

JUL 30 1971

REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER III (STANDARDIZATION OF ACADEMIC TITLES). -- The Administration presented the following written narrative statement to support its recommendation that the Regents' Rules and Regulations, Part One, be amended to standardize academic titles:

" Since November 1969 the heads of the component institutions have been working together to develop a recommendation for a regulation standardizing the use of academic titles throughout the U. T. System. With the increase in the number of component institutions and the increasing complexity of specialized functions assigned to the different institutions, it is considered desirable by the U. T. System Administration and the heads of the component institutions to provide a formal regulation on the use of academic titles throughout the System."

At the meeting the Administration presented an amendment to Subsection 1.85 which was adopted.

Thereafter, the necessary rules were waived and Part One of the Regents' Rules and Regulations was amended by adding a new Subsection 1.8 and its subdivisions to Section 1 of Chapter III as set out below to be effective immediately:

1.8 Academic Titles

In order to achieve consistency in the use of academic titles among the component institutions of The University of Texas System, the following subsections describe the use of titles to apply in all institutions from the date of adoption of this section.

- 1.81 The only titles to be used henceforth in which faculty members may acquire tenure are as follows:
- (a) Professor
 - (b) Associate Professor
 - (c) Assistant Professor

Any person holding a full-time position of Instructor shall be notified at the end of the sixth year that the seventh year is his terminal year of appointment or that not later than the end of the seventh year he will be promoted to Assistant Professor with tenure.

An institution may provide in its Handbook of Operating Procedures that tenure will not be granted at the Assistant Professor rank by setting forth a procedure similar to that in the preceding paragraph.

- 1.82 Persons holding a named chair or professorship or a position designated by academic discipline may acquire tenure by virtue of one of the three positions listed above, but not through the named chair or professorship or position designated by academic discipline. At M.D. Anderson, the institution head under special circumstances may use the term Faculty Associate in lieu of Instructor.
- 1.83 Other academic titles which may be used but in which tenure cannot be acquired are as follows:
- (a) Lecturer. This title is used for persons whose salary rates are comparable to those with tenure positions but who for various reasons should not be given formal tenure appointments.
 - (b) Assistant Instructor or Teaching Associate. These titles may be used interchangeably for (1) certain graduate students teaching on a part-time or full-time basis who are in the last phase of their doctoral programs and who are unconditionally enrolled in graduate study, or (2) persons who, because of the nature of their duties, such as in a laboratory or in a hospital, do not qualify for one of the usual academic titles and do not hold the academic training or professional distinction usually required for attaining tenure positions.
 - (c) Teaching Assistant. This title applies to most student teachers, who are usually employed on a part-time basis. The only other teaching titles for graduate students are Teaching Associate and Assistant Instructor.
- 1.84 Prefixes to academic and staff positions in which tenure cannot be acquired:
- (a) Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor. These titles are used only for temporary appointments of persons either visiting from other institutions where they hold similar ranks or who are brought to the University on a trial basis. Such appointments are limited to two years.
 - (b) Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor. One of these titles may be used, as appropriate, when a faculty member from another institution may be temporarily teaching a course or participating in the teaching of a course at one of the component institutions. On occasion it may be desirable to offer a faculty member at a private institution an adjunct appointment under consortium arrangements in the offering of a degree. In addition, it may be desirable on occasion to use an adjunct position for a person from a business firm, a government agency, an art museum, a library, or similar organization. This prefix may also be used in the biomedical components to designate part-time service on the faculty in the basic science departments.

- (c) Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor. These titles may be used in the biomedical components to designate regular part-time service on the faculty and for which the incumbent may or may not receive compensation.
- (d) Professor Emeritus and Associate Professor Emeritus. One of these titles may be given to a retired faculty member or in anticipation of the retirement of a faculty member, effective upon his retirement. The conferring of one of these titles is not automatic upon retirement and is conferred in accordance with procedures developed at the institution and upon approval by the President of the component institution.

1.85 Any person holding a position of Research Scientist, Research Associate, Research Assistant or (in the health units) other appropriate research title will be under the classified personnel system, unless he is specifically identified as faculty or special approval has been granted by the chief administrative office of the institution to designate him as an unclassified employee in such a position.

- 1.86 The following are titles used in the past on occasion and the use of which is to be discontinued:
- (a) System Professor
 - (b) University Professor
 - (c) Research Professor. Positions for which this title was used in the past should carry the title of Research Scientist or Research Associate or other appropriate title.
 - (d) Guest Professor. In the future Visiting Professor should be used in lieu of this title.

Although persons may not in the future be appointed to any of the above four titles, this provision does not require that such titles be removed from persons currently holding them, provided, however, that present System Professors must be assigned to specific departments in specific institutions for purposes of determining accountability for their time, and present University Professors must be assigned to specific departments at their institutions for purposes of determining accountability for their time.

JUN 4 1971

U. T. AUSTIN: DISAPPROVAL OF FACULTY PROPOSAL TO AMEND REGENTS' RULES AND REGULATIONS, PART ONE, CHAPTER III, SUBSECTION 7.4, ON POLITICAL ACTIVITIES OF FACULTY AND STAFF MEMBERS. --Chancellor LeMaistre submitted for information a recommendation from the faculty of The University of Texas at Austin to amend the Regents' Rules and Regulations, Part One, Chapter III, Subsection 7.4, concerning political activities of faculty and staff members. This proposal of the Faculty Senate had been adopted by the University Council (Documents and Proceedings of the University Council, Page 4732). President ad interim Jordan had submitted the faculty recommendation without his endorsement, and Chancellor LeMaistre recommended that this amendment to the Regents' Rules and Regulations be not adopted. However, the case of Boyett vs. Calvert, which is litigation involving employees of Texas A&M who were at the same time members of the City Council of College Station, was cited. Following consideration of the proposal, it was ordered that this recommendation of the University Council be deferred and that the Administration be instructed to restudy the present regulation of the Regents' Rules and Regulations in light of the final determination of the law and submit its recommendation thereafter.

FILE NO. _____
DOCUMENT _____
REMARKS _____

JUN 4 1971

U. T. AUSTIN: DISAPPROVAL OF FACULTY PROPOSAL CONCERNING DUE PROCESS PROTECTION FOR ADMINISTRATORS. --Chancellor LeMaistre presented a written report to the Board with respect to the action of the University Council of The University of Texas at Austin concerning due process procedure for dismissal of University administrators (Documents and Proceedings of the University Council, Page 4730). This action of the University Council would amend the Regents' Rules and Regulations, Part One, Chapter III, Subsection 6.9. This proposal had been submitted by President ad interim Jordan without his recommendation. The Board of Regents concurred in the recommendation of Chancellor LeMaistre that the proposal of the Faculty Senate, adopted by the University Council, be not approved. It was pointed out that the matter of tenure of an individual on the staff is not an issue but that the concern is his administrative position.

FILE NO. _____
DOCUMENT _____
REMARKS _____

JUN 4 1971

REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENTS TO CHAPTER II (ADVISORY COUNCIL ON MARINE-RELATED AFFAIRS AND ADVISORY COUNCIL ON ALLIED HEALTH PROGRAMS). --The necessary rules were waived and Chapter II of the Rules and Regulations, Part One, was amended by adding a new Section 6 and its Subsections and Subdivisions 6. 1 (6. 11 and 6. 12) and 6. 2 (6. 21 and 6. 22) to be effective immediately as follows:

Sec. 6. Interinstitutional Programs

6. 1 Advisory Council on Marine-Related Affairs.

6. 11 The Council shall be chaired by the Vice-Chancellor for Academic Affairs, and membership shall consist of the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Health Affairs, and two persons from each of the following institutions appointed by the respective Chief Administrative Officers: U. T. Austin, U. T. Dallas, San Antonio Medical School and Galveston Medical Branch. Additional U. T. System component institutions may be admitted to membership on the Council by the Chancellor upon demonstration that they have substantive and ongoing programs in marine-related programs. The chairman shall call meetings of the Council as required.

6. 12 The Council is charged with advising the Chancellor's Academic Affairs Council in the development of coordinated marine programs within the U. T. System institutions to maximize the efficient utilization of facilities, staff, and faculties and to serve most effectively the needs of students and the public. The Advisory Council on Marine-Related Affairs will advise the Academic Affairs Council on marine affairs in the U. T. System including degree programs, research activities, and the construction and conversion of facilities related to the oceans and the coastal areas of Texas.

6. 2 Advisory Council on Allied Health Programs.

6. 21 The Council shall be chaired by the Vice-Chancellor for Health Affairs, and membership shall consist of the Vice-Chancellor for Health Affairs, the Vice-Chancellor for Academic Affairs, and one person from each of the following institutions appointed by the respective Chief Administrative Officers: U. T. Austin, U. T. El Paso, U. T. Arlington, U. T. Dallas, U. T. San Antonio, U. T. Permian Basin, Dallas Medical School, San Antonio Medical School, San Antonio Dental School, Galveston Medical Branch, Houston Medical School, Houston Dental Branch, M. D. Anderson, Public Health School and System Nursing School. The Chancellor may add other component institutions to the Council as he deems appropriate. The chairman shall call meetings of the Council as required and may appoint such special study committees as are appropriate to the work of the Council.

6. 22 The Council is charged with advising the Chancellor's Academic Affairs Council in the development of coordinated allied health programs within the U. T. System to maximize the efficient utilization of facilities, staff, and faculties and to provide for the health manpower needs of the State.

This amendment was proposed at the last meeting but deferred at the request of Chancellor LeMaistre.

JUN 4 1971

BOARD OF REGENTS: AMENDMENT TO REGENTS' RULES AND REGULATIONS, PART ONE, CHAPTER I, SECTION 7 (CREATION OF NEW STANDING COMMITTEE SYSTEM OPERATIONS AND PROCEDURES). -- Chairman Peace presented on first reading that there be added to the Standing Committees of the Board of Regents a new committee to be known as System Operations and Procedures.

Upon motion of Regent Erwin, seconded by Regent Kilgore, and by unanimous vote, the necessary rules were waived and the Regents' Rules and Regulations, Part One, Chapter I, Section 7 was so amended to be effective immediately. The sections of the Regents' Rules and Regulations, Part One, Chapter I, were authorized to be so conformed and the composition and duties of the newly created committee will be reported as an item for the record at the meeting on July 30, 1971.

APR 23 1971 REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENTS TO CHAPTER II (ADVISORY COUNCIL ON MARINE-RELATED AFFAIRS AND ADVISORY COUNCIL ON ALLIED HEALTH PROGRAMS) DEFERRED. -- At the request of Chancellor LeMaistre, the proposed amendments to Chapter II, Part One of the Regents' Rules and Regulations providing for the addition of an Advisory Council on Marine-Related Affairs and an Advisory Council on Allied Health Programs were deferred.

APR 23 1971 REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER II AND III (CHANGE OF NAME OF INSTITUTIONAL SUPPLEMENT TO HANDBOOK OF OPERATING PROCEDURES) AND CHAPTER V (GRADUATE PROGRAM ADMINISTRATORS). --The necessary rules were waived and the Regents' Rules and Regulations, Part One, Chapters II, III, and V were amended as set out below to be effective immediately:

- a. Subdivision 3.11(13) of subdivision 3.11 of subsection 3.1 of Section 3, Chapter II, was amended to read as follows:

3.11(13) Approve, after review of the Law Office and other administrative offices, all institutional Handbooks of Operating Procedures and additions, deletions, and amendments thereto to insure that they are not in conflict with the provisions of the Regents' Rules and Regulations. The Chancellor shall transmit to the Secretary to the Board of Regents a copy of all additions or amendments to the institutional Handbooks of Operating Procedures. The Chancellor may refer to the Board of Regents for approval any procedures proposed for inclusion in or exclusion from an institutional Handbook of Operating Procedures relating to the Board's governance of the institution that he deems of sufficient importance for Board consideration.

- b. Subdivision 4.21(9) of subsection 4.2 of Section 4 was amended to read as follows:

4.21(9) Cause to be prepared and submitted to the Chancellor the rules and regulations for the governance of the institution. When such rules and regulations have been finally approved by the Chancellor, they shall thereafter constitute the Handbook of Operating Procedures for that institution. Provided, however, that whether or not finally approved by the Chancellor, any rule or regulation in any such institutional Handbook of Operating Procedures that is in conflict with any rule or regulation in the Regents' Rules and Regulations, as now in effect, is null and void and has no effect, and whenever any such conflict is detected, the Chancellor and the Chief Administrative Officer of the component institution shall immediately make such amendments to the institutional Handbook of Operating Procedures as may be necessary to eliminate such conflict.

- c. Subsection 9.1 of Section 9 of Chapter III was amended to read as follows:

9.1 It is a specific and important duty of each member of the several teaching staffs to become acquainted with and to conform to all the rules and regulations relating to him and to the proper and orderly discharge of his work that are to be found set forth in both these Regents' Rules and Regulations and the institutional Handbook of Operating Procedures; in catalogues, announcements of courses, and other official publications; in printed or other material regularly prepared for the use of the staff; and in minutes of the faculties. To this end, copies of the Regents' Rules and Regulations, Part One, and the official institutional Handbook of Operating Procedures shall be reproduced by the Chief Administrative Officer and distributed and located on his campus as considered appropriate by the Chief Administrative Officer. The Chief Administrative Officer shall have one copy of the Rules and Regulations and the institutional Handbook of Operating Procedures available at an appropriate location in his office for ready reference. In addition, he shall distribute a copy of these two documents to the secretary to the faculty or representative faculty body at his institution. The official, current copy of the Regents' Rules and Regulations is maintained by the Secretary to the Board of Regents.

d. Section 5 and its subsection 5.1 of Division A of Chapter V were amended to read as follows:

Sec. 5. Graduate Program Administrators. Each component institution of The University of Texas System that offers a graduate program shall have a graduate program administrator. After consulting with an appropriate faculty committee, the Chief Administrative Officer of the component institution shall recommend to the Chancellor the graduate program administrator, who, upon appointment by the Chancellor, shall report to the Chief Administrative Officer.

5.1 The graduate administrator shall advise the Chief Administrative Officer of the component institution on all matters of planning, policy, development, and administration relating to graduate studies and research. He shall keep the deans of the schools or colleges concerned fully informed on planning and development of the graduate program and shall consult with them on allocation of funds for teaching and research directly related to graduate instruction. The graduate administrator has the authority and responsibility to submit matters of major policy to the Graduate Assembly of his institution.

JAN 29 1971

REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER I, SECTION 8.64 (DOCKET). --The Regents' Rules and Regulations, Part One, Chapter I, Section 8.64, was amended to read as follows:

- 8.64 A docket, to be entitled the "Chancellor's Docket," composed of routine matters arising from System Administration and the component institutions, which are required to be reported to and/or approved by the Board of Regents in accordance with established policies of the Board, shall be prepared as directed and approved by the Chancellor. The Chancellor's Docket shall be distributed by the Secretary to all members of the Board eighteen days before the Board convenes, together with a ballot to be returned fourteen days thereafter. The ballot will read: "Approved, except as to the following items:" with space provided for listing the excepted items. Any excepted item listed by any Regent will be placed on the agenda as an item for formal consideration. All items not excepted by any Regent will be approved by the Board at its next meeting, without detailed consideration.

This item was approved at the meeting on December 4, 1970; however, it was not on the agenda and was resubmitted at this meeting.

MAR 12 1971

REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENTS TO CHAPTER II, SECTION 3, SUBSECTION 3.(12), SUBDIVISION 3.(12)(1).--The necessary rules were waived and the Regents' Rules and Regulations, Part One, were amended by changing Section 3, subsection 3.(12), and subdivision 3.(12)(1) of Chapter II to read as follows:

Sec. 3 Administrative Authority, Duties and Responsibilities of Officers of System Administration

- 3.(12) Executive Director of Facilities Planning and Construction.
The Executive Director of Facilities Planning and Construction is an administrative officer of The University of Texas System.
- 3.(12)(1) Subject to delegation by the Deputy Chancellor for Administration, the Executive Director:
- 3.(12)(1)(1) Has direct supervisory responsibility over the administration and general supervision of any new building construction and initial equipping thereof costing in excess of \$5,000; any inside or outside repairs, remodeling, rehabilitation, new construction of improvements other than buildings, or campus planning costing \$50,000 or more; any preliminary planning, feasibility studies, or investigations which are estimated to ultimately develop into one of the above projects at any component institution of The University of Texas System; and over consultation, advice and work with the architects and engineers employed by the Board of Regents, subject to the terms and conditions of the contracts with those architects and engineers.

DEC 4 1970

REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENTS TO CONFORM TO ADMINISTRATIVE STRUCTURE EFFECTIVE JANUARY 1, 1971. --Section 4 of Chapter IX of Part One of the Regents' Rules and Regulations was suspended and waived by unanimous vote, and the following amendments to the Regents' Rules and Regulations, Part One, as set out on Pages 65-93 were adopted to be effective January 1, 1971. These amendments conform Part One of the Regents' Rules and Regulations to the official titles in the administrative structure effective January 1, 1971. It was ordered that the Organization Chart for The University of Texas System be revised to reflect the current titles. See Page 89a .

1. Amend Chapter I of Part One by changing subsection 8.6 and its subdivisions 8.61, 8.62, 8.63, 8.64, and 8.65, and subsections 8.7 and 8.8 to read as follows:

8.6 Communications to the Board

- 8.61 Nothing herein shall be construed to prevent members of the Board of Regents from informing themselves as to their duties and obligations in such manner as they may deem proper. However, the regular channel of communication from members of the Board of Regents to the faculty, staff, and administration is through the Chancellor and the chief administrative officer of the institution involved, and a copy of any communication sent by a Regent directly to any member of the faculty, staff, or administration should be furnished to the Chancellor and the chief administrative officer of the institution involved. All staff and faculty proposals that are to be acted upon by the Regents shall be presented to the Chancellor in sufficient time to permit him to consider such proposals, make recommendations thereon, and transmit them to the Secretary to the Board no later than seventeen days prior to the next meeting of the Board, in order that the calendar, agenda,

- and supporting material may be prepared in time to mail to the members of the Board so they will receive it at least five days prior to the meeting. Except where emergency proposals are involved, all such proposals not submitted to the Secretary within the time prescribed shall not be considered by the Board but shall automatically be deferred until the next meeting of the Board.
- 8.62 Except upon invitation of the Board of Regents, the Chairman of the Board, or the Chancellor, no person shall appear before the Board or any committee thereof unless he shall file with the Secretary to the Board a written request for such appearance at least ten days before the date of such appearance and unless the Chairman of the Board, or a majority of the whole Board, shall approve such request.
- 8.63 All official material to be distributed to the Regents shall be transmitted through the Office of the Secretary to the Board. Copies of all official communications from administrative officers to the Regents shall be sent to the Secretary. Communications from the Chancellor shall be exempt from this requirement at his discretion.
- 8.64 A docket, to be entitled the "Chancellor's Docket," composed of routine matters arising from System Administration and the component institutions, which are required to be reported to or approved by the Board of Regents in accordance with established policies of the Board, shall be prepared as directed and approved by the Chancellor. The Chancellor's Docket shall be distributed by the Secretary to all members of the Board eighteen days before the Board convenes, together with a ballot to be returned fourteen days thereafter. The ballot will read: "Approved, except as to the following items:" with space provided for listing the excepted items. Any excepted item listed by any Regent will not be approved but will be referred to the Committee of the Whole for consideration at the next meeting of the Board. All items not excepted by any Regent will be deemed approved without further action of the Board, and will be reported for the record in the minutes of the next meeting of the Board as an attachment to those minutes. Any Regent whose completed ballot has not been received by the Secretary at the conclusion of business on the fourteenth day after the Chancellor's Docket has been mailed to such Regent shall be deemed to have approved all items in the Docket, without exception.
- 8.65 Except for communications from the Chancellor and the Secretary to the Board, all communications to the Board from members of the faculty and staff should be in writing. The regular channel of communication from the faculty, staff, and administration to the Board is through the chief administrative officer of the institution involved and the Chancellor. A copy of any communication sent directly to a Board member should be furnished to the Chancellor and to the chief administrative officer of the institution involved. A description of all matters to be considered by the Board at any meeting shall be mailed or delivered to each member of the Board of Regents at least five days in advance of the meeting at which they are to be considered,

and insofar as possible, such material shall be mailed or delivered to the Regents at least ten days in advance of the meeting. Each such matter shall be accompanied by a summary of the facts pertaining thereto, the needs for action thereon, and the Chancellor's recommendations. Where contractual awards are involved, the summary shall show the method of competition, if any, the names and offers of all interested parties, and generally sufficient information to show the reasons for and fairness of each transaction. The Chancellor's recommendations shall state whether or not they are fully concurred in by any institutional head involved, and if not, the views and recommendations of the institutional head shall be included. Any matter not sent to the members of the Board of Regents, documented as herein provided, at least five days in advance of the meeting at which it is to be considered, shall go over to the next meeting for consideration; provided, however, that if sufficient emergency exists requiring immediate action, and it appears that the delay was unavoidable, this requirement may be waived by a two-thirds vote of the Board.

- 8.7 Report to Press on Actions of Board. --Matters of public interest will be given as promptly as possible after each meeting, to the press by the Executive Director of News and Information under the direction of the Chairman of the Board or the Chancellor.
- 8.8 Political and Otherwise Obviously Controversial Matters. --The Board of Regents reserves to itself the responsibility for passing upon matters of a political or obviously controversial nature which represent an official position of The University of Texas System or any institution or department thereof. Statements on such matters shall be made by the Chairman of the Board or the Chancellor. No Regent, officer, or faculty or staff member shall make or issue any public statement on any political or other subject of an obviously controversial nature which might reasonably be construed as a statement of the official position of The University of Texas System or any institution or department thereof, without the advance approval of the Board of Regents. It is not the intent of this policy statement to stifle the right of freedom of speech of anyone speaking in a personal capacity where he makes it clear that he is not speaking for The University of Texas System or any of its component institutions. Statements on matters of an emergency nature shall be cleared by the Chancellor with the Chairman of the Board of Regents.

2. Amend Part One by deleting Chapter II and substituting in lieu thereof the following:

CHAPTER II
ADMINISTRATION

Sec. 1. General Provisions.

- 1.1 The "System Administration" is the administration of The University of Texas System.
- 1.2 Component Institutions.
The University of Texas System is composed of those institutions assigned by the Constitution or by the Legislature to be governed by the Board of Regents of The University of Texas System.
- 1.3 Location.
The System Administration shall be based at Austin, to benefit from the proximity of State agencies and to take advantage of economies made possible by shared use of personnel and facilities with The University of Texas at Austin. System Administration officers shall travel to the other component institutions as their administrative responsibilities require.

Sec. 2. Officers of System Administration.

- 2.1 Chancellor Emeritus: The authority to bestow the title of Chancellor Emeritus shall rest with the Board of Regents, and an individual holding this title shall receive such salary and emoluments as are determined by the Board. This title shall be held at the pleasure of the Board of Regents. The Chancellor Emeritus shall have such duties and responsibilities as may be delegated or assigned to him by the Board of Regents and in these matters he shall report directly to the Board.
- 2.2 Principal Officers.
The Chancellor is the chief executive and administrative officer of The University of Texas System. The other principal officer of System Administration is the Deputy Chancellor for Administration.
- 2.3 Administrative Officers.
The administrative officers of The University of Texas System are Vice-Chancellor for Academic Affairs; Vice-Chancellor for Health Affairs; Executive Assistant to the Chancellor; Executive Director of News and Information; Executive Director for Development; Director for State Affairs; Director for Federal Affairs; Associate Deputy Chancellor for Investments, Trusts and Lands; Assistant Deputy Chancellor for Operations; Comptroller; Executive Director of

Facilities Planning and Construction; Director of the Law Office; System Personnel Director; Budget Director; Director of Accounting; and Director of Police.

2.4 Appointment and Tenure of Administrative Officers.

2.41 The Chancellor of The University of Texas System shall be elected by the affirmative vote of a majority of the Regents in office. The Chancellor shall hold office without fixed term, subject to the pleasure of the Board of Regents.

2.42 All other administrative officers of The University of Texas System shall be appointed by the Board of Regents after nomination by the Chancellor. Officers so appointed shall not have tenure by virtue of their respective administrative offices. They shall hold office without fixed term, subject to the pleasure of the Chancellor. His actions concerning administrative offices and officers are in turn subject to review and approval by the Board of Regents.

2.5 Staff and Line Functions of Officers Other than the Chancellor.

2.51 Staff function. Each official of System Administration shall be responsible for planning and policy formulation in his particular field and shall serve as adviser in his area to the Chancellor. In addition, with the knowledge of the Chancellor, he shall advise and consult with other members of System Administration and with the officials of the component institutions in his particular area of responsibility.

2.52 Duties. Officers of System Administration shall have such duties as shall be assigned to them by the Chancellor, and by delegation of the Chancellor, and as his personal representatives, they may be assigned specific executive responsibilities for carrying out administrative policies.

Sec. 3. Administrative Authority, Duties, and Responsibility of Officers of System Administration.

3.1 Chancellor. The Chancellor is the chief executive officer of The University of Texas System. In the areas of development, general policy, and general academic planning for The University of Texas System and its component institutions, the Chancellor, by delegation from the Board of Regents, is authorized to exercise or to delegate all of the power and authority possessed by the Board of Regents in the governance of the institutions composing The University of Texas System. The chief

administrative officer of each component institution in the System, acting in a line capacity for the operation of his institution, reports to the Chancellor and is responsible to the Chancellor and, through him, to the Board of Regents.

- 3.11 The Chancellor shall advise and counsel with the Board of Regents in establishing and promulgating basic policies for the governance and operation, development, and general academic planning of all component institutions of The University of Texas System. He shall:
- 3.11(1) Act as executive agent of the Board of Regents in implementing general policies of the Board.
 - 3.11(2) Recommend budgets for the operation of the component institutions of The University of Texas System, as approved in consultation with the Deputy Chancellor for Administration.
 - 3.11(3) Present to the Board of Regents nominations for all officers of System Administration and the component institutions, as set forth elsewhere in these Rules and Regulations.
 - 3.11(4) Act as the official for communication between the Board of Regents and University officials, staffs, faculties, and students.
 - 3.11(5) With the aid and advice of the Board of Regents, represent The University of Texas System with the Legislature and the Coordinating Board, Texas College and University System, and other State and Federal agencies.
 - 3.11(6) Serve as an ex officio member of all institutional faculties of The University of Texas System.
 - 3.11(7) Interpret the programs and needs to the public under policies established by the Board of Regents.
 - 3.11(8) Serve as chief executive agent of the Board of Regents in establishing policies and procedures for determining and approving developmental needs of The University of Texas System and in directing efforts to attract private fund support for meeting these needs.
 - 3.11(9) Review and recommend, in consultation with the Deputy Chancellor for Administration, the annual budgets of each component institution of The University of Texas System. The final budgetary review shall take place at least

two weeks before the printing of documents for presentation to the Board.

- 3.11(10) Review, in consultation with the Deputy Chancellor for Administration, the biennial legislative submissions of each component institution of The University of Texas System.
- 3.11(11) Conduct periodic review of the organization of The University of Texas System and its component institutions. In light of this review, he shall report to the Board of Regents recommendations for changes in organization, assignments, and procedures.
- 3.11(12) Normally act through the institutional head regarding the affairs of any component institution of The University of Texas System; however, he shall not be precluded from direct participation and communication with faculty members and groups.
- 3.11(13) Approve, after review of the Law Office and other administrative offices, all Institutional Supplements, to insure that they are not in conflict with the provisions of the Regents' Rules and Regulations.

3.12 The Chancellor may have such Special Assistants as may be authorized by the Board of Regents.

3.13 The Chancellor reports to and is responsible to the Board of Regents.

3.14 The Academic Affairs Council: The Academic Affairs Council is composed of the institutional heads of all component units of The University of Texas System. The Chancellor shall serve as the permanent chairman, and the Council will meet on call of the Chancellor. The Council shall review academic planning, operational procedures, development activities, and other matters of general concern to the several component units.

3.2 Deputy Chancellor for Administration.

The Deputy Chancellor for Administration is a principal officer of The University of Texas System.

3.21 Subject to delegation by the Chancellor, the Deputy Chancellor for Administration is the chief administrative officer for the day-to-day administrative operations of The University of Texas System and its component institutions. He shall:

- 3.21(1) In cooperation with the Chancellor, recommend annual operating budgets and biennial legislative submissions of each component institution of The University of Texas System.
- 3.21(2) Develop and implement programs for the most efficient management of personnel and resources.
- 3.21(3) Develop and implement programs of long-range planning for physical facilities and financial resources.
- 3.21(4) Through the System Administration and the staff of the component institutions develop training programs for personnel in the non-academic areas.
- 3.21(5) Plan and implement programs for uniform business systems development and management.
- 3.21(6) Have direct administrative authority and responsibility for efficient functioning of the following divisions and operations:
 - 3.21(6)(1) Business Administrative Operations of the component institutions (coordination of activities).
 - 3.21(6)(2) Associate Deputy Chancellor for Investments, Trusts and Lands.
 - 3.21(6)(3) Assistant Deputy Chancellor for Operations.
 - 3.21(6)(4) Office of the Comptroller.
 - 3.21(6)(5) Office of the Executive Director of Facilities Planning and Construction.
 - 3.21(6)(6) Office of Budget Director.
 - 3.21(6)(7) Law Office.
 - 3.21(6)(8) Office of Director of Police.
 - 3.21(6)(9) Office of System Personnel Director.
 - 3.21(6)(10) Office of Director of Accounting of The University of Texas at Austin (with respect to System Administration activities).
- 3.21(7) In the absence of the Chancellor, or in the event of his inability to act, the Deputy Chancellor for Administration shall discharge the duties and responsibilities of the Chancellor.
- 3.22 The Deputy Chancellor for Administration reports to and is responsible to the Chancellor.

3.23 Business Management Council. The Business Management Council advises the Deputy Chancellor for Administration in the areas of budgeting, business management, data processing, physical plant operations, planning, construction, and accounting systems development. The Council is composed of the chief business officers and the Deputy Chancellor for Administration (the Chairman), who prepares the agenda.

3.3 Vice-Chancellor for Academic Affairs. The Vice-Chancellor for Academic Affairs (general academic institutions) is an administrative officer of The University of Texas System.

3.31 Subject to delegation by the Chancellor, the Vice-Chancellor for Academic Affairs discharges those duties and responsibilities of the Chancellor related to academic affairs. He has the general assignment of effective coordination and routine administrative direction of the general academic institutions. Specifically, he:

- 3.31(1) Submits to the Chancellor recommendations on The University of Texas System programs in education, research, and public service, including general plans and operations of the general academic institutions.
- 3.31(2) Processes proposals from the general academic institutions requiring action by the Chancellor.
- 3.31(3) Prepares and submits to the Chancellor long-range and immediate academic plans.
- 3.31(4) With the knowledge of the Deputy Chancellor for Administration, he makes recommendations to the Chancellor for the development and operation of a coordinated University of Texas System for education, research, and public services connected therewith.
- 3.31(5) Pursuant to governing policies, recommends to the Chancellor and the Deputy Chancellor for Administration upon the annual operating budget requests submitted on behalf of each general academic institution (one month prior to review by the Board of Regents).
- 3.31(6) Recommends to the Chancellor and the Deputy Chancellor for Administration legislative appropriation requests (and policies for the development of such requests) to be submitted by The University of Texas System on behalf of the general academic institutions.
- 3.31(7) Processes all academic matters for the System institutions,

- both health and academic, with the Coordinating Board, and coordinates other academic matters directed to the Coordinating Board.
- 3.32 The Vice-Chancellor for Academic Affairs, with the approval of the Chancellor and the authorization by the Board of Regents, shall appoint such staff members as are required to carry out the responsibilities of his office.
- 3.33 The Vice-Chancellor for Academic Affairs reports to and is responsible to the Chancellor.
- 3.34 University Council. The University Council is composed of the Vice-Chancellor for Academic Affairs and the chief administrative officers of the general academic institutions of The University of Texas System. The Vice-Chancellor for Academic Affairs acts as the Council's permanent chairman and chief executive officer. The Council shall conduct regular meetings to review common problems of planning, development, and operation in the several institutions represented, and the Vice-Chancellor for Academic Affairs reviews the recommendations of the Council and transmits them to the Chancellor, together with his recommendation thereon.
- 3.35 Advisory Council on Graduate Affairs (General Academic Institutions). The Advisory Council on Graduate Affairs shall be chaired by the Vice-Chancellor for Academic Affairs, and shall have the duties and responsibilities as detailed in the Regents' Rules and Regulations, Part One, Chapter V, Part A, Section 3. The Vice-Chancellor for Academic Affairs shall review the recommendations of this Council and transmit them to the University Council, together with his recommendation thereon.
- 3.4 Vice-Chancellor for Health Affairs. The Vice Chancellor for Health Affairs is an administrative officer of The University of Texas System.
- 3.41 Subject to delegation by the Chancellor, the Vice Chancellor for Health Affairs discharges those duties and responsibilities of the Chancellor related to health affairs. He has the general assignment of effective coordination, and routine administrative direction of those institutions concerned primarily with health sciences. Specifically, he:
- 3.41(1) Submits to the Chancellor recommendations on The University of Texas System programs in health science education, research, and public service, including general plans and operations of the bio-medical institutions.

- 3.41(2) Processes proposals from the bio-medical institutions requiring action by the Chancellor.
 - 3.41(3) Prepares and submits to the Chancellor long-range and immediate academic plans.
 - 3.41(4) With the knowledge of the Deputy Chancellor for Administration, he makes recommendations to the Chancellor for development and operation of a coordinated University of Texas System for education, research, and public services connected therewith.
 - 3.41(5) Pursuant to governing policies, recommends to the Chancellor and the Deputy Chancellor for Administration upon the annual operating budget requests submitted on behalf of each bio-medical institution (one month prior to review by the Board of Regents).
 - 3.41(6) Recommends to the Chancellor and the Deputy Chancellor for Administration legislative appropriation requests (and policies for the development of such requests) to be submitted by The University of Texas System on behalf of the bio-medical institutions.
- 3.42 The Vice-Chancellor for Health Affairs, with the approval of the Chancellor and authorization by the Board of Regents, shall appoint such staff members as are required to carry out the responsibilities of his office.
- 3.43 The Vice-Chancellor for Health Affairs reports to and is responsible to the Chancellor.
- 3.44 Health Affairs Council. The Health Affairs Council is composed of the Vice-Chancellor for Health Affairs and the chief administrative officers of the divisions or component institutions of The University of Texas System concerned directly with health affairs. The Vice-Chancellor for Health Affairs acts as the Council's permanent chairman and chief executive officer. The Council shall conduct regular meetings to review common problems of planning, development, and operation in the several institutions represented, and the Vice-Chancellor for Health Affairs receives the recommendations of the Council and transmits them to the Chancellor, together with his recommendation thereon.
- 3.45 Graduate Council for the Bio-Medical Institutions. The Graduate Council for the Bio-Medical Institutions shall be chaired by the Vice-Chancellor for Health Affairs, and shall have the duties and responsibilities as detailed in the Regents' Rules and Regulations, Part One, Chapter V,

Part B, Section 4. The Vice-Chancellor for Health Affairs shall review the recommendations for this Council and transmit them to the Health Affairs Council, together with his recommendation thereon.

- 3.5 Executive Assistant to the Chancellor.
The Executive Assistant to the Chancellor is an administrative officer of The University of Texas System, and is the principal assistant to the Chancellor in the administration of the responsibilities of the Office of the Chancellor. In this regard, the duties of the position include, but are not limited to:
- 3.51 Coordination of all matters between the Office of the Chancellor and the activities and functions in the Office of the Deputy Chancellor for Administration.
 - 3.52 Coordination of all matters between the Office of the Chancellor and the Office of the Secretary to the Board of Regents.
 - 3.53 Assignment and coordination of those duties and responsibilities delegated to other administrative officers of the Chancellor.
 - 3.54 On delegation from the Chancellor, represent him in relationships with the component institutions, other institutions and agencies, and the general public.
 - 3.55 Ongoing evaluation and coordination of the internal administrative procedures and supporting staff of the Chancellor's Office.
 - 3.56 Such other duties and responsibilities as may be directed by the Chancellor.
- 3.6 Executive Director for Development.
The Executive Director for Development is an administrative officer of The University of Texas System.
- 3.61 In carrying out his duties and responsibilities, he
 - 3.61(1) Serves as executive officer for The University of Texas System Advisory Council.
 - 3.61(2) Acts under the authority delegated by the Chancellor for private fund development for The University of Texas System.
 - 3.61(3) Coordinates policies and activities involving internal foundations and University-related external foundations.
 - 3.61(4) Coordinates and cooperates with executive heads of the component units in development programs.
 - 3.61(5) Coordinates efforts of component institution officials to create a favorable climate for philanthropic support among various constituencies, including alumni, foundations, business and industry, associations, parents of students, friends, and benefactors.

- 3.61(6) Advises component institution administrative officials, deans, and directors on projects involving private gift support, suggests possible granting agencies or benefactors, and assists when needed in the preparation of grant proposals and their presentation.
 - 3.61(7) Administers procedures for the preparation of gift records, gift processing, gift acknowledgments, and gift dockets for the Board of Regents.
 - 3.62 The Executive Director for Development reports to and is responsible to the Chancellor.
- 3.7 Executive Director, News and Information Service:
The Executive Director, News and Information Service, is an administrative officer of The University of Texas System.
- 3.71 Subject to delegation by the Chancellor, the Executive Director
 - 3.71(1) Has direct responsibility for communications about activities of the Board of Regents and The University of Texas System administration.
 - 3.71(2) Has the responsibility of coordinating news releases and other public information emanating from the component institutions, which involve the Board of Regents and System Administration.
 - 3.71(3) Coordinates and serves as liaison to any person or persons who serve as consultants to The University of Texas System administration in the area of media relations and public information dissemination.
 - 3.71(4) Develops a format for the presentation of information about System and/or component institutions to the general public.
 - 3.71(5) Makes recommendations to the Chancellor and the Deputy Chancellor for Administration regarding budget requests and staffing requirements for the public information services of the component institutions.
 - 3.71(6) Performs such other duties and assignments as may be delegated to him from the Chancellor.
 - 3.72 The Executive Director, News and Information Service, reports to and is responsible to the Chancellor.

3.8 Director for Federal Affairs.

The Director for Federal Affairs is an administrative officer of The University of Texas System.

3.81 Subject to delegation by the Chancellor, the Director for Federal Affairs shall:

- 3.81(1) On the direction of the Chancellor, represent The University of Texas System in its relations with Federal agencies.
- 3.81(2) Advise the Chancellor on relations with the Congress and Federal agencies.
- 3.81(3) Inform appropriate administrative officers of current and long-range developments on the national level affecting The University of Texas System and its component institutions.
- 3.81(4) Maintain and distribute information on Federal programs, assuring continuous and prompt action by The University of Texas System on applications and communications to Federal agencies and offices.
- 3.81(5) Advise the appropriate officials of the component institutions with regard to available Federal programs and facilitate their participation therein.

3.82 The Director for Federal Affairs reports to and is responsible to the Chancellor.

3.9 Director for State Affairs.

The Director for State Affairs is an administrative officer of The University of Texas System.

3.91 Subject to delegation by the Chancellor, the Director for State Affairs shall:

- 3.91(1) On the direction of the Chancellor, represent The University of Texas System in its relations with the Texas Legislature and State and municipal agencies.
- 3.91(2) Advise the Chancellor on relations with the Legislature and State agencies.
- 3.91(3) Inform appropriate administrative officers of current and long-range developments on the State level affecting The University of Texas System and its component institutions.
- 3.91(4) Maintain and distribute information on State programs, assuring continuous and prompt action by The University of Texas System on applications and communications to State agencies and offices.
- 3.91(5) Advise the appropriate officials of the component institutions with regard to available State

programs and facilitate their participation therein.

3.92 The Director for State Affairs reports to and is responsible to the Chancellor.

3.(10) Associate Deputy Chancellor for Investments, Trusts and Lands.

The Associate Deputy Chancellor for Investments, Trusts and Lands is an administrative officer of The University of Texas System.

3.(10)(1) He recommends through the Deputy Chancellor for Administration, and the Chancellor, to the Board, and implements when they are approved by the Board, policies and actions with respect to:

- 3.(10)(1)(1) The investment, management, and administration of all endowment funds belonging to The University of Texas System and its component institutions, including the Permanent University Fund, the Available Fund, and all trust and special funds.
- 3.(10)(1)(2) The management and administration of the surface of all endowment lands and real estate belonging to The University of Texas System and its component institutions, including the West Texas Lands and all trust properties.
- 3.(10)(1)(3) The management and administration of oil, gas, and other mineral exploration and production on all endowment lands and real estate belonging to The University of Texas System and its component institutions, including the West Texas Lands and all trust properties.
- 3.(10)(1)(4) The issuance, management, and payment of all bonds and other evidences of indebtedness issued by the Board of Regents for The University of Texas System and its component institutions.
- 3.(10)(1)(5) Working closely with the Board for Lease of University Lands in the discharge of its duties and responsibilities.
- 3.(10)(1)(6) Presenting to the Board of Regents through the Deputy Chancellor for

- Administration and the Chancellor periodic reports of the status and prospect of funds for which he has responsibility and that will be available for expenditure by The University of Texas System and its component institutions.
- 3.(10)(1)(7) Consulting with the Executive Associate for Economic Affairs with respect to the development of long-range plans for the development and management of the economic resources of The University of Texas System and its component institutions.
- 3.(10)(1)(8) Supervising the proper operation of the following budgeted activities:
 Office of Investments,
 Trusts and Lands
 Board for Lease -
 University Lands;
 Auditing Oil and Gas
 Production;
 University Lands -
 Geology and Surveying;
 Oil Field Supervision
 and Geophysical
 Exploration;
 University Lands -
 Surface Leasing;
- 3.(10)(2) The Associate Deputy Chancellor for Investments, Trusts and Lands reports to and is responsible to the Deputy Chancellor for Administration.
- 3.(11) Assistant Deputy Chancellor for Operations.
 The Assistant Deputy Chancellor for Operations is an administrative officer of The University of Texas System.
- 3.(11)(1) Subject to delegation by the Deputy Chancellor for Administration, the Assistant Deputy Chancellor for Operations is responsible for:
- 3.(11)(1)(1) Supervising and coordinating the acquisition of all real property at the component institutions.
- 3.(11)(1)(2) Representing the Deputy Chancellor for Administration at all meetings of:
 Committee of Governing
 Boards;
 Council of College
 Presidents;

Coordinating Board;
TASSCUBO;
Texas Association of
Classroom Teachers;
and
such other organizations
as the Chancellor or
Deputy Chancellor for
Administration may designate.

3.(11)(1)(3) Direct responsibility for the management of the System-wide insurance programs, including approval of all policies, such programs to include:
Fire and Extended Coverage;
Liability;
Health;
Life;
Accidental Death And Dismemberment;
Income Replacement; and Retirement.

3.(11)(1)(4) Special assignments, as delegated or assigned by the Deputy Chancellor for Administration.

3.(11)(2) The Assistant Deputy Chancellor for Operations reports to and is responsible to the Deputy Chancellor for Administration.

3.(12) Executive Director of Facilities Planning and Construction.

The Executive Director of Facilities Planning and Construction is an administrative officer of The University of Texas System.

3.(12)(1) Subject to delegation by the Deputy Chancellor for Administration, the Executive Director

3.(12)(1)(1) Has direct supervisory responsibility over the administration and general supervision of new construction and other permanent improvements, including repair and remodeling projects involving the expenditure of \$50,000 or more; and over consultation, advice and work with the architects and engineers employed by the Board of Regents, subject to the terms and conditions of the contracts with those architects and engineers. Serves as ex officio member of all faculty building committees at the component institutions.

3.(12)(1)(3) Prepares and executes all documents relating to the acquisition and the use of funds received from the

- Federal Government and State agencies in connection with construction grant awards.
- 3.(12)(1)(4) Coordinates the preparation of and approves all grant applications on approved construction projects filed with governmental agencies.
- 3.(12)(1)(5) Coordinates the development of and maintains master plans for all component institutions, including but not limited to land utilization, utility, and landscape plans.
- 3.(12)(1)(6) Develops standards for maintenance of all physical facilities at component institutions.
- 3.(12)(1)(7) Has direct responsibility for negotiation and approval of all utility contracts.
- 3.(12)(2) The Executive Director of Facilities Planning and Construction reports to and is responsible to the Deputy Chancellor for Administration.
- 3.(13) Comptroller.
The Comptroller is an administrative officer of The University of Texas System.
- 3.(13)(1) Subject to delegation by the Deputy Chancellor for Administration, the Comptroller formulates and recommends procedures to be followed in the business operations of The University of Texas System for:
- 3.(13)(1)(1) Accounting, auditing and reporting, and expenditure control.
- 3.(13)(1)(2) Receipt, disbursements, and custody of moneys.
- 3.(13)(1)(3) Procurement and purchasing.
- 3.(13)(1)(4) Management of auxiliary and service enterprises.
- 3.(13)(1)(5) Data processing systems -- including prior approval of equipment acquisitions by purchase or lease.
- 3.(13)(1)(6) Accounting and business system development.
- 3.(13)(1)(7) Accounting records, forms, procedures and financial reports, including format for such reports.
- 3.(13)(1)(8) Terms of depository agreements with banks.

- 3.(13)(1)(9) Lease contracts for building space.
 - 3.(13)(1)(10) Approval of the business aspects and overhead rates in research and other contracts with outside agencies.
 - 3.(13)(1)(11) Supervision of post auditing at each component institution.
 - 3.(13)(2) The Comptroller is responsible as joint custodian with the Director of Accounting of The University of Texas at Austin for securities owned by The University of Texas System funds that are not on deposit in the State Treasury.
 - 3.(13)(3) The Comptroller reports to and is responsible to the Deputy Chancellor for Administration.
- 3.(14) Budget Director.
 The Budget Director is an administrative officer of The University of Texas System.
- 3.(14)(1) The Budget Director's primary responsibilities are to plan and develop systems and procedures for uniform budget preparation, budget control, and financial reporting.
 - 3.(14)(2) Subject to delegation by the Deputy Chancellor for Administration, the Budget Director:
 - 3.(14)(2)(1) Formulates procedures governing the preparation and review of all budgets and development of effective methods of presenting approved budgets to appropriate agencies.
 - 3.(14)(2)(2) Recommends procedures to be followed, including format, schedules of budget preparation, and effective review of budgets.
 - 3.(14)(2)(3) Prepares budget-writing instructions.
 - 3.(14)(2)(4) Conducts budget and other related research studies.
 - 3.(14)(2)(5) Plans systems and procedures for budgetary control and financial reporting.
 - 3.(14)(2)(6) Controls and supervises distribution of all budgets, and processes and approves (as delegated) interim budget changes.
 - 3.(14)(2)(7) Prepares periodic budgetary, financial, and special reports, as appropriate.

- 3.(14)(2)(8) Serves as liaison with the staff of the Legislative Budget Board, the Governor's Budget Office, and the Coordinating Board, Texas College and University System.
- 3.(14)(3) The Budget Director reports to and is responsible to the Deputy Chancellor for Administration.
- 3.(15) Director of the Law Office.
The Director of the Law Office is an administrative officer of The University of Texas System.
 - 3.(15)(1) Subject to delegation by the Deputy Chancellor for Administration, the Director is responsible for:
 - 3.(15)(1)(1) Administering and supervising all legal matters affecting The University of Texas System.
 - 3.(15)(1)(2) Delegating to staff members responsibility for the administration and general supervision of certain legal matters, the scheduling of work loads, and the assignment by subject of legal problems to staff members.
 - 3.(15)(1)(3) Approving as to form all contracts and agreements.
 - 3.(15)(1)(4) Approving as to form all amendments to the Regents' Rules and Regulations.
 - 3.(15)(1)(5) Approving as to both form and content all institutional supplements, whether finally approved or not, and all amendments to such supplements.
 - 3.(15)(1)(6) Drafting all legislation that has been approved by the Board of Regents or that has been requested by any officer of System Administration for submission to the Board of Regents for approval.
 - 3.(15)(1)(7) Working in cooperation with the Attorney General of the State of Texas, as well as legal counsel engaged in private practice or in practice for any agency of the State.
 - 3.(15)(1)(8) Any other legal matters delegated by the Deputy Chancellor for Administration.
 - 3.(15)(2) The Director of the Law Office reports to and is responsible to the Deputy Chancellor for Administration.

3.(16) System Personnel Director.

The System Personnel Director is an administrative officer of The University of Texas System.

3.(16)(1) The System Personnel Director's primary responsibility is to plan, develop, and coordinate System-wide personnel policies and procedures. Subject to delegation by the Deputy Chancellor for Administration, the System Personnel Director:

- 3.(16)(1)(1) Acts as liaison between component institution personnel officers and the System offices regarding all personnel matters related to classified personnel, administrative staff, and certain matters related to teaching and/or academic personnel.
- 3.(16)(1)(2) Advises the System Officers and makes recommendations concerning development of methods and procedures designed to maximize the effectiveness of System Personnel Programs.
- 3.(16)(1)(3) Reviews and recommends all classified personnel pay plans for each component institution, including the establishment of proper classifications and pay scales consistent with needs and System-wide policies and procedures.
- 3.(16)(1)(4) Reviews and recommends the Personnel Office budgets for each component institution.
- 3.(16)(1)(5) Directs administration of the System Personnel Office, including the Workmen's Compensation Insurance section.
- 3.(16)(1)(6) Reviews and recommends to System Officers any rules and regulations or changes thereto that, after proper consultation with officers of component institutions, are considered beneficial or necessary for the proper administration of the System-wide Personnel Program.
- 3.(16)(1)(7) Establishes Employee Development and Training Programs for all component institutions, including particularly Supervisory Training Programs.

- 3.(16)(1)(8) Formulates policies and procedures concerning labor relations and employer-employee relationships.
 - 3.(16)(1)(9) Assists in establishing Personnel Data Systems and proper practices and procedures concerning the personnel records of all employees.
 - 3.(16)(1)(10) Conducts System-wide Wage and Salary Research Studies and formulates data for proper implementation of personnel pay programs.
 - 3.(16)(1)(11) In consultation with the personnel offices of the component institutions, develops and maintains a System-wide personnel pay plan with uniform titles and account numbers.
 - 3.(16)(2) The System Personnel Director reports to and is responsible to the Deputy Chancellor for Administration.
- 3.(17) Director of Accounting of The University of Texas at Austin.
 The Director of Accounting of The University of Texas at Austin is the accounting officer for both The University of Texas at Austin and for System Administration.
- 3.(17)(1) Subject to delegation by the Deputy Chancellor for Administration, for System Administration he shall:
 - 3.(17)(1)(1) Have responsibility for custody, accounting, and reporting of all funds handled by the Director of Accounting's Office for the component institutions outside of Austin, and for System Administration, the Permanent University Fund, the Available University Fund, and trust and special funds.
 - 3.(17)(1)(2) Have custodianship with the comptroller of securities owned by The University of Texas System funds that are not on deposit in the State Treasury.
 - 3.(17)(1)(3) Maintain a full and complete set of records that accurately reflect the balances and transactions of all financial and property accounts of The University of Texas System

(as contrasted with such accounts of the component institutions).

3.(17)(2) With respect to System Administration matters, the Director of Accounting of The University of Texas at Austin reports to and is responsible to the Deputy Chancellor for Administration. With respect to other matters, he reports to the appropriate officers of The University of Texas at Austin.

3.(18) Director of Police.

The Director of Police is an administrative officer of The University of Texas System.

3.(18)(1) Subject to delegation by the Deputy Chancellor for Administration, the Director of Police is responsible for:

3.(18)(1)(1) Recommending qualifications for police personnel at the component institutions of The University of Texas System.

3.(18)(1)(2) Recommending the organizational structure for police departments at the component institutions of The University of Texas System.

3.(18)(1)(3) Establishing a uniform training program for System police, including basic in-service training and seminars, establishment of a program for supervision and coordination of on-the-job training at each component institution of The University of Texas System, and developing of new training techniques.

3.(18)(1)(4) Conducting The University of Texas System training in accordance with the standards of the Texas Commission on Law Enforcement Officer Standards and Education, in order to maintain accreditation with this state agency.

3.(18)(1)(5) Maintaining liaison with the Director of Training, Texas Department of Public Safety, and the Coordinator of Training, Federal Bureau of Investigation, and being aware of new training techniques, procedures, programs, and equipment.

3.(18)(1)(6) Establishing a uniform reporting and record system for police departments at the component institutions of The University of Texas System.

- 3.(18)(1)(7) Conducting periodic surveys of the police departments of the component institutions and evaluating their performance as police agencies.
- 3.(18)(1)(8) Submitting periodic reports to the Deputy Chancellor for Administration concerning the operations of the police departments of the component institutions of The University of Texas System.
- 3.(18)(2) The Director of Police reports to and is responsible to the Deputy Chancellor for Administration.

Sec. 4. Chief Administrative Officers of Component Institutions.

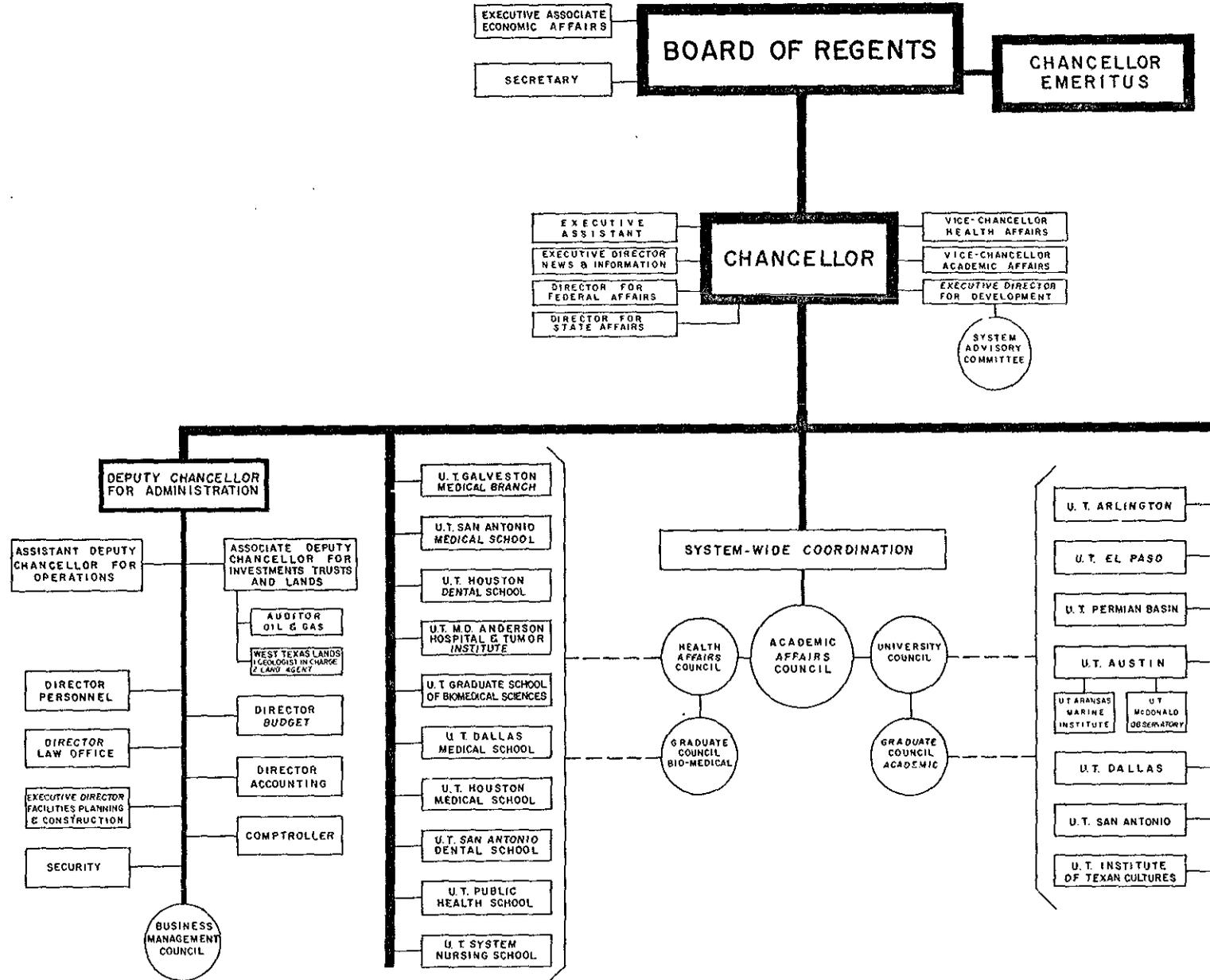
- 4.1 The Board of Regents, upon recommendation of the Chancellor, shall appoint the Chief Administrative officer of each of the component institutions. The Chief Administrative officer of each of the component institutions serves under and reports to the Chancellor, is responsible to the Chancellor, and has access to the Board of Regents only through the Chancellor.
- 4.2 Within the policies and regulations of the Board of Regents, and under the supervision and direction of the Chancellor, the Chief Administrative officer of each unit has general authority and responsibility for the administration of that institution.
 - 4.21 Specifically, the Chief Administrative officer is expected, with appropriate participation of the staff, to:
 - 4.21(1) Develop and administer plans and policies for the program, organization, and operations of the institution.
 - 4.21(2) Interpret The University of Texas System policy to the staff, and interpret the institutions' program and needs to the Chancellor and to the public.
 - 4.21(3) Develop and administer policies relating to students, where applicable, to the proper management of services to patients.
 - 4.21(4) Recommend appropriate operating budgets and supervise expenditures under approved budgets.
 - 4.21(5) Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.
 - 4.21(6) Insure efficient management of business affairs and physical property; recommend additions and alterations to the physical plant.
 - 4.21(7) Serve as presiding officer at official meetings of faculty and staff of the institution, and as ex officio member of each college or school faculty (if any) within the institution.

- 4.21(8) Appoint all faculty and staff committees.
- 4.21(9) Cause to be prepared and submitted to the Chancellor the rules and regulations for the governance of the institution. When such rules and regulations have been finally approved by the Chancellor, they shall thereafter constitute the "Institutional Supplement" for that institution. Provided, however, that whether or not finally approved by the Chancellor, any rule or regulation in any such "Institutional Supplement" that is in conflict with any rule or regulation in the Regents' Rules and Regulations, as now in effect, is null and void and has no effect, and whenever any such conflict is detected, the Chancellor and the Chief Administrative officer of the component institution shall immediately make such amendments to the "Institutional Supplement" as may be necessary to eliminate such conflict.
- 4.21(10) Assume initiative in developing long-range plans for the program and physical facilities of the institution.
- 4.21(11) Assume active leadership in developing private fund support for the institution in accordance with policies and procedures established in the Regents' Rules and Regulations.

Sec. 5. Appointment of Other Administrative Officers.

- 5.1 The Board of Regents shall delegate to the Chancellor the responsibility for the appointment of all other administrative officers of the component institutions, including vice-presidents, deans, and directors, who are nominated by the Chief Administrative officers of the component institutions.
- 5.2 The Chief Administrative officer of each component institution is responsible for the appointment of the department chairmen or department heads.
- 5.3 The Board of Regents endorses the principle of reasonable faculty and student consultation in the selection of administrative officers of the component institutions, and expects the Chancellor or Chief Administrative officer, as he deems appropriate, to consult in the selection process with representatives of the faculty and student body.

TABLE OF ORGANIZATION FOR THE UNIVERSITY OF TEXAS SYSTEM



3. Amend Part A of Chapter V of Part One by changing Sections 1, 2, and 3 and its subsections 3.1 and 3.2, and Section 5, subsection 6.1 and 6.11 of Section 6, and Section 7 to read as follows:
 - Sec. 1. The various component institutions of The University of Texas System authorized to offer graduate degrees shall each have a Graduate School or a Division of Graduate Studies. The head of each component institution of The University of Texas System shall be responsible to the Chancellor, and through him, to the Board of Regents for the policies and administration of the graduate programs.
 - Sec. 2. Chancellor - Graduate Program. The Chancellor has general responsibility for direction of the graduate program, and subject to the approval of the Board of Regents, is the ultimate authority in its administration. In consultation with the Vice-Chancellor for Academic Affairs and the Vice-Chancellor for Health Affairs, the Chancellor shall review the recommendations of the graduate councils (general academic institutions and bio-medical institutions), and together with his recommendations thereon, forward them for action by the Board of Regents.
 - Sec. 3. Advisory Council on Graduate Affairs. There shall be an Advisory Council on Graduate Affairs for the general academic institutions in The University of Texas System appointed by the Chancellor. Each member shall have one vote. The Chancellor shall be an ex officio member.
 - 3.1 The Vice-Chancellor for Academic Affairs is the permanent chairman of the Advisory Council on Graduate Affairs. The chairman shall call meetings as required, but at least once each semester. In case of a tie vote, the chairman may cast a vote.
 - 3.2 The Council is charged with relating the development of the graduate programs of The University of Texas System to those of other major institutions in such a way as to enhance the development of the graduate programs of The University of Texas System as well as to effect maximum utilization of resources for graduate education generally. It is also the responsibility of the Council to advise the Chancellor on such matters as the quality of graduate students, the qualifications of members of the graduate faculties, proposed new graduate degree programs, and the level of courses offered in the component institutions.
 - Sec. 5. Graduate Program Administrators. Each component institution of The University of Texas System that offers a graduate program shall have a graduate program administrator. After consulting with an appropriate faculty committee and with the approval of the Chancellor and the Board of Regents, the head of the component institution shall appoint the graduate program administrator, who shall report to him.
 - 6.1 Membership in the Graduate Faculties. Any University of Texas System faculty member who holds a position of tenure in a department or comparable unit conducting an active doctoral program not excluded under Section I, and who is, or on appointment will be, an active participant in such a program becomes a member of the Graduate Faculty of his component institution upon certification by

the appropriate committee on graduate studies, and approval by the graduate administrator, the head of the component institution, the Chancellor, and the Board of Regents. The definition of "active participants" resides with the appropriate committee on graduate studies. Faculty members holding tenure positions within a department that does not have an active doctoral program, but who are active participants in joint doctoral programs, will be certified by the appropriate committee on graduate studies. A faculty member not meeting these criteria but who is judged to fulfill the conditions of membership outlined in Section 6 may become a member of a Graduate Faculty upon nomination by the appropriate committee on graduate studies, review by the Committee on Membership in the Graduate Faculty of the component institution, and approval by the Graduate Assembly, the graduate administrator, and the head of the component institution, and by the Chancellor and the Board of Regents. The local graduate program administrator shall always be invited to participate in discussion on salary advancements of Graduate Faculty members and on promotions or new appointments for any person who, by virtue of such promotion or appointment, will become a member of the Graduate Faculty. When an outstanding person is granted tenure status and membership in the faculty of any component institution of The University of Texas System within a department that does not have an active doctoral program, he may be appointed to the graduate faculty of that component institution with the approval of the appropriate committee on membership, the graduate administrator, the head of the component institution, the Chancellor, and the Board of Regents.

6.11 Special Members. An outstanding person from government, industry, the professions, education foundations, a component institution, or another academic institution who is granted teaching responsibilities on a visiting or part-time basis in connection with the graduate program of any component institution may be appointed a Special Member of the Graduate Faculty of the component institution for the duration of his teaching assignment. Appointment shall be by nomination of the appropriate Committee on Graduate Studies and approval by the local graduate administrator, the head of the component institution, the Chancellor, and the Board of Regents.

Sec. 7. Graduate Assemblies. The Graduate Faculty of each component institution shall exercise its legislative functions through a Graduate Assembly. This body shall be responsible for formulating policies concerned with academic aspects of the graduate program, such as setting minimum standards for admission and retention of students, and for furthering the development of the graduate program. Authority for matters of concern to the entire institution or system, such as the calendar, disciplinary problems, etc., will reside with the appropriate general faculty groups.

Each Graduate Assembly will consist of members of the Graduate Faculty, other than administrators, with vote and ex officio members without vote. Ex officio members will include the Chancellor, the Vice-Chancellor for Academic Affairs, the head of the component institution, the graduate administrator, such associate administrators as have been approved as members of the Council on Graduate Affairs, and the administrative heads of colleges and schools (which

are not subdivisions of colleges). At The University of Texas at Austin, members with vote will be elected from the total membership of the Graduate Faculty to represent the interests of the entire Graduate Faculty. At other component institutions, all Members of the Graduate Faculty shall constitute the Graduate Assembly until such time as the development of the graduate program has justified an elected Assembly.

Each Graduate Assembly shall elect a chairman and a secretary from its voting members. Standing committees of the Graduate Assembly will include a Committee on Membership in the Graduate Faculty, a Committee on Graduate Students, and a Committee on Graduate Program Policy. The assembly may create such other standing or ad hoc committees as are necessary. Each Graduate Assembly shall establish such procedures as are necessary for it to fulfill its function. All legislation except emergency legislation requires approval of the graduate administrator, the head of the component institution, the Chancellor, and the Board of Regents before it becomes effective. Legislation classified by the Secretary as emergency and not overruled by a majority vote of the assembly shall be in effect immediately on passage and until disapproved by the graduate administrator, the head of the component institution, the Chancellor, or the Board of Regents.

4. Amend Part B of Chapter V of Part One by changing Sections 1, 2, 4, and 6 and subdivision 7. 11 of Section 7, and Section 11 to read as follows:

Sec. 1. Each of the bio-medical institutions of The University of Texas System, as defined by the Chancellor and approved by the Board of Regents, may have a Graduate School, or two or more institutions may have a combined Graduate School.

Sec. 2. The Chancellor has general responsibility for direction of the graduate programs, and, subject to approval of the Board of Regents, is the ultimate authority in its administration. In consultation with the Vice-Chancellor for Academic Affairs and the Vice-Chancellor for Health Affairs, the Chancellor shall review the recommendations of the graduate councils (general academic institutions and bio-medical institutions), and together with his recommendations thereon, forward them to the Chancellor's Academic Planning Cabinet prior to action by the Board of Regents.

Sec. 4. Graduate Council for the Bio-Medical Institutions. There shall be a Graduate Council for the bio-medical institutions to be made up of the graduate administrators of the institutions and one elected member from the Graduate Faculty of each institution, the latter to serve for a two-year period. The Vice-Chancellor for Health Affairs is the permanent chairman of the Graduate Council for the Bio-Medical Institutions. The Chancellor, Vice-Chancellor for Health Affairs, and the institutional heads shall be ex officio members without vote. The Graduate Council shall advise the Health Affairs Council on matters concerning graduate education in the bio-medical institutions and shall make recommendations on policy, quality, and coordination of future graduate programs.

Sec. 6. Graduate Program Administrators. Each of the bio-medical institutions of The University of Texas System that offers graduate programs shall have a graduate administrator. The graduate administrator, who must be a member of the Graduate Faculty, shall be appointed by the institutional head with the approval of the Chancellor and the Board of Regents.

7.11 Any faculty member who holds a position of tenure in a department or comparable unit conducting an active graduate program not excluded under Section 1, or who has demonstrated competence in graduate education and who is, or on appointment will be, an active participant in such a graduate program, becomes a member of the Graduate Faculty upon certification by the appropriate Committee on Graduate Studies and approval by the graduate administrator, the head of the institution, the Vice-Chancellor for Health Affairs, the Deputy Chancellor for Administration, and the Board of Regents. Faculty members holding tenure positions in a department that does not have an active graduate program, but who are active participants in joint graduate programs, may be certified by the appropriate Committee on Graduate Studies.

Sec. 11. Each bio-medical institution shall prepare and maintain in a current state an institutional supplement pertaining to the operation of its graduate program. This shall be filed with the Deputy Chancellor for Administration.

5. Amend subsection 1.3 of Section 1 of Chapter VI of Part One to read as follows:

1.3 All authority held and exercised by a Dean of Students is delegated to him by the institutional head just as all authority held and exercised by an institutional head is delegated to him by the Chancellor. Therefore, any action taken is subject to review by the institutional head and the Chancellor, and both the Chancellor and the institutional head may approve, amend, or disapprove such action, just as the Chancellor may approve, amend, or disapprove any action taken by the administrative head of any component institution.

6. Amend Section 1 of Chapter IX of Part One by deleting subsection 1.2.

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REGENTS' RULES AND REGULATIONS, PART ONE: SUSPENSION OF OPERATION OF CHAPTER VI, SECTION 6.13. --Upon recommendation of President ad interim Jordan, concurred in by Chancellor-Elect LeMaistre, Chapter VI, Section 6.13, of the Regents' Rules and Regulations, Part One, was suspended for an indefinite period in order to give the presidents of the three general academic institutions an opportunity to confer with their faculties and students and with each other and to formulate a recommendation as to the future operation of the rule.

DEC 4 1970 REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER I, SECTION 6.21 (SPECIAL MEETINGS). --Section 4, Chapter IX, Part One, of the Regents' Rules and Regulations was suspended and waived by unanimous vote and Section 6.21 of Chapter I of Part One of the Regents' Rules and Regulations was amended to read as follows. This amendment conforms the present rule to the time prescribed by the "Texas Open Meeting Law":

- 6.21 Special meetings of the Board shall be held upon the call of the Chairman, or upon the written request of three members of the Board. The Chairman shall cause written notification of the time, place, and purposes of any special meeting to be mailed to each member of the Board by the Secretary at least three days before the time of the meeting.

DEC 4 1970 REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER I, SECTION 8.64 (DOCKET). --Section 4, Chapter IX, Part One, of the Regents' Rules and Regulations was suspended and waived by unanimous vote and subsection 8.64 of Chapter I of Part One of the Regents' Rules and Regulations was amended to read as follows:

- 8.64 A docket, to be entitled the "Chancellor's Docket," composed of routine matters arising from System Administration and the component institutions, which are required to be reported to and/or approved by the Board of Regents in accordance with established policies of the Board, shall be prepared as directed and approved by the Chancellor. The Chancellor's Docket shall be distributed by the Secretary to all members of the Board eighteen days before the Board convenes, together with a ballot to be returned fourteen days thereafter. The ballot will read: "Approved, except as to the following items:" with space provided for listing the excepted items. Any excepted item listed by any Regent will be placed on the agenda as an item for formal consideration. All items not excepted by any Regent will be approved by the Board at its next meeting, without detailed consideration.

This item was not listed on the Agenda and will be resubmitted for ratification at the January 1971 meeting.