

REGENTS' RULES AND REGULATIONS: AMENDMENT TO PART ONE,
CHAPTER II (SECOND AND FINAL READING). -- Final approval was
given to the adoption of the amendment to the Rules and Regulations of
the Board of Regents for the Government of The University of Texas,
Part One, Chapter II, as adopted on first reading at the November 1966
meeting and as set out on Pages 86 - 97 of the minutes of that meeting.

DEC 12 1966

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REPORT OF SPECIAL COMMITTEE ON ADMINISTRATIVE ORGANIZATION: AMENDMENT TO RULES AND REGULATIONS, PART ONE, CHAPTER II ON FIRST READING.--Regent Ikard, Chairman of the Special Committee on Administrative Organization, reported that his committee had undertaken to redescribe the key administrative positions of the University, the feeling being that each position had not been properly described previously and had not been kept current.

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The Board has upon recommendation of the Special Committee created certain new jobs. A part of these have been approved by the Board. In this connection and on behalf of the Special Committee, Regent Ikard offered on first reading an amendment to the Rules and Regulations, Part One, that Chapter II be deleted and that there be substituted in lieu thereof the following. This amendment was offered with the understanding that at the December meeting each member of the Board would be given an opportunity to make an objection. This amendment consists of descriptions of new positions created. There is still in existence on the books rules that have not been integrated into the basic Regents' Rules and hopefully these would replace the present rules and those working under them would clearly understand what their responsibilities and duties are. The Committee hopes that these descriptions will have clearly defined each person's responsibilities.

Chapter II

11/5/66
Central Administration

I. General Provisions

- Sec. 1. The "Central Administration" is the administration of The University of Texas System and of the Main University.
- Sec. 2. Component Institutions
The University of Texas System is composed of those institutions assigned by the Constitution or by Legislative action to be governed by the Board of Regents of The University of Texas.
- Sec. 3. Location
The Central Administration shall be based at the Main University at Austin, to benefit from the proximity of State agencies and to take advantage of economies made possible by shared use of Main University personnel and facilities. Central Administration officers shall travel to the other component institutions as their administrative responsibilities require.

Sec. 4. Unified Administration of System and Main University

Under the authority of the Board of Regents, the administration of the System and the Main University is unified in the Office of the Chancellor. The Office of the Chancellor includes the Chancellor, the Vice-Chancellors, and those officers of general administration assigned to both the System and Main University operation.

II. Officers of Central Administration

Sec. 1. Principal Officers

The principal officers of Central Administration shall be the Chancellor, the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Business Affairs, the Vice-Chancellor for Health Affairs, the Vice-Chancellor for Public Affairs, the Vice-Chancellor for Staff Operations, and the Vice-Chancellor for Arlington and El Paso.

Sec. 2. Appointment and Tenure of Administrative Officers

2.1 The Chancellor of the University shall be elected by the affirmative vote of a majority of the Regents in office. He shall hold office without fixed term subject to the pleasure of the Board of Regents.

2.2 All other administrative officers of The University of Texas shall be elected by the Board of Regents pursuant to nomination by the Chancellor. Officers so elected shall not have tenure by virtue of their respective administrative offices. They shall hold office without fixed term subject to the pleasure of the Chancellor, whose actions concerning administrative offices and officers are in turn subject to review and approval by the Board of Regents.

Sec. 3. Staff and Line Functions of Officers Other than Chancellor

The principal officers of Central Administration, other than the Chancellor, shall serve with equal rank but with distinct assignments.

3.1 Staff function. Each officer shall be responsible for planning and policy formulation in his particular field and shall serve as adviser in his area to the Chancellor. In addition, with the knowledge of the Chancellor, he shall advise and consult with other members of Central Administration and with the officials of the component institutions in his particular field of competence.

3.2 Line function. Officers of Central Administration shall have such line function as shall be assigned to them by the Chancellor, and, by delegation of the Chancellor and as his personal representative, they may be assigned specific executive responsibilities for carrying out administrative policies.

Sec. 4. Administrative Authority, Duties, and Responsibility

4.1 The Chancellor. The Chancellor is the chief executive and administrative officer of both The University of Texas System and of the Main University. The chief administrative officer

of each other component institution in the System, acting in a line capacity for the operation of his institution, reports to the Chancellor and is responsible to the Chancellor and through him to the Board of Regents.

- 4.11 Authority and Responsibilities of the Chancellor. . .
The Chancellor shall advise and counsel with the Board of Regents in establishing and promulgating basic policies for the government and operation of all institutions in the University System. He shall:
- 4.111 Act as executive agent of the Board of Regents in implementing policies of the Board.
 - 4.112 Recommend budgets for the operation of the institutions in the University System.
 - 4.113 Nominate to the Board of Regents the officers of Central Administration and the chief administrative officers of the component institutions.
 - 4.114 Act as the official medium of communication between the Board of Regents and the officers, staffs, faculties, and students of the component institutions of the University.
 - 4.115 With the aid and advice of the Board of Regents, represent the University with the Legislature.
 - 4.116 Serve as an ex-officio member of all institutional faculties of The University of Texas System.
 - 4.117 Develop and administer plans and policies for the organization, program, and operation of the Main University.
 - 4.118 Interpret University policy to the faculties, staffs, and students; and the University's programs and needs to the public under policies established by the Board of Regents.
 - 4.119 Serve as chief executive agent of the Board of Regents in establishing policies and procedures for determining and approving developmental needs of The University of Texas and in directing efforts to attract private fund support for meeting these needs through the Development Board.
 - 4.11(10) Review and recommend both annual budgets and biennial legislative submissions of each institution of the System, with such assistance from members of his staff and others as he shall require. The budgetary review shall take place at least two weeks before the printing of documents for presentation to the Board.

4. 11(11) Conduct an annual review of the organization of the System and its constituent institutions. In the light of this review, he shall report in writing to the Board recommendations for changes in organization, assignments and procedures. The review shall take into account, among other things, (1) legislative changes, (2) confirmed actions of the Coordinating Board, (3) needs of the System and its constituent institutions, (4) comparable and relevant practices in other universities, and (5) relevant prior actions of the Board of Regents.
4. 11(12) Personally, or through his delegate, keep the institutional heads fully apprised of policies and decisions which may affect their respective institutions.
4. 12 Although the Chancellor normally shall act through institutional heads regarding the affairs of any component institution of the System, he shall not be precluded from direct participation when circumstances warrant.
4. 13 The Chancellor reports to and is responsible to the Board of Regents.

4. 2 The Vice-Chancellor for Academic Affairs. The Vice-Chancellor for Academic Affairs is an administrative officer of The University of Texas System and of the Main University.

4. 21 As a staff officer of Central Administration, he participates in administrative consideration of academic policies, plans, and programs for the System.
4. 22 As line officer in the Main University, under delegation from the Chancellor, he shall:
4. 221 Recommend appropriate budgets and supervise expenditures under approved budgets for operations at Austin, Aransas Pass, and McDonald Observatory.
4. 222 Nominate all members of the faculty and staff of the Main University, and recommend faculty and staff members for promotion, retention, or dismissal for cause.
4. 223 Insure efficient management of the business affairs and physical property of the Main University; recommend additions and alterations to the physical plant.
4. 224 Develop and administer policies relating to students.
4. 225 Serve as an ex-officio member of all faculties of the Main University and preside at meetings of the Faculty Council and the Deans Council.

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- 4.226 Appoint all staff and faculty committees except when the Rules and Regulations shall provide otherwise and when the Chancellor makes such appointments himself.
- 4.227 Cause to be prepared and submitted to the Chancellor and through him to the Board of Regents proposed regulations for governance of the Main University.
- 4.228 Participate, with other administrative officers, in developing long-range plans for programs and physical plant of the Main University.
- 4.23 The Vice-Chancellor for Academic Affairs reports to and is responsible to the Chancellor.

4.3 The Vice-Chancellor for Business Affairs. The Vice-Chancellor for Business Affairs is the chief business officer of The University of Texas System. He is responsible for planning and implementing an effective program for uniform business systems development and management.

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- 4.31 In carrying out his primary functions and duties, the Vice-Chancellor for Business Affairs shall:
 - 4.311 Recommend policies for the preparation and review of all operating budgets and legislative requests.
 - 4.312 Plan an effective, and insofar as practical, uniform system of accounting and budgeting for The University of Texas institutions and their divisions, including receipt of income and expenditure control through utilization of internal audit and periodic reporting.
 - 4.313 Formulate plans for financial reporting necessary to meet existing requirements and needs according to the highest standards of accounting.
 - 4.314 Have direct administrative authority and responsibility for efficient functioning of the following divisions:
 - (a) Business offices of the component institutions - (coordination of activities)
 - (b) Office of the Comptroller
 - (c) Office of the Director of Facilities Planning and Construction
 - (d) Office of Budget Officer
 - (e) Office of Auditor - Main University, in system-wide activities of the office
 - (f) Data Processing Division
 - (g) System Personnel Office (and Advisor)
 - (h) Audition Oil and Gas Production

4.3141 Comptroller. The Comptroller is an administrative officer of The University of Texas System.

4.31411 Subject to the delegation of such duties by the Vice-Chancellor for Business Affairs, the Comptroller shall:

4.314111 Advise and consult with the Vice-Chancellor for Business Affairs in reference to the business operations of The University of Texas System. These business operations include:

- (a) Accounting, auditing and reporting, and expenditure control.
- (b) Receipt, disbursements, and custody of moneys.
- (c) Procurement and purchasing.
- (d) Management of auxiliary and service enterprises.

4.314112 Supervise, with the assistance of the Branch College Auditor, postauditing at each component institution.

4.314113 Recommend to the Vice-Chancellor for Business Affairs:

- (a) Accounting records, forms, procedures, and financial reports.
- (b) Terms of depository agreement with banks.
- (c) Lease contracts for building space.
- (d) Approval of insurance policies.
- (e) Approval of the business aspects and overhead rates in research and other contracts with outside agencies.

4.314114 Be responsible as joint custodian with the Main University Auditor for securities owned by The University of Texas Funds which are not on deposit in the State Treasury.

4.31412 The Comptroller reports to and is responsible to the Vice-Chancellor for Business Affairs.

4.3142 Director of Facilities Planning and Construction. The Director of Facilities Planning and Construction is an administrative officer of The University of Texas System.

4.31421 Subject to the delegation of such duties by the Vice-Chancellor for Business Affairs, the Director shall:

4.314211 Have direct supervisory responsibility over the administration and general supervision of new construction and other permanent improvements, including repair and remodeling projects involving the expenditure of \$20,000 or more, and over consultation, advice, and work with the architects employed by the Board of Regents, subject to the terms and conditions of the contracts with those architects.

4.314212 Serve as ex-officio member of all faculty building committees at the component institutions.

4.314213 Prepare and execute all documents relating to the acquisition and the use of funds received from the Federal Government and State agencies in connection with construction grant awards.

4.314214 Coordinate and approve all grant applications, on approved construction projects, filed with governmental agencies.

4.314215 Coordinate the activities of the Consulting Architects between the various branches of The University System and be the administrative officer through which the architects report to the Chancellor and Board of Regents.

4.31422 The Director of Facilities Planning and Construction reports to and is responsible to the Vice-Chancellor for Business Affairs.

4.3143 Budget Officer. The Budget Officer is an administrative officer of The University of Texas System.

4.31431 The Budget Officer's prime responsibilities are to plan and develop systems and procedures for uniform budget preparation, budget control, and financial reporting. Subject to the delegation of such duties by the Vice-Chancellor for Business Affairs, the Budget Officer shall:

- 4.314311 Formulate procedures governing the preparation and review of all budgets and development of effective methods of presenting approved budgets to appropriate agencies.
- 4.314312 Recommend procedures to be followed, including format, schedules of budget preparation, and effective review of budgets.
- 4.314313 Prepare budget-writing instructions.
- 4.314314 Conduct budget and other related research studies.
- 4.314315 Plan systems and procedures for budgetary control and financial reporting.

4.31432 The Budget Officer reports to and is responsible to the Vice-Chancellor for Business Affairs.

4.3144 Auditor - Main University. The Auditor, Main University, is the accounting officer for the Main University and Central Administration.

4.31441 Subject to delegation of such duties by the Vice-Chancellor for Business Affairs, for Central Administration he shall:

- 4.314411 Have responsibility for custody, accounting and reporting of all funds handled by the Auditor's Office for the component institutions outside of Austin, and for Central Administration, Permanent University Fund, and Available University Fund.
- 4.314412 Have custodianship with the Comptroller of securities owned by University of Texas funds which are not on deposit in the State Treasury.
- 4.314413 Maintain a full and complete set of records which accurately reflect the balances and transactions of all financial and property accounts of the University.

4. 31442 The Auditor on Central Administration matters reports to and is responsible to the Vice-Chancellor for Business Affairs.

4. 32 The Vice-Chancellor for Business Affairs reports to and is responsible to the Chancellor.

4. 33 Business Management Council. The Business Management Council advises the Vice-Chancellor for Business Affairs in the areas of budgeting, business management, data processing, physical plant operations, and accounting systems development. The Council is composed of the chief business officers of the component institutions. The Vice-Chancellor for Staff Operations, Budget Officer, Comptroller, and Director of Facilities Planning and Construction are ex-officio members without vote. Meetings will be held at the call of the Vice-Chancellor for Business Affairs (the Chairman), who prepares the agenda.

4. 4 The Vice-Chancellor for Health Affairs. The Vice-Chancellor for Health Affairs is an administrative officer of Central Administration.

4. 41 By delegation from the Chancellor, the Vice-Chancellor for Health Affairs shall discharge those duties and responsibilities of the Chancellor related to health affairs. He shall have the general assignment of effective coordination, direction, and regular operation of those institutions concerned primarily with health sciences. Specifically, he shall:

4. 411 Through the Chancellor to the Board of Regents, submit recommendations on The University of Texas System programs in education, research, and public service, including general plans and operations, of the component medical institutions.

4. 412 Serve as chairman and executive officer of the Medical Affairs Council of The University of Texas System. He shall receive the recommendation of the Council in the conduct of his office.

4. 413 Process proposals from the component institutions devoted to the health professions requiring action by the Chancellor and/or the Board of Regents. The processing shall be prior to action by the Chancellor.

4. 414 Prepare and submit to the Chancellor, and through him to the Board of Regents, long-range and immediate plans (including continuing physical plant development, with the knowledge of the Vice-Chancellor for Business Affairs). In this connection, he shall make recommendations for development and operation of a coordinated University of Texas system for education and research in the health professions and for patient care and public services connected therewith.

4. 415 Pursuant to governing policies, recommend upon the annual operating budget requests submitted on behalf of each component institution devoted to the health professions.

4. 416 Recommend to the Chancellor, and through him to the Board of Regents, policies for development of Legislative Appropriation Requests for the health professions.

4. 417 Recommend to the Chancellor, and through him to the Board of Regents, Legislative Appropriation Requests to be submitted by The University of Texas on behalf of the component institutions dedicated to the health professions.

4. 418 In all matters relating to State and Federal agencies, keep the Vice-Chancellor for Public Affairs regularly informed of developments and recommendations, especially those in areas of legislation, budget proposals and Federal agency contracts and grants. In turn, the Vice-Chancellor for Public Affairs will keep the Vice-Chancellor for Health Affairs informed of state and national programs, significant to the policy, development, and operations of the medical institutions. Together they will arrange for appropriate distribution of this information within the University System.

4. 42 The Vice-Chancellor for Health Affairs reports to and is responsible to the Chancellor.

4. 43 Health Affairs Council. The Health Affairs Council is composed of the Vice-Chancellor for Health Affairs and the chief administrative officers of the University's divisions or component institutions concerned directly with Health Affairs. The Vice-Chancellor for Health Affairs acts as the Council's permanent chairman. The Council shall conduct regular meetings to review common problems of planning, development, and operation in the several institutions represented.

4. 5 The Vice-Chancellor for Public Affairs. The Vice-Chancellor for Public Affairs is an officer of the Central Administration.

4. 51 In discharging his duties and responsibilities he shall:

4. 511 With the advice of the Chancellor and the Board of Regents, represent the University System in its relations with Federal agencies, the State Legislature, and State and municipal agencies, except for the Coordinating Board. Budget submissions, regular and special reports required by the Coordinating Board, State Auditor, or State Comptroller are compiled and furnished through the Chancellor's Office by the appropriate fiscal, admissions, administrative, or academic officer of the University. It shall be the responsibility of such officers to keep the Vice-Chancellor for Public Affairs informed of such information requested and furnished.

4. 512 Advise the Chancellor on relations with the Legislature, State and Federal agencies.

4. 513 Inform appropriate administrative officers of current and long-range developments on the State and National level affecting The University of Texas. Because of the nature of his general duty assignment, the Vice-Chancellor for Public Affairs is not expected to be in his office daily and therefore has no routine administrative line-officer responsibilities except as they are delegated from time to time by the Chancellor.

4. 514 Collaborate with the executive heads of the component units and their faculties, as well as officers of the Central Administration, in contacts with appropriate State and Federal agencies.

- 4.515 Assist appropriate faculty members, administrative officers, and institutional heads in planning and expediting projects submitted to public agencies and offices.
- 4.516 Maintain and distribute information on Federal and State programs, assuring continuous and prompt action by the University on applications and communications to public agencies and offices.
- 4.52 The Vice-Chancellor for Public Affairs reports to and is responsible to the Chancellor.

4.6 The Vice-Chancellor for Staff Operations. The Vice-Chancellor for Staff Operations is an administrative officer of The University of Texas System and Main University.

4.61 In carrying out his duties and responsibilities he shall:

4.611 Act under authority delegated by the Chancellor in the execution of administrative policies, decisions, and internal operations relating to all units of The University of Texas, except in academic areas for which channels are regularly established for institutional faculties and administrative offices. This provision does not preclude direct communication with the Chancellor when in the opinion of a senior administrative officer such direct communication is necessary.

4.612 As executive officer to the Chancellor, act for the Chancellor:

- (a) Receive messages for the Chancellor, communicate with the Chancellor, and transmit instructions of the Chancellor.
- (b) Represent the Chancellor in his absence and provide continuous communication with the Chancellor for the Main University and for institutions in the System at all times.

4.62 The Vice-Chancellor for Staff Operations reports to and is responsible to the Chancellor.

Administrative Officers of Component Institutions. The Chief administrative officer of each of the component institutions outside Austin serves under the direction of the Chancellor, and has access to the Board of Regents through the Chancellor. Within the policies and regulations of the Board of Regents and under the supervision and direction of the Chancellor, the chief administrative officer of each unit has general authority and responsibility for the administration of that institution.

Specifically, the chief administrative officer is expected, with appropriate participation of the staff, to:

Develop and administer plans and policies for the program, organization, and operations of the institution.

Interpret University policy to the staff, and interpret the institution's program and needs to the Chancellor and to the public.

Develop and administer policies relating to students and to the proper management of services to patients.

Recommend appropriate budgets and supervise expenditures under approved budgets.

Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.

Insure efficient management of business affairs and physical property; recommend additions and alterations to the physical plant.

Serve as presiding officer at official meetings of faculty and staff of the institution, and as an ex-officio member of each college or school faculty (if any) within the institution.

Appoint all faculty and staff committees.

Cause to be prepared and submitted to the Chancellor, and through him to the Board of Regents, regulations for the governance of the institution.

Assume initiative in developing long-term plans for the program and physical facilities of the institution.

Assume active leadership in developing private fund support for the institution in accordance with policies and procedures established by the Chancellor with the advice of the University Development Board.

The chief administrative officer of each component institution reports to and is responsible to the Chancellor.

8/27/66
 REGENTS' RULES AND REGULATIONS, PART ONE, CHAPTERS I AND IX; AMENDMENTS; RULE WAIVED FOR FINAL APPROVAL. -- Chapter I of Part One of the Rules and Regulations of the Board of Regents for the Government of The University of Texas was amended by adding a new Section 8 as set out below. This is a job description for the newly created position of "Executive Director, Office of Investments, Trusts and Lands." The 30-day rule requiring that this section be finally approved was waived, and this amendment became effective immediately.

Sec. 8. Executive Director of Investments, Trusts and Lands.

8.1 The Executive Director of Investments, Trusts and Lands is an administrative officer of The University of Texas System. He is elected by the Board of Regents, serves at the pleasure of the Board, reports to and is responsible to the Board, and receives such compensation as may be fixed by the Board.

8.2 Duties - The duties of the Executive Director include the following:

8.21 The Executive Director recommends to the Board, and implements when they are approved by the Board, policies and actions with respect to:

8.211 The investment, management, and administration of all endowment funds belonging to the University System and its component institutions, including the Permanent University Fund, the Available Fund, and all trust and special funds;

8.212 The management and administration of the surface of all endowment lands and real estate belonging to the University System and its component institutions, including the West Texas Lands and all trust properties;

8.213 The management and administration of oil, gas and other mineral exploration and production on all endowment lands and real estate belonging to the University System and its component institutions, including the West Texas Lands and all trust properties; and

8.214 The issuance, management, and payment of all bonds and other evidences of indebtedness issued by the Board of Regents for the University System and its component institutions.

8.22 The Executive Director works closely with the Board for Lease of University Lands in the discharge of its duties and responsibilities.

- 8.23 The Executive Director presents to the Board of Regents, and the Chancellor periodic reports of the status and prospect of funds for which he has responsibility and which will be available for expenditure by the University System and its component institutions, but except to defray the incidental cost of the operation of his office, the Executive Director has no responsibility or authority for the appropriation or expenditure of any such funds.
- 8.24 The Executive Director assists and cooperates with the Chancellor or his delegate in developing and promoting philanthropy for the benefit of the University System and its component institutions.
- 8.25 The Executive Director consults with and seeks the advice of the Executive Associate for Economic Affairs with respect to the development of long-range plans for the development and management of the economic resources of the University System and its component institutions.
- 8.26 The Executive Director directs and is responsible for the proper operation of the following budgeted activities:
- 8.261 Board for Lease - University Lands
 - 8.262 University Lands - Legal and Surveying
 - 8.263 Oil Field Supervision and Geophysical Exploration
 - 8.264 University Lands - Surface Leasing
 - 8.265 Endowment Office
 - 8.266 Securities Division

In this same connection, final approval was given to amend Chapter IX of Part ~~one~~ of the Rules and Regulations by substituting for "Endowment Office" the new title of "Office of Investments, Trusts and Lands" and to substitute for "Vice-Chancellor (Fiscal Affairs)" the title "Executive Director, Investments, Trusts and Lands."

(At this point Chairman Heath introduced Mr. Floyd O. Shelton, Executive Director of Investments, Trusts and Lands.)

Likewise, Chapter I of Part One of the Rules and Regulations was amended by adding Section 9 as set out below. This is a job description for the position of Executive Associate for Economic Affairs. The necessary rules were suspended and this amendment became effective immediately.

Sec. 9 Executive Associate for Economic Affairs.

- 9.1 The Executive Associate for Economic Affairs is a staff officer of The University of Texas System. He is elected by the Board of Regents, serves at the pleasure of the Board, reports to and is responsible to the Board, and receives such compensation as may be fixed by the Board.
- 9.2 Duties - The Executive Associate on a continuing basis conceives and develops long-range plans and studies with respect to the development and management of the economic resources of the University System and its component institutions, and, upon request, consults and advises with the Board of Regents and the Executive Director of Investments, Trusts and Lands regarding such plans and studies.

EXCERPTS FROM THE MINUTES

8/27/66
RULES AND REGULATIONS OF THE BOARD OF REGENTS, PART ONE AMENDMENT TO CHAPTER III, SECTION 30. (15) (FINAL ADOPTION). -- At the meeting on July 9, 1966 an amendment to the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter III, Section 30. (15) was adopted on first reading. This amendment deleted Section 30. (15) and substituted in lieu thereof the following:

"30. (15) Any person receiving service retirement under the Teacher Retirement System of Texas and who is over sixty-five (65) years of age may 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)."

It was moved by Regent Josey, seconded by Regent Johnson and unani- mously adopted that final approval be given to the foregoing amend- ment. This is in compliance with the Rules and Regulations, Part One, Chapter I, Section 4.1 (second reading or 30-day rule).

Aug 27/66
8/27/66
RULES AND REGULATIONS OF THE BOARD OF REGENTS, PART ONE: AMENDMENT TO CHAPTER I, SECTION 6. 16; RULES SUS- PENDED AND FINALLY ADOPTED; PROCEDURE AUTHORIZED. -- On motion by Regent Josey, seconded by Regent Connally, the Board sus- pended the rule in the Rules and Regulations, Part One, Chapter I, Section 4.1 and amended Part One, Chapter I, Section 6. 16 by deleting the body of Section 6. 16 and substituting in lieu thereof the following to be effective immediately:

"6. 16 Composition and Duties of the Executive Commit- tee. -- The Executive Committee shall be composed of all members of the Board. It shall have the following duties:"

By the same motion, the procedure now followed for the Chancellor's Docket with respect to action of the Committee was adopted for the Executive Committee except that the time element involved was changed from "fourteenth day" to "seventh day." The procedure as adopted reads as follows:

"All items not excepted by any Regent will be deemed approved without further action by the Board, and will be reported for the record in the Minutes of the next meeting of the Board. Any Regent whose completed ballot has not been received by the Secretary at the conclusion of business on the seventh day after the item referred to the Executive Committee has been mailed to such Regent shall be deemed to have approved the item sub- mitted without exception. "

Chairman Heath at this time took opportunity to review the procedure that would be followed in submitting items to the Executive Committee pointing out that if any one member votes against an item, this item shall be held until the following meeting of the Board for consideration.

REGENTS' RULES AND REGULATIONS: AMENDMENT TO PART ONE,
CHAPTER III, SECTION 30. (15).--In order to bring the Regents' Rules
and Regulations into conformity with a ruling by the Teacher Retirement
System of Texas, Part One, Chapter III, Section 30. (15) was deleted and
the following substituted in lieu thereof:

30. (15) Any person receiving service retirement under the
Teacher Retirement System of Texas and who is
over sixty-five (65) years of age may 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).

In compliance with the Rules and Regulations, Part One, Chapter I, Sec-
tion 4.1 (30-day rule), this section will be presented for final adoption at
the Regents' meeting on August 27, 1966.

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AMENDMENT TO RULES AND REGULATIONS, PART ONE. -- The Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter V, Subsection 2.61, was amended, upon motion of Vice-Chairman Erwin, seconded by Regent Olan, on first reading to change the number of members named by the Board of Regents to The University of Texas Development Board to fourteen, thereby amending the first paragraph of Subsection 2.61 to read as follows:

2.61 The University of Texas Development Board shall consist of one member of the Board of Regents designated annually by the Chairman, the Chancellor of the University, six members named by the Executive Council of The University of Texas Ex-Students' Association, and fourteen members named by the Board of Regents.

MAR 13 1965

Amendment, Rules and Regulations, Part One, Chapter VI: Graduate Faculty. --It is recommended that final approval be given to the amendment to the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter VI, by deleting subsections 5.21 and 7.1 and substituting in lieu thereof the following. This amendment was originally presented in the Docket at the meeting on January 30, 1965.

- 5.21 Associates of the Graduate Faculty shall be appointed by the responsible graduate school administrator of the appropriate subdivision of the University upon recommendation of the Committee on Graduate Studies. All such appointments shall terminate on August 31 of even-numbered years.
- 7.1 Membership.--In each component institution of the University there shall be a Committee on Graduate Studies in each major academic area in which graduate work is offered as determined by the Graduate Assembly. This Committee shall be composed of all persons in that area who have been appointed as members of the Graduate Faculty. The committee may include members from several small allied departments if this seems 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 graduate faculty. This restriction, however, shall not apply to service on Supervisory Committees.

JAN 30 1965

RECOMMENDATIONS FOR REVISION OF RULES AND REGULATIONS OF THE BOARD OF REGENTS

Vice-Chancellor Hackerman and Chancellor Ransom recommend for approval the recommendations of the Graduate Assembly which were passed by that group on November 2, 1964.

The recommendations are to revise Part I, Chapter VI, Sections 5 and 7 as follows:

Present Reading

Proposed Reading

Section 5.21

Associates of the Graduate Faculty shall be appointed by the Committee on Membership of the Graduate Assembly upon recommendation of the appropriate Committee on Graduate Studies. . . .

Associates of the Graduate Faculty shall be appointed by the responsible graduate school administrator of the appropriate subdivision of the University upon recommendation of the Committee on Graduate Studies. . . .

1st Approval

Section 7.1

Add the following

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 graduate faculty. This restriction, however, shall not apply to service on Supervisory Committees.

Approval by the Board of Regents is recommended.

DEC 12 1984

Amendment to Rules and Regulations, Part One, Chapter VII. -- It is recommended that final approval be given to the amendment to the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter VII, Section 4 whereby in Line 5 "at least 10 years" is deleted and "at least 5 years" is substituted in lieu thereof so that Section 4 will read as follows:

Sec. 4. Naming of Buildings and Research Units (Including Laboratories and Clinics). -- Buildings and research units (including laboratories and clinics) of the University shall not be named in honor of a person because of distinguished service to the University, to Texas, or to the United States, until the bearer shall have been dead at least five years and a nomination accompanied by reasons shall have been obtained from the institutional faculty by the Board; provided that the foregoing shall not necessarily apply when naming buildings and research units (including laboratories and clinics) donated to the University by individuals.

RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER III, SECTION 30 (FINAL APPROVAL). -- At the April 1964 meeting of the Regents, an amendment to the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter III, Section 30 was approved on first reading. On yesterday final approval was given to the amendment thereby deleting Section 30 and inserting in lieu thereof the following:

Sec. 30 Retirement and Modified Service

- 30.1 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.
- 30.2 Members of the institutional non-teaching 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 sixth-fifth birthday, except as provided in subsequent subsections.
- 30.21 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

*Approved
May 23, 1964*

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.

- 30.3 Faculty members who have served the University continuously for twenty 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 from the University 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 University service and compensation.
- 30.4 Faculty members who do not have the rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, Guest Professor shall not be appointed to modified service after the end of the fiscal year which includes their seventieth birthday.
- 30.5 Subject to the provisions of Paragraph 30.8, 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 below.
- 30.51 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 University service and compensation.

- 30.52 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.
- 30.53 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.
- 30.54 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 institutional head involved, determines that they shall retire completely from University service and compensation.

- 30.55 Nonteaching employees in non-administrative 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.
- 30.56 Nonteaching employees in administrative policy-making 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.
- 30.6 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 Chancellor and the Board of Regents.
- 30.7 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. Further provisions and limitations regarding the services of a person on modified service may appear in the Institutional Supplements for the component institutions.
- 30.8 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. The administrative procedure shall be prescribed in the Institutional Supplement for each component institution.
- 30.9 Members of institutional faculties who have served the University 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 for which they are eligible at any time after reaching their sixtieth birthday.

- 30.(10) No person appointed to the institutional faculties or nonteaching staffs after the age of fifty shall have the right to modified service.
- 30.(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.
- 30.(12) In deciding when a faculty member shall retire from all University service and compensation, the Board of Regents will consider his current capacity for work, his service to the University, 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, modified service will be continued until the retirement benefits receivable are approximately equal to the amount that would be received under modified service.
- 30.(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 Professor, Guest Associate Professor, Professor, or Guest Professor shall retire from his administrative position (see subsection 30.14 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.

- 30.(13) 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, Guest Professor shall retire from his administrative position (see subsection 30.14 below) at the close of the fiscal year in which his sixty-fifth birthday occurs and he may choose to return to a full-time faculty assignment 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.
- 30.(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 University Personnel Pay Plan, or unclassified administrative positions, and others by title whose positions are deemed involved in policymaking decisions by the Chancellor and his staff. This determination will be made annually by the Chancellor, upon recommendation of the executive head of the component institution, at the time of budget preparation.
- 30.(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 be employed as a teacher by a State-supported college or university in this State on as much as a one-third time basis, which shall in no event exceed 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 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.

- 30.(16) The regulations and provisions of this section (Sec. 30) shall not apply to those professional and non-classified administrative staff members of the M. D. Anderson Hospital and Tumor Institute 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.
- 30.(17) Whenever such action appears to be to the advantage and best interest of the University, 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.

COMMITTEE OF THE WHOLE

3/6. 8, 1964
Chairman Heath presented the following report of the Committee of the Whole:

The Committee of the Whole met on yesterday and also this morning. I have been instructed to report the following action:

R&R
RULES AND REGULATIONS, PART ONE, CHAPTER VI, AMENDMENT TO. -- The Rules and Regulations of the Board of Regents for the Government of The University of Texas were amended by deleting Chapter VI of Part One and substituting in lieu thereof the following:

CHAPTER VI

GRADUATE EDUCATION IN THE UNIVERSITY SYSTEM

- Sec. 1. Authority and Function. The Graduate Faculty of The University of Texas is the system wide organization, The Graduate School. It is composed of full members (with vote) and associates (without vote) of the graduate faculty, and such special members as need be approved, from all component institutions in the system. All policy recommendations of the Graduate Faculty are recommended through channels to the Chancellor. The Chancellor may call upon any member of the Central Administration or other officer to advise him concerning policy, plans and operation of the Graduate School. At each institution, the Graduate School or 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. Institutional heads affected by any delegation will be kept informed. The Graduate School and its constituent faculty and councils are actively responsible for the graduate program--graduate studies, membership in the Graduate Faculty, and other activities in graduate education. The graduate program, however, shall not include the M.D. and D.D.S. degrees at the medical institutions, nor the LL.B. and LL. M. degrees of the School of Law.
- Sec. 2. The Dean of the Graduate School of the Main University at Austin: The Dean of the Main University Graduate School at Austin shall be appointed upon recommendation of the Vice-Chancellor for Academic Affairs. On all matters of policy and planning related to the Graduate School at Austin, he will advise the Vice-Chancellor for Academic Affairs. The Dean shall be the responsible administrative officer of the Graduate School at Austin.

- 2.1 The Dean of the Graduate School at Austin shall keep the deans of the schools or colleges of the Main University directly involved fully informed at all stages in planning and development, and shall submit all recommendations of policy and action for approval to the Graduate Assembly.
- 2.2 He shall consult and advise with the Vice-Chancellor for Academic Affairs in the preparation of the annual budgets of the teaching departments of the Main University and the research budgets directly related to graduate instruction at that institution.
- 2.3 Research assignments or grants at the Main University involving reduced teaching loads recommended by the Graduate Dean, or by committees responsible to him, shall have 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 shall have a graduate school administrator. At the Main University this shall be the Dean of the Graduate School at Austin, at the Graduate School of Biomedical Sciences this shall be the dean, at other institutions this shall be a Director of Graduate Studies. The institutional head shall recommend the Director of Graduate Studies at each component institution to the Chancellor to serve until replaced.

Sec. 4 Graduate Advisers. -- One member of the Committee on Graduate Studies in each academic area shall be appointed as Graduate Adviser by the Graduate Dean at Austin or by the graduate school administrators at the other institutions 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 this University.
- 4.4 He shall send students to the Graduate School administrator for exceptions requiring his action.

- 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 Graduate Faculty.

- 5.1 Membership. --Nominations for membership in the Graduate Faculty shall be made by the appropriate Committee on Graduate Studies; however, in exceptional cases, the 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 Graduate Assembly. Recommendations by the Committee on Membership shall go to the Graduate Assembly at their next regular meeting. Their action will be conveyed by the Chairman of the Assembly to the Chancellor, with notification to the Graduate Administrators, the institutional heads (the Vice-Chancellor for Academic Affairs in the case of faculty at Austin) and to the Committee on Graduate Studies of the department concerned.
 - 5.12 Considerations in making nominations for regular membership with vote. -- The nominating committee, ordinarily the Committee on Graduate Studies of a department, shall consider the several qualifications of a member of the 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.
 - 5.121 Exceptions in qualifications may be made for particularly outstanding men from government, industry or the professions.
- 5.2 Associates.
 - 5.21 Associates of the Graduate Faculty shall be appointed by the Chancellor upon recommendation of the appropriate Committee on Graduate Studies. All such appointments shall terminate on August 31 of even-numbered years.
 - 5.22 An Associate shall be eligible to supervise master's theses; and by request of the appropriate Committee on Graduate Studies and on approval of the institutional Graduate School administrator, 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 of the Graduate School.

- 5.23 Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate of the Graduate Faculty.

Sec. 6. The Graduate Assembly.

- 6.1 Composition of the Assembly. -- The Graduate Assembly shall consist of the following members:

6.11 Ex officio Members without Vote. -- The Chancellor of the University, the Vice-Chancellor for Academic Affairs, heads of the component institutions, the administrative head of the Graduate School unit at each branch, the Associate graduate Deans at Austin, and administrative heads of colleges and schools (which are not subdivisions of colleges). 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 designated school two or more members of the Graduate School eligible for nomination and election to the Assembly. Ex officio members of the Assembly shall not be eligible for nomination and election to the Assembly.

- 6.12 Elected Members with Vote. -- The elected voting members shall be apportioned among the following branches, and electoral divisions of the Main University:

6.121 Main University:

College of Arts and Sciences:

Electoral Group A - Astronomy, Bacteriology, Botany, Chemistry, Geology, Physics, Zoology, Home Economics, Mathematics

Electoral Group B - Anthropology, Economics, Geography, Government, History, Philosophy, Psychology, Sociology

Electoral Group C - Classical Languages, English, Germanic Languages, Romance Languages

Electoral Group D - School of Journalism

College of Engineering
College of Business Administration
College of Fine Arts
College of Pharmacy
School of Architecture
Graduate School of Library Science
Graduate School of Social Work

(Subsection 6.121--Amendment No. 4 to September 1960 revision, Meeting No. 600, July 1961)

6.122 School of Medicine (Medical Branch, Galveston), two members.

6.123 Southwestern Medical School, Dallas, two members.

6.124 Texas Western College, El Paso, two members

6.125 South Texas Medical School, San Antonio, two members when a committee of graduate studies of at least six members has been elected to the Graduate Faculty. Meanwhile the Dean shall have a vote.

6.126 The Graduate School of Biomedical Sciences at Houston, two members. The interests of the M. D. Anderson Hospital and Tumor Institute and the Dental Branch will be represented through The Graduate School of Biomedical Sciences at Houston.

6.2 Future Apportionment of Seats.

6.21 Until 1960 the apportionment of seats on the Assembly among the electoral divisions of the Main University remained as adopted in 1956. In 1964, and every fourth year thereafter, the Chairman of the Assembly shall appoint a committee to recommend to the Assembly a plan for apportioning its seats among the electoral divisions, which, when adopted by the Assembly and approved by the Chancellor, shall become effective at the next election.

6.22 Each component institution of the University shall be entitled to further elective representation on the Assembly whenever the number of faculty members directing graduate work at such unit, in relation to the ratio of representation at the Main University, warrants such representation.

6.3 Method of Election

6.31 The members of the Graduate Faculty of each electoral division having two or more members shall nominate and elect their representatives in a primary and final election, the latter to be conducted according to an equitable system of proportional representation. 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.

6.32 The members of the Graduate Faculty of each electoral division having one representative shall nominate and elect their representative in a primary and an election, the election ballot 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 occasion arises.

6.44 The Secretary of the Graduate Assembly shall be responsible for the holding and conduct of primaries and elections provided herein. The Secretary may request the assistance of the heads of branches, colleges, and schools in carrying out this responsibility.

6.45 The elected members of the Assembly shall serve for a term of four years, and no members shall be eligible to serve for more than two full non-successive terms. Half the members of the Assembly shall be elected every two years.

6.451 In order to implement this new term and replacement in the Assembly, in the fall of 1964 the Secretary will cast lots to determine which members of the Assembly (half) shall serve two additional years.

- 6.46 Members of the Assembly shall take office on the third Monday in September following their election. Members filling vacancies shall take office immediately after their election.
- 6.5 Attendance by Members of Graduate Faculty at Assembly Meetings. -- Any member of the Graduate Faculty of the University may attend meetings of the Assembly and, with permission of the Assembly, may speak.
- 6.6 Organization of Graduate Assembly.
- 6.61 The Assembly shall elect one of its members who has served two years as Chairman for the remaining two years. He shall serve only one term. He shall have a casting vote. In his absence a Chairman pro tempore shall be elected from the Assembly. No Dean or higher administrative official may be Chairman.
- 6.62 The Secretary of the Assembly shall be elected from members of the Assembly in the same fashion as the Chairman. He 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 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 Assembly.
- 6.624 Report recommendations of the Assembly for the Chairman to the Chancellor, Administrative heads of component institutions, graduate administrators of the component institutions.
- 6.625 Refer all matters classified as major to the members of the Graduate Faculty at all branches.

- 6.626 Distribute minutes of meetings to members of the Assembly, to all other graduate faculty members who request copies, to all institutional heads, and to the Chancellor and the Board of Regents through the Secretary of the Board.
- 6.627 Present an annual report to the Graduate Faculty at all component institutions; also copies to the secretaries of the General Faculty at the Main University and of the appropriate faculties of the other institutions.
- 6.63 Meetings. -- The Graduate Assembly shall meet the first Tuesday in October, February and May, and at other times if called by the Chairman, or requested by five members of the Assembly. At least two of the meetings will be held in Austin.
- 6.64 Procedure.
- 6.641 The general authority shall be Robert's Rules of Order.
- 6.642 A quorum shall be a majority of the elected voting membership.
- 6.643 Three elected members may demand a record vote.
- 6.644 The Order of Business shall be determined by the Assembly.
- 6.65 Committees. -- The Graduate Assembly may create from time to time such standing or special committees as it may desire consisting of its own members, or other members of the Graduate Faculty, or of a combination of the two.
- 6.651 The Graduate Assembly shall have at least one permanent committee, the Membership Committee of the Graduate Faculty. The committee shall be selected in the following way. The Chairman of the Assembly shall select

four members from elected members of the Assembly, who have served two years, including one each from two branches outside Austin; the Dean of the Graduate School of the Main University shall select four members from the membership of The University of Texas Graduate School. The terms of the members of the committee shall be two years. All correspondence concerning membership shall go to this committee, who shall report on any nominees at the next regular meeting of the Assembly. Qualification for candidates are described generally in 5 above. The Secretary of the Graduate Assembly shall be Secretary and presiding officer (without vote) of the Committee on Membership in the Graduate Faculty. All votes shall be recorded. Any recommendation shall be made on a majority vote.

- 6.7 Authority and Functions of the Graduate Assembly. --In general, the Graduate Assembly shall exercise all legislative powers and duties for the University as a whole that formerly were exercised for the Main University by the Graduate Faculty of the Main University, and its legislative authority shall supersede that of the Graduate Faculty of the Main University. These powers and duties shall include:
- 6.71 Determination of standards for the admission and retention of students in the Graduate School.
 - 6.72 Recommendation of new graduate degree programs and their requirements as well as changes in existing graduate programs.
 - 6.73 Approval of graduate courses.
 - 6.74 Establishment of criteria for membership in the Graduate Faculty.
 - 6.75 Establishment of policies relating to graduate studies, research and faculties for the University as a whole.

- 6.76 Elect members of the 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 enacted by the Graduate Assembly shall be referred to the appropriate institutional head for transmission with recommendation to the Chancellor and the Board of Regents. Emergency legislation shall be in effect from the date of its enactment and continue in effect unless disapproved by the Chancellor or Board of Regents.
- 6.9 Major Legislation.
- 6.91 The Assembly's initial decisions with respect to major legislation shall not go into effect 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 Graduate Faculty of The University of Texas. In the event that any five members of the University shall request it within the two-week period, the 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 other voting members may appear to oppose the final enactment of such legislation. After such hearing the Assembly shall send its final recommendations to the appropriate institutional head for transmission with his recommendations to the Chancellor and the Board of Regents.
- 6.92 Major legislation may be initiated outside the Assembly by any five regular members of the Graduate Faculty of the University, which proposals the Assembly shall be required to consider. Any of the ex officio members of the Assembly may initiate legislation within the Assembly as may voting members.
- 6.(10) Appeals by Faculty from Recommendations of Assembly. --Appeals concerning recommendations of the Graduate Assembly may be addressed to the Chancellor and the Board of Regents by the Graduate Faculty in any component institution

of The University of Texas where graduate work is offered or proposed. When an appeal has been voted by the faculty in any component institution, the Secretary of the Graduate Assembly shall notify the secretaries of the faculties in all the other component institutions for study and action by those faculties.

- 6.(11) Special Meetings of the Graduate Faculties of Component Institutions. -- Special meetings of the Graduate Faculty of the Main University or of the members of the other component institutions of the University may be held whenever the Graduate Dean or the administrative head of such other component institution shall desire, or upon petition of five members of the Graduate Faculty of the University. Such meetings may recommend legislation for submission to the Assembly.

Sec. 7

Committees on Graduate Studies.

- 7.1 Membership. -- In each major academic area in which graduate work is offered, as determined by the Graduate Assembly, there shall be a Committee on Graduate Studies. This Committee shall be composed of all persons in that area who have been appointed as members of the Graduate Faculty. The Committee shall select its own chairman.
- 7.2 Duties.
- 7.21 Recommendations concerning new 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 unit administrator. These recommendations shall be reviewed by the undergraduate dean concerned, or by the appropriate administrative officer of the budgetary unit of the University, relative to their budgetary and personnel implications, and then returned to the graduate administrator for his approval. If they involve general policy decisions, they go to the Assembly for review.

7.22 Each Committee on Graduate Studies shall be in charge 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 full membership in the Graduate Faculty. Such recommendations shall go to the Secretary of the Graduate Assembly for action by the Assembly Committee on Membership and then by the Assembly.

All recommendations should be sent to the Secretary of the Assembly at least three weeks before the meeting date of the Assembly in order for the membership committee to review them to report at the meeting.

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 administrator and the institutional head.

Rules and Regulations for the Government of The University of Texas, Part One, Chapter III: Amendment to. --

It is recommended that final approval be given to the amendment to the Rules and Regulations for the Government of The University of Texas, Part One, Chapter III, by deleting Subsection 3.1 and substituting in lieu thereof the following. This amendment, approved on first reading at the November meeting of the Board, conforms the regulation regarding employment of aliens to Section 32, Article IV of the current Appropriation Bill:

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- 3.1 As may be required by 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 Medical Branch, Southwestern Medical School, Dental Branch, or M. D. Anderson Hospital and Tumor Institute; (4) they are employed as librarians at the Main University; or (5) they are employed as research workers at the component institutions of The University of Texas.

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Amendments to Rules and Regulations for the Government of The University of Texas, Part One, Chapter III, and Part Two, Chapters VI, VII, VIII. --It is recommended that the Board give approval to the first reading of an amendment to Part One, Chapter III, Subsection 3.1, by deleting said subsection and substituting in lieu thereof the following:

Amend

- 3.1 As may be required by 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 Medical Branch, Southwestern Medical School, Dental Branch, or M. D. Anderson Hospital and Tumor Institute; (4) they are employed as librarians at the Main University; or (5) they are employed as research workers at the component institutions of The University of Texas.

(This will be presented for second and final reading at the next regular meeting of the Board in compliance with the Rules and Regulations, Part One, Chapter VII, Subsection 4.1,.)

It is further recommended that the Rules and Regulations, Part Two, be amended by deleting Subsections 1.2 and 1.4 of Chapter VI and 12.2 of Chapter VII and by substituting in lieu thereof the following:

Chapter VI

- 1.2 All employees of the University employed on a regular salaried basis are required by law to participate in the Teacher Retirement System, which became effective for teacher members September 1, 1937, and for auxiliary members September 1, 1949, except persons eligible at those times who executed waivers within the period allowed by law and have not revoked such waiver if later permitted, and members of the Employees Retirement System about which information is given later.

- 1.4 The annuity payable at retirement is based on the salaries earned by the member. Annuity payments are based upon the average salary earned in the ten highest years of creditable service, not to exceed \$8,400 of salary for any one year.

Chapter VII

- 12.2 TV Stations Prohibited. -- "None of the moneys appropriated in this Article may be expended for the acquisition, construction, or operation of television transmitter station; provided, however, this prohibition shall not be construed so as to prevent the medical schools, dental school, general academic teaching institutions or other agencies of Higher Education named in this Article from using closed-circuit television for purely instructional purposes, or to prevent general academic teaching institutions with existing transmitter stations to use same for educational purposes."

It is also recommended that the Rules and Regulations, Part Two, be amended by adding new sections to Chapters VI, VII, and VIII as set out below:

Chapter VI - Section 7 - Tax Deferred Annuities

- 7.1 Under a plan approved by the Board of Regents, University employees may purchase 403B Tax Deferred Annuities from Texas-licensed insurance companies.
- 7.2 The University will contract with any employee to designate a portion of his monthly gross compensation to be used by the institution to purchase an annuity for the employee from the company selected by the employee. This agreement is irrevocable for one year.
- 7.3 The Business Manager of each institution in The University of Texas System is authorized to sign applications for annuities with the company requested by the employee. The University will employ the payroll deduction method for the annuity payments and will forward to each insurance company the amounts contracted for by the employees.
- 7.4 The participation and purchase of 403B, Tax Deferred Annuities shall be in accordance with the authorization provided by Senate Bill Number 17, 57th Legislature, Third Called Session, 1962 and shall be in accordance with the Internal Revenue Code and amendments thereto.
- 7.5 Additional information may be secured from the business office or the personnel office.

Chapter VII

12. 10 Full Disclosure of Expenditures. -- "The expenditure of appropriations made by this Article to the general academic teaching institutions shall be contingent upon the full reporting each fiscal year to the State Auditor, in the manner and at the times prescribed by him, of expenditures made by each program or activity of such institutions, including auxiliary enterprises, of the fund sources of such expenditures, and of the expenditure allocations by programs and purposes out of Federal, private, and other grants and gifts. "

Chapter VIII - Sections 7 and 8

7. Furniture and Furnishings. -- The current Appropriation Bill provides that no money appropriated shall be expended for furniture or furnishings which has been imported from a foreign country.
8. Architectural Fees. -- The current Appropriation Bill provides that no funds appropriated may be expended for architectural fees without the advance written approval of the Governor after obtaining the advice of the Legislative Budget Board.

Chapter VI

The proposed amendment to Part Two, Chapter VI, Section 3, was referred to the Committee of the Whole. (See Page 37.)

(The foregoing amendments and the amendment reported on Pages 37 and 38 completed the Fiscal Regulations as required by Section 29, Article IV, H. B. No. 86, 58th Legislature, R. S. -- 1963-65 Appropriations Bill.)

Amendment to Rules and Regulations, Part One,
Chapter III, Subsections of Section 5, Nepotism. --
It is recommended by the Academic and Developmental Affairs Committee that the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter III, Sections 5.3 and 5.4 be amended by deleting subsections 5.32, 5.33, 5.34, 5.35, 5.36, 5.37, 5.41, and 5.42, and by substituting in lieu thereof the following:

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- 5.32 No person shall be initially appointed, or promoted, when it is the duty of a relative on the University staff to act in any official capacity upon his 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 Relatives shall not hold positions of tenure rank in the same department. Subject to the provisions of Sec. 5.32 and 5.31, when a person holds an academic rank of Instructor or higher, or occupies a nonteaching position with a monthly salary rate in excess of \$600, appointment or promotion of a relative to an academic rank of Instructor or higher, or to a nonteaching position with monthly salary rate in excess of \$600, in the same department shall not be effective until approved by the Chancellor and the Board of Regents. Each subsequent appointment or promotion of either to a higher academic rank or different nonteaching position in the same department shall not be effective until approved by the Chancellor and the Board of Regents.
- 5.34 When a person holds a tenure position, or a nonteaching position with a monthly salary rate of \$600 or more, initial appointment or promotion of a relative to a tenure position, or to a nonteaching position with a monthly salary rate of \$600 or more, in another department must be approved in advance by the Chancellor and the Board of Regents.
- 5.35 The above rules shall apply also to simultaneous initial appointments.

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- 5.36 When two persons holding positions with the University 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.
- 5.37 Relationship shall not be a bar to honorary positions or to nonremunerative positions.
- 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 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 of the University, or the head of any component institution.

Since this proposed amendment was presented to the Board prior to the meeting on July 13, 1963, the foregoing amendment is recommended for final approval and considered to be in compliance with the thirty-day rule (Chapter VII, Section 4, Part One).