to the issues to be decided by the Discipline Committee. Generally, evidence is relevant if it tends to prove or disprove the facts at issue. There must be some logical connection between the evidence offered and the facts that are in dispute. Upon objection, evidence that is not relevant should be excluded.

2. Statements of witnesses should be based upon the personal knowledge or observation of the witness.

3. Evidence that is merely cumulative of evidence already in the record should be excluded by the Discipline Committee upon objection or upon a determination by the Discipline Committee that it is merely repetitious. The Discipline Committee has the discretion to determine when further evidence on an issue becomes repetitive.

b. The dean has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of credible evidence. The standard of proof required for a finding of a violation of the student code of conduct shall be the preponderance of the evidence.

c. The Discipline Committee shall:

1. Make all decisions on matters relating to the conduct of the hearing including matters regarding admission of evidence and testimony of witnesses;

2. Have the right to question witnesses and parties;

3. Have the right to the advice and assistance of legal counsel from UT Dallas attorneys and/or the Office of General Counsel of the System;

4. Have the right to the advice and assistance of the hearing advisor;

5. Maintain an orderly hearing and permit no person to be subjected to abusive treatment and may eject or exclude anyone who refuses to be orderly;

6. Render and send to the dean and the respondent a written decision that contains findings of fact and a conclusion as to whether the respondent is responsible for the violations as charged;

7. Upon a finding of responsibility, assess the relevant sanction(s); when a student is found responsible for the illegal use, possession, or sale of a drug or narcotic on campus, the assessment of a minimum sanction, as stated in Subsections 49.25 (a) (7) and (10), is required;

8. In cases involving a crime of violence, notify the alleged victim of the decision. The alleged victim, upon receipt of information regarding the decision, shall be bound to keep in confidence such information.

9. Refer to the faculty member's grade assessment in instances involving academic dishonesty.

d. Consolidated Hearings

1. Where more than one student is charged with conduct arising out of a single occurrence, or out of connected multiple occurrences, a single hearing may be held for all of the students so charged. Such students may request that their case be consolidated with others, or separated from others.

2. The dean of students shall make determinations regarding consolidation.

Section 49.1849.23: Disciplinary Records

a. Disciplinary records shall be maintained as provided in Chapter 47, Subchapter C, Section 47.15 which states herein:

1. The university shall maintain a permanent written disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of degree and/or withdrawal of diploma. A record of scholastic dishonesty shall be maintained for at least five years unless the record is permanent in conjunction with the above stated sanctions. The disciplinary record of other sanctions shall be maintained for such period as determined by the dean.

2. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed and any other pertinent information. This disciplinary record shall be maintained by the Office of the Dean of Students. It shall be treated as confidential, and shall not be accessible to or used by anyone other than the dean or university officials with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws, or court order or subpoena. Records developed in cases in which a lesser sanction has been imposed will be retained for a
period of five (5) years after date of action unless sanctions or the dean specify that they should be retained for a longer period.

3. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed and any other pertinent information. This disciplinary record shall be maintained by the Office of the Dean of Students. It shall be treated as confidential, and shall not be accessible to or used by anyone other than the dean or university officials with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws, or court order or subpoena.

b. The dean shall may notify the registrar and/or other appropriate administrative offices if a disciplinary sanction in compliance with FERPA regulations restricts a student from being enrolled at the university or at a component of the system during the period of the sanction and/or if the sanction involves withholding of grades, official transcript, or degree; denial of degree; revocation of degree; withdrawal of diploma; bar against readmission; drop from enrollment; reduced or failing grade; suspension or expulsion from the university; or other sanction about which the registrar or administrative official would have a need to know.

If a student withdraws from a course and is ultimately found responsible for academic dishonesty, a sanction of "F" in the course, when assessed by the hearing officer/discipline committee, will replace any withdrawal notation on the transcript.

b. -

Section 49.24: Reserved

Subchapter DE. Sanctions

Section 49.25: Authorized Disciplinary Sanctions

a. One or more of the following penalties may be assessed by the dean pursuant to Section 49.11 or, with the exception of admonition or warning probation, by the hearing officer after a hearing: Sanctions that may be imposed include, but are not limited to:

1. admonition. Written or verbal warning. The student will be notified that continuation or repetition of the specified conduct may be cause for further disciplinary action.

2. warning. Developmental probation. Requires a student or members of an organization to satisfy conditions related to the violation, such as counseling, educational seminars, or periodic meetings with a designated University official. This may be effective in providing educational opportunities for the student to participate in discussions that will explore alternative behaviors.

3. disciplinary probation. An educational sanction. An educational sanction may include the requirement to complete or attend educational activities, programs, or presentations, or any other learning experience deemed necessary.

4. withholding of grades, official transcript or degree. Disciplinary probation identifies a specified period of time during which the student or organization is required to comply with terms and conditions that include not engaging in further conduct in violation of this Chapter. Any conduct in violation of these regulations while in a probationary status may result in the imposition of a sanction of suspension or expulsion or the removal of an organization’s official registration.

5. bar against readmission and/or cancellation of enrollment. Withholding of grades, official transcript of degree. May be imposed until all disciplinary processes are complete and sanctions, if any, are fulfilled. The dean may take such action pending a hearing and/or exhaustion of appellate rights when in his or her opinion, the best interests of the system or the university would be served by this action.

6. Restitution or reimbursement for damage to or misappropriation of university property. Restriction against readmission and/or cancellation of enrollment.

7. Suspension of rights and privileges, including participation in athletic or extracurricular activities. Restitution or reimbursement. Reimbursement for damage to or misappropriation of university or individual property. Reimbursement may take the form of appropriate service comments.
to repair or otherwise compensate for damages or misappropriation of university property;

7. Failing grade for an examination or assignment or course and/or cancellation of all or any portion of prior course credit; Suspension of rights and privileges. A student or organization may have specific privileges removed or restricted as a way to learn from the consequences of their behavior. During the period of suspension, the student or organization may be prohibited from participation in athletic or extracurricular activities; taking part in a registered student organization’s activities and attending its meetings or functions; denial of use or access to facilities, living in on-campus housing or representing the University in any way, including participation in athletic or extracurricular activities;

8. Denial of degree; Grade Modification. Academic sanctions, including failing grades, may be assigned to a student for a course or assignment in which he or she was found responsible for academic dishonesty. If a student withdraws from a course in which disciplinary action is pending and is ultimately found responsible for academic dishonesty, a sanction of “F” in the course will replace any withdrawal notation on the transcript; failing grade for an examination or assignment or course and/or cancellation of all or any portion of prior course credit;

9. Suspension from the university for a specified period of time; Denial of degree; Community service hours. A student may be required to complete a specified number of community service hours.

10. Revocation of degree or withdrawal of diploma; Suspension. Suspension from the university is for a specified amount of time and prohibits, during the period of suspension, the student from entering the university campus, except in response to an official request. The student must comply with all conditions imposed prior to reenrollment.

11. Housing probation; Expulsion. Permanent separation of the student from the university.

12. Other sanctions as deemed appropriate under the circumstances; Deferred suspension. Suspension will be postponed, but will be automatic if the student commits any additional rule violations while on deferred suspension.

13. Revocation of degree of withdrawal of diploma. May be imposed when the violation involves academic dishonesty that is discovered after awarding of the degree.

14. Housing probation; and/or other sanctions as deemed appropriate under the circumstances.

An admonition is a written reprimand from the dean to the student on whom it is imposed.

Warning probation indicates that further violations will result in more severe disciplinary action. Warning probation may include conditions related to the offense, such as counseling, educational seminars, or unpaid work assignments. Failure to meet the condition(s) shall be considered an additional violation.

Disciplinary probation indicates a specified period of time during which the student is required to comply with specified terms and conditions that include not engaging in further conduct in violation of this Chapter. Disciplinary probation may include conditions related to the offense, such as counseling, educational seminars,
or unpaid work assignments. Failure to meet the condition(s) shall be considered an additional violation.

3. Withholding of grades, officially certified transcript or degree may be imposed upon a student who fails to pay a debt owed the university, and the sanction terminates on payment of the debt. These sanctions may also be imposed for other violations including academic dishonesty. The dean may take such action pending a hearing and/or exhaustion of appellate rights when in his or her opinion, the best interests of the system or the university would be served by this action.

5. Restitution is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

6. Suspension of rights and privileges is an elastic sanction. Limitations may be imposed to fit the particular case. During the period of suspension, the student may be prohibited from participation in official athletic and athletic extracurricular activities; joining a registered student organization; taking part in a registered student organization’s activities and attending its meetings or functions; and nonathletic extracurricular activity. A suspension may be imposed for not more than one calendar year.

7. A failing grade or other academic sanction may be assigned to a student for a course in which he or she was found guilty of academic dishonesty.

8. A student found guilty of academic dishonesty may be denied his or her degree.

9. Suspension from the university prohibits, during the period of suspension, the student from entering the university campus, except in response to an official summons. Suspension may be imposed for not more than one calendar year, after which application may be made for readmission.

10. Expulsion from the university is permanent and includes the same prohibitions as those for suspension.

11. No former student who has been suspended or expelled for disciplinary reasons from a component institution of the system shall be permitted on the campus of any component institution during the period of such suspension or expulsion without the prior written approval of the chief student affairs administrator of the component institution at which the suspended or expelled student wishes to be present.

12. Housing probation is imposed for behavior that indicates an unwillingness or inability to conform to the standards of a community living situation. It requires that during the period of probation the student demonstrate that he/she is capable of conduct in conformance with University Village, Waterview Park, and university rules. Other reasonable and appropriate restrictions or conditions on housing activities and privileges during the probationary period may be imposed including periodic conferences with professional staff members or reassignment of housing.

13. Revocation of the degree and withdrawal of the diploma may be imposed when the violation involves academic dishonesty or otherwise calls into question the integrity of the work required for the degree.

14. Other sanctions may be imposed when, in the opinion of the dean or the hearing officer, the best interests of the System or the university would be served.

Subchapter EF. Appeal of Decisions

Section 49.30: Procedures

a. A student may appeal a disciplinary sanction assessed by the dean. A student and/or the dean may appeal the hearing officer’s/Discipline Committee decision to the president by following the procedures set forth in this section.

b. The appealing party must submit a written appeal (hardcopy only; no electronic submissions), stating the specific reasons for the appeal and any argument, to the president of the university, with a copy to the other party(s). The appeal must be stamped as received by the President’s Office no later than fourteen (14) days after the appealing party has been notified of the sanction assessed by the dean, or the decision of the Discipline Committee, or the decision of the hearing officer. If the notice of sanction assessed by the dean, the Discipline Committee, or the decision of the hearing officer is sent by mail, the date the notice or decision is mailed will be considered to have been received on the third day after the mailing, excluding any intervening Saturday or Sunday. If the decision is sent via email, the decision will be considered to have been received on the second day.

The date of receipt will initiate the three day appeal period. The non-appealing party may submit a response to the appeal, which must be received by the President’s
Office no later than five (5) three (3) days after the receipt of the appeal with a copy to the other party.

c. The appeal of the decision of the hearing officer or Discipline Committee will be reviewed solely on the basis of the official record from the hearing. The official record will consist of the recording of the hearing, the documents received in evidence and the decision of the Discipline Committee or Hearing Officer. At the request of the president, the recording of the hearing will be transcribed.

d. Should the president so request, the dean shall cause the recording of the hearing to be transcribed and shall send the record to the president with a copy to the student. At the discretion of the president both parties may present oral arguments in an appeal from the decision of the hearing officer or Discipline Committee.

e. Upon consideration of the appeal, the president may:
   1) Approve, reject, or modify the decision.
   2) Modify the sanction to make it more or less severe.
   3) In the event of a formal hearing, may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

f. If the finding as to responsibility is upheld by the president in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced below the minimum sanction prescribed by Subsection 49.25(b) of this Chapter.

g. The action of the president shall be communicated in writing to the student and the dean within thirty (30) fourteen (14) days after the appeal and related documents have been received. The decision of the president is the final appellate review.

Subchapter G. Financial Transactions with the University

Section 49.38: Sexual Assault

a. It is the policy of the university to strive to maintain an environment that is free from intimidation and inappropriate sexual conduct. In particular, the university will not tolerate any form of sexual assault, including, but not limited to, acquaintance rape, date rape, sodomy, sexual assault with an object, fondling or any other form of non-consensual sexual activity.

b. A student who individually, or in concert with others, participates or attempts to participate in a sexual offense, regardless of whether it takes place on or off campus, is subject to disciplinary action under Subchapter C, notwithstanding any action that may or may not be taken by the civil authorities.

c. The university encourages any person who is the victim to immediately report the incident to any of the "Campus Security Authorities" (university police, office of the Dean of Students, university residence life personnel and Deans, Directors, Department Heads, except those with significant counseling responsibilities). Other university personnel which may be contacted are Student Health Services and the Women’s Center. There is no requirement to notify law enforcement authorities of a sexual offense; however, the university encourages all victims to do so and university personnel will assist in notifying local and campus police to report a sexual offense. University police should be notified as soon as possible (the preservation of evidence is crucial in a sexual offense case). Do not bathe, shower, douche, or change clothing. If needed, contact one of the above mentioned resources, or a support person for assistance. University police will handle all cases that occur on campus. If transportation is needed to obtain a medical examination, the university police department will arrange for transportation to the hospital. For the protection of the victim, a pseudonym can be used in the report process.

d. When a student reports that the campus regulations prohibiting sexual assault have been violated, informal procedures that provide for the protection of the emotional health and physical safety of the complainant may be invoked. For example, a student who lives on campus may be moved to another campus living environment if he or she chooses and if accommodations are reasonably available. Similarly, a complainant may be allowed to make changes in his or her class schedule. Such arrangements will be made through the Office of the Dean of Students. If the complainant provides credible evidence that the accused student has engaged in prohibited sexual assault, the dean may take interim disciplinary action against the accused student as appropriate.
e. A student who wishes to file a complaint that will be addressed by the University disciplinary system should contact the Dean of Students at 972-883-6391. A student may choose to file a complaint with the dean whether or not the student chooses to press criminal charges. A student who wishes to file a complaint against a faculty or staff member may contact the dean as well. Procedures for discipline and dismissal of staff and faculty are outlined in the university Handbook of Operating Procedures.

f. Notwithstanding the rights of the accused student, faculty or staff member, a complainant under this policy is entitled to the following rights:
   1. The right to present his/her testimony during the disciplinary hearing.
   2. The right to have a support person present. This person is not entitled to represent the complainant nor to assist the complainant with his or her testimony. If the support person is to act as a witness, the hearing officer may require him or her to testify prior to the hearing.
   3. The right not to have evidence of his or her past sexual history with third parties admitted as evidence.
   4. The right to have the hearing closed to spectators.
   5. The right to know the outcome of the hearing to the extent permitted by the federal Family Educational Rights and Privacy Act.

The University Counseling Center (972-883-2575) and the Dallas County Rape Crisis Center (214-653-8740) and the Collin County Rape Crisis Center (972-881-0088) are available to provide support services for anyone affected by any form of sexual assault. Students who may have been assaulted by someone who is not affiliated with the university may also contact any of the available university support services.

Below is a list of educational and preventative programs and support services on campus that address the issue of sexual assault. Brochures and other printed materials are available from each office. Additional information may be obtained by calling the numbers listed.

h. STUDENT COUNSELING CENTER 972-883-2575
   Individual and group counseling
   Educational Programs

STUDENT HEALTH CENTER 972-883-2747
   Educational and prevention information
   Testing for sexually transmitted diseases after an assault
   Presentations upon request

SUMMER ORIENTATION PROGRAMS--NEW STUDENT PROGRAMS
   972-883-2456
   Programs to provide awareness of sexual assault on campus
   Resources for prevention and support

THE UNIVERSITY OF TEXAS AT DALLAS POLICE 972-883-2331
   Crime prevention presentations that include issues related to assault
   Escort service
   Crime statistics information

RESIDENTIAL LIFE/HOUSING 972-883-5361
   Peer Advisor training issues related to sexual assault
   On site educational programs
   Individual and group support and follow-up

Section 49.45: Tuition and Fees
A student who fails to provide full payment of tuition and fees, including late fees assessed, to the university when the payments are due is subject to one or more of the following actions at the university’s option:
   bar against readmission;
   withholding of grades, degree and official transcript; and
   all penalties and actions authorized by law.
Section 49.46: Returned Checks

Students will be assessed a fee for each returned check unless their bank provides written notification that the bank was at fault. Students who write bad checks to the university for tuition and fees will have their registration canceled unless full payment is made by the census day listed in the academic calendar shown in the current university catalog.

Section 49.47: Other Debts

Students who owe other debts to the university, including but not limited to parking and library fees, will be subject to a ban against readmission and withholding of grades, degree and official transcript.

Policy History

- Issued: June 5, 2008
- Revised: October 26, 2011
- Revised: August 20, 2013

Policy Links

Permalink for this policy: http://policy.utdallas.edu/utdsp5003

Link to PDF version: http://policy.utdallas.edu/pdf/utdsp5003

Link to printable version: http://policy.utdallas.edu/print/utdsp5003
Policy Statement

Chapter 49. Student Code of Conduct

Subchapter A. General Provisions

Section 49.01: Purpose

a. Pursuant to the Regents Rules, the University of Texas at Dallas has developed its policy regarding student conduct and discipline in accordance with the UT System model policy. Each student is charged with notice and knowledge of and compliance with the contents and provisions thereof. The Dean of Students Office encourages student learning, growth, and development by promoting awareness of the University's expectations of behavior, holding students accountable for violations of these expectations, and developing educational sanctions designed to address the consequences of student decisions.

b. All students are expected and required to obey federal, state and local laws and to comply with System and university rules and regulations.

c. Students are responsible to both civil and criminal authorities. Disciplinary action pursuant to these regulations may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Disciplinary outcomes including finding of responsibility and sanctions shall not be subject to change because of criminal or civil outcomes.

Section 49.02: Scope

a. This policy applies to student organizations as well as individual students. Student organizations are accountable for the conduct and actions of their members.

b. An individual who is not currently enrolled as a university student remains subject to the disciplinary process for conduct that occurred during any period of enrollment.

c. University officials shall decide if disciplinary action shall be taken for off-campus conduct on a case-by-case basis. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree even when the conduct occurs prior to the beginning of classes and in between semesters. This includes conduct that is discovered after the awarding of a degree.

d. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased, or otherwise controlled property or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct on or off campus that poses a substantial threat to persons or property within the institutional community.

e. Confidentiality of Disciplinary Process. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, a student's disciplinary files are considered "educational records." These records are confidential and may only be accessed by the student and as otherwise provided by law.

Section 49.03: Definitions

a. In this chapter, unless the context requires a different meaning,

1. a "day" means Monday through Friday except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergency situations;

2. "dean" means the Dean of Students or a delegate of the Dean;

3. "vice president" means the Vice President for Student Affairs;

4. "president" means the President of The University of Texas at Dallas;

5. "student" means a person enrolled or formerly enrolled at the university or a person accepted for admission or readmission to the university;

6. "university" means The University of Texas at Dallas;

7. "System" means The University of Texas System;

8. "university rule" means a rule, a regulation or instruction contained in the university's Handbook of Operating Procedures or other official university publication or document;
9. "Hearing officer/discipline committee" means the individual or individuals selected in accordance with procedures adopted by the university pursuant to the recommendation of the Vice President for Student Affairs to hear disciplinary charges, make findings of fact, and, upon a finding of responsibility, impose the appropriate sanction(s);
10. "campus" consists of all real property, buildings, or facilities owned or controlled by UT Dallas.
11. "faculty" means any tenured or non-tenured, full or part-time instructor whose responsibility includes teaching;
12. "hearing advisor" means the individual who is responsible for oversight of administrative duties during or prior to the hearing;
13. "complainant" is defined as The University of Texas at Dallas or the person making a referral to the Dean of Students;
14. "respondent" is defined as the student or student group alleged to have violated the student standards of conduct in a complaint filed with the Dean of Students;
15. "sanction" is a consequence imposed in response to a violation of university rules, policies or procedures.
16. “May” is used in the permissive sense.
17. “Shall,” “should,” and “will” are used in the imperative sense.

Section 49.04: Reserved

Subchapter B. Administration of Discipline

Section 49.05: Dean

a. The dean has primary authority and responsibility for the administration of student discipline.
b. It shall be the dean's responsibility to investigate allegations that a student has violated a university or System rule, or any provision of federal, state, and/or local laws.
c. In carrying out these responsibilities, the dean works cooperatively with academic administrators and faculty members in the disposition of academic dishonesty and with staff members in Residential Life in the disposition of campus housing violations.

The dean may seek, as needed, additional information from individuals who have expertise relative to the case, especially in instances of academic dishonesty involving technical material, projects, or assignments.

Section 49.06: Faculty Role in Academic Violations

a. Judgments of academic dishonesty are distinguished from academic judgments concerning whether a student has or has not completed an assignment as required. The former involve considerations of misconduct and sanctioning and are the responsibility of the Dean of Students.

Under authority delegated by the dean, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

1. the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of the Student Code of Conduct;
2. the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
3. the student will be given an opportunity to present information on his/her behalf;
4. after meeting with the student, the faculty member may:
   a. choose not to refer the allegation(s) if he/she determines that the allegation(s) are not supported by the evidence; or,
   b. refer the allegation(s) to the Dean of Students along with a referral form and all supporting documentation of the alleged violation. The faculty member should forward the recommended sanction to be assessed or remedy to be applied if a student is found to be responsible for academic dishonesty;
5. the faculty member is encouraged to consult with the Dean of Students in determining the recommended sanction;
6. the faculty member must not impose any independent sanctions upon the student in lieu of a referral to the Dean of Students;
Section 49.07: Faculty Role in Student Misconduct

a. Primary responsibility for managing the classroom environment rests with the faculty. Misconduct reported by faculty will usually involve disruptive behavior in class or in relation to a class. Under authority delegated by the dean, a faculty member who has reason to believe that a student has engaged in disruptive behavior may do one of the following:
   1. If the disruptive behavior was directly witnessed by the faculty member or if the faculty member has clear documentary evidence, the case should be referred directly to the dean with the reasons and/or evidence for the charge and a recommendation for resolution. The dean shall proceed under Subchapter D; or
   2. If the disruptive behavior was not directly witnessed by the faculty member but was witnessed or reported by students or others, the faculty member may meet with the student(s) involved and discuss the alleged violation and the evidence that supports the allegation. Such meetings should be documented to the extent possible. After such meeting or meetings, the faculty member may refer the allegation(s) with the assembled documentation to the dean with a recommendation for resolution, or choose not to refer the allegations to the dean if the faculty member concludes that they are not supported by the evidence.

b. Students who engage in any acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. This provision is not designed to be used as a means to admonish classroom dissent. The expression of a disagreement with the instructor is not in itself disruptive behavior.

c. A student who repeatedly engages in disruptive classroom behavior shall be referred by the faculty member to the dean who will proceed under the provisions of Subchapter D.

d. Students will, generally, not be removed permanently from the classroom without a complete investigation by the Dean of Students.

Section 49.08: Staff Role in Student Misconduct

a. Misconduct reported by staff will usually involve menacing or abusive behavior to which they are subject to as representatives of
university offices. Under authority delegated by the dean, a member of the university staff who has been subject to abusive or menacing behavior or who has witnessed menacing, abusive, or disruptive behavior may do either of the following:

1) Call the campus police to have the offending person escorted off campus. The police will report the matter to the Dean of Students. The dean shall proceed under Subchapter D; or

2) Report the matter to his/her supervisor and the Dean of Students. The report should include the staff person’s written account of the incident and any additional documentation that might be available. The dean shall proceed under Subchapter D;

b. If the misconduct or disruptive behavior was not directly witnessed by the staff person but was witnessed or reported by students or others, the staff person may either refer the matter to the Dean of Students directly or refer the witnesses to the supervisor of the department. In the former case, the staff person should provide as much documentation as possible. The dean shall proceed under Subchapter D.

Section 49.09: Reserved

Subchapter C. Student Standards of Conduct

Section 49.10: Discipline Expectations

The University of Texas at Dallas has rules and regulations for the orderly and efficient conduct of their business, and each student is charged with notice knowledge of and compliance with the contents and provisions thereof.

Because the value of an academic degree depends on the absolute integrity and character of the student the university expects all students to maintain a high level of responsibility with respect to their behavior. As a member of the university community, it is imperative that a student maintain a high standard of individual responsibility and civility.

The dean may initiate disciplinary proceedings under Subchapter D against a student accused of a violation of the Code of Conduct upon complaint by a faculty member, a student or other source.

Any behavior which may have been influenced by the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.

Academic exercises include all forms of work submitted for credit or hours. Academic dishonesty includes the submission for academic credit material that is not one’s original independent work. As a general rule, it includes plagiarism, cheating, fabrication, collaboration/collusion the submission for credit of any work or materials that are attributable in whole or part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts or the facilitation of such acts. Subsequent submissions of substantial portions of a previously submitted work without express written permission of the current instructor may be considered an act of academic dishonesty.

The dean may initiate disciplinary proceedings under Subchapter D against a student for misconduct as well as academic matters. For the purposes of this section, the following definitions apply:

1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one’s own without proper acknowledgement.

2. Cheating. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Academic exercise includes all forms of work submitted for credit or hours.

3. Fabrication. Falsification or creation of any information, data or citation in an academic exercise.

4. Collaboration and/or Collusion. Seeking or providing aid to another student without permission in completion of any assignment submitted for academic credit.

5. Facilitation. Helping or attempting to help another in the completion of any assignment submitted for academic credit.

6. Violation of State or Federal Laws. Any violation of a federal state, or local law either on or off campus.
7. **Firearms, dangerous weapons, explosives and hazardous materials.** Illegal or unauthorized possession or use of any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical or weapon in a manner that harms, threatens or causes fear.

8. **Conduct dangerous to others.** Any conduct that endangers the health or safety of another; this includes but is not limited to physical abuse, verbal abuse, threats, intimidation, harassment and coercion.

9. **Stalking.** Conduct directed at a specific person that would cause a reasonable person to feel fear.

10. **Theft, Misappropriation or Unauthorized Sale.** Any act or attempted act of theft, misappropriation or unauthorized possession or sale of university property or services or property belonging to another.

11. **Misuse or Damage to Property.** Any act of vandalism, damage, destruction or misuse of university property or that of another.

12. **Hazing.** Engages in hazing, submits to hazing, or fails to report first-hand knowledge of hazing incidents; such conduct is prohibited by state law. Hazing is defined by state law as, "...any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution." Any person with knowledge that a specific hazing incident has occurred on or off campus must report the incident to the dean.

13. **Alcohol.** Use or possession of alcoholic beverages on property and in buildings and facilities owned or controlled by the System or the university by anyone under the age of 21 or the distribution of alcoholic beverages to anyone under the age of 21.

14. **Drugs.** The use, possession or manufacture of any drug or controlled substance or sale or distribution of any such drug or controlled substance. Medications prescribed by a physician and in the possession of the individual for which the prescription was written, or medications that have been legally obtained, such as over-the-counter drugs are exempt.

15. **Drug Paraphernalia.** The use or possession of equipment, products, or material which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.

16. **Gambling.** Engages in illegal gambling.

17. **Obstruction of or Interference with Institutional Activities or Facilities.** Any interference with or obstruction of any institutional program, activity, event or facilities, including, but not limited to:
   a. Any unauthorized occupancy or entry of institution or institutionally controlled facilities or blockage of access to or from such facilities;
   b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutionally controlled activity, program, event or facility;
   c. Any obstruction or delay of emergency personnel in the performance of their duties;
   d. Leading, inciting or participating in activities to disrupt scheduled activities of the University; or,
   e. Interference with the instructor’s ability to teach class or the ability of other students to participate in the instructional activity.

18. **Violation of General Rules and Regulations.** Violates any rule or regulation including the failure to perform any required action or the performance of any prohibited actions.

19. **Identification Cards or Documents.** Any forgery, alteration of or unauthorized use of institution documents, forms, records, or identification cards, including the giving of false information to University personnel or the withholding of necessary information in connection with a student’s admission, enrollment or status at the university.

20. **Sexual Misconduct.** Physical contact of a sexual nature which is against one's will or without one's consent.

21. **Disruptive conduct.** Engages in disorderly, lewd, indecent, inappropriate, loud, or obscene conduct or
behavior that interferes with the orderly functioning of the university or interferes with an individual's pursuit of an education.

22. **Attempted or Unauthorized access to institutional facilities and/or grounds.** Engages in the unauthorized use or occupancy of property, buildings, or facilities owned or controlled by the System or the university.

23. **Failure to comply with the instructions of a University official.** Fails to comply with a verbal or written request or instruction of an official of the university or the System acting in the course of his or her duties.

24. **Abuse of the Discipline Process:**
   a. Gives false testimony or other evidence at a campus disciplinary or other administrative proceeding;
   b. Disruption or interference with the orderly conduct of a judicial proceeding;
   c. Knowingly making a false allegation or filing a false complaint;
   d. Any attempt to influence the impartiality of a Discipline Committee member or hearing officer;
   e. Verbal or physical harassment or intimidation of a Discipline Committee member, hearing officer, complainant or witness;
   f. Failure to comply with the sanctions imposed by the Discipline Committee or hearing officer.

25. **Skateboards, Skates, Bicycles or similar devices.** The use of skateboards, roller skates, roller blades, and bicycles inside university facilities or in unauthorized outdoor areas is prohibited.

26. **Attempts and Aiding and Abetting the Commission of Offenses.** Attempts, aids, abets, conspires, hires, has knowledge of, or is present during the planning or commission of any offense listed in this chapter.

27. **Motor Vehicles.** Failure to register a motor vehicle used on the campus with Parking and Transportation Services.

28. **Duplication or Unauthorized Possession of Keys.** Making, causing to be made, or possessing any key for a University facility without proper authorization.

29. **Unauthorized Surveillance.** Making unauthorized video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms and storing, sharing, and/or distributing such unauthorized images by any means.

Section 49.11 – 49.14: Reserved

Subchapter D. Disciplinary Proceedings and Disposition

Section 49.15: Investigation

a. All allegations and information that a student has engaged in conduct proscribed herein shall be given to the dean.

b. Action under this chapter may go forward regardless of other possible or pending administrative, civil or criminal proceedings arising out of the same or other events.

c. The dean shall investigate the alleged violation. The preliminary investigation shall include a summons to the accused student in accordance with Section 49.19 to confer with the accused student concerning the allegations. Following completion of the investigation, the dean may:
   1. Dismiss the allegation;
   2. Proceed administratively under Section 49.16; or
   3. Prepare a hearing notice based on the allegation and proceed under Section 49.18.

d. Pending a hearing or other disposition of allegations against a student, the dean may take such immediate interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the institution. This includes but is not limited to a suspension and ban from the campus when it reasonably appears to the dean from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the university. In the case of interim discipline, a hearing will generally be held under the hearing procedures specified in Section 49.18-21 within three (3) days after the interim disciplinary action was taken; however, at the discretion of the dean the three (3) day period may be extended for a period not to exceed an additional ten (10) days.

e. Notwithstanding the above, the dean may withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a
student alleged to have violated a rule or regulation of the System or the university that would reasonably allow the imposition of such sanction. The dean may take such action pending a hearing, resolution by administrative disposition, and/or exhaustion of appellate rights if the dean has provided the student an opportunity to provide a preliminary response to the allegations and, in the opinion of the dean, the best interests of the System or the university would be served by this action.

Section 49.16: Administrative Disposition

a. In any case where the accused student elects not to dispute the facts upon which the charges are based, the student may execute a written waiver of the hearing procedures and accept the sanction(s) or reserve the right to appeal the sanction(s).

b. An appeal of the sanction will be to the president of the university. The appeal is considered on the basis of written arguments of the student and the dean.

In the event a student disputes the facts and/or allegations or at the discretion of the Dean of Students, a hearing before the Discipline Committee may be arranged.

Section 49.17: Discipline Committee

In those cases in which the respondent disputes the facts and/or allegations upon which the alleged conduct violations are based, or at the discretion of the Dean of Students such allegations shall be heard and determined by a fair and impartial panel comprised of UT Dallas faculty, selected from a pool as determined by the academic senate, and UT Dallas students.

The Dean of Students or designee, in consultation with the committee member(s), shall determine whether the committee member(s) can serve with fairness and objectivity.

The Discipline Committee shall:

1. maintain an orderly hearing and permit no person to be subjected to abusive treatment and may eject or exclude anyone who refuses to be orderly;

2. render and provide the dean and the respondent a written decision that contains findings of fact and a conclusion as to whether the respondent is responsible for the violations as charged;

3. upon a finding of responsibility, assess the relevant sanction(s);

4. in cases involving a crime of violence, notify the alleged victim of the decision. The alleged victim, upon receipt of information regarding the decision, shall be bound to keep in confidence such information.

Section 49.18: Student Rights and Hearing Procedures

a. The following rights and procedures are provided to the respondent and/or complainant as specified:

1. The respondent shall be advised of the time, place and location of the hearing at least five (5) days in advance.

2. The respondent shall be advised in writing of the alleged violations of which he/she is being charged.

3. All parties will make available in the Dean of Students office a list of witnesses, a summary of witness statements, and copies of documents to be presented at the hearing at least three (3) days prior to the hearing.

4. Each party shall have the right to appear, present documentary evidence, present and question witnesses and be assisted by one advisor of his/her choice. An advisor may not serve as a witness. An advisor may confer with and advise their respective party, but shall not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the Discipline Committee. If the respondent’s advisor is an attorney, the dean’s advisor may be an attorney. If the student chooses an advisor who is an attorney, the student must give written notice of the name and address of the attorney to the dean at least three (3) days before the time set for commencement of the hearing.

5. The respondent may challenge the impartiality of the Discipline Committee. The challenge must be in writing, stating the reasons for the challenge, and be submitted to the Dean of Students at least three (3) days prior to the hearing.

6. Formal rules of evidence do not apply. No evidence other than that admitted at the hearing shall be considered by the Discipline Committee.
a. The Discipline Committee may exclude evidence which in its judgment is immaterial, irrelevant, or unduly repetitious;
b. In order to be admissible, documents and statements of witnesses must be relevant to the issues to be decided by the Discipline Committee. Generally, evidence is relevant if it tends to prove or disprove the facts at issue. There must be some logical connection between the evidence offered and the facts that are in dispute. Upon objection, evidence that is not relevant should be excluded;
c. Statements of witnesses should be based upon the personal knowledge or observation of the witness. Written statements will be accepted at the discretion of the Hearing Officer/Discipline Committee;
d. Evidence that is merely cumulative of evidence already in the record should be excluded by the Discipline Committee upon objection or upon a determination by the Discipline Committee that it is merely repetitious. The Discipline Committee has the discretion to determine when further evidence on an issue becomes repetitive.

7. The dean has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of credible evidence. The standard of proof required for a finding of responsibility is a preponderance of the evidence.

8. Any party has the right to appeal.

9. The hearing will be recorded and becomes a part of the official record of the hearing.

b. Such hearings shall be closed to all persons other than the respondent, the dean, an advisor for each of them, the Discipline Committee members, witnesses while they are presenting evidence, and the hearing advisor.

Section 49.19: Notices

a. The dean shall prepare notices as appropriate to the student charged.
b. A student may be sent a written notice/summons from the dean requiring a meeting for purposes of the investigation and/or to discuss the allegations. The written correspondence shall specify a place and time for the meeting. If the correspondence is sent first-class mail, at least three (3) days’ notice must be given. If the correspondence is sent via email or hand delivered at least two (2) days’ notice is required. The correspondence may be mailed to the address appearing in the records of the registrar, e-mailed to the student at the student’s UTD e-mail address, or may be hand delivered to the student.
c. If a student fails to respond to a written notice/summons without good cause, as determined by the dean, the dean may alter the status of the student’s enrollment until the student complies with the notice, or the dean may proceed to implement hearing procedures in accordance with Section 49.18.
d. Except in those cases where immediate interim disciplinary action has been taken, the dean shall initiate hearing procedures against the respondent by providing the student at least five (5) days written notice of the date, time, and place of the hearing and the names of those individuals who may serve on the Discipline Committee. The hearing notice letter shall provide a statement of the accusation(s) and a summary statement of the evidence supporting the accusation(s).
e. The hearing notice may be delivered in person to the student, emailed to the student’s UTD email address or mailed to the student at the address appearing in the registrar’s records. A hearing notice will be considered to have been received on the third day after being sent, excluding any intervening Saturday or Sunday. The date for a hearing may be postponed for good cause by agreement of the student and Dean of Students.
f. A hearing notice sent to the address listed in the registrar’s records shall constitute full and adequate notice. The failure of a student to provide the registrar with a current address, the refusal to accept delivery of the letter, or failure to read mail or e-mail shall not be a good cause for failure to respond to the notice.
g. If a student fails without good cause, as determined by the dean, to comply with a hearing notice sent under Subsection d, the hearing will proceed as scheduled and the student will be notified of the decision of the Discipline Committee in accordance with Section 49.18.

Section 49.20: Reserved

Section 49.21: Conduct of Hearings
Hearings shall proceed generally as follows:

1. the hearing officer/chair will acknowledge that the respondent was informed of his or her rights in accordance with Section 49.18;
2. the dean presents opening statements and evidence;
3. the respondent presents his or her opening statements and evidence;
4. the dean calls any witness(es). The respondent will have the right to question those witnesses;
5. upon completion of presentation of the dean’s witnesses, the respondent shall present his/her witnesses, and the dean shall have the right to question any witnesses;
6. each side may offer summary comments, beginning with the dean;
7. the hearing officer/committee will have the opportunity to question all parties and witnesses involved at any time during the hearing;
8. the hearing officer/committee will determine whether or not the student is responsible.
9. if the student is found responsible, sanctions will be determined.
10. if the student is found responsible by the Discipline Committee for the allegation(s), sanction(s) as determined by the Discipline Committee will be imposed.
11. In the case of academic dishonesty, the recommended sanction as provided by the faculty member, will be considered by the Discipline Committee. Should the student be absolved of the allegations of academic dishonesty by the Discipline Committee, the faculty member will reassess the student's grade based on this finding.

Consolidated Hearings

1. where more than one student is charged with conduct arising out of a single occurrence, or out of connected multiple occurrences, a single hearing may be held for all of the students so charged. Such students may request that their case be consolidated with others, or separated from others.
2. the Dean of Students shall make determinations regarding consolidation.

Disciplinary records shall be maintained as provided herein:

1. The university shall maintain a permanent disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of degree and/or withdrawal of diploma.
2. Records developed in cases in which a lesser sanction has been imposed will be retained for a period of five (5) years after date of action unless sanctions or the dean specify that they should be retained for a longer period.
3. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed and any other pertinent information. This disciplinary record shall be maintained by the Office of the Dean of Students. It shall be treated as confidential, and shall not be accessible to or used by anyone other than the dean or university officials with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws, court order or subpoena.

b. The dean may notify the registrar and/or other appropriate administrative offices of disciplinary sanctions in compliance with FERPA regulations.

If a student withdraws from a course and is ultimately found responsible for academic dishonesty, a sanction of “F” in the course, when assessed by the hearing officer/discipline committee, will replace any withdrawal notation on the transcript.

Section 49.24: Reserved

Subchapter E. Sanctions

Section 49.25: Sanctions

a. Sanctions that may be imposed include, but are not limited to:

1. Written or verbal warning. The student will be notified that continuation or repetition of the specified conduct may be cause for further disciplinary action
2. Developmental probation. Requires a student or members of an organization to satisfy conditions related to the violation, such as counseling, educational seminars, or
periodic meetings with a designated University official. This may be effective in providing educational opportunities for the student to participate in discussions that will explore alternative behaviors.

3. **Educational sanction.** An educational sanction may include the requirement to complete or attend educational activities, programs, or presentations, or any other learning experience deemed necessary.

4. **Disciplinary probation.** Disciplinary probation identifies a specified period of time during which the student or organization is required to comply with terms and conditions that include not engaging in further conduct in violation of this Chapter. Any conduct in violation of these regulations while in a probationary status may result in the imposition of a sanction of suspension or expulsion or the removal of an organization’s official registration.

5. **Withholding of grades, official transcript of degree.** May be imposed until all disciplinary processes are complete and sanctions, if any, are fulfilled. The dean may take such action pending a hearing and/or exhaustion of appellate rights when in his or her opinion, the best interests of the system or the university would be served by this action.

6. **Restriction against readmission and/or cancellation of enrollment.**

7. **Restitution or reimbursement.** Reimbursement for damage to or misappropriation of university or individual property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

8. **Suspension of rights and privileges.** A student or organization may have specific privileges removed or restricted as a way to learn from the consequences of their behavior. During the period of suspension, the student or organization may be prohibited from participation in athletic or extracurricular activities; taking part in a registered student organization's activities and attending its meetings or functions; denial of use or access to facilities, living in on-campus housing or representing the University in any way.

9. **Grade Modification.** Academic sanctions, including failing grades, may be assigned to a student for a course or assignment in which he or she was found responsible for academic dishonesty. If a student withdraws from a course in which disciplinary action is pending and is ultimately found responsible for academic dishonesty, a sanction of “F” in the course will replace any withdrawal notation on the transcript. **Denial of degree.**

10. **Community service hours.** A student may be required to complete a specified number of community service hours.

11. **Suspension.** Suspension from the university is for a specified amount of time and prohibits, during the period of suspension, the student from entering the university campus, except in response to an official request. The student must comply with all conditions imposed prior to reenrollment.

12. **Expulsion.**Permanent separation of the student from the university.

13. **Deferred suspension.** Suspension will be postponed, but will be automatic if the student commits any additional rule violations while on deferred suspension.

14. **Revocation of degree or withdrawal of diploma.**May be imposed when the violation involves academic dishonesty that is discovered after awarding of the degree.

15. **other sanctions as deemed appropriate under the circumstances.**

b. In the case of hearings regarding allegations against a student organization, additional sanctions are authorized in Chapter 45. In the case of hearings regarding allegations against a student organization, additional penalties are authorized in Chapter 45, Section 45.26. No former student who has been suspended or expelled for disciplinary reasons from an institution of the system shall be permitted on the campus of any UT System institution during the period of such suspension or expulsion without the prior written approval of the chief student affairs administrator of the institution at which the suspended or expelled student wishes to be present.

Section 49.26-29: Reserved

1. **Subchapter F. Appeal of Decisions**
Section 49.30: Procedures

a. A student may appeal a disciplinary sanction assessed by the dean. A student and/or the dean may appeal the Hearing Officer/Discipline Committee decision to the president by following the procedures set forth in this section.

b. The appealing party must submit a written appeal (hardcopy only; no electronic submissions), stating the specific reasons for the appeal and any argument, to the president of the university, with a copy to the other party(s). The appeal must be stamped as received by the President's Office no later than three (3) days after the appealing party has been notified of the sanction assessed by the dean, the decision of the Discipline Committee, or the decision of the hearing officer. If the notice of sanction assessed by the dean, the Discipline Committee, or the decision of the hearing officer is sent by mail, the decision will be considered to have been received on the third day after the mailing, excluding any intervening Saturday or Sunday. If the decision is sent via email, the decision will be considered to have been received on the second day. The date of receipt will initiate the three day appeal period. The non-appealing party may submit a response to the appeal, which must be received by the President's Office no later than three (3) days after the receipt of the appeal with a copy to the other party.

c. The appeal of the decision of the hearing officer or Discipline Committee will be reviewed solely on the basis of the official record from the hearing. The official record will consist of the recording of the hearing, the documents received in evidence and the decision of the Discipline Committee or Hearing Officer. At the request of the president, the recording of the hearing will be transcribed.

d. Should the president so request, the dean shall cause the recording of the hearing to be transcribed and shall send the record to the president with a copy to the student. At the discretion of the president both parties may present oral arguments in an appeal from the decision of the hearing officer or Discipline Committee.

e. Upon consideration of the appeal, the president may:

1) Approve, reject, or modify the decision.
2) Modify the sanction to make it more or less severe.
3) In the event of a formal hearing, may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

g. The action of the president shall be communicated in writing to the student and the dean within fourteen (14) days after the appeal and related documents have been received. The decision of the president is final.

Subchapter G. Sexual Assault (temporary placement)

Section 49.38: Sexual Assault

a. It is the policy of the university to strive to maintain an environment that is free from intimidation and inappropriate sexual conduct. In particular, the university will not tolerate any form of sexual assault, including, but not limited to, acquaintance rape, date rape, sodomy, sexual assault with an object, fondling or any other form of non-consensual sexual activity.

b. A student who individually, or in concert with others, participates or attempts to participate in a sexual offense, regardless of whether it takes place on or off campus, is subject to disciplinary action under Subchapter C, notwithstanding any action that may or may not be taken by the civil authorities.

c. The university encourages any person who is the victim to immediately report the incident to any of the "Campus Security Authorities" (university police, office of the Dean of Students, university residence life personnel and Deans, Directors, Department Heads, except those with significant counseling responsibilities). Other university personnel which may be contacted are Student Health Services and the Women's Center. There is no requirement to notify law enforcement authorities of a sexual offense; however, the university encourages all victims to do so and university personnel will assist in notifying local and campus police to report a sexual offense. University police should be notified as soon as possible (the preservation of evidence is crucial in a sexual offense case). Do not bathe, shower, douche, or change clothing. If needed, contact one of the above mentioned resources, or a support person for assistance. University police will handle all cases that occur on campus. If transportation is needed to obtain a medical examination, the university police department
will arrange for transportation to the hospital. For the protection of the victim, a pseudonym can be used in the report process.

d. When a student reports that the campus regulations prohibiting sexual assault have been violated, informal procedures that provide for the protection of the emotional health and physical safety of the complainant may be invoked. For example, a student who lives on campus may be moved to another campus living environment if he or she chooses and if accommodations are reasonably available. Similarly, a complainant may be allowed to make changes in his or her class schedule. Such arrangements will be made through the Office of the Dean of Students. If the complainant provides credible evidence that the accused student has engaged in prohibited sexual assault, the dean may take interim disciplinary action against the accused student as appropriate.

e. A student who wishes to file a complaint that will be addressed by the University disciplinary system should contact the Dean of Students at 972-883-6391. A student may choose to file a complaint with the dean whether or not the student chooses to press criminal charges. A student who wishes to file a complaint against a faculty or staff member may contact the dean as well. Procedures for discipline and dismissal of staff and faculty are outlined in the university Handbook of Operating Procedures.

f. Notwithstanding the rights of the accused student, faculty or staff member, a complainant under this policy is entitled to the following rights:

1. The right to present his/her testimony during the disciplinary hearing.
2. The right to have a support person present. This person is not entitled to represent the complainant nor to assist the complainant with his or her testimony. If the support person is to act as a witness, the hearing officer may require him or her to testify prior to the hearing.
3. The right not to have evidence of his or her past sexual history with third parties admitted as evidence.
4. The right to have the hearing closed to spectators.
5. The right to know the outcome of the hearing to the extent permitted by the federal Family Educational Rights and Privacy Act.

g. The University Counseling Center (972-883-2575) and the Dallas County Rape Crisis Center (214-653-8740) and the Collin County Rape Crisis Center (972-881-0088) are available to provide support services for anyone affected by any form of sexual assault.

Students who may have been assaulted by someone who is not affiliated with the university may also contact any of the available university support services.

Below is a list of educational and preventative programs and support services on campus that address the issue of sexual assault. Brochures and other printed materials are available from each office. Additional information may be obtained by calling the numbers listed.

h. STUDENT COUNSELING CENTER 972-883-2575
   Individual and group counseling
   Educational Programs

STUDENT HEALTH CENTER 972-883-2747
   Educational and prevention information
   Testing for sexually transmitted diseases after an assault
   Presentations upon request

SUMMER ORIENTATION PROGRAMS--NEW STUDENT PROGRAMS 972-883-2456
   Programs to provide awareness of sexual assault on campus
   Resources for prevention and support

THE UNIVERSITY OF TEXAS AT DALLAS POLICE 972-883-2331
   Crime prevention presentations that include issues related to assault
   Escort service
   Crime statistics information

RESIDENTIAL LIFE/HOUSING 972-883-5361
   Peer Advisor training issues related to sexual assault
   On site educational programs
   Individual and group support and follow-up
Policy History

- Issued: June 5, 2008
- Revised: October 26, 2011
- Revised: August 20, 2013

Policy Links

Permalink for this policy: http://policy.utdallas.edu/utdsp5003

Link to PDF version: http://policy.utdallas.edu/pdf/utdsp5003

Link to printable version: http://policy.utdallas.edu/print/utdsp5003
Policy Statement

Chapter 49. Student Code of Conduct

Subchapter A. General Provisions

Section 49.01: Purpose

a. Pursuant to the Regents Rules, the University of Texas at Dallas has developed its policy regarding student conduct and discipline in accordance with the UT System model policy. Each student is charged with notice and knowledge of and compliance with the contents and provisions thereof. The Dean of Students Office encourages student learning, growth, and development by promoting awareness of the University’s expectations of behavior, holding students accountable for violations of these expectations, and developing educational sanctions designed to address the consequences of student decisions.

b. All students are expected and required to obey federal, state and local laws and to comply with System and university rules and regulations.

c. Students are responsible to both civil and criminal authorities. Disciplinary action pursuant to these regulations may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Disciplinary outcomes including finding of responsibility and sanctions shall not be subject to change because of criminal or civil outcomes.

d. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased, or otherwise controlled property or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct on or off campus that poses a substantial threat to persons or property within the institutional community.

e. Confidentiality of Disciplinary Process. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, a student’s disciplinary files are considered “educational records.” These records are confidential and may only be accessed by the student and as otherwise provided by law. In cases involving academic dishonesty, the dean will promptly notify the appropriate faculty member regarding the outcome of any disciplinary process so that the outcome may be properly recorded. The dean will also notify other appropriate university officials, including the student’s advisor or associate dean, upon request by the university official and a showing of a legitimate educational interest.

Section 49.02: Scope

a. This policy applies to student organizations as well as individual students. Student organizations are accountable for the conduct and actions of their members.

b. An individual who is not currently enrolled as a university student remains subject to the disciplinary process for conduct that occurred during any period of enrollment.

c. University officials shall decide if disciplinary action shall be taken for off-campus conduct on a case-by-case basis. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree even when the conduct occurs prior to the beginning of classes and in between semesters. This includes conduct that is discovered after the awarding of a degree.

d. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased, or otherwise controlled property or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct on or off campus that poses a substantial threat to persons or property within the institutional community.

e. Confidentiality of Disciplinary Process. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, a student’s disciplinary files are considered “educational records.” These records are confidential and may only be accessed by the student and as otherwise provided by law. In cases involving academic dishonesty, the dean will promptly notify the appropriate faculty member regarding the outcome of any disciplinary process so that the outcome may be properly recorded. The dean will also notify other appropriate university officials, including the student’s advisor or associate dean, upon request by the university official and a showing of a legitimate educational interest.

Section 49.03: Definitions

a. In this chapter, unless the context requires a different meaning, 1. a "day" means Monday through Friday except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergency situations;

2. "dean" means the Dean of Students or a delegate of the Dean;

3. "vice president" means the Vice President for Student Affairs;

4. "president" means the President of The University of Texas at Dallas;

5. "student" means a person enrolled or formerly enrolled at the university or a person accepted for admission or readmission to the university;
2013 - 2014

**Committee Name:** Advisory Committee on Research

Charge: Policy Memorandum UTDPP1033

Senate Concurrent

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

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

**Responsible University Official**
- Vice President for Research

**Members Whose Terms Are Continuing**

**Faculty:**
- Margaret Owen (BBS) (8/31/2014)
- Gary Bolton (SOM) (8/31/2014)
- Julia Hsu (ECS) (8/31/2014)
- Anvar Zakhidov (NSM) (8/31/2014)

**Members Whose Terms Are Expiring**

**Faculty:**
- Rob Rennaker (BBS) (8/31/2013)
- Todd Sandler (EP) (8/31/2013)
- Dennis Smith (NSM) (8/31/2013)
- Daniel Wickberg (A) (8/31/2013)
- Eric Wong (ECS) (8/31/2013)

**Chair:** Rob Rennaker (BBS) (8/31/2013)

**Vice Chair:** Margaret Owen (BBS) (8/31/2014)

**Replacements Needed**

- John Hansen (ECS) (8/31/2015)
- Dan Griffith (EPPS) (8/31/2015)
- Santosh D’Mello (NSM) (8/31/2015)
- Marjorie Zielka (AH) (8/31/2015)
- Julia Evans (BBS) (8/31/2015)

- Anvar Zakhidov (NSM) (8/31/2015)
- Julia Evans (BBS) (8/31/2015)
Policy Charge

Research Advisory Committee

Policy Statement

The Advisory Committee on Research is a Standing, Concurrent Committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged with recommending policies to promote and facilitate the research activities of the faculty of the University. These policies may include, but are not limited to, long term research planning, communication and contracting with research sponsors, publicity for the University’s research activities, internal policies to assure that returns to the university from patents and overhead are applied in such a way as to encourage and promote additional research, the identification of new and potentially important research areas and activities, the University’s physical facilities for research, the use of internal grants to initiate promising research programs, and the operations of the Office of the Vice President for Research.

The concerns of the Committee include all aspects of the interface between faculty and the administration relating to pre-award and post-award services. These include strategies for administrative staffing, communication with the faculty regarding possible funding sources, the establishment of guidelines, where feasible, regarding internal submission deadlines, turnaround time for specific actions, expectations for the times within which faculty may expect monies received by the University to be credited to accounts allocated for their research, procedures for allowing faculty to monitor such accounts, and assuring that clearances from internal review committees are obtained in a systematic and efficient manner.

The Committee shall have at least eleven voting members appointed by the President upon recommendation by the Committee on Committees. Seven of the members, including the Chair, shall be from the general faculty and will be selected to represent the areas of activity with the most involvement with, and dependence on, external funding. Appointments will be for two-year terms, and members may be reappointed for additional terms. The Deans of the Schools of Engineering and Computer Science, Behavioral and Brain Sciences, and Natural Sciences and Mathematics, or their designated representatives, shall serve as voting members, ex-officio. The Dean of one of the remaining schools shall be appointed each year for a one-year term, with vote. The Committee may recommend that the President appoint additional members of the faculty as voting members for terms of up to one year, and may form specific working groups or subcommittees to consider and report on special questions of
research policy that may arise from time to time. The Responsible University Official shall be the Vice President for Research.

To ensure continuity, appointments of general faculty Committee members, who have two-year terms, will be for staggered terms. Initial appointments of three members from the general faculty will be for one-year terms, and the appointments of the remaining four general faculty members will be for two-year terms. One-half of the appointments expire August 31 of each academic year. The Chair of the Committee shall be appointed by the President annually.

The Committee shall maintain a section of the governance website to which faculty members may easily direct questions, complaints, and suggestions. The Committee shall meet at least twice a year, once each long semester. Notice of the times of the meeting shall be provided to the general faculty at least thirty days in advance. The Chair shall provide the Senate with minutes of each meeting and an annual report.

Policy History

• Issued: June 12, 2002
• Editorial Amendments: June 29, 2006

Policy Links

• Permalink for this policy: http://policy.utdallas.edu/utdpp1033
• Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1033
• Link to printable version: http://policy.utdallas.edu/print/utdpp1033
2013-2014

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

Charge: Policy Memorandum UTDPP1039  
Senate Concurrent

Ex-Officio (with vote)
Dean of Undergraduate Education
Student Government President
Elizaveta Liberman (2013-2014)

Special Requirements:
Dean of Undergraduate Education
President of Student Government

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

Chair – longest-standing faculty member on committee

Responsible University Official
Executive Vice President and Provost

Members Whose Terms Are Continuing
Faculty:
Aage Møller (BBS) (8/31/2014)
John Sibert (NSM) (8/31/2014)
Mathew Goeckner (NSM) (8/31/2014)

Members Whose Terms Are Expiring
None

Replacements Needed
None

Chair: John Sibert (NSM) (8/31/14)
Vice-Chair: Aage Moller (BBS) (8/31/14)

John Sibert (NSM) (8/31/15)
Aage Moller (BBS) (8/31/15)
The Chancellor's Council/President's Outstanding Teaching Awards Committee is a Concurrent Action Committee of the Academic Senate of The University of Texas at Dallas. The Committee is charged to solicit, evaluate, select, and recommend a tenured or tenure track faculty member for the Chancellor's Council Award, a non-tenure track instructor for a President's Award, and a teaching assistant for a President’s Award. Awards are accompanied by appropriate prizes.

Under the leadership of the Committee, the Office of Undergraduate Education solicits nominations for the teaching awards during each long semester of the academic year. Information supporting the nomination is acquired from nominators, faculty, students, administrators, teaching evaluations, and other sources sanctioned by the Committee. In the spring semester, the Committee selects its finalists, solicits further information, and recommends recipients to the President. The President announces the winners as part of the Honors Convocation for spring graduation. The Committee shall determine the timetable for nominations and selections with the goal of allowing consideration of classes taught in both the spring and fall semesters within a calendar year. The Office of Undergraduate Education is responsible for administrative support to the Committee and serves an archival function for Committee records.

The Committee is composed of five voting members and shall include the three previous tenured or tenure track award winners as well as the Dean of Undergraduate Education and the President of the Student Government, who serve as ex officio with vote. Members shall serve three-year terms and be replaced as new winners are announced. The Chair is the longest standing faculty member on the Committee. The President may reappoint members for additional terms upon nomination of the Academic Council. If a Committee vacancy occurs for any reason, the President, upon nomination of the Academic Council, shall appoint another eligible individual to serve the remainder of the unexpired term. No member of the Committee is eligible for the award while serving.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.
Policy History

- Issued: December 15, 2000
- Revised: April 18, 2006

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1039
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1039
- Link to printable version: http://policy.utdallas.edu/print/utdpp1039
2013-2014

**Committee Name:** Committee on Academic Integrity

Charge: Policy Memorandum UTDPP1012

**Ex-Officio**

| Library representative (without vote) nominated by the Library Director |

**Special Requirements:**

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

**Responsible University Official**

Dean of Students

**Members Whose Terms are Continuing**

Lynne Vieraitis (EPPS) (8/31/2014)
Mihai Nadin (AH) (8/31/2014)
Livia Markoczi (SOM) (8/31/2014)
Liz Salter (IS) (8/31/2014)

**Members Whose Terms are Expiring**

**Faculty:**

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

**Students:**

Emily Berg (UG) (8/31/2013)
Monserrat Paez (UG) (8/31/2013)

**Chair:** Linda Thibodeau (B)

**Vice Chair:** Robert Glosser (N)

**Replacing Members Needed**

| John Gooch (A&H) (8/31/2015) |
| Robert Glosser (NSM) (8/31/2015) |
| Yvo Desmedt (ECS) (8/31/2015) |
| Sven Kroener (BBS) (8/31/2015) |
| Randall Lehmann (ECS) (8/31/2015) |

| Carolyn Ku (SOM-UG) (8/31/2014) |
| Joseph Lim (NSM-UG) (8/31/2014) |

| Robert Glosser (8/31/2015) |
| Liz Salter (8/31/2015) |
UTDPP1012 - Committee on Academic Integrity

Policy Charge

Academic Integrity Committee

Policy Statement

The Committee on Academic Integrity is a concurrent committee of the Academic Senate of The University of Texas at Dallas charged to provide analysis and guidance on policy and best practices in the area of academic integrity. The Committee shall provide policy recommendations to the Academic Senate and to the Assistant Vice President for Student Affairs and Dean of Students with regard to best practices for the prevention of, and disciplinary measures for, academic dishonesty.

The Committee shall consist initially of nine faculty members, including at least one member from each School, plus two students. The faculty committee members shall be nominated by the Committee on Committees. A representative of the library staff shall serve as a non-voting member. The President of the Student Government shall nominate the student members. The Dean of Libraries shall nominate the library representative. The Assistant Vice President for Student Affairs and Dean of Students, or designee, shall serve as the Responsible University Official (RUO).

The term of office of the faculty committee members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed for additional terms. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term. The Chair and Vice Chair shall be appointed annually by the President from the faculty members of the Committee.

In collaboration with the Assistant Vice President for Student Affairs and Dean of Students, the Committee shall collect and analyze statistics on violations of academic integrity, and shall report these statistics annually, but no later than August 31, to the Academic Senate.

Policy History

- Issued: April 25, 2005
- Editorial Amendments: June 29, 2006
- Revised: November 11, 2008
Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1012
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1012
- Link to printable version: http://policy.utdallas.edu/print/utdpp1012
2013-2014

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

Charge: Policy Memorandum UTDPP1018

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

**EX-OFFICIO (with vote)**
- Chair, CEP

**RESPONSIBLE UNIVERSITY OFFICIAL**
- Dean of Undergraduate Education

**MEMBERS WHOSE TERMS ARE CONTINUING**
- Marilyn Kaplan (SOM) (8/31/2014)
- Dennis Miller (NSM) (8/31/2014)
- CAROL LANHAM (EPPS) (8/31/2014)
- Shelley Lane (AH) (8/31/2014)

**MEMBERS WHOSE TERMS ARE EXPIRING**

**FACULTY:**
- Simeon Ntafos (ECS) (8/31/13)
- Liz Salter (IS) (8/31/13)
- Melanie Spence (BBS) (8/31/2013)

**STUDENTS:**
- Rajiv Dwivedi (UG) (8/31/2013)
- Roy (James) Holliday (UG) (8/31/2013)
- Taylor Kornfuehrer (UG) (8/31/2013)
- Finny Philip (UG) (8/31/2013)

**CHAIR:** Marilyn Kaplan (SOM)
**VICE CHAIR:** Dennis Miller (NSM)

**SPECIAL REQUIREMENTS:**
- 7 voting members from faculty
- All schools represented
- 4 students (without vote)
  - degree-seeking undergraduates including one lower-division student and one upper-division transfer student
- 2-year terms, staggered

**REPLACEMENTS NEEDED**

**FACULTY:**
- Simeon Ntafos (ECS) (8/31/2015)
- TONJA WISSINGER (IS) (8/31/2015)
- Melanie Spence (BBS) (8/31/2015)
- GREYSON MORGAN (UG-SOM) (8/31/2014)
- ISAAC BUTTERFIELD (UG-ECS) (8/31/2014)
- BASEL MUSHARBASH (UG-EPPS) (8/31/2014)
- JANANI SUNDARESAN (UG-NSM) (8/31/2014)

**STUDENTS:**
- Marilyn Kaplan (SOM)
- Dennis Miller (NSM)
Policy Charge

Core Curriculum

Policy Statement

The Committee on the Core Curriculum is a Standing, Concurrent Committee of the Academic Senate regarding University-wide requirements for students seeking entrance to a baccalaureate degree from The University of Texas at Dallas.

The Committee is charged to evaluate and make recommendations to the Academic Senate regarding the University-wide General Education curriculum and its implications in terms of academic requirements for undergraduate admission and graduation, including transfer admission requirements. The Committee reviews and approves the suitability of particular U.T. Dallas courses that are submitted as designed to satisfy the University's core curriculum requirements. It may also review lower-division courses offered by other Texas public colleges and universities that students submit to substitute for U.T. Dallas core courses. The Committee also monitors changes in state law and rules of the Texas Higher Education Coordinating Board to ensure that U.T. Dallas requirements are in compliance with statewide requirements for core curriculum.

The Committee on the Core Curriculum shall act as the originator and developer of proposals regarding the core curriculum, just as the Faculty of the various Programs and Schools act regarding their majors' curricula and prerequisites. In so doing, the Committee on the Core Curriculum shall seek advice from all interested parties in the University, and call timely hearings of the faculty concerned with the core curriculum.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.

The Committee is composed of seven voting members appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures). Committee membership will be distributed across all seven schools. The Chair of the Committee on Educational Policy shall serve ex officio as one of the voting members. The Dean of Undergraduate Education, the University Registrar and Director of Academic Records, and the Director of Undergraduate Advising serve as non-
voting, ex officio members. Four non-voting members are degree-seeking undergraduates including one lower-division student and one upper-division transfer student. The Chair of the Committee serves ex officio, with vote, on the Committee on Educational Policy. The Dean of Undergraduate Education serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: April 4, 1995
- Revised: September 1, 1998
- Revised: June 3, 1999
- Editorial Amendments: September 1, 2000
- Revised: October 25, 2001
- Editorial Amendments: November 22, 2002
- Revised: October 19, 2004
- Editorial Amendments: June 7, 2006

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1018
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1018
- Link to printable version: http://policy.utdallas.edu/print/utdpp1018
2013-2014

COMMITTEE NAME: COMMITTEE ON DISTANCE LEARNING

Charge: Policy Memorandum UTDPP1021

EX-OFFICIO (with vote)
Dean of Graduate Studies
Vice President, Chief Information Officer
Dean, School of Engineering & Computer Science
Vice President for Student Affairs
Dean, School of Management,
Distance Learning Coordinator

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

RESPONSIBLE UNIVERSITY OFFICIAL
Vice Provost

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY
David Parry (AH) (8/31/14)
Mark Thouin (M) (8/31/14)
Mary Uquhart (NSM) (8/31/14)

Carry Lambert (A&H) (8/31/2014)

LIBRARY REPRESENTATIVE
Carol Oshel (8/31/2013)

MEMBERS WHOSE TERMS ARE EXPIRING

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

Linda Keith (EPPS) (8/31/2015)
Dan Bochsler (SOM) (8/31/2015)
Larry Chasteen (SOM) (8/31/2015)
Mark Thouin (SOM) (8/31/2015)
Linda Keith (EPPS) (8/31/2015)

CHAIR: John Fonseka (ECS) (8/31/2013)
VICE CHAIR: David Parry (AH) (8/31/2014)
Policy Charge

Distance Learning

Policy Statement

The Committee on Distance Learning is a Concurrent Committee of the Academic Senate charged to analyze, support, and provide planning advice and recommendations regarding distance learning as this activity involves faculty time and effort, and demands upon staff and financial resources.

The Committee will advise the President through the Academic Senate on strategy and policy regarding distance learning, and will advise the Executive Vice President and Provost, through the Distance Learning Coordinator, on academic and faculty issues that pertain to distance learning.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.

The Committee is composed of six members appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1 of The University of Texas at Dallas Handbook of Operating Procedures). The Vice President for Student Affairs, the Dean of Graduate Studies, the Vice President, Chief Information Officer, the Deans of the Erik Jonsson School of Engineering and Computer Science and the School of Management, the Distance Learning Librarian, and the Distance Learning Coordinator serve as voting, ex officio members. The Executive Vice President and Provost or designee serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.
Policy History

• Issued: September 17, 1997
• Revised: September 1, 1998
• Editorial Amendments: September 1, 2000
• Revised: July 23, 2002
• Editorial Amendments: November 22, 2002
• Editorial Amendments: June 7, 2006
• Editorial Amendments: February 1, 2007
• Editorial Amendments: September 28, 2009

Policy Links

• Permalink for this policy: http://policy.utdallas.edu/utdpp1021
• Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1021
• Link to printable version: http://policy.utdallas.edu/print/utdpp1021
### 2013-2014

**COMMITTEE NAME:** COMMITTEE ON EDUCATIONAL POLICY

Charge: Policy UTDPP1023

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<td><strong>EX-OFFICIO (with vote)</strong></td>
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<td>Chair, Committee on Core Curriculum</td>
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| **EX-OFFICIO (without vote)** |
| Dean of Graduate Studies |
| Dean of Undergraduate Education |
| Assistant Provost |
| University Registrar & Director of Academic Records |

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

**RESponsible University Official**

Dean of Graduate Studies
Dean of Undergraduate Education

**MEMBERS WHOSE TERMS ARE CONTINUING**

**FACULTY:**
- Cy Cantrell (ECS) (8/31/2014)
- Karen Prager (IS) (8/31/2014)
- Phillip Anderson (NSM) (8/31/2014)
- Peter Assmann (BBS) (8/31/2014)
- Ashutosh Prasad (SOM) (8/31/2014)
- Linda Keith (EPPS) (8/31/2014)

**MEMBERS WHOSE TERMS ARE EXPIRING**

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

**STUDENTS:**
- Mayur Mehta (G) (8/31/2013)
- Barathwaj Gurumurthy (G) (8/31/2013)
- Suresh Radhakrishnan (SOM) (8/31/2015)

**CHAIR:** Cy Cantrell (EC) (8/31/2014)

**VICE CHAIR:** Karen Prager (IS) (8/31/2014)

**REPLACEMENTS NEEDED**

- Shari Goldberg (A&H) (8/31/2015)
- Clint Peinhart (EPPS) (8/31/2015)
- Lev Gelb (ECS) (8/31/2015)
- Shayla Houlb (BBS) (8/31/2015)
- Suresh Radhakrishnan (SOM) (8/31/2015)
- John Sibert (NSM) (8/31/2015)

- YYY (JOSIE) FAN (G-SOM), YIJUN (OPHELIA) CHEN (G-ECS) or ROHIT SONWALKER(G-SOM) (8/31/2014)
- SIDDHARTH SANT(UG-NSM), BROOKE KNUNDTSON (UG-EPPS) or CAITLIN GOODLAND(UG-BBS) (8/31/2014)

- Suresh Radhakrishnan (SOM) (8/31/2015)
Policy Charge

Educational Policy (CEP)

Policy Statement

The Committee on Educational Policy is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged with reviewing the policies and procedures of all educational programs of the University, with respect to their quality, feasibility, necessity, and consistency with established academic policies, standards, and goals. The purview of the Committee specifically includes, but is not limited to 1) all proposals for the assignment of university credit to new courses, 2) all proposals for new programs, 3) all catalog materials, and 4) other academic policy issues referred to it by the Academic Council and/or Senate. The Committee shall publish, with the approval of the Academic Senate, calendars for submission to it of proposals for new programs, catalog copy for approval, and such other materials as it considers appropriate.

Catalog copy and proposals for new programs shall be submitted directly by appropriate administrative officers to the Committee for review. Upon completion of its deliberations, the Committee will forward the material with their results to the Academic Senate through the Academic Council. Reviews of policy suggestions by other committees and responses to requests for opinions by other agencies of the University will be returned directly to the concerned body if the Committee finds that it can formulate its advice within the framework of existing Senate policies and established precedents. New policies deemed appropriate by the Committee will be submitted as recommendations to the Academic Senate, through the Academic Council.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee provides the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.

Insofar as possible, the fourteen members of the Committee shall include two representatives from each School, but with one representative from the School of Interdisciplinary Studies, appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures). The
Chair of the Committee on Core Curriculum shall serve ex officio as one of the voting members. There shall be four non-voting ex officio members: the Dean of Graduate Studies, the Dean of Undergraduate Education, the Assistant Provost, and the University Registrar and Director of Academic Records. The President of the Student Body shall submit to the President a slate of three graduate and three undergraduate students from whom the President selects one graduate student and one undergraduate student to be non-voting members of the committee.

The Dean of Graduate Studies and the Dean of Undergraduate Education serve as Responsible University Officials charged with implementing the policies recommended by the committee and approved by administration.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Revised: November 12, 1979
- Revised: May 13, 1985
- Revised: November 1, 1990
- Revised: February 1, 1991
- Revised: October 15, 1993
- Revised: April 4, 1995
- Revised: June 30, 1997
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Revised: October 25, 2001
- Editorial Amendments: November 22, 2002
- Editorial Amendments: April 18, 2006

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1023
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1023
- Link to printable version: http://policy.utdallas.edu/print/utdpp1023
**COMMITTEE NAME:** COMMITTEE ON EFFECTIVE TEACHING

Charge: Policy Memorandum UTDPP1024  
Senate Concurrent

## 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, staggered

## RESPONSIBLE UNIVERSITY OFFICIAL
- Executive Vice President & Provost

## TECHNICAL EXPERT
- Simon Kane (Provost’s Technology Group)

## MEMBERS WHOSE TERMS ARE CONTINUING
- Theresa Towner (A) (8/31/2014)  
  FDL
- Matthew Polze (M) (8/31/2014)
- Karen Huxtable-Jester (B) (8/31/2014)
- Marion Underwood (B) (8/31/2014)

## MEMBERS WHOSE TERMS ARE EXPIRING
- Poras Balsara (EC) (8/31/2013)
- Michael Biewer (N) (8/31/2013)
- Euel Elliot (N) (8/31/2013)

## STUDENTS:
- Roy (James) Holliday (UG) (8/31/2013)
- Jon Alejandro (U) (8/31/2013)

## CHAIR:
- Theresa Towner (A) (8/31/2014)

## VICE CHAIR:
- Matthew Polze (M) (8/31/2014)

## REPLACEMENTS NEEDED
- LARRY OVERZET (ECS)  (8/31/2015)
- Mohammad Akbar (NSM)  (8/31/2015)
- BRIAN BARRY (EPPS)  (8/31/2015)
- BASEL MUSHARBASH (UG-EPPS)  (8/31/2014)
- ALI TEJANI (UG-NSM)  (8/31/2014)
- Karen Huxtable-Jester (BBS)  (8/31/2015)
- Larry Overzet (ECS)  (8/31/2015)
Policy Charge

Effective Teaching

Policy Statement

The Committee on Effective Teaching is a Concurrent Committee of the Academic Senate of The University of Texas at Dallas. The Committee oversees and encourages the development of a wide range of tools and facilities to promote excellence in teaching across all disciplines and levels within the University. It will, on a continuing basis, refine the definition and measurement of excellence in teaching, and advise the University and Academic Senate of needs for and availability of new technology and training for teachers.

The competitions for all University level teaching awards will be managed by the Committee. It will forward its recommendations for award winners to the President.

The Committee will receive annual reports from each individual School Committee on Effective Teaching and will facilitate and evaluate the work of the School committees. The Committee will forward the individual School reports and its summary evaluation report annually to the Executive Vice President and Provost (Provost).

The Committee will create and refine procedures for the training of and monitoring of the teaching effectiveness of graduate teaching assistants.

The Committee will receive complaints about and requests for improvements in the teaching environments on campus and pass on recommendations for improvements to the University administration.

The Committee will encourage and review the funding of projects in the use of new technology and new teaching methods, both on campus and by transmission to remote sites. It will also advise the University administration and Academic Senate on ways to ease the transition to "the high tech classroom."

As part of the general requirement to improve awareness of new ideas and new technologies, the Committee will occasionally invite renowned speakers to give seminars on campus.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.
Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.

The Committee is composed of nine voting members and shall include six faculty members (one from each school) appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), two students, and one technical expert or librarian. The Dean of Undergraduate Education and such Associate Deans for Undergraduate Education of the seven schools who have not been appointed as voting members serve as non-voting members, ex officio. The Provost serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

**Policy History**

- Issued: May 1, 1994
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Revised: December 15, 2000
- Editorial Amendments: November 22, 2002
- Editorial Amendments: June 29, 2006
- Revised: November 3, 2008

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1024](http://policy.utdallas.edu/utdpp1024)
- Link to PDF version: [http://policy.utdallas.edu/pdf/utdpp1024](http://policy.utdallas.edu/pdf/utdpp1024)
- Link to printable version: [http://policy.utdallas.edu/print/utdpp1024](http://policy.utdallas.edu/print/utdpp1024)
2013 - 2014

**COMMITTEE NAME:** COMMITTEE ON FACULTY MENTORING

Charge: Policy Memorandum UTDPP1026

<table>
<thead>
<tr>
<th>SPECIAL REQUIREMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Faculty members</td>
</tr>
<tr>
<td>2 Representatives of the Office of the Provost</td>
</tr>
<tr>
<td>In consultation with the Committee for the Support of Diversity and Equity</td>
</tr>
<tr>
<td>2-year terms, staggered</td>
</tr>
</tbody>
</table>

**RESPONSIBLE UNIVERSITY OFFICIAL**

Executive Vice President & Provost

**MEMBERS WHOSE TERMS ARE CONTINUING**

Dinesh Bhatia (ECS) (8/31/2014)
Homer Montgomery (NSM) (8/31/2014)
Shun Chen Niu (SOM) (8/31/2014)
Mehrdad Nourani (ECS) (8/31/2014)
Kathryn Stecke (SOM) (8/31/2014)
Dean Terry (AH) (8/31/2014)
Bhavani Thuraisingham (ECS) (8/31/2014)

**MEMBERS WHOSE TERMS ARE EXPIRING**

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

**REPLACEMENTS NEEDED**

Karen Prager (IS) (8/31/2015)
Nicole Piquero (EPPS) (8/31/2015)
Frank Dufour (A&H) (8/31/2015)
Yuly Koshevnikl (NSM) (8/31/2015)
Jackie Nelson (BBS) (8/31/2015)

**CHAIR:** Karen Prager (IS)

**VICE CHAIR:** Nicole Piquero (EPPS)

Karen Prager (IS) (8/31/2015)
Nicole Piquero (EPPS) (8/31/2015)
Policy Charge

Faculty Mentoring

Policy Statement

The Committee on Faculty Mentoring is a Committee of the Academic Senate of The University of Texas at Dallas.

The Committee has two main purposes: to establish and maintain a network of mentors for new faculty, and to establish and maintain a program to welcome new faculty, provide advice and assistance beyond initial orientation and provide fora where they can meet senior faculty.

The Committee shall consist initially of twelve faculty members and two representatives of the Office of the Provost. Faculty members shall be nominated by the Committee on Committees in consultation with the Committee for the Support of Diversity and Equity. The Executive Vice President and Provost, or designee, shall serve as the Responsible University Official (RUO). The term of office of the committee members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. 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 are appointed annually by the President.

The chair of the Committee, with the agreement of a majority of the voting members, may add additional members in the course of the year without requiring those members to be approved by the Academic Senate. The terms of such appointments will be either for the remainder of the academic year in which the appointment is made or for a lesser period as determined by the committee.

To establish and maintain the mentoring network, members of the Committee will meet with individual junior faculty on a yearly basis and generate, for each individual, a list of potentially helpful UT Dallas faculty contacts. At the purely professional level, these contacts consist of other faculty members with an ability to be helpful to the junior faculty members’ academic and research productivity at UT Dallas, to the fulfillment of their teaching requirements, or to their UT Dallas community/committee involvement.

The Committee also verifies that the identified faculty contacts are willing to share their wisdom and advice on the relevant issues. This duty should not necessarily entail a heavy time commitment on the part of these faculty contacts, but rather, a willingness to be available.
for brief consultations and questions. A faculty contact person may, under certain circumstances, wish to commit additional time and energy to building a professional relationship. Indeed, this program allows for various levels of involvement in advising the junior faculty member. Assuming the willingness of the faculty contacts, the role of the Committee is to introduce the junior faculty to the relevant contacts. This may be as simple as a call to the faculty contact requesting that they meet briefly with the junior faculty member, or it may involve an informal introductory meeting with a Committee member, faculty contact, and junior faculty member. A third function of the Committee is to meet with the faculty contacts individually at the end of the year, or during the summer, to assess the success of the program. The Committee will make recommendations on needed changes to the program as well as with regard to additional measures of evaluation to be used in program assessment efforts.

To establish and maintain programs for new faculty, the committee will work with the liaison members from the office of the Provost, using a budget that the Provost will provide.

This Committee shall work in conjunction with any other mentoring programs already in existence on campus.

The Committee shall meet annually with the President of the University.

Policy History

- Issued: February 26, 2004
- Editorial Amendments: June 29, 2006
- Editorial Amendment: May 5, 2009
- Revised: September 22, 2010
- Editorial Amendment: September 15, 2011

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1026
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1026
- Link to printable version: http://policy.utdallas.edu/print/utdpp1026
2013-2014

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

**Charge:** Policy Memorandum UTDPP1027

**Senate Concurrent**

**SPECIAL REQUIREMENTS:**

5 Faculty members
2-year terms, staggered

**RESPONSIBLE UNIVERSITY OFFICIAL**

Executive Vice President and Provost

**MEMBERS WHOSE TERMS ARE CONTINUING**

Ivor Page (ECS) (8/31/2014)
Brian Ratchford (SOM) (8/31/2014)
Christine Dollaghan (BBS) (8/31/2014)

**MEMBERS WHOSE TERMS ARE EXPIRING**

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

**REPLACEMENTS NEEDED**

MOHAMMAD HOOSHYAR (NSM) (8/31/2015)
ROBERT LOWRY (EPPS) (8/31/2015)

**CHAIR:** Rockford Draper (NSM)

**VICE CHAIR:** Robert Lowry (EPPS)

**ROBERT LOWRY (EPPS) (8/31/2015)**

**IVOR PAGE (ECS) (8/31/2015)**
Policy Charge

Faculty Standing and Conduct

Policy Statement

The Committee on Faculty Standing and Conduct is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged with reviewing all University policies and procedures that may affect faculty morale, the ability of the faculty to carry out its responsibilities as defined by law and custom, and the rights of faculty members to due process as provided by the regulations and procedures of the University and by law. The purview of the Committee specifically includes, but is not limited to: 1) review of conditions of work and workload within the University, and 2) development of procedures and guidelines for action in regard to faculty misconduct.

The Committee is charged with fulfilling specific responsibilities assigned to it as set forth in Policy Memorandum 92-III.21-54 Faculty Grievance Procedures, Policy Memorandum 94-III.21-61 University Policy on Faculty Conduct, and Policy Memorandum 97-III.22-79 Procedures Governing Periodic Performance Evaluation of Tenured Faculty. The Committee is also charged with reviewing and refining legislation related to Policy Memorandum 92-III.21-54 Faculty Grievance Procedures.

Recommendations for policy changes regarding conditions of work, grievance procedures, and procedures regarding faculty misconduct will be submitted to the Academic Senate through the Academic Council.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee provides the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.

The Committee is composed of five voting members appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1., of The University of Texas at Dallas Handbook of Operating Procedures). The Executive Vice President and Provost (Provost) serves as the Responsible University Official.
Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

**Policy History**

- Issued: September 4, 1978
- Revised: November 12, 1979
- Revised: April 4, 1995
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: March 21, 2006

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1027](http://policy.utdallas.edu/utdpp1027)
- Link to PDF version: [http://policy.utdallas.edu/pdf/utdpp1027](http://policy.utdallas.edu/pdf/utdpp1027)
- Link to printable version: [http://policy.utdallas.edu/print/utdpp1027](http://policy.utdallas.edu/print/utdpp1027)
### 2013 - 2014

**COMMITTEE NAME:** COMMITTEE ON LEARNING MANAGEMENT SYSTEMS  

Charge: Policy Memorandum UTDPP1028  

Senate Concurrent

**EX-OFFICIO**

<table>
<thead>
<tr>
<th>Up to 20 members from offices of:</th>
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</thead>
<tbody>
<tr>
<td>Educational Enhancement</td>
</tr>
<tr>
<td>Information Resources</td>
</tr>
<tr>
<td>Registrar</td>
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<tr>
<td>Audit and Compliance</td>
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<tr>
<td>School of Management instructional designers</td>
</tr>
</tbody>
</table>

**SPECIAL REQUIREMENTS:**

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

**RESPONSIBLE UNIVERSITY OFFICIAL**

Vice Provost

**MEMBERS WHOSE TERMS ARE CONTINUING**

| Judd Bradbury (SOM) (8/31/2014) |
| Matt Brown (AH) (8/31/2014)     |
| Kendra Cooper (ECS) (8/31/2014) |

**MEMBERS WHOSE TERMS ARE EXPIRING**

| Richard Golden (BBS) (8/31/2013) |
| Karl Ho (EPPS) (8/31/2013)       |
| Rebekah Nix (NSM) (8/31/2013)    |

**REPLACEMENTS NEEDED**

| Richard Golden (BBS) (8/31/2015) |
| Karl Ho (EPPS) (8/31/2015)       |
| Yuly Koshevnilk (NSM) (8/31/2015) |

**CHAIR:** Richard Golden (BBS) (8/31/2013)  

**VICE CHAIR:** Kendra Cooper (ECS) (8/31/2014)
UTDPP1028 - Committee on Learning Management Systems

Policy Charge

Learning Management Systems

Policy Statement

The Committee on Learning Management Systems is a Concurrent Committee of the Academic Senate charged to analyze, support, and provide advice and recommendations regarding the educational software package employed for instructional purposes. The Committee will advise the Responsible University Official on all aspects of the use and operation of such software and, if necessary, the selection of any successor software. It will also assist in long term planning and in designing and implementing programs for faculty instruction in the use of such software.

The Committee will also advise the President through the Academic Senate on strategy and policy regarding university software to support instruction. The Committee will communicate with the Committee on Distance Learning and, with them, will advise the Executive Vice President and Provost on academic and faculty issues that pertain to the maintenance, use, and improvement of this software.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.

The Committee is composed of six members appointed from the membership of the General Faculty, (as defined in Title III, Chapter 21, Section I.B.1 of The University of Texas at Dallas Handbook of Operating Procedures), pursuant to the applicable procedures outlined in Title III, supra. The criteria for appointment shall be that they will be faculty who use WebCT and will represent a broad spectrum of disciplinary content and levels of instruction. Ideally, one member would be from each of six of the seven schools in the University. Up to twenty additional members, ex-officio, may be appointed upon nomination of the Responsible University Official from the offices of Educational Enhancement, Information Resources, the Registrar, Audit and Compliance, and the instructional designers in the School of Management. The Associate Provost for Educational Enhancement serves as the Responsible University Official.
The terms for appointed faculty members shall be staggered so that no more than one-half of the terms expire in any one year. Of the initial six Committee members appointed from the membership of the General Faculty, three shall be appointed to one year terms and three shall be appointed for two year terms. Thereafter, unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1028
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1028
- Link to printable version: http://policy.utdallas.edu/print/utdpp1028
### COMMITTEE NAME: COMMITTEE ON QUALIFICATIONS OF ACADEMIC PERSONNEL

Charge: Policy Memorandum UTDPP1031

#### Special Requirements:

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

2-year terms, staggered

#### Responsible University Official

Executive Vice President and Provost

#### Members Whose Terms Are Continuing

- **Larry Reitzer** (NSM) (8/31/2014)
- **Poras Balsara** (ECS) (8/31/2014) asst. Dean
- **David Channell** (AH) (8/31/2014)
- **Mike Peng** (SOM) (8/31/2014)
- **Anne van Kleeck** (BBS) (8/31/2014)
- **Kamran Kiasaleh** (ECS) (8/31/2014)
- **Michale Kilguard** (BBS) or **Hanna Ulatowska** (BBS) (8/31/2014)

#### Members Whose Terms Are Expiring

- **William Cready** (SOM) (8/31/2013)
- **Daniel Griffith** (EPPS) (8/31/2013)
- **Robert Lowry** (EPPS) (8/31/2013)
- **Mohammad Ali Hooshyar** (NSM) (8/31/2013)
- **Andras Farago** (ECS) (8/31/2013)
- **Michael Rugg** (BBS) (8/31/2013)
- **Tim Redman** (AH) (8/31/2013)

- **Elena Katok** (SOM) (8/31/2015)
- **Alex Piquero** (EPPS) (8/31/2015)
- **Robert Lowry** (EPPS) (8/31/2014)
- **Mohammad Ali Hooshyar** (NSM) (8/31/2015)
- **Ivan Sudborough** (ECS) (8/31/2015)
- **Walter Dowling** (BBS) (8/31/2015)
- **Marilyn Waligore** (A&H) (8/31/2015)

#### Chair: Larry Reitzer (NSM)

#### Vice Chair: William Cready (SOM) (8/31/2013)

#### Chair: Larry Reitzer (NSM) (8/31/2014)

#### Vice Chair: Alex Piquero (EPPS) (8/31/2015)
Policy Charge

Qualifications of Academic Personnel (CQ)

Policy Statement

The Committee on Qualifications of Academic Personnel is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged with reviewing all recommendations from faculty ad hoc committees and School Deans regarding the initial hiring, promotion, and promotion to tenure of members of the faculty, assuring that high academic standards are maintained, that appropriate and uniform procedures were followed in the review process, and that the evidence supports the recommendations. The Committee is further charged with reviewing and assessing the standards of excellence for the various academic ranks and for tenure, making due allowance for the different traditions and requirements of the different disciplines.

The Committee receives recommendations from the faculty ad hoc committee following review of the file by the Dean of the School. The Committee is responsible for certifying that the evidence in the file substantiates the recommendation of the ad hoc committee. The Committee then forwards the file with its recommendations to the Executive Vice President and Provost (Provost). Questions of general policy that arise from the Committee's deliberations are to be forwarded to the Academic Senate through the Academic Council. The Committee will report to the Senate through the Council indicating the issues and problems encountered in the review process.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of twelve tenured members, two from each school (with the exception of Interdisciplinary Studies), appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), preferably at the rank of Professor, except that no one holding an administrative appointment above the rank of Department Head shall be eligible to serve. Membership of the Committee is drawn from the several Schools. Members, however,
are members at large and are not representative of or advocates for a particular School. The Provost serves as Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

• Issued: September 4, 1978
• Revised: November 12, 1979
• Revised: October 15, 1993
• Revised: September 1, 1998
• Revised: November 13, 1998
• Revised: August 24, 1999
• Editorial Amendments: September 1, 2000
• Editorial Amendments: January 22, 2003
• Editorial Amendments: April 6, 2006

Policy Links

• Permalink for this policy: http://policy.utdallas.edu/utdpp1031
• Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1031
• Link to printable version: http://policy.utdallas.edu/print/utdpp1031
COMMITTEE NAME: COMMITTEE ON STUDENT SCHOLARSHIPS

Charge: Policy Memorandum UTDPP1038
Senate Concurrent

EX-OFICIO (WITH VOTE)
Dean of Graduate Studies
Dean of Undergraduate Education

EX-OFICIO (WITHOUT VOTE)
Director of Financial Aid
Director of Endowment Services and Compliance
Director of the Office of International Education

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

RESPONSIBLE UNIVERSITY OFFICIAL
Associate Provost responsible for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
Dachang Cong (IS) (8/31/2014)
Melanie Spence (BBS) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING
Simeon Ntafos (EC) (8/31/2013)
Shelley Lane (AH) (8/31/2013)
Shawn Alborz (SOM) (8/31/2013)
Carol Lanham (EPPS) (8/31/2013)
Dennis Miller (NSM) (8/31/2013)

REPLACEMENTS NEEDED
Simeon Ntafos (EC) (8/31/2015)
Shelley Lane (AH) (8/31/2015)
Marilyn Kaplan (SOM) (8/31/2015)
Carol Lanham (EPPS) (8/31/2015)
Dennis Miller (NSM) (8/31/2015)

CHAIR: Simeon Ntafos (ECS) (8/31/2013)

VICE CHAIR: Shelley Lane (AH) (8/31/2013)
Policy Charge

Student Scholarships

Policy Statement

The Committee on Student Scholarships is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee reviews and makes recommendations concerning all University policies and procedures in regard to student scholarships. The Committee also serves as the selection committee for all scholarships that require a local selection committee not otherwise specified in the conditions of the program or bequest establishing the scholarship. In addition to any specific criteria governing awards of competitive scholarships to students, such as major field of study, the Committee, after giving primary consideration to the applicant’s scores on standardized tests and scholastic records, both as regards the type and nature of courses taken and the grades achieved in specific courses, may consider and give positive weight to such factors as the following in designating recipients:

- achievements in work experiences
- community service
- extracurricular activities; leadership
- surmounting obstacles to the further pursuit of higher education
- socioeconomic background
- educational level
- status as a first generation college student

The Dean of Undergraduate Education shall submit an annual report on the University’s Academic Excellence Scholarship Program to the Committee for review. Committee recommendations for changes and enhancements to the program are forwarded to the Executive Vice President and Provost.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee provides the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.
The Committee is composed of seven appointed members selected from among the Associate Deans for Undergraduate Education or heads of graduate programs of the seven schools. In addition, the Dean of Undergraduate Education and the Dean of Graduate Studies serve as voting members, ex officio. The Director of the Office of Financial Aid, the Director of Endowment Services and Compliance, and the Director of the Office of International Education serve as non-voting members, ex officio. The Associate Provost responsible for student affairs serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: September 4, 1978
- Revised: October 30, 1978
- Revised: November 12, 1979
- Revised: March 1, 1980
- Revised: May 1, 1980
- Revised: June 30, 1983
- Revised: September 1, 1984
- Revised: May 13, 1985
- Revised: September 1, 1988
- Revised: November 1, 1990
- Revised: April 4, 1995
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: November 22, 2002
- Revised: May 16, 2006
- Editorial Amendment: November 5, 2008

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1038
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1038
- Link to printable version: http://policy.utdallas.edu/print/utdpp1038
## EX-OFFICIO (WITHOUT VOTE)
Dean of Libraries  
Library General Administration (one member)

## RESPONSIBLE UNIVERSITY OFFICIAL
Director of Library

## MEMBERS WHOSE TERMS ARE CONTINUING
Nina Baranchuk (SOM) (8/31/2014)  
Indranil Bardhan (SOM) (8/31/2014)  
Pankaj Choudhary (NSM) (8/31/2014)  
Sean Cotter (AH) (8/31/2014)  
Xin-Lin Gao (ECS) (8/31/2014)  
Robert Morris (EPPS) (8/31/2014)  
John Santrock (B) (8/31/2014)

## MEMBERS WHOSE TERMS ARE EXPIRING
### FACULTY:
Shari Goldberg (AH) (8/31/2013)  
Susan Chizeck (IS) (8/31/2013)  
Zalman Balanov (NSM) 8/31/2013)  
Susan Jerger (BBS) (8/31/2013)  
Stephen Levene (NSM) (8/31/2013)  
Clint Peinhardt (EPPS) (8/31/2013)

### STUDENTS:
Bianca Galindo (UG) (8/31/2013)  
Jobby Kuruppachery (G) (8/31/2013)

### CHAIR: Shari Goldberg (AH) (8/31/2013)  
### VICE CHAIR: Susan Chizeck (IS) (8/31/2013)

## SPECIAL REQUIREMENTS:
16 voting members  
2 Students, including one undergraduate and one graduate student  
7 faculty – one from each School  
7 Members, one from each school’s Library Acquisition Committee nominated by School Deans  
2-year terms, staggered

## REPLACEMENTS NEEDED
### DANIEL WICKBERG (A&H) (8/31/2015)  
### SUSAN CHIZECK (IS) (8/31/2015)  
### ZALMAN BALANOV (NSM) (8/31/2015)  
### RICHARD GOLDEN (BBS) (8/31/2015)  
### STEPHEN LEVENE (NSM) (8/31/2015)  
### YOUNG-JOO LEE (EPPS) (8/31/2015)

### RUSSELL (CHARLIE) HANNIGAN (UG-NSM) (8/31/2014)  
### YIJUN (OPHELIA) CHEN (G-SOM) (8/31/2014)  
### (A&H) (8/31/2015)  
### SUSAN CHIZECK (IS) (8/31/2014)
Policy Charge

Library Committee

Policy Statement

The Library Committee is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged to:

1. review all policies and procedures of the Library and recommend those policies and procedures that will yield the greatest overall benefit to the educational programs of the University,
2. assist and promote faculty and student participation in the selection of library resources,
3. periodically evaluate the library holdings and services and make recommendations for their improvement, and
4. act as an intermediary where needed between library users, library staff, and the administration.

The Committee will receive regular reports on all matters of major library policy, including proposed budgetary allocations, from the Dean of Libraries, and will return its advice on routine matters to the Dean. Recommendations for general university policies arising from its considerations will be forwarded to the Academic Council or to the Academic Senate through the Academic Council.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee provides the Speaker of the Faculty with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of sixteen voting members including one undergraduate and one graduate student. Seven members, one representing each School, shall be appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures). Seven members, one representing each School’s library acquisition committee, will be nominated by the respective School Dean. The Dean of Libraries and one member of the general administration shall serve as non-voting, ex officio members. The committee may add such additional non-voting
members as will assist it in assuring that the library has adequate and continuous communication with all components of the University that depend on it. The Dean of Libraries serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

**Policy History**

- Issued: September 4, 1978
- Revised: November 12, 1979
- Revised: January 8, 1981
- Revised: June 30, 1983
- Revised: November 1, 1990
- Revised: October 15, 1993
- Revised: September 1, 1998
- Editorial Amendments: September 1, 2000
- Revised: October 25, 2001
- Revised: October 29, 2003
- Editorial Amendments: April 6, 2006

**Policy Links**

- Permalink for this policy: http://policy.utdallas.edu/utdpp1076
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1076
- Link to printable version: http://policy.utdallas.edu/print/utdpp1076
2013 - 2014

**COMMITTEE NAME:** ADVISORY COMMITTEE TO THE UNIVERSITY BUDGET

Charge: Policy Memorandum UTDPP1084

<table>
<thead>
<tr>
<th>VP for Administration</th>
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<tr>
<th>SPECIAL REQUIREMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Faculty members</td>
</tr>
<tr>
<td>3-year terms, staggered</td>
</tr>
</tbody>
</table>

**RESPONSIBLE UNIVERSITY OFFICIAL**

Executive Vice President and Provost

**MEMBERS WHOSE TERMS ARE CONTINUING**

**FACULTY:**
- Richard Scotch (EPPS) (8/31/2015)
- Jay Dowling (BBS) (8/31/2015)
- Rebecca Files (SOM) 8/31/2014
- Ramachandran Natarajan (SOM) (8/31/2014)
- Robert Serfling (NSM) (8/31/2015)
- Rym Wenkstern (ECS) 8/31/2014

**MEMBERS WHOSE TERMS ARE EXPIRING**

- Robert Kieschnick (SOM) (8/31/2013)
- D.T. Huynh (ECS) (8/31/2013)
- Tim Redman (AH) (8/31/2013)

**REPLACEMENTS NEEDED**

- Robert Kieschnick (SOM) (8/31/16)
- D.T. Huynh (ECS) (8/31/16)
- Monica Evans (A&H) (8/31/16)

**CHAIR:** Richard Scotch (EPPS)(2015)

**VICE CHAIR:** Robert Kieschnick (SOM)(2013)

- Richard Scotch (EPPS) (8/31/2015)
- Robert Kieschnick (SOM) (8/31/2015)
Policy Statement

Title and Purpose

The Senate Advisory Committee on the University Budget is a concurrent committee reporting to the Senate and the President. The purpose of the committee is to advise the Senate and President on the academic implications of the university budget, and to suggest policies on budgetary matters that bear on faculty morale, retention, and productivity, and on the quality and productivity of UT Dallas academic programs.

Membership

The committee shall have nine voting members. One voting member shall be appointed from the faculty of each School and two voting members shall be chosen from the faculty at large for special expertise or interest in institutional budgeting. Members shall serve staggered three year terms, except that in the first year three of the nine members shall be appointed for one year, three for two years, and three for three years. The Associate Vice President for Budget and Resource Planning shall serve as member ex officio and assure that the Committee receives information on the budget in a form the Committee finds usable. Voting members shall be appointed according to the procedures in the Handbook of Operating Procedures III.21. IV. B. Vacancies that arise from resignation or departure shall be filled in the same manner.

Reporting

The responsible university official shall be the Provost of the University or the Provost’s designee. The committee will receive the budgetary information it requires each year before the budget is finalized, and prepare its assessment and advice, to be conveyed to the Senate, Provost, and President. Policy recommendations shall also be conveyed to the Senate, Provost, and President.

Activities and Schedule

Each year, the committee is to review the university budget and provide an assessment of the impact of budget priorities on the academic programs and teaching and research priorities of the faculty. In addition, the committee shall from time to time, either on a regular cycle or as need may arise, prepare analyses of specific issues that affect faculty and the quality and productivity of academic programs. Issues of this kind that the committee may consider could include, but are not limited to:
1. The relative priorities of consideration of pay equity and of using money to attract especially outstanding new faculty.
2. Salary and pay policy, including problems of salary equity, compression, and inversion.
3. Relative budgetary weight of support services and academic personnel.
4. The possible uses of endowment funds within the constraints of the endowment requirements.
5. Tuition and fees, including admission fees.
6. Allocation of faculty positions to the several schools and programs in relation to university goals and policies.
7. Student salary scales and policies, including policies regarding salary equity.
8. Availability and cost of campus housing in general and for specific student populations, such as graduate versus undergraduate.
10. The balance to be struck between scholarships based on need and scholarships based on merit.

The committee shall also recommend policies or changes in policy on these matters and other such matters as may seem fit, framing the issues to lead the Senate to an informed discussion.

**Annual Reports**

Annually, but no later than August 31, the Chair of the Committee shall provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.

**Policy History**

- Issued: December 10, 2010

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1084](http://policy.utdallas.edu/utdpp1084)
- Link to PDF version: [http://policy.utdallas.edu/pdf/utdpp1084](http://policy.utdallas.edu/pdf/utdpp1084)
- Link to printable version: [http://policy.utdallas.edu/print/utdpp1084](http://policy.utdallas.edu/print/utdpp1084)
### Committee Name: Information Security Advisory Committee

**Charge:** Senate Concurrent

#### Ex-Officio

<table>
<thead>
<tr>
<th>University Attorney</th>
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<tr>
<td>Chief Information Officer</td>
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</table>

#### Responsible University Official

<table>
<thead>
<tr>
<th>Office of Academic Affairs</th>
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<tbody>
<tr>
<td>Office of the Registrar</td>
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<tr>
<td>Office of Sponsored Projects</td>
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</tbody>
</table>

#### Members Whose Terms Are Continuing

**Faculty:**

NONE

**Members Whose Terms are Expiring**

<table>
<thead>
<tr>
<th>Joe Izen (NSM) (8/31/2013)</th>
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<tbody>
<tr>
<td>Kevin Hamlen (ECS) (8/31/2013)</td>
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<tr>
<td>Ravi Prakash (ECS) (8/31/2013)</td>
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<tr>
<td>Dinesh Bhatia (ECS) (8/31/2013)</td>
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<tr>
<td>Timothy Redman (AH) (8/31/2013)</td>
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<tr>
<td>Tres Thompson (BBS) (8/31/2013)</td>
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**Outside the University**

(8/31/15)

(8/31/15)

**Member of Student Government**

(PROVIDED BY STUDENT GOVERNMENT) (8/31/14)

**Staff Council**

(PROVIDED BY STAFF COUNCIL) (8/31/14)

**Chair:** Ravi Prakash

<table>
<thead>
<tr>
<th>Ravi Prakash (ECS) (8/31/2015)</th>
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<tbody>
<tr>
<td>Tres Thompson (BBS) (8/31/2015)</td>
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</table>

#### Special Requirements:

| 7 Tenure Track Faculty members (3 of which have expertise in computer-security. |
| 2 Security experts from Outside the University |
| 1 Student Government member |
| 1 Staff Council Member |

**Replacements Needed**

<table>
<thead>
<tr>
<th>CHRISTINE DOLLAGHAN (BBS) (8/31/2015)</th>
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<tbody>
<tr>
<td>Kevin Hamlen (ECS) (8/31/2015)</td>
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<tr>
<td>Ravi Prakash (ECS) (8/31/2015)</td>
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<td>Dinesh Bhatia (ECS) (8/31/2015)</td>
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<tr>
<td>CUIHUA SHEN (A&amp;H) (8/31/2015)</td>
</tr>
<tr>
<td>Tres Thompson (BBS) (8/31/2015)</td>
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</tbody>
</table>
The University Information Security Advisory Committee is a concurrent committee of the Academic Senate of the University of Texas at Dallas.

The Committee will advise the University of Texas at Dallas Information Security Officer in planning and testing measures to provide security for the University for development and use of the university’s information resources in such a way as to comply with UT System security requirements for university information. University obligations are established by the UT System system-wide policy UTS165, U. T. System Information Security Action Plan, and Texas Administrative Code 202, and related interpretive statements such as The University of Texas System Laptop Computer Encryption Implementation—Frequently Asked Questions. The committee’s areas of concern include but shall not be limited to:

- Recommend policies or guidelines to develop and align information security strategies with applicable laws and regulations.
- Monitor policies and procedures to ensure compliance while not asserting undue claims to own or access information owned by faculty or for which faculty are under obligation to other organizations.
- Recommend procedures for IT systems and practice to lower risk of exposure of information and IT resources. Procedures and practice may include appropriate technical infrastructure and security controls in the IT environment.
- Assist in identifying and classifying information.
- Assess and evaluate security incident management and make recommendations for improvements.
- Recommend procedures that increase the security of business continuity and recovery plans.
- Monitor implementation of the UTD policies by the Information Security office.
- Assist in developing plans and methods for education and outreach in the UTD community to explain the need for security measures and assure effective faculty participation.
- Recommend approval or denial of requests for exemption from full-disk encryption or any other security mandate. The committee will strive to make its recommendations within a month of submission of request.
The Committee shall be composed of at least thirteen voting members. Seven shall be tenur-track faculty, appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1 of The University of Texas at Dallas Handbook of Operating Procedures). At least three faculty members shall have expertise in areas of computer security. All shall be selected to represent as much of the range of university as well as non-university information that faculty create and use in the course of their professional activities as is practicable. In addition, there shall be one representative each from Academic Affairs, the Office of the Registrar, and the Office of Sponsored Projects, a staff representative selected by the Staff Council, and a student selected by Student Government, and at least two security experts from outside the university. One of the faculty members shall be Chair. The Chair and Vice Chair shall be appointed annually by the President upon approval by the Academic Senate.

The University Attorney shall be a member ex officio. The University Information Security Officer shall be the Responsible University Official.

The term of service of the Committee members shall be for two years, effective September 1 to August 31. Appointments shall be staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed 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 upon nomination by the Academic Council.

The Committee shall meet at least bimonthly during the fall and spring semesters. No plan or policy shall be implemented by the Information Security Officer without first being reviewed by the Committee. The Committee shall indicate its approval or disapproval by majority vote. If the Committee disapproves, the Chair shall convey the vote and the reasons to the Vice-Provost and Chief Information Officer. Additional meetings will be called by the Chair or RUO as necessary.
COMMITTEE NAME: ACADEMIC CALENDAR COMMITTEE

Charge: Policy Memorandum UTDPP1011

University-Wide Committee

EX-OFFICIO – with vote

University Registrar and Director of Academic Records

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE EXPIRING

FACTOR
Matthew Bondurant (AH) (8/31/2013)
Paul Battaglio (EPPS) (8/31/2013)
Carol Flannery (SOM) (8/31/2013)

ADMINISTRATION:
Sheila Amin Gutierrez de Pineres (EPPS) (8/31/2013)
Blair Flicker (8/31/2013)

STUDENTS:
(Roy) James Holliday (UG) (8/31/2013)
Cory (Liz) Sagduyu (UG) (8/31/2013)

STAFF:

CHAIR: SHEILA AMIN GUTIERREZ DE PINERES
VICE CHAIR: PAUL BATTAGLIO

REPLACEMENTS NEEDED

MATTHEW BONDURANT (AH) (8/31/2014)
PAUL BATTAGLIO (EPPS) (8/31/2014)
SHERRY Li (EPPS) (8/31/2014)

ANDREW BLANCHARD (8/31/2014)
BLAIR FLICKER (8/31/2014)

NALINI (NIKKI) KANTHETY (UG-NSM) (8/31/2014)
SABRINA ARNOLD (UG-EPPS) (8/31/2014)

DETERMINED BY STAFF COUNCIL (8/31/2014)
DETERMINED BY STAFF COUNCIL (8/31/2014)

ANDREW BLANCHARD
PAUL BATTAGLIO
Policy Charge

Academic Calendar Committee

Policy Statement

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

The Committee shall maintain a web site and email address to receive suggestions and complaints regarding the Academic Calendar and shall meet to revise the calendar as the accumulation of such advice and complaints may appear to warrant. The Committee will attempt to construct a calendar in which a class offered in any regular pattern of times in a term will involve the same number of contact hours, which provides sufficient time for preparation between the end of each term and the beginning of the next, and which minimizes, as far as possible, the conflicts between the demands of attending or teaching at the University and the other pressing demands of work and life to which faculty and students must respond.

The Committee has ten voting members. The University Registrar and Director of Academic Records is a member ex officio (with vote). The other nine members are appointed or reappointed by the President annually. Two members are representatives from the administration, nominated by the Executive Vice President and Provost (Provost). Three members are representatives of the faculty, nominated by the Speaker of the Senate. Two members are representatives of student government, nominated by the President of the Student Government. Two members are representatives of the University Staff, nominated by the Chair of the Staff Council. There is no limit to the number of successive terms a member may serve. Rather, those responsible for providing nominees shall attempt to seek individuals particularly interested in the task of the committee, and the President shall attempt to assure as much continuity in membership from year to year as possible. One member shall be designated by the President as Chair.

The Responsible University Official is the Executive Vice President and Provost.

Policy History

- Issued: June 10, 2002
- Revised: June 29, 2006
- Editorial Amendment: September 28, 2009
Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1011
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1011
- Link to printable version: http://policy.utdallas.edu/print/utdpp1011
2013 - 2014

COMMITTEE NAME: CAMPUS FACILITIES COMMITTEE

Charge: Policy Memorandum UTDPP1025

EX-OFFICIO (without vote)

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

SPECIAL REQUIREMENTS:

No fewer than 10 voting members

Vice President
Deans
Student
Representative from Student Affairs
Off-campus Representative
Library staff

3-year terms, staggered

LIBRARY REPRESENTATIVE (with vote)

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Administration

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY

Tom Campbell (CD) (8/31/2015)
John Ferguson (NSM) (8/31/2015)
Dennis Kratz (AH & Dean) (8/31/2015)
Bruce Novak, (NSM & Dean) (8/31/2014)

OFF-CAMPUS REPRESENTATIVE

Patti Henry-Pinch (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

Patrick Brandt (EPPS) (8/31/2013)
Theresa Towner (AH) (8/31/2013)
Mark Spong (ECS & Dean) (8/31/2013)

STAFF COUNCIL (EX-OFFICIO)

Melissa Wyder (8/31/2013)

STUDENT AFFAIRS STAFF (EX-OFFICIO)

Matt Grief (8/31/2013)

STUDENT

Nathaniel Fairbank (UG) (2013)

CHAIR: Patrick Brandt (EPPS)
Vice Chair: Theresa Towner (AH)

REPLACEMENTS NEEDED

DENISE BOOTS (EPPS) (8/31/16)
ERIC FARRAR (A&H) (8/31/16)
MARK SPONG (ECS & DEAN) (8/31/16)

APPOINTED BY STAFF COUNCIL

Basel Musharbash (UG-EPPS) (8/31/2014)
DENISE BOOTS (EPPS) (8/31/2015)
JOHN FERGUSON (NSM) (8/31/2015)
Policy Charge

Facilities Committee

Policy Statement

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

The Committee has three interrelated concerns: utilization and condition of campus facilities, planning for new projects, and long-range campus planning.

1. Utilization of facilities. The Committee is charged to maintain a system for receiving suggestions and complaints from faculty regarding the condition and use of university facilities and to make suggestions to the administration regarding improving their condition and utilization. For this purpose, the term 'facilities' does not mean only buildings but includes all their fittings and equipment intended to support instruction and research, and the services associated therewith.

2. Project planning. The Committee may be designated by the Administration to serve as an Institutional Building Advisory Committee as defined in Rule 80302, Section 1 of the Regents' Rules and Regulations in order to review new construction projects and plans for remodeling and renovation of facilities proposed by the University. In this case, the Committee will have no further direct responsibilities after the contract is awarded although it may be available for consultation as requested by the administration. In addition, or, alternatively, in accordance with Rule 80302, Section 2 of the Regents’ Rules and Regulations, the President may appoint an Ad Hoc Project Building Committee composed of, but not limited to, representatives of the departments, programs, or divisions that will occupy the building. In this latter case, the Chair of the Campus Facilities Committee, or his or her delegate, shall be an ex officio member of each such Ad Hoc Project Building Committee. An Ad Hoc committee works with the U. T. System Office of Facilities Planning and Construction (OFPC) to prepare a facility program in accordance with the Facilities Programming Guidelines maintained by OFPC.

3. Long-range campus planning. On the basis of its knowledge of utilization of current facilities and involvement in project planning, the Committee is charged to suggest and/or review long-range plans for the development of the campus.

The Committee shall be composed of no fewer than ten voting members appointed by the President; and shall include at least four faculty members, two deans, one student, one
representative of the Student Affairs staff, one representative of the library staff, and one representative from off-campus. The Executive Vice President and Provost, the Dean of Graduate Studies, the Associate Vice President for Facilities Management, the Executive Director of Strategic Planning and Analysis, the Vice President, Chief Information Officer, and one representative from the Staff Council serve as ex officio members. The term of office for Committee members shall be for 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 Vice President for Administration shall serve as the Responsible University Official for this committee.

To ensure continuity, appointments of Committee members will be for staggered terms so that one-third of the appointments expire August 31 of each academic year. The Chair of the Committee shall be appointed by the President annually.

**Policy History**

- Issued: March 19, 1981
- Revised: June 30, 1983
- Revised: October 1, 1988
- Revised: September 1, 1989
- Revised: May 1, 1990
- Revised: November 1, 1990
- Revised: September 1, 1991
- Revised: January 9, 1998
- Editorial Amendments: September 1, 2000
- Revised: June 5, 2002
- Revised: January 22, 2003
- Editorial Amendments: October 6, 2003
- Editorial Amendments: May 2, 2006
- Editorial Amendments: February 1, 2007
- Revised: February 18, 2009
- Editorial Amendments: September 1, 2010
- Editorial Am: December 31, 1969

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1025](http://policy.utdallas.edu/utdpp1025)
- Link to PDF version: [http://policy.utdallas.edu/pdf/utdpp1025](http://policy.utdallas.edu/pdf/utdpp1025)
- Link to printable version: [http://policy.utdallas.edu/print/utdpp1025](http://policy.utdallas.edu/print/utdpp1025)
COMMITTEE NAME: COMMENCEMENT COMMITTEE

Charge: Policy Memorandum UTDPP1020

EX-OFFICIO (without vote)

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

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL

Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Kathryn Evans (AH) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Doug Kiel (EPPS) (8/31/2013)

STUDENTS:
Raj Dwivendi, SG President (8/31/2013)
Martha Gutierrez (UG) (8/31/2013)

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

REPLACEMENTS NEEDED

DOUG KIEL (EPPS) (8/31/2016)

Elizaveta (Liza) Liberman, SG President (8/31/2014)
Jessica Palacios Gutierrez (UG-SOM) (8/31/2014)

Judy Barnes, Director of University Events
Murray Leaf, Speaker of Faculty
Policy 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, Director of University Events, Bookstore Manager, Coordinator of Student Health Services, a representative from Media Services and a representative of the Alumni Association. 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

- 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
- Revised: February 16, 2010
2013 - 2014

COMMITTEE NAME: COMMITTEE ON PARKING AND TRANSPORTATION

Charge: Policy Memorandum UTDPP1030

University-Wide Committee

EX-OFFICIO (without vote)

Chief of Police
Associate Vice President for Facilities Management or designee
Safety Officer
Director of Disability Services
Parking and Transportation Manager
Assoc. VP for Budget and Resource Planning

SPECIAL REQUIREMENTS:

6 voting members
2 Faculty
1 Staff
2 Students
1 Staff Council
2-year terms

RESPONSIBLE UNIVERSITY OFFICIAL & CHAIR
Vice President for Administration

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
John Wiorkowski (M) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Thomas Brunell (EPPS) (8/31/2013)

STAFF:

STAFF COUNCIL:

STUDENTS:
Rajiv Dwivedi (UG) (8/31/2013)
Megan Bishop (UG) (8/31/2013)

REPLACEMENTS NEEDED

THOMAS BRUNELL (EPPS) (8/31/2015)
APPOINTED BY STAFF COUNCIL (8/31/2014)

ELIZAVETA LIBERMAN (UG-EPPS) (8/31/2014)
JANANI SAUNDARESAN (UG-NSM) (8/31/2014)

APPOINTED BY STAFF COUNCIL (8/31/2014)
The Committee on Parking and Transportation 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 charged to review all established and proposed university procedures and regulations regarding traffic control, parking, and transportation, and to make recommendations pertaining thereto. Recommendations regarding traffic, parking, and transportation policies shall be referred directly to appropriate administrative officers.

The Committee shall have six voting members and six non-voting members, ex officio. Two of the voting members shall be appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), one shall be appointed from the university staff, one from the Staff Council, and two shall be students. The ex officio members shall be the Parking and Transportation Manager, the Chief of Police, the Associate Vice President for Budget and Resource Planning, the Associate Vice President for Facilities Management or a designated representative, the Director of Disability Services, and the Safety Officer.

The Vice President for Administration shall serve as the Chair and the Responsible University Official for this Committee.

The term of office of the Committee members shall be for two 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.

Policy History

- Issued: September 4, 1978
- Revised: November 12, 1979
- Revised: September 1, 1984
- Revised: May 13, 1985
- Revised: September 1, 1988
- Revised: October 15, 1993
• Editorial Amendments: October 29, 1998
• Revised: December 3, 1999
• Editorial Amendments: September 1, 2000
• Editorial Amendments: April 10, 2006
• Editorial Amendments: October 2, 2006
• Revised: February 12, 2009
• Editorial Amendments: September 28, 2009
• Editorial Amendments: December 2, 2009
• Editorial Amendments: May 26, 2010
• Editorial Amendments: March 7, 2012

Policy Links

• Permalink for this policy: http://policy.utdallas.edu/utdpp1030
• Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1030
• Link to printable version: http://policy.utdallas.edu/print/utdpp1030
2013 - 2014

**COMMITTEE NAME:** COMMITTEE ON RESEARCH INVOLVING HUMAN SUBJECTS

Charge: Policy Memorandum UTDPP1035

University-Wide Committee

### EX-OFFICIO (WITH VOTE)

Vice President for Research

### RESPONSIBLE UNIVERSITY OFFICIAL

Vice President for Research

### MEMBERS WHOSE TERMS ARE CONTINUING

**FACULTY:**

- Aage Møller (BBS) (8/31/2014)
- Daniel Krawczyk (BBS) (8/31/2014)
- Dinesh Bhatia (ECS) (8/31/2014)
- Elena Katok (SOM) (8/31/2014)
- William Katz (BBS) (8/31/2014)
- Denise Park (BBS) (8/31/2014)

### MEMBERS WHOSE TERMS ARE EXPIRING

**FACULTY:**

- Bobby Alexander (EPPS) (8/31/2013)
- Noah Sasson (BBS) (8/31/13)
- Li Zhang (NSM) (8/31/13)

**STAFF**

- James Cannici (8/31/2013)
- Susie Milligan (8/31/2013)
- Sanaz Okhovat (8/31/2013)
- Kerry Tate (8/31/2013)

**NON-UTD REPRESENTATIVES**

- Randal Boss (8/31/2013)
- Judge Daniel Curran (8/31/2013)

**STUDENT**

- Travis Weaver (UG) (8/31/2013)

### SPECIAL REQUIREMENTS

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

### REPLACEMENTS NEEDED

**FACULTY**

- Bobby Alexander (EPPS) (8/31/2015)
- Candice Mills (BBS) (8/31/2015)
- Li Zhang (NSM) (8/31/2015)

**STAFF**

- Appointed by Staff Council (8/31/2015)

**NON-UTD REPRESENTATIVES**

- Appointed by Staff Council (8/31/2015)

**STUDENT**

- Ayla Jenson (UG-BBS) (8/31/14)

### CHAIR

- Aage Møller (BBS) (8/31/2014)

### VICE CHAIR

- Daniel Krawczyk (BBS) (8/31/2014)
Policy Charge

Research Involving Human Subjects (IRB)

Policy Statement

The Institutional Review Board (IRB) is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The IRB operates under the Department of Health and Human Services (HHS) regulations for the protection of Human Research Subjects (45 CFR 46).

1. Applicability - The responsibilities of the IRB are applicable to all activities which, in whole or in part involve research with human subjects if:
   1. the research is sponsored by this institution, or
   2. the research is conducted by or under the direction of any employee or agent of this institution in connection with his or her institutional responsibilities, or
   3. the research is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution, or
   4. the research involves the use of this institution's nonpublic information to identify or contact human research subjects or prospective subjects.

5. Institutional Policy
   1. This institution acknowledges and accepts its responsibilities for protecting the rights and welfare of human subjects of research covered by this policy.
   2. It is the policy of this institution that, except for those categories specifically exempted by 45 CFR 46, all research covered by this policy will be reviewed and approved by the University's Institutional Review Board which has been established under a policy of compliance negotiated with HHS. The involvement of human subjects in research covered by this policy will not be permitted until the IRB has reviewed and approved the research protocol and informed consent has been obtained in accord with and to the extent required by 45 CFR 46.116. Certification of the IRB's review and approval for all HHS funded research involving human subjects will be submitted to HHS no later than sixty days following the submission of an application or proposal for funding. Further, the IRB's review of research on a continuing basis will be conducted at appropriate intervals but not less than once per year.
   3. It is the policy of this institution that unless informed consent has been specifically waived by the IRB in accordance with 45 CFR 46.116, no research investigator shall involve any human being as a subject in research unless the
research investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative.

4. This institution acknowledges that it bears full responsibility for the performance of all research involving human subjects, covered by this policy.

5. This institution bears full responsibility for complying with federal, state or local laws as they may relate to research covered by this policy.

6. This institution has established and will maintain one IRB in accordance with 45 CFR 46. The IRB has the responsibility and authority to review, approve, disapprove or require changes in appropriate research activities so that the rights and welfare of human subjects will be protected.

7. This institution has provided and will continue to provide both meeting space for the IRB and sufficient staff to support the IRB's review and recordkeeping duties.

8. This institution encourages and promotes constructive communication among the research administrators, department heads, research investigators, clinical care staff, IRB, other institutional officials and human subjects as a means of maintaining a high level of awareness regarding the safeguarding of the rights and welfare of the subjects.

9. This institution will maintain documentation of IRB activities as prescribed by 45 CFR 46.115.

10. This institution will exercise appropriate administrative overview carried out at least annually to insure that its practices and procedures designed for the protection of the rights and welfare of human subjects are being effectively applied and are in compliance with the requirements of 45 CFR 46 and this policy.

11. This institution will comply with the policies set forth in 45 CFR 46 Subpart B, which provide additional protections to research, development, and related activities involving fetuses, pregnant women, and in vitro fertilization of human ova.

12. This institution will comply with the policies set forth in 45 CFR 46 Subpart C, which provide additional protections for prisoners involved in research.

13. This institution, in addition to complying with the requirements of 45 CFR 46, will consider additional safeguards in research when that research involved children, individuals institutionalized as mentally disabled and other potentially vulnerable groups.

14. This institution will comply with the requirements set forth in 45 CFR 46.114 regarding cooperative research projects. When research covered by this policy is conducted at or in cooperation with another entity, all provisions of this policy remain in effect for that research. This institution may accept, for the purpose of meeting the IRB review requirements, the review of an IRB established under another policy of compliance with HHS. Such acceptance must be in writing, approved and signed by this institution's Office of the Vice President for Research, approved and signed by correlative officials of each of the other cooperating institutions. A copy of the signed agreement must be forwarded to the Office for Protection for Research Risks (OPRR), HHS.

15. Copies of the general policy will be available to all faculty through the Office of the Vice President for Research, the offices of the Deans and the Department Heads, and the Chair of the IRB. This institution will also provide each individual at the institution conducting or reviewing human subject research a
summary of the rules and regulations including any future modifications and an outline of the procedures to be followed in any research involving human subjects as covered by this policy.

16. IRB Structure

1. Institutional Establishment of the IRB
   1. The IRB is established at The University of Texas at Dallas to review all research involving human subjects. The IRB membership is appointed by the President of the University and shall be composed of no fewer than nine members.
   2. At least one member shall not be affiliated with the University apart from his/her membership on the Committee. In addition, the Vice President for Research serves as the ex officio member of the IRB, without vote, who has the federally required authority to act and speak for the University. The term of office of the Committee members shall be for two 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.
   3. To ensure continuity, initial appointments of Committee members will be for staggered terms so that one-half of the appointments expire August 31 of each academic year.
   4. The Chair and Vice Chair of the Committee shall be appointed by the President annually.

5. IRB Membership Requirements
   1. The IRB is comprised of members from diverse backgrounds to promote complete and adequate review of research activities covered by this policy, and has the professional competence necessary to review the specific research activities which will be assigned to it.
   2. The IRB is sufficiently qualified through the experience and expertise of its members, and the diversity of the members’ backgrounds, including consideration of the racial and cultural backgrounds of members and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects.
   3. When research is reviewed involving a category of vulnerable subjects (e.g., prisoners, children, individuals institutionalized as mentally disabled), the IRB shall include in its reviewing body one or more individuals who have as a primary concern the welfare of these subjects.
   4. The IRB includes both male and female members.
   5. The IRB includes members representing a variety of professions.
   6. The IRB includes at least one member whose primary expertise is in a non-scientific area.
   7. The IRB includes at least one member who is not otherwise affiliated with the institution and who is not a part of the immediate family of a person affiliated with the institution.

8. Responsible University Official
   1. The Vice President for Research shall be the Responsible University Official for the Committee.
2. All information concerning Committee activities, reports, and other related documents and approvals shall be housed in the Office of the Vice President for Research.

3. The Vice President for Research shall be responsible for the submission of annual reports to appropriate government agencies.

Policy History

- Issued: August 1, 1979
- Revised: September 2, 1980
- Revised: September 1, 1983
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: February 15, 2005
- Editorial Amendments: April 10, 2006
- Editorial Amendments: January 11, 2007

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1035
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1035
- Link to printable version: http://policy.utdallas.edu/print/utdpp1035
COMMITTEE NAME: COMMITTEE FOR THE SUPPORT OF DIVERSITY AND EQUITY

Charge: Policy Memorandum UTDPP1022

EX OFFICIO

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Diversity and Community Engagement

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY
Sherri Li (EPPS) (8/31/2014)
Mandy Maquire (BBS) (8/31/2014)
Yang Liu (ECS) (8/31/2014)
Karen Prager (IS) (8/31/2013)

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

MEMBERS WHOSE TERMS ARE EXPIRING

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

STAFF

Chair: Peter Park (AH) (8/31/2013)
Vice Chair: Yang Liu (ECS) (8/31/2013)

SPECIAL REQUIREMENTS

11 Faculty members (from each of the seven Schools)
3 Academic Administrators
8 Staff members
2-year terms

ABBY KRATZ (08/31/2015)
SHERRY MAREK (08/31/2015)
ELOISE SQUARE (08/31/2015)

REPLACEMENTS NEEDED

KIM KNIGHT (A&H) (08/31/2015)
YANG LIU (ECS) (08/31/2015)
RAUL ROJAS (BBS) (08/31/2015)
ASLI LEBLEBICIOGLU (EPPS) (08/31/2015)
KATHERINE TURK (A&H) (08/31/2015)
DAVID FORD (SOM) (08/31/2015)

Appointed by Staff Council
Appointed by Staff Council
Appointed by Staff Council
Appointed by Staff Council

YANG LIU (ECS) (8/31/2015)
SHERRI LI (EPPS) (8/31/2015)
Policy Charge

Diversity and Equity

Policy Statement

The Committee for the Support of Diversity and Equity is a University-wide Standing Committee reporting directly to the President of The University of Texas at Dallas.

The Committee meets regularly (at least six times each academic year) to review and discuss issues that affect the institutional status, professional effectiveness and personal morale of women, minorities, and members of other underrepresented groups in full and part-time faculty and staff positions. To support its role in understanding and recommending policy with respect to these and related issues the Committee is empowered to carry out studies, conduct interviews and prepare reports. It meets with the President at the beginning and end of each academic year to receive special charges and reports from the administration and to convey to the administration ideas, concerns and advice from the Committee that address the issues of eliminating institutional features which differentially and negatively affect women, minorities, and members of other underrepresented groups. It is also within the purview of this Committee to recommend the creation and initiation of actions and policies which would support the professional careers of these same individuals.

The Committee shall consist of eleven faculty members (including members on the faculty of each of the seven Schools), three academic administrators and eight staff members representing the entire university community. The Vice President for Diversity and Community Engagement shall serve as the Responsible University Official (RUO).

The term of office of the committee members shall be for two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. The President may reappoint members 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 are appointed annually by the President.

Policy History

- Issued: November 12, 1997
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 16, 2006
• Revised: November 4, 2008

Policy Links

• Permalink for this policy: http://policy.utdallas.edu/utdpp1022
• Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1022
• Link to printable version: http://policy.utdallas.edu/print/utdpp1022
2013 - 2014

COMMITTEE NAME: INSTITUTIONAL BIOSAFETY & CHEMICAL SAFETY COMMITTEE
Charge: Policy Memorandum UTDPP1016 University-Wide Committee

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

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

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY
Marco Atzori (BBS) (8/31/2015)
Santosh D’Mello (NSM) (8/31/2015)
Jeff De Jong (NSM) (8/31/2015)
Lee Bulla (NSM) (8/31/2014)
John Burr (NSM) (8/31/2014)

Jon Ploski (BBS) (8/31/15)

NON-UTD MEMBERS
Steve Dossett (8/31/2014)
Nancy Viamonte (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING
Paul Pantano (NSM) (8/31/2013)

REPLACEMENTS NEEDED
PAUL PANTANO (NSM) (8/31/16)

Santosh D’Mello (NSM) (8/31/2015)
Lee Bulla (NSM) (8/31/2015)

Chair: Marco Atzori (BBS)
Vice Chair: Santosh D’Mello
Policy Charge

Institutional Biosafety and Chemical Safety Committee

Policy Statement

The Institutional Biosafety and Chemical Safety Committee (IBCC) is a University-wide, Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee operates under NIH "Guidelines for Research Involving Recombinant DNA Molecules." Under these guidelines, the Committee is charged to perform the following duties:

1. Advise the University on policies with regard to recombinant DNA research.
2. Create and maintain in the Office of the University Environmental Health and Safety Director a central reference file and library of catalogs, books, articles, newsletters, and other communications as a source of advice and reference regarding, for example, availability and quality of the safety equipment; availability and level of biological containment for various host-vector systems; suitable training of personnel; and data on the potential biohazards associated with certain recombinant DNAs.
3. Develop a safety and operations manual for any facility maintained by the University and used in support of recombinant DNA research.
4. Review and approve NIH applications for research support and annually thereafter, assure that facilities, procedures, practices, and the training and expertise of the personnel involved meet NIH guidelines.
5. Report violations of the Guidelines and significant research-related accidents or illnesses unless the Principal Investigator has reported such matters.
6. Perform all responsibilities required of an IBC under the Guidelines as same may be amended from time to time. Should the Biosafety Committee's duties under the Guidelines conflict with any duties outlined in the Policy Memorandum, then, the Guidelines will control.

Under the guidelines Section IV. B. 2, an institution's "responsibilities need not be restricted to recombinant DNA." Accordingly, the Committee also operates as the institutional chemical safety committee to develop policies for the acquisition, safe handling and storage of hazardous chemical materials that require oversight under local, State and Federal guidelines.

Taking both concerns together, researchers at UT Dallas using any of the following materials are requested to register their project with the IBCC:

- Recombinant DNA and related materials
• Human or non human primate tissue, blood or body fluids
• Select Agents or Biotoxins
• Infectious Agents
• Carcinogens
• Pathogens
• Toxic chemicals

The Committee will work with the University Department of Environmental Health and Safety to develop and approve a manual. The Committee will approve the procedures for maintaining a catalog of biohazardous and chemical materials and pathogenic agents. Similarly, procedures for the secure storing, working with, transport of and disposal of these materials and agents will be approved by the Committee.

Members of the Biosafety Committee must be sufficiently qualified through their experience, expertise, and diversity to ensure respect for its advice and counsel. Members must have expertise in recombinant DNA technology and the capacity to assess the safety of recombinant DNA research experiments and any potential risk to public health or the environment. Members must also have knowledge of chemical agents and any potential risk to public health or the environment.

The Committee shall be composed of no fewer than seven members appointed by the President with the advice of the Chair of the University Safety and Security Council and the Dean, School of Natural Sciences and Mathematics. At least two members (and not less than 20% of the membership of the Committee) shall not be affiliated with the University (apart from their membership on the IBC) and shall represent the interest of the surrounding community with respect to health and protection of the environment. The Vice President for Research, or designee, the Environmental Health and Safety Director, and the Biosafety Officer serve as ex officio members. The term of office of the Committee members shall be for three years and members may be reappointed by the President for additional terms. The Chair of the Committee shall be appointed by the President for a two year term in that office and shall be a member of the University Safety and Security Council. If for any reason a Committee member resigns, the President shall appoint another qualified individual to serve the remainder of the unexpired term. The Responsible University Official (RUO) for the Committee is the Vice President for Administration.

If needed, additional consultants, competent in the corresponding research area and familiar with Federal, State and Local regulations, may be called in by the Chair.

Cases to be reviewed by the Committee will be brought to the Committee's attention through the University Biosafety Officer or the Chair of the University Safety and Security Council. For all sponsored research, the check-off form will require that both the Principal Investigator and the Department Head certify that the proposed research does or does not involve recombinant DNA, or hazardous chemical agents and that they are aware of approved Biosafety Procedures. To provide for any non-sponsored research, a separate form will be sent annually, on or about January 1st, to the appropriate Department Heads requesting they certify that they are not (or are) aware of any non-sponsored research in their program that involves recombinant DNA and potential chemical or biohazards.
Upon request of a Committee member, the RUO, and/or the Chair of the University Safety and Security Council, the Committee Chair will convene the Committee with the Principal Investigator to further discuss a research proposal. If the Principal Investigator is also a Committee member, he/she will not function as a member in the Committee's deliberations. If the opinion of the Committee is equally divided, the Committee shall continue to meet until it gets a majority viewpoint. In the case of a disagreement of the Committee about the evaluation of the risk level, the minority opinion shall be forwarded to the President to be included in the letter (MUA) to NIH.

The Committee will produce an annual report that will be included as part of the annual report of the University Safety and Security Council.

Policy History

- Issued: June 14, 1979
- Revised: September 2, 1980
- Revised: June 30, 1983
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 16, 2002
- Revised: September 16, 2002
- Editorial Amendments: January 9, 2006
- Editorial Amendments: January 11, 2007
- Editorial Amendments: September 1, 2010
- Revised: September 15, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1016
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1016
- Link to printable version: http://policy.utdallas.edu/print/utdpp1016
2013 - 2014

COMMITTEE NAME: INTELLECTUAL PROPERTY ADVISORY COMMITTEE
Charge: Policy Memorandum UTDPP1083

EX-OFFICIO (WITH VOTE)

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

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

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

RESponsible University Official
Vice President for Research

MEMBERS WHOSE TERMS ARE CONTINUING
Thom Linehan (AH) (8/31/2014)
Bill Frensley (ECS) (8/31/2014)

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

REPLACEMENTS NEEDED
Poras Balsara (ECS) (8/31/2015)
Ray Baughman (NSM) (8/31/2015)
Sanda Harabagiu (ECS) (8/31/2015)
Michael Kilgard (BBS) (8/31/2015)
Stan Liebowitz (SOM) (8/31/2015)

NON-UTD REPRESENTATIVES
Daniel Chalker (8/31/2014)
Edwin Flores (8/31/2014)
Rob Miles (8/31/201)

STAFF
Rochelle Pena (8/31/2013)

Chair: Duncan MacFarlane (8/31/2013) (ECS)
Vice Chair: Thom Linehan (8/31/2014) (AH)
Policy Charge

Intellectual Property Advisory Committee

Policy Statement

Title and Purpose

The Intellectual Property Advisory Committee ("Committee") is a concurrent committee reporting to the Senate and the President. Its purpose is defined in The University of Texas at Dallas Intellectual Property Policy (UTDPP1002), and Regent's Rule 90102, consistent with general law and practice. Accordingly, it has two main responsibilities. It shall "help administer intellectual property policy and make recommendations on such related matters as may be requested" and it "shall recommend to the President as to whether and how UT Dallas and UT System should assert and protect rights in intellectual property covered by this policy."

Membership

The committee shall have seven voting members appointed from among the voting faculty to provide broad representation of faculty research interests in the university. Members shall serve staggered two year terms. One voting member from the faculty will be Chair, one will be Vice-Chair.

Voting members shall be appointed according to the procedures in the Handbook of Operating Procedures III.21. IV. B. Vacancies that arise from resignation or departure shall be filled in the same manner.

Ex-officio members, with vote, shall be the Dean of Graduate Studies and the Vice President for Administration or his designee, and the Associate Vice President for Technology Commercialization.

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

Reporting

The Responsible University Official is the Vice President for Research. If a disagreement should arise between the Committee and the Vice President for Research that cannot be resolved, the Chair of the Committee shall refer the matter to the Speaker of the Faculty. The
Responsible University Official is similarly obligated to refer the matter to the President of the university. The Speaker of the Faculty will work with the President to resolve this disagreement.

**Activities and Schedule**

The committee shall meet at least once a semester and as called by the Chair.

**Annual Reports**

The Committee shall submit an annual report to the Senate and President. The report shall describe all cases in which intellectual property rights might have been asserted, the cases among these in which such rights actually were asserted, and any disputes that arose between the university and the inventors. The report shall also include any changes the Committee may recommend to University or System policy.

**Policy History**

- Issued: March 16, 2011
- Editorial Amendments: March 30, 2011
- Editorial Amendments: March 7, 2012

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1083](http://policy.utdallas.edu/utdpp1083)
- Link to PDF version: [http://policy.utdallas.edu/pdf/utdpp1083](http://policy.utdallas.edu/pdf/utdpp1083)
- Link to printable version: [http://policy.utdallas.edu/print/utdpp1083](http://policy.utdallas.edu/print/utdpp1083)
2013 - 2014

**COMMITTEE NAME:** RADIATION SAFETY COMMITTEE

**Charge:** Policy Memorandum UTDPP1032

**University-Wide Committee**

**EX-OFFICIO (without vote)**

- University Environmental Health and Safety Director
- Vice President for Research

**SPECIAL REQUIREMENTS**

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

**STAFF**

- Radiation Safety Officer, Chair

**RESPONSIBLE UNIVERSITY OFFICIAL**

- Vice President for Administration

**MEMBERS WHOSE TERMS ARE CONTINUING**

- John Sibert (NSM) (8/31/2014)
- Dean Sherry (NSM) 8/31/2014

**MEMBERS WHOSE TERMS ARE EXPIRING**

- Stephen Spiro (NSM) (8/31/2013)

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

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

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

**JOHN SIBERT (NSM) (8/31/2014)**

**STEPHEN SPIRO (NSM) (8/31/2016)**
Policy Charge

Radiation Safety Committee

Policy Statement

The Radiation Safety Committee (RSC) is a University-wide, Standing Committee appointed by the President to assure the safe use of any hazardous radiations in the University. The Committee provides technical expertise and oversight of University operations involving these radiations to protect personnel, students, and the public from injury and to comply with requirements of the law and the Texas Department of State Health Services regulations.

The Committee shall have at least three faculty members, suited by education and experience to deal with radiation questions, who are appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures). The individual approved by the Texas Department of State Health Services as the University's Radiation Safety Officer, who may either be one of these faculty members or an additional member from the University staff, will serve as Chair. The University Environmental Health and Safety Director and the Vice President for Research serve as ex officio members. The Vice President for Administration serves as the Responsible University Official (RUO). Administrative clerical support is provided to facilitate Committee functions and the specific functions of the University's Radiation Safety Officer by assisting with secretarial services and maintenance of central records.

The Committee's charge is to:

1. Assist the Radiation Safety Officer in overseeing all use of radiation that poses a hazard because of its ionizing, photochemical, or thermal action as well as the possession, handling and storage of sources and source materials, and of any special nuclear materials in quantities not sufficient to form a critical mass. The Committee will recommend policies, procedures and practices it considers advisable for safely working with these materials and devices to the University Safety and Security Council and to the President. The Committee will also see to the updating, as necessary, of this approved relevant safety material.

2. Assure that the University's use of ionizing radiations is in compliance with 25 TAC Chpt 289 Radiation Control in all respects, including licensing and registration, purchase, shipment, training, use, monitoring, disposal and transfer of radiation sources or source materials and radiation producing machinery, and maintenance of adequate records. The Committee will recommend qualified persons individually for inclusion in the University's license to use ionizing radiation.
3. Recommend a Radiation Safety Manual for approval by the Texas Department of State Health Services and subsequent issue by the University, recommending timely revisions to keep its provisions appropriate for the University's use of radiations.

4. Respond to any safety issues involving the use of radiations which may be communicated to the Committee by the University Safety and Security Council or by academic or administrative authorities.

5. Perform all functions required of an RSC by statutes and regulations. Should the RSC duties under applicable statutes and regulations conflict with any RSC duties outlined in this Policy Memorandum, then such statutes and regulations will control.

The Committee may, without transferring its own primary responsibilities, utilize technically skilled members of the faculty and staff to assist its work in ways it requests, or to maintain better oversight of different radiation uses in specific areas of the University.

The Committee will meet annually in September to organize and to determine a meeting schedule that includes at least one meeting in each of the following Spring and Summer semesters. Additional meetings will be called by the Chair, the RUO, or the Chair of the University Safety and Security Council. It will maintain a written record of its activities, and this report will be incorporated into the annual report of the University Safety and Security Council.

The term of office of Committee members shall be for three years, effective September 1 to August 31, and members may be reappointed by the President for additional terms. The Chair will be appointed to serve for a two-year term. Initial appointments shall be for staggered terms so that approximately equal numbers of terms expire each year. If a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

Policy History

- Issued: August 17, 1992
- Revised: November 1, 1992
- Editorial Amendments: October 29, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 16, 2002
- Editorial Amendments: January 9, 2006
- Editorial Amendments: January 11, 2007
- Editorial Amendments: September 1, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1032
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1032
- Link to printable version: http://policy.utdallas.edu/print/utdpp1032
2013 - 2014

COMMITTEE NAME: UNIVERSITY SAFETY AND SECURITY COUNCIL
Charge: Policy Memorandum UTDPP1036

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

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Administration

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY
Robert Wallace (ECS) (8/31/2014)

STAFF
Wallace Martin (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

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

STUDENTS
Joseph Micheli (UG) (8/31/2013)
Laura Shagman (G) (8/31/2013)

Chair: Bruce Jacobs (EPPS)(8/31/2013)
Vice Chair: Wallace Martin (8/31/2014)

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

Chairs of the Following Committees:
Campus Facilities
Institutional Biosafety
Parking and Security
Radiation Safety

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

REPLACEMENTS NEEDED

BRUCE JACOBS (EPPS) (8/31/2015)
CAROL COKELY (BBS) (8/31/2015)
WALTER HU (ECS) (8/31/2015)

Joseph Lim (UG-NSM) (8/31/2014)
Fiorella Labo Fossa (G-SOM) (8/31/2014)

BRUCE JACOBS (EPPS) (8/31/2015)
WALLACE MARTIN (8/31/2014)
Policy Charge

Safety and Security Council

Policy Statement

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

The Council will oversee the University's compliance with the Requirements for Safety and Security in Section VI, Subsection 6.4.3, of the Criteria for Accreditation issued by the Southern Association of Colleges and Schools, viz:

- The institution must provide a healthful, safe and secure environment for all members of the campus community. Administrative responsibility for environmental health and safety programs must be assigned. A comprehensive safety plan must be developed, implemented, and evaluated regularly. The plan should give special attention to the adequate provision and use of safety equipment in laboratories and other hazardous areas; to the modification of buildings, if necessary, for easy egress in the event of fire or other emergency; and to familiarizing all building occupants with emergency evacuation procedures.

The Council will provide a forum and clearing house for the common discussion and mutual coordination of the activities of all the campus committees concerned with the campus environment in matters that affect personal health, safety, or physical security, including but not limited to ongoing safety arrangements and matters of general maintenance and operations that bear on safety and security. It will publish information to enable members of the campus community to direct complaints and recommendations on safety matters to appropriate committees or administrative officers. It will serve as a resource for the University Facilities Committee or whatever ad hoc committees the administration may form to consider plans for new facilities. It will review, evaluate, and make recommendations concerning the University Safety Plan and monitor its implementation.

The Council shall consist of 4 members appointed from the membership of the General Faculty, 6 representatives of the University staff, two representatives from Student Government (one graduate and one undergraduate), and the chairs of the Institutional Biosafety Committee, the Campus Facilities Committee, the Committee on Parking and Security, and the Radiation Safety Committee. The 6 representatives of the University staff will
be one representative of the Callier Center physical plant, one Workman's Compensation Insurance representative from the Office of Environmental Health and Safety, one representative from staff concerned with the science laboratories, one representative from Student Life concerned with disability services, the Americans with Disabilities Act compliance officer, and one representative selected by the Staff Council. The University Chief of Police or his/her designated representative, the Dean of Students, the Associate Vice President for Facilities Management, the University Environmental Health and Safety Director, and the Emergency Management Coordinator shall be members ex-officio. The Chair shall be chosen from among the members from the General Faculty. A Vice Chair shall be chosen from among the representatives of the staff. The Responsible University Official shall be the Vice President for Administration. The RUO shall assure that the Council has adequate secretarial and office support.

The terms of office of the appointed Council members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed by the President for additional terms. If a Council member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The meeting schedule of the Council should provide for both flexibility and openness. The Council will hold at least one general regular meeting per long and summer semester but may also delegate its powers under this charge to subcommittees or such other working units as it may see fit to form to focus on specific issues. The purpose of the general meeting is to review any difficulties that may have arisen since the previous meeting, monitor the implementation of plans in place, and receive complaints and suggestions from the university community.

The dates of the regular meetings should be publicized through the entire university. Additional meetings will be called by the Chair or RUO as may be necessary to address items referred to it by academic or administrative units of the University or by the Council members.

**Policy History**

- Issued: March 1, 1992
- Revised: August 17, 1992
- Editorial Amendments: October 29, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 16, 2002
- Editorial Amendments: November 22, 2002
- Revised: January 22, 2003
- Editorial Amendments: January 9, 2006
- Editorial Amendments: September 1, 2010
- Editorial Amendments: March 7, 2012

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1036](http://policy.utdallas.edu/utdpp1036)
2013 - 2014

COMMITTEE NAME: STUDENT FEE ADVISORY COMMITTEE

Charge: PM 90-I.2-51

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

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

Responsible University Official
Vice President for Student Affairs

Members Whose Terms are Continuing

Faculty
Jared Pickens (SOM) (8/31/2014)
Adrienne McLean (AH) (8/31/2014)

Students
Rajiv Dwivedi (UG) (8/31/2014)
Katherine Borner (UG) (8/31/2014)
Tommy Tran (UG) (8/31/2014)

Members Whose Terms are Expiring

Staff


Students
Nick Rotundo (UG) (8/31/2013)
Nathaniel Fairbank (UG) (8/31/2013)

Cody Wilming (UG-EPPS) (8/31/2014)

Replacements Needed

Staff

(8/31/2015)

(8/31/2015)

Students
Elizaveta (Liza) Liberman (UG-EPPS) (08/31/2014)
Russell Charlie Hannigan (UG-NSM) (08/31/2014)
Policy Charge

Student Fee Advisory Committee

Policy Statement

The Student Fee Advisory Committee is a University-wide Standing Committee not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee is charged to review and make recommendations to the Vice President for Student Affairs and the President regarding budget allocations from student services fee, medical services fee, recreational facilities fee, student union fee, athletic program fee, and the Student Services Building fee revenues for the next fiscal year. Expenditures from these fees shall comply with State law, the Rules and Regulations of the Board of Regents, The University of Texas System, and general University accounting procedures.

The Committee membership consists of 9 voting members and shall include 5 student members, 2 faculty and 2 staff members appointed by the President or his designee.

Student members shall be appointed in accordance with state law and with the Constitution and By-Laws of the Student Senate. Three students shall serve two-year terms and two students shall serve one-year terms. Student members shall be representative of all students currently enrolled at UT Dallas.

Faculty members shall be appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures: http://www.utdallas.edu/Faculty/Handbook/appendices.html).

Staff members shall be appointed from the administrative and professional or classified staff rosters.

The Vice President for Student Affairs serves as the Responsible University Official for the Committee and shall convene the first meeting of the Committee each fall term for the purpose of selecting the Chair and Vice Chair.

Non-voting ex-officio members of the committee include the Dean of Students and the Assistant Vice President for Student Affairs.

The Chair shall convene meetings of the Committee for budget deliberations and final recommendations. In order to make the university decision-making process related to student fees accessible to the public, state law (Section 54.5033, Education Code) requires that
meetings of the Student Fee Advisory Committee at which a quorum is present be conducted in a manner open to the public in accordance with procedures adopted by the institutional president.

Accordingly, the following procedures apply to Student Fee Advisory Committee meetings:

1. Recommendations to the president require a public vote; quorum requirement:
   1. Final action to adopt committee recommendations to the president in regard to the type, amount, or expenditure of a fee within the committee's jurisdiction must be adopted by vote of the committee at a meeting at which a quorum of the committee is physically present.
   2. Committee should establish a quorum requirement that ensures student representative participation at committee meetings, but a quorum may not be less than a majority of the total membership of the committee.
   3. Vote and recommendations of the committee must be recorded and made public.

2. Any meeting at which a quorum is present must be open to the public:
   1. Any gathering of a quorum of the committee membership at which subject matter within the committee's jurisdiction will be discussed among committee members must be open to the public.
   2. Committee members should not engage in actions for the intentional purpose of evading the requirement for open meetings, e.g. while a committee may have subcommittees discuss matters within the committee's jurisdiction and make recommendations to the full committee, the full committee should not intentionally meet in numbers smaller than a quorum solely for the purpose of avoiding the requirement for open meetings. Similarly, the committee should not use telephones, email, text messaging, or similar electronic means by which to discuss matters within the committee's jurisdiction solely for the purpose of avoiding the requirement to conduct an open meeting.

3. Notice of public meetings:
   1. Committee must post notice of meetings open to the public and must include date, time, place, and subject of the meeting.
   2. Notice must appear on the university website at least 72 hours prior to meeting time. Notice must also be published in the university newspaper if an issue will be published between the time of the website posting and time of the meeting.
   3. Committee may not adopt recommendations to the president at a meeting for which notice was not properly and timely provided.
   4. Committee may recess a meeting and reconvene at the same location without posting additional notice if occurrence is within 72 hours, and if date and time for reconvened meeting is announced at the initial meeting.

4. Meeting place:
   1. Meetings open to the public should be conducted in a space that is:
      1. large enough to accommodate the reasonably expected number of observers in addition to committee members; and
      2. reasonably convenient for public members to gain access.

5. Rights of Public:
1. In an open meeting forum, committee may allow public observers to address agenda items; however the committee is not required to provide public comment.
2. Committee may set reasonable limits on the number, frequency, and length of public comments.

6. Closed Sessions:
1. Committee may not discuss official business during a meeting at which a quorum is present and closed to the public except on the express written authority of the president of the university.
2. In authorizing a closed meeting at which a quorum will be present, the president must specify the purpose of the closed meeting and state the reason that a closed meeting is necessary to conduct committee business.
3. If the president authorizes a closed meeting, committee must first convene in an open meeting forum for which notice has been properly provided. In the open meeting, committee must then resolve itself into a closed meeting forum. Further, the committee must reconvene in an open meeting forum before adjourning.
4. Committee may allow an individual other than a committee member to attend a closed meeting if the committee believes the individuals attendance is pertinent to the item under consideration.
5. Committee may not vote or take any other action in a closed meeting.

In accordance with the University's budget instructions and schedule, the Chair shall convey the Committee's final recommendations to the Vice President for Student Affairs who will report the Committees recommendations to the President.

After review and consideration of the Committee's recommendations, and in accordance with established procedures, proposed budgets funded by the student services fee, medical services fee, recreational facilities fee, student union fee, athletic program fee, and the Student Services Building fee shall be submitted by the President to the Board of Regents for final approval.

Policy History

- Issued: September 1, 1990
- Revised: September 1, 1991
- Revised: October 15, 1993
- Revised: April 23, 1998
- Editorial Amendments: October 29, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: May 16, 2006
- Revised: February 12, 2009
- Revised: February 6, 2013
- Editorial Amendments: June 11, 2013
Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1037
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1037
- Link to printable version: http://policy.utdallas.edu/print/utdpp1037
2013 - 2014

COMMITTEE NAME: UNIVERSITY RESEARCH INTEGRITY COMMITTEE
Charge: Policy Memorandum UTDPP1034

EX-OFFICIO (WITH VOTE)
Dean of Graduate Studies
Vice President for Research, Chair

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President and Provost

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

MEMBERS WHOSE TERMS ARE CONTINUING
Anthony Champagne (EPPS) (8/31/2015)
Christine Dollaghan (BBS) (8/31/2014)
Michael Rebello (SOM) (8/31/2015)
Thomas Riccio (AH) (8/31/2014)
Dean Sherry (NSM) (8/31/2015)

MEMBERS WHOSE TERMS ARE EXPIRING
Harold Clarke (EPPS) (8/31/2013)
Xin-Chou Lou (NSM) (8/31/13)
Lakshman Tamil (ECS) (8/31/2013)

REPLACEMENTS NEEDED
TOMISLAV KOVANDZIC (EPPS) (8/31/2016)
XIN-CHOU LOU (NSM) (8/31/2016)
KAMRAN KIASALEH (ECS) (8/31/2016)

Chair: Bruce Gnade (VP for Research)
Vice Chair: Anthony Champagne

BRUCE GNADE (VP OF RESEARCH)
Anthony Champagne (EPPS) (8/31/2015)
Policy Charge

Research Integrity

Policy Statement

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

The Committee operates under National Science Foundation (NSF) "Investigator Financial Disclosure Policy" issued June 30, 1994 and effective June 28, 1995 and the Regents' Rules and Regulations in Rule 30104, concerning Conflict of Interest, and in Rule 30103, concerning Standards of Conduct, including the relevant federal and state statutes and relevant System policies, procedures, and forms provided in each rule (http://www.utsystem.edu/bor/rules.htm#A4).

The Committee on Research Integrity is charged to assure that integrity is maintained in all aspects of research endeavors and to assure that no financial interests of principal investigators and their immediate family members exist that may jeopardize the quality of the research undertaken.

The Committee is charged to perform the following duties:

1. To encourage the creation and maintenance of a research climate that promotes faithful adherence to high ethical standards in the conduct of research without inhibiting the productivity and creativity of scientist or academician;
2. To review and disseminate information to faculty on procedures for addressing misconduct in science and conflict of interest;
3. To develop and maintain an appropriate written and enforced University policy on conflict of interest in accordance with NSF policies, NIH policies, and the Rules and Regulations of the Board of Regents of The University of Texas System; and,
4. To develop and disseminate procedures for implementation, review and resolution of conflicts of interest disclosed by faculty or other members of the academic community who will serve as principal investigators on proposals submitted to the National Science Foundation, National Institutes of Health or other federally funded agencies.

The University Research Integrity Committee shall be composed of no more than eight tenured faculty members of the rank of Professor. The Dean of Graduate Studies and the Vice President for Research serve as ex officio, voting members. Except for the School of
Interdisciplinary Studies, each school in the University shall be represented on the Committee. Each faculty member appointed shall exhibit high ethical standards. The term of appointment shall be for three years. Committee members may be reappointed by the President for additional terms. If for any reason a committee member resigns, the President shall appoint another qualified individual to serve the remainder of the unexpired term. The Vice President for Research shall serve as the Committee Chair with oversight of all committee activities. The Provost serves as the Responsible University Official.

All information concerning Committee activities, reports, and other related documents and approvals shall be housed in the Office of the Vice President for Research. The Vice President for Research shall be responsible for the submission of annual reports to appropriate government agencies and shall report to the President on such matters.

Policy History

- Issued: September 1, 1995
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: May 9, 2002
- Editorial Amendments: October 6, 2003
- Editorial Amendments: June 29, 2006

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1034
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1034
- Link to printable version: http://policy.utdallas.edu/print/utdpp1034
2013 - 2014

COMMITTEE NAME: AUXILIARY SERVICES ADVISORY COMMITTEE

Charge: Policy Memorandum UTDPP1015

University-Wide Committee

EX-OFFICIO (without vote)

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

SPECIAL REQUIREMENTS:

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

RESPONSIBLE UNIVERSITY OFFICIAL

Assistant Vice President for Procurement Management

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Pamela Gossin (AH) (8/31/2013)
Jennifer Holmes (EPPS) (8/31/2013)

STAFF:

TBD (8/31/2014)

STUDENTS:

Kaitlyn West (UG) (8/31/2013)
Raquel DeSimone (UG) (8/31/2013)
Elizabeth Sohns (UG) (8/31/2013)
Elizabeth Peterkort (UG) (8/31/2013)

REPLACEMENTS NEEDED

FACULTY:
Liz Salter (IS) (8/31/2014)
Jennifer Holmes (EPPS) (8/31/2014)

STAFF:

TBD (8/31/2014)

STUDENTS:

Nischal Colluru (G-ECS) (8/31/2014)
Elizaveta Liberman (UG-EPPS) (8/31/2014)
Isaac Butterfield (UG-ECS) (8/31/2014)
Russell (Charlie) Hannigan (UG-NSM) (8/31/2014)
UTDPP1015 - Auxiliary Services
Advisory Committee

Policy Charge

Auxiliary Services

Policy Statement

The Auxiliary Services Advisory Committee is a University-wide Standing Committee not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee is charged to advise the Assistant Vice President for Procurement Management on policies, procedures, and rules, which will optimize the overall operation of Food Services, the UTD Bookstore, and Vending Operations. The scope of the Committee's purview shall include such areas as physical operations, facilities, and all other matters relating to these services that the Committee shall deem it appropriate to consider, including matters referred to it by the Assistant Vice President for Student Affairs and Dean of Students and/or the Student Government Association. In addition, the Committee shall make recommendations to the Vice President for Administration, the Vice President for Student Affairs, and the Executive Vice President and Provost regarding the interests and concerns of all auxiliary services customers.

The Committee membership shall consist of seven (7) voting members. They shall include 4 students and 3 members to be appointed by the President or the President's designee from faculty and staff. The student members shall be appointed in accordance with procedures established in Article II, Subarticle A, of the Constitution of the Student Association of The University of Texas at Dallas. The student members shall be representative of all students enrolled at the university. Faculty members are appointed from the membership of the General Faculty as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures. The Dean of Students, the Director of Food Services, the Auxiliary Services Manager, the UTD Bookstore Manager, and the Director of the Student Union shall serve as non-voting ex officio members.

The Assistant Vice President for Procurement Management serves as the Responsible University Official and shall convene the first meeting of the Committee each year for the purpose of selecting the Chair and Vice Chair. Each member will serve for a one-year term starting September 1 and continuing to August 31. If for any reason a committee member cannot serve, the President or designee shall appoint a replacement to serve the remainder of the unexpired term.
Policy History

- Issued: June 20, 1996
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Editorial Amendments: November 22, 2002
- Revised: April 10, 2006
- Editorial Amendments: September 28, 2009
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1015
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1015
- Link to printable version: http://policy.utdallas.edu/print/utdpp1015
2013 - 2014

COMMITTEE NAME: CAMPUS WELLNESS COMMITTEE

Charge: Policy Memorandum UTDPP1017

University-Wide Committee

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Eric Schlereth (AH) (8/31/2014)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Dan Arce (EPPS) (8/31/2013)
Shayla Holub (BBS) (8/31/2013)

STAFF:

STUDENTS:
Chris Lucas (UG) (8/31/2013)
Elizabeth Sohns (UG) (8/31/2013)
Jon Alejandro (UG) (8/31/2013)

SPECIAL REQUIREMENTS:

NO FEWER THAN 9 MEMBERS
3 FACULTY
3 Staff
3 Students
Chair appointed by President

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Administration

REPLACEMENTS NEEDED

MICHAEL CRESPIN (EPPS) (8/31/2015)
Lucy Petrovic (A&H) (8/31/2015)

Elise Keller (UG-ECS) (8/31/2014)
Siddharth Sant (UG-NSM) (8/31/2014)
Emily Cohen (UG-EPPS) (8/31/2014)

CO-CHAIRS:
Nominated by President

Vice Chair:
Policy Charge

Campus Wellness Committee

Policy Statement

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

The purpose of the Wellness Committee is to create a culture and environment that support and promote the value of individual well-being by education and the provision of appropriate physical facilities. The Committee will implement the U. T. System wellness program on the U. T. Dallas campus and provide additional programs, tools, and resources that will enable employees to take charge of their own physical, mental and spiritual health.

Programs can include but are not limited to Brown Bag Lunches addressing various Wellness and Nutrition topics, Walking Trails, Monthly Health Tips, the Mammogram Van, and the City of Richardson Corporate Challenge program. The Committee will also maintain an internet site and, through it, will seek to promote resources that are available to all members of the university community.

The Committee shall be composed of no fewer than nine voting members appointed by the President and shall include three staff members, three faculty members, and three students. Staff members will be nominated by the Staff Council. Faculty members will be nominated by the Academic Senate. Student members will be nominated by Student Government and serve for one year terms, which are renewable. The Vice President for Administration shall serve as the Responsible University Official.

To ensure continuity, appointments of staff and faculty Committee members will be for staggered terms so that one third of the appointments expire August 31 of each academic year. Terms are renewable. The Chair of the Committee shall be appointed by the President annually.

Policy History

- Issued: February 10, 2009
- Editorial Amendments: September 1, 2010
- Editorial Amendments: March 7, 2012
Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1017
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1017
- Link to printable version: http://policy.utdallas.edu/print/utdpp1017
2013 - 2014

COMMITTEE NAME: UNIVERSITY SUSTAINABILITY COMMITTEE

Charge: Policy Memorandum UTDPP1078

RESponsible University Official
Vice President for Administration

MEMBERS WHOSE TERMS ARE EXPIRING
Babak Fahimi (ECS) (8/31/2013)
Mustapha Ishak-Boushaki (NSM) (8/31/2013)
Tim Redman (AH) (8/31/2013)

STAFF:

STUDENTS:
Marissa Miller (UG) (8/31/2013)
Max Grunewald (UG) (8/31/2013)

Chair: Babak Fahimi (ECS)(8/31/13)  Babak Fahimi (ECS) (8/31/15)
Vice Chair: Tim Redman (AH) (8/31/2013)  Mustapha Ishak-Boushaki (NSM) (8/31/15)

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

REPLACEMENTS NEEDED
Babak Fahimi (ECS) (8/31/2014)
Mustapha Ishak-Boushaki (NSM) (8/31/2014)
Doug Goodman (EPPS) (8/31/2014)
Nominated by Staff Council (8/31/2014)

Casey Sublett (UG-SOM) (8/31/2014)
Miguel Juarez (UG-SOM) (8/31/2014)
Policy Charge

University Sustainability Committee

Policy Statement

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

Rationale

The mission of the Sustainability Committee is to cultivate a culture of environmental responsibility in which the entire UT Dallas community is aware of, engaged in and committed to advancing environmental awareness and sustainable practices through education, research, operations, and community service activities.

Scope

The committee is specifically charged to:

1. Develop and prioritize an annual set of committee goals and planned actions to further promote and advance an institutional culture of sustainability
2. Evaluate sustainability initiatives and projects based on a benefit versus life-cycle cost analysis
3. Publicize and communicate current university sustainability initiatives to the university community
4. Conduct and promote campus events, workshops, showcases, exhibits focused on enhancing sustainability efforts and practices so as to more fully engage students, faculty and staff
5. Promote and encourage sustainability where appropriate as a key element of the curriculum
6. Overall reduce UT Dallas' impact on the environment in the areas of energy, water, waste, buildings, transportation, purchasing, grounds, food and dining, social equity, academics and research and education and outreach.

Membership

The Committee shall have seven voting members appointed by the President as follows:
One Chair, who shall be a member of the tenured faculty, preferably someone actively concerned with sustainability as a research topic or with developing teaching methods or materials concerned with it.

Two additional faculty members, one from Natural Sciences and Mathematics or Engineering and Computer Science (alternating), and one from Economic, Political and Policy Sciences or Management or Arts & Humanities (alternating). The Chair and the faculty members shall be nominated by the Academic Senate and serve one-year alternating appointments.

Two Staff, one of which shall be the Assistant Director of Procurement and the other a representative of Staff. The latter shall be nominated by the Staff Council.

Two Student Members, both nominated by Student Government. One shall be at large, the other from a student group/club specifically devoted to sustainability initiatives on campus.

In addition, the following members shall be Ex Officio and without vote: The Vice President for Administration or his/her representative, the Associate Vice President of Facilities Management, the Energy Conservation and Sustainability Manager, and the Associate Vice President of Communications.

Procedures

The Committee will produce an annual report of accomplishments to the President with copies to the Academic Senate, the Vice President for Administration, Facilities Management, Staff Council and Student Government for publication on their websites.

Policy History

- Issued: October 21, 2010
- Editorial Amendments: March 7, 2012

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1078
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1078
- Link to printable version: http://policy.utdallas.edu/print/utdpp1078
University Owned Desktop Encryption Requirements

1. High risk desktop computers are to be encrypted by May 31, 2014.
   a. Deans, Chairs, and/or Department Heads, in concert with the institution's Chief Information Security Officer are responsible for identifying the desktops in their areas that are high risk, based on guidelines included in the next section.
   b. All other desktop computers may remain unencrypted until they are replaced following the respective institution's guidelines for hardware refresh and replacement, at which time they would be properly disposed.

2. All new desktop computers purchased on or after September 1, 2013, are to be encrypted before deployment.
   a. Self-Encrypting Drives may be used (just as with laptops) but must be managed via a third party tool or otherwise have password security enabled such that the user is required to authenticate before the data is decrypted.

Identifying "High Risk" Desktops

What is a “high risk” desktop computer?
In general, there are three circumstances that indicate that a desktop computer is high risk. These are as follows:

- Based on Location: Desktops in public/high-traffic areas that are used by staff with access to confidential/protected data are considered high risk. Small form factor desktops pose an additional risk.
- Based on Business Function: Desktops may be high risk based on the activities of the business unit in which they are located. For example, desktops in clinical, hospital, or HR settings are likely high risk because of the type of work performed in these functional areas. The business unit function/area centric approach is the easier to implement because it does not require risk-scoring every desktop in the environment.
- Based on Role of User: Computers belonging to Executive Officers and their support staff should, by default, be considered high risk as the loss of these computers will likely have an adverse impact on the reputation of the individuals as well as the institution as a whole.

The criteria outlined above are not all inclusive. Any desktop computer on which data is stored that if accessed by an unauthorized party or that holds data that if subject to unauthorized change or deletion would have highly adverse impact on the University is high risk.
Who makes the final determination as to whether a desktop computer is to be considered high risk?

The decision is made by management of the functional area where the device is located in consultation with the UT Dallas Chief Information Security Officer, the UT Dallas Information Security Advisory Committee and based on criteria identified in the answer to question above. If a dispute arises, the Information Owner of the data placed at potential risk will determine the classification of the device. Any resulting information security exception request must be documented and reported through the exception request process. Policy exceptions may include systems like the following:

- Desktops that have software controls such as DeepFreeze that are configured not to retain data.
- Kiosk computers that are designed not to store any data locally (including browser caches).
- Computers designed with no local storage.
- Virtual desktops for which the hypervisor is a secure “cloud service” and does not permit transfer of the virtual image. **NOTE:** If the hypervisor is a desktop computer, then the desktop itself should be encrypted.

Approved Encryption Methods for UT Dallas Portable Devices

There are several methods of complying with policy for encrypting sensitive data on portable devices. The following features are important in an encryption product:

1. Industry-standard, well-tested encryption algorithms.
2. Encryption key escrow/recovery in case the keys are lost, forgotten, or otherwise unavailable to a department.
3. Support for multiple platforms, especially Windows and Mac (both of which currently make up the majority of portable devices on campus).
4. The ability to demonstrate the device was encrypted in the event it is lost or stolen, in order to better comply with the Texas Identity Theft Protection and Enforcement Act and other related laws.
Library committee final report & recommendations: AY 2012-2013
June 15, 2013

Overall summary
The faculty library committee evaluated the needs of the McDermott Library over the past academic year. We found that the library, while happily possessed of an energetic staff and an enthusiastic student population, significantly lacks the resources to fully meet the needs of the University of Texas at Dallas. In particular, students require more study space, resources require more storage space, librarians require adequate wages, and programs require library budgets. Without these four improvements, the library will not be able to keep pace with the rapid growth of both the university and the accumulation of knowledge in its various academic programs. Attention to the library is particularly urgent should the University move forward with its Tier 1 status campaign. A Tier 1 university requires a Tier 1 library, which means inclusion in the Association of Research Libraries, an organization for the largest and most major research libraries in North America; UT Austin, Texas A&M, Texas Tech, University of Houston, and Rice are currently ranked. Yet the library's finances are currently far from the level that would permit a successful application. Our expenditures are $13 million short of entry level, and our professional staff's average salary is $10,000 short of entry level.

We strongly recommend that the library be acknowledged as a central and pivotal part of the academic and capital landscape at UT Dallas. We maintain that a fully functioning, twenty-first century library is crucial to our work as researchers educating a hard-working, quickly developing group of students.

Specific recommendations
Our particular recommendations are numbered and explained below. Most of the committee agreed that they bear equal priority—that all ought to be planned for, and implemented, as soon as possible. At least one member indicated that the list should be prioritized in the presented order, while recommending a costs/benefits analysis for particular options for item (2).

1. **Increased student study space.** Students need at least twenty additional study rooms including whiteboards, computers (in some cases projectors), tables and chairs.

2. **Increased resource storage space.** The library cannot continue to grow the amount of study space students desperately need without room to relocate its current and future collection of materials.

   The library currently holds 118,515.67 square feet of space; it seems to need at least 50% more. In the final analysis, a new building wired, and otherwise prepared for computer terminals, student study spaces (both group and individual), and material collections—"a space of this century," as one of our committee members called it—is probably in order. In the short run, a
substantial expansion of library space is essential, either through new building or space allocated from another campus facility.

We considered digital storage as a way to decrease the amount of space necessary for materials. While digital storage works well for journal subscriptions, books are not currently available in a format that makes possible the detailed reading necessary for research. The limitations on digital books under copyright does not constitute a problem unique to UTD but results from the software available to all libraries. Other options include a remote storage space and a satellite building on campus.

3. **Adequate pay for library workers.** The library has recently made new hires in two important positions. Still, compensation remains low for the region and attracting talent has been challenging. An increase in librarian wages is recommended immediately.

4. **Resource budget to match program growth.** When UTD schools are developing new programs and considering new hires, either the Provost's Office or the appropriate Dean needs to make available funds for new journal and database subscriptions and/or books and film collections.

**Use of this document**

As the library will be participating in a university-wide self-study in the 2013-2014 academic year, it is our hope that this document can direct attention to the most pressing issues for assessment and improvement. The faculty should be understood to stand behind library development and, in all senses of the word, expansion.

Respectfully submitted by Shari Goldberg, Chair, and Susan Chizeck, Vice Chair, on behalf of the entire faculty library committee:

Zalman Balanov  
Nina Baranchuk  
Indranil Bardham  
Penkaj Choudhary  
Sean Cotter  
Xin-Lin Gao  
Susan Jerger  
Stephen Levene  
Robert Morris  
Clint Peinhardt  
John Santrock  
and student representatives Bianca Galindo and Jobby Kuruppachery.
Date: June 27, 2013

To: Academic Senate

From: John Fonseka, Chairman – Distance Learning Committee

Reference: Annual Report of the Distance Learning Committee for 2012-2013

1. Membership
The Distance Learning Committee was composed of:

Faculty and Administrative members (2012 -2013):
John Fonseka  Chairman
David Parry  Vice Chairman
Dan Bochsler
Larry Chasteen
Mary Urquhart
Mark Thouin
Carol Oshel
Hobson Wildenthal

Ex-Officio members:
Andy Blanchard
Austin Cunningham
Mark Spong
Darrelene Rachavong
Hasan Pirkul
Darren Crone

2. Meetings
The Committee met 6 times to complete the agenda and program of work set out by the committee. Minutes of each meeting are included below in this memo.

3. Results
The committee decided to look into the quality of on-line courses. We first defined quality by comparing how well students receive a DL course compared with the same face to face course. Based on our examination of few selected courses at UTD, we concluded that there is no significant difference between the quality of an on-line course and a face to face course. The details of that study and other activities of the committee are found in the attached minutes of the committee meetings.

________________________
John Fonseka
Professor, Electrical Engineering
Hi All,

Thank you for attending the meeting on Tuesday. For those who couldn't be there, we decided to study the methods that can be used to monitor/improve the quality of distance learning. We first decided to analyze methods that other institutions use, who we believe are doing well in monitoring and maintaining the quality of their distance learning activities. We also thought that Darren Crone would be able to provide us with valuable information on such activities. I have exchanged e-mail messages with him and, with his permission; I am attaching those messages below for your reference. I would also like to invite him to our next meeting, which I would like to schedule for Tuesday, November 13, 2012 at 10.30am.

In the meantime, please collect any information that you can find related to quality in distance learning used by other institutions. You may use the e-mail from Darren to assist you, or feel free to use any other source.

Thank you.
Best Regards,
John
---

11/13

Hi All,

Thank you again for attending our last meeting on 11/13. Please find below a summary of the discussion:

1. Darren explained to us the features of the Quality matters tool.

This is a tool to improve development of an on-line course. It also appears that we appear to be following many of these steps already at UTD.

2. How do we define Quality?

The following two approaches were discussed:

(a) We can focus on the quality of the development of our on-line courses through means of tools such as Quality Matters, or

(b) We can focus on the quality from the student's side to see how well they can receive the course contents from an on-line setting compared with an in-class setting.

Related to (b), Darren pointed out, "The No Significant Difference Phenomenon" ([http://www.nosignificantdifference.org/](http://www.nosignificantdifference.org/)), which has shown globally that there is no significant difference in the two settings. Dan suggested that we can also look at the previous reports of this committee to
collect ideas on (b).

We first need to decide whether we want to consider (a), or (b), or both. I personally prefer to address (b) because it appears that we are already doing (a) reasonably well. We can decide it at our next meeting.

If we go with (b), we should try to come up with a framework to continuously monitor the quality of our on-line courses. We will need to identify the measures that we want to use (perhaps grades, evaluations, etc.) within that framework.

Please keep thinking about the above and bring your ideas to our next meeting. We decided to have our meeting regularly on the second Tuesday of the month starting January. We will not have a meeting in December due to the Final Exams.

Thank you and I apologize for the delay in getting this e-mail out to you.

Best Regards,
John
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Minutes of the 01/15 Meeting
1. We defined quality by comparing how well students receive a DL course compared with the same face to face course. We discussed the following factors that can be used in such a comparison:
2. Student Evaluations: It was discussed that (a) we need to improve the student participation, and (b) it is better to have multiple small prizes in the raffle used to promote student participation and to announce the winners.
3. Student Performance: Examine student performance on exams, quizzes, etc.
4. Peer Reviews: Have peers evaluate courses and provide feedback. This is currently used in SOM and ECS.
5. Meetings/Discussions: Instructors from different sections can get together at the beginning or end (or both) to try to maintaining uniformity among different sections including the DL sections. These discussions can be used to improve the delivery of courses in the future. If necessary, we can have course owners to coordinate these meetings. This is practiced in ECS to continuously improve courses.
6. In the end, we decided to closely look at a couple courses that have one DL section and few face to face sections. Use already available information on them to try to develop a frame work for quality analysis. We hope to get this information from Darren.
We also decided to meet on the third Tuesday of every month, so our next meeting will be on 02/19 at 3.00 pm.

Minutes of the 02/19 Meeting
1. We discussed the “Teaching Online” software and concluded that we are already doing most of what it can offer. Hence, we decided not to pursue it at this time.
2. We discussed the available student evaluations and sample questions in the following courses: ACCT 6335, MECO 6303 and OB 6301. Comparing the on-line sections with the respective face to face sections, we felt that there is no significant difference between the two sections. Hence, we decided that, at least based on these courses, our on-line courses are performing at a level similar to the
face to face courses. As result we decided that there is not much work needed at this time in terms maintaining quality of our online courses.

3. We agreed to look at blended courses closely during our remaining time. A blended course would cover about 50% to 85% of its material online. It will be useful if we can suggest ways to offer these blended courses effectively. Let us try to discuss this at our next meeting on 03/19 at 3.00 pm.

Minutes of the 3/18 Meeting

1. We discussed the article on Cheating that was brought to us by Austin. In the end we felt that these types of tools will continue to evolve and get cheaper with time. Hence, we decided to take no action on it at this time but continue to watch its development.

2. We also discussed the second item that we got from Austin related to the Chronicle. We decided that we do not have enough substance at this time to participate in it.

3. With blended courses, we started to discuss the requirement on the number of contact hours. We plan to continue this discussion after Austin brings more information to the next meeting.

Minutes of the 04/16 Meeting

1. As promised, Steve Yurkovich gave a nice presentation on his methods of teaching on-line.

2. We also discussed the second item that we got from Austin related to the Chronicle. We decided that we do not have enough substance at this time to participate in it.

3. With blended courses, we started to discuss the requirement on the number of contact hours. We plan to continue this discussion after Austin brings more information to the next meeting.
TO: University Senate, Murray Leaf, Speaker
FROM: Committee on Student Scholarships, Simeon Ntafos - Chair
DATE: July 8, 2013
RE: Annual Report

The UTD Committee on Student Scholarships completed its work in mid-June 2013. The table below describes the number of awards made and award amounts for each scholarship.

In 2012-13, the committee continued the approaches it established for the 2011-12 academic year. Award amounts were set at $1,000 unless the Scholarship agreement specifically stated a different amount. In an effort to support as many qualified students as possible, no multiple awards to the same student were made. In terms of process, each member had access to the Scholarship folder where spreadsheets with summary data as well as the actual applications could be reviewed. Committee members forwarded their recommendations to the chair who formulated motions to make awards. Committee members could propose amendments which were voted on by the full committee; once a motion was finalized it was voted on and the approved awards were communicated to the Financial Aid office. In terms of issues, timing is a problem since most of the work of the committee is done in May-June which overlaps with finals and summer travel.

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