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HANDBOOK OF OPERATING PROCEDURES

OF

THE UNIVERSITY OF TEXAS AT DALLAS

TITLE III

ACADEMIC AFFAIRS

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.

- e. Catalog changes requiring approval of the Board of Regents.
  - f. Reports of special and standing committees, including Committees of the General Faculty.
- 2. The Academic Senate shall advise the President of The University of Texas at Dallas in regard to policy and operations in any matter affecting the general academic welfare of the University.
  - 3. The Academic Senate shall conduct or organize such studies as it requires to initiate legislation and may act upon any recommendations presented to it.
  - 4. Academic Senate may create ad hoc and standing committees of its own. All members of the General Faculty shall be eligible for appointment whether members of the Senate or not.
  - 5. The Academic Senate may refer any matter to a committee, or to a school or disciplinary faculty, or to the Academic Council for appropriate consideration.
  - 6. The Academic Senate may review, approve, or remand to the faculty of the school academic policies and procedures established by the faculties of the several schools.
  - 7. The list of successful degree candidates, with honors as appropriate, shall be part of the minutes of the Academic Senate.
  - 8. The Academic Senate may not delegate any portion of the powers listed under Section II.A.1. of this document to the Academic Council. It may, however, designate appropriate committees or officers to carry out policies which it establishes pursuant to these powers.
  - 9. The Academic Senate may approve the minutes of meetings of the General Faculty.
  - 10. The Academic Senate may meet in regular session or in caucus.
    - a. At regular sessions, the President or the Provost may preside and legislation as defined in Section I.E.1. may be brought to a formal vote.
    - b. At caucus sessions, the Speaker of the Faculty, or other officers designated by the Academic Senate, shall preside. Legislation approved at a caucus session shall not be transmitted to the academic administration for action unless it is subsequently passed at a regular session of the Senate.
  - 11. The Academic Senate shall approve procedures for elections in all faculty governance bodies at The University of Texas at Dallas as described in Section V. The procedures shall provide for secret ballots, accurate tallies of votes, and reasonably equal representation of all voting members of the faculty governance body, except that in elections for the Academic Senate, the procedure shall guarantee each School from which there are candidates at least one member of the Academic Senate.
  - 12. The Academic Senate may establish an executive committee which shall, at least, coordinate the actions of its committees.

B. Membership

- 1. The elected members of the Academic Senate shall consist of not less than twenty-three nor more than fifty-one voting members of the General Faculty, with intermediate numbers computed so as to be as close to 10% of the voting

membership of the General Faculty as possible, except that faculty members having administrative appointments at the level of Dean or higher are not eligible to serve on the Academic Senate.

2. The elections shall be conducted according to procedures described in the Bylaws of the Academic Senate.
3. The Academic Senate may fill vacancies according to procedures described in the Bylaws of the Academic Senate.
4. The President and Provost are ex officio members of the Academic Senate. They are non-voting members.

C. Term of Office

The term of office of members of the Academic Senate shall run from the June 1 immediately following elections to May 31 of the following year.

D. Meetings

1. The Academic Senate shall establish a calendar of meetings, which shall include no fewer than four meetings each academic year.
2. The President, or the Speaker of the Faculty, or one-fifth of the voting membership of the Academic Senate by notice to the Speaker of the Faculty may call a meeting of the Academic Senate. A minimum of three days notice is required.

E. Organization

1. The Academic Senate shall adopt Bylaws of the Academic Senate which shall govern its function.
2. Amendment of the Bylaws of the Academic Senate, except through modification of the Resolution of Operating Procedures, shall require approval at two separate meetings of the Academic Senate.

F. Procedures for Certification of Degree Candidates

Each semester the Academic Senate receives lists of candidates for degrees in the University and certifies these candidates for receipt of the degrees. The procedures are as follows:

1. Submission of Names of Candidates for Degrees

Two weeks prior to the Academic Senate meeting of the month immediately preceding graduation, the Provost shall submit to the Academic Senate the names of candidates for degrees and candidates for degrees with honors.

  - a. The submission for undergraduate degrees may use the following suggested wording: "These students have applied for graduation and have been reviewed by the Office of Records. The Office of Records declares that all of these students will be eligible for graduation upon completion of the current semester's work at the necessary levels. I request, therefore, that the Faculty Senate certify these students to graduate upon receipt of final grades, and notification of completion of other requirements, provided that the grades are consistent with the standards for graduation prescribed by this University. I also request

that the Faculty Senate certify those students designated as eligible to graduate with honors upon completion of coursework and requirements consistent with the standards for honors at the levels offered by this University."

- b. The following is suggested wording for submission of candidates for graduate degrees: "These students have applied for graduate degrees and have been reviewed by the Graduate Dean. The Graduate Dean certifies that all these students will be eligible for the degrees indicated upon satisfactory completion of the current semester's work. I request, therefore, that the Faculty Senate certify these students to receive the degrees as indicated upon receipt of final grades and notification of completion of other requirements, provided that the grades received are consistent with the standards for credit prescribed by this University."
2. Placement on Academic Senate Agenda.  
The list of names of candidates for degrees are automatically placed on the agenda of the Academic Senate as soon as they are received.
3. Report to the Academic Senate of Corrections in the List of Candidates.  
As soon as they are available, corrections to the list of candidates for degrees and the list of candidates for degrees with honors should be submitted to the Academic Governance Office and reported to the Academic Senate.  
Additions to the lists of requests to raise levels of honors above those approved require Academic Senate approval. Deletions will be noted by the Senate, and the record will be attached to the minutes of the meeting at which graduation and/or honors were approved.

### III. ACADEMIC COUNCIL

- A. Authority and General Functions
  1. The Academic Council shall facilitate communications between the Academic Senate and its Committees and between the Senate and the Administration.
  2. The Academic Council shall have the authority delegated to it by the Academic Senate, pursuant to Section II.A.8. of this document, and as provided for in the Bylaws of the Academic Senate and the Resolution of Operating Procedures.
  3. The President of The University of Texas at Dallas shall keep the Academic Council informed as far as practicable on all matters of general interest to The University of Texas at Dallas.