

B. Membership

1. The Academic Senate shall elect no more than one-third of its voting membership to the Academic Council according to procedures established in the Bylaws of the Academic Senate.
2. The Speaker of the Faculty and the Secretary of the Faculty are ex officio voting members of the Academic Council.
3. The President and Provost are ex officio non-voting members of the Academic Council.

C. Meetings

1. The Academic Council shall meet monthly unless the members of the Agenda Committee of the Academic Council, as defined in Section III.D.3. below, agree that a different schedule is appropriate.
2. The President or the Speaker of the Faculty may call special meetings of the Academic Council.

D. Organization

1. The President shall be Chair ex officio of the Academic Council.
2. In the absence of the President, the Provost shall preside.
3. In the absence of the President and the Provost, the Speaker shall preside.
4. The Agenda Committee of the Academic Council shall consist of the President or the President's designee, the Speaker of the Faculty, and the Secretary of the Faculty. It shall not withhold items from the agenda but rather shall arrange them for effective discussion. The Agenda Committee may conduct business on votes of 2-1.
5. In matters not specified by the Academic Senate, the Academic Council may establish its own bylaws.
6. The Academic Council and Academic Council-elect shall conduct a joint meeting within three weeks of the election of the Council-elect.

IV. COMMITTEES OF THE GENERAL FACULTY

A. Nomenclature and Classification

1. By Appointment and Confirmation
 - a. University committees are appointed by the President and do not require confirmation by the Academic Council, the Academic Senate, or the General Faculty.
 - b. Concurrent committees are appointed by the President from nominations submitted by the Committee on Committees and confirmed by the Academic Senate.
 - c. General Faculty, Academic Senate, or Academic Council committees are appointed by those bodies, respectively, and are not subject to confirmation by the President.
2. By Duration of Charge
 - a. Standing committees are committees whose charge is continuing.

- b. Special or ad hoc committees are committees whose charge is limited to a special time or task and which are discharged by the appointer at the end of that time or at the completion of that task. Ad hoc committees of the Senate are distinct from ad hoc review committees for promotion and tenure.
 - 3. By Function
 - a. Action committees are those whose charge requires them to act on behalf of the Senate and in a manner consistent with Senate policy, returning to the Senate, if necessary if that policy may be unclear. Only concurrent committees, or other bodies specifically mentioned in this document, can be action committees.
 - b. Advisory committees are those whose charges are strictly investigatory and/or advisory in nature, requiring return of recommendations to the Senate for action.
- B. Concurrent Committees
 - 1. Formation and Dissolution
 - a. The formation of Concurrent Committees and their membership, procedures, and Chair must be approved by the President and the Academic Senate.
 - b. The Academic Senate shall, consistent with state and federal laws, Regents' *Rules and Regulations*, and The University of Texas System policy, establish the charge for each Concurrent Committee including description of the membership. Charges, which require approval by 2/3 of the total voting membership of the Academic Senate and by the President, shall be published as Serial Policy Memoranda issued by the President.
 - c. At least the following shall be Standing Concurrent Action Committees at The University of Texas at Dallas:
 - (1) the Committee on Qualifications of Academic Personnel;
 - (2) the Committee on Educational Policy;
 - (3) the Library Committee;
 - (4) the Committee on Student Life;
 - (5) the Committee on Faculty Standing and Conduct; and
 - (6) the Core Curriculum Committee.
 - d. Any deletion from the list in Section IV.B.1.c. requires a 2/3 vote of the total voting membership of the Academic Senate and concurrence of the President.
 - 2. Replacing Committee Members

If a member of a concurrent Committee misses two consecutive committee meetings, the member will be contacted by the Chair of the committee to ascertain whether he or she still wishes to serve. If the chair determines a replacement is needed he/she will notify the Chair of the Committee on Committees.
- C. Committee on Committees

1. As soon as possible after June 1, the Speaker of the Faculty shall convene the Academic Senate to appoint the Committee on Committees.
2. The Committee on Committees should develop expeditiously the nomination lists for each of the Concurrent Committees, including nominations for Chair and Vice Chair, and should transmit them to the Academic Senate prior to September 1.

D. Other Committees

1. Concurrent committees, Academic Senate Committees, and the Academic Council may establish subcommittees, which may not be action committees.
2. The Council of Masters shall act on behalf of the Senate in establishing procedures for review and evaluation of degree plans of candidates for undergraduate degrees at The University of Texas at Dallas, and in implementing Academic Senate policy in regard to standards of conduct and performance for such degrees.

V. SCHOOL AND DISCIPLINARY LEGISLATIVE BODIES

A. Schools

1. Faculties of the Schools and Departments of the University shall organize themselves for purposes of establishing academic and curricular policy for that School or Department, consistent with the policies of the Academic Senate and the General Faculty.
2. Faculties of the Schools and Departments shall determine their own voting membership but may not exclude any voting member of the General Faculty administratively assigned to that School or Department and teaching courses for which it is responsible.
3. The Bylaws of each School or Department shall be subject to procedural review and approval by the Academic Senate and the President.

B. Other Groups

Other groups within the University, such as disciplines, which desire recognition as a faculty governance body must do so in accordance with procedures established through joint agreement of the President and the Academic Senate.

VI. ACADEMIC GOVERNANCE SUPPORT

A. Publication of Bylaws

Each legislative body may establish bylaws which, after review as to compliance with the Handbook of Operating Procedures and approval as required by the Regents' *Rules and Regulations*, shall be published as part of the Handbook of Operating Procedures.

B. Academic Governance Office

1. The academic administration shall provide an Academic Governance Office and staff support in the form of an Academic Governance Secretary, and

- assistants as necessary.
2. The Academic Governance Secretary shall:
 - a. maintain a file of items to be submitted to the Agenda Committee of the Academic Council;
 - b. inform the Speaker of the Faculty and the President simultaneously of requested agenda items to be considered for Academic Council meetings;
 - c. maintain a calendar for Academic Governance;
 - d. publish in advance the times and places of Academic Senate meetings in campus publications of general circulation, and will establish a permanent room semester by semester with 40 extra chairs for visitors to the meetings;
 - e. distribute Academic Council and Academic Senate minutes to the Academic Council and Academic Senate, official depositories, and to those faculty members who indicate to the Academic Governance that they wish to receive copies;
 - f. prepare the letters of appointment for University and Concurrent Committees;
 - g. seek names of candidates from designated officers for student places on University and Concurrent Committees which require student appointees;
 - h. distribute a University and Concurrent Committee membership list two times a year, September 1 and January 1 to all Deans, Associate Deans, Department Heads, and members of the Academic Senate;
 - i. provide the incoming Chair of each University and Concurrent Committee with that committee's approved charge and advise him or her of the material to be filed for the committee in the Academic Governance Office;
 - j. maintain the files of University and Concurrent Committees;
 - k. maintain a file of operating procedures of University and Concurrent Committees; and
 - l. maintain a history of the role and scope and of the membership for the preceding five years of each University and Concurrent Committee.
 3. The duties of the Academic Governance Secretary may be amended by agreement of the President and the Academic Senate.