

OFFICIAL COPY
December 14, 1982
April 21, 1983
April 16, 1984
May 29, 1984
July 16, 1986
June 25, 1987
February 1, 1992
May 30, 1996
November 14, 1997
September 1, 1998
December 11, 1998
Editorial Amendments: September 1, 2000
Editorial Amendments: May 9, 2002
September 16, 2002
September 25, 2002
July 13, 2005
Editorial Amendments: June 7, 2006

HANDBOOK OF OPERATING PROCEDURES

OF

THE UNIVERSITY OF TEXAS AT DALLAS

TITLE III

ACADEMIC AFFAIRS

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HANDBOOK OF OPERATING PROCEDURES
OF
THE UNIVERSITY OF TEXAS AT DALLAS
Chapter 21. FACULTY GOVERNANCE

I. GENERAL FACULTY

EXCERPT

The following excerpt is from the *Rules and Regulations* of the Board of Regents of The University of Texas System (hereafter referred to as the Regents' *Rules and Regulations*), Series 40101, Faculty Role in Educational Policy Formulation:

- “Sec. 1 Board Commitment. The Board of Regents will devote its best efforts to making all of the institutions of The University of Texas System of the "first class," as the *Texas Constitution* directs in [Article VII, Section 10](#). The Board will be guided in general by the best practices of the top universities in the United States and abroad, especially by the best practices of state universities in the United States.
- Sec. 2 Advice on Board Policies. The Board of Regents will ordinarily seek the advice of the faculty on important matters of academic policy.
- Sec. 3 General Authority. Subject to the authority of the Board of Regents and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the System, the faculties of the institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:
- 3.1 General academic policies and welfare.
 - 3.2 Student life and activities.
 - 3.3 Requirements of admission and graduation.
 - 3.4 Honors and scholastic performance.
 - 3.5 Approval of candidates for degrees.
 - 3.6 Faculty rules of procedure.
- Sec. 4 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. Such legislation by a college or school faculty shall not be presented to the Board 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 institutional president, the appropriate Executive Vice Chancellor, and the Chancellor. The faculty affected will be notified by the Board, through administrative channels, of its action on recommended faculty legislation.

Sec. 5 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 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, the institutional registrar, or his or her equivalent, shall furnish to the members of the institutional faculty a complete list of the degree candidates for recommendation.

Sec. 6 List of Degree Candidates. The institutional registrar, as soon as possible after each commencement, shall provide the secretary of his or her institutional faculty, or its legislative body, with a complete list of all successful degree candidates.”

A. Authority and General Functions

The areas of authority of the General Faculty are listed above. The General Faculty, however, has delegated the detailed exercise of its powers to the Academic Senate (see Section II of this chapter). The General Faculty, however, retains the following powers:

1. Establishment of rules of membership and procedure for itself and for school and disciplinary faculties.
2. Election of the Academic Senate.
3. Review, amendment, and/or repeal of all legislative actions of the Academic Senate.
4. Summons to call the General Faculty into Special Session.

B. Membership and Privileges

1. Membership

- a. Voting members of the General Faculty shall consist of the following:
 - (1) Faculty appointed half-time or more to The University of Texas at Dallas who hold the rank of Regental Professor, Professor, Associate Professor, or Assistant Professor.
 - (2) Faculty appointed to The University of Texas at Dallas who hold the rank of Instructor and who hold appointments of half-time or more.
- b. Non-voting members of the General Faculty shall consist of the following:
 - (1) All persons who, pursuant to the Regents' *Rules and Regulations*, Series 31001, hold the following titles at The University of Texas at Dallas: Clinical or Visiting Professor, Clinical or Visiting Associate Professor, and Clinical or Visiting Assistant Professor; Clinical Instructor, and Instructor (less than half-time appointments); Lecturer and Senior Lecturer; Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor; Professor Emeritus and Associate Professor Emeritus; and

Research Scientists and Research Associates holding appointments outside the classified pay plan of the University.

- (2) The President and Executive Vice President and Provost (Provost) of The University of Texas at Dallas, if they do not qualify for voting membership in the General Faculty under Subsection 1.a. above, shall be ex officio non-voting members of the General Faculty.
 - c. Because of the common qualifications to be required for faculty called upon for graduate and undergraduate instruction at The University of Texas at Dallas, separate graduate and undergraduate divisions of the General Faculty or other legislative bodies will not be established.
 2. Privileges
 - a. Those faculty members designated in Subsection 1 above shall retain their voting status while on approved leave.
 - b. Each voting member, of whatever rank, shall be entitled to one vote.
 - c. Nonvoting members have the privilege of attending meetings with the right to speak but without the right to vote.
- C. Meetings
 1. The General Faculty shall meet at least annually in October of each year to hear a "State of the University" report from the President and to discuss with the President matters of University interest.
 2. Special meetings of the General Faculty shall be held at the call of the President or the Speaker of the Faculty or at the request of at least twenty percent of the voting members of the General Faculty, as listed on the most recent faculty roster certified by the Secretary of the Faculty, to the Speaker of the Faculty. A minimum notice of one week is required.
- D. Organization
 1. The President shall be Chair ex officio of the General Faculty.
 2. In the absence of the President, the Provost shall preside.
 3. In the absence of both the President and the Provost, the Speaker of the Faculty shall preside.
 4. The Speaker of the Faculty and the Secretary of the Faculty shall be elected according to procedures described in the Bylaws of the Academic Senate. The President, to the extent possible, shall reduce the teaching load of the Speaker of the Faculty and of the Secretary of the Faculty by one course in each of the Fall and Spring semesters.
- E. Legislation
 1. Definition

Legislation is any motion which (a) requests or recommends actions on the part of the academic administration of The University of Texas at Dallas or of The University of Texas System, (b) establishes rules or procedures under the general authority of the faculty, as described in Series 40101 of the Regents' *Rules and Regulations*, or (c) certifies compliance with those rules and

procedures.

2. Responses and Approvals

- a. The academic administration shall respond, in due course, to all legislation directed to it.
- b. The Faculty Senate has the responsibility for suggesting, reviewing, and commenting on any revisions to the University's Handbook of Operating Procedures pertaining to general academic policies and welfare and faculty rules of procedure on a timely basis before they are approved by the President and sent to the Executive Vice Chancellor for Academic Affairs for recommendation to the Board of Regents.
- c. All actions of the General Faculty which require the approval of the Board of Regents shall be transmitted to the Board by the President and the Chancellor, University of Texas System, in the form passed by the General Faculty, together with such recommendations as the President or Chancellor, University of Texas System, may choose to make. At each meeting of the Academic Senate, the President shall report on all actions of the Senate or General Faculty transmitted to the Board and the action, if any, of the Board on each. If final action of the Board differs from the General Faculty's recommendation, the President shall communicate these differences to the Academic Senate.
- d. The Board of Regents will notify the General Faculty of its actions on faculty legislation.

F. Rules of Procedure

1. The General Faculty meetings shall be conducted under Robert's Rules of Order (current edition), except insofar as they may be modified by the Bylaws of the Academic Senate.
2. At a regular or special meeting, a quorum shall consist of twenty percent of the voting members of the General Faculty. If a quorum is not present at a regular meeting, business that would otherwise have been conducted at that meeting may be discussed; the Academic Senate may decide whether the meeting constituted a valid meeting of the General Faculty. Any business conducted at a special meeting requires a quorum to be present.

II. ACADEMIC SENATE

A. Authority and General Functions

1. The Academic Senate, subject to review by the General Faculty, shall exercise the powers vested in the General Faculty except as retained in Section I.A., and specifically shall have the authority to consider the following:
 - a. All matters of educational policy. The Academic Senate shall set up the necessary machinery and procedures for enlisting the aid of faculty in developing educational policies for the entire University.
 - b. Regulations dealing with student activities.
 - c. Requirements for admission, honors, or degrees.
 - d. Approval of degree candidates.