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HANDBOOK OF OPERATING PROCEDURES

OF

THE UNIVERSITY OF TEXAS AT DALLAS

TITLE III

ACADEMIC AFFAIRS

- 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