

CHANGES IN PART ONE (SYSTEM-WIDE)  
OF THE RULES AND REGULATIONS OF THE  
BOARD OF REGENTS  
FOR  
THE GOVERNMENT OF THE UNIVERSITY OF TEXAS

(1) Page 1. Section 4. 1

Add the following sentence: "The Secretary shall serve subject to the pleasure of the Board and may be removed by the Board at any time."

(2) Page 2. Section 4. 24

Delete all after the word "Board" in the third line.

(3) Page 3. Section 6. 15

Rephrase as follows:

6. 15 Committee of the Whole -- The Committee of the Whole shall meet prior to sessions of the Board to receive items for deliberation from standing and special committees and from the President, and to receive special matters from the administrative heads of the component institutions which have been cleared previously by the President.

(4) Page 3. Section 6. 16

Change to read as follows: "The Executive Committee shall be composed of the Chairman of each standing committee, including the Chairman of the Executive Committee."

(5) Page 4. Section 6. 17

Under this section delete subsections 6. 171 through 6. 175 and substitute the following:

6. 171 Consider and make recommendations relating to matters of academic policy and student life in the general academic institutions.

6. 172 Study and make recommendations relating to developmental matters concerning the entire University.

6. 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 inter-agency responsibilities.

6. 174 Consider all matters affecting the growth and usefulness of the libraries of the University.

6. 175 Consider all matters affecting the conduct and management of Intercollegiate Athletics.

6. 176 Consider all matters affecting the Texas Memorial Museum which have not been delegated to other committees of the Board.

6. 177 Consider and make recommendations concerning the docket.

6. 178 Consider all matters where the Board's approval is required or desirable 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 the President.

(6) Page 4. Section 6. 110

Delete the present statement of duties and substitute the following:

"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 trust 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) Page 5. Section 7. 25

Under special items list "b. Members of the Board of Regents.", and reletter the present listing.

(8) Page 5. Section 7. 61

Reword the third sentence to read as follows: "Communications sent directly to Board members shall be acknowledged, if desired, and if deemed necessary by the recipient, immediately referred to the President, with a copy to the Chairman of the Board for appropriate action."

At the end of the section add the following: "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. The regular channel of communication with members of the Board is through the President; however, each Board member shall determine the propriety of any direct approach to him by any employee of the University."

(9) Page 5. Section 7. 7

Change to read as follows: "Matters of public interest will be given, as promptly as possible after each meeting, to the Press by the Director of the News and Information Service under the direction of the Chairman of the Board or the President."

(10) Page 6. Section 7. 62

Delete the second sentence and rephrase the first sentence as follows: "Notice of desire to appear before the Board shall be filed in duplicate with the President at least ten days prior to the meeting of the Board, and a copy shall be sent to the Chairman of the Board at least three days prior to such meeting."

(11) Page 6. Add the following Sections 7. 64 and 7. 65:

7. 64 A docket, including items related to Central Administration and each component institution, summarizing routine matters requiring either advance approval or post-approval of the Board of Regents in accordance with established policies of the Board, shall be prepared as directed and approved by the President and shall be transmitted to the members of the Board in advance of each meeting. Policy matters, changes in the Rules and Regulations of the Board, and other matters other than of a routine nature shall be listed on the agenda compiled by the Secretary of the Board when such items have been approved by the President or the Chairman of the Board, or

when specifically requested by a member of the Board. The docket shall be referred to and approved by the Academic and Developmental Affairs Committee.

- 7.65 All matters to be considered by the Board at any meeting shall be mailed or delivered to each member of the Board of Regents customarily at least ten days in advance of the meeting at which they are to be considered. Each such matter shall be accompanied by a summary of the facts pertaining thereto, the needs for action thereon, and the President's recommendations. Where financial matters 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 President'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 opposing views to the President's recommendations shall be fairly stated to the Board committee considering the matter or to the Committee of the Whole either in writing or orally as the President may direct prior to official Board action on the matter. 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 upon recommendation of the appropriate committee.

(12) Page 6. Section 7.8

Add the following as a new section:

- 7.8 Political and otherwise obviously controversial matters. The Board of Regents reserves to itself the responsibility for passing upon matters of a political or otherwise obviously controversial nature which represent an official position of the University or any institution or department thereof. Statements on such matters as the Board may deem advisable to make shall be made through the Chairman of the Board or the President. No Regent, officer, or faculty or staff member shall make or issue any public statement on any political or other subject of an obviously highly controversial nature which might reasonably be construed as a statement of the official position of The University of Texas or any institution or department thereof, without the advance approval of the Board of Regents. The intent of this policy statement is not 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. Matters of an emergency nature shall be cleared through the President with the Chairman of the Board of Regents.

(13) Page 7. Section 2

Strike the word "only" in the last line and add at the end of the sentence "and through him to the Board of Regents."

(14) Page 8. Section 6.115

Change to read, "With the aid and advice of the Board of Regents, representing the University with the Legislature."

(15) Page 8. Section 7.1

Change the first sentence to read as follows: "The Vice-President for Administrative Services is a line officer who, under direction from the President, is to represent, with the aid and advice of the Board of Regents, the University in its relations with the Legislature, state agencies, and other higher education institutions."

(16) Page 9.

Delete all of Section 7.3 and renumber the following sections accordingly.

(17) Page 12.

Delete Section 7.53 and renumber Section 7.54 as 7.53.

(18) Page 14.

Delete Section 7.815.

(19) Page 18. Section 9.3

Reword as follows: "The Council on Medical Affairs is established to formulate forms and advise the President regarding medical, dental, and nursing institutions or schools. It shall be composed of the Executive Dean and Director of the Medical Branch, the Dean of the Southwest Medical School, the Director of the M. D. Anderson Hospital and Tumor Institute, the Dean of the Dental Branch and the Dean of the Post Graduate School of Medicine. The Chairmanship shall be rotated in the above order annually. Meetings shall be held at the call of the Chairman and by a request of the majority of the Council members. The Council shall report and be responsible to the President."

(20) Page 19. Section 1.4

Delete the word "reputation" in the last line.

(21) Page 27. Section 6.4

Reword as follows: "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."

(22) Page 30. Section 10.2

Substitute the following for the present wording: "The regular channel of communication with members of the Board is through the institutional head or the President; however, each Board member shall determine the propriety of any direct approach to him by employees of the University. Likewise, nothing in this section is intended to prohibit faculty and staff members from responding to direct requests from individual Regents, and in any such instance it is the responsibility of the Regent to determine whether he will report the matter to the institutional head and the President."

(23) Page 31. Section 11

Reword as follows:

Section 11 Communication with the Legislature and other State Agencies or Officials. The President and the Board of

Regents are the only proper channels through which recommendations of the administration of the University as a whole or in any of its parts should reach the Legislature or other state agencies or officials.

Delete 11.2, through 11.5.

(24) Page 32. Section 13.2

Add the words "faculty or" in front of the word "staff" in the first line.

Section 13.3 Add the words "or staff" after the word "faculty" in the first line.

Section 13.4 In the first line delete the word "teaching" and substitute the words "faculty or". In the second sentence delete "a member of the staff" and substitute "he."

(25) Page 35. Section 18.2

Change the period to a comma and add the words "subject to controlling provisions of State law."

(26) Page 46. Section 2

Delete this entire section and substitute provisions approved by the Board of Regents at the November meeting of the Board.

(27) Page 49.

Delete Section 3.18.

(28) Page 60. Section 2.3

Delete the words "and the institutional supplements" in the first sentence. Reference to Part I and Part II should be changed to read Part One and Part Two.

Section 3.2 Add the words "members of the Board of Regents," in front of the words "the President" in the second line.

Section 4.1 Rephrase as follows: "The rules and regulations contained herein may be added to or amended by a majority of all of the members of the Board at any duly called meeting; provided, however, that any proposed amendment to Part One of these rules and regulations must first be filed with the Secretary of the Board, in writing, and a copy thereof given to each member of the Board 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 duly called meetings of the Board."

Section 4.2 Reword as follows: "Amendments and additions to Part Two of these rules and regulations shall not require such prior notice or approval at two meetings."

Section 4.3 Delete all of the present wording and substitute the following: "Classification of material under Part One and Part Two of these rules and regulations shall be made by the President subject to change by the Board."

Section 5 Reword as follows: "Distribution of Amendments."

After any change in these rules and regulations or in the institutional supplements, the Secretary of 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 of the Board. "

(29) The following policy was approved to be inserted at the proper place:  
Policy re Students Who Do Not Pay Their Bills.

The University is not responsible for debts contracted by individual students or by student organizations. On the other hand, the University expects all students and student organizations to conduct themselves honorably in all commercial transactions. The University will not assume the role of a collection agency for organizations, firms and individuals to whom students may owe bills, nor will the University adjudicate disputes between students and creditors over the existence or the amounts of debts. A student, however, is expected to perform his contractual obligations and in the event of conduct on the part of a student clearly demonstrating a flagrant disregard of his commercial obligations (refusal to pay or meet admitted debts or obligations will be thus construed), action will be taken appropriate to the age of the student and other circumstances:

- (a) In the event of such conduct, the parents of minors will be notified and requested to intervene.
- (b) In the case of a married student or a student over 21 years of age, the student will be requested to make prompt payment or to negotiate a reasonable plan for payment with his creditor or creditors.
- (c) In the event that the actions prescribed in (a) and (b) above do not result in the payment or agreement to pay admitted obligations, one or more of the following actions, as determined appropriate in the particular case, may be taken:
  - (c. 1) A bar against readmission of the student.
  - (c. 2) Withholding of the student's grades and official transcription.
  - (c. 3) Withholding of a degree to which the student otherwise would be entitled.

Part I - Presented to Board on Nov. 14, 1959 a few changes made.

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

THE UNIVERSITY SYSTEM

Explanatory Statement  
Preface

The Rules and Regulations contained in this volume are those which apply generally to the entire University. They are to be known as "The University Rules and Regulations" to distinguish them from the Rules and Regulations published in a separate, supplemental volume for each component <sup>institution</sup> ~~unit~~ of the University.

This volume is divided into <sup>two</sup> parts: Part I contains those rules and regulations which may be amended by the Board of Regents only after notice of the proposed amendment has been mailed to its members at least thirty days prior to adoption of the amendment; the Rules and Regulations of Part II may be amended without such prior notice.

The Rules and Regulations are published in loose-leaf form to facilitate their being kept up <sup>current</sup> ~~to date~~.

As promptly as possible after an amendment is approved, the Secretary of ~~the Board of Regents~~ shall distribute corrected pages to replace those no longer current.

The Secretary of the Board of Regents shall maintain a central record of distribution of serially numbered copies; which shall be assigned to offices or individuals by title upon designation by the President, subject to recall and reassignment.

→ last sentence

*Part One*  
Chapter I

THE BOARD OF REGENTS

Sec. 1. Government of University Vested in Board of Regents.-- The government of The University of Texas is by law vested in a Board of Regents 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 odd numbered years.

Sec. 2. The Chairman of the Board.

2.1 Election of Chairman.--The Chairman of the Board shall be elected by the Board from their number and shall serve at the pleasure of the Board. He shall report and be responsible to the Board. In case of death, resignation, or disqualification of the Chairman, the Board shall elect his successor as soon as practicable.

2.2 Duties of the Chairman.--The duties and responsibilities of the Chairman shall include the following:

2.21 He shall preside over the meetings of the Board.

2.22 He shall be authorized to call special meetings of the Board, as herein provided.

2.23 He shall appoint the standing and special committees of the Board, as herein provided.

2.24 *He shall be an ex-officio member of all committees of the Board.*

Sec. 3. The Vice-Chairman.--The Vice-Chairman of the Board shall be elected from their number when the Chairman is elected and shall serve at the pleasure of the Board. Upon the death, absence, resignation, disability, 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, disability or resignation of the Vice-Chairman, the Board shall elect his successor as soon as practicable.

Sec. 4. The Secretary of the Board of Regents.

4.1 Appointment.--At the regular meeting which follows the election of the Chairman and Vice-Chairman of the Board, 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 and to the President. The Secretary shall serve at the pleasure of the Board and may be removed by the Board at any time.*

4.2 Duties and Functions.--The duties and functions of the Secretary shall ~~include~~ *include* the following:

4.21 Meetings.--The Secretary shall make preparations for all meetings of the Board.

4.22 The Agenda.--Under the direction of the Chairman of the Board and the President, 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.

*These are a part of the Minutes*

- 4.23 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 President, and to other individuals specified by the Board and by the President and as provided by law. The Official Minutes shall be kept in the Office of the Secretary of the Board and certified excerpts from these minutes shall be prepared by the Secretary.
- 4.24 Documents.--The Secretary shall keep on file in the Office of the Secretary of the Board of Regents all official documents, correspondence, and proceedings of the Board, ~~which shall not be removed from the~~



4.25 The custody of the official seal of the University of Texas shall be with the Secretary of the Board of Regents. The Secretary shall affix the official seal of the University to, and attest, all documents executed by the Chairman of the Board in the name of the Board of Regents. A duplicate of this seal shall be in the possession of the Registrar of the Main University for the purpose only of certifying official transcripts for students. Each component institution shall maintain an official seal especially designed for the institution to be used for the same purpose.

~~of the University designated by the Board, any changes or additions~~  
as soon as possible after the meeting at which they are adopted.

- 4.27 Reports.--The Secretary shall prepare and distribute such reports and communications as directed by the Board of Regents and the President.
- 4.28 Delegated Duties.--The Secretary shall perform such other functions as shall be delegated by the Board of Regents or the President.
- 4.29 Other Duties.--In addition to the foregoing, the Secretary shall perform those functions and have those duties and responsibilities which 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.

*Why not in Regents' room? we have one?*

Sec. 5. Meetings of the Board.

- 5.1 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. *Customarily, the Board will hold regular meetings every two months for two full days,*
- 5.2 Special meetings. *usually on Friday and Saturday.*
  - 5.21 Special meetings of the Board shall be held upon the call of the Chairman, or upon the written request signed by two members of the Board, or upon the request of the President if concurred in by the Chairman of the Board. In these events the Chairman shall cause written notification of the time, place, and purposes of the meeting to be mailed to each member of the Board by the Secretary at least five days before the time of the meeting.

*These are  
7-14-41*

4.23 Minutes.--The Secretary shall record, prepare and index the official

*[Faded, illegible text]*

~~Secretary of the Board of Regents all official documents, correspondence,  
and proceedings of the Board, which shall not be removed from the~~

~~of the Board or the President.~~

~~4.25 Seal.--The Secretary shall affix the official seal of the University  
to, and attest, all documents executed in the name of the Board of  
Regents.~~

4.26 Rules and Regulations.--The Secretary shall be charged with the respon-  
sibility of keeping <sup>current</sup> ~~up to date~~ <sup>official copies of the</sup> the Rules and Regulations of the  
Board, furnishing to members of the Board and administrative officers  
of the University designated by the President, any changes or additions  
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*Use  
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Chairman, or upon the written request signed by two members of the  
Board, or upon the request of the President if concurred in by the  
Chairman of the Board. In these events the Chairman shall cause writ-  
ten notification of the time, place, and purposes of the meeting to  
be mailed to each member of the Board by the Secretary at least five  
days before the time of the meeting.

- 5.22 Special meetings may also be set by the Board at a prior meeting.
- 5.23 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 Board or without the consent of a majority of the whole Board and subsequent ratification at a regular meeting.

Sec. 6. Committees.

6.1 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.

6.11 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.

6.12 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.

6.13 Time of Meetings of Committees of Board.--The membership of the committees of the Board <sup>Com-</sup> shall ~~respectively determine the time at which they shall meet.~~ *customarily shall meet on the fourth day of any scheduled Board meeting and at such other times as the membership of each committee shall determine.*

6.14 Authority of Standing Committees.--The authority of standing committees of the Board shall be subject to the policies of the Board and, except in cases where it is necessary to act for the Board, their acts shall be referred to the Board for approval.

6.15 Committee of the Whole.--The Committee of the Whole shall meet prior to sessions of the Board to receive items for deliberation from the ~~standing committees and from the President, and to receive Administrative Heads of each of the branches of the University and to dispose of executive matters of the Board.~~ *standing committees and from the President, and to receive Administrative Heads of each of the branches of the University and to dispose of executive matters of the Board. Component institutions which have been cleared by the President*

6.16 Composition and Duties of the Executive Committee.--The Executive Committee shall be composed of the Chairman of each committee. *standing*  
*the Chairmen of the Executive Committee, including*  
 It shall have the following duties:

6.161 It shall coordinate the work of all other committees.

6.162 It shall serve as an interim committee for action on all matters that require action between meetings of the Board.

- 5.22 Special meetings may also be set by the Board at a prior meeting.
- 5.23 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 Board or without the consent of a majority of the whole Board and subsequent ratification at a regular meeting.

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6.12 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

15 Committee of the Whole -- The Committee of the Whole shall meet prior to sessions of the Board to receive items for deliberation from standing and special committees and from the President, and to receive special matters from the administrative heads of the component institutions which have been cleared previously by the President.

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*Special*  
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*Approve*  
 6.16 Composition and Duties of the Executive Committee.--*The Executive Committee shall be composed of the Chairman of each committee, including the Chairman of the Executive Committee.* It shall have the following duties:

6.161 It shall coordinate the work of all other committees.

6.162 It shall serve as an interim committee for action on all matters that require action between meetings of the Board.

6.163 It shall confer with the President and his administrative staff with reference to the preparation and approval of budgets and make reports and recommendations to the Board relating thereto.

6.164 At each meeting of the Board, the Executive Committee shall report in writing for approval all actions taken by it since the last meeting of the Board. This report shall be prepared by the Secretary, approved by the President, and sent to the Chairman of the Executive Committee for his signature.

~~6.165~~ ~~of the Academic and Developmental Affairs Committee.--The~~

6.171 Consider and make recommendations relating to matters of academic policy and student life in the general academic institutions.

6.172 Study and make recommendations relating to developmental matters concerning the entire University.

6.173 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 inter-agency responsibilities.

6.174 Consider all matters affecting the growth and usefulness of the libraries of the University.

6.175 Consider all matters affecting the conduct and management of Intercollegiate Athletics.

6.176 Consider all matters affecting the Texas Memorial Museum which have not been delegated to other committees of the Board.

6.177 Consider and make recommendations concerning the docket.

6.178 Consider all matters where the Board's approval is required or desirable 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 the President.

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.

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.

6:2 Special Committees.--The Chairman of the Board shall appoint such special committees of the Board as the Board shall direct.

Sec. 7. Rules of Procedure.

7.1 Rules of Order.--Robert's Rules of Order, when not in conflict with any

CONCERNING THE BOARD OF REGENTS  
OF THE UNIVERSITY OF TEXAS  
ARTICLE XXV, SECTION 10, SUBSECTION (C)  
DUTIES OF THE BOARD OF REGENTS

~~6.171 Consider all policies affecting student life and any other matters relating to internal administration of component institutions.~~  
~~6.174 Consider all matters affecting the conduct and management of Intercollegiate Athletics.~~  
~~6.173 Consider all matters affecting the growth and usefulness of the libraries of the University.~~  
~~6.175 Consider all matters affecting the Texas Memorial Museum which have not been delegated to other committees of the Board.~~  
6.18 Duties of the Medical Affairs Committee.--The Medical Affairs Committee will review all matters connected with the Medical branches, *dental & nursing schools except those specifically assigned to other committees of the Board*

- 6.19 Duties of the Buildings and Grounds Committee.--The Buildings and Grounds Committee shall have the following duties:  
6.191 It shall *consider & make recommendations relating to the* ~~have jurisdiction over all~~ buildings, *throughout the university and over* ~~throughout~~ *the university and over* matters involving the physical expansion of the University system.  
6.192 It shall review, and make recommendations as to, 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

~~Delete the present statement of duties and substitute the following:~~  
110 "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 trust 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.

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They shall be selected by the Board of Regents in conformity with the Act creating the Board for Lease of University Lands.

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7.1 Rules of Order.--Robert's Rules of Order, when not in conflict with any

Committee for his signature.

Environmental Affairs Committee.--The

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6.19 Duties of the Buildings and Grounds Committee.--The Buildings and Grounds Committee shall have the following duties: *those specifically assigned to other committees of the Board*

6.191 It shall ~~have jurisdiction over all buildings, throughout the University and other~~ *consider & make recommendations relating to the construction and use of other* matters involving the *throughout*

grounds of

the University.

*Sub.*

6.110 Duties of the Land and Investment Committee.--The Land and Investment Committee shall ~~consider & make recommendations~~ *consider & make recommendations* relating to (a) the investment of the Permanent University Fund and all trust and special funds, and (b) the acquisition and sale of trust property.

6.111 Board for Lease of University Land.--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.

6.2 Special Committees.--The Chairman of the Board shall appoint such special committees of the Board as the Board shall direct.

Sec. 7. Rules of Procedure.

7.1 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.

7.2 Order of Business. <sup>Customarily</sup> The order of business when the Board shall meet in regular session shall be as follows:

- 7.21 Correction and approval of Minutes of preceding meeting.
- 7.22 Report of the Committee of the Whole.
- 7.23 Reports of standing committees.
- 7.24 Reports of special committees.
- 7.25 Special items:

- a. Central Administration
- b. Members of The Board of Regents
- c. Main University.
- d. Texas Western College.
- e. Medical Branch
- f. Dental Branch
- g. M. D. Anderson Hospital and Tumor Institute
- h. Southwestern Medical School.

i. ~~Postgraduate School of Medicine~~

~~7.41 Every member will be notified by mail of the date, time and place of the meeting. Institutional heads before the Board so that they will not have to be present for the duration of the meeting.~~

~~7.42 Attendance of representatives other than institutional heads will be required only when essential and when authorized by the President.~~

or

given, as promptly as possible after each meeting, to the Press by the Director of News and Information Service <sup>the Chairman of the Board or</sup> under any person whom the President may designate.

7.5 Matters to be Referred to Committees.--The Board, in all cases when practicable and desirable, before taking action on any subject or measure coming clearly within the sphere of the duties of any standing committee, shall refer the same to the proper committee, which shall report its recommendations ~~in writing~~ to the Board.

7.6 Communications to the Board.

7.61 Communications to the Board from persons not members thereof, except in the case of the President and the Secretary, shall be in writing. The regular channel of communication from the Faculty, officers and staff members to the Board shall be through the President and shall be in duplicate. Communications sent directly to Board members shall be acknowledged, if desired, and immediately referred to the President, for appropriate action. All staff proposals shall be presented to the President in sufficient time to permit him to consider them, make recommendations thereon, and assign them to committees of the Board or transmit them to the Chairman of the Board no later than ten days prior to the next meeting of the Board. Except where emergency proposals are involved, all staff proposals not submitted to the President within the time prescribed shall not be considered by

As soon as approved for consistent copy should be filed with the Secretary. What about transmittal of materials for Chairman's signature?

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~~7.25 Special Items~~  
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H. D. Anderson Hospital and Tumor Institute  
Southwestern Medical School  
Postgraduate School of Medicine

7.43 Open and Closed Meetings.--Meetings of the Board shall be open meetings, unless otherwise determined by the Board. The Board may meet as a Committee of the Whole whenever it desires. The Chairman of the Board, during each formal Board meeting, shall report briefly for inclusion in the Minutes final actions taken by the Board in the Committee of the Whole.

7.47 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 News and Information Service under the direction of the President, <sup>the Chairman of the Board or</sup> ~~or under any person whom the President may designate.~~

7.5 Matters to be Referred to Committees.--The Board, in all cases when practicable and desirable, before taking action on any subject or measure coming clearly within the sphere of the duties of any standing committee, shall refer the same to the proper committee, which shall report its recommendations ~~to~~ <sup>to the Board.</sup>

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*As soon as approved for consideration, copy should be filed with the Secretary. What about transmittal of materials for Chairman's signature?*

(11) Page 6. Add the following Sections 7.64 and 7.65:

7.64 A docket, including items related to Central Administration and each component institution, summarizing routine matters requiring either advance approval or post-approval of the Board of Regents in accordance with established policies of the Board, shall be prepared as directed and approved by the President and shall be transmitted to the members of the Board in advance of each meeting. Policy matters, changes in the Rules and Regulations of the Board, and other matters other than of a routine nature shall be listed on the agenda compiled by the Secretary of the Board when such items have been approved by the President or the Chairman of the Board, or

~~by a member of the Board.~~ The docket shall be referred to and approved by the Academic and Developmental Affairs Committee.

7.65 All matters to be considered by the Board at any meeting shall be mailed or delivered to each member of the Board of Regents customarily at least ten days in advance of the meeting at which they are to be considered. Each such matter shall be accompanied by a summary of the facts pertaining thereto, the needs for action thereon, and the President's recommendations. Where financial matters 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 President'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 opposing views to the President's recommendations shall be fairly stated to the Board committee considering the matter or to the Committee of the Whole either in writing or orally as the President may direct prior to official Board action on the matter. 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 upon recommendation of the appropriate committee.

(12) Page 6. Section 7.8

Add the following as a new section:

7.8 **Political and otherwise obviously controversial matters.**  
The Board of Regents reserves to itself the responsibility for passing upon matters of a political or otherwise obviously controversial nature which represent an official position of the University or any institution or department thereof. Statements on such matters as the Board may deem advisable to make shall be made through the Chairman of the Board or the President. No Regent, officer, or faculty or staff member shall make or issue any public statement on any political or other subject of an obviously highly controversial nature which might reasonably be construed as a statement of the official position of The University of Texas or any institution or department thereof, without the advance approval of the Board of Regents. The intent of this policy statement is not 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. Matters of an emergency nature shall be cleared through the President with the Chairman of the Board of Regents.

~~7.63 All ~~communications~~ ~~to be~~ ~~transmitted~~ through the Office of the Secretary of the Board. Copies of all official communications from administrative officers to the Board shall be sent to the Secretary. Communications from the President are (shall be ?) exempt from this requirement at his discretion.~~

At the end of the section add the following: "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. The regular channel of communication with members of the Board is through the President; however, each Board member shall determine the propriety of any direct approach to him by any employee of the University."

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7.64 A docket, including items related to Central Administration and each Component Institution, summarizing routine matters requiring either advance approval or post-approval of the Board of Regents in accordance with previous established policies of the Board, shall be prepared as directed and approved by the President and shall be transmitted to the members of the Board at least ten days in advance of each meeting. Policy matters, changes in the Rules and Regulations of the Board, and other matters other than of a routine nature shall be listed on the agenda compiled by the Secretary of the Board when such items have been approved by the President or the Chairman of the Board, or when specifically requested by a member of the Board. Routine documentation of all items approved by the President shall customarily be furnished to members of the Board at least ten days in advance of the meeting at which they are to be considered.

(10) Page 6. Section 7.62

Delete the second sentence and rephrase the first sentence as follows:  
"Notice of desire to appear before the Board shall be filed in duplicate with the President at least ten days prior to the meeting of the Board, and a copy shall be sent to the Chairman of the Board at least three days prior to such meeting."

the Board but shall automatically be deferred until the next meeting of the Board.

*Insert* 7.62

Notice of desire to appear before the Board shall be filed in duplicate with the President at least ten days prior to the meeting of the Board. ~~As soon as any communication to the President has been approved by him for consideration by the Board, the duplicate shall be immediately forwarded to the Secretary for inclusion on the agenda for the next meeting.~~

~~Sec. 8. Preparation of Contracts by Land and Trust Attorney.--The Land and Trust Attorney shall prepare for the Board all contracts of the University requiring his approval.~~

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*7.64 docket summarize*

*Mr. Cor will write*

Chapter II

Administration: Component Institutions, Central Administration, Administrative Officers and their Duties, Advisory Councils.

Sec. 1. Component Institutions. The University of Texas is composed of the following: <sup>which includes the Institute of Marine Science at Pt. Aransas and the Donald Observatory at Ft. Davis,</sup> the Main University, Austin, the Medical Branch, Galveston; the Dental Branch, Houston; the M. D. Anderson Hospital and Tumor Institute, Houston; Southwestern Medical School, Dallas; Texas Western College, El Paso; the Postgraduate School of Medicine with headquarters in Houston and divisions at locations as may be determined by the Board of Regents; and such other colleges, schools, research agencies, or other educational activities as may from time to time be constituted by law a part of The University of Texas.

Sec. 2. Administrative Authority. The President of the University is the chief administrative officer of The University of Texas system. The chief administrative officer of each component ~~unit~~ <sup>institution</sup> in the system, acting in a line capacity for the operations of his ~~entire unit~~ <sup>institution</sup>, reports ~~to~~ to the President, and is responsible <sup>to the President and through him to the Board of Regents.</sup>

Sec. 3. Officers of Central Administration.

3.1 The principal officers of the Central Administration staff are: President (ex officio), Vice-President for Administrative Services, Vice-President for Developmental Services, ~~Vice-President for Medical Affairs~~, Vice-President for Fiscal Affairs, Comptroller, Endowment Officer, <sup>and</sup> Budget Officer, and ~~System Personnel Adviser~~. *omit*

3.2 Officers of the Central Administration serve primarily as staff officers for the entire system. In that capacity, each officer is responsible for planning and policy formulation in his particular field and each serves as adviser in his area to the President. In addition, each Central Administration officer is expected to advise and consult with the officials of the component units in his particular field of competence.

Sec. 4. Administrative Officers of the Component Units. The <sup>chief</sup> administrative officers of the component ~~units~~ <sup>institutions</sup> are: Vice-President and Provost of the Main University, <sup>Executive</sup> Director of the Medical Branch at Galveston, President of Texas Western College, Director of the M. D. Anderson Hospital and Tumor Institute, Dean of the Dental Branch, Dean of the Southwestern Medical School, and Dean of the Postgraduate School of Medicine.

Sec. 5. Appointment and Tenure of Administrative Officers.

- 5.1 The President of the University shall be elected by 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.
- 5.2 All other officers of The University of Texas shall be elected by the Board of Regents pursuant to nomination by the President. Officers so elected shall not have tenure by virtue of their respective offices. They may be dismissed by the President for cause, subject to review by the Board of Regents.

Sec. 6. Duties and Responsibilities of the President.

- 6.1 The President of The University of Texas is the chief administrative officer of the University system. He advises and counsels with the Board of Regents in establishing and promulgating basic policies for the government and operation of the University.

6.11 Specifically, his responsibilities include:

- 6.111 Acting as executive agent of the Board of Regents in implementing policies of the Board.
- 6.112 Recommending budgets for the operation of the University system.
- 6.113 Nominating to the Board of Regents the officers of Central Administration and the chief administrative officers of the component institutions.
- 6.114 Acting 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.
- ~~6.115 Representing the University with the Legislature~~ *Substituted*
- 6.116 Serving as an ex officio member of all institutional faculties of The University of Texas.

- 6.12 The President reports to and is responsible to the Board of Regents.

Sec. 7. Duties and Responsibilities of the Officers of Central Administration.

- 7.1 *Change* [The Vice-President for Administrative<sup>®</sup> Services is a line officer who, under *direction* ~~delegation~~ from the President, is to represent the University in its relations with the Legislature, state agencies, and other higher education institutions.] Upon delegation by the

President, he executes administrative policies of Central Administration relating to the component units and serves as the personal representative of the President. As a staff officer, he is to advise the President on <sup>Administrative organization, on</sup> legislative matters, and on relationships with state agencies and with other institutions of higher education.

7.2 The Vice-President for Developmental Services is a staff officer whose duties and responsibilities include both staff and administrative functions.

7.21 As a staff officer his general function is to advise the President on developmental planning and public relations for the University system. Specifically, he is expected to assist in (a) the formulation of policies and procedures, and (b) the development of improved practices in long-term planning of facilities and programs, public and alumni relations, private fund development, and in administrative organization.

7.22 As an administrative officer, he has supervisory line responsibility over the following offices: (a) News and Information Service, (b) Director's Office, University Development Board, (c) Studies and Planning Office. Subject to delegation by the President, he has executive authority for:

7.221 Coordinating and collecting planning information; direction of specific planning studies.

7.222 Coordinating private fund development activities; conducting negotiations for private funds.

7.223 Maintaining liaison with the University Development Board and the Ex-Students' Association.

7.224 Supervision of developmental publications.

7.23 The Vice-President for Developmental Services reports to and is responsible to the President.

*delete*  
~~7.3 The Vice-President for Medical Affairs is a staff officer whose basic function is to advise the President concerning programs and activities in medical, <sup>and nursing</sup> and dental education. As a member of the President's staff, he consults with the chief administrative officers of the health education units and recommends procedures for coordinating and systematizing policies and practices.~~

~~7.31 His responsibilities as a staff officer include giving advice, counsel, and guidance with regard to:~~

~~7.311 Long-range planning of medical, ~~and~~ dental <sup>and nursing</sup> education programs, including staffing and physical facilities, to minimize duplication and maximize resource utilization in meeting service needs.~~

~~7.312 Development of fiscal policies; operational procedures; program analysis and evaluation.~~

~~7.32 His specific responsibilities as a line officer include serving as a deputy of the President when so designated and undertaking special assignments for the President's Office.~~

~~7.33 The Vice-President for Medical Affairs reports to and is responsible to the President.~~

7.3 The Vice-President for Fiscal Affairs is a staff officer whose duties and responsibilities include both staff and administrative functions.

7.41 As a staff officer, his general function is to advise the President as to all fiscal and business management activities of the University system. Specifically, he is expected:

7.411 To formulate procedures governing the preparation of and review of all budgets and to develop an effective method of presenting approved budgets to state agencies.

7.412 To plan an effective system of expenditure control by means of regulations, internal audits, and periodic financial reports.

7.413 To formulate + recommend policies for investment +  
7.4134 To aid in developing improved practices and <sup>administration</sup> procedures in all areas of business management. <sup>of the University's</sup> endowment and <sup>trust funds.</sup>

7.42 As an administrative officer, he has supervisory line responsibility over the following offices in Central Administration: University Lands--Legal and Surveying, Endowment Office, and Office of the Comptroller. With respect to these offices, he recommends budgets and changes in approved budgets for the consideration of the President.

7.43 The Vice-President for Fiscal Affairs reports to and is responsible to the President.

7.4 The duties and responsibilities of the Comptroller include both staff and administrative functions.

7.51 As a staff officer, his general function is to advise and consult with the Vice-President for Fiscal Affairs and the

President, with reference to all business operations of The University of Texas system which are not specifically assigned to the Endowment Office. These business operations include:

- 7.511 Accounting, auditing and reporting, and budgetary control.
  - 7.512 Receipt, disbursement and custody of moneys.
  - 7.513 Procurement and purchasing.
  - 7.514 Operation and maintenance of physical plant and management of auxiliary and service enterprises.
  - 7.515 Advice and consultation with the chief executive officer of each component institution, the Vice-President for Fiscal Affairs, and the President, with reference to the appointment or removal of the Business Managers <sup>of the</sup> ~~of each~~ component institutions, and ~~the~~ Auditor ~~of the Main University~~.
- 7.52 As an administrative officer he has direct supervisory responsibility over certain business activities. These activities include:
- 7.521 Administration and general supervision of new construction and other permanent improvements, including repair and remodeling projects involving the proposed expenditure of \$20,000 or more; consultation, advice and working with the consulting and associate architects employed by the Board of Regents, subject to the terms and conditions of contracts entered into by the Board of Regents with these architects; and service as an ex officio member of the Faculty Building Committee of each component institution.
  - 7.522 Supervision, with the assistance of the Branch College Auditor, of post-auditing and accounting system work at each component institution.
  - 7.523 Supervision of the Workmen's Compensation insurance program and all other staff benefit programs.
  - 7.524 Direct responsibility for the following specific duties: approval of all accounting records, forms, procedures, or financial reports; negotiation of all depository agreements with banks; approval and signing of lease contracts for building space; approval of insurance policies; review and recommendatory approval

of the business aspects and overhead rates in research and other contracts with outside agencies; and joint custodianship with the Main University Auditor of securities owned by University of Texas Funds which are not on deposit in the State Treasury.

- 7.53 ~~The Comptroller shall enter into a fidelity bond in the sum of Fifty Thousand Dollars (\$50,000.00) executed by an acceptable surety company authorized to do business in Texas; and he shall require a suitable bond of all of his subordinate officers charged with the custody of funds.~~
- 7.5<sup>3</sup> The Comptroller reports to the Vice-President for Fiscal Affairs, and through that office to the President.
- 7.6 The Endowment Officer is the business officer of The University of Texas charged with the investment of University funds and the management of endowment and trust funds and properties.
- 7.61 Specifically, he is in immediate charge of the following areas of administration:
- 7.611 The investment of all funds owned by the University.
  - 7.612 The management and supervision of all endowment properties of The University of Texas, including University Lands.
  - 7.613 The investment of and administration of all trust funds and other properties held in trust by the Board of Regents of The University of Texas.
  - 7.614 The issuance of bonds or other evidence of indebtedness of The University of Texas as authorized by law.
- 7.62 The Endowment Officer reports to and is responsible to the Vice-President for Fiscal Affairs and through that officer to the President.
- For additional duties, authority, and policies relating to the Endowment Officer, see Part II, Chapter IX.
- 7.7 The Budget Officer is concerned with improving and standardizing budgetary procedures of the University system.
- 7.71 Specifically, his duties and responsibilities include:
- 7.711 Recommending procedures to be followed (a) in scheduling budget preparation, (b) in compiling budgets to assure uniformity of coverage and format, and (c) in providing effective review of budgets at all administrative levels.

- 7.712 Preparing and recommending budget-writing instructions and forms.
  - 7.713 Developing ~~more~~ effective methods of presenting completed budgets *and budget analyses.*
  - 7.714 Assisting in processing all budgets submitted by the institutional heads.
  - 7.715 Conducting budget research studies in such areas as: salary supplementation, maintenance and equipment allocations, and physical plant expenditures.
  - 7.716 Assisting in devising more effective methods of expenditure control.
  - 7.717 Planning financial report forms designed to reveal periodically the current rate of spending from budgeted funds at each component unit.
- 7.72 The Budget Officer reports to and is responsible to the Vice-President for Fiscal Affairs.
- 7.8 The Auditor, Main University, is the accounting officer for the Main University and for Central Administration.
- 7.81 Specifically, his duties and responsibilities for Central Administration include:
- 7.811 Custody of, accounting for, and financial reporting of, all funds handled by the Auditor's Office for the component institutions outside of Austin, and for Central Administration, Permanent University Fund, and Available University Fund.
  - 7.812 Joint custodianship with the Comptroller of securities owned by University of Texas Funds which are not on deposit in the State Treasury.
  - 7.813 ~~Faithfully and honestly~~ Keeping, accounting for, and turning over to his successor, or to such person as the Board of Regents shall direct, and according to the direction of the Board, all monies, property, vouchers, and papers belonging to the University for which he is responsible.
  - 7.814 Keeping a full set of books which shall correctly set forth all the financial and property accounts, transactions, and dealings of the university with all persons, as required by the Board.

~~7.815 Entering into a fidelity bond in the sum of Fifty Thousand Dollars (\$50,000.00), executed by an acceptable surety Company authorized to do business in Texas.~~

7.82 The Auditor on Central Administration matters reports to and is responsible to the Comptroller and through him to the Vice-President for Fiscal Affairs.

7.83 The duties of the Auditor which apply to the Main University are set out in the Rules and Regulations of the Main University.

*moved to page 99*

7.9 The System Personnel Adviser is ~~the Personnel Director for classified employees in the Main University and in Central Administration.~~ He also serves as a staff officer advising the *President,* ~~through the Vice-President for Fiscal Affairs on the Classified personnel programs for each of the component units of the system.~~

~~7.91 Specifically his duties as System Personnel Adviser are:~~

~~7.911 To advise the President of the University, through the Vice-President for Fiscal Affairs, concerning the operation of, and proposed changes in, the branch personnel programs.~~

~~7.912 To advise the chief executive officers and the personnel officers of the component institutions concerning all phases of the local personnel programs; to respond to requests for advancement and to initiate suggestions designed to improve the efficiency of the local personnel programs.~~

~~7.913 To inform branch personnel officers of all developments which affect their personnel programs and to arrange for periodic meetings of branch personnel officers to discuss current problems and to evaluate program administration.~~

~~7.914 To prepare annually an evaluation of the operation of the personnel programs of the System together with recommendations for improvement.~~

~~(See University System Classified Personnel Policies, Part II, Chapter V, Section 1.~~

Within the policies and regulations of the Board of Regents and under the supervision of the President, the Vice-President and Provost has general authority and responsibility for the administration of the Main University.

Sec. 8. Duties of Chief Administrative Officers of Component Units.

8.1 The Vice-President and Provost of the Main University serves as the chief administrative officer of the Main University (including the Institute of Marine Science and the McDonald Observatory) under the direction of the President, *and has access to the Board of Regents through the President.*

8.11 In cooperation with the President he:

8.111 Develops, with faculty assistance, plans and policies for the program and the administration of the Main University in accordance with policies of the Board of Regents.

8.112 Interprets University policy.

8.113 Develops and ~~administers~~ <sup>administers</sup> ~~student welfare~~ policies, *relating to students.*

8.114 Recommends appropriate budgets, and supervises expenditures under approved budgets.

8.115 Nominates all members of the faculty and staff, except as otherwise delegated; and recommends removal of any staff member for cause.

8.116 Insures that the business affairs and physical property under his general supervision are properly managed.

8.117 Serves as ex officio member of all faculties of the Main University, and presides at meetings of the General Faculty and the Faculty Council at the request of the President.

8.118 Appoints all faculty and staff committees unless otherwise provided.

8.12 The Vice-President and Provost of the Main University reports to and is responsible to the President.

8.2 The chief administrative officer of each of the other component units serves under the direction of the President, and has access to the Board of Regents through the President. Within the policies and regulations of the Board of Regents and under the supervision of the President, the chief administrative officer of each unit has general authority and responsibility for the administration of that unit.

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

- 8.211 Develop and administer governing policies for the program, organization, and operations of the ~~unit~~. *institution*
- 8.212 Interpret University policy to the staff, and interpret the ~~unit's~~ *institution's* program and needs to the President and to the public.
- 8.213 Recommend appropriate budgets and supervise expenditures under approved budgets.
- 8.214 Nominate and recommend for retention or dismissal all members of faculty and staff, and maintain efficient personnel programs.
- 8.215 Establish proper management of services to students or patients.
- 8.216 Insure efficient management of business affairs and physical property; recommend additions and alterations to the physical plant.
- 8.217 Serve as presiding officer at official meetings of faculty and staff of the ~~unit~~, *institution* and as an ex officio member of each college or school faculty (if any) within the ~~unit~~. *institution*
- 8.218 Cause to be prepared and submitted to the President, and through him to the Board of Regents, ~~and amendments thereto~~ *regulations* ~~and amendments thereto~~ *institution* for the governance of the ~~unit~~.
- 8.219 Assume initiative in developing long-term plans for the program and physical facilities of the ~~unit~~. *institution*
- 8.22 The chief administrative officer of each component ~~unit~~ *institution* reports to and is responsible to the President.
- 8.3 The general function of the Business Manager of each component institution, acting under the direction of the chief administrative officer, is to conduct all business activities of his particular institution.
- 8.31 Specifically, his duties and responsibilities include:
- 8.311 Collection, custody, and disbursement of institutional funds.

- 8.312 Maintenance of accurate accounting records, and control of expenditures in accordance with approved budgets and University regulations.
  - 8.313 Maintenance of an effective program of internal audit.
  - 8.314 Procurement and purchasing.
  - 8.315 Operation and maintenance of physical plant.
  - 8.316 Supervision of auxiliary and service enterprises.
  - 8.317 Preparation and processing of government research and other contracts<sup>(1)</sup>.
  - 8.318 Preparation of periodic financial reports; and continuing study to improve business practices and procedures.
  - 8.319 *Assistance* ~~Assisting~~ in the preparation of budgets as directed by the institutional head.
- 8.32 The Business Manager reports to and is responsible to the Chief administrative officer of his component institution.

Sec. 9. Advisory Councils.

- 9.1 Council on Administrative Policy. To advise with the President at periodic intervals upon matters of system policy, the Council on Administrative Policy is established. It is composed of the President (the Chairman), the chief administrative officer of each component ~~unit~~, *institution*, the Vice-Presidents, and the Comptroller. Meetings are held at the call of the President, who prepares the agenda.
- 9.2 Business Management Council. To advise the Vice-President for Fiscal Affairs in his area of staff responsibility for budgeting, business management, physical plant operation, and systems of expenditure control, the Business Management Council is established. It is composed of the Vice-President for Fiscal Affairs, (Chairman), the Business Manager of each component unit, the Comptroller, the Endowment Officer, the Budget Officer, and the Auditor (Main University). Meetings are held at the call of the Vice-President for Fiscal Affairs, who prepares the agenda.

(1) At the Main University government research contracts are processed by the Office of Government Sponsored Research.

9.3 Council on Medical Affairs. The Council on Medical Affairs is established to advise the Vice-President for Medical Affairs in his area of staff responsibility. It is composed of the Vice-President for Medical Affairs, (Chairman), the Director of the M. D. Anderson Hospital and Tumor Institute, the Dean of the Dental Branch, the <sup>Executive</sup> Director of the Medical Branch, the Dean of the Postgraduate Medical School, and the Dean of Southwestern Medical School. Meetings are held at the call of the Vice-President for Medical Affairs who prepares the agenda.

Delete  
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(19) Page 18. Section 9.3

Reword as follows: "The Council on Medical Affairs is established to formulate forms and advise the President regarding medical, dental, and nursing institutions or schools. It shall be composed of the Executive Dean and Director of the Medical Branch, the Dean of the Southwest Medical School, the Director of the M. D. Anderson Hospital and Tumor Institute, the Dean of the Dental Branch and the Dean of the Post Graduate School of Medicine. The Chairmanship shall be rotated in the above order annually. Meetings shall be held at the call of the Chairman and by a request of the majority of the Council members. The Council shall report and be responsible to the President."

### Chapter III

Personnel: Appointments, Limitations, Term, Retirement Benefits, Modified Service, Benefits, Duties, Responsibilities and Obligations.

#### Sec. 1. Appointments.

- 1.1 The Board of Regents, upon the recommendation of the President, shall elect or appoint, as the case may be, all of the officers, faculty members and employees of the component units and agencies of The University of Texas, 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 President, 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 executive heads of the component institutions shall investigate thoroughly the character, integrity, scholastic attainment, etc., of prospective members of their staffs before nominating them to the President and the Board, or before exercising any delegated authority for making appointments.
- 1.4 The executive heads 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 and health, personal ~~reputation~~ 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.
- 1.6 As provided by statute (Article 6252--7) 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 through him the responsibility of 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.

1.63 Copies of the executed oaths or affirmations shall be kept accessible at all times for inspection by appropriate persons.

1.7 Each employee shall be furnished a copy of the following paragraphs from the current Appropriation Bill:

1.71 "Political aid and legislative influence prohibited.

None of the moneys appropriated by this Act, regardless of their source or character, shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition, however, shall not be construed to prevent any official or employee of the State from furnishing to any member of the Legislature, or to any other State official or employee, or to any citizen, any information or facts pertinent to the official duties and responsibilities of the State agency he represents."

"No employee of any State agency shall use any State-owned automobile except on official business of the State, and such employees are expressly prohibited from using such automobiles in connection with any political campaign."

"None of the moneys appropriated by this Act shall be expended to any official or employee who violates any of the provisions of this section."

1.72 A receipt for the above statement shall be taken from each new employee and such receipts shall at all times be kept accessible for public inspection.

1.73 It is the responsibility of the executive head of each of the component institutions to insure compliance with these requirements and failure to comply shall constitute malfeasance in office and subject the executive head to removal from office.

*There shall be full compliance with statutory and rider provisions requiring notification to employees of specific provisions on 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 The Rules and Regulations of each of the component institutions, except the Postgraduate School of Medicine, shall provide for 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 II, Chapter V, Section 1.

Sec. 3. Employment of Aliens.

- 3.1 As <sup>may be</sup> required by ~~law~~ <sup>current Appropriation Bill,</sup> 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; ~~or~~ (3) they are appointed as nurses or medical or dental technicians at the Medical Branch, Southwestern Medical School, Dental Branch, or M. D. Anderson Hospital and Tumor Institute; <sup>or (4) they are employed as librarians at the Main University</sup>
- 3.2 Employment of Aliens on Government Research Project. <sup>3.2.2</sup> Where the contract for government research does not otherwise prohibit such employment, a foreign student may be employed upon certification

3.2.1 No alien shall be employed on Government research contracts without express approval of the Board of Regents unless such person has Security Clearance by the Federal Bureau of Investigation or other equivalent agency.

by the Director of the International Advisory Office that he has examined the student's visa and found it to be in order and has ascertained that the student has the approval of the 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 University employees.

- 4.1 No employee of the University 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 of the University 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 of the University 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 of the University 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 of the University 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 of the University 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 of the University 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 of the University shall accept other employment which might impair his independence of judgment in the performance of his public duties.
- 4.9 No employee of the University 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 When any staff appointment is made, either on a full-time or part-time basis, it shall be made subject to the provisions of the following portions of this section.

5.11 Unless otherwise specifically stated, the term "relative" as used herein, shall be defined as a person related within the first degree of affinity or the second degree of consanguinity, according to the common law. The first degree of affinity includes the spouse of the applicant, as well as the parents, children, brothers and sisters of the applicant'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 applicant.

5.12 Part-time Appointments.

5.121 Neither a relative of a member of the Board of Regents, nor a relative of an administrative officer concerned, nor of a person holding a position of instructor or above in rank in the department concerned, may be appointed to a part-time position.

5.122 A relative of a person holding a position of instructor or above in rank at a particular institution may not be appointed to a part-time position at that institution having a monthly salary exceeding the maximum rate paid a teaching assistant at the Main University.

5.13 Full-time Appointments.

5.131 A relative of a member of the Board of Regents will not be considered for appointment, but such person will be considered for reappointment in those cases where the appointment was antecedent to the Board membership by a period of two years or more.

5.132 A person shall not be initially appointed even temporarily when it is the duty of a relative on the University staff to act in some official capacity upon the appointment.

- 5.133 A person, any relative of whom occupies a position of the rank of instructor or higher at the Main University or one of the other component institutions of The University of Texas, may not be initially appointed even temporarily to the position of instructor or higher at the Main University or one of the other component institutions.
- 5.134 A person may not be initially appointed even temporarily in any department or similar subdivision if he has a relative in that department or subdivision holding the position of instructor or higher rank.
- 5.14 In the application of the above regulations, relationship brought about by marriage after appointment shall not be a bar to continuance of employment, except that if a person of the rank of instructor or higher marries another employee both positions may not be retained beyond the then current fiscal year. Relationship brought about by marriage before September 1, 1936, shall not be a bar to continued service. The marriage of a staff member to a person who is not a staff member but who is a relative of a staff member, shall have no effect on either tenure or promotion.
- 5.15 Relationship shall not be a bar to honorary positions or to non-remunerative positions.
- 5.16 The provisions of this nepotism rule shall apply to all institutions and programs administered by the Board of Regents, equivalence in salary being regarded as equivalence in rank.
- 5.17 For the purpose of administering these provisions, an employee "occupies" his position from the date upon which his employment begins until his connection with the component institution is formally terminated. This occupancy

includes the period between the close of one long session and the opening of the next, for regular nine-months employees, and also any period covered by a leave of absence with or without pay.

5.2 Institutional heads, acting upon the affirmative advice of the Administrative Council at the Main University or the corresponding committee at the other component institutions, are authorized to suspend these regulations in an emergency, with the suspension limited to the end of the then current fiscal year. In extraordinary cases where the interest of the University will best be served, the Board of Regents may suspend the rule upon the recommendation of appropriate administrative officials, except as to the appointment of a relative of a Regent, the President, or the institutional head.

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 The principles governing tenure and promotion are specified for each component institution in the Rules and Regulations of the Board of Regents 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.

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 Rules and Regulations of the Board of Regents 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 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 find-

ings, recommendation, 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 and non-teaching personnel will be only for good cause shown, and in case of such dismissal or demotion the proceedings for appeal shall be as prescribed in the Rules and Regulations of the Board of Regents for the institution concerned.

(21) Page 27. Section 6.4

Reword as follows: "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 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 extracurricular ways.

- 8.2 Performance as a teacher, as a scholar, as an administrator, and as an individual is valued greatly by the 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 the University to be as <sup>civic</sup> ~~socially~~ 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 President, 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 Rules and Regulations and the institutional Rules and Regulations; 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 Rules and Regulations or in the institutional Rules and Regulations.

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 President 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 Board of Regents for final action. The deans and other institutional officials, the component institutional head, 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 Nothing in this section is intended to prohibit members of a teaching staff from responding to requests from members of the Board, but, since the component institutional head is partly res-~~

(22) Page 30. Section 10.2

Substitute the following for the present wording: "The regular channel of communication with members of the Board is through the institutional head or the President; however, each Board member shall determine the propriety of any direct approach to him by employees of the University. Likewise, nothing in this section is intended to prohibit faculty and staff members from responding to direct requests from individual Regents, and in any such instance it is the responsibility of the Regent to determine whether he will report the matter to the institutional head and the President."

possible for the formulation of policies for his institution, he should be advised fully concerning any such communication affecting the University policies or recommendations.

10.3 Every voting member of any faculty has the right and the duty to propose changes and to participate in debate in faculty meetings.

10.4 Appeals of classified (non-teaching) employees concerning conditions of employment must be made in keeping with the rules governing such employees.

Sec. 11. Communications with ~~Members~~ of the Legislature and Other State *Agencies*  
*or Officials*  
~~Officials by Members of the Staff.~~

*Stat*  
~~11.1~~ The President and the Board of Regents are the <sup>*only*</sup> proper channels through which recommendations <sup>*of*</sup> concerning the administration of the University, as a whole or in any of its parts, should reach the Legislature or other State <sup>*Agencies*</sup> ~~officials~~ and authorities. <sup>*or Officials*</sup>

~~11.2~~ Without the knowledge and approval of the President, no employee of the University should initiate, or promote with members of the Legislature or other State authorities, any recommendation concerning general University policies or concerning his personal advancement, the advancement of his department, or the advancement of any other individual or department.

~~11.3~~ An employee of the University who, by invitation of a member of the Legislature or a State official, discusses policies affecting the University as a whole or any of its parts is under obligation to inform the institutional head and the President of the nature of such discussion.

~~11.4~~ The purpose of this statement of principles is to restrain members of the faculty and other University employees from interceding with members of the Legislature or other State officials for personal or departmental favors or for favors

~~to other individuals or departments.~~

~~11.5 This statement of principles imposes an obligation which faculty and staff members may not honorably disregard.~~

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 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 staff member does not interfere with his regular duties, and provided further that in meeting this obligation a staff member on full-time duty shall avoid undue competition with legitimate private agencies.

13.2 No member of <sup>faculty or</sup> the staff engaged in outside remunerative activities shall use in connection therewith the official stationery of the University or give as a business address any building or department of the institution.

13.3 No member of the <sup>or staff</sup> faculty shall accept employment which will probably bring him as an expert or in any other capacity into antagonism with the interests of the State of Texas.

13.4 Every member of the <sup>faculty or</sup> teaching staff who gives professional opinions must protect the University against the use of such opinions for advertizing purposes. That is, when ~~a member of~~ <sup>he</sup> the staff 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 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 shall accept pay from private persons or corporation for tests, assays, chemical analyses, bacteriological examinations, or other such work of a routine character, which involve the use of University property, *unless advance permission has been obtained from the institutional head and provision has been made for compensation to the University.*
- 13.6 Outside employment and consultation for full-time faculty and staff members may be approved when it is undertaken in conformity with the Rules and Regulations for the institution concerned.

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 non-teaching 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 President and the Board of Regents. (See the Classified Personnel Rules in the institutional Rules and Regulations.)

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 non-teaching personnel on a regular salary basis shall be as provided by the Legislature in the then current appropriation bill and as approved by the President and the Board of Regents. (See the Classified Personnel rules in the institutional Rules and Regulations.)

Sec. 16. Leaves of Absence Without Pay.

- 16.1 With the interest of the University 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 indicated by the revised rule 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. Division of Salaries for Staff Engaged in Teaching and Non-Teaching Activities. Each component unit will develop policies covering budgetary division of salaries for individuals whose employment is divided between teaching and non-teaching assignments subject to current statutory requirements or limitations. These policies shall be set forth in the institutional supplements to these Rules and Regulations.

Sec. 18. Sick Leave.

- 18.1 In cases where illness incapacitates a member of an institutional or professional staff of the University, arrangements for carrying on his usual duties must be made through appropriate adminis-

trative channels with the chief administrative officer of the institution.

18.2 In cases of illnesses of classified or other non-teaching personnel the Rules and Regulations for each of the several component insti-

tutions shall apply, *subject to controlling provisions of State Law.*

Sec. 19. Leave for Jury Duty. Necessary time off for jury duty is allowed without loss of pay or vacation leave.

Sec. 20. Absence from Usual and Regular Duties.

20.1 Authorization for any member of a faculty or staff of the University to be absent from his usual and regular duties will be granted only under the following conditions:

20.11 When such absence is on State business, and

20.12 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the

University, *or*  
*20:13 In the case of Military Leave, not to exceed 15 calendar days each year.*

20.2 Permission to be absent from usual and regular duties shall be obtained as prescribed in the Fiscal Rules (see Part II hereof).

Sec. 21. Authorization to Travel.

21.1 Authorization to travel will be granted only under the conditions specified in the Fiscal Rules (see Part II hereof).

21.2 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 II hereof).

Sec. 22. 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 President. The provisions

of this section shall also cover postgraduate medical courses.

Sec. 23. Textbooks and Other Materials Prescribed for the Use of Students.

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

23.11 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.

23.12 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.

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

23.21 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.

23.22 Textbooks, notebooks, manuals or other materials for the use of students, written or prepared by a member of an institutional faculty of the University, 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. 24. Sectarian Courses Prohibited. No course of instruction of a sectarian character shall be taught at the University. (Act 2604, Vernon's Civil Statutes.)

Sec. 25. Acceptance of Money from Students.

25.1 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.

25.2 A member of the staff of the rank of instructor or above may not accept pay for extra instruction or teaching of students registered in the University.

25.3 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 Rules and Regulations of the component institution shall specify the procedure for approval at the institutional level.

Sec. 26. Power to Authorize Expenditures out of University Funds.

26.1 No expenditure out of funds under control of the Board of Regents of the University of Texas shall be made and no debt

or obligation shall be incurred and no promises shall be made in the name of the University or any of its component institutions or of the Board of Regents by any member of the respective staffs of the University except:

26.11 In accordance with general or special budgetary apportionments authorized in advance by the Board and entered in its minutes; or

26.12 In accordance with authority specifically vested by the Board in a committee of the Board; or

26.13 In accordance with authority to act for the Board when it is not in session, specifically vested in some officer of the University by these Rules and Regulations or by special action of the Board. (Cf. Article 2594, Vernon's Civil Statutes)

26.2 It shall be the duty of the Auditor of the Main University and the several institutional business managers to see that all claims for payment of items not authorized as indicated above are refused and returned unpaid.

26.3 There shall be no sale to or purchase from the University by any member of its staff unless same has been duly authorized by the Board and the details relating thereto have been entered in its minutes.

Sec. 27. Indebtedness to the University 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 or to the State until such debt is paid.

Sec. 28. Power to Bind the University in Fixing Its Policies. No member of any staff in the University, as an individual or as a member of any association or agency, has the power to bind the University 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 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 President, and ratified by the Board of Regents.

Sec. 29. Institutional Employees as Students. The Rules and Regulations 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. 30. Modified Service.

30.1 Members of institutional faculties or staffs will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their seventieth birthday.

30.2 Faculty and staff members who have served the University for twenty years or more shall be continued after reaching the age of seventy on a reduced salary from the University and upon modified service until the Board of Regents, upon recommendation of the institutional head involved, determines that they shall retire completely from University service and compensation.

30.21 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 academic year 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 President and the Board of Regents.

30.22 The work load of a member placed on modified service shall be essentially one-half of his immediately previous full-time work load, but he may not continue, or be assigned, major administrative duties. Further provisions and

limitations regarding the services of a person on modified service appear in the Rules and Regulations for the component institutions.

- 30.23 During the fiscal year in which the employee's seventieth 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 his fitness to fulfill his duties. The administrative procedure shall be prescribed in the Rules and Regulations for each component institution.
- 30.3 Members of institutional faculties and staffs who have served the University for twenty years, may, upon approval of the institutional head, change to modified service in the University at any time between the ages of sixty and seventy.
- 30.4 No person appointed to the staff of the University after the age of fifty shall have a right to modified service.
- 30.5 Members of institutional faculties and staffs who are not members of the Teacher Retirement System and those who have served less than twenty years may secure modified service status only upon special recommendation of the institutional head and the President and approval by the Board, and such recommendation and approval must be made annually on the basis of institutional need.
- 30.6 In deciding when a member shall retire from all University service and compensation, the Board of Regents will consider his current capacity for work, his service to the University, and the retirement benefits to which he is entitled under the Teacher Retirement System of Texas and the Federal Social Security laws; with the expectation that for each voting member with at least twenty-five years of faculty membership in the University, modified service will be continued until the retirement benefits receivable are approximately equal to the amount that would be received under modified service.

30.7 Whenever such action appears to be to the advantage and best interests of the University, the Board of Regents, upon recommendation of institutional heads, may, by unanimous vote of the members present, make exceptions to this rule in special and extreme cases.

Sec. 31. Staff Benefits. For other staff benefits, see Part II hereof.

Chapter IV  
Faculty Organization

Sec. 1. Educational Policy.

- 1.1 The Board of Regents will use its discretion and powers in efforts to make the institutions composing The University of Texas of the "first class," as the Constitution directs in Article VII, Section 10. The Board will be guided in general by the practices of the best universities in the United States and abroad, especially state universities.
- 1.2 The Board will not, except in extraordinary cases, act on important matters of educational 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 has vested in the various administrative officers and subdivisions of the University, the general charge of all component institutions regularly offering instruction shall be entrusted to their respective faculties within the following areas:
  - 2.11 General educational 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 by an institutional faculty, or legislative body thereof, requiring approval of the Board of Regents, shall not be effective unless approved by the Board. 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. The faculty affected will be notified by the Board of Regents, through administrative channels, of its action on faculty legislation.
- 2.3 When Legislation Effective. Except in the component institutions whose institutional Rules and Regulations specifically authorize a procedure for placing into effect emergency legislation without prior Board 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 approve or disapprove 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 approval.
- 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 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 approval.
- 2.7 Other Rules in Institutional Rules and Regulations. The membership of institutional, college, school, and departmental faculties and legislative bodies, their officials, authority, procedures, rules of order, and other matters pertaining to their functions and duties are specified in the Rules and Regulations of each component unit.
- 2.8 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 offices of their secretaries, the institutional heads, the President, and the Secretary of the Board of Regents and in the institutional libraries.

Chapter V

Miscellaneous -

- Sec. 1. Students' Associations. Students' associations <sup>unanimously authorized</sup> at the component institutions of the University are hereby approved and continued. They shall have such jurisdictions and shall exercise such powers as the Board of Regents, upon their request and with the approval of the institutional heads, may delegate to them.
- 1.1 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, and the jurisdictions and powers therein set forth are hereby delegated by the Board of Regents to the several associations.
- 1.2 Mode of Amending Constitutions and Laws. An amendment or addition to the constitution or laws of a students' association may be adopted by such association, in accordance with its constitution and laws but same shall not become effective until transmitted to and acted upon by the dean of student life, or his counterpart, at each institution and approved by the Board of Regents upon recommendation by the institutional head and the President.
- 1.3 Amendment or Repeal by Regents. The Board of Regents has the power to amend or repeal any portion of the constitution and laws of a students' association when, in the judgment of the Board, the interests of the particular institution shall require it. The Board, however, will exercise this power, unless a very grave emergency exists, only after due consideration, notice, and consultation with the dean of student life, or his counterpart, at each of the institutions, the institutional head, the institutional faculty if need arises and the officers of the particular association.
- 1.4 Amendment or Repeal by Dean of Student Life. The dean of student life, or his counterpart, at each institution, shall have the power, when in his judgment the interests of the institution require it,

to amend or repeal, temporarily, any provision in the constitution or laws of the particular association, but his action shall be in force only until the next regular meeting of the Board of Regents, when Section <sup>1.3</sup>~~2~~, above, becomes applicable.

1.5 Salaried Employees Approved by Regents. All persons employed on salary officially by or under the direct supervision of a students' association shall be subject to approval by the institutional head, the (President), and the Board of Regents, both as to salary and as to qualifications. Contemplated appointments shall be reported through the dean of student life, or his counterpart, at each institution, who shall transmit same with his recommendation to the institutional head.

1.6 Annual Financial Reports. Every officially recognized organization of a 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 him. A duplicate copy of each report shall be filed with the dean of student life, or his counterpart.

Any student organization maintaining a budget in excess of twenty-five dollars per annum shall make such reports of financial condition as may be required by the dean of student life, or his counterpart.

*Def  
Member  
Minutes*

~~Sec. 2. The University of Texas Development Board. The University of Texas Development Board, formally organized May 27, 1938, under authority of a resolution adopted by the Board of Regents shall continue, and shall be composed of five members appointed by the Board of Regents, five members appointed by the Executive Council of the Ex-Students' Association, and two members of the General Faculty of the Main University selected by it through preferential secret ballot.~~

2.1 The terms of office of the various members shall be six years, the terms to be staggered so that vacancies will occur every

two years,

- 2.2 The President of The University of Texas shall be an ex officio member without vote.
- 2.3 The Development Board shall be subject to the control of the Board of Regents.
- 2.4 It shall carry forward a program for the development of the University as a whole, as well as its component institutions, through gifts and endowments.
- 2.5 Its administrative head shall be an Executive Director who shall be elected by the Development Board.
- 2.6 The budget for the operation of the Development Board shall be approved by the Board of Regents upon recommendation of the Development Board to the President.
- 2.7 An up-to-date copy of the By-Laws of The University of Texas Development Board shall be maintained in the office of the Secretary of the Board of Regents by the Director of the Development Board.

Sec. 3. Foundations. The following policies shall govern the creation and administration of foundations.

3.1 Internal Foundations.

- 3.11 That the establishment of internal foundations be limited to teaching divisions of the University and not include bureaus and other nonteaching divisions. This is not in any sense to be construed as excluding such bureaus or nonteaching divisions from seeking support from private sources through the Development Board as the authorized agency for correlating all fund raising activities.
- 3.12 That the establishment of foundations for other than colleges or schools be limited to divisions and departments regarding 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

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 other divisions and departments which cannot meet these tests may effectively work as separate groups within the frame-work 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 frame-work 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.

- 3.13 That any foundation in addition to those now existing be authorized by the Board of Regents only after approval by the Development Board and by the Administration.
- 3.14 That the work of all internal foundations be considered a part of the work of the Development Board and that each such foundation, through its directing head, constantly cooperate with the Development Board office and keep the office informed of its activities; that it be the duty of the 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; and further that the foundations report periodically to the Development Board. Every effort should be made to permit free range of initiative within the foundations but in conformity with Development Board policies so as to permit maximum over-all achievements in fund raising.
- 3.15 That there be periodic reviews of the activities of each foundation to determine its effectiveness and provision made for its dissolution if it is unproductive over a reasonable length of time.

- 3.16 That internal foundations not necessarily be restricted to the Main University but be established at <sup>component institutions</sup> ~~branches~~ where conditions may warrant and the demand may exist, as, for instance, at the School of Dentistry.
- 3.17 That there be established wherever practicable advisory councils to the foundations such as now exist for the Pharmaceutical Foundation and the Geology Foundation and that the Director of the Development Board be an ex-officio nonvoting member of each such advisory council.
- 3.18 That no action be taken at this time with reference to the Psychological Research Foundation or the Genetics Foundation, but that they and the Arts and Sciences Foundation and the Administrative groups involved give consideration to the possibility of merging the work into that of the Arts and Sciences Foundation.

3.3 External Foundations.

- 3.21 That the establishment of external foundations over which the University has no control be prohibited in instances where the Administration and the Board of Regents have such authority and in all other instances be discouraged.
- 3.22 That wherever such external foundations exist or come into being, the Development Board should establish a working relationship with the officials of the foundation and should seek to co-ordinate their activities in such a way as to bring them into line with the general policies of the Development Board and those of the Administration and the Board of Regents. Such co-ordination would not be intended to dampen the enthusiasm or alienate the affections of persons wishing to assist the University, but rather, if possible, to direct their energies through established University channels.

3.4 Present Foundations are:

<u>Foundation</u>	<u>Date Established</u>
<del>Hogg Foundation for Mental Hygiene</del>	
<del>(Main University)</del>	<del>1939</del>

<u>Foundation</u>	<u>Date Established</u>
John Charles Townes Foundation (School of Law, Main University)	1941
Pharmaceutical Foundation of the College of Pharmacy (Main University)	1949
Fine Arts Foundation of the College of Fine Arts (Main University)	1950
Architectural Foundation of the School of Architecture (Main University)	1952
Genetics Foundation of the Zoology Department (Main University)	1952
College of Business Administration Foundation (Main University)	1953
The Psychological Research Foundation of the University of Texas (Main University)	1953
<del>Public Affairs Foundation (Institute of Public Affairs, Main University)</del>	<del>1953</del>
Geology Foundation (Main University)	1953
Arts and Sciences Foundation (Main University)	1955
Engineering Foundation (Main University)	1955
Teacher Education Foundation (Main University)	1956

Sec. 4. Naming of Buildings and Research Units (including Laboratories and

Clinics). ~~the~~ Buildings and ~~the~~ research units (including Laboratories and clinics) of the University shall <sup>not</sup> be named in honor of ~~someone~~ *a person* because of distinguished service to the University, ~~or~~ to Texas or to the United States, ~~until~~

4.1 the bearer shall have been dead at least ten years and

4.2 a nomination accompanied by reasons shall have been obtained from the <sup>institutional</sup> ~~General~~ Faculty by the Board; provided that the foregoing shall not necessarily apply when naming buildings and research units (including laboratories and clinics) donated to the University by individuals.

Sec. 5. Flags at Half Mast. Flags at any of the component institutions of The University of Texas shall be placed at half mast on the death of a Regent, the death of a member of the teaching or non-teaching staff or a student in residence at the institution, and at such other times as deemed appropriate by the institutional heads.

Sec. 6. Medical and Hospital Services. No medical or hospital services shall be provided by any component institution of The University of Texas to any person without compensation or reimbursement to The University of Texas, except that in the cases of hospitals operated by The University of Texas, 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.

- 2.1 In all matters affecting the teaching or research programs of the Main University, the Dean of the Graduate School shall keep the Dean of the School or College directly involved fully informed at all stages of the planning and shall submit his recommendations to the Vice-President and Provost for approval and transmission to the President.
- 2.2 He shall consult and advise with the Vice-President and Provost in the preparation of the annual budgets of the teaching department and research bureaus or agencies of the Main University and shall consult and advise with the President concerning the graduate teaching and research budget items of the other component units.
- 2.3 Research appointments or grants of the Main University involving reduced teaching loads recommended by the Graduate Dean or by committees or councils responsible to him shall have the prior approval of the Dean of the School or College affected and shall be submitted for approval to the Vice-President and Provost.

Chapter VI  
The Graduate School

Sec. 1. Functions.--The Graduate School is the agency responsible for the graduate program, including graduate study, instruction, research, and other activities related thereto. The graduate program, however, shall not include the M.D. and D.D.S. degrees at the medical and dental branches of the University, or such other exceptions as the Board of Regents may approve on recommendation of the President.

Sec. 2. The Dean of the Graduate School.--The Dean of the Graduate School shall be appointed upon recommendation of the President. He shall be the responsible administrative officer of the Graduate School and <sup>shall advise the institutional heads and</sup> ~~the advisor~~ to the President concerning current ~~and progress of graduate studies at the University.~~

- 2.1 In all matters concerning the graduate program at the Main University, the Dean of the Graduate School shall submit his recommendations to the Vice-President and Provost for transmission to the President.
- 2.2 In respect to the graduate program at the other branches of the University, the Dean of the Graduate School shall send copies of all recommendations relating thereto to the administrative head of the branch concerned before transmitting such recommendations to the President.

Sec. 3. Assistants to the Graduate Dean.--Assistants to the Dean of the Graduate School, for each component unit of the University where graduate work is given, shall be recommended, with appropriate title, by the Dean of the Graduate School with the concurrence of the executive head of each such component unit of the University for <sup>annual</sup> appointment by the President, subject to the approval of the Board of Regents. ~~Such assistants shall serve at the pleasure of the Graduate Dean.~~

Sec. 4. Graduate Advisers.--One member of the Committee on Graduate Studies in each academic area shall be appointed as Graduate Adviser by the Graduate Dean, after consultation with the <sup>departmental chairman & undergraduate dean concerned & with</sup> 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 Dean in all matters pertaining to the advising of graduate students taking major work in that academic area.
- 4.2 He shall register each graduate student and act on adds, drops, section changes, and special examinations.
- 4.3 He shall receive a record of each student's work for previous degrees and copies of registrations and grades in work at this University.
- 4.4 He shall send students to the Graduate Dean for exceptions requiring action by the Dean or the Graduate Council.
- 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 Dean of the Graduate School in all matters that may be assigned.

Chapter VI  
The Graduate School

Sec. 1. Functions.--The Graduate School is the agency responsible for the graduate program, including graduate study, instruction, research, and other activities related thereto. The graduate program, however, shall not include the M.D. and D.D.S. degrees at the medical and dental branches of the University, or such other exceptions as the Board of Regents may approve on recommendation of the President.

Sec. 2. The Dean of the Graduate School.--The Dean of the Graduate School shall be appointed upon recommendation of the President. He shall be directly responsible to the President on matters concerning the broad systemwide administration and organization of the Graduate School; the Vice-President and Provost of the Main University shall be kept informed of any administrative or organizational plans or changes which affect the Office of the Dean of the Graduate School section of the Main University budget. The Dean shall be the responsible administrative officer of the Graduate School and shall advise the institutional heads and the President concerning current and proposed graduate teaching and research policies of the University.

- 2.1. When proposed policies or plans affect the teaching or research programs of the component institutions, the Dean of the Graduate School shall keep the chief administrative officers of the component institutions affected, and the undergraduate deans of the schools or colleges of the Main University directly involved, fully informed at all stages in planning and development, and shall submit all recommendations of policy and action to the chief administrative officers of the institutions directly concerned who shall transmit these recommendations to the President with their own comments and recommendations.
- 2.2. He shall consult and advise with the Vice-President and Provost in the preparation of the annual budgets of the teaching departments of the Main University and the research budgets directly related to graduate instruction at that institution; and he shall consult and advise with the chief administrative officers of the other component units concerning their graduate teaching budgets and their research budgets which are directly related to graduate instruction.
- 2.3. Research assignments or grants at the Main University involving reduced teaching loads recommended by the Graduate Dean, or by committees or councils responsible to him, shall have the prior approval of the dean of the undergraduate school or college affected, and shall be transmitted for approval of the Vice-President and Provost.

Sec. 3. Institutional Graduate School Administrators.--Institutional Graduate School administrators for each component unit of the University, other than Main University, where graduate work is given shall be recommended, with appropriate title, by the Dean of the Graduate School with the concurrence of the executive head of each such component unit of the University for annual appointment by the President, subject to the approval of the Board of Regents. Such appointees shall be responsible to the Graduate Dean in matters relating to the operation of the Graduate School.

Sec. 4. Graduate Advisers.--One member of the Committee on Graduate Studies in each academic area shall be appointed as Graduate Adviser by the Graduate Dean, after consultation with the department chairman and undergraduate dean concerned 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 Dean in all matters pertaining to the advising of graduate students taking major work in that academic area.
- 4.2. He shall register each graduate student and act on adds, drops, section changes, and special examinations.
- 4.3. He shall receive a record of each student's work for previous degrees and copies of registrations and grades in work at this University.
- 4.4. He shall send students to the Graduate Dean for exceptions requiring action by the Dean or the Graduate Council.
- 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 Dean of the Graduate School in all matters that may be assigned.

Sec. 5. The Graduate Faculty.

5.1 Membership.--Nominations for membership in the Graduate Faculty shall be made by the appropriate Committee on Graduate Studies; however, in exceptional cases, the Graduate Council may accept applications initiated in other ways.

5.11 Nominations, after their initiation, shall then be considered by the Committee on Membership of the Graduate Council, whose recommendations shall be presented to the Graduate Council. The recommendations of the Council shall be sent to the Dean of the Graduate School, whose affirmative decision shall be reported to the <sup>institutional head</sup> President. <sup>and the</sup>

5.12 Considerations in Making Nominations.--The nominating committees shall consider the following items in making their nominations:

5.121 The candidate's national reputation as a scholar in his field as judged by several of the criteria listed below:

Publication of several articles in a national or international scholarly journal.

The writing of a scholarly book or a substantial article.

The writing of several significant book reviews in national scholarly journals.

Several artistic performances or artistic creations of professional caliber.

Invitations to present scholarly lectures at first-class institutions outside the State.

Invitations to participate in symposia sponsored by national scholarly organizations.

5.122 The successful teaching of graduate courses in a first-class institution for several years.

5.123 The successful direction of master's theses and/or doctoral dissertations which are recognized as being of good quality by the experts in the field. It is expected that several of these will have been published.

5.124 Exceptions may be made for particularly outstanding men from government, industry, or the professions.

5.2 Associates.

5.21 Associates of the Graduate Faculty shall be appointed by the Dean upon recommendation of the appropriate Committee on Graduate Studies. All such appointments shall terminate on August 31 of even-numbered years.

5.22 An Associate shall be eligible to supervise master's theses; and under exceptional circumstances and by request of the appropriate Committee on Graduate Studies and on approval of the Dean of the Graduate School, an Associate may be permitted to supervise specific doctoral dissertations, in general not exceeding a total of three during the entire period of his status as an Associate of the Graduate School

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

Sec. 6. The Graduate Legislative Council.

6.1 Composition of the Council. The Graduate Legislative Council shall consist of the following members:

6.11 Ex-officio Members without Vote: The President of the University, the Dean of the Graduate School (with casting vote), the Associate Dean of the Graduate School (casting vote when presiding), the administrative heads of all branches of the University, colleges and schools (which are not subdivisions of colleges). However, the administrative heads of the Graduate School of Library Science and the Graduate School of Social Work shall be entitled to seats with vote until such time as there shall be in such designated school one or more members of the Graduate School eligible for nomination and election to the Council. Ex-officio members of the Council shall not be eligible for nomination and election to the Council.

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

6.121 Main University:

College of Arts and Sciences:

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

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

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

Electoral Group D - School of Journalism

College of Engineering

College of Education

College of Business Administration

College of Fine Arts

College of Pharmacy

School of Architecture

Graduate School of Library Science

Graduate School of Social Work

6.122 School of Medicine (Medical Branch)

6.2 Future Apportionment of Seats.

6.21 Until 1960 the apportionment of seats on the Legislative Council among the electoral divisions of the University shall remain as adopted in 1956. In 1960, and every fourth year thereafter, the Dean of the Graduate School shall appoint a committee to recommend to the Legislative Council a plan for apportioning its seats among the electoral divisions, which, when adopted by the Council, shall become effective at the next election.

- 6.22 Each branch of the University shall be entitled to elective representation on the Council whenever the number of faculty members directing graduate work at such branch, in relation to the ratio of representation at the Main University, warrants such representation.
- 6.3 Method of Election.
- 6.31 Main University.
- 6.311 The members of the graduate faculty of each electoral division having two or more members shall nominate and elect their representatives in a primary and final election, the latter to be conducted according to the Hare system of proportional representation. The names of the candidates receiving the highest number of votes in the primary equal to twice the number of places to be filled shall be placed on the final election ballot.
- 6.312 The members of the Graduate Faculty of each electoral division having one representative shall nominate and elect their representative in a primary and an election, the election ballot to contain the names of the two receiving the largest number of votes in the primary.
- 6.313 No department shall have more than two members on the election ballot.
- 6.32 Other ~~Branches~~ <sup>Component Institutions</sup> --- Members of the Graduate Faculty at a ~~branch~~ <sup>component institution</sup> of the University, other than the Main University, shall nominate and elect their representatives in the same manner provided for the electoral divisions of the Main University. In case no members of the Graduate Faculty are in residence at a branch of the University in which graduate instruction has been authorized, those members actively participating in approved graduate courses shall be entitled to nominate and elect one representative.
- 6.4 Time of Election; Terms of Members.
- 6.41 Primary elections shall be held on the third Tuesday in April of odd-numbered years.
- 6.42 Final elections shall be held on the second Tuesday in May following the primary election.
- 6.43 Special elections to fill vacancies shall be held as occasion arises.
- 6.44 The Secretary of the Graduate Faculty of the Main University for the first election, and the Secretary of the Graduate Legislative Council thereafter, shall be responsible for the holding and conduct of primaries and elections provided herein. The Secretary may request the assistance of the heads of branches, colleges and schools in carrying out this responsibility.
- 6.45 The elected members of the Council shall serve for a term of two years, and no members shall be eligible to serve for more than two full successive terms.



- 6.644 The Order of Business shall be determined by the Council.
- 6.65 Committees.--The Graduate Legislative Council may create from time to time such standing or special committees as it may desire consisting of its own members, or of non-members entitled to vote in the election of voting members of the Council, or of a combination of the two.
- 6.7 Authority and Functions of the Graduate Legislative Council.--In general, the Graduate Legislative Council shall exercise all legislative powers and duties for the University as a whole that formerly were exercised for the Main University by the Graduate Faculty of the Main University and its legislative authority shall supersede that of the Graduate Faculty of the Main University. These powers and duties shall include:
- 6.71 Determination of standards for the admission and retention of students in the Graduate School.
- 6.72 Recommendation of new graduate degree programs and their requirements as well as changes in existing graduate programs.
- 6.73 Approval of graduate courses.
- 6.74 Establishment of criteria for membership in the Graduate Faculty.
- 6.75 Establishment of policies relating to graduate studies, research and faculties for the University as a whole.
- 6.8 Emergency and Minor Legislation.--Emergency and minor legislation enacted by the Graduate Legislative Council shall be referred to the Vice-President and Provost of the Main University for transmission <sup>with recommendation</sup> to the President and the Board of Regents. Emergency legislation shall be in effect from the date of its enactment and continue in effect unless disapproved by the President or Board of Regents.
- 6.9 Major Legislation.
- 6.91 The Council's initial decisions with respect to major legislation shall not go into effect for a period of two weeks after such decisions are made. Such major legislation shall within this period be circularized among the regular members of the Graduate Faculty of the Main University and the faculty members entitled to vote for Council members in other branches of the University as a whole. In the event that any five regular members or a majority (whichever is the lesser) of the voting members of any other branch of the University shall request it within the two-week period, the Council shall reconsider its initial action on such major legislation at a special meeting called promptly thereafter for the purpose, at which meeting those presenting the request and other voting members may appear to oppose the final enactment of such legislation. After such hearing the Council shall send its final recommendations to the Vice-President and Provost of the Main University <sup>with his recommendations</sup> for transmission to the President and the Board of Regents.

6.92 Major legislation may be initiated outside the Council by any five regular members of the Graduate Faculty of the Main University or by five members or a majority (whichever is the lesser) of the voting members of any other branch of the University entitled to representation on the Council, which proposals the Council shall be required to consider. Any of the ex-officio members of the Council may initiate legislation within the Council as may voting members.

6.10 Appeals by Faculty from Recommendations of Legislative Council.--Appeals concerning recommendations of the Graduate Legislative Council may be addressed to the President and the Board of Regents by the Graduate Faculty in a branch of The University of Texas where graduate work is offered or proposed. When an appeal has been voted by the faculty in any branch, the Secretary of the Graduate Legislative Council shall notify the secretaries of the faculties in all the other branches for study and action by those faculties.

6.11 Special Meetings of Graduate Faculties of University <sup>Component Institutions</sup> ~~Branches~~.--Special meetings of the Graduate Faculty of the Main University or of the voting members of the other branches of the University may be held whenever the Graduate Dean or the administrative head of such other branch shall desire, or upon petition of five members of the Graduate Faculty of the Main University, or of five members or of a majority (whichever is the lesser) of the voting members in other branches. Such meetings may recommend legislation for submission to the Council.

Sec. 7. The Graduate Council.

7.1 Composition.--The Graduate Council shall be composed of six members of the Graduate Faculty, the Secretary of the Graduate Legislative Council, and the Associate Dean of the Graduate School at the Main University, all with vote. The six members of the Graduate Faculty shall be selected by the Dean of the Graduate School, who may invite nominations for these positions from the Graduate Faculty. In constituting the Graduate Council the Dean shall give attention to securing the broadest possible representation to all areas of graduate instruction.

7.2 Terms of Office.--The ~~six~~ members of the Council selected from the Graduate Faculty shall serve terms of six years each, the terms being so staggered that one will expire each year on September 1. An interval of two years must elapse before any Council member can be reappointed.

7.3 Committees of the Graduate Council.

7.31 The Dean of the Graduate School shall appoint such administrative committees as the Council may determine to be necessary to the proper discharge of its functions. These committees shall report to the Graduate Council in such manner as the Council or the Graduate Dean shall direct.

- 7.32 The Dean shall appoint from the members of the Council a chairman of each committee and, in consultation with its chairman, appoint its additional members from the members of the Graduate Faculty.
- 7.4 Duties.--The Graduate Council shall have the following duties and responsibilities:
- 7.41 It shall be the chief policy advisory agency to the Dean of the Graduate School in the administration of the graduate program of The University of Texas.
- 7.42 It shall assist the Dean in the formulation of policies that may be presented to the Graduate Legislative Council.
- 7.43 It shall make final <sup>Recommendations</sup> ~~decisions~~ on proposals concerning graduate courses and their teachers, nominations for membership in the Graduate Faculty, and all petitions concerning the graduate program.

Sec. 8. Committees on Graduate Studies.

- 8.1 Membership.--In each major academic area in which graduate work is offered, as determined by the Graduate Council, there shall be a Committee on Graduate Studies. This Committee shall be composed of all persons in that area who have been appointed as members of the Graduate Faculty. The Committee shall select its own chairman.
- 8.2 Duties.
- 8.21 Recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and designation of teachers of graduate courses shall be made by the Committee on Graduate Studies of the appropriate academic area to the Graduate Council. These recommendations shall be reviewed by the undergraduate dean concerned, or by the appropriate administrative officer of the budgetary unit of the University, relative to their budgetary and personnel implications, and then sent to the Graduate Dean for consideration by the Graduate Council.
- 8.22 Each Committee on Graduate Studies shall be in charge of the admission to candidacy for all graduate degrees in its academic area.

Sec. 9. 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 Dean.

Chapter VII

Repeal of Conflicting Rules and Orders: Foremat for Rules: Official Copies of Rules: Amendments.

Sec. 1. Repeal of Existing Rules in Conflict Herewith. -- All rules, orders and regulations heretofore enacted by the Board of Regents which are in conflict with these Rules and Regulations are hereby repealed.

Sec. 2. Foremat for Rules.

2.1 The Rules and Regulations for the Government of the University concern the organization and functioning of the Board of Regents, the administrative structure for governing the University system, over-all personnel and fiscal management, and other rules applicable generally to all of the institutions comprising The University of Texas.

2.2 Rules and regulations relating specifically to each component institution of the University system, as differentiated from rules of general application, shall be contained in an Institution Supplement, for each component institution. Until such rules and regulations have been promulgated and adopted for a particular institution, the rules and regulations presently in effect for that institution shall continue in full force and effect unless superseded by provisions in these Rules and Regulations.

2.3 These Rules and Regulations <sup>and</sup> ~~the Institutional Supplements~~ are organized in two parts. Part <sup>one</sup> I shall, in general, contain all rules and regulations other than those of a fiscal nature. Part <sup>two</sup> II shall consist of the fiscal rules and regulations of the Board.

Sec. 3. Official Copies.

3.1 The official copies of The Rules and Regulations for the Government of The University of Texas and of each Institutional Supplement shall be maintained in the Office of the Board of Regents.

3.2 Copies of the Rules and Regulations and of the Institutional Supplements shall be in the possession of <sup>the members of the Board of Regents,</sup> the President, the institutional heads, and of such other persons and offices as the President shall designate.

Sec. 4. Amendment of Rules and Regulations.

~~4.1 The rules and regulations contained herein or in the Institutional Supplements may be added to or amended by a majority of all of the members of the Board at any duly called meeting; provided, however, that any proposed amendment to Part I of such rules and regulations must first be filed with the Secretary of the Board, in writing, and a copy thereof given to each member of the Board not less than thirty days before the meeting at which it is adopted.~~

Section 4.1 Rephrase as follows: "The rules and regulations contained herein may be added to or amended by a majority of all of the members of the Board at any duly called meeting; provided, however, that any proposed amendment to Part One of these rules and regulations must first be filed with the Secretary of the Board, in writing, and a copy thereof given to each member of the Board 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 duly called meetings of the Board."

*The only amendment  
to this public document.*

- 4.2. If an employee of the University 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 of the University 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 of the University 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 of the University 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 of the University 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 of the University 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 of the University shall accept other employment which might impair his independence of judgment in the performance of his public duties.
- 4.9. No employee of the University 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 - 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 the Revised Civil Statutes, 1925, Article 5996, and amendments thereto; and subject also to the provisions of this section.

- 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 even temporarily when it is the duty of a relative on the University staff to act in some official capacity upon the appointment.
- 5.33 No person shall be initially appointed even temporarily in any department or similar subdivision if he has a relative in that department or subdivision holding an academic rank of instructor or higher or occupying a non-teaching position with a monthly salary rate of \$450 or more.
- 5.34 No person, any relative of whom holds an academic rank of instructor or higher or occupies a non-teaching position with a monthly salary rate of \$450 or more at one of the component institutions of The University of Texas, shall be appointed even temporarily to an equal or higher position in either category in another department or subdivision of the same institution, except by specific petition approved in advance by the appropriate administrative officials and the Chancellor, with subsequent report to the Board of Regents; provided, however, if any such proposed appointment involves tenure, prior approval of the Board of Regents is required.
- 5.35 Simultaneous initial appointments of two persons to positions in the same institution shall not be made if either appointment is to an academic position of instructor or higher or to a non-teaching position with a monthly salary rate of \$450 or more.

- 5. 36 When two persons holding positions with the University marry, both may not continue to hold such positions beyond the current fiscal years, if the employment of married persons to such positions initially would violate these regulations.
- 5. 37 No promotion or salary increase may be granted to an employee who has a relative occupying a position with the University except in accordance with these regulations governing initial appointment.
- 5. 38 Relationship shall not be a bar to honorary positions or to nonremunerative positions.

#### 5. 4 General Provisions.

- 5. 41 The provisions of the anti-nepotism rule apply to all programs administered under the Board of Regents.
- 5. 42 For the purpose of administering these provisions, an employee occupies his position from the date at which his employment begins until his connection with the Institution is formally terminated.
- 5. 43 In an emergency, the head of each component institution of The University of Texas, acting upon the affirmative advice from the Administrative Council or similar body at the institution, is authorized to suspend in individual cases the regulations stated above, the suspension in no case to extend beyond the end of the current fiscal year. Such temporary suspension shall carry no implication of tenure and shall be reported to the Chancellor and the Board of Regents in the next docket.
- 5. 44 In extraordinary cases where the interest of the University will be best served thereby, the Board of Regents, upon special petition from an institutional head approved by the Chancellor, may suspend these regulations except as to the appointment of any relative of a Regent, the Chancellor of the University, or the head of any component institution.  
(Amendment No. 1, Meeting No. 589, July, 1960)

### 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 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