

## CHAPTER III

### PERSONNEL

#### Sec. 1. Appointments.

- 1.1 The Board of Regents, upon the recommendation of the Chancellor, shall elect or appoint, as the case may be, all of the officers, faculty members, and employees of Central Administration and of the component institutions and agencies of The University of Texas System, fixing, subject to State and Federal laws, the duties, rights, and privileges of each employee or each class or group of employees; provided, however, that the Board may delegate to the Deputy Chancellor, or to the executive heads of the component institutions authority to appoint employees in certain designated classes or categories.
- 1.2 All appointments shall be made on the basis of merit.
- 1.3 The chief administrative officers of the component institutions shall investigate thoroughly the character, integrity, scholastic attainment, etc., of prospective members of their faculties and staffs before nominating them to the Deputy Chancellor and the Board, or before exercising any delegated authority for making appointments.
- 1.4 The chief administrative officers of the component institutions shall not nominate or appoint, nor will the Board approve the appointment of, any person whose conduct or views are not exemplary; and the Board may inquire, or authorize inquiry, into family history, health, and personal and moral character.
- 1.5 As provided in the Constitution of the State of Texas, Article I, Section 4, and by statute, no religious qualification shall be required for appointment to any office or position connected with The University of Texas System or any component institution thereof.

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- 1.5 As provided in the Constitution of the State of Texas, Article I, Section 4, and by statute, no religious qualification shall be required for appointment to any office or position connected with The University of Texas System or any component institution thereof.
- 1.6 As provided by statute (Article 6252--7, Vernon's Civil Statutes), every employee is required to execute an oath or affirmation that he is not connected or associated with the Communist party or Communist activities.

1.6 There shall be full compliance with statutory and rider provisions requiring notification to employees of specific provisions or language.

1.7 Each component institution may require X-rays of the chest for applicants to be employed in regular positions. Employees whose duties will require the handling of food must pass a physical examination indicating fitness for the position for which application is made. The examination may be made at the health service of the component institution at which the applicant will be employed, if such service exists. Reports of physical examinations shall be filed as determined by the institutional head.

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 hold tenure are as follows:

- (a) Professor
- (b) Associate Professor
- (c) Assistant Professor

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 held are as follows:

- (a) Instructor. This title denotes a probationary appointment as a member of an institutional faculty. During the period of probationary appointment to this rank the scholarly competence, teaching performance, and professional promise of the candidate will be evaluated.
- (b) 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.

- 1.6 There shall be full compliance with statutory and rider provisions requiring notification to employees of specific provisions or language.
- 1.7 Each applicant for a regular salaried position is required to have an X-ray of the chest. Employees to be covered by Workmen's Compensation Insurance and employees whose duties will require the handling of food must, in addition, have a complete physical examination indicating fitness for the position for which application is made. The examination and the X-ray may be made at the health service of the component institution at which the applicant will be employed, if such service exists. Reports of physical examinations shall be filed as determined by the institutional head.

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- (a) Professor
  - (b) Associate Professor
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**Any person holding a full-time position of Instructor shall be notified not later than the end of the sixth year that the subsequent year is his terminal year of appointment or that not later than the end of the subsequent 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.

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  - (a) Professor
  - (b) Associate Professor
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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.

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Sec. 2. Classified Personnel Systems.

- 2.1 Each of the component institutions shall provide a classified personnel system covering all positions not entailing significant instructional responsibilities or responsibilities for administration of instructional or research activities. These systems shall be as nearly uniform as possible, and shall include a schedule of class titles, job specifications for each class, a schedule of pay ranges, and policies and rules relating to personnel administration.
- 2.2 All appointments of classified personnel shall be made within appropriate salary ranges and on salary steps as defined by the classified personnel program approved by the Board of Regents for the particular component institution.

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- 1.6 There shall be full compliance with statutory and rider provisions requiring notification to employees of specific provisions or language.
- 1.7 Each applicant for a regular salaried position is required to have an X-ray of the chest. Employees to be covered by Workmen's Compensation Insurance and employees whose duties will require the handling of food must, in addition, have a complete physical examination indicating fitness for the position for which application is made. The examination and the X-ray may be made at the health service of the component institution at which the applicant will be employed, if such service exists. Reports of physical examinations shall be filed as determined by the institutional head.
- 1.8 Legislative appropriations may not be used to employ a person who took a leave of absence from state employment for the purpose of participating in a political campaign.

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- 2.2 All appointments of classified personnel shall be made within appropriate salary ranges and on salary steps as defined by the classified personnel program approved by the Board of Regents for the particular component institution.

- 1.61 Specifically, each employee must swear or affirm that:
- 1.611 He is not, and has never been, a member of the Communist party.
  - 1.612 He is not, and during the preceding five-year period has not been, a member of an organization, etc., which has been designated by the Attorney General as totalitarian, fascist, Communist, or subversive.
  - 1.613 He is not, and during the preceding five-year period has not been, a member of any "Communist political organization" or "Communist front organization."
- 1.62 It shall be the responsibility of the institutional business officer, and the institutional head, to ascertain that each new employee has executed the required oath or affirmation before assuming the duties of his position, or receiving compensation for the discharge thereof.
- 1.63 Copies of the executed oaths or affirmations shall be kept accessible at all times for inspection by appropriate persons.
- 1.7 There shall be full compliance with statutory and rider provisions requiring notification to employees of specific provisions or language.
- 1.8 Each applicant for a regular salaried position is required to have an X-ray of the chest. Employees to be covered by Workmen's Compensation Insurance and employees whose duties will require the handling of food must, in addition, have a complete physical examination indicating fitness for the position for which application is made. The examination and the X-ray may be made at the health service of the component institution at which the applicant will be employed, if such service exists. Reports of physical examinations shall be filed as determined by the institutional head.

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- 2.2 All appointments of classified personnel shall be made within appropriate salary ranges and on salary steps as defined by the classified personnel program approved by the Board of Regents for the particular component institution.

- (c) 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.
- (d) Teaching Assistant. This title usually applies to graduate students who are teachers and who are employed on a part-time basis. The only other teaching titles for graduate students are Teaching Associate and Assistant Instructor.
- (e) Faculty Associate. This title may be applied to a person assigned to a research or nonteaching center, institute, or other unit or interdisciplinary program of a component institution.
- (f) Specialist. This title may be used for professional individuals who will serve as practitioners in specific areas of instruction, training or supervision. Upon approval of the institutional head and the Deputy Chancellor of The University of Texas System, the title may carry appropriate descriptive prefixes so as to indicate the specific area of proficiency, e.g. Practice Teaching Specialist, Physical Activity Specialist, Social Work Field Training Specialist.

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

- (c) **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.
- (d) **Teaching Assistant.** This title usually applies to graduate students who are teachers and who are employed on a part-time basis. The only other teaching titles for graduate students are Teaching Associate and Assistant Instructor.
- (e) **Faculty Associate.** This title may be applied to a person assigned to a research or nonteaching center, institute, or other unit or interdisciplinary program of a component institution.
- (f) **Specialist.** This title may be used for professional individuals who will serve as practitioners in specific areas of instruction, training or supervision. Upon approval of the institutional head and the Chancellor of The University of Texas System, the title may carry appropriate descriptive prefixes so as to indicate the specific area of proficiency, e.g. Practice Teaching Specialist, Physical Activity Specialist, Social Work Field Training Specialist.

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- (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

- (c) 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.
- (d) Teaching Assistant. This title usually applies to graduate students who are teachers and who are employed on a part-time basis. The only other teaching titles for graduate students are Teaching Associate and Assistant Instructor.
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- 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.
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- (c) Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor. These titles may be used by the components to designate regular part-time service on the faculty while involved in a health professions clinical experience program 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.

- (c) Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor. These titles may be used by the components to designate regular part-time service on the faculty while involved in a health professions clinical experience program and for which the incumbent may or may not receive compensation.
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**Sec. 2. Classified Personnel Systems.**

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- 2.2 All appointments of classified personnel shall be made within appropriate salary ranges and on salary steps as defined by the classified personnel program approved by the Board of Regents for the particular component institution.
- 2.3 The system-wide rules as to classified personnel are found in Part Two, Chapter V, Section 1.

**Sec. 3. Employment of Aliens on Sponsored Projects.**

Where sponsored contracts and grants do not otherwise prohibit or limit the employment of noncitizens, such noncitizens may be employed upon certification by the Director of the International Office at The University of Texas at Austin, or by an appropriate administrative officer at the other component institutions, that he has examined the applicant's visa and found it to be in order and has ascertained that the applicant has the approval of the United States Immigration authorities to accept such employment.

**Sec. 4. Code of Ethics.** -- Each employee, under State law, shall be furnished a copy of the Code of Ethics bill, which prescribes the following standards of conduct for employees of The University of Texas System and its component institutions:

- 4.1 No employee shall accept any gift, favor, or service that might reasonably tend to influence him in the discharge of his official duties.
- 4.2 If an employee owns a controlling interest in a corporation, firm, partnership, or other business entity which is under the jurisdiction of any State regulatory agency, he shall file a sworn statement with the Secretary of State disclosing such interest.

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- 4.3 No employee shall use his official position to secure special privileges or exemptions for himself or others, except as may be otherwise provided by law.
- 4.4 No employee shall accept employment or engage in any business or professional activity which he might reasonably expect would require or induce him to disclose confidential information acquired by him by reason of his official position.
- 4.5 No employee shall disclose confidential information gained by reason of his official position, nor shall he otherwise use such information for his personal gain or benefit.
- 4.6 No employee shall transact any business in his official capacity with any business entity of which he is an officer, agent, or member, or in which he owns a controlling interest.
- 4.7 No employee shall make personal investments in any enterprise which will create a substantial conflict between his private interests and the public interest.
- 4.8 No employee shall accept other employment which might impair his independence of judgment in the performance of his public duties.
- 4.9 No employee shall receive any compensation for his services as an employee from any source other than the State of Texas, except as may be otherwise provided by law.

Sec. 5. Appointment of Relatives (Nepotism Rule).

- 5.1 Whenever an appointment is made, either on a full-time or part-time basis, it shall be made solely with regard to the special fitness of the appointee, subject to the Penal Code, 1925, Articles 432, 433, 434, 435, and 437; and Article 5996, V.C.S., and amendments thereto; and subject also to the provisions of this section of the Regents' Rules and Regulations.
- 5.2 Unless otherwise specifically stated, a relative shall be defined as a person related within the first degree of affinity or the second degree of consanguinity, according to the common law.
  - 5.21 The first degree of affinity includes the spouse of the employee and the parents, children, brothers and sisters of the employee's spouse. The second degree of consanguinity includes the parents, children, brothers and sisters, grandparents, uncles and aunts, first cousins, nephews and nieces, and grandchildren of the employee.

first cousins of employee's spouse. The third degree of consanguinity includes the great-grandson, great-grandfather, great-uncle, great-uncle's children, second cousin, first cousin's children, and grand-nephew of the employee.

5.3 Restrictions on Appointments.

5.31 No relative, within the second degree of affinity or the third degree of consanguinity, of a member of the Board of Regents will be considered for appointment, but such person will be considered for reappointment in those cases where the appointment was antecedent to the Board member's appointment. Regularly enrolled students in The University of Texas System who are eligible for part-time appointment and whose nomination originates in a department, school, or college are exempt from this rule.

5.32 No person shall be initially appointed, or promoted, when it is the duty of any relative employed by The University of Texas System to act in any official capacity upon such appointment or promotion, regardless of the source of funds for payment of salary; nor shall any appointment or promotion be made if either person would be under the administrative supervision of the other or if either would have any official voice in recommending salary increases or promotions in rank for the other.

5.33 When two employees of The University of Texas System marry, both may not continue to hold such positions beyond the then current fiscal year, if the employment of married persons to such positions initially would violate these regulations.

5.34 Relationship shall not be a bar to honorary positions or to non-remunerative positions.

5.4 General Provisions.

5.41 The provisions of the antinepotism rule apply to all programs administered under the Board of Regents.

5.42 In extraordinary cases where the interest of The University of Texas System will be served thereby, the Board of Regents, upon special advance petition from an institutional head approved by the Chancellor, may suspend these regulations except as to the appointment of any relative of a Regent, the Chancellor, the Deputy Chancellor, or the head of any component institution.

Sec. 6. Tenure, Promotion, and Termination of Employment.

6.1 Subject to the provisions of Section 65.32 of the Texas Education Code, which reads, "The board may remove any officer, member of the faculty, or employee connected with the system when in its judgment the interest of the system requires the removal," and

first cousins of employee's spouse. The third degree of consanguinity includes the great-grandson, great-grandfather, great-uncle, great-uncle's children, second cousin, first cousin's children, and grand-nephew of the employee.

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## Sec. 6. Tenure, Promotion, and Termination of Employment.

- 6.1 By statute, "The Regents shall have power to remove any professor, tutor or other officer connected with the institution, when, in their judgment, the interest of the University shall require it." (Article 2586, Vernon's Civil Statutes)
- 6.2 Subject to the provisions of Article 2586, Vernon's Texas Civil Statutes, and subject to the terms and provisions of these Regents' Rules and Regulations, the principles governing tenure and promotion are specified for each component institution in the Handbook of Operating Procedures applicable to that institution. See also Section 1.8 above on Academic Titles.

5.22 The second degree of affinity includes the grandchildren of employee's spouse, and the nephews, nieces, uncles, aunts, and first cousins of employee's spouse. The third degree of consanguinity includes the great-grandson, great-grandfather, great-uncle, great-uncle's children, second cousin, first cousin's children, and grand-nephew of the employee.

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*Editorial Change  
7/28/67*

May 1967

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subject to the terms and provisions of these Regents' Rules and Regulations, the principles governing tenure and promotion are specified for each component institution in the Handbook of Operating Procedures applicable to that institution. See also Section 1.8 above on academic titles.

- 6.2 Tenure denotes a status of continuing appointment as a member of the faculty at a component institution. Only members of the faculty with the academic titles of Professor, Associate Professor, or Assistant Professor may be granted tenure. Tenure may be granted at the time of appointment to any of such academic ranks, or tenure may be withheld pending satisfactory completion of a probationary period of faculty service, however, such tenure status shall not be applicable to the faculty at The University of Texas of the Permian Basin or The University of Texas System Cancer Center.

The University of Texas of the Permian Basin and The University of Texas System Cancer Center are authorized to award a seven-year term appointment which will denote a status of continuing appointment at that institution as a member of the faculty for a period of seven years. Only members of the faculty with academic titles of Professor, Associate Professor, or Assistant Professor may be granted a seven-year term appointment. A seven-year term appointment may be granted at the time of appointment to any of such academic ranks, or may be withheld pending satisfactory completion of a probationary period of faculty service.

No component institution may adopt or implement a seven-year term appointment policy except The University of Texas of the Permian Basin and The University of Texas System Cancer Center.

- 6.21 Only full-time service in the academic ranks of Professor, Associate Professor, Assistant Professor, and Instructor, or any combination thereof, shall be counted toward fulfillment of a required probationary period related to the acquisition of tenure or a seven-year term appointment. Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of a required probationary period.

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- 6.22 Prior service at other academic institutions, whether inside or outside The University of Texas System, shall not be counted toward fulfillment of the required probationary period unless specifically permitted under the provisions of a component institution's Handbook of Operating Procedures.
- 6.23 The maximum period of probationary faculty service in nontenured status in any academic rank or combination of academic ranks specified in Section 6.21 shall not be more than seven years of full-time academic service. In the event that a component institution fails to specify the maximum length of probationary service in its Handbook of Operating Procedures, such period shall be seven years. Not later than August 31st of the penultimate academic year of the maximum probationary period in effect at any component institution, all nontenured faculty serving in a rank which accrues time toward acquisition of tenure shall be given notice that the subsequent academic year will be the terminal year of employment or that beginning with the subsequent academic year tenure will be granted. In the event that the employment of a nontenured faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with Section 6.8 below.

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- 6.24 For purposes of calculating the period of probationary service, an "academic year" shall be the period from September 1st through the following August 31st. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the following September 1st shall not be counted as academic service toward fulfillment of the maximum probationary period. One year of probationary service is accrued by at least nine months full-time academic service during any academic year. A faculty member shall be considered to be on full-time academic service if he is in full compliance with regental standards pertaining to minimum faculty workloads at general academic institutions or when in compliance with the academic service standard in the Handbook of Operating Procedures of any health related institution.

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- 6.25 All faculty appointments are subject to the approval of the Board of Regents. No nontenured member of the faculty should expect continued employment beyond the term of his current appointment as approved by the Board. Any commitment to employ a nontenured member of the faculty beyond the term of his current appointment shall have no force and effect until approved by the Board.
- 6.26 Accrued faculty service under tenure policies in effect at any component institution prior to October 20, 1972, must be counted toward fulfillment of the probationary period of service prescribed by this Rule. In the event that the probationary period under any such existing tenure policy exceeds seven years, no person who on October 20, 1972, is then serving in his or her seventh or succeeding year shall be deemed to have been granted tenure by virtue of the adoption of this Rule. All such persons shall be given notice on or before August 31, 1973, that the subsequent academic year will be the terminal year of employment or that beginning with the subsequent academic year tenure will be granted.

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- 6.3 Termination by an institution of the employment of a faculty member who has been granted tenure and of all other faculty members before the expiration of the stated period of their appointment, except by resignation or retirement for age in accordance with these rules, will be only for good cause shown. In each case the issue will be determined by an equitable procedure, affording protection to the rights of the individual and to the interests of The University of Texas System.
- 6.31 An institutional head may for grave cause suspend an accused faculty member pending immediate investigation or speedy trial as hereinafter provided.
- 6.32 In cases of incompetency, gross immorality, or felony, where the facts are admitted, summary dismissal will follow.
- 6.33 In cases where other offenses are charged, and in all cases where the facts are in dispute, the accused faculty member will be informed in writing of the charges against him, which, on reasonable notice, will be heard by a special hearing tribunal whose membership shall be appointed by the institutional head from members of the faculty whose academic rank is at least equal to that of the accused faculty member.
- 6.331 In every such hearing the accused will have the right to appear in person and by counsel of his own selection and to confront and cross-examine witnesses who may appear against him.
- 6.332 He shall have the right to testify, but may not be required to do so, and he may introduce in his behalf all evidence, written or oral, which may be relevant or material to his defense.
- 6.333 A stenographic or electronic record of the proceedings will be taken and filed with the Board, and such record shall be made accessible to the accused.
- 6.334 A representative of the institution may appear before the hearing tribunal to present witnesses and evidence against the accused faculty member and in support of the charge brought against such faculty member, and such institution representative shall have the right to cross-examine the accused faculty member (if he testifies in his own behalf) and the witnesses offered on behalf of the faculty member.
- 6.335 The hearing tribunal shall not include any accuser of the faculty member, and if the accused faculty member is not satisfied with the fairness or objectivity of any member or members of the hearing tribunal, he may challenge his or their alleged lack of such fairness or objectivity, but he shall have no right to disqualify any such member or members from serving on the tribunal. It shall be up to each such challenged member to determine whether he can serve with fairness and objectivity in the matter, and if any such challenged member should

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*Amended*  
6/17/67

- 6.2 Subject to the provisions of Article 2586, Vernon's Civil Statutes, the principles governing tenure and promotion are specified for each component institution in the Institutional Supplement applicable to that institution.
- 6.3 Termination by an institution of the employment of a faculty member who enjoys continuing appointment and of all other faculty members before the expiration of the stated period of appointment, except by resignation or retirement for age in accordance with these rules, will be only for good cause shown. In each case the issue will be determined by an equitable procedure, affording protection to the rights of the individual and to the interests of The University of Texas System.
- 6.31 An institutional head may for grave cause suspend an accused faculty member pending immediate investigation or speedy trial as hereinafter provided.
- 6.32 In cases of incompetency, gross immorality, or felony, where the facts are admitted, summary dismissal will follow.
- 6.33 In cases where other offenses are charged, and in all cases where the facts are in dispute, the accused faculty member will be informed in writing of the charges against him, which, on reasonable notice, will be heard by a special trial committee whose composition is prescribed in the Institutional Supplement for the institution concerned.
- 6.331 In every such hearing the accused will have the right to appear in person and by counsel of his own selection and to confront and cross-examine witnesses who may appear against him.
- 6.332 He shall have the right to testify, but may not be required to do so, and he may introduce in his behalf all evidence, written or oral, which may be relevant or material to his defense.
- 6.333 A stenographic or electronic record of the proceedings will be taken and filed with the Board, and such record shall be made accessible to the accused.
- 6.334 The Committee, by a majority of the total membership, will make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure. The Committee, by a majority of its total membership, may make any supplementary suggestions it deems proper concerning the disposal of the case. The original of such findings and the basic recommendation, together with any supplementary suggestions, shall be delivered to the Board and

voluntarily disqualify himself, the institutional head shall appoint a substitute member of the tribunal who is qualified hereunder.

- 6.336 The hearing tribunal, by a majority of the total membership, will make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure. The hearing tribunal, by a majority of its total membership, may make any supplementary suggestions it deems proper concerning the disposal of the case. The original of such findings and the basic recommendation, together with any supplementary suggestions, shall be delivered to the Board and a copy thereof to the accused. If minority findings, recommendations, or suggestions are made, they shall be similarly treated.
- 6.34 The Board of Regents, by a majority of the total membership, will approve, reject, or amend such findings, recommendation, and suggestions, if any, or will recommit the report to the same tribunal for hearing additional evidence and reconsidering its findings, recommendation, and suggestions, if any. Reasons for approval, rejection, or amendment of such findings, recommendation, or suggestions will be stated in writing and communicated to the accused.
- 6.35 Nontenured faculty members who are notified in accordance with Section 6.8 that they will not be reappointed or who are notified in accordance with Section 6.23, 6.8, or 6.9 that the subsequent academic year will be the terminal year of appointment shall not be entitled to a statement of the reasons upon which the decision for such action is based. No hearing to review such a decision shall be held unless the affected faculty member submits in writing to the chief administrative officer of the institution factual allegations that the decision to terminate was based upon the faculty member's exercise of rights guaranteed by the laws or Constitution of this State or the United States and requests an administrative hearing to review these allegations. Such allegations shall be heard under the same procedures as in the case of dismissal for cause, with the following exceptions:
- (1) the burden of proof is upon the affected faculty member to establish at such hearing that the decision in question was based on his exercise of rights guaranteed by the laws or Constitution of this State or the United States;

voluntarily disqualify himself, the institutional head shall appoint a substitute member of the tribunal who is qualified hereunder.

- 6.336 The hearing tribunal, by a majority of the total membership, will make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure. The hearing tribunal, by a majority of its total membership, may make any supplementary suggestions it deems proper concerning the disposal of the case. The original of such findings and the basic recommendation, together with any supplementary suggestions, shall be delivered to the Board and a copy thereof to the accused. If minority findings, recommendations, or suggestions are made, they shall be similarly treated.
- 6.34 The Board of Regents, by a majority of the total membership, will approve, reject, or amend such findings, recommendation, and suggestions, if any, or will recommit the report to the same tribunal for hearing additional evidence and reconsidering its findings, recommendation, and suggestions, if any. Reasons for approval, rejection, or amendment of such findings, recommendation, or suggestions will be stated in writing and communicated to the accused.
- 6.35 Nontenured faculty members who are notified in accordance with Section 6.8 that they will not be reappointed or who are notified in accordance with Section 6.23 or Section 6.8 that the subsequent academic year will be the terminal year of appointment shall not be entitled to a statement of the reasons upon which the decision for such action is based. No hearing to review such a decision shall be held unless the affected faculty member submits in writing to the chief administrative officer of the institution factual allegations that the decision to terminate was based upon the faculty member's exercise of rights guaranteed by the laws or Constitution of this State or the United States and requests an administrative hearing to review these allegations. Such allegations shall be heard under the same procedures as in the case of dismissal for cause, with the following exceptions:
- (1) the burden of proof is upon the affected faculty member to establish at such hearing

(2) the administration of the institution need not state the reasons for the questioned decision or offer evidence in support thereof unless the affected faculty member presents a prima facie case in support of his allegations.

6.4 Any employee of any component institution of The University of Texas System, including any member of the faculty or administration, who is placed on probation for or finally convicted of the illegal use, possession, or sale of a drug or narcotic, shall be dismissed as an employee, regardless of whether or not the illegal act that gave rise to the conviction was committed on the campus of one of the component institutions of The University of Texas System.

6.5 Any employee of any component institution of The University of Texas System, including any member of the faculty or administration, who, acting either singly or in concert with others, obstructs or disrupts, by force or violence, any teaching, research, administrative, disciplinary, public service, or other activity authorized to be held or conducted on the campus of a component institution of The University of Texas System, shall be subject to dismissal as an employee. As used in this subsection, the words "force or violence" include such acts as "stand-ins," "sit-ins," and "lie-ins," when such acts are in fact obstructive or disruptive of any of the authorized activities listed above.

6.6 Every faculty member and employee is expected to obey all federal, state, and local laws, and particularly the three state statutes set out below. Any faculty member or employee who violates any provision of these three statutes is subject to dismissal as a faculty member or employee, notwithstanding any action by civil authorities on account of the violation:

6.6(1) DISORDERLY CONDUCT.

Section 1. No person, acting alone or in concert with others,

As amended 4/24/73

that the decision in question was based on his exercise of rights guaranteed by the laws or Constitution of this State or the United States;

- (2) the administration of the institution need not state the reasons for the questioned decision or offer evidence in support thereof unless the affected faculty member presents a prima facie case in support of his allegations.
- 6.4 Any employee of any component institution of The University of Texas System, including any member of the faculty or administration, who is placed on probation for or finally convicted of the illegal use, possession, or sale of a drug or narcotic, shall be dismissed as an employee, regardless of whether or not the illegal act that gave rise to the conviction was committed on the campus of one of the component institutions of The University of Texas System.
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- 6.6(1) DISORDERLY CONDUCT.
- Section 1. No person, acting alone or in concert with others,

*As amended  
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voluntarily disqualify himself, the institutional head shall appoint a substitute member of the tribunal who is qualified hereunder.

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- 6.6 In the event of decision not to reappoint a faculty member without tenure, notice will be given him not later than March 1 of the first academic year of probationary service if the appointment expires at the end of that year, or not later than December 15 of the second year of probationary service if the appointment expires at the end of that year. After two or more years in the institution, at least twelve months' notice will be given before the expiration of probationary appointment.

- 2.3 The system-wide rules as to classified personnel are found in Part Two, Chapter V, Section 1.

Sec. 3. Employment of Aliens.

- 3.1 As may be required by the current Appropriation Bill, employees, other than those paid from trust funds, must be citizens of the United States, or have instituted naturalization proceedings, in order to be appointed for a period longer than 90 days unless (1) their appointment is for instructional purposes; (2) they are regular students appointed as student assistants or minor employees; (3) they are appointed as nurses or medical or dental technicians at the Galveston Medical Branch, the Dallas Medical School, the Houston Dental Branch, or Anderson Hospital; (4) they are employed as librarians at U. T. Austin or (5) they are employed as research workers at the component institutions of The University of Texas System.
- 3.2 It shall be the duty of each institutional head to make, or to have made, a reasonable investigation of every alien before employment to ascertain whether there is any evidence which might preclude the alien being able to truthfully sign the oath or affirmation required by law of all state employees. (See Subsection 1.6 of this Chapter.)
- 3.3 Employment of Aliens on Sponsored Projects. -- Where sponsored contracts and grants do not otherwise prohibit or limit the employment of noncitizens, such noncitizens may be employed upon certification by the Director of the International Office at The University of Texas at Austin, or by an appropriate administrative officer at the other component institutions, that he has examined the applicant's visa and found it to be in order and has ascertained that the applicant has the approval of the United States Immigration authorities to accept such employment.

Sec. 4. Code of Ethics. -- Each employee, under State law, shall be furnished a copy of the Code of Ethics bill, which prescribes the following standards of conduct for employees of The University of Texas System and its component institutions:

- 4.1 No employee shall accept any gift, favor, or service that might reasonably tend to influence him in the discharge of his official duties.
- 4.2 If an employee owns a controlling interest in a corporation, firm, partnership, or other business entity which is under the jurisdiction of any State regulatory agency, he shall file a sworn statement with the Secretary of State disclosing such interest.

AS AMENDED OCT. 22, 1971

- 4.3 No employee shall use his official position to secure special privileges or exemptions for himself or others, except as may be otherwise provided by law.
- 4.4 No employee shall accept employment or engage in any business or professional activity which he might reasonably expect would require or induce him to disclose confidential information acquired by him by reason of his official position.
- 4.5 No employee shall disclose confidential information gained by reason of his official position, nor shall he otherwise use such information for his personal gain or benefit.
- 4.6 No employee shall transact any business in his official capacity with any business entity of which he is an officer, agent, or member, or in which he owns a controlling interest.
- 4.7 No employee shall make personal investments in any enterprise which will create a substantial conflict between his private interests and the public interest.
- 4.8 No employee shall accept other employment which might impair his independence of judgment in the performance of his public duties.
- 4.9 No employee shall receive any compensation for his services as an employee from any source other than the State of Texas, except as may be otherwise provided by law.

Sec. 5. Appointment of Relatives (Nepotism Rule).

- 5.1 Whenever an appointment is made, either on a full-time or part-time basis, it shall be made solely with regard to the special fitness of the appointee, subject to the Penal Code, 1925, Articles 432, 433, 434, 435, and 437; and Article 5996, V.C.S., and amendments thereto; and subject also to the provisions of this section of the Regents' Rules and Regulations.
- 5.2 Unless otherwise specifically stated, a relative shall be defined as a person related within the first degree of affinity or the second degree of consanguinity, according to the common law.
  - 5.21 The first degree of affinity includes the spouse of the employee and the parents, children, brothers and sisters of the employee's spouse. The second degree of consanguinity includes the parents, children, brothers and sisters, grandparents, uncles and aunts, first cousins, nephews and nieces, and grandchildren of the employee.
  - 5.22 The second degree of affinity includes the grandchildren of employee's spouse, and the nephews, nieces, uncles, aunts, and

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voluntarily disqualify himself, the institutional head shall appoint a substitute member of the tribunal who is qualified hereunder.

- 6.336 The hearing tribunal, by a majority of the total membership, will make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure. The hearing tribunal, by a majority of its total membership, may make any supplementary suggestions it deems proper concerning the disposal of the case. The original of such findings and the basic recommendation, together with any supplementary suggestions, shall be delivered to the Board and a copy thereof to the accused. If minority findings, recommendations, or suggestions are made, they shall be similarly treated.
  
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6.5 Dismissal or demotion of classified or nonteaching personnel will be only for good cause shown, as determined by appropriate administrative officers to whom this responsibility is delegated by the institutional head, and in case of such dismissal or demotion any appeal shall be reviewed by the institutional head.

## Sec. 7. Rights and Responsibilities as a Citizen and as a Teacher.

7.1 The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties.

7.2 The teacher is entitled to freedom in the classroom in discussing his subject, but he is expected not to introduce into his teaching controversial matter which has no relation to his subject.

7.3 The University teacher is a citizen, a member of a learned profession, and an officer of an educational institution supported by the State. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make it plain that he is not

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#### Sec. 8. The Greater Duties of a Member of the Teaching Staff.

8.1 Common practice has fixed the greater duties of a member of the teaching staff so clearly that many institutions do not even list them

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may engage in disorderly conduct. Disorderly conduct consists of any of the following:

- (1) behavior of a boisterous and tumultuous character in a residential area or a public place such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists; or
- (2) interfering with the peaceful and lawful conduct of persons in or about their homes or public places under circumstances in which such conduct tends to cause or provoke a disturbance; or
- (3) violent and forceful behavior at any time in or near a public place, such that there is a clear and present danger that free movement of other persons will be arrested or restrained, or other persons will be incapacitated in the lawful exercise of business or amusement; or
- (4) behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or affrays; or
- (5) in a public or private place engages in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance; or
- (6) wilful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when such conduct tends to cause or provoke a disturbance; or
- (7) behavior near a courthouse or other public building wherein judicial proceedings are being held, designed or having the effect of interfering with the administration of justice, whether by disrupting the courts or by intimidating the judges, witnesses, jurors, or other persons having business with the courts; or
- (8) behavior near any public building wherein matters affecting the public are being considered or deliberated, designed or having the effect of interfering with such proceedings under circumstances in which such conduct tends to cause or provoke a disturbance; or

- (9) wilful and malicious behavior which obstructs or causes the obstruction of any doorway, hall, or any other passageway in a public building to such an extent that the employees, officers, and other persons, including visitors and tourists, having business with the government are denied entrance into, exit from, or free passage in such building; or
- (10) behavior involving the display of any deadly weapon in a public place in such a manner as to alarm or frighten other persons present; or
- (11) enters upon the property of another and for a lewd or unlawful purpose deliberately looks into a dwelling on the property through any window or other opening in it.

Section 2. Any person who violates any of the provisions of Section 1 of this Article shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than Two Hundred Dollars (\$200). For any second or subsequent conviction of any of the provisions of Section 1 of this Article such person shall be punished by a fine of not less than One Hundred Dollars (\$100) nor more than One Thousand Dollars (\$1,000), or by imprisonment in the county jail for not more than thirty (30) days or by both such fine and imprisonment. (H.B. No. 57, Acts of the 61st Legislature, Regular Session, 1969)

6.6(2) DISRUPTIVE ACTIVITY.

Section 1. No person or group of persons acting in concert may wilfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

Sec. 2. (a) For the purposes of this Act, "disruptive activity" means:

- (1) obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
- (2) seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
- (3) preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration;

- (4) disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
- (5) obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

(b) For the purposes of this Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Section 3. A person who violates any provision of this Act is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than 6 months, or both.

Section 4. Any person who is convicted the third time of violating this act shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

Section 5. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas. (H. B. No. 141, Acts of the 61st Legislature, Regular Session, 1969)

#### 6. 6(3) FIREARMS.

Section 1. It shall be unlawful to interfere with the normal activities, the normal occupancy, or normal use of any building or portion of a campus of any private or public school or institution of higher education or public vocational and technical school or institute by exhibiting or using or threatening to exhibit or use a firearm.

Section 2. A person who violates Section 1 of this Act is guilty of a felony and upon conviction is punishable by a fine of up to \$1,000 or by imprisonment in jail for a period not to exceed 6 months, or by both fine and imprisonment, or by imprisonment in the state penitentiary for a period not to exceed five years. (H. B. No. 1450, Acts of the 61st Legislature, Regular Session, 1969)

- 6.7 The minimum standards of individual conduct required by the penal statutes of Texas or the United States are both expected and required of every faculty member and employee of The University of Texas System and its component institutions. Any faculty member or employee who violates the minimum standards of conduct required by any felony statute of Texas or the United States is subject to dismissal as a faculty member or employee, regardless of whether or not any action is taken against the faculty member or employee by civil authorities on account of such violation. If action for dismissal is taken, the appropriate administrative official shall proceed with the action in the same manner as he would in the case of a violation by a faculty member or employee of any other provision of these rules and regulations or a provision of any institutional supplement.
- 6.8 In the event of decision not to reappoint a nontenured faculty member, written notice will be given him or her not later than March 1st of the first academic year of probationary service if the appointment expires at the end of that academic year, or not later than December 15th of the second academic year of probationary service if the appointment expires at the end of that academic year. After two or more academic years written notice shall be given not later than August 31st that the subsequent year will be the terminal academic year of appointment. The notice required by this Section is not applicable where termination of employment is for good cause under Section 6.3 above.
- 6.9 A faculty member serving a seven-year term appointment shall be given notice not later than August 31st of the sixth academic year of such appointment period that the subsequent academic year will be the terminal year of employment or that, subject to the approval of the Board of Regents, at the conclusion of the subsequent academic year he or she will be reappointed to a seven-year term appointment.
- 6.(10) Reappointment of nontenured members of the faculty to a succeeding academic year, reappointment of members of the faculty who are serving a seven-year term appointment to a succeeding seven-year term appointment, or the award of tenure or a seven-year term appointment, may be accomplished only by notice by the chief administrative officer of a component institution or his delegate with the approval of the Board of Regents. Notwithstanding any provision of Sections 6.23, 6.8, or 6.9 to the contrary, no person shall be deemed to have been reappointed or to have been awarded tenure or a seven-year appointment because notice is not given or received by the time prescribed in Sections 6.23, 6.8, or 6.9 or in the manner prescribed in Section 6.(11). Should it

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- 6.8 In the event of decision not to reappoint a faculty member without tenure, written notice will be given him not later than March 1st of the first academic year of probationary service if the appointment expires at the end of that academic year, or not later than December 15th of the second academic year of probationary service if the appointment expires at the end of that academic year. After two or more academic years written notice shall be given not later than August 31st that the subsequent year will be the terminal academic year of appointment. The notice required by this Section is not applicable where termination of employment is for good cause under Section 6.3 above.
- 6.81 Each faculty member shall keep the institutional head or his delegate notified of his current mailing address. The written notice required by Section 6.8 shall be sent by certified mail, return receipt requested, to the last address given by the faculty member.
- 6.82 Reappointment to a succeeding academic year, and the award of tenure, may be accomplished only by notice by the institutional head or his delegate. Notwithstanding any provision of this Section to the contrary, no person shall be deemed to have been reappointed or to have been awarded tenure because notice is not given or received by the time or in the manner prescribed in this Section. Should it occur that no notice is received by the times prescribed in this Section, it is the duty of the academic employee concerned to make inquiry to determine the decision of the institutional head, who shall without delay give the required notice to the academic employee.
- 6.9 Dismissal or demotion of classified or nonteaching personnel will be only for good cause shown, as determined by appropriate administrative officers to whom this responsibility is delegated by the institutional head, and in case of such dismissal or demotion any appeal shall be reviewed by the institutional head.

- 6.7 The minimum standards of individual conduct required by the penal statutes of Texas or the United States are both expected and required of every faculty member and employee of The University of Texas System and its component institutions. Any faculty member or employee who violates the minimum standards of conduct required by any felony statute of Texas or the United States is subject to dismissal as a faculty member or employee, regardless of whether or not any action is taken against the faculty member or employee by civil authorities on account of such violation. If action for dismissal is taken, the appropriate administrative official shall proceed with the action in the same manner as he would in the case of a violation by a faculty member or employee of any other provision of these rules and regulations or a provision of any institutional supplement.
- 6.8 In the event of decision not to reappoint a faculty member without tenure, notice will be given him not later than March 1 of the first academic year of probationary service if the appointment expires at the end of that year, or not later than December 15 of the second year of probationary service if the appointment expires at the end of that year. After two or more years in the institution, at least twelve months' notice will be given before the expiration of probationary appointment.
- 6.9 Dismissal or demotion of classified or nonteaching personnel will be only for good cause shown, as determined by appropriate administrative officers to whom this responsibility is delegated by the institutional head, and in case of such dismissal or demotion any appeal shall be reviewed by the institutional head.

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- 6.8 Dismissal or demotion of classified or nonteaching personnel will be only for good cause shown, as determined by appropriate administrative officers to whom this responsibility is delegated by the institutional head, and in case of such dismissal or demotion any appeal shall be reviewed by the institutional head.

occur that no notice is received by the time prescribed in Sections 6.23, 6.8 or 6.9, it is the duty of the academic employee concerned to make inquiry to determine the decision of the chief administrative officer of a component institution, who shall without delay give the required notice to the academic employee.

- 6.(11) Each faculty member shall keep the chief administrative officer of the component institution or his delegate notified of his current mailing address. The written notice required by Sections 6.23, 6.8, or 6.9 shall be sent by certified mail, return receipt requested, to the last address given by the faculty member.
- 6.(12) Dismissal or demotion of classified or nonteaching personnel before the expiration of the stated period of appointment will be only for good cause shown, as determined by appropriate administrative officers to whom this responsibility is delegated by the chief administrative officer of the component institution and in case of such dismissal or demotion any appeal shall be reviewed by the chief administrative officer of the component institution.

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- 7.3 The University teacher is a citizen, a member of a learned profession, and an officer of an educational institution supported by the State. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make it plain that he is not an institutional spokesman. As a member of the staff of a State institution of higher education, he should refrain from involving The University of Texas System or any of its component institutions in partisan politics.
- 7.4 The Board of Regents of The University of Texas System recognizes and affirms the right of a member of the faculty or staff to participate in political activities so long as such political activities do not interfere with the discharge of the duties and responsibilities that he owes to The University of Texas System or any of its component institutions

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Sec. 8. The Greater Duties of a Member of the Teaching Staff.

- 8.1 Common practice has fixed the greater duties of a member of the teaching staff so clearly that many institutions do not even list them among their regulations. They are:
- 8.11 Teaching in the classroom, laboratory, seminar, or ward.
  - 8.12 Studying, investigating, discovering, and creating.
  - 8.13 Performing curricular tasks auxiliary to teaching and research, e. g., serving on faculty committees, attending to administrative and disciplinary tasks, promoting diligence and honest work in the student body.
  - 8.14 Influencing beneficially students and citizens in various extra-curricular ways.
- 8.2 Performance as a teacher, as a scholar, as an administrator, and as an individual is valued greatly by any university, for in these four ways its work is chiefly done.
- 8.3 A state university being a public enterprise of maximum social importance, it is the duty of all persons connected with it to be as civic-minded as possible. It is also a duty to cooperate with the Board of Regents in carrying out the purposes and policies of the Board which are deliberately considered, usually by both the Board and the several faculties, in accordance with law and designed to attain the best educational results with the resources available. The Regents, the Chancellor, the Deputy Chancellor, the institutional heads, and other administrative officers are entitled to the cheerful acquiescence of all staffs in carrying out the policies duly adopted. At the same time, administrative officers are expected to listen with an open and appreciative mind to criticisms and suggestions coming to them from members of their staffs.

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- 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,

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Sec. 10. Communications, Appeals, and Hearings.

- 10.1 Every member of a teaching staff has the right to propose changes in policies and procedures and to present arguments in support thereof.
- 10.11 Proposals should originate and follow routines as prescribed elsewhere in these Regents' Rules and Regulations or in the institutional supplements.
- 10.12 When a proposal has been approved or amended by the appropriate institutional officials, faculties, and head of the component institution, it shall then go to the **Deputy Chancellor for recommendation to the Board of Regents if such action is required.**
- 10.13 When a proposal has been approved or amended or rejected by the appropriate institutional officials, faculties, and the component institutional head, any member or group of members of the staff may present an appeal in opposition to the action of the majority or in opposition to the recommendation of the institutional official or the component institutional head, and this appeal, accompanied by reasons for and against the proposal, shall go through the prescribed administrative channels and shall be presented to the **Deputy Chancellor and thence to the Board of Regents for final action.** The deans and other institutional officials, the component institutional head, **the Deputy Chancellor** and the Regents may invite both sides for personal conferences and discussions.

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- 9.2 It is also the specific duty of each member of the teaching staffs to consider the regulations and the routines in conforming to them and to propose what seem to be desirable changes in these regulations and routines to the appropriate faculty or official.

Sec. 10. Communications, Appeals, and Hearings.

- 10.1 Every member of a teaching staff has the right to propose changes in policies and procedures and to present arguments in support thereof.
- 10.11 Proposals should originate and follow routines as prescribed elsewhere in these Regents' Rules and Regulations or in the institutional supplements.
- 10.12 When a proposal has been approved or amended by the appropriate institutional officials, faculties, and head of the component institution, it shall then go to the Chancellor for recommendation to the Board of Regents if such action is required.
- 10.13 When a proposal has been approved or amended or rejected by the appropriate institutional officials, faculties, and the component institutional head, any member or group of members of the staff may present an appeal in opposition to the action of the majority or in opposition to the recommendation of the institutional official or the component institutional head, and this appeal, accompanied by reasons for and against the proposal, shall go through the prescribed administrative channels and shall be presented to the Chancellor and thence to the Board of Regents for final action. The deans and other institutional officials, the component institutional head, the Chancellor, and the Regents may invite both sides for personal conferences and discussions.

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- 10.14 An authorized routine for proposals, with the right of appeal, having been herein fixed, it follows that proposals shall always be made in accordance therewith.
- 10.2 Every voting member of any faculty has the right and the duty to propose changes and to participate in debate in faculty meetings.
- 10.3 Appeals of classified (nonteaching) employees concerning conditions of employment must be made in keeping with the rules governing such employees.

Sec. 11. Communication with the Legislature and Other State Agencies or Officials. -- The Chancellor and the Board of Regents are the only proper channels through which recommendations concerning the administration of The University of Texas System, as a whole or in any of its parts, should reach the Legislature or other State agencies or officials.

Sec. 12. Office Hours. -- Members of the teaching staffs are expected to post on their office doors, and publish in any other manner required by the institutional head, office hours and conference periods most advantageous to students.

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Sec. 13. Outside Employment.

13.1 Members of the University faculty or staff should not be discouraged from accepting appointments of a consultative or advisory capacity with governmental agencies, industry, or other educational institutions. The consideration to the University of such activity is the improvement of the individual by virtue of his continuing contact with real problems in the real world.

13.2 Members of the faculty or staff should be discouraged from accepting regular employment with units outside the University because this action would be divisive of loyalties and does not provide the return to the institutions indicated in 13.1.

13.3 Conflict of interest should be avoided in all instances of outside employment, but conflict of interest in an academic institution means outside activity which intrudes upon the academic functions of teaching, scholarly activities, and service to the institution.

13.4 Even in the case of members of the staff specifically engaged only in residence work, there exists an obligation, usually intermittent, to furnish expert knowledge and counsel for public benefit free of charge, provided that the meeting of this obligation by a faculty or staff member does not interfere with his regular duties, and provided further that in meeting this obligation a faculty or staff member on full-

As amended March 6, 1970

time duty shall avoid undue competition with legitimate private agencies.

- 13.5 No member of the faculty or staff engaged in outside remunerative activities shall use in connection therewith the official stationery of The University of Texas System or any of its component institutions, or give as a business address any building or department of the institution.
- 13.6 No member of the faculty or staff shall accept employment or any position of responsibility if the discharge of such employment or responsibility will be antagonistic to the interests of the State of Texas or The University of Texas System or any of its component institutions.
- 13.7 Every member of the faculty or staff who gives professional opinions must protect The University of Texas System and its component institutions against the use of such opinions for advertising purposes. That is, when he does work in a private capacity, he must make it clear to those who employ him that his work is unofficial and that the name of The University of Texas System and its component institutions is not in any way to be connected with his name, exceptions being made of the name of the author attached to books, pamphlets, and articles in periodicals.
- 13.8 No member of the faculty or staff shall accept pay from private persons or corporations for tests, assays, chemical analyses, bacteriological examinations, or other such work of a routine character, which involve the use of property owned by The University of Texas System or its component institutions, unless advance permission has been obtained from the institutional head and provision has been made for compensation to The University of Texas System or its component institutions.
- 13.9 No member of the full-time staff of the university on a twelve-month or nine-month basis shall be employed in any outside work or activity or receive from an outside source a regular retainer fee or salary until a description of the nature and extent of the employment has been filed with and approved by appropriate administrative officials as set forth in the institutional supplement of each component institution. For special provisions relating to other state or federal employment, see subsections 13.10, 13.11, and 13.12 of this section.

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- 13.8 No member of the faculty or staff shall accept pay from private persons or corporations for tests, assays, chemical analyses, bacteriological examinations, or other such work of a routine character, which involve the use of property owned by The University of Texas System or its component institutions, unless advance permission has been obtained from the institutional head and provision has been made for compensation to The University of Texas System or its component institutions.
- 13.9 Outside employment and consultation for full-time faculty and staff members may be approved only when it is undertaken in conformity with the provisions in the institutional supplements.

Sec. 14. Holidays.

- 14.1 Members of the teaching staffs are entitled to all holidays for students listed annually in the official calendar of their respective institutions.

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- 13.6 No member of the faculty or staff shall accept employment or any position of responsibility if the discharge of such employment or responsibility will be antagonistic to the interests of the State of Texas or The University of Texas System or any of its component institutions.

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Sec. 14. Holidays.

- 14.1 Members of the teaching staffs are entitled to all holidays for students listed annually in the official calendar of their respective institutions.

- 13.10 Subject to the other provisions of this section, a member of the faculty or staff may hold other nonelective offices or positions of honor, trust, or profit with the State of Texas or the United States if his holding the other offices or positions is of benefit to the State of Texas or is required by state or federal law, and if there is no conflict between his holding the office or position and his holding the original office or position for which the member of the faculty or staff receives salary or compensation.
- 13.11 Before a member of the faculty or staff may accept an offer to serve in other nonelective offices or positions of honor, trust, or profit with the State of Texas or the United States, the member of the faculty or staff must obtain from the appropriate administrative officials and the Board of Regents a finding that the requirements of this section have been fulfilled, including the expected additional compensation to be received from such service. The finding of the Board of Regents shall be recorded in the official minutes of the meeting of the Board at which approval was granted.
- 13.12 The institutional head must keep a record of compensation received from additional state or federal employment, or both, including specifically: salary, bonuses, and per diem or other type of compensation.

Sec. 14 Holidays.

- 14.1 All faculty, classified and other nonteaching personnel are entitled to such holidays as are provided by the Legislature in the then current appropriation bill and as are approved annually by the Deputy Chancellor and the Board of Regents, or alternate holidays approved in the official calendars of the various institutions by the Deputy Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional Handbook of Operating Procedure.)

Sec. 15 Vacation.

- 15.1 Vacations for faculty, classified and other nonteaching personnel shall be as provided by the Legislature in the then current appropriation bill and as approved by the Board of Regents, except that vacation accumulated by faculty on nine-month appointments shall be counted as having been taken during periods when classes are not in session within the appointment period. Vacations for hourly and part-time employees shall be on a percentage basis for the time appointed. (See the Classified Personnel rules in the institutional Handbook of Operating Procedure.)

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- 14.2 All classified and other nonteaching personnel are entitled to such holidays as are provided by the Legislature in the then current appropriation bill and as are approved annually by the Deputy Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)

- 13.10 Subject to the other provisions of this section, a member of the faculty or staff may hold other nonelective offices or positions of honor, trust, or profit with the State of Texas or the United States if his holding the other offices or positions is of benefit to the State of Texas or is required by state or federal law, and if there is no conflict between his holding the office or position and his holding the original office or position for which the member of the faculty or staff receives salary or compensation.
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- 14.1 Members of the teaching staffs are entitled to all holidays for students listed annually in the official calendar of their respective institutions.
- 14.2 All classified and other nonteaching personnel are entitled to such holidays as are provided by the Legislature in the then current appropriation bill and as are approved annually by the Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)

- 13.10 Subject to the other provisions of this section, a member of the faculty or staff may hold other nonelective offices or positions of honor, trust, or profit with the State of Texas or the United States if his holding the other offices or positions is of benefit to the State of Texas or is required by state or federal law, and if there is no conflict between his holding the office or position and his holding the original office or position for which the member of the faculty or staff receives salary or compensation.
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- 13.12 The institutional head must keep a record of compensation received from additional state or federal employment, or both, including specifically: salary, bonuses, and per diem or other type of compensation.

Sec. 14. Holidays.

- 14.1 Members of the teaching staffs are entitled to all holidays for students listed annually in the official calendar of their respective institutions.
- 14.2 Regular salaried classified or other nonteaching personnel are entitled to such holidays as are provided by the Legislature in the then current appropriation bill and as are approved annually by the Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)

- 15.2 An employee who resigns, is dismissed, or separates from University employment shall be entitled to be paid in "lump sum" for all vacation leave entitlement duly accrued at the date of termination provided the employee has had continuous employment with the State for six months. The payment shall be calculated at the rate of compensation being paid the employee at the time of termination.
- \* 15.3 In the case of death of an employee who has accumulated vacation leave, his estate will be paid for all accumulated vacation leave. The payment shall be calculated at a rate of compensation being paid the employee at the time of his death.

Sec. 16. Leaves of Absence without Pay.

- 16.1 With the interest of the institution being given first consideration, and for good cause, leaves of absence without pay may be granted for a period within the term of appointment of a member of any faculty or staff.
- 16.2 The maximum unit period for which a leave of absence will be granted is the end of the fiscal or academic year in which the leave begins. In normal times, leaves for one year will be granted liberally, provided the department so recommends and can supply satisfactory replacements.
- 16.3 A second consecutive year of leave should not be requested except for military service, reasons of health, or continued graduate study. This provision will be interpreted liberally in the case of junior staff members working on advanced degrees.
- 16.4 Except in very unusual circumstances a third consecutive leave of absence for one year will not be granted. Such circumstances would now include extended military service or prolonged illness.
- 16.5 After a return to active duty of one year or more, the leave-of-absence privilege will again be available.
- 16.6 The granting of a leave of absence does not affect in any way the tenure position of the grantee.
- 16.7 For leave of absence to participate in a political campaign see Part One, Chapter III, Sec. 7.4.

Sec. 17. Faculty Development Leaves. -- Faculty development leaves for faculty members may be granted as set out in House Bill 669, 60th Legislature, Regular Session, 1967. This bill provides that after two consecutive academic years at the same institution faculty members as defined in this Act may be considered for a faculty development leave for one academic year at one-half his regular salary or for one-half academic year at his full regular salary. Such leaves shall be granted pursuant to procedures outlined in the Act and to the limitations therein.

Sec. 15 Vacation.

- 15.1 Vacations for faculty, classified and other nonteaching personnel shall be as provided by the Legislature in the then current appropriation bill and as approved by the Board of Regents, except that vacation accumulated by faculty on nine-month appointments shall be counted as having been taken during periods when classes are not in session within the appointment period. Vacations for hourly and part-time employees shall be on a percentage basis for the time appointed. (See the Classified Personnel rules in the institutional Handbook of Operating Procedure.)
- 15.2 In the case of death of an employee who has accumulated vacation leave, his estate will be paid for all accumulated vacation leave. The payment shall be calculated at a rate of compensation being paid the employee at the time of his death.

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- 16.6 The granting of a leave of absence does not affect in any way the tenure position of the grantee.
- 16.7 For leave of absence to participate in a political campaign see Part One, Chapter III, Sec. 1.8

Sec. 15. Vacation.

- 15.1 Members of the staffs employed on a nine months' basis are regularly on duty during the long session, except where otherwise specifically provided. Between long sessions such members are not on duty unless they have received summer appointments, but they are expected to keep the institutional head advised of their addresses.
- 15.2 Vacations for classified and other non-teaching personnel shall be as provided by the Legislature in the then current appropriation bill and as approved by the Board of Regents. Vacations for hourly and part-time employees shall be on a percentage basis for the time appointed. (See the Classified Personnel rules in the institutional Handbook of Operating Procedure.)
- 15.3 In the case of death of an employee who has accumulated vacation leave, his estate will be paid for all accumulated vacation leave. The payment shall be calculated at a rate of compensation being paid the employee at the time of his death.

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- 16.5 After a return to active duty of one year or more, the leave-of-absence privilege will again be available.
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As amended Dec. 8, 1972

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- 15.1 Members of the staffs employed on a nine months' basis are regularly on duty during the long session, except where otherwise specifically provided. Between long sessions such members are not on duty unless they have received summer appointments, but they are expected to keep the institutional head advised of their addresses.
- 15.2 Vacations for classified and other nonteaching personnel on a regular basis (appointed 20 hours per week or more) shall be as provided by the Legislature in the then current appropriation bill and as approved by the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)
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- 16.3 A second consecutive year of leave should not be requested except for military service, reasons of health, or continued graduate study. This provision will be interpreted liberally in the case of junior staff members working on advanced degrees.
- 16.4 Except in very unusual circumstances a third consecutive leave of absence for one year will not be granted. Such circumstances would now include extended military service or prolonged illness.
- 16.5 After a return to active duty of one year or more, the leave-of-absence privilege will again be available.
- 16.6 The granting of a leave of absence does not affect in any way the tenure position of the grantee.
- 16.7 For leave of absence to participate in a political campaign see Part One, Chapter III, Sec. 1.8

Sec. 15. Vacation.

- 15.1 Members of the staffs employed on a nine months' basis are regularly on duty during the long session, except where otherwise specifically provided. Between long sessions such members are not on duty unless they have received summer appointments, but they are expected to keep the institutional head advised of their addresses.
- 15.2 Vacations for classified and other nonteaching personnel on a regular salary basis shall be as provided by the Legislature in the then current appropriation bill and as approved by the Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)
- 15.3 In the case of death of an employee who is eligible to accrue vacation, his estate will be paid for authorized accrued vacation.

Sec. 16. Leaves of Absence without Pay.

- 16.1 With the interest of the institution being given first consideration, and for good cause, leaves of absence without pay may be granted for a period within the term of appointment of a member of any faculty or staff.
- 16.2 The maximum unit period for which a leave of absence will be granted is the end of the fiscal or academic year in which the leave begins. In normal times, leaves for one year will be granted liberally, provided the department so recommends and can supply satisfactory replacements.
- 16.3 A second consecutive year of leave should not be requested except for military service, reasons of health, or continued graduate study. This provision will be interpreted liberally in the case of junior staff members working on advanced degrees.
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- 16.7 For leave of absence to participate in a political campaign see Part One, Chapter III, Sec. 1.8.

14.2 Regular salaried classified or other nonteaching personnel are entitled to such holidays as are provided by the Legislature in the then current appropriation bill and as are approved annually by the Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)

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Sec. 18. Division of Salaries for Staff Engaged in Teaching and Nonteaching Activities.---

Each component institution shall develop policies covering budgetary division of salaries for individuals whose employment is divided between teaching and nonteaching assignments subject to current statutory requirements or limitations. These policies shall be set forth in the institutional supplements.

Sec. 19. Sick Leave.

19.1 In cases where illness incapacitates a member of an institutional or professional staff, arrangements for carrying on his usual duties must be made through appropriate administrative channels with the chief administrative officer of the institution.

19.2 In cases of illnesses of classified or other nonteaching personnel the rules and regulations for each of the several component institutions shall apply, subject to controlling provisions of State law.

19.3 An employee who resigns, is dismissed, or separates from University employment shall be entitled to be paid in "lump sum" for one-half sick leave entitlement duly accrued at the date of termination. The  
\* payment shall be calculated at the rate of compensation being paid the employee at the time of termination.

19.4 In the case of death of an employee who has accumulated sick leave, the estate will be paid for one-half of the accumulated sick leave.  
\* The payment shall be calculated at the rate of compensation being paid the employee at the time of death.

Sec. 20. Leave for Jury Duty. --Necessary time off for jury duty is allowed without loss of pay or vacation leave.

Sec. 21. Absence from Usual and Regular Duties.

21.1 Authorization for any member of a faculty or staff to be absent from his usual and regular duties will be granted only under the following conditions:

21.11 When such absence is on State business, and

21.12 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution; or

21.13 In the case of military leave, not to exceed 15 working days each year.

21.2 Permission to be absent from usual and regular duties shall be obtained as prescribed in the Fiscal Rules (see Part Two hereof).

Sec. 22. Authorization to Travel.

22.1 Authorization to travel will be granted only under the conditions specified in the Fiscal Rules (see Part Two hereof).

Sec. 17. Faculty Development Leaves. -- Faculty development leaves for faculty members may be granted as set out in House Bill 669, 60th Legislature, Regular Session, 1967. This bill provides that after two consecutive academic years at the same institution faculty members as defined in this Act may be considered for a faculty development leave for one academic year at one-half his regular salary or for one-half academic year at his full regular salary. Such leaves shall be granted pursuant to procedures outlined in the Act and to the limitations therein.

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- 19.3 In the case of death of an employee who has accumulated sick leave, his estate will be paid for one-half of his accumulated sick leave, not to exceed thirty (30) days. The payment shall be calculated at the rate of compensation being paid the employee at the time of his death.
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19.3 In the case of death of an employee who is eligible to accrue sick leave, his estate will be paid for one-half (1/2) of accrued sick leave, not to exceed thirty (30) days of sick leave.

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Sec. 22. Authorization to Travel.

22.1 Authorization to travel will be granted only under the conditions specified in the Fiscal Rules (see Part Two hereof).

22.2 A faculty or staff member whose usual duties do not require travel shall not absent himself from his regular place of work and his usual duties except with permission obtained according to the Fiscal Rules (see Part Two hereof).

Sec. 23. Compensation for Correspondence and Extension Teaching of Full-time Staff Members. -- Compensation rates for correspondence courses and extension center teaching for full-time teachers on a nine months' basis or for other employees on a twelve months' basis shall be in accord with rates fixed by the then current appropriation bill. If not so fixed, they shall be set from year to year by the institutional head with the approval of the Deputy Chancellor.

Sec. 24. Textbooks and Other Materials Prescribed for the Use of Students.

24.1 The policy of the Board of Regents concerning textbooks and other materials prescribed for the use of students is as follows:

24.11 Although generally the individual instructor or the department should have wide discretion in the choice of materials to be used in the courses offered by the department, frequent changes in the textbooks prescribed should be discouraged and should be made only for cogent reasons.

24.12 Although the authorship of books, outlines, manuals and similar materials by members of the staff should be encouraged, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Where practicable and equitable, the charge for outlines, syllabi, and similar materials prescribed for the use of students should be borne by the instructional department concerned. Whenever a charge is authorized for such mimeographed or similarly processed materials, the prices should be as low as possible, consistent with the payment of a fair and reasonable royalty to the author or authors.

24.2 To carry out this statement of policy the following procedures are prescribed:

24.21 Any proposed change in the textbook of any course, within one year from the date of first adoption, shall be approved by the departmental faculty having jurisdiction, and a statement of the authorization with reasons therefor shall be transmitted by the chairman of the department through the dean to the institutional head.

24.22 Textbooks, notebooks, manuals, or other materials for the use of students of a component institution, written or prepared by a member of the faculty of that institution, shall not be prescribed for the use of students in that institution or sold to such students until such books, notes, manuals, or materials shall have been

- 22.2 A faculty or staff member whose usual duties do not require travel shall not absent himself from his regular place of work and his usual duties except with permission obtained according to the Fiscal Rules (see Part Two hereof).

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- 24.22 Textbooks, notebooks, manuals, or other materials for the use of students of a component institution, written or prepared by a member of the faculty of that institution, shall not be prescribed for the use of students in that institution or sold to such students until such books, notes, manuals, or materials shall have been

approved, with reasons stated, by the departmental faculty, the dean or deans concerned, and transmitted to the institutional head for approval and inclusion in the next regular docket. All such requests shall indicate the proposed prices and profits, and their authorization shall be effective only to the end of the fiscal year (August 31) for which such approval has been given.

Sec. 25. Sectarian Courses Prohibited. --No course of instruction of a sectarian character shall be taught in The University of Texas System or any or its component institutions. (Article 2604, Vernon's Civil Statutes.)

Sec. 26. Acceptance of Money from Students.

- 26.1 Members of teaching staffs, without previous and special approval of the Board of Regents, shall not collect from students any fees or charges to be expended for institutional purposes, and shall not sell to students books, notes, or similar student supplies.
- 26.2 A member of the faculty or staff of the rank of instructor or above may not accept pay for extra instruction or teaching of students registered in the institution where he is employed.
- 26.3 With written approval, teaching assistants, assistants, and other like instructional employees below the rank of an instructor, may accept pay from students for extra-class instruction or coaching but only in courses or sections of courses with which they have no instructional connection. The Institutional Supplement of the component institution shall specify the procedure for approval at the institutional level.

Sec. 27. Power to Authorize Expenditures out of The University of Texas System Funds.

- 27.1 No expenditure out of funds under control of the Board of Regents of The University of Texas System shall be made and no debt or obligation shall be incurred and no promise shall be made in the name of The University of Texas System or any of its component institutions or of the Board of Regents by any member of the respective staffs of The University of Texas System or any of its component institutions except:
- 27.11 In accordance with general or special budgetary apportionments authorized in advance by the Board and entered in its minutes; or
- 27.12 In accordance with authority specifically vested by the Board in a committee of the Board; or
- 27.13 In accordance with authority to act for the Board when it is not in session, specifically vested in some University officer by these Rules and Regulations or by special action of the Board. (Cf. Article 2594, Vernon's Civil Statutes.)

27.2 It shall be the duty of the Auditor of The University of Texas at Austin and the several institutional business managers to see that all claims for payments of items not authorized as indicated above are refused and returned unpaid.

27.3 There shall be no sale to or purchase from The University of Texas System or its component institutions by any employee thereof unless same has been duly authorized by the Board and the details relating thereto have been entered in its minutes.

Sec. 28. Indebtedness to The University of Texas System or the State. -- Neither salary payments nor any other payments shall be made to an employee, his agent or assignee, who is indebted to The University of Texas System, any of its component institutions, or to the State until such debt is paid.

Sec. 29. Power to Bind The University of Texas System in Fixing its Policies. -- No employee of The University of Texas System or any of its component institutions, as an individual or as a member of any association or agency, has the power to bind The University of Texas System or any of its component institutions in fixing its policies unless such power has been officially conferred in advance by the Board of Regents. Any action which attempts to change the policies of The University of Texas System or any of its component institutions, taken by any association or agency, shall be of no effect until the proposed action has been approved by the institutional head concerned and the Deputy Chancellor, and ratified by the Board of Regents.

Sec. 30. Institutional Employees as Students. -- The Institutional Supplement for each of the component teaching institutions shall express the institutional policy as to the amount of course work full-time and part-time employees shall be permitted to carry.

Sec. 31. Retirement and Modified Service.

31.1 Members of institutional faculties will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their seventieth birthday.

31.2 Members of the institutional nonteaching staffs who are without faculty rank will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their sixty-fifth birthday, except as provided in subsequent subsections.

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31.2 Members of the institutional nonteaching staffs who are without faculty rank will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their sixty-fifth birthday, except as provided in subsequent subsections.

- 31.21 Nonteaching staff members who are without faculty rank may, at the end of the fiscal year that includes their sixty-fifth birthday, be employed in an academic status on a full-time or part-time basis until the end of the fiscal year during which their seventieth birthday occurs on the condition that employment in such capacity shall be considered temporary and on a year-to-year basis. Such a nomination shall be made by a teaching department solely on the basis of the institution's need.
- 31.3 Faculty members who have served continuously The University of Texas System, except as set out in Sections 31.(16) and 31.(17), for twenty (20) years or more and have the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor, shall be continued after reaching the age of seventy (70) on a reduced salary and upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System.
- 31.4 Faculty members who do not have the rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor shall not be appointed to modified service after the end of the fiscal year which includes their seventieth birthday.
- 31.5 Subject to the provisions of Paragraph 31.21, nonteaching staff members who have served the University continuously for fifteen (15) years or more shall be continued after reaching the age of sixty-five (65) on a reduced salary from the University and upon modified service until the end of the fiscal year during which their sixty-seventh birthday occurs, except as provided in the subsections below:
- 31.51 Nonteaching staff members who have reached their forty-fifth birthday by September 1, 1964, and who at that time will have been employed continuously for a period of at least fifteen (15) years, may continue on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and they may then be continued upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System.

27.2 It shall be the duty of the Auditor of The University of Texas at Austin and the several institutional business managers to see that all claims for payments of items not authorized as indicated above are refused and returned unpaid.

27.3 There shall be no sale to or purchase from The University of Texas System or its component institutions by any employee thereof unless same has been duly authorized by the Board and the details relating thereto have been entered in its minutes.

Sec. 28. Indebtedness to The University of Texas System or the State. -- Neither salary payments nor any other payments shall be made to an employee, his agent or assignee, who is indebted to The University of Texas System, any of its component institutions, or to the State until such debt is paid.

Sec. 29. Power to Bind The University of Texas System in Fixing its Policies. -- No employee of The University of Texas System or any of its component institutions, as an individual or as a member of any association or agency, has the power to bind The University of Texas System or any of its component institutions in fixing its policies unless such power has been officially conferred in advance by the Board of Regents. Any action which attempts to change the policies of The University of Texas System or any of its component institutions, taken by any association or agency, shall be of no effect until the proposed action has been approved by the institutional head concerned and the Chancellor, and ratified by the Board of Regents.

Sec. 30. Institutional Employees as Students. -- The Institutional Supplement for each of the component teaching institutions shall express the institutional policy as to the amount of course work full-time and part-time employees shall be permitted to carry.

Sec. 31. Retirement and Modified Service.

31.1 Beginning September 1, 1967, members of institutional faculties and institutional nonteaching staffs must retire completely at the end of the fiscal year that includes their seventy-fifth birthday.

31.2 Members of institutional faculties will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their seventieth birthday.

31.3 Members of the institutional nonteaching staffs who are without faculty rank will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their sixty-fifth birthday, except as provided in subsequent subsections.

- 31.21 Nonteaching staff members who are without faculty rank may, at the end of the fiscal year that includes their sixty-fifth birthday, be employed in an academic status on a full-time or part-time basis until the end of the fiscal year during which their seventieth birthday occurs on the condition that employment in such capacity shall be considered temporary and on a year-to-year basis. Such a nomination shall be made by a teaching department solely on the basis of the institution's need.
- 31.3 Faculty members who have served continuously The University of Texas System, except as set out in Sections 31.(16) and 31.(17), for twenty (20) years or more and have the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor, shall be continued after reaching the age of seventy (70) on a reduced salary and upon modified service until the Board of Regents, upon recommendation of the Deputy Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System.
- 31.4 Faculty members who do not have the rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor shall not be appointed to modified service after the end of the fiscal year which includes their seventieth birthday.
- 31.5 Subject to the provisions of Paragraph 31.21, nonteaching staff members who have served the University continuously for fifteen (15) years or more shall be continued after reaching the age of sixty-five (65) on a reduced salary from the University and upon modified service until the end of the fiscal year during which their sixty-seventh birthday occurs, except as provided in the subsections below:
- 31.51 Nonteaching staff members who have reached their forty-fifth birthday by September 1, 1964, and who at that time will have been employed continuously for a period of at least fifteen (15) years, may continue on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and they may then be continued upon modified service until the Board of Regents, upon recommendation of the Deputy Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System.

- 31.21 Nonteaching staff members who are without faculty rank may, at the end of the fiscal year that includes their sixty-fifth birthday, be employed in an academic status on a full-time or part-time basis until the end of the fiscal year during which their seventieth birthday occurs on the condition that employment in such capacity shall be considered temporary and on a year-to-year basis. Such a nomination shall be made by a teaching department solely on the basis of the institution's need.
- 31.3 Faculty members who have served continuously The University of Texas System, except as set out in Sections 31.(16) and 31.(17), for twenty (20) years or more and have the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor, shall be continued after reaching the age of seventy (70) on a reduced salary and upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System.
- 31.4 Faculty members who do not have the rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor shall not be appointed to modified service after the end of the fiscal year which includes their seventieth birthday.
- 31.5 Subject to the provisions of Paragraph 30.9, nonteaching staff members who have served the University continuously for fifteen (15) years or more shall be continued after reaching the age of sixty-five (65) on a reduced salary from the University and upon modified service until the end of the fiscal year during which their sixty-seventh birthday occurs, except as provided in the subsections below:
- 31.51 Nonteaching staff members who have reached their forty-fifth birthday by September 1, 1964, and who at that time will have been employed continuously for a period of at least fifteen (15) years, may continue on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and they may then be continued upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System.

31. 31 Nonteaching staff members who are without faculty rank may, at the end of the fiscal year that includes their sixty-fifth birthday, be employed in an academic status on a full-time or part-time basis until the end of the fiscal year during which their seventieth birthday occurs on the condition that employment in such capacity shall be considered temporary and on a year-to-year basis. Such a nomination shall be made by a teaching department solely on the basis of the institution's need.
31. 4 Faculty members who have served continuously The University of Texas System, except as set out in Sections 31. (17) and 31. (18), for twenty (20) years or more and have the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor, shall be continued after reaching the age of seventy (70) on a reduced salary and upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System, except that, beginning September 1, 1967, no member will be continued on modified service beyond the fiscal year in which his seventy-fifth birthday occurs.
31. 5 Faculty members who do not have the rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor shall not be appointed to modified service after the end of the fiscal year which includes their seventieth birthday.
31. 6 Subject to the provisions of Paragraph 30. 9, nonteaching staff members who have served the University continuously for fifteen (15) years or more shall be continued after reaching the age of sixty-five (65) on a reduced salary from the University and upon modified service until the end of the fiscal year during which their sixty-seventh birthday occurs, except as provided in the subsections below:
31. 61 Nonteaching staff members who have reached their forty-fifth birthday by September 1, 1964, and who at that time will have been employed continuously for a period of at least fifteen (15) years, may continue on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and they may then be continued upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System except that, beginning September 1, 1967, no member will be continued on modified service beyond the fiscal year in which his seventy-fifth birthday occurs.

- 31.52 Nonteaching staff members who have reached their fifty-fifth birthday by September 1, 1964, and who will at that time have been employed continuously for a period of ten (10) years may be continued on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and upon modified service, if physically qualified, until the end of the fiscal year that includes their seventieth birthday.
- 31.53 Nonteaching staff members who have reached their sixtieth birthday by September 1, 1964, may be continued on full-time service and compensation through the fiscal year that includes their seventieth birthday; thereafter, if at that time they have completed twenty (20) years of continuous service, they will be eligible, if physically qualified, for appointment to modified service through the fiscal year that includes their seventy-second birthday.
- 31.54 Nonteaching staff members who have reached their sixty-fifth birthday by September 1, 1964, may continue on full-time service and compensation through the fiscal year that includes their seventieth birthday, and, if they have at that time completed twenty (20) years of continuous service, they may continue upon modified service until the Board of Regents, upon recommendation of the Deputy Chancellor and the institutional head involved determines that they shall retire completely from service with and compensation from The University of Texas System.
- 31.55 Nonteaching employees in nonadministrative performance level positions appointed to modified service will be assigned to such duties within the individual's capacities as will be to the benefit of the institution.
- 31.56 Nonteaching employees in administrative policymaking positions appointed to modified service must retire from their full-time position and shall be assigned such other and different duties within the individual's capacity as are determined to be most beneficial to the institution.
- 31.6 The salary rate for modified service shall be one-half the average regular salary rate for each individual during the five years of full-time service immediately preceding the fiscal or academic year, as appropriate, in which modified service begins. Adjustments in rate will be made to care for any general change in salary scale under policies developed from time to time by the component institutions and approved by the Deputy Chancellor and the Board of Regents.

- 31.52 Nonteaching staff members who have reached their fifty-fifth birthday by September 1, 1964, and who will at that time have been employed continuously for a period of ten (10) years may be continued on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and upon modified service, if physically qualified, until the end of the fiscal year that includes their seventieth birthday.
- 31.53 Nonteaching staff members who have reached their sixtieth birthday by September 1, 1964, may be continued on full-time service and compensation through the fiscal year that includes their seventieth birthday; thereafter, if at that time they have completed twenty (20) years of continuous service, they will be eligible, if physically qualified, for appointment to modified service through the fiscal year that includes their seventy-second birthday.
- 31.54 Nonteaching staff members who have reached their sixty-fifth birthday by September 1, 1964, may continue on full-time service and compensation through the fiscal year that includes their seventieth birthday, and, if they have at that time completed twenty (20) years of continuous service, they may continue upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System.
- 31.55 Nonteaching employees in nonadministrative performance level positions appointed to modified service will be assigned to such duties within the individual's capacities as will be to the benefit of the institution.
- 31.56 Nonteaching employees in administrative policymaking positions appointed to modified service must retire from their full-time position and shall be assigned such other and different duties within the individual's capacity as are determined to be most beneficial to the institution.
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- 31.62 Nonteaching staff members who have reached their fifty-fifth birthday by September 1, 1964, and who will at that time have been employed continuously for a period of ten (10) years may be continued on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and upon modified service, if physically qualified, until the end of the fiscal year that includes their seventieth birthday.
- 31.63 Nonteaching staff members who have reached their sixtieth birthday by September 1, 1964, may be continued on full-time service and compensation through the fiscal year that includes their seventieth birthday; thereafter, if at that time they have completed twenty (20) years of continuous service, they will be eligible, if physically qualified, for appointment to modified service through the fiscal year that includes their seventy-second birthday.
- 31.64 Nonteaching staff members who have reached their sixty-fifth birthday by September 1, 1964, may continue on full-time service and compensation through the fiscal year that includes their seventieth birthday, and, if they have at that time completed twenty (20) years of continuous service, they may continue upon modified service until the Board of Regents, upon recommendation of the institutional head involved, determines that they shall retire completely from service with and compensation from The University of Texas System except that, beginning September 1, 1967, no member will be continued on modified service beyond the fiscal year in which his seventy-fifth birthday occurs.
- 31.65 Nonteaching employees in nonadministrative performance level positions appointed to modified service will be assigned to such duties within the individual's capacities as will be to the benefit of the institution.
- 31.66 Nonteaching employees in administrative policymaking positions appointed to modified service must retire from their full-time position and shall be assigned such other and different duties within the individual's capacity as are determined to be most beneficial to the institution.
- 31.7 The salary rate for modified service shall be one-half the average regular salary rate for each individual during the five years of full-time service immediately preceding the fiscal or academic year, as appropriate, in which modified service begins. Adjustments in rate will be made to care for any general change in salary scale under policies developed from time to time by the component institutions and approved by the Chancellor and the Board of Regents.

- 31.7 The work load of a faculty or staff member placed on modified service shall be essentially one-half of his immediately previous full-time work load, but he may not continue, or be assigned, major administrative duties.
- 31.8 During the fiscal year in which the faculty member's seventieth birthday occurs or the nonteaching staff member's sixty-fifth birthday occurs and before the budget is prepared for the following year, and each year thereafter until full retirement, there must be an administrative determination of the employee's fitness to fulfill his duties.
- 31.9 Members of institutional faculties who have served The University of Texas System continuously for twenty (20) years, and members of the nonteaching staff who have served the institution continuously for fifteen (15) years, may, upon approval of the institutional head, change to the modified service in The University of Texas System for which they are eligible at any time after reaching their sixtieth birthday.
- 31.(10) No person appointed to the institutional faculties or nonteaching staffs after the age of fifty shall have the right to modified service.
- 31.(11) Members of institutional faculties and staffs who are not members of the Teacher Retirement System and faculty members who have served less than twenty (20) years and nonteaching staff members who have served less than fifteen (15) years may secure modified service status only upon special recommendation of the institutional head and the Chancellor and approval by the Board, and such recommendation and approval must be made annually on the basis of institutional need.
- 31.(12) In deciding when a faculty member shall retire from all service with and compensation from The University of Texas System, the Board of Regents will consider his current capacity for work, his service to The University of Texas System, and the retirement benefits to which he is entitled under the Teacher Retirement System of Texas and the Federal Social Security laws; with the expectation that for each voting member of the faculty with at least twenty-five (25) years of faculty membership in The University of Texas System, modified service will be continued until the retirement benefits receivable are approximately equal to the amount that would be received under modified service.
- 31.(13) Nonteaching Staff Members with Faculty Rank. -- Every full-time or part-time nonteaching staff member who also has the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate

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- 31.8 During the fiscal year in which the faculty member's seventieth birthday occurs or the nonteaching staff member's sixty-fifth birthday occurs and before the budget is prepared for the following year, and each year thereafter until full retirement, there must be an administrative determination of the employee's fitness to fulfill his duties.
- 31.9 Members of institutional faculties who have served The University of Texas System continuously for twenty (20) years, and members of the nonteaching staff who have served the institution continuously for fifteen (15) years, may, upon approval of the institutional head, change to the modified service in The University of Texas System for which they are eligible at any time after reaching their sixtieth birthday.
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- 31.9 During the fiscal year in which the faculty member's seventieth birthday occurs or the nonteaching staff member's sixty-fifth birthday occurs and before the budget is prepared for the following year, and each year thereafter until full retirement, there must be an administrative determination of the employee's fitness to fulfill his duties.
- 31.(10) Members of institutional faculties who have served The University of Texas System continuously for twenty (20) years, and members of the nonteaching staff who have served the institution continuously for fifteen (15) years, may, upon approval of the institutional head, change to the modified service in The University of Texas System for which they are eligible at any time after reaching their sixtieth birthday.
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- 31.(14) Nonteaching Staff Members with Faculty Rank. -- Every full-time or part-time nonteaching staff member who also has the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate

Professor, Guest Associate Professor, Professor, or Guest Professor shall retire from his administrative position (see Subsection 31.15 below) at the close of the fiscal year in which his sixty-fifth birthday occurs and, if he chooses, return to a full-time faculty assignment. Thereafter, his rights shall be in accord with any other member of the faculty.

31. (13)1 Every full-time or part-time nonteaching staff member who has academic rank but does not have the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor shall retire from his administrative position (see Subsection 31.15 below) at the close of the fiscal year in which his sixty-fifth birthday occurs and he may choose to return to full-time faculty assignments until the close of the fiscal year in which his seventieth birthday occurs without eligibility for modified service, or he may choose to be continued in a nonteaching position on modified service and compensation through the fiscal year in which his sixty-seventh birthday occurs.

31. (14)Administrative Officers. --Administrative officers with policymaking responsibility shall retire from their administrative positions at the end of the fiscal year in which their sixty-fifth birthday occurs. Administrative officers in this paragraph shall include all executive officers, deans and directors, assistant and associate deans and directors, departmental chairmen, administrative personnel within the professional and administrative classifications in the Personnel Pay Plan of each institution of The University of Texas System, or unclassified administrative positions, and others by title whose positions are deemed involved in policymaking decisions by the Deputy Chancellor and his staff. This determination will be made annually by the Deputy Chancellor, upon recommendation of the executive head of the component institution, at the time of budget preparation.

31. (15)Employment after Retirement. --Any person receiving service retirement benefits from the Teacher Retirement System of Texas and who is over sixty (60) years of age may be employed in a public school of Texas on as much as a one-third time basis. This would usually limit employment in instruction to no more than one (1) three-semester-hour course during any one semester of the long term, one (1) three-semester-hour course during a six-week term. One-third employment for staff shall in no case exceed fifty-nine (59) clock hours in any calendar month. This employment of a person receiving service retirement shall not affect his right to continue to receive benefits under the Teacher Retirement System of Texas. However, this

*As amended*  
*5-2-69*

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Amended 5-31-68<sup>44</sup>

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31. (15) Employment after Retirement. -- Any person receiving service retirement under the Teacher Retirement System of Texas and who is over sixty-five (65) years of age may, subject to the provisions of Section 31.1 above, be employed by a State-supported college or university in this state on as much as a one-third time basis (which for teachers shall in no event exceed teaching of six (6) semester hours). This employment of a person receiving service retirement shall not affect his right to continue to receive benefits under the Teacher Retirement System of Texas. However, this employment does not entitle the person to receive additional creditable service under the Teacher Retirement System of Texas and the person so employed shall not be required to make further

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31. (16) Employment after Retirement. -- Any person receiving service retirement under the Teacher Retirement System of Texas and who is over sixty-five (65) years of age may, subject to the provisions of Section 31.1 above, be employed by a State-supported college or university in this state on as much as a one-third time basis (which for teachers shall in no event exceed teaching of six (6) semester hours). This employment of a person receiving service retirement shall not affect his right to continue to receive benefits under the Teacher Retirement System of Texas. However, this employment does not entitle the person to receive additional creditable service under the Teacher Retirement System of Texas and the person so employed shall not be required to make further

employment does not entitle the person to receive additional creditable service under the Teacher Retirement System of Texas and the person so employed shall not be required to make further contributions to the Teacher Retirement System of Texas. Application of this provision to individual cases shall be based on institutional benefit or need and will be recommended through appropriate administrative officers to the Deputy Chancellor for approval.

31. (16) The regulations and provisions of this section (Sec. 31) shall not apply to those professional and nonclassified administrative staff members of The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston who participate in the retirement program financed through the Physicians Referral Service. Such individuals shall retire at age 65. Any subsequent employment prior to age 70 shall be recommended on a year-to-year basis only for those persons whose specialized talent or productivity meets an institutional need.

31. (17) Whenever such action appears to be to the advantage and best interest of The University of Texas System or any of its component institutions, the Board of Regents, upon recommendation of institutional heads and the Deputy Chancellor, may, by unanimous vote of the members present, make exceptions to this rule in special and extreme cases.

Sec. 32. Staff Benefits. -- For other staff benefits, see Part Two hereof.

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31. (17) The regulations and provisions of this section (Sec. 31) shall not apply to faculty members, nonclassified and classified personnel at The University of Texas at Arlington. All such personnel shall retire at age 65. Any subsequent employment prior to age 70 shall be recommended on a year-to-year basis only for those persons whose specialized talent or productivity meets an institutional need.

31. (18) Whenever such action appears to be to the advantage and best interest of The University of Texas System or any of its component institutions, the Board of Regents, upon recommendation of institutional heads and the Chancellor, may, by unanimous vote of the members present, make exceptions to this rule in special and extreme cases.

Sec. 32. Staff Benefits. -- For other staff benefits, see Part Two hereof.

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31. (18) Whenever such action appears to be to the advantage and best interest of The University of Texas System or any of its component institutions, the Board of Regents, upon recommendation of institutional heads and the Chancellor, may, by unanimous vote of the members present, make exceptions to this rule in special and extreme cases.

Sec. 32. Staff Benefits. -- For other staff benefits, see Part Two hereof.

contributions to the Teacher Retirement System of Texas. Application of this provision to individual cases shall be based on institutional benefit or need and will be recommended through appropriate administrative officers to the Chancellor for approval.

31. (17) The regulations and provisions of this section (Sec. 31) shall not apply to those professional and nonclassified administrative staff members of The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston who participate in the retirement program financed through the Physicians Referral Service. Such individuals shall retire at age 65. Any subsequent employment prior to age 70 shall be recommended on a year-to-year basis only for those persons whose specialized talent or productivity meets an institutional need.
31. (18) The regulations and provisions of this section (Sec. 31) shall not apply to faculty members, nonclassified and classified personnel at The University of Texas at Arlington. All such personnel shall retire at age 65. Any subsequent employment prior to age 70 shall be recommended on a year-to-year basis only for those persons whose specialized talent or productivity meets an institutional need.
31. (19) Whenever such action appears to be to the advantage and best interest of The University of Texas System or any of its component institutions, the Board of Regents, upon recommendation of institutional heads and the Chancellor, may, by unanimous vote of the members present, make exceptions to this rule in special and extreme cases.

Sec. 32. Staff Benefits. -- For other staff benefits, see Part Two hereof.

## CHAPTER IV

### FACULTY ORGANIZATION

#### Sec. 1. Educational Policy.

- 1.1 The Board of Regents will devote its best efforts to making all of the institutions composing The University of Texas System institutions of the "first class," as the Texas Constitution directs in Article VII, Section 10. The Board of Regents will be guided in general by the best practices of the best universities in the United States and abroad, especially by the best practices of the United States state universities.
- 1.2 The Board of Regents will not, except in extraordinary cases, act on important matters of academic policy until it has received, or requested and obtained, advice thereupon from the institutional faculty or faculties affected or their legislative bodies. When new policies originating in any faculty give rise to serious differences of opinion in that body, the advice and recommended legislation shall, at the request of the minority, be accompanied by a record of the vote and by a summary of the reasons for and against the matters proposed.

#### Sec. 2. Institutional, College, School, and Departmental Faculties and Legislative Bodies.

- 2.1 General Authority. --Subject to the authority of the Board of Regents, and subject further to the authority that the Board of Regents has vested in the various administrative officers and subdivisions of The University of Texas System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:
  - 2.11 General academic policies and welfare.
  - 2.12 Student life and activities.
  - 2.13 Requirements of admission and graduation.
  - 2.14 Honors and scholastic performance generally.
  - 2.15 Approval of candidates for degrees.
  - 2.16 Faculty rules of procedure.
- 2.2 Necessity of Approval by Regents. --Legislation recommended by an institutional faculty, or legislative body thereof, requiring approval of the Board of Regents, shall not be effective unless and until approved

by the Board of Regents. Such legislation by a college or school faculty shall not be presented to the Board of Regents until it has been approved by the institutional faculty, either directly or through its legislative body, and has received the consideration and recommendation of the appropriate institutional head(s) and the Deputy Chancellor. The faculty affected will be notified by the Board of Regents, through administrative channels, of its action on recommended faculty legislation.

- 2.3 When Legislation is Effective. -- Except where the Board of Regents has specifically authorized procedure for placing into effect emergency faculty legislation without prior Board of Regents' approval, institutional faculty legislation shall become effective only upon approval by the Board of Regents or at such later time as the Board shall specify. The secretary of the institutional faculty shall be notified of Board action, and notice of such action shall be included in the official minutes of the faculty.
- 2.4 Approval of Degree Candidates. -- It shall be the duty of the several institutional faculties to recommend approval or disapproval of all candidates for degrees. This duty may be delegated for any academic year by affirmative vote of the institutional faculty, or its legislative body, to the respective deans or other appropriate official. Should this duty not be delegated, then the institutional registrar, or his equivalent, shall furnish to the members of the institutional faculty a complete list of the degree candidates for recommendation.
- 2.5 List of Degree Candidates in Minutes. -- The institutional registrar, as soon as possible after each commencement, shall provide the secretary of his institutional faculty, or its legislative body, with a complete list of all successful degree candidates, and the secretary shall insert the list in the minutes of the faculty.
- 2.6 Changes in Degree Requirements. -- Changes in degree requirements shall not become effective until approved by the Board of Regents and published in the appropriate catalogue; provided, however, that students may be given the benefit of any action reducing or modifying the requirements for their degree immediately upon Board of Regents' approval.
- 2.7 Faculty Minutes. -- Copies of institutional faculty minutes, or of their legislative bodies, shall be available for use of members of the particular faculties individually, if desired; and shall be filed in the office of their secretaries, the institutional heads, the Deputy Chancellor, and the Secretary to the Board of Regents and in the institutional libraries.

by the Board of Regents. Such legislation by a college or school faculty shall not be presented to the Board of Regents until it has been approved by the institutional faculty, either directly or through its legislative body, and has received the consideration and recommendation of the appropriate institutional head(s) and the Chancellor. The faculty affected will be notified by the Board of Regents, through administrative channels, of its action on recommended faculty legislation.

- 2.3 When Legislation is Effective. --Except where the Board of Regents has specifically authorized procedure for placing into effect emergency faculty legislation without prior Board of Regents' approval, institutional faculty legislation shall become effective only upon approval by the Board of Regents or at such later time as the Board shall specify. The secretary of the institutional faculty shall be notified of Board action, and notice of such action shall be included in the official minutes of the faculty.
- 2.4 Approval of Degree Candidates. --It shall be the duty of the several institutional faculties to recommend approval or disapproval of all candidates for degrees. This duty may be delegated for any academic year by affirmative vote of the institutional faculty, or its legislative body, to the respective deans or other appropriate official. Should this duty not be delegated, then the institutional registrar, or his equivalent, shall furnish to the members of the institutional faculty a complete list of the degree candidates for recommendation.
- 2.5 List of Degree Candidates in Minutes. --The institutional registrar, as soon as possible after each commencement, shall provide the secretary of his institutional faculty, or its legislative body, with a complete list of all successful degree candidates, and the secretary shall insert the list in the minutes of the faculty.
- 2.6 Changes in Degree Requirements. --Changes in degree requirements shall not become effective until approved by the Board of Regents and published in the appropriate catalogue; provided, however, that students may be given the benefit of any action reducing or modifying the requirements for their degree immediately upon Board of Regents' approval.
- 2.7 Faculty Minutes. --Copies of institutional faculty minutes, or of their legislative bodies, shall be available for use of members of the particular faculties individually, if desired; and shall be filed in the office of their secretaries, the institutional heads, the Chancellor, and the Secretary to the Board of Regents and in the institutional libraries.

## CHAPTER V

### GRADUATE EDUCATION IN THE UNIVERSITY OF TEXAS SYSTEM

- Sec. 1. The various component institutions of The University of Texas System authorized to offer graduate degrees shall provide and maintain an appropriate faculty and administrative organization for such graduate degrees. The President of each component institution of The University of Texas System shall be responsible to the Deputy Chancellor, and through him, to the Board of Regents for the policies and administration of the graduate programs.
- 1.1 "Graduate programs," as this term is used in these rules, does not include the programs that lead to the M.D., D.D.S., M.P.H., Dr. P.H., J.D., LL.M., and M.C.J. degrees, or others that may be excluded upon recommendation by the President of the component institution and concurrence by the Deputy Chancellor.
- Sec. 2. Within the general academic components, the designation "Graduate School" will be used if (a) there is a minimum of three distinct programs approved for doctoral degrees and thirty such doctoral degrees have been awarded; or (b) there is a minimum of ten distinct programs approved for master's degrees and fifty master's degrees have been awarded. In component institutions that do not meet these requirements, graduate study will be in a "Division of Graduate Studies."
- Sec. 3. Graduate programs in the biomedical components shall be administered as follows:
- 3.1 In the Health Science Centers at Dallas, Houston, and San Antonio and at Galveston Medical Branch the graduate programs will be administered through a Graduate School of Biomedical Sciences.

3.2 In the System Nursing School graduate education will be administered as specific graduate programs coordinated by an administrative officer designated by the President.

3.3 In the University Cancer Center research and graduate instruction will be offered in cooperation with other components which are authorized to award graduate degrees.

Sec. 4. Component institutions which offer graduate degrees and elect an administrative organization and designations different from those authorized above may do so only upon the recommendation of the President, the concurrence of the Deputy Chancellor, and the approval of the Board of Regents.

Sec. 5. The policies and procedures for staffing and administering the graduate programs at all component institutions shall be set forth in the institutional Handbook of Operating Procedures. These policies and procedures shall include qualifications for faculty members assigned to teach graduate courses, supervise graduate programs, and advise graduate students.

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. 4. The Head of each component institution shall have authority over the graduate programs in that institution.

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.

CHAPTER V

GRADUATE EDUCATION IN THE UNIVERSITY OF TEXAS SYSTEM

A. Graduate Education in the General Academic Institutions

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.

1.1 "Graduate programs," as this term is used in these rules, does not include the programs that lead to the M. D. , D. D. S. , J. D. , LL. M. , and M. C. L. degrees, or professional programs leading to an advanced degree that may be excluded with approval of the Board of Regents.

1.2 The designation "Graduate School" will be used in component institutions that meet either the requirement that: (a) there is a minimum of three distinct programs approved for doctoral degrees and thirty such doctoral degrees have been awarded; or (b) there is a minimum of ten distinct programs approved for master's degrees and fifty master's degrees have been awarded. In component institutions that do not meet these requirements, graduate study will be in a "Division of Graduate Studies."

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. 4. The Head of each component institution shall have authority over the graduate programs in that institution.

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.

5.1 The graduate administrator shall advise the head 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.

Sec. 6. Graduate Faculties of The University of Texas System. Each component institution with a graduate program shall have a Graduate Faculty composed of persons qualified by their scholarly or creative works and effectiveness in the teaching of graduate students. All members are expected to be active in the supervision of candidates for graduate degrees. The Graduate Faculties are composed of Members, Special Members, and Associates.

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.

- 6.12 Associates. Nontenure assistant professors within units having doctoral programs who will participate actively in graduate education and research become Associates of the Graduate Faculty of that component institution upon certification by the appropriate Committee on Graduate Studies. Other assistant professors may be appointed as Associates upon nomination by the appropriate Committee on Graduate Studies and approval by the graduate administrator. Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate of the Graduate Faculty. An Associate of a Graduate Faculty shall be eligible to supervise master's theses; and by request of the appropriate Committee on Graduate Studies and with approval of the institutional graduate administrator, an Associate may supervise particular doctoral dissertations. An Associate does not have a vote in the Graduate Faculty or in any Committee on Graduate Studies.

- 6.2 Graduate Instruction. No members of a faculty other than a Member, Special Member, or Associate of a Graduate Faculty may teach a thesis or dissertation course. Upon recommendation by a Committee on Graduate Studies and approval by the institutional graduate administrator, other faculty members may be assigned to teach other graduate courses.

- 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.

Sec. 8. Committees on Graduate Studies. Each component institution of The University of Texas System will establish a Committee on Graduate Studies in any academic area in which an approved graduate program is offered. The committee shall consist of all members of the Graduate Faculty in the area, and a minimum of four members is required. A committee may include members from several small allied areas if this seems most effective in stimulating development. Members of the Graduate Faculty who are retired or on modified service may serve as members of the committee but without vote. Each committee shall select its chairman.

8.1 The Committees on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and designation of teachers of graduate courses.

These recommendations shall be reviewed by the undergraduate dean concerned or other administrative officer of the appropriate budgetary unit and then returned to the graduate school administrator for his approval.

Each committee on graduate studies is responsible for recommending the admission to candidacy for all graduate degrees in its academic area.

8.2 Transitional Administration. Until there is a Committee on Graduate Studies for an academic area in which graduate work is offered, the institutional Graduate Faculty shall perform the duties of a Committee on Graduate Studies through a committee appointed by the graduate administrator.

Sec. 9. Graduate Advisers. After consulting with the appropriate department chairman or chairmen and with the members and associates of the graduate faculty in the area, the graduate school administrator at each component institution shall, with the concurrence of the appropriate department chairman or chairmen, appoint a graduate adviser for the department or program. The graduate adviser shall normally be a member of the graduate faculty; in those special cases in which he is an associate he shall attend without vote the meetings of the committee on graduate studies. The graduate adviser shall:

- 9.1 Represent the graduate school administrator and the committee on graduate studies in all matters pertaining to the advising of graduate students taking major work in that academic area.
- 9.2 Register each graduate student and act on adds, drops, section changes, and special examinations.
- 9.3 Maintain a record of each student's work for previous degrees and copies of registrations and grades in work at his institution.
- 9.4 Refer students to the graduate school administrator for exceptions requiring his action.
- 9.5 Inform students and prospective students about graduate work and refer students in appropriate instances to other faculty members for advice.
- 9.6 Act as an assistant to the graduate school administrator in all matters that may be assigned.

B. Graduate Education in the Bio-Medical Institutions

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.

1.1 "Graduate" education, as the term is used in these rules, excludes programs that lead to the M. D. , D. D. S. , M. P. H. , and D. P. H. degrees or other advanced degree programs as specifically excluded by the Board of Regents.

- 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. 3. Relationship to the Health Affairs Council. The Chairman of the Graduate Council for the bio-medical institutions shall serve the Health Affairs Council on matters pertaining to graduate education.
- 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. 5. The head of each institution shall have authority over the graduate programs in that institution.
- 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.
- Sec. 7. Graduate Faculties of the Medical Institutions. Each institution with a graduate program shall have a Graduate Faculty composed of persons qualified by their scholarly or creative work and effectiveness in teaching graduate students. The Graduate Faculties are composed of Members, Special Members, and Associates. The Graduate Faculty shall meet as a body at least once each academic year.

## 7.1 Membership in the Graduate Faculty.

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.

7.12 Special Members. Any outstanding person from government, industry, and professions, foundations, or other academic institutions who is granted teaching responsibilities on a visiting or part-time basis in connection with the graduate program may be appointed a Special Member of the Graduate Faculty of that institution for the duration of his teaching assignment. The appointment shall be by nomination by the appropriate Committee on Graduate Studies and approval of the local graduate administrator and institutional head.

7.13 Associates. Nontenured Faculty Members or those who have yet to demonstrate competence in graduate education who will participate actively in graduate education and research may become Associates of the Graduate Faculty upon certification by the appropriate Committee on Graduate Studies and the graduate administrator and institutional head. An Associate of the Graduate Faculty shall be eligible to supervise Master's theses, and on approval by the appropriate Committee on Graduate Studies and with the approval of the graduate administrator, an Associate may supervise particular doctoral dissertations. An Associate is not eligible for membership on the Graduate Executive Committee.

7.2 Graduate Instruction. A thesis or dissertation course may be taught only by a Member, Special Member, or Associate of a Graduate Faculty.

- Sec. 8. Institutional Graduate Administration. The Graduate Faculty of each institution may exercise its legislative functions through a Graduate Executive Committee to consist of the local graduate administrator and not less than four members of the Graduate Faculty to be elected annually by the Graduate Faculty. The Graduate Executive Committee shall be responsible for formulating general academic policies of the graduate program at its institution and shall meet regularly during each academic year. The graduate administrator shall serve as chairman but shall not vote except in case of tie votes.
- Sec. 9. Committee on Graduate Studies. The Graduate Executive Committee at each institution may establish a Committee on Graduate Studies for each academic area in which a graduate program is offered or proposed.
- 9.1 The Committees on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and shall designate teachers of thesis or dissertation courses. These recommendations shall be reviewed by the Graduate Executive Committee for its approval. Each Committee on Graduate Studies is responsible for recommending admissions to candidacy for all graduate degrees in its academic area. Each committee shall elect its own chairman.
- 9.2 Transitional Administration. Until there is a Committee on Graduate Studies for an academic area in which graduate work is offered or planned, the institutional Graduate Faculty shall perform the duties of the Committee on Graduate Studies through a committee appointed by the graduate administrator.
- Sec. 10. Graduate Advisers. In each academic department with a graduate program, the chairman of the department in consultation with that department's Committee on Graduate Studies and the graduate administrator shall appoint one or more Graduate Advisers for that area. The Graduate Adviser shall be the representative of the graduate administrator in all matters pertaining to the advising of graduate students taking major work in that academic area. The chairman retains responsibility for the general administration and development of the graduate program in his academic area. In the case of programs not confined to departments, the Chairman of the appropriate Committee on Graduate Studies in consultation with that committee and with the concurrence of the graduate administrator shall appoint a Graduate Adviser for that area.
- 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.

*As amended*  
7-31-70

## CHAPTER V

### GRADUATE EDUCATION IN THE UNIVERSITY OF TEXAS SYSTEM

#### A. Graduate Education in the General Academic Institutions

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-Elect, and through him to the Chancellor and the Board of Regents for the policies and administration of the graduate programs.

1.1 "Graduate programs," as this term is used in these rules, does not include the programs that lead to the M. D. , D. D. S. , J. D. , LL. M. , and M. C. L. degrees, or professional programs leading to an advanced degree that may be excluded with approval of the Board of Regents.

1.2 The designation "Graduate School" will be used in component institutions that meet either the requirement that: (a) there is a minimum of three distinct programs approved for doctoral degrees and thirty such doctoral degrees have been awarded; or (b) there is a minimum of ten distinct programs approved for master's degrees and fifty master's degrees have been awarded. In component institutions that do not meet these requirements, graduate study will be in a "Division of Graduate Studies."

Sec. 2 Chancellor-Elect - Graduate Program. The Chancellor-Elect 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-Elect 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. 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-Elect. Each member shall have one vote. The Chancellor-Elect shall be an ex officio member.

3.1 The Chancellor-Elect shall appoint a chairman. 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-Elect 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. 4. The Head of each component institution shall have authority over the graduate programs in that institution.

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-Elect and the Board of Regents, the head of the component institution shall appoint the graduate program administrator, who shall report to him.

5.1 The graduate administrator shall advise the head 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.

Sec. 6. Graduate Faculties of The University of Texas System. Each component institution with a graduate program shall have a Graduate Faculty composed of persons qualified by their scholarly or creative works and effectiveness in the teaching of graduate students. All members are expected to be active in the supervision of candidates for graduate degrees. The Graduate Faculties are composed of Members, Special Members, and Associates.

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-Elect, 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-Elect 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-Elect, 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-Elect, and the Board of Regents.

6.12 Associates. Nontenure assistant professors within units having doctoral programs who will participate actively in graduate education and research become Associates of the Graduate Faculty of that component institution upon certification by the appropriate Committee on Graduate Studies. Other assistant professors may be appointed as Associates upon nomination by the appropriate Committee on Graduate Studies and approval by the graduate administrator. Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate of the Graduate Faculty. An Associate of a Graduate Faculty shall be eligible to supervise master's theses; and by request of the appropriate Committee on Graduate Studies and with approval of the institutional graduate administrator, an Associate may supervise particular doctoral dissertations. An Associate does not have a vote in the Graduate Faculty or in any Committee on Graduate Studies.

6.2 Graduate Instruction. No members of a faculty other than a Member, Special Member, or Associate of a Graduate Faculty may teach a thesis or dissertation course. Upon recommendation by a Committee on Graduate Studies and approval by the institutional graduate administrator, other faculty members may be assigned to teach other graduate courses.

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-Elect, 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-Elect, 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-Elect, or the Board of Regents.

Sec. 8. Committees on Graduate Studies. Each component institution of The University of Texas System will establish a Committee on Graduate Studies in any academic area in which an approved graduate program is offered. The committee shall consist of all members of the Graduate Faculty in the area, and a minimum of four members is required. A committee may include members from several small allied areas if this seems most effective in stimulating development. Members of the Graduate Faculty who are retired or on modified service may serve as members of the committee but without vote. Each committee shall select its chairman.

8.1 The Committees on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and designation of teachers of graduate courses.

These recommendations shall be reviewed by the undergraduate dean concerned or other administrative officer of the appropriate budgetary unit and then returned to the graduate school administrator for his approval.

Each committee on graduate studies is responsible for recommending the admission to candidacy for all graduate degrees in its academic area.

8.2 Transitional Administration. Until there is a Committee on Graduate Studies for an academic area in which graduate work is offered, the institutional Graduate Faculty shall perform the duties of a Committee on Graduate Studies through a committee appointed by the graduate administrator.

Sec. 9. Graduate Advisers. After consulting with the appropriate department chairman or chairmen and with the members and associates of the graduate faculty in the area, the graduate school administrator at each component institution shall, with the concurrence of the appropriate department chairman or chairmen, appoint a graduate adviser for the department or program. The graduate adviser shall normally be a member of the graduate faculty; in those special cases in which he is an associate he shall attend without vote the meetings of the committee on graduate studies. The graduate adviser shall:

- 9.1 Represent the graduate school administrator and the committee on graduate studies in all matters pertaining to the advising of graduate students taking major work in that academic area.
- 9.2 Register each graduate student and act on adds, drops, section changes, and special examinations.
- 9.3 Maintain a record of each student's work for previous degrees and copies of registrations and grades in work at his institution.
- 9.4 Refer students to the graduate school administrator for exceptions requiring his action.
- 9.5 Inform students and prospective students about graduate work and refer students in appropriate instances to other faculty members for advice.
- 9.6 Act as an assistant to the graduate school administrator in all matters that may be assigned.

B. Graduate Education in the Bio-Medical Institutions

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

1.1 "Graduate" education, as the term is used in these rules, excludes programs that lead to the M. D. , D. D. S. , M. P. H. , and D. P. H. degrees or other advanced degree programs as specifically excluded by the Board of Regents.

- Sec. 2. The Chancellor-Elect 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-Elect 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. 3. Relationship to the Health Affairs Council. The Chairman of the Graduate Council for the bio-medical institutions shall serve the Health Affairs Council on matters pertaining to graduate education.
- 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 Graduate Council shall elect its own chairman. The Chancellor-Elect, 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. 5. The head of each institution shall have authority over the graduate programs in that institution.
- 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-Elect and the Board of Regents.
- Sec. 7. Graduate Faculties of the Medical Institutions. Each institution with a graduate program shall have a Graduate Faculty composed of persons qualified by their scholarly or creative work and effectiveness in teaching graduate students. The Graduate Faculties are composed of Members, Special Members, and Associates. The Graduate Faculty shall meet as a body at least once each academic year.

## 7.1 Membership in the Graduate Faculty.

- 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 Chancellor-Elect, 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.
- 7.12 Special Members. Any outstanding person from government, industry, and professions, foundations, or other academic institutions who is granted teaching responsibilities on a visiting or part-time basis in connection with the graduate program may be appointed a Special Member of the Graduate Faculty of that institution for the duration of his teaching assignment. The appointment shall be by nomination by the appropriate Committee on Graduate Studies and approval of the local graduate administrator and institutional head.
- 7.13 Associates. Nontenured Faculty Members or those who have yet to demonstrate competence in graduate education who will participate actively in graduate education and research may become Associates of the Graduate Faculty upon certification by the appropriate Committee on Graduate Studies and the graduate administrator and institutional head. An Associate of the Graduate Faculty shall be eligible to supervise Master's theses, and on approval by the appropriate Committee on Graduate Studies and with the approval of the graduate administrator, an Associate may supervise particular doctoral dissertations. An Associate is not eligible for membership on the Graduate Executive Committee.
- 7.2 Graduate Instruction. A thesis or dissertation course may be taught only by a Member, Special Member, or Associate of a Graduate Faculty.

- Sec. 8. Institutional Graduate Administration. The Graduate Faculty of each institution may exercise its legislative functions through a Graduate Executive Committee to consist of the local graduate administrator and not less than four members of the Graduate Faculty to be elected annually by the Graduate Faculty. The Graduate Executive Committee shall be responsible for formulating general academic policies of the graduate program at its institution and shall meet regularly during each academic year. The graduate administrator shall serve as chairman but shall not vote except in case of tie votes.
- Sec. 9. Committee on Graduate Studies. The Graduate Executive Committee at each institution may establish a Committee on Graduate Studies for each academic area in which a graduate program is offered or proposed.
- 9.1 The Committees on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and shall designate teachers of thesis or dissertation courses. These recommendations shall be reviewed by the Graduate Executive Committee for its approval. Each Committee on Graduate Studies is responsible for recommending admissions to candidacy for all graduate degrees in its academic area. Each committee shall elect its own chairman.
- 9.2 Transitional Administration. Until there is a Committee on Graduate Studies for an academic area in which graduate work is offered or planned, the institutional Graduate Faculty shall perform the duties of the Committee on Graduate Studies through a committee appointed by the graduate administrator.
- Sec. 10. Graduate Advisers. In each academic department with a graduate program, the chairman of the department in consultation with that department's Committee on Graduate Studies and the graduate administrator shall appoint one or more Graduate Advisers for that area. The Graduate Adviser shall be the representative of the graduate administrator in all matters pertaining to the advising of graduate students taking major work in that academic area. The chairman retains responsibility for the general administration and development of the graduate program in his academic area. In the case of programs not confined to departments, the Chairman of the appropriate Committee on Graduate Studies in consultation with that committee and with the concurrence of the graduate administrator shall appoint a Graduate Adviser for that area.
- 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 Chancellor-Elect.

CHAPTER V

GRADUATE EDUCATION IN THE UNIVERSITY OF TEXAS SYSTEM

- Sec. 1. The various component institutions of The University of Texas System authorized to offer graduate degrees shall provide and maintain an appropriate faculty and administrative organization for such graduate degrees. The President 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.
- 1.1 "Graduate programs," as this term is used in these rules, does not include the programs that lead to the M. D., D.D.S., M.P.H., Dr. P.H., J.D., LL.M., and M.C. J. degrees, or others that may be excluded upon recommendation by the President of the component institution and concurrence by the Chancellor.
- Sec. 2. Within the general academic components, the designation "Graduate School" will be used if (a) there is a minimum of three distinct programs approved for doctoral degrees and thirty such doctoral degrees have been awarded; or (b) there is a minimum of ten distinct programs approved for master's degrees and fifty master's degrees have been awarded. In component institutions that do not meet these requirements, graduate study will be in a "Division of Graduate Studies."
- Sec. 3. Graduate programs in the biomedical components shall be administered as follows:
- 3.1 In the Health Science Centers at Dallas, Houston, and San Antonio and at Galveston Medical Branch the graduate programs will be administered through a Graduate School of Biomedical Sciences.

As amended 9/14/73

3.2 In the System Nursing School graduate education will be administered as specific graduate programs coordinated by an administrative officer designated by the President.

3.3 In the University Cancer Center research and graduate instruction will be offered in cooperation with other components which are authorized to award graduate degrees.

Sec. 4. Component institutions which offer graduate degrees and elect an administrative organization and designations different from those authorized above may do so only upon the recommendation of the President, the concurrence of the Chancellor, and the approval of the Board of Regents.

Sec. 5. The policies and procedures for staffing and administering the graduate programs at all component institutions shall be set forth in the institutional Handbook of Operating Procedures. These policies and procedures shall include qualifications for faculty members assigned to teach graduate courses, supervise graduate programs, and advise graduate students.

As amended 9/14/73

50  
(50-59)\*

\*DUE TO REVISION OF CHAPTER V, THERE ARE NO PAGES 50-59.

*As amended 6-20-69  
Entire Chapter  
amended. Old  
Chapter V follows!*

## CHAPTER V

### GRADUATE EDUCATION IN THE UNIVERSITY OF TEXAS SYSTEM

#### A. Graduate Education in the General Academic Institutions

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 Deputy Chancellor, and through him to the Chancellor and the Board of Regents for the policies and administration of the graduate programs.

1.1 "Graduate programs," as this term is used in these rules, does not include the programs that lead to the M. D., D. D. S., J. D., LL. M., and M. C. L. degrees, or professional programs leading to an advanced degree that may be excluded with approval of the Board of Regents.

1.2 The designation "Graduate School" will be used in component institutions that meet either the requirement that: (a) there is a minimum of three distinct programs approved for doctoral degrees and thirty such doctoral degrees have been awarded; or (b) there is a minimum of ten distinct programs approved for master's degrees and fifty master's degrees have been awarded. In component institutions that do not meet these requirements, graduate study will be in a "Division of Graduate Studies."

Sec. 2. Deputy Chancellor - Graduate Program. The Deputy 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 Executive Vice-Chancellor for Academic Affairs and the Executive Vice-Chancellor for Health Affairs, the Deputy 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. 3. Advisory Council on Graduate Affairs (General Academic Institutions). There shall be an Advisory Council on Graduate Affairs for the general academic institutions in The University of Texas System appointed by the Deputy Chancellor. Each member shall have one vote. The Deputy Chancellor shall be an ex officio member.

3.1 The Deputy Chancellor shall appoint a chairman. 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 Deputy 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. 4. The Head of each component institution shall have authority over the graduate programs in that institution.

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 Deputy Chancellor and the Board of Regents, the head of the component institution shall appoint the graduate program administrator, who shall report to him.

5.1 The graduate administrator shall advise the head 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.

Sec. 6. Graduate Faculties of The University of Texas System. Each component institution with a graduate program shall have a Graduate Faculty composed of persons qualified by their scholarly or creative works and effectiveness in the teaching of graduate students. All members are expected to be active in the supervision of candidates for graduate degrees. The Graduate Faculties are composed of Members, Special Members, and Associates.

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 Deputy 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 Deputy 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 Deputy 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 that 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 Deputy Chancellor, and the Board of Regents.

6.12 Associates. Nontenure assistant professors within units having doctoral programs who will participate actively in graduate education and research become Associates of the Graduate Faculty of that component institution upon certification by the appropriate Committee on Graduate Studies. Other assistant professors may be appointed as Associates upon nomination by the appropriate Committee on Graduate Studies and approval by the graduate administrator. Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate of the Graduate Faculty. An Associate of a Graduate Faculty shall be eligible to supervise master's theses; and by request of the appropriate Committee on Graduate Studies and with approval of the institutional graduate administrator, an Associate may supervise particular doctoral dissertations. An Associate does not have a vote in the Graduate Faculty or in any Committee on Graduate Studies.

6.2 Graduate Instruction. No members of a faculty other than a Member, Special Member, or Associate of a Graduate Faculty may teach a thesis or dissertation course. Upon recommendation by a Committee on Graduate Studies and approval by the institutional graduate administrator, other faculty members may be assigned to teach other graduate courses.

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 Deputy Chancellor, the Executive 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 Deputy 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 Deputy Chancellor, or the Board of Regents.

Sec. 8. Committees on Graduate Studies. Each component institution of The University of Texas System will establish a Committee on Graduate Studies in any academic area in which an approved graduate program is offered. The committee shall consist of all members of the Graduate Faculty in the area, and a minimum of four members is required. A committee may include members from several small allied areas if this seems most effective in stimulating development. Members of the Graduate Faculty who are retired or on modified service may serve as members of the committee but without vote. Each committee shall select its chairman.

8.1 The Committees on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and designation of teachers of graduate courses.

These recommendations shall be reviewed by the undergraduate dean concerned or other administrative officer of the appropriate budgetary unit and then returned to the graduate school administrator for his approval.

Each committee on graduate studies is responsible for recommending the admission to candidacy for all graduate degrees in its academic area.

8.2 Transitional Administration. Until there is a Committee on Graduate Studies for an academic area in which graduate work is offered, the institutional Graduate Faculty shall perform the duties of a Committee on Graduate Studies through a committee appointed by the graduate administrator.

Sec. 9. Graduate Advisors. In each academic department with a graduate program, the chairman of the department, in consultation with the Committee on Graduate Studies and the graduate administrator, shall appoint a Graduate Advisor for that area. The Graduate Advisor shall be the representative of the graduate administrator in all matters pertaining to the advising of graduate students taking major work in that academic area. The chairman retains responsibility for the general administration and development of the graduate program in his academic area.

In the instance of programs not confined to departments, the chairman of the Committee on Graduate Studies, in consultation with that committee and with the concurrence of the graduate administrator, shall appoint the Graduate Advisor for that area.

B. Graduate Education in the Bio-Medical Institutions

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

*As amended 6-30-69*

1. 1 "Graduate" education, as the term is used in these rules, excludes programs that lead to the M. D. , D. D. S. , M. P. H. , and D. P. H. degrees or other advanced degree programs as specifically excluded by the Board of Regents.
- Sec. 2. The Deputy 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 Executive Vice-Chancellor for Academic Affairs and the Executive Vice-Chancellor for Health Affairs, the Deputy 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. 3. Relationship to the Health Affairs Council. The Chairman of the Graduate Council for the bio-medical institutions shall serve the Health Affairs Council on matters pertaining to graduate education.
- 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 Graduate Council shall elect its own chairman. The Deputy Chancellor, Executive 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. 5. The head of each institution shall have authority over the graduate programs in that institution.
- 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 Deputy Chancellor and the Board of Regents.
- Sec. 7. Graduate Faculties of the Medical Institutions. Each institution with a graduate program shall have a Graduate Faculty composed of persons qualified by their scholarly or creative work and effectiveness in teaching graduate students. The Graduate Faculties are composed of Members, Special Members, and Associates. The Graduate Faculty shall meet as a body at least once each academic year.

7.1 Membership in the Graduate Faculty.

- 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 Executive Vice-Chancellor for Health Affairs, the Deputy Chancellor, 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.
- 7.12 Special Members. Any outstanding person from government, industry, and professions, foundations, or other academic institutions who is granted teaching responsibilities on a visiting or part-time basis in connection with the graduate program may be appointed a Special Member of the Graduate Faculty of that institution for the duration of his teaching assignment. The appointment shall be by nomination by the appropriate Committee on Graduate Studies and approval of the local graduate administrator and institutional head.
- 7.13 Associates. Nontenured Faculty Members or those who have yet to demonstrate competence in graduate education who will participate actively in graduate education and research may become Associates of the Graduate Faculty upon certification by the appropriate Committee on Graduate Studies and the graduate administrator and institutional head. An Associate of the Graduate Faculty shall be eligible to supervise Master's theses, and on approval by the appropriate Committee on Graduate Studies and with the approval of the graduate administrator, an Associate may supervise particular doctoral dissertations. An Associate is not eligible for membership on the Graduate Executive Committee.

- 7.2 Graduate Instruction. A thesis or dissertation course may be taught only by a Member, Special Member, or Associate of a Graduate Faculty.

*As amended 6-20-67*

- Sec. 8. Institutional Graduate Administration. The Graduate Faculty of each institution may exercise its legislative functions through a Graduate Executive Committee to consist of the local graduate administrator and not less than four members of the Graduate Faculty to be elected annually by the Graduate Faculty. The Graduate Executive Committee shall be responsible for formulating general academic policies of the graduate program at its institution and shall meet regularly during each academic year. The graduate administrator shall serve as chairman but shall not vote except in case of tie votes.
- Sec. 9. Committee on Graduate Studies. The Graduate Executive Committee at each institution may establish a Committee on Graduate Studies for each academic area in which a graduate program is offered or proposed.
- 9.1 The Committees on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and shall designate teachers of thesis or dissertation courses. These recommendations shall be reviewed by the Graduate Executive Committee for its approval. Each Committee on Graduate Studies is responsible for recommending admissions to candidacy for all graduate degrees in its academic area. Each committee shall elect its own chairman.
- 9.2 Transitional Administration. Until there is a Committee on Graduate Studies for an academic area in which graduate work is offered or planned, the institutional Graduate Faculty shall perform the duties of the Committee on Graduate Studies through a committee appointed by the graduate administrator.
- Sec. 10. Graduate Advisors. In each academic department with a graduate program, the chairman of the department in consultation with that department's Committee on Graduate Studies and the graduate administrator shall appoint one or more Graduate Advisors for that area. The Graduate Advisor shall be the representative of the graduate administrator in all matters pertaining to the advising of graduate students taking major work in that academic area. The chairman retains responsibility for the general administration and development of the graduate program in his academic area. In the case of programs not confined to departments, the Chairman of the appropriate Committee on Graduate Studies in consultation with that committee and with the concurrence of the graduate administrator shall appoint a Graduate Advisor for that area.
- 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.

*As amended 6/20/69*

\*DUE TO REVISION OF CHAPTER V, THERE ARE NO PAGES 57-59.

*As Amended*  
*3-11-69*

CHAPTER V

GRADUATE EDUCATION IN THE UNIVERSITY OF TEXAS SYSTEM

A. Graduate Education in the General Academic Institutions

Sec. 1. The various components 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 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.

1.1 "Graduate programs," as this term is used in these rules, does not include the programs which lead to the M. D., D. D. S., LL. B., LL. M., and M. C. L. degrees, or professional programs leading to an advanced degree which may be excluded with approval of the Board of Regents.

1.2 The designation "Graduate School" will be used in components that meet either the requirement that: (a) there is a minimum of three distinct programs approved for doctoral degrees and thirty such doctoral degrees have been awarded; or (b) there is a minimum of ten distinct programs approved for master's degrees and fifty master's degrees have been awarded. In components which do not meet these requirements, graduate study will be in a "Division of Graduate Studies."

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.

Chapter as amended  
11/1/68

CHAPTER V

GRADUATE EDUCATION IN THE GENERAL ACADEMIC INSTITUTIONS  
OF THE UNIVERSITY OF TEXAS SYSTEM

Sec. 1. The various components 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 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.

1.1 "Graduate programs," as this term is used in these rules, does not include the programs which lead to the M. D., D. D. S., LL. B., LL. M., and M. C. L. degrees, or professional programs leading to an advanced degree which may be excluded with approval of the Board of Regents.

1.2 The designation "Graduate School" will be used in components that meet either the requirement that: (a) there is a minimum of three distinct programs approved for doctoral degrees and thirty such doctoral degrees have been awarded; or (b) there is a minimum of ten distinct programs approved for master's degrees and fifty master's degrees have been awarded. In components which do not meet these requirements, graduate study will be in a "Division of Graduate Studies."

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.

## CHAPTER V.

### GRADUATE EDUCATION IN THE UNIVERSITY OF TEXAS SYSTEM

- Sec. 1. Authority and Function. -- The University of Texas System Graduate Faculty is the faculty of The University of Texas System Graduate School, which is a system-wide organization. As a system-wide organization, The University of Texas System Graduate School is directly under and responsible to the Chancellor and through him to the Board of Regents. It is composed of full members (with vote) and associates (without vote) of the graduate faculty, and such special members as may be approved by the procedures included herein, from all component institutions in The University of Texas System. All policy recommendations of The University of Texas System Graduate Faculty are forwarded through channels to the Chancellor for action by the Board of Regents. At each institution, the graduate program is a responsibility of the institutional head, who reports concerning it to the Chancellor. The Chancellor may delegate to other members of the administration, central or institutional, authority and responsibility for specific aspects of planning and operation of the graduate program. Institutional heads affected by any such delegation will be kept informed. The University of Texas System Graduate School and its constituent faculty and councils are actively responsible for the graduate program, including graduate studies, membership in The University of Texas System Graduate Faculty, and other activities in graduate education. The graduate program, however, shall not include the M. D. and D. D. S. degree programs at the biomedical institutions, nor the LL. B. and LL. M. degree programs of The University of Texas at Austin School of Law.
- Sec. 2. The Dean of The University of Texas at Austin Graduate School. -- The Dean of The University of Texas at Austin Graduate School shall be appointed by the Board of Regents upon the recommendation of the Chancellor and the Vice-Chancellor for Academic Affairs. On all matters of policy and planning related to The University of Texas at Austin Graduate School, the Dean will advise with the Vice-Chancellor for Academic Affairs. The Dean shall be the responsible administrative officer of The University of Texas at Austin Graduate School.
- 2.1 The Dean of The University of Texas at Austin Graduate School shall keep the other deans of the schools or colleges of The University of Texas at Austin fully informed at all stages of planning and development that affect their respective schools or colleges, and shall submit recommendations of policy and action for approval to The University of Texas System Graduate Assembly.

Chapter  
As Amended 11-1-68

Sec. 3. Advisory Council on Graduate Affairs. There shall be an Advisory Council on Graduate Affairs 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 Chancellor shall appoint a chairman.

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. 4 The Head of each component shall have authority over the graduate programs in that institution.

Sec. 5 Graduate Program Administrators. Each component of The University of Texas System which 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 shall appoint the graduate program administrator, who shall report to him.

5.1 The graduate administrator shall advise the head 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.

- 2.2 The Dean of The University of Texas at Austin Graduate School shall consult and advise with the Vice-Chancellor for Academic Affairs with respect to the annual teaching and research budgets directly related to graduate instruction at The University of Texas at Austin.
- 2.3 Research assignments or grants at The University of Texas at Austin involving reduced teaching loads recommended by the Dean of The University of Texas at Austin Graduate School, or by committees responsible to him, shall require the prior approval of the Chairman of the Department and the dean of the undergraduate school or college affected and shall be transmitted for approval to the Vice-Chancellor for Academic Affairs.

Sec. 3. Institutional Graduate School Administrators. --Each component institution of The University of Texas System shall have a graduate school administrator who shall be appointed from the members of The University of Texas System Graduate Faculty resident at that institution. At The University of Texas at Austin, this shall be the Dean of The University of Texas at Austin Graduate School; at The University of Texas Graduate School of Biomedical Sciences at Houston, this shall be the Dean; at other institutions, this shall be the Associate Dean for Graduate Studies. The institutional heads at such latter institutions shall recommend the Associate Dean for Graduate Studies at each component institution to the Chancellor for approval by the Board of Regents to serve until replaced.

Sec. 4. Graduate Advisers. --At each component institution, one member of the Committee on Graduate Studies in each academic area shall be appointed as Graduate Adviser by the graduate school administrator after consultation with the department chairman and with members of the Committee on Graduate Studies. His duties and responsibilities shall include the following:

- 4.1 He shall be the representative of the graduate school administrator in all matters pertaining to the advising of graduate students taking major work in that academic area.
- 4.2 He shall register each graduate student and act on adds, drops, section changes, and special examinations.
- 4.3 He shall receive a record of each student's work for previous degrees and copies of registrations and grades in work at his institution.
- 4.4 He shall send students to the graduate school administrator for exceptions requiring his action.

*As Amended* 50  
*11-1-68*

Sec. 6 Graduate Faculties of The University of Texas System. Each component with a graduate program shall have a Graduate Faculty composed of persons qualified by their scholarly or creative works and effectiveness in the teaching of graduate students. All members are expected to be active in the supervision of candidates for graduate degrees. The Graduate Faculties are composed of Members, Special Members, and Associates.

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 1, 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 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 with the approval of the appropriate committee on membership, the graduate administrator, the head of the component, the Chancellor, and the Board of Regents.

- 4.5 He shall give students information about graduate work and shall send students to other faculty members for advice about courses.
- 4.6 He shall act as an assistant to the graduate school administrator in all matters that may be assigned.

Sec. 5. The University of Texas System Graduate Faculty.

- 5.1 Membership. --Nominations for membership in The University of Texas System Graduate Faculty shall be made by the appropriate Committee on Graduate Studies at the institution at which the nominee is resident; however, in exceptional cases, The University of Texas System Graduate Assembly may accept applications initiated in other ways.
- 5.11 Nominations, after their initiation, shall be considered by the Committee on Membership of The University of Texas System Graduate Assembly. Recommendations by the Committee on Membership shall go to The University of Texas System Graduate Assembly at their next regular meeting. The report of the action of The University of Texas System Graduate Assembly will be conveyed by the Chairman of said Assembly through the Vice-Chancellor for Academic Affairs to the Chancellor, and through him to the Board of Regents. When the Regents have appointed the nominee to The University of Texas System Graduate Faculty, the Chancellor will notify the graduate school administrators, the institutional heads (the Vice-Chancellor for Academic Affairs in the case of faculty in Austin) and the appropriate Committee on Graduate Studies of the institution concerned.
- 5.12 Considerations in making nominations for regular membership with vote. --The nominating committee, ordinarily the appropriate Committee on Graduate Studies, shall consider the several qualifications of a prospective member of The University of Texas System Graduate Faculty. These would include high competence and national reputation as a scholar, highly significant production of scholarly work, research or artistic creations, active interest and effectiveness as a teacher of graduate students through the M. A. and Ph. D. degrees.
- 5.13 When in accordance with the regular procedures, an outstanding man from government, industry, the professions, or another academic institution is offered or granted membership in the faculty of any component institution of The University of Texas System, the Chancellor may make exceptions in the procedures noted herein and, with the approval of the Committee on Membership of The University of Texas System Graduate Assembly, recommend to the Board of Regents the appointment of the individual directly to The University of Texas System Graduate Faculty.

11-68

- 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 that component 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.
  
- 6.12 Associates. Nontenure assistant professors within units having doctoral programs who will participate actively in graduate education and research become Associates of the Graduate Faculty of that component upon certification by the appropriate Committee on Graduate Studies. Other assistant professors may be appointed as Associates upon nomination by the appropriate Committee on Graduate Studies and approval by the graduate administrator. Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate of the Graduate Faculty. An Associate of a Graduate Faculty shall be eligible to supervise master's theses; and by request of the appropriate Committee on Graduate Studies and with approval of the institutional graduate administrator, an Associate may supervise particular doctoral dissertations. An Associate does not have a vote in the Graduate Faculty or in any Committee on Graduate Studies.
  
- 6.2 Graduate Instruction. No members of a faculty other than a Member, Special Member, or Associate of a Graduate Faculty may teach a thesis or dissertation course. Upon recommendation by a Committee on Graduate Studies and approval by the institutional graduate administrator, other faculty members may be assigned to teach other graduate courses.

## 5.2 Associates.

- 5.21 Upon the recommendation of the Committee on Graduate Studies at the institution where he is resident, an associate of The University of Texas System Graduate Faculty can be appointed by the graduate school administrator of such institution. All such associate appointments shall terminate on August 31 of even-numbered years.
- 5.22 An Associate shall be eligible to supervise master's theses; and upon request of the Committee on Graduate Studies at the institution at which such Associate is resident and upon approval by the graduate school administrator of such institution, an Associate may be permitted to supervise specific doctoral dissertations, in general not exceeding a total of three during the entire period of his status as an Associate.
- 5.23 Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate.

Sec. 6. The University of Texas System Graduate Assembly.

## 6.1 Composition of the Assembly. --The University of Texas System Graduate Assembly shall consist of the following members:

6.11 Ex officio Members without Vote. --The Chancellor of The University of Texas System, the Vice-Chancellor for Academic Affairs of The University of Texas System, the institutional heads of the component institutions other than The University of Texas at Austin, the graduate school administrator at each component institution, the Associate Graduate Deans of The University of Texas at Austin, and the administrative heads of colleges and schools (which are not subdivisions of colleges) are ex officio members without vote. However, the administrative heads of the Graduate School of Library Science and the Graduate School of Social Work shall be entitled to seats with vote until such time as there shall be in such schools two or more members of The University of Texas System Graduate Faculty eligible for nomination and election to the Assembly. Ex officio members of The University of Texas System Graduate Assembly shall not be eligible for nomination and election to said Assembly.

6.12 Elected Members with Vote. --The elected voting members shall be as follows:

6.121 The University of Texas at Austin, one member for each of the following electoral divisions:

College of Arts and Sciences (four members)

1. Electoral Group A - Astronomy, Botany, Chemistry, Geology, Home Economics, Mathematics, Microbiology, Physics, Zoology

*Amended  
7/28/67*

5.2 Associates.

- 5.21 Upon the recommendation of the Committee on Graduate Studies at the institution where he is resident, an associate of The University of Texas System Graduate Faculty can be appointed by the graduate school administrator of such institution. All such associate appointments shall terminate on August 31 of even-numbered years.
- 5.22 An Associate shall be eligible to supervise master's theses; and upon request of the Committee on Graduate Studies at the institution at which such Associate is resident and upon approval by the graduate school administrator of such institution, an Associate may be permitted to supervise specific doctoral dissertations, in general not exceeding a total of three during the entire period of his status as an Associate.
- 5.23 Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate.

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- 6.12 Elected Members with Vote. -- The elected voting members shall be as follows:
- 6.121 The University of Texas at Austin, one member for each of the following electoral divisions:  
College of Arts and Sciences (four members)
1. Electoral Group A - Astronomy, Botany, Chemistry, Geology, Home Economics, Mathematics, Microbiology, Physics, Zoology

*Amended*  
11-1-68

Sec. 7 Graduate Assemblies. The Graduate Faculty of each component 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 Executive Vice-Chancellor for Academic Affairs, the head of the component, 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 components, 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, 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, the Chancellor, or the Board of Regents.

2. Electoral Group B - Anthropology, Economics, Geography, Government, History, Philosophy, Psychology, Sociology
3. Electoral Group C - Classical Languages, English, Germanic Languages, Romance Languages
4. Electoral Group D - School of Communications  
College of Engineering (one member)  
College of Education (one member)  
College of Business Administration (one member)  
College of Fine Arts (one member)  
College of Pharmacy (one member)  
School of Architecture (one member)  
Graduate School of Library Science (one member)  
Graduate School of Social Work (one member)
6. 122 The University of Texas at Arlington, two members
6. 123 The University of Texas at El Paso, two members
6. 124 The University of Texas Medical School at Galveston, two members
6. 125 The University of Texas Southwestern Medical School at Dallas, two members
6. 126 The University of Texas Medical School at San Antonio, two members when a Committee of Graduate Studies of at least six members has been elected to The University of Texas System Graduate Faculty. Meanwhile, the Dean shall have a vote.
6. 127 The University of Texas Graduate School of Biomedical Sciences at Houston, two members. The interests of The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston and The University of Texas Dental Branch at Houston will be represented through The University of Texas Graduate School of Biomedical Sciences at Houston.

## 6.2 Future Apportionment of Seats.

- 6.21 In 1964, and every fourth year thereafter, the Chairman of The University of Texas Graduate Assembly shall appoint a committee to recommend to said Assembly a plan for apportioning its seats among the electoral divisions, which, when adopted by said Assembly and approved by the Chancellor and the Board of Regents, shall become effective at the next election.
- 6.22 Subject to the procedure prescribed in the last preceding paragraph, each component institution of The University of Texas System shall be entitled to further elective representation in The University of Texas System Graduate Assembly when the number of faculty members directing graduate work at such institution, in relation to the ratio of representation at The University of Texas at Austin, warrants such representation.

*As Amended*  
*11-1-68*

Sec. 8 Committees on Graduate Studies. Each component institution of The University of Texas System will establish a Committee on Graduate Studies in any academic area in which an approved graduate program is offered. The committee shall consist of all members of the Graduate Faculty in the area, and a minimum of four members is required. A committee may include members from several small allied areas if this seems most effective in stimulating development. Members of the Graduate Faculty who are retired or on modified service may serve as members of the committee but without vote. Each committee shall select its chairman.

8.1 The Committees on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and designation of teachers of graduate courses. These recommendations shall be reviewed by the undergraduate dean concerned or other administrative officer of the appropriate budgetary unit and then returned to the graduate school administrator for his approval.

Each committee on graduate studies is responsible for recommending the admission to candidacy for all graduate degrees in its academic area.

8.2 Transitional Administration. Until there is a Committee on Graduate Studies for an academic area in which graduate work is offered, the institutional Graduate Faculty shall perform the duties of a Committee on Graduate Studies through a committee appointed by the graduate administrator.

Sec. 9 Graduate Advisors. In each academic department with a graduate program, the Chairman of the department, in consultation with the Committee on Graduate Studies and the graduate administrator, shall appoint a Graduate Advisor for that area. The Graduate Advisor shall be the representative of the graduate administrator in all matters pertaining to the advising of graduate students taking major work in that academic area. The Chairman retains responsibility for the general administration and development of the graduate program in his academic area.

In the instance of programs not confined to departments, the chairman of the Committee on Graduate Studies, in consultation with that committee and with the concurrence of the graduate administrator, shall appoint the Graduate Advisor for that area.

6.3 Method of Election.

- 6.31 The members of The University of Texas System Graduate Faculty at each electoral division having two or more members shall nominate and elect their representatives to The University of Texas System Graduate Assembly in a primary and final election, the latter to be conducted according to an equitable system of proportional representation (the Hare system at The University of Texas at Austin). The names of the candidates receiving the highest number of votes in the primary equal to twice the number of places to be filled shall be placed on the final election ballot. No member over 67 years of age shall be nominated to said Assembly.
- 6.32 The members of The University of Texas System Graduate Faculty of each electoral division having one representative shall nominate and elect their representative in a primary and a final election, the ballot in the final election to contain the names of the two receiving the largest number of votes in the primary.
- 6.33 No department shall have more than two members on the election ballot.

6.4 Time of Election; Terms of Members.

- 6.41 Primary elections shall be held on the third Tuesday in April of odd-numbered years.
- 6.42 Final elections shall be held on the second Tuesday in May following the primary election.
- 6.43 Special elections to fill vacancies shall be held as the occasion arises.
- 6.44 The Secretary of The University of Texas System Graduate Assembly shall be responsible for the holding and conducting of primaries and elections provided herein. The Secretary may request the assistance of the heads of component institutions, colleges, and schools in carrying out this responsibility.
- 6.45 The elected members of The University of Texas System Graduate Assembly shall serve for a term of two years, and no members shall be eligible to serve for more than two full successive terms.
- 6.46 Members of The University of Texas System Graduate Assembly shall take office on the third Monday in September following their election. Members filling vacancies shall take office immediately after their election.
- 6.47 At the first meeting following the third Monday in September of odd-numbered years, the Secretary will preside to hold election, as the first order of business, of the new Chairman of The University of Texas System Graduate Assembly.

*Amended*  
*3-14-69*

B. Graduate Education in the Bio-Medical Institutions

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.

1.1 "Graduate" education, as the term is used in these rules excludes programs which lead to the M.D., D.D.S., M.P.H. and D.P.H. degrees or other advanced degree programs as specifically excluded by the Board of Regents.

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.

Sec. 3. Relationship to the Health Affairs Council

The Chairman of the Graduate Council for the bio-medical institutions shall serve the Health Affairs Council on matters pertaining to graduate education.

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 Graduate Council shall elect its own Chairman. The Chancellor, Executive Vice-Chancellor for Health Affairs, and the institution 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. 5. The head of each institution shall have authority over the graduate programs in that institution.

Sec. 6. Graduate Program Administrators

Each of the bio-medical institutions of The University of Texas System which 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 institution head with the approval of the Chancellor and the Board of Regents.

*Amended*  
*11-1-68*

\*DUE TO REVISION OF CHAPTER V, THERE ARE NO PAGES 54-59.

- 6.5 Attendance by Members of The University of Texas System Graduate Faculty at Meetings of The University of Texas System Graduate Assembly. --Any member of The University of Texas System Graduate Faculty may attend meetings of The University of Texas System Graduate Assembly and, with permission of said Assembly, may speak.
- 6.6 Organization of The University of Texas System Graduate Assembly.
- 6.61 The University of Texas System Graduate Assembly shall elect as Chairman one of its members who has served two years. He shall serve only one term of two years. He shall have a casting vote. In his absence a Chairman pro tempore shall be elected from The University of Texas System Graduate Assembly. No Dean or higher administrative official may be Chairman.
- 6.62 The University of Texas System Graduate Assembly shall elect annually, at the final, regularly scheduled meeting of the Session, a Secretary from among the regular members of The University of Texas System Graduate Faculty who are resident at The University of Texas at Austin and who have served at least one year as voting members of The University of Texas System Graduate Assembly. The Secretary shall:
- 6.621 Send out all notices and communications; prepare the agenda; keep an attendance record and record of proceedings; receive all communications; and preserve all records of The University of Texas System Graduate Assembly.
- 6.622 Supervise the conduct of primaries and elections.
- 6.623 Classify all legislation as (a) Emergency, (b) Minor, or (c) Major. This classification may be revised by The University of Texas System Graduate Assembly.
- 6.624 Report recommendations of The University of Texas System Graduate Assembly for the Chairman through the Chancellor to the Board of Regents for their approval. When approved, the Chancellor will notify the Vice-Chancellor for Academic Affairs, administrative heads of component institutions, and graduate school administrators of the component institutions.
- 6.625 Refer all matters classified as Major to all members of The University of Texas System Graduate Faculty at all component institutions.
- 6.626 Distribute minutes of meetings to members of The University of Texas System Graduate Assembly, to all other graduate faculty members who request copies, to all institutional heads, to the Vice-Chancellor for Academic Affairs, to the Chancellor, and to the Board of Regents.

*as amended*  
*3-14-69*

Sec. 7. Graduate Faculties of the Medical Institutions

Each institution with a graduate program shall have a Graduate Faculty composed of persons qualified by their scholarly or creative work and effectiveness in teaching graduate students. The Graduate Faculties are composed of Members, Special Members, and Associates. The Graduate Faculty shall meet as a body at least once each academic year.

7.1 Membership in the Graduate Faculty

- 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 Executive Vice-Chancellor for Health Affairs, the Chancellor 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.
- 7.12 Special Members. Outstanding persons from government, industry, and professions, foundations, or other academic institutions who are granted teaching responsibilities on a visiting or part-time basis in connection with the graduate program may be appointed a Special Member of the Graduate Faculty of that institution for the duration of his teaching assignment. The appointment shall be by nomination by the appropriate Committee on Graduate Studies and approval of the local graduate administrator and institution head.
- 7.13 Associates. Non-tenured Faculty Members or those who have yet to demonstrate competence in graduate education who will participate actively in graduate education and research may become Associates of the Graduate Faculty upon certification by the appropriate Committee on Graduate Studies and the graduate administrator and institution head. An Associate of the Graduate Faculty shall be eligible to supervise Master's theses, and on approval by the appropriate Committee on Graduate Studies, and with the approval of the graduate administrator, an Associate may supervise particular doctoral dissertations. An Associate is not eligible for membership on the Graduate Executive Committee.

- 6.627 Present an annual report to The University of Texas System Graduate Faculty; also copies to the secretaries of the General Faculty at The University of Texas at Austin and to the appropriate faculties of the other component institutions and to the Board of Regents.
- 6.63 Meetings. -- The University of Texas System Graduate Assembly shall meet the first Monday in November, February and May, and at other times if called by the Chairman, or requested by five members. At least two of the meetings will be held in Austin.
- 6.64 Procedure.
- 6.641 General procedure shall be governed by Robert's Rules of Order.
- 6.642 The majority of the elected voting membership shall constitute a quorum.
- 6.643 Three elected voting members may demand a record vote.
- 6.644 The Order of Business shall be determined by the elected voting members.
- 6.65 Committees. -- The University of Texas System Graduate Assembly may create from time to time such standing or special committees as it may desire consisting of its own members, or of other members of The University of Texas System Graduate Faculty, or of a combination of the two.
- 6.651 The University of Texas System Graduate Assembly shall have at least one permanent committee: the Membership Committee. That committee shall be selected in the following way: (1) The Chairman of said Assembly shall select four members from the elected voting members thereof who have served two years thereon, including one each from two component institutions outside Austin; the Dean of The University of Texas at Austin Graduate School shall select four members from the membership of The University of Texas System Graduate Faculty who are resident at The University of Texas at Austin. The terms of the members of the committee shall be two years. All correspondence concerning membership shall go to this committee, which shall report on any nominees at the next regular meeting of The University of Texas System Graduate Assembly. Qualifications for candidates are described generally in Section 5 of this chapter. The Secretary of The University of Texas System Graduate Assembly shall be Secretary and presiding officer (without vote) of the Committee on Membership. All votes shall be recorded. All recommendations shall be made upon a majority vote.

*Amended* 56  
3-14-69

7.2 Graduate Instruction

A thesis or dissertation course may be taught only by a Member, Special Member, or Associate of a Graduate Faculty.

Sec. 8. Institution Graduate Administration

The Graduate Faculty of each institution may exercise its legislative functions through a Graduate Executive Committee to consist of the local graduate administrator and not less than four members of the Graduate Faculty to be elected annually by the Graduate Faculty. The Graduate Executive Committee shall be responsible for formulating general academic policies of the graduate program at its institution and shall meet regularly during each academic year. The graduate administrator shall serve as Chairman but shall not vote except in case of tie votes.

Sec. 9. Committee on Graduate Studies

The Graduate Executive Committee at each institution may establish a Committee on Graduate Studies for each academic area in which a graduate program is offered or proposed.

9.1 The Committees on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and shall designate teachers of thesis or dissertation courses. These recommendations shall be reviewed by the Graduate Executive Committee for its approval. Each Committee on Graduate Studies is responsible for recommending admissions to candidacy for all graduate degrees in its academic area. Each committee shall elect its own Chairman.

9.2 Transitional Administration

Until there is a Committee on Graduate Studies for an academic area in which graduate work is offered or planned, the institutional Graduate Faculty shall perform the duties of the Committee on Graduate Studies through a committee appointed by the graduate administrator.

Sec. 10. Graduate Advisors

In each academic department with a graduate program, the Chairman of the Department in consultation with that department's Committee on Graduate Studies and the graduate administrator shall appoint one or more Graduate Advisors for that area. The Graduate Advisor shall be the representative of the graduate administrator in all matters pertaining to the

- 6.7 Authority and Functions of The University of Texas System Graduate Assembly. --In general, The University of Texas System Graduate Assembly shall exercise the legislative powers and duties for The University of Texas System that formerly were exercised for The University of Texas at Austin by The University of Texas at Austin Graduate Faculty, and its legislative authority shall supersede that of the former Graduate Faculties of all component institutions in the System. The powers and duties of The University of Texas System Graduate Assembly shall include:
- 6.71 Recommendation of minimum standards for the admission and retention of students in The University of Texas System Graduate School at the several component institutions.
  - 6.72 Recommendation of new graduate degree programs and their requirements, as well as changes in existing graduate programs.
  - 6.73 There shall be continual review of graduate courses throughout The University of Texas System Graduate School by a committee of The University of Texas System Graduate Assembly selected in the same manner as the Membership Committee.
  - 6.74 Recommendation of criteria for membership in The University of Texas System Graduate Faculty.
  - 6.75 Recommendation of policies relating to graduate studies, research, and faculties for The University of Texas System and its component institutions.
  - 6.76 Election of members of The University of Texas System Graduate Faculty on the recommendation of the Committee on Membership, subject to the approval of the Chancellor and the Board of Regents.
- 6.8 Emergency and Minor Legislation. --Emergency and Minor Legislation recommended by The University of Texas System Graduate Assembly shall be referred to the appropriate institutional head for transmission with recommendation through the Vice-Chancellor for Academic Affairs to the Chancellor and the Board of Regents. Minor Legislation shall become effective when approved by the Board of Regents. Emergency Legislation shall be in effect from the date of its approval by the Chancellor and shall continue in effect unless and until it is disapproved by the Board of Regents.
- 6.9 Major Legislation.
- 6.91 The University of Texas System Graduate Assembly's initial recommendations with respect to Major Legislation shall not become final recommendations for a period of two weeks after such decisions are made. Such Major Legislation shall within this period be circularized among the members of The University of Texas System Graduate Faculty. In the event that any five

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advising of graduate students taking major work in that academic area. The chairman retains responsibility for the general administration and development of the graduate program in his academic area. In the case of programs not confined to departments, the Chairman of the appropriate Committee on Graduate Studies in consultation with that committee and with the concurrence of the graduate administrator shall appoint a Graduate Advisor for that area.

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 Chancellor.

members of The University of Texas System Graduate Faculty shall request it within the two-week period, The University of Texas System Graduate Assembly shall reconsider its initial action on such Major Legislation at a special meeting called promptly thereafter for the purpose, at which meeting those presenting the request and any other voting members of said Assembly may appear to oppose the final recommendation of such legislation. After such hearing The University of Texas System Graduate Assembly shall send its final recommendation to the appropriate institutional head for transmission through the Vice-Chancellor for Academic Affairs to the Chancellor and the Board of Regents, and it shall go into effect if and when approved by the Board of Regents.

6. 92 Major Legislation may be initiated outside The University of Texas System Graduate Assembly by any five members of The University of Texas System Graduate Faculty, and The University of Texas System Graduate Assembly shall be required to consider all such initiated proposals. Any of the ex officio members of The University of Texas System Graduate Assembly may initiate legislation within said Assembly just as may voting members.
6. (10) Appeals by Members of The University of Texas System Graduate Faculty from Recommendations of The University of Texas System Graduate Assembly. -- Appeals from recommendations of The University of Texas System Graduate Assembly may be made to the Chancellor and the Board of Regents by a majority of the members of The University of Texas System Graduate Faculty who are resident at any component institution of The University of Texas System where graduate work is offered or proposed. When an appeal has been voted by a majority of such Graduate Faculty members resident at any component institution, the Secretary of The University of Texas System Graduate Assembly shall notify the secretaries of the faculties in all the other component institutions so that those faculties may study and make recommendations with respect to the appeal. The final decision on any such appeal shall be made by the Board of Regents after receiving the recommendation of the Chancellor thereon.
6. (11) Special Meetings of the Members of The University of Texas System Graduate Faculty Resident at Any Component Institution. -- Special meetings of the members of The University of Texas System Graduate Faculty who are resident at any component institution of The University of Texas System may be held whenever the graduate school administrator or the administrative head of such component institution

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shall desire or upon petition of five members of The University of Texas System Graduate Faculty resident at such institution. Such meetings may recommend legislation for submission to The University of Texas System Graduate Assembly.

Sec. 7. Committees on Graduate Studies.

- 7.1 Membership. --At each component institution of The University of Texas System, there shall be a Committee on Graduate Studies in each major academic area in which graduate work is offered as determined by The University of Texas System Graduate Assembly. This committee shall be composed of all persons in that area who have been appointed as members of The University of Texas System Graduate Faculty. The committee may include members from several small allied departments if The University of Texas System Graduate Assembly deems it most effective in stimulating optimum growth. The committee shall select its own chairman. Transfer to modified service or retirement shall not automatically terminate a member's participation in the graduate program or his right to a voice in a Committee on Graduate Studies. However, no person on modified service or in retirement shall be entitled to a vote on the Committee on Graduate Studies or otherwise in The University of Texas System Graduate Faculty or Graduate Assembly. This restriction, however, shall not apply to service on Supervisory Committees.
- 7.2 Duties.
- 7.21 Recommendations concerning new graduate degree programs, new graduate courses, changes in graduate courses, and designation of teachers of graduate courses shall be made by the Committee on Graduate Studies of the appropriate academic area to the graduate school administrator. These recommendations shall be reviewed by the undergraduate dean concerned and by the appropriate administrative officer of the budgetary unit of the component institution for approval of their budgetary and personnel implications. They shall then be returned to the graduate school administrator for his approval, and if they involve general policy decisions, they must go to The University of Texas System Graduate Assembly for review and approval.
- 7.22 Each Committee on Graduate Studies shall have primary responsibility of the admission to candidacy for all graduate degrees in its academic area.
- 7.23 The Committee on Graduate Studies shall recommend suitable faculty members for membership in The University of Texas System Graduate Faculty. Such recommendations shall go to

the Secretary of The University of Texas System Graduate Assembly for action by its Committee on Membership and then by said Assembly itself. All such recommendations should be sent to the Secretary of The University of Texas System Graduate Assembly at least three weeks before the next meeting date of said Assembly in order for the Membership Committee to have time to review and prepare its report on such recommendations.

- Sec. 8. Authorization to Teach Graduate Courses. -- Authorization to teach graduate courses shall be given by the appropriate Committee on Graduate Studies subject to approval by the graduate school administrator and the institutional head.
- Sec. 9. Graduate School Administrators. -- The graduate school administrators of all component institutions shall meet early each fall and thereafter as necessary at the call of any of the graduate school administrators for the purpose of considering the effects of legislation recommended by The University of Texas System Graduate Assembly, and to insure common procedures and uniform high standards. The Dean of The University of Texas at Austin Graduate School shall be the presiding officer at such meetings.