

RULES AND REGULATIONS
OF THE
BOARD OF REGENTS
OF
THE UNIVERSITY OF TEXAS SYSTEM
FOR THE GOVERNMENT OF
THE UNIVERSITY OF TEXAS SYSTEM

PART ONE

1967

Adopted by the Board of Regents on January 23, 1960
(with Amendments to May 6, 1967)

Explanatory Statement

The Rules and Regulations contained in this volume are those which are adopted by the Board of Regents and which apply generally to the entire University of Texas System. They are to be known as the "Regents' Rules and Regulations" to distinguish them from each component institution's rules and regulations which are promulgated by the Chancellor and the chief administrative officers of the component institutions and which are published in separate volumes and entitled "Institutional Supplement for (name of the institution)."

This volume is divided into two parts: Part One contains those rules and regulations which may be amended by the Board of Regents only after thirty days' notice or by action at two duly called meetings; the rules and regulations of Part Two may be amended by the Regents at any regular meeting without thirty days' prior notice.

These Rules and Regulations are published in loose-leaf form to facilitate their being kept current. As promptly as possible after an amendment is approved, the Secretary will distribute new pages bearing the amended text.

TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
I. The Board of Regents	
1. Authority	1
2. Composition	1
3. Chairman	1
4. Vice-Chairman	2
5. Secretary	2
6. Meetings	3
7. Committees	4
8. Procedure	6
9. Executive Director of Investments, Trusts and Lands	9
10. Executive Associate for Economic Affairs	11
II. Administration	
1. General Provisions	12
2. Officers of Central Administration	12
2.1 Principal Officers	12
2.2 Appointment and Tenure of Administrative Officers	13
2.3 Staff and Line Functions of Officers Other than the Chancellor	13
2.4 Administrative Authority, Duties and Responsibility	13
2.41 Chancellor	13
2.42 Vice-Chancellor for Academic Affairs.	15
2.43 Vice-Chancellor for Health Affairs	16
2.44 Vice-Chancellor for Public Affairs	18
2.45 Vice-Chancellor for Staff Operations	19
2.46 Vice-Chancellor for Business Affairs	19
2.47 Comptroller	20
2.48 Director of Facilities Planning and Construction	21
2.49 Budget Officer.	22
2.4(10) Auditor of The University of Texas at Austin	23
2.4(11) Business Management Council	23
3. Chief Administrative Officers of Component Institutions	23
III. Personnel	
1. Appointments	26
2. Classified Personnel Systems	27
3. Employment of Aliens	28
4. Code of Ethics	28
5. Appointment of Relatives (Nepotism Rule)	29
6. Tenure, Promotion, and Termination of Employment	30
7. Rights and Responsibilities as a Citizen and as a Teacher.	32
8. The Greater Duties of a Member of the Teaching Staff	32
9. Acquaintance with, Conformity to, and Improvement of University Regulations	33

10.	Communications, Appeals, and Hearings	34
11.	Communications with the Legislature and Other State Agencies or Officials	34
12.	Office Hours	34
13.	Outside Employment	35
14.	Holidays	35
15.	Vacation	36
16.	Leaves of Absence without Pay	36
17.	Faculty Development Leaves	37
18.	Division of Salaries for Staff Engaged in Teaching and Non- teaching Activities	37
19.	Sick Leave	37
20.	Leave for Jury Duty	37
21.	Absence from Usual and Regular Duties	37
22.	Authorization to Travel	37
23.	Compensation for Correspondence and Extension Teaching of Full-time Staff Members	38
24.	Textbooks and Other Materials Prescribed for the Use of Students	38
25.	Sectarian Courses Prohibited	39
26.	Acceptance of Money from Students	39
27.	Power to Authorize Expenditures out of The University of Texas System Funds	39
28.	Indebtedness to The University of Texas System or the State	40
29.	Power to Bind The University of Texas System in Fixing Its Policies	40
30.	Institutional Employees as Students	40
31.	Retirement and Modified Service	40
32.	Staff Benefits	45
IV. Faculty Organization		
1.	Educational Policy	46
2.	Institutional, College, School, and Departmental Faculties and Legislative Bodies	46
V. Graduate Education in The University of Texas System		
1.	Authority and Function	48
2.	Dean of the Graduate School at Austin	48
3.	Institutional Graduate School Administrators	49
4.	Graduate Advisers	49
5.	Graduate Faculty	50
6.	Graduate Assembly	51
7.	Committees on Graduate Studies	58
8.	Authorization to Teach Graduate Courses	59
9.	Graduate School Administrators	59

VI. Student Services and Activities	
1. General Provisions	60
2. The Dean of Students and His Staff	61
3. Student Conduct and Discipline	61
4. Student Organizations	64
5. Participation in Student Government	65
6. Use of University-Owned Facilities	66
7. Speech and Assembly	67
8. Off-Campus Student Housing	69
9. University Policy in Regard to Debts of Students	69
10. Anonymous Publications	69
11. Other Regulations Concerning Student Affairs Reported in the Rules and Regulations of the Board of Regents	70
VII. The University of Texas System Development Board and Foundations	
1. The University of Texas System Development Board,	71
2. Foundations.	75
VIII. Miscellaneous	
1. Naming of Buildings and Other Facilities	78
2. Flags at Half Mast	78
3. Medical and Hospital Services	78
4. Titles of Component Institutions in The University of Texas System	78
IX. Enactment and Amendment	
1. Repeal of Existing Rules in Conflict Herewith	80
2. Format for Rules	80
3. Official Copies.	80
4. Amendment of Rules and Regulations	81
5. Distribution of Amendments	81

CHAPTER I

THE BOARD OF REGENTS

- Sec. 1. Authority.-- The Legislature, which is given the duty and authority to provide for the maintenance, support, and direction of The University of Texas by Article 7, Section 10, of the Texas Constitution, has delegated the power and authority to administer the University to the Board of Regents in broad terms. Articles 2584, 2585, and 2587, V. C. S. Texas cases construing these statutes have held that the Board of Regents has wide discretion in exercising its power and authority and that the rules adopted by the Board of Regents have the same force as statutes. Foley v. Benedict, 122 Tex. 193, 55 S. W. 2d 805 (1932); Rainey v. Malone, 141 S. W. 2d 713 (Tex. Civ. App., 1940, no writ history); Morris v. Nowotny, 323 S. W. 2d 301 (Tex. Civ. App., 1959, writ refused, n. r. e.; cer. den., 361 U. S. 889, 80 S. Ct. 164, 4 L. Ed. 2d 124). The University's lands and buildings, including the main campus, are state property subject to the control of the Board of Regents as the state's agent. Splawn v. Woodard, 287 S. W. 677 (Tex. Civ. App., 1926, no writ history); Walsh v. University of Texas, 169 S. W. 2d 993 (Tex. Civ. App., 1942, writ refused).
- Sec. 2. Composition.-- The Board of Regents is composed of nine members appointed by the Governor, with the approval of the Senate, for staggered terms of six years each, the terms of three members expiring on January 10th of odd-numbered years.
- Sec. 3. Chairman of the Board.
- 3.1 Election of Chairman.-- The Chairman of the Board shall be elected by the Board from its number and shall serve at the pleasure of the Board. He shall report and be responsible to the Board. In case of the death, resignation, disability, removal, or disqualification of the Chairman, the Board shall elect his successor as soon as practicable. In no event shall a Board member serve as Chairman for more than 24 consecutive months without submitting his resignation as Chairman, but such member shall be eligible for reelection as Chairman.
- 3.2 Duties of the Chairman.-- The duties and responsibilities of the Chairman shall include the following:
- 3.21 He shall preside over the meetings of the Board.

- 3.22 He shall be authorized to call special meetings of the Board, as herein provided.
- 3.23 He shall appoint the standing and special committees of the Board, as herein provided.
- 3.24 He shall be an ex officio member of all committees of the Board.

Sec. 4. Vice-Chairman of the Board. -- The Vice-Chairman of the Board shall be elected by the Board from its number when the Chairman is elected and shall serve at the pleasure of the Board. In case of the absence, death, resignation, disability, removal, or disqualification of the Chairman, the Vice-Chairman shall perform the duties of the Chairman until the Chairman shall resume his office or his successor shall have been elected as herein provided. Upon the death, resignation, disability, or removal of the Vice-Chairman, the Board shall elect his successor as soon as practicable.

Sec. 5. Secretary to the Board of Regents.

- 5.1 Appointment. -- At the meeting at which the Chairman and Vice-Chairman of the Board are elected, the Board shall elect a Secretary who is not a member of the Board and who shall receive such compensation as may be fixed by the Board. The Secretary shall report and be responsible to the Board of Regents. The Secretary shall serve subject to the pleasure of the Board and may be removed by the Board at any time. Upon the death, resignation, disability, removal, or disqualification of the Secretary, the Board shall elect his successor as soon as practicable.
- 5.2 Duties and Functions. -- The duties and functions of the Secretary shall include the following:
 - 5.21 Meetings. -- The Secretary shall make preparations for all meetings of the Board.
 - 5.22 The Agenda. -- Under the direction of the Chairman of the Board and in cooperation with the Chancellor, the Secretary shall prepare, document, and distribute the agenda for all meetings of the Board and its committees. The Secretary shall also prepare and deliver the calendars of these meetings.
 - 5.23 Minutes. -- The Secretary shall record, prepare, and index the official minutes of the meetings of the Board and shall distribute copies thereof, including the annual budgets, to members of the Board, to the Chancellor, and to other individuals on the approved list. The Official Minutes shall be kept in the Office of the Secretary and certified excerpts from these minutes shall be prepared by the Secretary.

- 5.24 Documents. -- The Secretary shall keep on file in the Office of the Secretary to the Board of Regents all official documents, correspondence, and proceedings of the Board.
- 5.25 Seal. -- The custody of the official seal of The University of Texas System shall be with the Secretary. The Secretary shall affix such official seal to, and attest, all documents executed in the name of the Board of Regents and requiring attestation. Each component institution shall maintain an official seal especially designed for such institution to be used for the purpose of certifying diplomas and official transcripts for students and for such other official purposes as may be approved by the Board, the Chancellor, or by the chief administrative officer of the component institution.
- 5.26 Rules and Regulations. -- The Secretary shall be charged with the responsibility of keeping current the Official Copies of the Regents' Rules and Regulations, and furnishing to members of the Board and the administrative officers on the approved list any changes or additions as soon as possible after the meeting at which they are finally adopted.
- 5.27 Reports. -- The Secretary shall prepare and distribute such reports and communications as are directed by the Board of Regents.
- 5.28 Other Duties. -- In addition, the Secretary shall perform such functions and have such other duties and responsibilities as may be assigned to the Secretary by the Board of Regents or as are usual and customary to the position of Secretary and which assist the members of the Board of Regents in the discharge of their official duties.

Sec. 6. Meetings of the Board.

- 6.1 Regular Meetings. -- Regular meetings of the Board of Regents shall be held at such times and places as the Board shall designate. Unless otherwise determined in advance by the Board, all regular meetings shall be held in Austin.
- 6.2 Special Meetings
- 6.21 Special meetings of the Board shall be held upon the call of the Chairman, or upon the written request of three members of the Board. The Chairman shall cause written notification of the time, place, and purposes of any special meeting to be mailed to each member of the Board by the Secretary at least five days before the time of the meeting.
- 6.22 No business other than that embraced in the call for the special meeting shall be officially transacted thereat without the consent

of all members of the whole Board or without the consent of a majority of the whole Board and subsequent ratification at a regular meeting.

Sec. 7. Committees.

- 7.1 Standing Committees. -- The following committees shall be appointed to consider policies for the government of all major areas: (a) Executive Committee, (b) Academic and Developmental Affairs Committee, (c) Buildings and Grounds Committee, (d) Land and Investment Committee, (e) Medical Affairs Committee, (f) Board for Lease of University Lands.
- 7.11 Appointment and Term of Standing Committees. -- The standing committees shall be appointed by the Chairman shortly after his election, by and with the consent of the Board, and shall remain as constituted (unless a vacancy shall be caused by death, resignation, or refusal of some member of a committee to act) until the succeeding Chairman shall have reconstituted the committees. The Chairman shall be an ex officio member of each committee.
- 7.12 Method of Filling Vacancies in Standing Committees. -- In case a vacancy shall occur on any of the standing committees, the Chairman of the Board shall appoint another member or members of the Board to serve thereon until the next regular meeting, at which time the sense of the Board shall be taken on such appointment, and, if confirmed, the appointment shall stand until the time for reconstituting the standing committees as herein provided.
- 7.13 Time of Meetings of Committees of Board. -- The committees of the Board customarily shall meet on the first day of any scheduled Board meeting and at such other times as the majority of the members of each committee shall determine. All matters that are referred to a standing committee and that cannot be disposed of within the time allotted in the meeting calendar to the committee for its deliberations shall be referred to the Committee of the Whole for action.
- 7.14 Authority of Standing Committees. -- The authority of standing committees of the Board shall be subject to action of the whole Board and, except in cases where it is necessary for the Executive Committee to act for the Board during the interim periods between Board meetings, the committees' actions shall be referred to the Board before they shall become effective.
- 7.15 Committee of the Whole. -- The Committee of the Whole shall receive and consider items referred to it by the Chairman of the Board and by other committees of the Board. The Committee of the Whole may hold in closed session (1) deliberations pertaining to the dismissal of a public officer or employee or to

complaints or charges brought against such an officer or employee, unless he requests a public hearing; (2) deliberations pertaining to the acquisition of additional real property; (3) deliberations on matters affecting security. Except for meetings of the Committee of the Whole, meetings of all committees shall be open to the press and public unless otherwise determined by the Board in accordance with law.

- 7.16 Composition and Duties of the Executive Committee. -- The Executive Committee shall be composed of all members of the Board. It shall have authority to act for the Board of Regents on all matters that require action between meetings of the Board, but at each meeting of the Board, the Executive Committee shall report in writing (for ratification) all actions taken by it since the last meeting of the Board.
- 7.17 Duties of the Academic and Developmental Affairs Committee. -- The Academic and Developmental Affairs Committee shall:
- 7.171 Consider and make recommendations relating to matters of academic policy and student life in the general academic institutions.
- 7.172 Study and make recommendations relating to developmental matters concerning the general academic institutions.
- 7.173 Consider all matters relating to legislative matters affecting the University, matters relating to other state agencies and departments and municipal and federal agencies, and perform such continuing duties as are usual and customary for a committee charged with legislative and interagency responsibilities.
- 7.174 Consider all matters affecting the growth and usefulness of the libraries of the University.
- 7.175 Consider all matters affecting the conduct and management of Intercollegiate Athletics.
- 7.176 Consider all matters where the Board's approval is required or desirable but which are not assigned to another committee, unless such matters have been placed on the agenda of the Committee of the Whole by the Chairman of the Board, or by another committee of the Board.
- 7.18 Duties of the Medical Affairs Committee. -- The Medical Affairs Committee shall consider all matters connected with the medical, dental, and nursing institutions and schools except those specifically assigned to other committees of the Board.

- 7.19 Duties of the Buildings and Grounds Committee. --The Buildings and Grounds Committee shall have the following duties:
- 7.191 It shall consider and make recommendations relating to the acquisition and use of land and the construction and use of buildings and other matters involving the physical expansion of The University of Texas System and its component institutions.
- 7.192 It shall review, and make recommendations regarding, all proposals for new construction in an amount exceeding \$5,000.00, all proposals for repairs and remodeling of the physical plant which involve proposed expenditures of \$20,000.00 or more, and proposals for extensive improvements of the grounds of The University of Texas System and its component institutions.
- 7.1(10) Duties of the Land and Investment Committee. --The Land and Investment Committee shall consider and make recommendations on all matters relating to (a) the investment of the Permanent University Fund and all trusts and special funds, (b) management of the state lands constituting the permanent endowment of the University, (c) the acquisition, management, and sale of trust property and special funds, and (d) the issuance of bonds.
- 7.1(11) Board for Lease of University Lands. --Two members of the Board of Regents shall serve on the Board for Lease of University Lands. They shall be selected by the Board of Regents in conformity with the Act creating the Board for Lease of University Lands.
- 7.2 Special Committees. --The Chairman of the Board shall appoint such special committees of the Board as the Board may authorize.

Sec. 8. Procedure.

- 8.1 Rules of Order. --Robert's Rules of Order, when not in conflict with any of the provisions of this chapter, shall be the rules of parliamentary procedure when the Board is in session.
- 8.2 Order of Business. --Customarily the order of business at a regular meeting of the Board of Regents shall be as follows:
- 8.21 Correction and approval of Minutes of preceding meeting.
- 8.22 Special items;
- (a) Chancellor
- (b) Chief administrative officers of the component institutions
- (c) Members of the Board of Regents
- 8.23 Reports of standing committees.
- 8.24 Reports of special committees.
- 8.25 Report of the Committee of the Whole.

- 8.3 Open and Closed Meetings.-- Meetings of the Board shall be open to the press and the public, unless otherwise determined by the Board in accordance with law.
- 8.4 Attendance at Meetings.-- At Board meetings, every effort will be made to schedule the appearance of the administrative officers of the component institutions as early in the meetings as possible so that they will not have to remain for the duration of the meeting unless they desire to do so.
- 8.5 Matters to be Referred to Committees.-- Insofar as it is practicable and desirable, all subjects and matters requiring Board action shall be referred to the appropriate committee for consideration and recommendation before action is taken thereon by the Board.
- 8.6 Communications to the Board.
- 8.61 Except for communications from the Chancellor and the Secretary to the Board, all communications to the Board from members of the faculty and staff should be in writing. The regular channel of communication from the faculty, staff, and administration to the Board is through the chief administrative officer of the institution involved and through the Chancellor. A copy of any communication sent directly to a Board member should be furnished to the Chancellor and to the chief administrative officer of the institution involved. Nothing herein shall be construed to prevent members of the Board of Regents from informing themselves as to their duties and obligations in such manner as they may deem proper. However, the regular channel of communication from members of the Board of Regents to the faculty, staff, and administration is through the Chancellor and through the chief administrative officer of the institution involved, and a copy of any communication sent by a Regent directly to any member of the faculty, staff, or administration should be furnished to the Chancellor and to the chief administrative officer of the institution involved. All staff and faculty proposals that are to be acted upon by the Regents shall be presented to the Chancellor in sufficient time to permit him to consider them, make recommendations thereon, and transmit them to the Secretary to the Board no later than seventeen days prior to the next meeting of the Board in order that the calendar, agenda, and supporting material may be prepared in time to mail to the members of the Board ten days in advance of the meeting. Until fourteen days prior to the Regents' meeting, the Secretary shall receive from the Chancellor items that arise too late for the ten-day submission to the Regents and

shall mail these supplementary agenda items to the members of the Board so they will be received at least five days prior to the meeting. Except where emergency proposals are involved, all such proposals not submitted to the Secretary within the time prescribed shall not be considered by the Board but shall automatically be deferred until the next meeting of the Board.

- 8.62 Except upon invitation of the Board of Regents, the Chairman of the Board, or the Chancellor, no person shall appear before the Board or any committee thereof unless he shall file a written request for such appearance at least ten days before the date of such appearance and unless the Chairman of the Board, or a majority of the whole Board, shall approve such request.
- 8.63 All official material to be distributed to the Regents shall be transmitted through the Office of the Secretary to the Board. Copies of all official communications from administrative officers to the Regents shall be sent to the Secretary. Communications from the Chancellor shall be exempt from this requirement at his discretion.
- 8.64 A docket, to be entitled the "Chancellor's Docket," composed of routine matters, arising from Central Administration and the component institutions, which are required to be reported to or approved by the Board of Regents in accordance with established policies of the Board, shall be prepared as directed and approved by the Chancellor. The Chancellor's Docket shall be distributed by the Secretary to all members of the Board 18 days before the Board convenes together with a ballot to be returned 14 days thereafter. The ballot will read: "Approved, except as to the following items:" with space provided for listing the excepted items. Any excepted item listed by any Regent will not be approved but will be referred to the Committee of the Whole for consideration at the next meeting of the Board. All items not excepted by any Regent will be deemed approved without further action of the Board, and will be reported for the record in the minutes of the next meeting of the Board as an attachment to those minutes. Any Regent whose completed ballot has not been received by the Secretary at the conclusion of business on the 14th day after the Chancellor's Docket has been mailed to such Regent shall be deemed to have approved all items in the Docket without exception.
- 8.65 A description of all matters to be considered by the Board at any meeting shall be mailed or delivered to each member of the Board of Regents at least five days in advance of the meeting at which they are to be considered, and insofar as possible, such material shall be mailed or delivered to the Regents at least ten

days in advance of the meeting. Each such matter shall be accompanied by a summary of the facts pertaining thereto, the needs for action thereon, and the Chancellor's recommendations. Where contractual awards are involved, the summary shall show the method of competition, if any, the names and offers of all interested parties, and generally sufficient information to show the reasons for and fairness of each transaction. The Chancellor's recommendations shall state whether or not they are fully concurred in by any institutional head involved, and if not, the views and recommendations of the institutional head shall be included. Any matter not sent to the members of the Board of Regents, documented as herein provided, at least five days in advance of the meeting at which it is to be considered, shall go over to the next meeting for consideration; provided, however, that if sufficient emergency exists requiring immediate action, and it appears that the delay was unavoidable, this requirement may be waived by a two-thirds vote of the Board.

- 8.7 Report to Press on Actions of Board.--Matters of public interest will be given, as promptly as possible after each meeting, to the Press by the Director of the Information Service under the direction of the Chairman of the Board or the Chancellor.
- 8.8 Political and Otherwise Obviously Controversial Matters.--The Board of Regents reserves to itself the responsibility for passing upon matters of a political or obviously controversial nature which represent an official position of The University of Texas System or any institution or department thereof. Statements on such matters shall be made by the Chairman of the Board or the Chancellor. No Regent, officer, or faculty or staff member shall make or issue any public statement on any political or other subject of an obviously controversial nature which might reasonably be construed as a statement of the official position of The University of Texas System or any institution or department thereof, without the advance approval of the Board of Regents. It is not the intent of this policy statement to stifle the right of freedom of speech of anyone speaking in a personal capacity where he makes it clear that he is not speaking for The University of Texas System or any of its component institutions. Statements on matters of an emergency nature shall be cleared by the Chancellor with the Chairman of the Board of Regents.

Sec. 9. Executive Director of Investments, Trusts and Lands.

- 9.1 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.

- 9.2 Duties - The duties of the Executive Director include the following:
- 9.21 The Executive Director recommends to the Board, and implements when they are approved by the Board, policies and actions with respect to:
- 9.211 The investment, management, and administration of all endowment funds belonging to The University of Texas System and its component institutions, including the Permanent University Fund, the Available Fund, and all trusts and special funds;
- 9.212 The management and administration of the surface of all endowment lands and real estate belonging to The University of Texas System and its component institutions, including the West Texas Lands and all trust properties;
- 9.213 The management and administration of oil, gas and other mineral exploration and production on all endowment lands and real estate belonging to The University of Texas System and its component institutions, including the West Texas Lands and all trust properties; and
- 9.214 The issuance, management, and payment of all bonds and other evidences of indebtedness issued by the Board of Regents for The University of Texas System and its component institutions.
- 9.22 The Executive Director works closely with the Board for Lease of University Lands in the discharge of its duties and responsibilities.
- 9.23 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 of Texas 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.
- 9.24 The Executive Director assists and cooperates with the Chancellor or his delegate in developing and promoting philanthropy for the benefit of The University of Texas System and its component institutions.

- 9.25 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 of Texas System and its component institutions.
- 9.26 The Executive Director directs and is responsible for the proper operation of the following budgeted activities:
- 9.261 Board for Lease - University Lands
 - 9.262 University Lands - Legal and Surveying
 - 9.263 Oil Field Supervision and Geophysical Exploration
 - 9.264 University Lands - Surface Leasing
 - 9.265 University Lands - Geology
 - 9.266 Endowment Office
 - 9.267 Securities Division

Sec. 10. Executive Associate for Economic Affairs.

- 10.1 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.
- 10.2 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 of Texas 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.

CHAPTER II

ADMINISTRATION

Sec. 1. General Provisions.

- 1.1 The "Central Administration" is the administration of The University of Texas System and of The University of Texas at Austin.
- 1.2 Component Institutions.
The University of Texas System is composed of those institutions assigned by the Constitution or by the Legislature to be governed by the Board of Regents of The University of Texas System.
- 1.3 Location.
The Central Administration shall be based at The University of Texas at Austin, to benefit from the proximity of State agencies and to take advantage of economies made possible by shared use of personnel and facilities of The University of Texas at Austin. Central Administration officers shall travel to the other component institutions as their administrative responsibilities require.
- 1.4 Unified Administration of System and The University of Texas at Austin.
Under the authority of the Board of Regents, the administration of the System and of The University of Texas at Austin is unified in the Office of the Chancellor. The Office of the Chancellor includes the Chancellor, the Vice-Chancellors, and those administrative officers assigned to the System by the Board of Regents.

Sec. 2. Officers of Central Administration.

- 2.1 Principal Officers.
The principal officers of Central Administration shall be the Chancellor, the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Health Affairs, the Vice-Chancellor for Public Affairs, the Vice-Chancellor for Staff Operations, the Vice-Chancellor for Business Affairs, the Comptroller, the Director of Facilities Planning and Construction, the Budget Officer and the Auditor of The University of Texas at Austin (the last named officer is an officer of Central Administration only with respect to the activities of his office which are directly related to the Central Administration).

2.2 Appointment and Tenure of Administrative Officers.

- 2.21 The Chancellor of The University of Texas System 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.
- 2.22 All other administrative officers of The University of Texas System 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.

2.3 Staff and Line Functions of Officers Other than the Chancellor.

- 2.31 The vice-chancellors shall serve with equal rank but with distinct assignments.
- 2.32 Staff function. Each official of Central Administration 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.
- 2.33 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.

2.4 Administrative Authority, Duties, and Responsibility.

- 2.41 Chancellor. The Chancellor is the chief executive and administrative officer of both The University of Texas System and The University of Texas at Austin. In the day-to-day operations of The University of Texas System and its component institutions, and especially in emergency situations, the Chancellor, by delegation from the Board of Regents, is authorized to exercise all of the power and authority possessed by the Board of Regents in the governance of the institutions composing The University of Texas System, save and except in those instances and areas where the Board of Regents has expressly reserved the exercise of such power and authority to itself. 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.

- 2.411 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 component institutions of The University of Texas System. He shall:
- 2.411(1) Act as executive agent of the Board of Regents in implementing policies of the Board.
 - 2.411(2) Recommend budgets for the operation of the component institutions of The University of Texas System.
 - 2.411(3) Nominate to the Board of Regents the officers of Central Administration and the chief administrative officers of the component institutions.
 - 2.411(4) 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 of Texas System.
 - 2.411(5) With the aid and advice of the Board of Regents, represent The University of Texas System with the Legislature.
 - 2.411(6) Serve as an ex officio member of all institutional faculties of The University of Texas System.
 - 2.411(7) Develop and administer plans and policies for the organization, program, and operation of The University of Texas at Austin.
 - 2.411(8) Interpret policy to the faculties, staffs, and students; and interpret the programs and needs to the public under policies established by the Board of Regents.
 - 2.411(9) 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 System and in directing efforts to attract private fund support for meeting these needs through the Development Board.
 - 2.411(10) Review and recommend both annual budgets and biennial legislative submissions of each component institution of The University of Texas 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.

- 2.411(11) Conduct an annual review of the organization of The University of Texas 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 University of Texas System and its constituent institutions, (4) comparable and relevant practices in other universities, and (5) relevant prior actions of the Board of Regents.
- 2.411(12) Personally, or through his delegate, keep the institutional heads fully apprised of policies and decisions which may affect their respective institutions.
- 2.412 Although the Chancellor normally shall act through institutional heads regarding the affairs of any component institution of The University of Texas System, he shall not be precluded from direct participation when circumstances warrant.
- 2.413 The Chancellor reports to and is responsible to the Board of Regents.
- 2.42 Vice-Chancellor for Academic Affairs. The Vice-Chancellor for Academic Affairs is an administrative officer of The University of Texas System and of The University of Texas at Austin.
- 2.421 As a staff officer of Central Administration, he participates in administrative consideration of academic policies, plans, and programs for The University of Texas System.
- 2.422 As line officer in The University of Texas at Austin, under delegation from the Chancellor he:
- 2.422(1) Recommends appropriate budgets and supervises expenditures under approved budgets for U. T. Austin, Port Aransas Marine Institute, and McDonald Observatory.
- 2.422(2) Nominates all members of the faculty and staff of The University of Texas at Austin, and recommends faculty and staff members for promotion, retention, or dismissal for cause.

- 2.422(3) Insures efficient management of the business affairs and physical property of The University of Texas at Austin; recommends additions and alterations to the physical plant.
 - 2.422(4) Develops and administers policies relating to students.
 - 2.422(5) Serves as an ex officio member of all faculties of The University of Texas at Austin and presides at meetings of the Faculty Council and the Deans Council.
 - 2.422(6) Appoints all staff and faculty committees except when the Regents' Rules and Regulations shall provide otherwise or when the Chancellor makes such appointments himself.
 - 2.422(7) Causes to be prepared and submitted to the Chancellor proposed regulations for the governance of The University of Texas at Austin.
 - 2.422(8) Participates, with other administrative officers, in developing long-range plans for programs and physical plant of The University of Texas at Austin.
- 2.423 The Vice-Chancellor for Academic Affairs reports to and is responsible to the Chancellor.
- 2.43 Vice-Chancellor for Health Affairs. The Vice Chancellor for Health Affairs is an administrative officer of Central Administration.
- 2.431 By delegation from the Chancellor, the Vice-Chancellor for Health Affairs discharges those duties and responsibilities of the Chancellor related to health affairs. He has the general assignment of effective coordination, direction, and regular operation of those institutions concerned primarily with health sciences. Specifically, he:
- 2.431(1) Through the Chancellor to the Board of Regents, submits recommendations on The University of Texas System programs in health science education, research, and public service, including general plans and operations, of the component biomedical institutions.
 - 2.431(2) Processes proposals from the component institutions devoted to the health professions requiring action by the Chancellor and/or the Board of Regents. The processing is prior to action by the Chancellor.

2. 431(3) Prepares and submits 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 makes 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.
2. 431(4) Pursuant to governing policies, recommends upon the annual operating budget requests submitted on behalf of each component institution devoted to the health professions.
2. 431(5) Recommends to the Chancellor, and through him to the Board of Regents, Legislative Appropriation Requests (and policies for the development of such requests) to be submitted by The University of Texas System on behalf of the component institutions dedicated to the health professions.
2. 431(6) In all matters relating to State and Federal agencies, keeps the Vice-Chancellor for Public Affairs regularly informed of developments and recommendations in the health science institutions, especially those in areas of legislation, budget proposals and Federal agency contracts and grants. In turn, the Vice-Chancellor for Public Affairs keeps the Vice-Chancellor for Health Affairs informed of state and national programs, significant to the policy, development, and operations of the health science institutions. Together they arrange for appropriate distribution of this information within The University of Texas System.
2. 432 The Vice-Chancellor for Health Affairs reports to and is responsible to the Chancellor.
2. 433 Health Affairs Council. The Health Affairs Council is composed of the Vice-Chancellor for Health Affairs and the chief administrative officers of The University of Texas System's divisions or component institutions concerned directly with Health Affairs. The Vice-Chancellor for Health Affairs acts as the Council's

permanent chairman and chief executive officer. The Council shall conduct regular meetings to review common problems of planning, development, and operation in the several institutions represented, and the Vice-Chancellor for Health Affairs receives the recommendations of the Council and transmits them to the Chancellor, together with his recommendation thereon.

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

2.441 In discharging his duties and responsibilities he:

- 2.441(1)** With the advice of the Chancellor and the Board of Regents, represents The University of Texas 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 of Texas System. It is the responsibility of such officers to keep the Vice-Chancellor for Public Affairs informed of such information requested and furnished.
- 2.441(2)** Advises the Chancellor on relations with the Legislature and State and Federal agencies.
- 2.441(3)** Informs appropriate administrative officers of current and long-range developments on the State and National level affecting The University of Texas System and its component institutions. 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.
- 2.441(4)** Collaborates 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.

- 2. 441(5) Assists appropriate faculty members, administrative officers, and institutional heads in planning and expediting projects submitted to public agencies and offices.
- 2. 441(6) Maintains and distributes information on Federal and State programs, assuring continuous and prompt action by The University of Texas System on applications and communications to public agencies and offices.
- 2. 442 The Vice-Chancellor for Public Affairs reports to and is responsible to the Chancellor.
- 2. 45 Vice-Chancellor for Staff Operations. The Vice-Chancellor for Staff Operations is an administrative officer of The University of Texas System and of The University of Texas at Austin.
 - 2. 451 In carrying out his duties and responsibilities he:
 - 2. 451(1) Acts 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 System, 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 by a senior administrative officer when in the opinion of such officer direct communication is necessary.
 - 2. 451(2) As executive officer to the Chancellor, acts for the Chancellor, receives messages for the Chancellor, communicates with the Chancellor, transmits instructions of the Chancellor, represents the Chancellor in his absence, and provides continuous communication with the Chancellor for The University of Texas at Austin and for the other institutions of The University of Texas System at all times.
 - 2. 452 The Vice-Chancellor for Staff Operations reports to and is responsible to the Chancellor.
- 2. 46 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.

- 2.461 In carrying out his primary functions and duties, the Vice-Chancellor for Business Affairs:
- 2.461(1) Recommends policies for the preparation and review of all operating budgets and legislative requests.
 - 2.461(2) Plans an effective, and insofar as practical, uniform system of accounting and budgeting for The University of Texas System institutions and their divisions, including receipt of income and expenditure control through utilization of internal audit and periodic reporting.
 - 2.461(3) Formulates plans for financial reporting necessary to meet existing requirements and needs according to the highest standards of accounting.
 - 2.461(4) Has direct administrative authority and responsibility for efficient functioning of the following divisions:
 - 2.461(41) Business offices of the component institutions - (Coordination of activities)
 - 2.461(42) Office of the Comptroller
 - 2.461(43) Office of the Director of Facilities Planning and Construction
 - 2.461(44) Office of Budget Officer
 - 2.461(45) Office of Auditor of The University of Texas at Austin (with respect to the Central Administration activities of his office)
 - 2.461(46) Data Processing Division
 - 2.461(47) U. T. System Personnel Office (and Adviser)
 - 2.461(48) Auditing Oil and Gas Production
- 2.462 The Vice-Chancellor for Business Affairs reports to and is responsible to the Chancellor.
- 2.47 Comptroller. The Comptroller is an administrative officer of The University of Texas System.
- 2.471 Subject to the delegation of such duties by the Vice-Chancellor for Business Affairs, the Comptroller:
- 2.471(1) Advises and consults with the Vice-Chancellor for Business Affairs in reference to the

business operations of The University of Texas System. These business operations include:

- 2.471(11) Accounting, auditing and reporting, and expenditure control.
- 2.471(12) Receipt, disbursements, and custody of moneys.
- 2.471(13) Procurement and purchasing.
- 2.471(14) Management of auxiliary and service enterprises.
- 2.471(2) Supervises, with the assistance of the Branch College Auditors, postauditing at each component institution.
- 2.471(3) Recommends to the Vice-Chancellor for Business Affairs:
 - 2.471(31) Accounting records, forms, procedures, and financial reports.
 - 2.471(32) Terms of depository agreement with banks.
 - 2.471(33) Lease contracts for building space.
 - 2.471(34) Approval of insurance policies.
 - 2.471(35) Approval of the business aspects and overhead rates in research and other contracts with outside agencies.
- 2.471(4) Is responsible as joint custodian with the Auditor of The University of Texas at Austin for securities owned by The University of Texas System Funds which are not on deposit in the State Treasury.
- 2.472 The Comptroller reports to and is responsible to the Vice-Chancellor for Business Affairs.

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

- 2.481 Subject to the delegation of such duties by the Vice-Chancellor for Business Affairs, the Director:
 - 2.481(1) Has 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.

- 2.481(2) Serves as ex officio member of all faculty building committees at the component institutions.
 - 2.481(3) Prepares and executes 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.
 - 2.481(4) Coordinates and approves all grant applications, on approved construction projects, filed with governmental agencies.
 - 2.481(5) Coordinates the activities of the Consulting Architects between the various institutions of The University of Texas System and is the administrative officer to whom the architects report.
- 2.482 The Director of Facilities Planning and Construction reports to and is responsible to the Vice-Chancellor for Business Affairs.
- 2.49 Budget Officer. The Budget Officer is an administrative officer of The University of Texas System.
- 2.491 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:
- 2.491(1) Formulates procedures governing the preparation and review of all budgets and development of effective methods of presenting approved budgets to appropriate agencies.
 - 2.491(2) Recommends procedures to be followed, including format, schedules of budget preparation, and effective review of budgets.
 - 2.491(3) Prepares budget-writing instructions.
 - 2.491(4) Conducts budget and other related research studies.
 - 2.491(5) Plans systems and procedures for budgetary control and financial reporting.

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

2.4(10) Auditor of The University of Texas at Austin. The Auditor of The University of Texas at Austin is the accounting officer for both The University of Texas at Austin and for Central Administration.

2.4(10)(1) Subject to delegation of such duties by the Vice-Chancellor for Business Affairs, for Central Administration he shall:

2.4(10)(11) 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, Available University Fund, and trusts and special funds.

2.4(10)(12) Have custodianship with the Comptroller of securities owned by The University of Texas System funds which are not on deposit in the State Treasury.

2.4(10)(13) Maintain a full and complete set of records which accurately reflect the balances and transactions of all financial and property accounts of The University of Texas System (as contrasted with such accounts of the component institutions).

2.4(10)(2) With respect to Central Administration matters, the Auditor of The University of Texas at Austin reports to and is responsible to the Vice-Chancellor for Business Affairs. With respect to other matters he reports to the appropriate officers of The University of Texas at Austin.

2.4(11) 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.

Sec. 3. Chief Administrative Officers of Component Institutions.

3.1 The Chief Administrative officer of each of the component institutions outside Austin serves under the direction of the Chancellor, reports

to the Chancellor, is responsible to the Chancellor, and has access to the Board of Regents through the Chancellor.

- 3.2 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.
- 3.21 Specifically, the chief administrative officer is expected, with appropriate participation of the staff, to:
- 3.21(1) Develop and administer plans and policies for the program, organization, and operations of the institution.
 - 3.21(2) Interpret The University of Texas System policy to the staff, and interpret the institution's program and needs to the Chancellor and to the public.
 - 3.21(3) Develop and administer policies relating to students and to the proper management of services to patients.
 - 3.21(4) Recommend appropriate budgets and supervise expenditures under approved budgets.
 - 3.21(5) Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.
 - 3.21(6) Insure efficient management of business affairs and physical property; recommend additions and alterations to the physical plant.
 - 3.21(7) 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.
 - 3.21(8) Appoint all faculty and staff committees.
 - 3.21(9) Cause to be prepared and submitted to the Chancellor rules and regulations for the governance of the institution, and when such rules and regulations have been approved by the Chancellor, such rules and regulations shall constitute the "Institutional Supplement" for that institution. Provided, however, that any rule or regulation in any such "Institutional Supplement" which is in conflict with any rule or regulation in the Regents' Rules and Regulations, as now or hereafter amended shall be null, void, and of no effect, and whenever the Regents' Rules and Regulations are amended, the Chancellor and the chief administrative officers of the component institu-

tutions shall proceed promptly to make any and all amendments in the "Institutional Supplements" necessary to conform the institutional supplements to the provisions of the Regents' Rules and Regulations.

- 3.21(10) Assume initiative in developing long-term plans for the program and physical facilities of the institution.
- 3.21(11) 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.

CHAPTER III

PERSONNEL

Sec. 1. Appointments.

- 1.1 The Board of Regents, upon the recommendation of the Chancellor, shall elect or appoint, as the case may be, all of the officers, faculty members, and employees of Central Administration and of the component institutions and agencies of The University of Texas System, fixing, subject to State and Federal laws, the duties, rights, and privileges of each employee or each class or group of employees; provided, however, that the Board may delegate to the Chancellor, or to the executive heads of the component institutions, authority to appoint employees in certain designated classes or categories.
- 1.2 All appointments shall be made on the basis of merit.
- 1.3 The chief administrative officers of the component institutions shall investigate thoroughly the character, integrity, scholastic attainment, etc., of prospective members of their faculties and staffs before nominating them to the Chancellor and the Board, or before exercising any delegated authority for making appointments.
- 1.4 The chief administrative officers of the component institutions shall not nominate or appoint, nor will the Board approve the appointment of, any person whose conduct or views are not exemplary; and the Board may inquire, or authorize inquiry, into family history, health, and personal and moral character.
- 1.5 As provided in the Constitution of the State of Texas, Article I, Section 4, and by statute, no religious qualification shall be required for appointment to any office or position connected with The University of Texas System or any component institution thereof.
- 1.6 As provided by statute (Article 6252--7, Vernon's Civil Statutes), every employee is required to execute an oath or affirmation that he is not connected or associated with the Communist party or Communist activities.

- 1.61 Specifically, each employee must swear or affirm that:
 - 1.611 He is not, and has never been, a member of the Communist party.
 - 1.612 He is not, and during the preceding five-year period has not been, a member of an organization, etc., which has been designated by the Attorney General as totalitarian, fascist, Communist, or subversive.
 - 1.613 He is not, and during the preceding five-year period has not been, a member of any "Communist political organization" or "Communist front organization."
- 1.62 It shall be the responsibility of the institutional business officer, and the institutional head, to ascertain that each new employee has executed the required oath or affirmation before assuming the duties of his position, or receiving compensation for the discharge thereof.
- 1.63 Copies of the executed oaths or affirmations shall be kept accessible at all times for inspection by appropriate persons.
- 1.7 There shall be full compliance with statutory and rider provisions requiring notification to employees of specific provisions or language.
- 1.8 Each applicant for a regular salaried position is required to have an X-ray of the chest. Employees to be covered by Workmen's Compensation Insurance and employees whose duties will require the handling of food must, in addition, have a complete physical examination indicating fitness for the position for which application is made. The examination and the X-ray may be made at the health service of the component institution at which the applicant will be employed, if such service exists. Reports of physical examinations shall be filed as determined by the institutional head.

Sec. 2. Classified Personnel Systems.

- 2.1 Each of the component institutions shall provide a classified personnel system covering all positions not entailing significant instructional responsibilities or responsibilities for administration of instructional or research activities. These systems shall be as nearly uniform as possible, and shall include a schedule of class titles, job specifications for each class, a schedule of pay ranges, and policies and rules relating to personnel administration.
- 2.2 All appointments of classified personnel shall be made within appropriate salary ranges and on salary steps as defined by the classified personnel program approved by the Board of Regents for the particular component institution.

- 2.3 The system-wide rules as to classified personnel are found in Part Two, Chapter V, Section 1.

Sec. 3. Employment of Aliens.

- 3.1 As may be required by the 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 Galveston Medical Branch, the Dallas Medical School, the Houston Dental Branch, or Anderson Hospital; (4) they are employed as librarians at U. T. Austin or (5) they are employed as research workers at the component institutions of The University of Texas System.
- 3.2 It shall be the duty of each institutional head to make, or to have made, a reasonable investigation of every alien before employment to ascertain whether there is any evidence which might preclude the alien being able to truthfully sign the oath or affirmation required by law of all state employees. (See Subsection 1.6 of this Chapter.)
- 3.3 Employment of Aliens on Sponsored Projects. -- Where sponsored contracts and grants do not otherwise prohibit or limit the employment of noncitizens, such noncitizens may be employed upon certification by the Director of the International Office at The University of Texas at Austin, or by an appropriate administrative officer at the other component institutions, that he has examined the applicant's visa and found it to be in order and has ascertained that the applicant has the approval of the United States Immigration authorities to accept such employment.

Sec. 4. Code of Ethics. -- Each employee, under State law, shall be furnished a copy of the Code of Ethics bill, which prescribes the following standards of conduct for employees of The University of Texas System and its component institutions:

- 4.1 No employee shall accept any gift, favor, or service that might reasonably tend to influence him in the discharge of his official duties.
- 4.2 If an employee owns a controlling interest in a corporation, firm, partnership, or other business entity which is under the jurisdiction of any State regulatory agency, he shall file a sworn statement with the Secretary of State disclosing such interest.

- 4.3 No employee shall use his official position to secure special privileges or exemptions for himself or others, except as may be otherwise provided by law.
- 4.4 No employee shall accept employment or engage in any business or professional activity which he might reasonably expect would require or induce him to disclose confidential information acquired by him by reason of his official position.
- 4.5 No employee shall disclose confidential information gained by reason of his official position, nor shall he otherwise use such information for his personal gain or benefit.
- 4.6 No employee shall transact any business in his official capacity with any business entity of which he is an officer, agent, or member, or in which he owns a controlling interest.
- 4.7 No employee shall make personal investments in any enterprise which will create a substantial conflict between his private interests and the public interest.
- 4.8 No employee shall accept other employment which might impair his independence of judgment in the performance of his public duties.
- 4.9 No employee shall receive any compensation for his services as an employee from any source other than the State of Texas, except as may be otherwise provided by law.

Sec. 5. Appointment of Relatives (Nepotism Rule).

- 5.1 Whenever an appointment is made, either on a full-time or part-time basis, it shall be made solely with regard to the special fitness of the appointee, subject to the Penal Code, 1925, Articles 432, 433, 434, 435, and 437; and Article 5996, V.C.S., and amendments thereto; and subject also to the provisions of this section of the Regents' Rules and Regulations.
- 5.2 Unless otherwise specifically stated, a relative shall be defined as a person related within the first degree of affinity or the second degree of consanguinity, according to the common law.
 - 5.21 The first degree of affinity includes the spouse of the employee and the parents, children, brothers and sisters of the employee's spouse. The second degree of consanguinity includes the parents, children, brothers and sisters, grandparents, uncles and aunts, first cousins, nephews and nieces, and grandchildren of the employee.

5.22 The second degree of affinity includes the grandchildren of employee's spouse, and the nephews, nieces, uncles, aunts, and first cousins of employee's spouse. The third degree of consanguinity includes the great-grandson, great-grandfather, great-uncle, great-uncle's children, second cousin, first cousin's children, and grand-nephew of the employee.

5.3 Restrictions on Appointments.

5.31 No relative, within the second degree of affinity or the third degree of consanguinity, of a member of the Board of Regents will be considered for appointment, but such person will be considered for reappointment in those cases where the appointment was antecedent to the Board member's appointment.

5.32 No person shall be initially appointed, or promoted, when it is the duty of any relative employed by The University of Texas System to act in any official capacity upon such 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 When two employees of The University of Texas System 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.

5.34 Relationship shall not be a bar to honorary positions or to non-remunerative positions.

5.4 General Provisions.

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 of Texas System 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 of Texas System, or the head of any component institution.

Sec. 6. Tenure, Promotion, and Termination of Employment.

6.1 By statute, "The Regents shall have power to remove any professor, tutor or other officer connected with the institution, when, in their judgment, the interest of the University shall require it." (Article 2586, Vernon's Civil Statutes)

- 6.2 Subject to the provisions of Article 2586, Vernon's Civil Statutes, the principles governing tenure and promotion are specified for each component institution in the Institutional Supplement applicable to that institution.
- 6.3 Termination by an institution of the employment of a faculty member who enjoys continuing appointment and of all other faculty members before the expiration of the stated period of appointment, except by resignation or retirement for age in accordance with these rules, will be only for good cause shown. In each case the issue will be determined by an equitable procedure, affording protection to the rights of the individual and to the interests of The University of Texas System.
- 6.31 An institutional head may for grave cause suspend an accused faculty member pending immediate investigation or speedy trial as hereinafter provided.
- 6.32 In cases of incompetency, gross immorality, or felony, where the facts are admitted, summary dismissal will follow.
- 6.33 In cases where other offenses are charged, and in all cases where the facts are in dispute, the accused faculty member will be informed in writing of the charges against him, which, on reasonable notice, will be heard by a special trial committee whose composition is prescribed in the Institutional Supplement for the institution concerned.
- 6.331 In every such hearing the accused will have the right to appear in person and by counsel of his own selection and to confront and cross-examine witnesses who may appear against him.
- 6.332 He shall have the right to testify, but may not be required to do so, and he may introduce in his behalf all evidence, written or oral, which may be relevant or material to his defense.
- 6.333 A stenographic or electronic record of the proceedings will be taken and filed with the Board, and such record shall be made accessible to the accused.
- 6.334 The Committee, by a majority of the total membership, will make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure. The Committee, by a majority of its total membership, may make any supplementary suggestions it deems proper concerning the disposal of the case. The original of such findings and the basic recommendation, together with any supplementary suggestions, shall be delivered to the Board and

a copy thereof to the accused. If minority findings, recommendations, or suggestions are made, they shall be similarly treated.

6.34 The Board of Regents, by a majority of the total membership, will approve, reject, or amend such findings, recommendation, and suggestions, if any, or will recommit the report to the same committee for hearing additional evidence and reconsidering its findings, recommendation, and suggestions, if any. Reasons for approval, rejection, or amendment of such findings, recommendation, or suggestions will be stated in writing and communicated to the accused.

6.4 Dismissal or demotion of classified or nonteaching personnel will be only for good cause shown, as determined by appropriate administrative officers to whom this responsibility is delegated by the institutional head, and in case of such dismissal or demotion any appeal shall be reviewed by the institutional head.

Sec. 7. Rights and Responsibilities as a Citizen and as a Teacher.

7.1 The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties.

7.2 The teacher is entitled to freedom in the classroom in discussing his subject, but he is expected not to introduce into his teaching controversial matter which has no relation to his subject.

7.3 The University teacher is a citizen, a member of a learned profession, and an officer of an educational institution supported by the State. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make it plain that he is not an institutional spokesman. As a member of the staff of a State institution of higher education, he should refrain from involving The University of Texas System or any of its component institutions in partisan politics.

Sec. 8. The Greater Duties of a Member of the Teaching Staff.

8.1 Common practice has fixed the greater duties of a member of the teaching staff so clearly that many institutions do not even list them

among their regulations. They are:

- 8.11 Teaching in the classroom, laboratory, seminar, or ward.
 - 8.12 Studying, investigating, discovering, and creating.
 - 8.13 Performing curricular tasks auxiliary to teaching and research, e. g. , serving on faculty committees, attending to administrative and disciplinary tasks, promoting diligence and honest work in the student body.
 - 8.14 Influencing beneficially students and citizens in various extra-curricular ways.
- 8.2 Performance as a teacher, as a scholar, as an administrator, and as an individual is valued greatly by any university, for in these four ways its work is chiefly done.
- 8.3 A state university being a public enterprise of maximum social importance, it is the duty of all persons connected with it to be as civic-minded as possible. It is also a duty to cooperate with the Board of Regents in carrying out the purposes and policies of the Board which are deliberately considered, usually by both the Board and the several faculties, in accordance with law and designed to attain the best educational results with the resources available. The Regents, the Chancellor, the institutional heads, and other administrative officers are entitled to the cheerful acquiescence of all staffs in carrying out the policies duly adopted. At the same time, administrative officers are expected to listen with an open and appreciative mind to criticisms and suggestions coming to them from members of their staffs.

Sec. 9. Acquaintance with, Conformity to, and Improvement of University Regulations.

- 9.1 It is a specific and important duty of each member of the several teaching staffs to become acquainted with and to conform to all the rules and regulations relating to him and to the proper and orderly discharge of his work that are to be found set forth in both these Regents' Rules and Regulations and the institutional supplements; in catalogues, announcements of courses, and other official publications; in printed or other material regularly prepared for the use of the staff; and in minutes of the faculties.
- 9.2 It is also the specific duty of each member of the teaching staffs to consider the regulations and the routines in conforming to them and to propose what seem to be desirable changes in these regulations and routines to the appropriate faculty or official.

Sec. 10. Communications, Appeals, and Hearings.

- 10.1 Every member of a teaching staff has the right to propose changes in policies and procedures and to present arguments in support thereof.
- 10.11 Proposals should originate and follow routines as prescribed elsewhere in these Regents' Rules and Regulations or in the institutional supplements.
- 10.12 When a proposal has been approved or amended by the appropriate institutional officials, faculties, and head of the component institution, it shall then go to the Chancellor for recommendation to the Board of Regents if such action is required.
- 10.13 When a proposal has been approved or amended or rejected by the appropriate institutional officials, faculties, and the component institutional head, any member or group of members of the staff may present an appeal in opposition to the action of the majority or in opposition to the recommendation of the institutional official or the component institutional head, and this appeal, accompanied by reasons for and against the proposal, shall go through the prescribed administrative channels and shall be presented to the Chancellor and thence to the Board of Regents for final action. The deans and other institutional officials, the component institutional head, the Chancellor, and the Regents may invite both sides for personal conferences and discussions.
- 10.14 An authorized routine for proposals, with the right of appeal, having been herein fixed, it follows that proposals shall always be made in accordance therewith.
- 10.2 Every voting member of any faculty has the right and the duty to propose changes and to participate in debate in faculty meetings.
- 10.3 Appeals of classified (nonteaching) employees concerning conditions of employment must be made in keeping with the rules governing such employees.

Sec. 11. Communication with the Legislature and Other State Agencies or Officials. -- The Chancellor and the Board of Regents are the only proper channels through which recommendations concerning the administration of The University of Texas System, as a whole or in any of its parts, should reach the Legislature or other State agencies or officials.

Sec. 12. Office Hours. -- Members of the teaching staffs are expected to post on their office doors, and publish in any other manner required by the institutional head, office hours and conference periods most advantageous to students.

Sec. 13. Outside Employment.

- 13.1 Even in the case of members of the faculty and staff specifically engaged only in residence work, there exists an obligation, usually intermittent, to furnish expert knowledge and counsel for the public benefit free of charge, provided that the meeting of this obligation by a faculty or staff member does not interfere with his regular duties, and provided further that in meeting this obligation a faculty or staff member on full-time duty shall avoid undue competition with legitimate private agencies.
- 13.2 No member of the faculty or staff engaged in outside remunerative activities shall use in connection therewith the official stationery of The University of Texas System or any of its component institutions, or give as a business address any building or department of the institution.
- 13.3 No member of the faculty or staff shall accept employment or any position of responsibility if the discharge of such employment or responsibility will be antagonistic to the interests of the State of Texas or The University of Texas System or any of its component institutions.
- 13.4 Every member of the faculty or staff who gives professional opinions must protect The University of Texas System and its component institutions against the use of such opinions for advertising purposes. That is, when he does work in a private capacity, he must make it clear to those who employ him that his work is unofficial and that the name of The University of Texas System and its component institutions is not in any way to be connected with his name, exceptions being made of the name of the author attached to books, pamphlets, and articles in periodicals.
- 13.5 No member of the faculty or staff shall accept pay from private persons or corporations for tests, assays, chemical analyses, bacteriological examinations, or other such work of a routine character, which involve the use of property owned by The University of Texas System or its component institutions, unless advance permission has been obtained from the institutional head and provision has been made for compensation to The University of Texas System or its component institutions.
- 13.6 Outside employment and consultation for full-time faculty and staff members may be approved only when it is undertaken in conformity with the provisions in the institutional supplements.

Sec. 14. Holidays.

- 14.1 Members of the teaching staffs are entitled to all holidays for students listed annually in the official calendar of their respective institutions.

- 14.2 Regular salaried classified or other nonteaching personnel are entitled to such holidays as are provided by the Legislature in the then current appropriation bill and as are approved annually by the Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)

Sec. 15. Vacation.

- 15.1 Members of the staffs employed on a nine months' basis are regularly on duty during the long session, except where otherwise specifically provided. Between long sessions such members are not on duty unless they have received summer appointments, but they are expected to keep the institutional head advised of their addresses.
- 15.2 Vacations for classified and other nonteaching personnel on a regular salary basis shall be as provided by the Legislature in the then current appropriation bill and as approved by the Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)

Sec. 16. Leaves of Absence without Pay.

- 16.1 With the interest of the institution being given first consideration, and for good cause, leaves of absence without pay may be granted for a period within the term of appointment of a member of any faculty or staff.
- 16.2 The maximum unit period for which a leave of absence will be granted is the end of the fiscal or academic year in which the leave begins. In normal times, leaves for one year will be granted liberally, provided the department so recommends and can supply satisfactory replacements.
- 16.3 A second consecutive year of leave should not be requested except for military service, reasons of health, or continued graduate study. This provision will be interpreted liberally in the case of junior staff members working on advanced degrees.
- 16.4 Except in very unusual circumstances a third consecutive leave of absence for one year will not be granted. Such circumstances would now include extended military service or prolonged illness.
- 16.5 After a return to active duty of one year or more, the leave-of-absence privilege will again be available.
- 16.6 The granting of a leave of absence does not affect in any way the tenure position of the grantee.

- Sec. 17. Faculty Development Leaves. -- Faculty development leaves for faculty members may be granted as set out in House Bill 669, 60th Legislature, Regular Session, 1967. This bill provides that after two consecutive academic years at the same institution faculty members as defined in this Act may be considered for a faculty development leave for one academic year at one-half his regular salary or for one-half academic year at his full regular salary. Such leaves shall be granted pursuant to procedures outlined in the Act and to the limitations therein.
- Sec. 18. Division of Salaries for Staff Engaged in Teaching and Nonteaching Activities. -- Each component institution shall develop policies covering budgetary division of salaries for individuals whose employment is divided between teaching and nonteaching assignments subject to current statutory requirements or limitations. These policies shall be set forth in the institutional supplements.
- Sec. 19. Sick Leave.
- 19.1 In cases where illness incapacitates a member of an institutional or professional staff, arrangements for carrying on his usual duties must be made through appropriate administrative channels with the chief administrative officer of the institution.
- 19.2 In cases of illnesses of classified or other nonteaching personnel the rules and regulations for each of the several component institutions shall apply, subject to controlling provisions of State law.
- Sec. 20. Leave for Jury Duty. -- Necessary time off for jury duty is allowed without loss of pay or vacation leave.
- Sec. 21. Absence from Usual and Regular Duties.
- 21.1 Authorization for any member of a faculty or staff to be absent from his usual and regular duties will be granted only under the following conditions:
- 21.11 When such absence is on State business, and
- 21.12 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution; or
- 21.13 In the case of military leave, not to exceed 15 working days each year.
- 21.2 Permission to be absent from usual and regular duties shall be obtained as prescribed in the Fiscal Rules (see Part Two hereof).
- Sec. 22. Authorization to Travel.
- 22.1 Authorization to travel will be granted only under the conditions specified in the Fiscal Rules (see Part Two hereof).

22.2 A faculty or staff member whose usual duties do not require travel shall not absent himself from his regular place of work and his usual duties except with permission obtained according to the Fiscal Rules (see Part Two hereof).

Sec. 23. Compensation for Correspondence and Extension Teaching of Full-time Staff Members. -- Compensation rates for correspondence courses and extension center teaching for full-time teachers on a nine months' basis or for other employees on a twelve months' basis shall be in accord with rates fixed by the then current appropriation bill. If not so fixed, they shall be set from year to year by the institutional head with the approval of the Chancellor.

Sec. 24. Textbooks and Other Materials Prescribed for the Use of Students.

24.1 The policy of the Board of Regents concerning textbooks and other materials prescribed for the use of students is as follows:

24.11 Although generally the individual instructor or the department should have wide discretion in the choice of materials to be used in the courses offered by the department, frequent changes in the textbooks prescribed should be discouraged and should be made only for cogent reasons.

24.12 Although the authorship of books, outlines, manuals and similar materials by members of the staff should be encouraged, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Where practicable and equitable, the charge for outlines, syllabi, and similar materials prescribed for the use of students should be borne by the instructional department concerned. Whenever a charge is authorized for such mimeographed or similarly processed materials, the prices should be as low as possible, consistent with the payment of a fair and reasonable royalty to the author or authors.

24.2 To carry out this statement of policy the following procedures are prescribed:

24.21 Any proposed change in the textbook of any course, within one year from the date of first adoption, shall be approved by the departmental faculty having jurisdiction, and a statement of the authorization with reasons therefor shall be transmitted by the chairman of the department through the dean to the institutional head.

24.22 Textbooks, notebooks, manuals, or other materials for the use of students of a component institution, written or prepared by a member of the faculty of that institution, shall not be prescribed for the use of students in that institution or sold to such students until such books, notes, manuals, or materials shall have been

approved, with reasons stated, by the departmental faculty, the dean or deans concerned, and transmitted to the institutional head for approval and inclusion in the next regular docket. All such requests shall indicate the proposed prices and profits, and their authorization shall be effective only to the end of the fiscal year (August 31) for which such approval has been given.

Sec. 25. Sectarian Courses Prohibited. --No course of instruction of a sectarian character shall be taught in The University of Texas System or any or its component institutions. (Article 2604, Vernon's Civil Statutes.)

Sec. 26. Acceptance of Money from Students.

- 26.1 Members of teaching staffs, without previous and special approval of the Board of Regents, shall not collect from students any fees or charges to be expended for institutional purposes, and shall not sell to students books, notes, or similar student supplies.
- 26.2 A member of the faculty or staff of the rank of instructor or above may not accept pay for extra instruction or teaching of students registered in the institution where he is employed.
- 26.3 With written approval, teaching assistants, assistants, and other like instructional employees below the rank of an instructor, may accept pay from students for extra-class instruction or coaching but only in courses or sections of courses with which they have no instructional connection. The Institutional Supplement of the component institution shall specify the procedure for approval at the institutional level.

Sec. 27. Power to Authorize Expenditures out of The University of Texas System Funds.

- 27.1 No expenditure out of funds under control of the Board of Regents of The University of Texas System shall be made and no debt or obligation shall be incurred and no promise shall be made in the name of The University of Texas System or any of its component institutions or of the Board of Regents by any member of the respective staffs of The University of Texas System or any of its component institutions except:
- 27.11 In accordance with general or special budgetary apportionments authorized in advance by the Board and entered in its minutes; or
- 27.12 In accordance with authority specifically vested by the Board in a committee of the Board; or
- 27.13 In accordance with authority to act for the Board when it is not in session, specifically vested in some University officer by these Rules and Regulations or by special action of the Board. (Cf. Article 2594, Vernon's Civil Statutes.)

27.2 It shall be the duty of the Auditor of The University of Texas at Austin and the several institutional business managers to see that all claims for payments of items not authorized as indicated above are refused and returned unpaid.

27.3 There shall be no sale to or purchase from The University of Texas System or its component institutions by any employee thereof unless same has been duly authorized by the Board and the details relating thereto have been entered in its minutes.

Sec. 28. Indebtedness to The University of Texas System or the State. -- Neither salary payments nor any other payments shall be made to an employee, his agent or assignee, who is indebted to The University of Texas System, any of its component institutions, or to the State until such debt is paid.

Sec. 29. Power to Bind The University of Texas System in Fixing its Policies. -- No employee of The University of Texas System or any of its component institutions, as an individual or as a member of any association or agency, has the power to bind The University of Texas System or any of its component institutions in fixing its policies unless such power has been officially conferred in advance by the Board of Regents. Any action which attempts to change the policies of The University of Texas System or any of its component institutions, taken by any association or agency, shall be of no effect until the proposed action has been approved by the institutional head concerned and the Chancellor, and ratified by the Board of Regents.

Sec. 30. Institutional Employees as Students. -- The Institutional Supplement for each of the component teaching institutions shall express the institutional policy as to the amount of course work full-time and part-time employees shall be permitted to carry.

Sec. 31. Retirement and Modified Service.

31.1 Beginning September 1, 1967, members of institutional faculties and institutional nonteaching staffs must retire completely at the end of the fiscal year that includes their seventy-fifth birthday.

31.2 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.

31.3 Members of the institutional nonteaching 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 sixty-fifth birthday, except as provided in subsequent subsections.

31. 31 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 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.
31. 4 Faculty members who have served continuously The University of Texas System, except as set out in Sections 31. (17) and 31. (18), for twenty (20) 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 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 service with and compensation from The University of Texas System, except that, beginning September 1, 1967, no member will be continued on modified service beyond the fiscal year in which his seventy-fifth birthday occurs.
31. 5 Faculty members who do not have the rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor shall not be appointed to modified service after the end of the fiscal year which includes their seventieth birthday.
31. 6 Subject to the provisions of Paragraph 30. 9, 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 in the subsections below:
31. 61 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 service with and compensation from The University of Texas System except that, beginning September 1, 1967, no member will be continued on modified service beyond the fiscal year in which his seventy-fifth birthday occurs.

- 31.62 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.
- 31.63 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.
- 31.64 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 service with and compensation from The University of Texas System except that, beginning September 1, 1967, no member will be continued on modified service beyond the fiscal year in which his seventy-fifth birthday occurs.
- 31.65 Nonteaching employees in nonadministrative 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.
- 31.66 Nonteaching employees in administrative policymaking 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.
- 31.7 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.

- 31.8 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.
- 31.9 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.
- 31.(10) Members of institutional faculties who have served The University of Texas System 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 of Texas System for which they are eligible at any time after reaching their sixtieth birthday.
- 31.(11) No person appointed to the institutional faculties or nonteaching staffs after the age of fifty shall have the right to modified service.
- 31.(12) 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.
- 31.(13) In deciding when a faculty member shall retire from all service with and compensation from The University of Texas System, the Board of Regents will consider his current capacity for work, his service to The University of Texas System, 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 of Texas System, modified service will be continued until the retirement benefits receivable are approximately equal to the amount that would be received under modified service, except that, beginning September 1, 1967, no member will be continued on modified service beyond the fiscal year in which his seventy-fifth birthday occurs.
- 31.(14) 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 30.15 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.

31. (14) 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, or Guest Professor shall retire from his administrative position (see Subsection 30.15 below) at the close of the fiscal year in which his sixty-fifth birthday occurs and he may choose to return to full-time faculty assignments 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.

31. (15) 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 Personnel Pay Plan of each institution of The University of Texas System, 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.

31. (16) 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, subject to the provisions of Section 31.1 above, 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). 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.

31. (17) The regulations and provisions of this section (Sec. 31) shall not apply to those professional and nonclassified administrative staff members of The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston 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.
31. (18) The regulations and provisions of this section (Sec. 31) shall not apply to faculty members, nonclassified and classified personnel at The University of Texas at Arlington. All such personnel 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.
31. (19) Whenever such action appears to be to the advantage and best interest of The University of Texas System or any of its component institutions, 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.

Sec. 32. Staff Benefits. -- For other staff benefits, see Part Two hereof.

CHAPTER IV

FACULTY ORGANIZATION

Sec. 1. Educational Policy.

- 1.1 The Board of Regents will devote its best efforts to making all of the institutions composing The University of Texas System institutions of the "first class," as the Texas Constitution directs in Article VII, Section 10. The Board of Regents will be guided in general by the best practices of the best universities in the United States and abroad, especially by the best practices of the United States state universities.
- 1.2 The Board of Regents will not, except in extraordinary cases, act on important matters of academic policy until it has received, or requested and obtained, advice thereupon from the institutional faculty or faculties affected or their legislative bodies. When new policies originating in any faculty give rise to serious differences of opinion in that body, the advice and recommended legislation shall, at the request of the minority, be accompanied by a record of the vote and by a summary of the reasons for and against the matters proposed.

Sec. 2. Institutional, College, School, and Departmental Faculties and Legislative Bodies.

- 2.1 General Authority. --Subject to the authority of the Board of Regents, and subject further to the authority that the Board of Regents has vested in the various administrative officers and subdivisions of The University of Texas System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:
 - 2.11 General academic policies and welfare.
 - 2.12 Student life and activities.
 - 2.13 Requirements of admission and graduation.
 - 2.14 Honors and scholastic performance generally.
 - 2.15 Approval of candidates for degrees.
 - 2.16 Faculty rules of procedure.
- 2.2 Necessity of Approval by Regents. --Legislation recommended by an institutional faculty, or legislative body thereof, requiring approval of the Board of Regents, shall not be effective unless and until approved

by the Board of Regents. Such legislation by a college or school faculty shall not be presented to the Board of Regents until it has been approved by the institutional faculty, either directly or through its legislative body, and has received the consideration and recommendation of the appropriate institutional head(s) and the Chancellor. The faculty affected will be notified by the Board of Regents, through administrative channels, of its action on recommended faculty legislation.

- 2.3 When Legislation is Effective. -- Except where the Board of Regents has specifically authorized procedure for placing into effect emergency faculty legislation without prior Board of Regents' approval, institutional faculty legislation shall become effective only upon approval by the Board of Regents or at such later time as the Board shall specify. The secretary of the institutional faculty shall be notified of Board action, and notice of such action shall be included in the official minutes of the faculty.
- 2.4 Approval of Degree Candidates. -- It shall be the duty of the several institutional faculties to recommend approval or disapproval of all candidates for degrees. This duty may be delegated for any academic year by affirmative vote of the institutional faculty, or its legislative body, to the respective deans or other appropriate official. Should this duty not be delegated, then the institutional registrar, or his equivalent, shall furnish to the members of the institutional faculty a complete list of the degree candidates for recommendation.
- 2.5 List of Degree Candidates in Minutes. -- The institutional registrar, as soon as possible after each commencement, shall provide the secretary of his institutional faculty, or its legislative body, with a complete list of all successful degree candidates, and the secretary shall insert the list in the minutes of the faculty.
- 2.6 Changes in Degree Requirements. -- Changes in degree requirements shall not become effective until approved by the Board of Regents and published in the appropriate catalogue; provided, however, that students may be given the benefit of any action reducing or modifying the requirements for their degree immediately upon Board of Regents' approval.
- 2.7 Faculty Minutes. -- Copies of institutional faculty minutes, or of their legislative bodies, shall be available for use of members of the particular faculties individually, if desired; and shall be filed in the office of their secretaries, the institutional heads, the Chancellor, and the Secretary to the Board of Regents and in the institutional libraries.

CHAPTER V

GRADUATE EDUCATION IN THE UNIVERSITY OF TEXAS SYSTEM

- Sec. 1. Authority and Function. --The University of Texas System Graduate Faculty is the faculty of The University of Texas System Graduate School, which is a system-wide organization. As a system-wide organization, The University of Texas System Graduate School is directly under and responsible to the Chancellor and through him to the Board of Regents. It is composed of full members (with vote) and associates (without vote) of the graduate faculty, and such special members as may be approved by the procedures included herein, from all component institutions in The University of Texas System. All policy recommendations of The University of Texas System Graduate Faculty are forwarded through channels to the Chancellor for action by the Board of Regents. At each institution, 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 of the graduate program. Institutional heads affected by any such delegation will be kept informed. The University of Texas System Graduate School and its constituent faculty and councils are actively responsible for the graduate program, including graduate studies, membership in The University of Texas System Graduate Faculty, and other activities in graduate education. The graduate program, however, shall not include the M. D. and D. D. S. degree programs at the biomedical institutions, nor the LL. B. and LL. M. degree programs of The University of Texas at Austin School of Law.
- Sec. 2. The Dean of The University of Texas at Austin Graduate School. --The Dean of The University of Texas at Austin Graduate School shall be appointed by the Board of Regents upon the recommendation of the Chancellor and the Vice-Chancellor for Academic Affairs. On all matters of policy and planning related to The University of Texas at Austin Graduate School, the Dean will advise with the Vice-Chancellor for Academic Affairs. The Dean shall be the responsible administrative officer of The University of Texas at Austin Graduate School.
- 2.1 The Dean of The University of Texas at Austin Graduate School shall keep the other deans of the schools or colleges of The University of Texas at Austin fully informed at all stages of planning and development that affect their respective schools or colleges, and shall submit recommendations of policy and action for approval to The University of Texas System Graduate Assembly.

- 2.2 The Dean of The University of Texas at Austin Graduate School shall consult and advise with the Vice-Chancellor for Academic Affairs with respect to the annual teaching and research budgets directly related to graduate instruction at The University of Texas at Austin.
- 2.3 Research assignments or grants at The University of Texas at Austin involving reduced teaching loads recommended by the Dean of The University of Texas at Austin Graduate School, or by committees responsible to him, shall require 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 System shall have a graduate school administrator who shall be appointed from the members of The University of Texas System Graduate Faculty resident at that institution. At The University of Texas at Austin, this shall be the Dean of The University of Texas at Austin Graduate School; at The University of Texas Graduate School of Biomedical Sciences at Houston, this shall be the Dean; at other institutions, this shall be the Associate Dean for Graduate Studies. The institutional heads at such latter institutions shall recommend the Associate Dean for Graduate Studies at each component institution to the Chancellor for approval by the Board of Regents to serve until replaced.

Sec. 4. Graduate Advisers. --At each component institution, one member of the Committee on Graduate Studies in each academic area shall be appointed as Graduate Adviser by the graduate school administrator 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 his institution.
- 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 University of Texas System Graduate Faculty.

- 5.1 Membership. --Nominations for membership in The University of Texas System Graduate Faculty shall be made by the appropriate Committee on Graduate Studies at the institution at which the nominee is resident; however, in exceptional cases, The University of Texas System 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 University of Texas System Graduate Assembly. Recommendations by the Committee on Membership shall go to The University of Texas System Graduate Assembly at their next regular meeting. The report of the action of The University of Texas System Graduate Assembly will be conveyed by the Chairman of said Assembly through the Vice-Chancellor for Academic Affairs to the Chancellor, and through him to the Board of Regents. When the Regents have appointed the nominee to The University of Texas System Graduate Faculty, the Chancellor will notify the graduate school administrators, the institutional heads (the Vice-Chancellor for Academic Affairs in the case of faculty in Austin) and the appropriate Committee on Graduate Studies of the institution concerned.
 - 5.12 Considerations in making nominations for regular membership with vote. --The nominating committee, ordinarily the appropriate Committee on Graduate Studies, shall consider the several qualifications of a prospective member of The University of Texas System 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.
 - 5.13 When in accordance with the regular procedures, an outstanding man from government, industry, the professions, or another academic institution is offered or granted membership in the faculty of any component institution of The University of Texas System, the Chancellor may make exceptions in the procedures noted herein and, with the approval of the Committee on Membership of The University of Texas System Graduate Assembly, recommend to the Board of Regents the appointment of the individual directly to The University of Texas System Graduate Faculty.

5.2 Associates.

- 5.21 Upon the recommendation of the Committee on Graduate Studies at the institution where he is resident, an associate of The University of Texas System Graduate Faculty can be appointed by the graduate school administrator of such institution. All such associate appointments shall terminate on August 31 of even-numbered years.
- 5.22 An Associate shall be eligible to supervise master's theses; and upon request of the Committee on Graduate Studies at the institution at which such Associate is resident and upon approval by the graduate school administrator of such institution, 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.
- 5.23 Authorization to teach graduate courses other than thesis or dissertation courses shall not constitute appointment as an Associate.

Sec. 6. The University of Texas System Graduate Assembly.

- 6.1 Composition of the Assembly. -- The University of Texas System Graduate Assembly shall consist of the following members:
- 6.11 Ex officio Members without Vote. -- The Chancellor of The University of Texas System, the Vice-Chancellor for Academic Affairs of The University of Texas System, the institutional heads of the component institutions other than The University of Texas at Austin, the graduate school administrator at each component institution, the Associate Graduate Deans of The University of Texas at Austin, and the administrative heads of colleges and schools (which are not subdivisions of colleges) are ex officio members without vote. 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 schools two or more members of The University of Texas System Graduate Faculty eligible for nomination and election to the Assembly. Ex officio members of The University of Texas System Graduate Assembly shall not be eligible for nomination and election to said Assembly.
- 6.12 Elected Members with Vote. -- The elected voting members shall be as follows:
- 6.121 The University of Texas at Austin, one member for each of the following electoral divisions:
- College of Arts and Sciences (four members)
1. Electoral Group A - Astronomy, Botany, Chemistry, Geology, Home Economics, Mathematics, Microbiology, Physics, Zoology

2. Electoral Group B - Anthropology, Economics, Geography, Government, History, Philosophy, Psychology, Sociology
 3. Electoral Group C - Classical Languages, English, Germanic Languages, Romance Languages
 4. Electoral Group D - School of Communications
College of Engineering (one member)
College of Education (one member)
College of Business Administration (one member)
College of Fine Arts (one member)
College of Pharmacy (one member)
School of Architecture (one member)
Graduate School of Library Science (one member)
Graduate School of Social Work (one member)
- 6.122 The University of Texas at Arlington, two members
- 6.123 The University of Texas at El Paso, two members
- 6.124 The University of Texas Medical School at Galveston, two members
- 6.125 The University of Texas Southwestern Medical School at Dallas, two members
- 6.126 The University of Texas Medical School at San Antonio, two members when a Committee of Graduate Studies of at least six members has been elected to The University of Texas System Graduate Faculty. Meanwhile, the Dean shall have a vote.
- 6.127 The University of Texas Graduate School of Biomedical Sciences at Houston, two members. The interests of The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston and The University of Texas Dental Branch at Houston will be represented through The University of Texas Graduate School of Biomedical Sciences at Houston.

6.2 Future Apportionment of Seats.

- 6.21 In 1964, and every fourth year thereafter, the Chairman of The University of Texas Graduate Assembly shall appoint a committee to recommend to said Assembly a plan for apportioning its seats among the electoral divisions, which, when adopted by said Assembly and approved by the Chancellor and the Board of Regents, shall become effective at the next election.
- 6.22 Subject to the procedure prescribed in the last preceding paragraph, each component institution of The University of Texas System shall be entitled to further elective representation in The University of Texas System Graduate Assembly when the number of faculty members directing graduate work at such institution, in relation to the ratio of representation at The University of Texas at Austin, warrants such representation.

6.3 Method of Election.

- 6.31 The members of The University of Texas System Graduate Faculty at each electoral division having two or more members shall nominate and elect their representatives to The University of Texas System Graduate Assembly in a primary and final election, the latter to be conducted according to an equitable system of proportional representation (the Hare system at The University of Texas at Austin). 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. No member over 67 years of age shall be nominated to said Assembly.
- 6.32 The members of The University of Texas System Graduate Faculty of each electoral division having one representative shall nominate and elect their representative in a primary and a final election, the ballot in the final election 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 the occasion arises.
- 6.44 The Secretary of The University of Texas System Graduate Assembly shall be responsible for the holding and conducting of primaries and elections provided herein. The Secretary may request the assistance of the heads of component institutions, colleges, and schools in carrying out this responsibility.
- 6.45 The elected members of The University of Texas System Graduate Assembly shall serve for a term of two years, and no members shall be eligible to serve for more than two full successive terms.
- 6.46 Members of The University of Texas System Graduate Assembly shall take office on the third Monday in September following their election. Members filling vacancies shall take office immediately after their election.
- 6.47 At the first meeting following the third Monday in September of odd-numbered years, the Secretary will preside to hold election, as the first order of business, of the new Chairman of The University of Texas System Graduate Assembly.

- 6.5 Attendance by Members of The University of Texas System Graduate Faculty at Meetings of The University of Texas System Graduate Assembly. --Any member of The University of Texas System Graduate Faculty may attend meetings of The University of Texas System Graduate Assembly and, with permission of said Assembly, may speak.
- 6.6 Organization of The University of Texas System Graduate Assembly.
- 6.61 The University of Texas System Graduate Assembly shall elect as Chairman one of its members who has served two years. He shall serve only one term of two years. He shall have a casting vote. In his absence a Chairman pro tempore shall be elected from The University of Texas System Graduate Assembly. No Dean or higher administrative official may be Chairman.
- 6.62 The University of Texas System Graduate Assembly shall elect annually, at the final, regularly scheduled meeting of the Session, a Secretary from among the regular members of The University of Texas System Graduate Faculty who are resident at The University of Texas at Austin and who have served at least one year as voting members of The University of Texas System Graduate Assembly. The Secretary 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 University of Texas System Graduate 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 University of Texas System Graduate Assembly.
- 6.624 Report recommendations of The University of Texas System Graduate Assembly for the Chairman through the Chancellor to the Board of Regents for their approval. When approved, the Chancellor will notify the Vice-Chancellor for Academic Affairs, administrative heads of component institutions, and graduate school administrators of the component institutions.
- 6.625 Refer all matters classified as Major to all members of The University of Texas System Graduate Faculty at all component institutions.
- 6.626 Distribute minutes of meetings to members of The University of Texas System Graduate Assembly, to all other graduate faculty members who request copies, to all institutional heads, to the Vice-Chancellor for Academic Affairs, to the Chancellor, and to the Board of Regents.

- 6.627 Present an annual report to The University of Texas System Graduate Faculty; also copies to the secretaries of the General Faculty at The University of Texas at Austin and to the appropriate faculties of the other component institutions and to the Board of Regents.
- 6.63 Meetings. -- The University of Texas System Graduate Assembly shall meet the first Monday in November, February and May, and at other times if called by the Chairman, or requested by five members. At least two of the meetings will be held in Austin.
- 6.64 Procedure.
- 6.641 General procedure shall be governed by Robert's Rules of Order.
- 6.642 The majority of the elected voting membership shall constitute a quorum.
- 6.643 Three elected voting members may demand a record vote.
- 6.644 The Order of Business shall be determined by the elected voting members.
- 6.65 Committees. -- The University of Texas System Graduate Assembly may create from time to time such standing or special committees as it may desire consisting of its own members, or of other members of The University of Texas System Graduate Faculty, or of a combination of the two.
- 6.651 The University of Texas System Graduate Assembly shall have at least one permanent committee; the Membership Committee. That committee shall be selected in the following way: (1) The Chairman of said Assembly shall select four members from the elected voting members thereof who have served two years thereon, including one each from two component institutions outside Austin; the Dean of The University of Texas at Austin Graduate School shall select four members from the membership of The University of Texas System Graduate Faculty who are resident at The University of Texas at Austin. The terms of the members of the committee shall be two years. All correspondence concerning membership shall go to this committee, which shall report on any nominees at the next regular meeting of The University of Texas System Graduate Assembly. Qualifications for candidates are described generally in Section 5 of this chapter. The Secretary of The University of Texas System Graduate Assembly shall be Secretary and presiding officer (without vote) of the Committee on Membership. All votes shall be recorded. All recommendations shall be made upon a majority vote.

- 6.7 Authority and Functions of The University of Texas System Graduate Assembly. --In general, The University of Texas System Graduate Assembly shall exercise the legislative powers and duties for The University of Texas System that formerly were exercised for The University of Texas at Austin by The University of Texas at Austin Graduate Faculty, and its legislative authority shall supersede that of the former Graduate Faculties of all component institutions in the System. The powers and duties of The University of Texas System Graduate Assembly shall include:
- 6.71 Recommendation of minimum standards for the admission and retention of students in The University of Texas System Graduate School at the several component institutions.
 - 6.72 Recommendation of new graduate degree programs and their requirements, as well as changes in existing graduate programs.
 - 6.73 There shall be continual review of graduate courses throughout The University of Texas System Graduate School by a committee of The University of Texas System Graduate Assembly selected in the same manner as the Membership Committee.
 - 6.74 Recommendation of criteria for membership in The University of Texas System Graduate Faculty.
 - 6.75 Recommendation of policies relating to graduate studies, research, and faculties for The University of Texas System and its component institutions.
 - 6.76 Election of members of The University of Texas System 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 recommended by The University of Texas System Graduate Assembly shall be referred to the appropriate institutional head for transmission with recommendation through the Vice-Chancellor for Academic Affairs to the Chancellor and the Board of Regents. Minor Legislation shall become effective when approved by the Board of Regents. Emergency Legislation shall be in effect from the date of its approval by the Chancellor and shall continue in effect unless and until it is disapproved by the Board of Regents.
- 6.9 Major Legislation.
- 6.91 The University of Texas System Graduate Assembly's initial recommendations with respect to Major Legislation shall not become final recommendations 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 University of Texas System Graduate Faculty. In the event that any five

members of The University of Texas System Graduate Faculty shall request it within the two-week period, The University of Texas System Graduate 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 any other voting members of said Assembly may appear to oppose the final recommendation of such legislation. After such hearing The University of Texas System Graduate Assembly shall send its final recommendation to the appropriate institutional head for transmission through the Vice-Chancellor for Academic Affairs to the Chancellor and the Board of Regents, and it shall go into effect if and when approved by the Board of Regents.

6. 92 Major Legislation may be initiated outside The University of Texas System Graduate Assembly by any five members of The University of Texas System Graduate Faculty, and The University of Texas System Graduate Assembly shall be required to consider all such initiated proposals. Any of the ex officio members of The University of Texas System Graduate Assembly may initiate legislation within said Assembly just as may voting members.

6. (10) Appeals by Members of The University of Texas System Graduate Faculty from Recommendations of The University of Texas System Graduate Assembly. -- Appeals from recommendations of The University of Texas System Graduate Assembly may be made to the Chancellor and the Board of Regents by a majority of the members of The University of Texas System Graduate Faculty who are resident at any component institution of The University of Texas System where graduate work is offered or proposed. When an appeal has been voted by a majority of such Graduate Faculty members resident at any component institution, the Secretary of The University of Texas System Graduate Assembly shall notify the secretaries of the faculties in all the other component institutions so that those faculties may study and make recommendations with respect to the appeal. The final decision on any such appeal shall be made by the Board of Regents after receiving the recommendation of the Chancellor thereon.

6. (11) Special Meetings of the Members of The University of Texas System Graduate Faculty Resident at Any Component Institution. -- Special meetings of the members of The University of Texas System Graduate Faculty who are resident at any component institution of The University of Texas System may be held whenever the graduate school administrator or the administrative head of such component institution

shall desire or upon petition of five members of The University of Texas System Graduate Faculty resident at such institution. Such meetings may recommend legislation for submission to The University of Texas System Graduate Assembly.

Sec. 7. Committees on Graduate Studies.

- 7.1 Membership. --At each component institution of The University of Texas System, there shall be a Committee on Graduate Studies in each major academic area in which graduate work is offered as determined by The University of Texas System Graduate Assembly. This committee shall be composed of all persons in that area who have been appointed as members of The University of Texas System Graduate Faculty. The committee may include members from several small allied departments if The University of Texas System Graduate Assembly deems it 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 University of Texas System Graduate Faculty or Graduate Assembly. This restriction, however, shall not apply to service on Supervisory Committees.
- 7.2 Duties.
- 7.21 Recommendations concerning new graduate 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 administrator. These recommendations shall be reviewed by the undergraduate dean concerned and by the appropriate administrative officer of the budgetary unit of the component institution for approval of their budgetary and personnel implications. They shall then be returned to the graduate school administrator for his approval, and if they involve general policy decisions, they must go to The University of Texas System Graduate Assembly for review and approval.
- 7.22 Each Committee on Graduate Studies shall have primary responsibility 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 membership in The University of Texas System Graduate Faculty. Such recommendations shall go to

the Secretary of The University of Texas System Graduate Assembly for action by its Committee on Membership and then by said Assembly itself. All such recommendations should be sent to the Secretary of The University of Texas System Graduate Assembly at least three weeks before the next meeting date of said Assembly in order for the Membership Committee to have time to review and prepare its report on such recommendations.

- 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 school administrator and the institutional head.
- Sec. 9. Graduate School Administrators. -- The graduate school administrators of all component institutions shall meet early each fall and thereafter as necessary at the call of any of the graduate school administrators for the purpose of considering the effects of legislation recommended by The University of Texas System Graduate Assembly, and to insure common procedures and uniform high standards. The Dean of The University of Texas at Austin Graduate School shall be the presiding officer at such meetings.

CHAPTER VI

STUDENT SERVICES AND ACTIVITIES

Sec. 1. General Provisions.

- 1.1 These policies and regulations apply to all component institutions of The University of Texas System and shall be implemented appropriately in the institutional supplement for each institution.
- 1.2 When the title, "Dean of Students," appears in this chapter, reference is made to the administrator bearing that title, or his counterpart, at each component institution.
- 1.3 All authority held and exercised by a Dean of Students is delegated to him by the institutional head just as all authority held and exercised by an institutional head (except at The University of Texas at Austin where the Chancellor is the institutional head) is delegated to him by the Chancellor. Therefore, any action taken is subject to review by the institutional head and the Chancellor, and both the Chancellor and the institutional head may approve, amend, or disapprove such action, just as the Chancellor may approve, amend, or disapprove any action taken by the administrative head of any component institution.
- 1.4 Any individual student, group of students, or student organization may petition the Board of Regents on any matter relating to these policies and regulations through the Dean of Students, the institutional head, and the Chancellor.
- 1.5 These policies and regulations shall become effective on June 1, 1967 and shall, at that time, supersede all other policies and regulations that may be in conflict herewith.
- 1.6 Definition of Student. -- A student is one who is currently enrolled at any of the component institutions of The University of Texas System. These policies and regulations will also apply to any prospective or a former student who has been accepted for admission or readmission to any component institution while he is on the campus of any component institution.
- 1.7 Definition of Campus. -- The campus of a component institution is defined as all real property over which that institution has possession and control.

Sec. 2. The Dean of Students and His Staff.

- 2.1 The Dean of Students shall be the administrative officer primarily responsible for the development and administration of policies relating to students and for the development and implementation of services to students in the areas assigned to him. He shall have responsibility for the initial preparation of institutional regulations which will implement the policies and regulations set forth in this chapter.
- 2.2 The Dean of Students shall have primary responsibility for (1) the supervision and development of student out-of-class programs and the activities and of all student organizations; (2) the development of policies affecting student life; (3) the promulgation and enforcement of institutional rules that govern student conduct; and (4) the administration of student discipline on the campus.
- 2.3 The administrative staff of the Dean of Students shall consist of the heads of services for which he has administrative responsibility.
- 2.4 The Dean of Students shall work with academic deans and department chairmen in structuring and implementing a program of faculty advising for both old and new students.
- 2.5 The Dean of Students shall be responsible for the preparation of the budgetary recommendations for the student services and activities under his jurisdiction.

Sec. 3. Student Conduct and Discipline.

- 3.1 The University of Texas System and its component institutions have rules and regulations for the orderly and efficient conduct of their business, and each student is charged with notice and knowledge of the contents and provisions thereof.
- 3.2 All students are expected and required to obey the law, to show respect for properly constituted authority, and to observe correct standards of conduct.
- 3.3 Gambling, immoral conduct, dishonesty, the illegal use of drugs or narcotics, or the excessive use of intoxicating liquors renders the student subject to discipline.
- 3.4 The use of intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and

administrative offices, intercollegiate and intramural athletic facilities, and such other public campus areas as may be designated from time to time in writing by the Dean of Students. With respect to the possession and consumption of alcoholic beverages on campus areas other than those listed in this paragraph, state law will be strictly enforced.

- 3.5 No former student who has been suspended for disciplinary reasons from a component institution of The University of Texas System shall be permitted on the campus of any component institution during the period of such suspension without the prior written approval of the chief administrative officer of that institution.
- 3.6 Hazing in state educational institutions is prohibited by state law. (Texas Penal Code, 1925, Articles 1152, 1153, 1154, and 1155.) Hazing with or without the consent of a student is prohibited by The University of Texas System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
- 3.7 Initiations by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders the organization subject to discipline.
- 3.8 Any student who advocates or recommends, either orally or in writing, the conscious and deliberate violation of any federal, state or local law is subject to discipline.
- 3.9 The component institutions of The University of Texas System shall administer student discipline within the procedures of recognized and established due process. Accordingly, reasonable notice should be given the student of the specific charge of misconduct against him, which, if proved, would be a violation of some rule or regulation of The University of Texas System or of the institution of which he is a student. The student is entitled to be confronted by the witnesses against him, but neither he nor his attorney or adviser is entitled to cross-examine the witnesses against him. The student is entitled to have a hearing at which he is afforded the opportunity to testify and offer evidence and witnesses in his own behalf, but, of course, he cannot be required to testify. He is entitled to be represented by an attorney or other adviser at the hearing, and a stenographic or mechanical record of the hearing shall be made. A representative of the institution may appear before the hearing tribunal to present witnesses and evidence against the accused student and in support of the charge brought against such student, but such institution repre-

sentative shall have no right to cross-examine the student or the witnesses offered on behalf of the student. The hearing shall be held before some tribunal that does not include any accuser of the student, and if the student is not satisfied with the findings and recommendations of the hearing tribunal, he is entitled to appeal to the Board of Regents through the Dean of Students, the institutional head, and the Chancellor. Such appeal shall be made on the basis of the record made at the hearing, but the student will be permitted to present such reasons as he may wish to urge against the action of the hearing tribunal. The official or Board hearing the appeal may require that the student's reasons for the appeal be presented in writing instead of orally. Of course, an accused student may waive his right to any of the required procedures of due process. The primary function of the hearing tribunal is to make findings and recommendations as to the guilt or innocence of the accused student with respect to the charge brought against him, and the penalty, if any, recommended by the hearing tribunal is subject to review, approval, amendment, or disapproval by the Dean of Students, the institutional head, the Chancellor, and the Board of Regents.

3. (10) The Dean of Students shall have the primary authority and responsibility for the administration of student discipline in his institution and subject to the procedures of due process, he may assess penalties for violation of rules and regulations of The University of Texas System and/or of the institution at which the accused is a student, regardless of whether such violations are also violations of civil or criminal law.
3. (11) Through matriculation at an institution of The University of Texas System, a student neither loses the rights nor escapes the responsibilities of citizenship. Students who violate the law may incur penalties prescribed by civil authority, but institutional penalties shall not be used merely to duplicate the penalties imposed by civil authority. However, when a student violation of the law occurs on the campus of a component institution or in connection with a component institution-oriented activity, institutional penalties may be imposed regardless of whether penalties have been imposed by civil authority for the same offense.
3. (12) Upon his indictment for a felony, a student may be suspended by the Dean of Students pending a final disposition of the indictment. If the student is not acquitted, his readmission to the institution will be subject to the approval of the Dean of Students and the institutional head.

3. (13) Since the value of an academic degree depends on the absolute integrity of the work done by the student for that degree, it is imperative that a student maintain a high standard of individual honor in his scholastic work. Scholastic dishonesty is the submission as one's own work of material that is not one's own. As a general rule, it involves one of the following acts: cheating, plagiarism, and/or collusion. Each component institution will adopt detailed regulations concerning scholastic dishonesty.
3. (14) The Dean of Students, the institutional head, or the Chancellor, may take immediate interim disciplinary action against a student for violation of a rule and regulation of The University of Texas System and/or of the institution at which the accused is a student, when, in the opinion of such official, the interest of The University of Texas System, and/or the component institution would be served by such action.

Sec. 4. Student Organizations.

4. 1 An organization in which membership is limited to students (recognizing that faculty and staff may also be members) of a component institution may become a registered student organization at that institution by complying with the registration procedures established by the Dean of Students.
4. 2 The Dean of Students, with the approval of the institutional head, may establish regulations requiring faculty or staff advisers for registered student organizations.
4. 3 A registered student organization may state that its membership is composed of students, or of students, faculty, and/or staff, of a component institution, but it shall not suggest or imply that it is acting with the authority or as an agency of that institution.
4. 4 The Dean of Students, with the approval of the institutional head, may issue regulations governing the eligibility of students for participation in organized activities.
4. 5 At each component institution, an appropriate committee or committees shall have initial jurisdiction over all registered student organizations.
4. 6 Any student organization is subject to disciplinary action or revocation of registration as a student organization for violation of a rule or regulation of The University of Texas System and/or of, the institution at which the organization is registered.

Sec. 5. Participation in Student Government.

- 5.1 Students' Associations. -- Students' associations currently authorized at the component institutions of The University of Texas System are hereby approved. They shall have such jurisdictions and shall exercise such powers as the Board of Regents may now or hereafter delegate to them.
- 5.11 Constitutions and Laws Approved. -- The constitutions and laws of the several associations in force at the date of adoption of these Rules and Regulations are hereby approved.
- 5.12 Mode of Amending Constitutions and Laws. -- An amendment to the constitution or laws of a students' association may be adopted by an association, in accordance with its constitution and laws, but the change shall not become effective until transmitted to and acted upon by the Dean of Students, the institutional head, and the Chancellor and approved by the Board of Regents.
- 5.13 Amendment or Repeal by Regents. -- The Board of Regents shall amend or repeal any portion of the constitution and laws of a students' association when, in the judgment of the Board of Regents, the interests of the particular institution shall require it.
- 5.14 Amendment or Repeal by Dean of Students. -- The Dean of Students shall have the power, when in his judgment the interests of the institution require it, to amend or repeal any provision in the constitution or laws of the particular association, but his action shall be in force only until the next meeting of the Board of Regents when Section 5.13, above shall become applicable.
- 5.15 Salaried Employees Approved by Regents. -- All persons officially employed on salary by or under the direct supervision of a students' association shall be subject to approval by the Dean of Students, the institutional head, the Chancellor, and the Board of Regents, both as to salary and as to qualifications.
- 5.16 Annual Financial Reports. -- Every officially recognized students' association shall make annually a complete financial report to the institutional business officer, and shall make such special reports as may be called for by such business officer. A duplicate copy of each report shall be filed with the Dean of Students. Committees and administrative units of a students' association maintaining a budget in excess of \$25.00 per annum shall make such interim reports of financial condition as may be required by the Dean of Students.
- 5.2 The students' association on each campus shall be a recognized forum of student opinion.

- 5.21 When a students' association takes a position with reference to issues directly related to a component institution and its operations, its recommendations shall go through the Dean of Students, the institutional head, and the Chancellor to the Board of Regents.
- 5.22 When a students' association takes a position on non-University issues, it shall make clear the fact that it does not speak for the institution.
- 5.23 A students' association may conduct polls, initiate petitions, and/or establish forums for debate or discussion under conditions approved by the Dean of Students.
- 5.24 Officers of a students' association may so identify themselves when they express their personal views, but they shall then make it clear that they are not speaking for the institution, or for the student body, and they shall make it clear they are not speaking for the students' association unless the legislative body of that association has authorized the statement in advance.

Sec. 6. Use of University-Owned Facilities.

- 6.1 The Dean of Students is charged with the responsibility of establishing regulations and procedures for the use of institutional buildings, grounds, and other facilities by students or student groups for purposes other than regular academic use. He will coordinate such regulations and procedures with the Property Manager, or his counterpart, at each institution. Regulations shall be in accordance with the following:
 - 6.11 Commercial solicitations will not be authorized.
 - 6.12 Use of Physical Facilities of the University by Outside Groups; a Registered Student Organization as a Joint Sponsor. -- Registered student organizations may use an institution's buildings and/or grounds in compliance with institutional reasonable and non-discriminatory regulations which shall specify the procedures under which such organizations may reserve the institution's buildings and/or grounds for their use. Groups of students which are not registered may not use the institution's buildings and/or grounds. Registered student organizations may not enter into joint sponsorship of any on-campus project or program with individuals, groups, or students which are not registered, or non-institutional groups, except as provided in Part Two, Chapter VII, Sec. 2.
 - 6.13 Registered student organizations may be authorized to conduct fund-raising activities, subject to the following limitations:
 - 6.131 Such fund-raising activities shall be for the benefit of the total institution or of a worthy institution-related activity.

- 6.132 Any fund-raising from students by students for charity shall be subject to regulations made by the students' association at each component institution and approved by the Dean of Students at such institution.
 - 6.133 Institutional regulations may permit fund-raising activities by student organizations for their own benefit only among their own members and only at official meetings.
 - 6.134 To insure noninterference with institutional purposes and functions, institutional regulations shall include appropriate provisions for establishing time, place, and manner of fund-raising activities and for requiring financial reporting and accountability.
- 6.14 Reasonable and non-discriminatory regulations may be promulgated to authorize students and registered student organizations, under specified conditions, to petition, post signs, set up booths, and/or peacefully demonstrate on the campus. Such regulations shall prohibit any activity that would interfere with regular academic and institutional programs.
- 6.2 The use of student center or student union facilities on the campus of each component institution shall be subject to reasonable and non-discriminatory regulations as may be promulgated by that center's governing board and approved by the Dean of Students and the institutional head.
- 6.3 Extracurricular student activities involving the use of University-owned buildings and grounds shall be conducted in accordance with local, state, and national law and in accordance with the applicable University of Texas System and institutional regulations. Such activities shall not disrupt or disturb the regular academic and institutional program and shall not result in damage to or defacement of property.
- 6.4 All individuals on institution-owned property or using institution-owned facilities are required to identify themselves upon request of an institutional representative acting in the performance of his duties.

Sec. 7 Speech and Assembly.

- 7.1 Freedom of inquiry and discussion are basic and essential to intellectual development. Students have the right, therefore, to freedom of speech and assembly, subject to reasonable non-discriminatory rules and regulations adopted by The University of Texas System and/or the component institution.

- 7.11 "It shall be unlawful for any person knowingly or willfully to . . . advocate, abet, advise, or teach by any means . . . under such circumstances as to constitute a clear and present danger to the security of the United States, or of the State of Texas, or of any political subdivision of either of them . . ." (Texas Civil Statutes, Article 6889-3A, Sec. 5.)
- 7.12 Students who are candidates for public office or students appearing in the interest of a particular candidate or candidates for public office may be permitted the use of institution-owned facilities under the provisions of paragraphs 7.241 and 7.242 of this chapter.

7.2 Off-Campus Speakers. -- The Board of Regents has and reserves the right to regulate the presentation of guest speakers on the campus who are unaffiliated with The University of Texas System or any component institution thereof (hereafter referred to as off-campus speakers).

- 7.21 Only registered student organizations, University-owned dormitories, and student center committees may present off-campus speakers on the campus.
- 7.22 The organization sponsoring an off-campus speaker has the responsibility of making clear the fact that the student organization, not the institution, is extending the invitation to speak and that any views the speaker may express are his own and not necessarily those of The University of Texas System or of any component institution.
- 7.23 An off-campus speaker is subject to the Texas Civil Statutes as quoted in Section 7.11 of this chapter.
- 7.24 Candidates for public office, or other off-campus speakers appearing in the interest of a particular candidate or candidates for public office, may be permitted the use of University-owned facilities under the following conditions:
- 7.241 The meeting will be open only to members of the recognized sponsoring organization and their personally invited guests, other students and faculty.
- 7.242 The places of the meetings will be limited to student center or student union facilities and/or to specified auditoriums on dates regularly reserved for meetings of this nature.
- 7.25 Off-campus speakers must be registered in advance by the sponsoring group with an official designated by the Dean of Students.
- 7.26 No person shall be permitted to speak on any campus of The University of Texas System who is known to advocate or recommend, either orally or in writing, the conscious and deliberate violation of any federal, state or local law.

Sec. 8. Off-Campus Student Housing.

- 8.1 Off-Campus Student Housing. -- The component institutions of The University of Texas System will not extend Approved Housing status to any student residential units except those directly operated by The University of Texas System. Each student at a component institution will have free choice in the selection of his non-University-operated residential accommodations, subject to parietal rules.

Sec. 9. University Policy in Regard to Debts of Students.

- 9.1 Neither The University of Texas System nor any component institution is responsible for debts contracted by individual students or by student organizations. On the other hand, all students and student organizations are expected to conduct themselves honorably in all commercial transactions. Neither The University of Texas System nor any component institution will assume the role of a collection agency except for monies owed to The University of Texas System or one of its component institutions, nor will The University of Texas System nor any of its component institutions adjudicate disputes between students and creditors over the existence or the amounts of debts.
- 9.2 A student, however, is expected to perform his contractual obligations, and in the event of conduct on the part of the student clearly demonstrating a flagrant disregard of his commercial obligations, disciplinary action may be taken against the student that is appropriate to the circumstances.
- 9.3 In the event of nonpayment to The University of Texas System or one of its component institutions, one or more of the following actions may be taken: (a) a bar against readmission for the student, (b) withholding of the student's grades and official transcript, (c) withholding of a degree to which the student otherwise would be entitled.

Sec. 10. Anonymous Publications.

- 10.1 Anonymous publications are prohibited. Any student publishing or aiding in publishing, or circulating or aiding in circulating, any anonymous publication will be subject to discipline.

Sec. 11. Other Regulations Concerning Student Affairs are Reported in the Rules and Regulations of the Board of Regents, as follows:

Fellowships, Scholarships, and Loan Funds - Part Two, Chapter I, Sec. 2, p. 2.

Tuition and Other Fees - Part Two, Chapter I, Sec. 3, p. 2.

Policy Against Discrimination - Part Two, Chapter I, Sec. 5, p. 2.

Student Employment - Part Two, Chapter V, Sec. 2.5, p. 31.

Parking Lots - Part Two, Chapter VII, Sec. 12.3, p. 47.

Auxiliary Enterprises - Part Two, Chapter X, Sec. 1-7, p. 59.

Texas Student Publications at The University of Texas at Austin - Part Two, Chapter X, Sec. 8, pp. 59-60a.

CHAPTER VII

THE UNIVERSITY OF TEXAS SYSTEM DEVELOPMENT BOARD AND FOUNDATIONS

Sec. 1. The University of Texas System Development Board.

- 1.1 Responsibilities of the Board of Regents and Administrative Officials of The University of Texas System in Private Fund Development. -- Among the most important responsibilities of the Board of Regents are those of establishing policies and procedures by which the developmental needs of The University of Texas System and its component institutions can be determined and of directing vigorous efforts to attract private fund support for meeting these needs. For the discharge of these responsibilities, the Chancellor is to serve as the chief executive agent of the Board of Regents, with fund development a major obligation, and the administrative head of each component institution is to serve as chief executive officer in this regard for his institution.
- 1.2 Responsibilities and Duties of The University of Texas System Development Board:
 - 1.21 The University of Texas System Development Board is the agency responsible to the Chancellor, and through him to the Board of Regents, for all private fund development for The University of Texas System. Provided, however, that with the approval of the Chancellor and the Board of Regents any component institution may have a Development Board dedicated to its own special interests.
 - 1.22 The University of Texas System Development Board shall, after conference with the Chancellor, recommend to the Board of Regents policies which shall govern activities and responsibilities in cultivating and securing private funds for The University of Texas System and its component institutions.
 - 1.23 In the absence of unusual circumstances, no major fund development effort or decision not covered by previously adopted regulations of the Board of Regents shall be recommended by the Chancellor to the Board of Regents without prior advice thereupon by The University of Texas System Development Board, which advice shall be transmitted to the Board of Regents.

- 1.24 All fund-development agencies and organized fund development enterprises of The University of Texas System shall be under the jurisdiction of The University of Texas System Development Board and shall operate under policies adopted by it and approved by the Chancellor and the Board of Regents.
- 1.25 The University of Texas System Development Board shall have particular responsibility for formulating and actively promoting support for both current and long-term programs designed to meet developmental needs of The University of Texas System and its component institutions. The Chancellor shall lay before The University of Texas System Development Board at periodic intervals descriptions of current needs as determined by the Board of Regents, the University administration, and the several faculties, taking into account any such needs as The University of Texas System Development Board has recommended for consideration. The University of Texas System Development Board should also be continuously alert to gift possibilities not necessarily related to predetermined projects. The programs of activities formulated by The University of Texas System Development Board shall be submitted to the Chancellor and the Board of Regents for information, and periodic reports of progress shall be made. It is expected that the continuing program of The University of Texas System Development Board will include vigorous cultivation and dissemination of information supporting gifts and endowments.
- 1.3 **Executive Office of The University of Texas System Development Board:**
- 1.31 Within the Office of the Chancellor there shall be an officer responsible to the Chancellor and to The University of Texas System Development Board as its executive officer. He shall be appointed by the Chancellor upon recommendation of The University of Texas System Development Board. He is to be charged solely with fund development activity, and subject to supervision, evaluation, and termination of employment by the Chancellor. The Chancellor, however, shall secure periodic evaluations of this officer's services from The University of Texas System Development Board and take these into full account in continuing employment and in according recognition for accomplishment. He shall have such title and rank as established by the Board of Regents upon recommendation of the Chancellor and The University of Texas System Development Board.
- 1.32 The University of Texas System Development Board executive officer shall have such staff and such operating funds as shall

be determined from time to time by budgets recommended by him and said Development Board, endorsed by the Chancellor, and adopted by the Board of Regents. Duties of staff members shall be established by the executive officer.

- 1.4 Finances.-- Financial support of The University of Texas System Development Board and the executive office shall be provided exclusively by appropriation of the Board of Regents. Such appropriation will be made through established budgetary procedures. The Board of Regents may accept gifts designated for use by The University of Texas System Development Board and may make such funds available for expenditure by said Development Board.
- 1.5 General Policies of The University of Texas System Development Board:
 - 1.51 The University of Texas System Development Board shall seek to enlist the aid of numerous friends of The University of Texas System and its component institutions in fund development efforts, and may establish such committees and other groups as seem desirable in carrying out its program.
 - 1.52 The University of Texas System Development Board shall serve all component institutions of The University of Texas System.
 - 1.53 The University of Texas System Development Board will work closely with all internal foundations, and no such foundation shall be established or continued in existence except with the approval of the Chancellor and the Board of Regents. The executive officer of The University of Texas System Development Board shall be responsible for stimulating, guiding, and assisting the internal foundations and may require suitable annual reports from each. All such activities shall be coordinated through the office of the respective institutional heads.
 - 1.54 From time to time, special campaigns for specific objects may be conducted, with or without the assistance of private fund-raising counsel. Such campaign may originate upon recommendation by the Board of Regents, the Chancellor, or the institutional head with the Chancellor's concurrence, or The University of Texas System Development Board. No such campaign shall be authorized or undertaken, however, until The University of Texas System Development Board has recommended concerning it and the campaign has been approved by the Board of Regents.
 - 1.55 Notwithstanding the provisions hereof conferring authority upon and placing responsibility in The University of Texas System Development Board for fund-development and fund-raising, it

is understood that the Ex-Students' Association of The University of Texas at Austin and at other component institutions may engage in fund-raising for their own support through dues and payments for memberships, both annual and life. However, it is hoped and expected that such ex-students associations will not sponsor or participate in any other organized fund-raising effort without first consulting and advising with The University of Texas System Development Board, the Chancellor, and the Board of Regents.

1.56 The Development Board shall recommend, and upon authorization of the Board of Regents, effectuate such recognition of donors as appears wise.

1.6 Composition and Operation of The University of Texas System Development Board.

1.61 The University of Texas System Development Board shall consist of one member of the Board of Regents designated by the Chairman, with the consent of the Board of Regents, the Chancellor, six members named by the Executive Council of the Ex-Students' Association of The University of Texas at Austin, and fourteen members named by the Board of Regents.

After September 1, 1963, all new appointees, except the Chancellor and the member from the Board of Regents, shall serve for three-year terms. Original staggered terms of one, two, and three years will be determined by lot for all members, except the Regent representative and the Chancellor, on September 1, 1963. In selecting members, the Board of Regents and the Executive Council of the Ex-Students' Association of The University of Texas at Austin shall give due consideration to geographical and component institution factors. Vacancies shall be filled by the original appointing agency.

1.62 The University of Texas System Development Board shall designate one of its members as Chairman, and shall provide for such other officers as it deems necessary. It shall adopt bylaws governing its operations and shall file them, and subsequent amendments thereto, with the Secretary to the Board of Regents. It shall cause accurate minutes of its proceedings to be kept, and shall file copies with the Chancellor and the Secretary to the Board of Regents. It shall prepare an annual evaluation report on its activities, incorporating such recommendations as it cares to make, and transmit this report to the Chancellor and to the Board of Regents through the Secretary to the Board.

- 1.63 The Development Board shall conduct its operations to accord with policies and regulations of the Board of Regents, and shall make recommendations concerning modifications and additions to those policies through the Chancellor to the Board of Regents.

Sec. 2. Foundations. -- The following policies shall govern the creation and administration of foundations:

2.1 Internal Foundations.

- 2.11 The establishment of internal foundations shall be limited to teaching and research divisions of The University of Texas System. This is not in any sense to be construed as excluding non-teaching and non-research divisions from seeking support from private sources through The University of Texas System Development Board as the authorized agency for correlating all fund-raising activities.
- 2.12 The establishment of foundations for other than colleges or schools shall be limited to divisions and departments with respect to which it can be clearly demonstrated that there exists actually or potentially the support of a strong business or professional group, such as exists in the case of the Geology Foundation of The University of Texas at Austin, and the activities of which will not be in substantial conflict with the foundation which represents the school or college of which the division or department is a part. It is believed that divisions and departments which cannot meet these tests may effectively work as separate groups within the framework of the foundation which represents this school or college. The provisions now existing for the designation of special funds to be used for specific activities should continue within the framework of the various foundations. This opportunity to earmark funds obtained by specific groups should help to avoid stifling the interest and initiative of these groups.
- 2.13 Any foundation in addition to those now existing shall be authorized by the Board of Regents only after approval by The University of Texas System Development Board and by the Chancellor.
- 2.14 The work of all internal foundations shall be considered a part of the work of The University of Texas System Development Board, and each such foundation, through its directing head and the institutional head shall cooperate closely with The University of Texas System Development Board office and shall keep that office informed of its activities. It is the duty of The University of Texas System Development Board to cooperate with such foundations at all times and to stimulate their efforts

by counsel, by personal contacts, and by providing promotional materials. Further, the foundations shall report periodically to The University of Texas System Development Board. Every effort should be made to permit free range of initiative within the foundations, but activities should be in conformity with The University of Texas System Development Board policies so as to permit maximum over-all achievements in fund-raising.

- 2.15 There should be periodic reviews of the activities of each foundation to determine its effectiveness, and provision should be made for its dissolution if it is unproductive over a reasonable length of time.
- 2.16 Internal foundations shall not necessarily be restricted to The University of Texas at Austin but should be established at component institutions where conditions may warrant and the demand may exist, as, for instance, at The University of Texas Dental Branch at Houston.
- 2.17 There shall be established, wherever practicable, advisory councils to the foundations such as now exist for the Pharmaceutical Foundation and the Geology Foundation, and the Executive Director of The University of Texas System Development Board shall be an ex officio nonvoting member of each such advisory council.

2.2 The presently authorized Internal Foundations are:

<u>Foundation</u>	<u>Date Established</u>
John Charles Townes Foundation (School of Law, The University of Texas at Austin)	1941
Pharmaceutical Foundation of the College of Pharmacy (The University of Texas at Austin)	1949
Fine Arts Foundation of the College of Fine Arts (The University of Texas at Austin)	1950
Architectural Foundation of the School of Architecture (The University of Texas at Austin)	1952
Genetics Foundation of the Zoology Department (The University of Texas at Austin)	1952

<u>Foundation</u>	<u>Date Established</u>
College of Business Administration Foundation (The University of Texas at Austin)	1953
The Psychological Research Foundation of The University of Texas at Austin	1953
Geology Foundation (The University of Texas at Austin)	1953
Arts and Sciences Foundation (The University of Texas at Austin)	1955
Engineering Foundation (The Uni- versity of Texas at Austin)	1955
Teacher Education Foundation (The University of Texas at Austin)	1956
School of Journalism Foundation (The University of Texas at Austin)	1959
School of Social Work Foundation (The University of Texas at Austin)	1966
The University of Texas at Arlington Foundation	1967

2.3 External Foundation.

- 2.31 The establishment of additional external foundations over which the Board of Regents and the Chancellor have no control shall be prohibited.
- 2.32 Wherever such external foundations now exist, The University of Texas System Development Board should establish a working relationship with the officials of the foundation and should seek to coordinate their activities in such a way as to bring them into line with the general policies of The University of Texas System Development Board and those of the Chancellor and the Board of Regents.
- 2.33 The only presently authorized External Foundation is:

<u>Foundation</u>	<u>Date Established</u>
The University of Texas System Foundation	1967

CHAPTER VIII

MISCELLANEOUS

- Sec. 1. Naming of Buildings and Other Facilities. -- Buildings and other facilities (including laboratories and clinics) of The University of Texas System and its component institutions shall not be named in honor of any person until such person shall have been dead at least five years and a nomination accompanied by reasons shall have been received by the Board of Regents from the institutional faculty; provided, however, that the Board of Regents may act without receiving a nomination from the institutional faculty when unusual circumstances justify such action and particularly when a substantial donation has been made toward the construction of the building or facility to be named.
- Sec. 2. Flags at Half Mast. -- Flags at any of the component institutions of The University of Texas System shall be placed at half mast on the death of a Regent, the death of a member of the teaching or nonteaching staff, the death of a student in residence at the institution, or at such other times as may be deemed appropriate by the institutional head.
- Sec. 3. Medical and Hospital Services. -- No medical or hospital services shall be provided by any component institution of The University of Texas System to any person without compensation or reimbursement to The University of Texas System, except that in the case of hospitals operated by The University of Texas System, which under the law are open to the general public, free or partly free medical and hospital services may be rendered to persons who are indigent and who are able to offer proof that they are not financially able to pay either all or any part of their hospital or medical expense.
- Sec. 4. Titles of Institutions Composing The University of Texas System. -- In order to insure uniformity and consistency of usage throughout The University of Texas System, the institutions composing the System shall be listed in the following order and the following titles shall be used:

The University of Texas System

	<u>Full Title</u>	<u>Short Title</u>
4. 1	The University of Texas at Austin	U. T. Austin
4. 11	The University of Texas McDonald Observatory at Mount Locke	McDonald Observatory
4. 12	The University of Texas Marine Science Institute at Port Aransas	Port Aransas Marine Institute

4. 2	The University of Texas at Arlington	U. T. Arlington
4. 3	The University of Texas at El Paso	U. T. El Paso
4. 4	The University of Texas Medical Branch at Galveston	Galveston Medical Branch
4. 41	The University of Texas Medical School at Galveston	Galveston Medical School
4. 42	The University of Texas Medical Branch Hospitals at Galveston	Galveston Hospitals
4. 5	The University of Texas Southwestern Medical School at Dallas	Dallas Medical School
4. 6	The University of Texas Medical School at San Antonio	San Antonio Medical School
4. 7	The University of Texas Nursing School (System-wide)	System Nursing School
4. 71	The University of Texas Graduate Nursing School at Austin	Graduate Nursing School
4. 72	The University of Texas (Undergraduate) Nursing School at Austin	Austin Nursing School
4. 73	The University of Texas (Undergraduate) Nursing School at El Paso	El Paso Nursing School
4. 74	The University of Texas (Clinical) Nursing School at Galveston	Galveston Nursing School
4. 75	The University of Texas (Clinical) Nursing School at San Antonio	San Antonio Nursing School
	(The University of Texas at Houston:)	(U. T. Houston:)
4. 8	The University of Texas Dental Branch at Houston	Houston Dental Branch
4. 81	The University of Texas Dental School at Houston	Houston Dental School
4. 82	The University of Texas Dental Science Institute at Houston	Houston Dental Institute
4. 9	The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston	Anderson Hospital
4.(10)	The University of Texas Graduate School of Biomedical Sciences at Houston	G. S. B. S.
4.(11)	The University of Texas School of Public Health at Houston	Public Health School

CHAPTER IX

ENACTMENT AND AMENDMENT

Sec. 1. Repeal of Existing Rules in Conflict Herewith.

- 1.1 All rules, regulations, orders, and resolutions heretofore enacted by the Board of Regents which are in conflict with these Regents' Rules and Regulations are hereby repealed.
- 1.2 Effective September 1, 1960, and thereafter, all reference to the chief executive and administrative head of The University of Texas System and the institutional head of The University of Texas at Austin, whether expressly stated as "President" or otherwise, shall be deemed to refer to and mean the Chancellor of The University of Texas System.

Sec. 2. Format for Rules.

- 2.1 The Regents' Rules and Regulations for the government of The University of Texas System apply to and govern the Board of Regents and all employees and agencies directly under its control, the Chancellor, the Central Administration of The University of Texas System, and the component institutions comprising The University of Texas System.
- 2.2 These Regents' Rules and Regulations are organized in two parts. Part One shall, in general, contain all rules and regulations other than those of a fiscal nature. Part Two shall consist of the fiscal rules and regulations of the Board of Regents.

Sec. 3. Official Copies.

- 3.1 The Official Copies of The Rules and Regulations for the Government of The University of Texas System and the Institutional Supplement for each component institution shall be maintained on file in the Office of the Board of Regents.
- 3.2 Copies of these Regents' Rules and Regulations and of the Institutional Supplements shall be furnished to the members of the Board of Regents, the Chancellor, the institutional heads, and such other persons and offices as the Chancellor or the Board of Regents shall designate.

- Sec. 4. Amendment of Rules and Regulations. -- The rules and regulations contained herein may be added to or amended by a majority of all of the members of the Board of Regents at any regular meeting or at any special meeting called for that purpose; provided, however, that any proposed amendment to Part One of these rules and regulations must first be filed with the Secretary to the Board of Regents, in writing, and a copy thereof given to each member of the Board of Regents not less than thirty (30) days before the meeting at which it is adopted, or such proposed amendment to Part One must receive the required vote at two consecutive meetings of the Board of Regents. Amendments to Part Two of these rules and regulations can be made by a majority of all of the members of the Board of Regents at any regular meeting or at any special meeting called for that purpose.
- Sec. 5. Distribution of Amendments. -- After any change in these Regents' Rules and Regulations, the Secretary to the Board shall conform the Official Copies and shall send corrected pages containing such changes for substitution in copies in the possession of members of the Board, administrative officers, or others on an official list in the Office of the Secretary to the Board.