

*Official Copy  
Adopted Sept. 1960*

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

THE UNIVERSITY SYSTEM

PART ONE

1960

Adopted by the Board of Regents on January 23, 1960  
(with Amendments to September 24, 1960)

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## Explanatory Statement

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 for each component institution of the University published in separate volumes and entitled "Institutional Supplement for . . ."

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

These Rules and Regulations are published in loose-leaf form to facilitate their being kept current. The Secretary of the Board of Regents will maintain a central record of distribution of serially numbered copies, which shall be assigned to offices or individuals by title upon designation by the Chancellor, subject to recall and reassignment. As promptly as possible after an amendment is approved, the Secretary will distribute corrected pages to replace those no longer current.

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## 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 Chancellor. The Secretary shall serve subject to 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 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 Chancellor, the Secretary shall prepare, document, and distribute the agenda for all meetings of the Board and its committees. The Secretary shall also prepare and deliver the calendars of these meetings.
- 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 Chancellor, and to other individuals specified by the Board and by the Chancellor 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.
- 4.25 Seal. -- 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.
- 4.26 Rules and Regulations. -- The Secretary shall be charged with the responsibility of keeping current the Official Copies of the Rules and Regulations of the Board, furnishing to members of the Board and administrative officers of the University designated by the Chancellor, 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 Chancellor.
- 4.28 Delegated Duties. -- The Secretary shall perform such other functions as shall be delegated by the Board of Regents or the Chancellor.
- 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.

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, usually on Friday and Saturday.
- 5.2 Special Meetings.
- 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 Chancellor 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.
- 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 committees of the Board customarily shall meet on the first 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 standing and special committees and from the Chancellor, and to receive special matters from the chief administrative officers of the component institutions which have been cleared previously by the Chancellor.
- 6.16 Composition and Duties of the Executive Committee. -- The Executive Committee shall be composed of the Chairman of each standing 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 Chancellor 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 Chancellor, and sent to the Chairman of the Executive Committee for his signature.
- 6.17 Duties of the Academic and Developmental Affairs Committee. -- The Academic and Developmental Affairs Committee shall:
- 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 interagency 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 Chancellor.
  - 6. 18 Duties of the Medical Affairs Committee --The Medical Affairs Committee will review all matters connected with the medical, dental, and nursing institutions and 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 and make recommendations relating to the construction and use of buildings and other 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 the University.
  - 6.1(10)Duties of the Land and Investment Committee. -- The Land and Investment Committee shall consider and make recommendations on all matters relating to (a) the investment of the Permanent University Fund and all 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.
  - 6.1(11)Board for Lease of University Lands. -- Two members of the Board of Regents shall serve on the Board for Lease of University Lands. They shall be selected by the Board of Regents in conformity with the Act creating the Board for Lease of University Lands.
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. -- Customarily 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) Chancellor
      - (1) Central Administration
      - (2) Main University
      - (3) Texas Western College
      - (4) Medical Branch
      - (5) Dental Branch
      - (6) M. D. Anderson Hospital and Tumor Institute
      - (7) Southwestern Medical School
      - (8) Postgraduate School of Medicine
    - (b) Members of the Board of Regents
- 7.3 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.
- 7.4 Attendance at Meetings.
- 7.41 Every effort will be made to schedule the appearance of institutional heads before the Board so that they will not have to remain for the duration of the meeting.
  - 7.42 Attendance of representatives other than institutional heads will be required only when essential or when authorized by the Chancellor.
- 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 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 Chancellor and the Secretary, shall customarily be in writing. The regular channel of communication from the faculty, officers, and staff members to the Board shall be through the Chancellor and shall be in duplicate. Communications sent directly to the Board members shall be acknowledged, if desired, and, if deemed necessary by the recipient, immediately referred to the Chancellor with a copy to the Chairman of the Board, for appropriate action. Nothing herein shall be

construed to prevent members of the Board of Regents from informing themselves as to their duties and obligations in such a manner as they may deem proper. The regular channel of communication with members of the Board is through the Chancellor; however, each Board member shall determine the propriety of any direct approach to him by any employee of the University. All staff proposals shall be presented to the Chancellor 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 Chancellor within the time prescribed shall not be considered by the Board but shall automatically be deferred until the next meeting of the Board.

- 7.62 Notice of desire to appear before the Board shall be filed in duplicate with the Chancellor 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.
- 7.63 All official material to be distributed to the Regents shall be transmitted through the Office of the Secretary of the Board. Copies of all official communications from administrative officers to the Regents shall be sent to the Secretary. Communications from the Chancellor shall be exempt from this requirement at his discretion.
- 7.64 A docket, including items related to Central Administration and each component institution, summarizing routine matters requiring either advance approval or postapproval of the Board of Regents in accordance with established policies of the Board shall be prepared as directed and approved by the Chancellor 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 Chancellor 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 Chancellor'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 Chancellor's recommendations shall state whether or not they are

fully concurred in by any institutional head involved, and if not, the views and recommendations of the institutional head shall be included. Any opposing views to the Chancellor'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 Chancellor 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.

- 7.7 Report to Press on Actions of Board. -- Matters of public interest will be given, as promptly as possible after each meeting, to the Press by the Director of News and Information Service under the direction of the Chairman of the Board or the Chancellor, with the knowledge of the institutional head.
- 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 Chancellor. No Regent, officer, or faculty or staff member shall make or issue any public statement on any political or other subject of an obviously 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 Chancellor with the Chairman of the Board of Regents.

## CHAPTER II

### ADMINISTRATION

- Sec. 1. Component Institutions. --The University of Texas is composed of the following: the Main University, Austin, which includes the Institute of Marine Science at Port Aransas and the McDonald Observatory at Fort Davis; 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.
2. 1 The Chancellor of the University is the chief administrative officer of The University of Texas system. The chief administrative officer of each component institution in the system, acting in a line capacity for the operations of his institution, reports only to the Chancellor, and is responsible to the Chancellor and through him to the Board of Regents.
  2. 2 It is the responsibility of the Chancellor, in turn, to keep the institutional heads fully apprised concerning policies and decisions which may affect their respective institutions.
- Sec. 3. Officers of Central Administration.
3. 1 The principal officers of the Central Administration staff are: Chancellor (ex officio), Vice-Chancellor (Administrative Services), Vice-Chancellor (Developmental Services), Vice-Chancellor (Fiscal Affairs), Comptroller, Endowment Officer, and Budget Officer.
  3. 2 Officers of the Central Administration, other than the Chancellor, 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 Chancellor. In addition, each Central Administration officer is expected to advise and consult with the officials of the component institutions in his particular field of competence.

- 3.3 Officers of Central Administration may be assigned line responsibilities by the Chancellor and the Board of Regents and may, by specific delegation of the Chancellor, be assigned executive responsibilities for administrative policies as the personal representative of the Chancellor.
- 3.4 The Central Administration shall be based at the Main Campus at Austin, to benefit from the proximity of State agencies and to take advantage of economies availed by shared use of Main University fiscal and service departments. The Central Administration senior officers shall be expected to travel to the other component institutions as their administrative responsibilities require. Although the Chancellor shall normally act through institutional heads regarding the affairs of any component institution of The University of Texas system, this delegation of authority does not preclude his direct participation when circumstances warrant.

Sec. 4. Administrative Officers of the Component Institutions. -- The chief administrative officers of the component institutions are: President of the Main University, Executive Dean and 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 Chancellor 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 Chancellor. Officers so elected shall not have tenure by virtue of their respective offices. They may be dismissed by the Chancellor for cause, subject to review by the Board of Regents.

Sec. 6. Duties and Responsibilities of the Chancellor.

- 6.1 The Chancellor 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 With the aid and advice of the Board of Regents, representing the University with the Legislature.
  - 6. 116 Serving as an ex officio member of all institutional faculties of The University of Texas.
  - 6. 117 Serving as chief executive agent of the Board of Regents in establishing policies and procedures for determining and approving developmental needs of The University of Texas and in directing efforts to attract private fund support for meeting these needs.
6. 12 The Chancellor reports to and is responsible to the Board of Regents.

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

7. 1 The Vice-Chancellor (Administrative Services) is a line officer who, under delegation from the Chancellor, 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. Upon delegation by the Chancellor, he executes administrative policies of Central Administration relating to the component institutions and serves as the personal representative of the Chancellor. As a staff officer, he is to advise the Chancellor on administrative organization, on legislative matters, and on relationships with State agencies and with other institutions of higher education.
7. 2 The Vice-Chancellor (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 Chancellor 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 (including suggestions for financing specific projects), public and alumni relations, and in administrative organization.
7. 22 As an administrative officer, he has supervisory line responsibility over the following offices: (a) News and Information Service (It is understood that news releases regarding component institutions are to be cleared in advance with the heads of those institutions.) (b) Studies and Planning Office. Subject to delegation by the Chancellor in specific instances, he has executive authority for:
7. 221 Coordinating and collecting planning information; direction of specific planning studies.



- 7. 222 Maintaining liaison with University alumni associations.
- 7. 223 Supervision of developmental publications.
- 7. 23 The Vice-Chancellor (Developmental Services) reports to and is responsible to the Chancellor.
  
- 7. 3 The Vice-Chancellor (Fiscal Affairs) is a staff officer whose duties and responsibilities include both staff and administrative functions.
  - 7. 31 As a staff officer, his general function is to advise the Chancellor as to all fiscal and business management activities of the University system. Specifically, he is expected:
    - 7. 311 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. 312 To plan an effective system of expenditure control by means of regulations, internal audits, and periodic financial reports.
    - 7. 313 To formulate and recommend policies for investment and administration of the University's endowment and trust funds.
    - 7. 314 To aid in developing improved practices and procedures in all areas of business management.
  - 7. 32 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 Chancellor.
  - 7. 33 The Vice-Chancellor (Fiscal Affairs) reports to and is responsible to the Chancellor.
  
- 7. 4 The duties and responsibilities of the Comptroller include both staff and administrative functions.
  - 7. 41 As a staff officer, his general function is to advise and consult with the Vice-Chancellor (Fiscal Affairs) and the Chancellor, 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. 411 Accounting, auditing and reporting, and budgetary control.
    - 7. 412 Receipt, disbursement, and custody of moneys.
    - 7. 413 Procurement and purchasing.
    - 7. 414 Operation and maintenance of physical plant and management of auxiliary and service enterprises.
    - 7. 415 Advice and consultation with the chief executive officer of each component institution, the Vice-Chancellor (Fiscal Affairs), and the Chancellor with reference to the appointment or removal of the Business Managers and Auditors of the component institutions.

- 7. 42 As an administrative officer, he has direct supervisory responsibility over certain business activities. These activities include:
  - 7. 421 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. 422 Supervision, with the assistance of the Branch College Auditor, of postauditing and accounting system work at each component institution.
  - 7. 423 Supervision of the Workmen's Compensation insurance program and all other staff benefit programs, except those otherwise assigned herein.
  - 7. 424 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. 43 The Comptroller reports to the Vice-Chancellor (Fiscal Affairs), and through that officer to the Chancellor.
- 7. 5 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. 51 Specifically, he is in immediate charge of the following areas of administration:
    - 7. 511 The investment of all funds owned by the University.
    - 7. 512 The management and supervision of all endowment properties of The University of Texas, including University Lands.
    - 7. 513 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. 514 The issuance of bonds or other evidence of indebtedness of The University of Texas as authorized by law.
  - 7. 52 The Endowment Officer reports to and is responsible to the Vice-Chancellor (Fiscal Affairs) and through that officer to the Chancellor.

For additional duties, authority, and policies relating to the Endowment Officer, see Part Two, Chapter IX.

- 7.6 The Budget Officer is concerned with improving and standardizing budgetary procedures of the University system.
- 7.61 Specifically, his duties and responsibilities include:
- 7.611 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.
  - 7.612 Preparing and recommending budget-writing instructions and forms
  - 7.613 Developing effective methods of presenting completed budgets and budget analyses.
  - 7.614 Assisting in processing all budgets submitted by the institutional heads.
  - 7.615 Conducting budget research studies in such areas as: salary supplementation, maintenance and equipment allocations, and physical plant expenditures.
  - 7.616 Assisting in devising more effective methods of expenditure control.
  - 7.617 Planning financial report forms designed to reveal periodically the current rate of spending from budgeted funds at each component institution.
- 7.62 The Budget Officer reports to and is responsible to the Vice-Chancellor (Fiscal Affairs).
- 7.7 The Auditor, Main University, is the accounting officer for the Main University and for Central Administration.
- 7.71 Specifically, his duties and responsibilities for Central Administration include:
- 7.711 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.
  - 7.712 Joint custodianship with the Comptroller of securities owned by University of Texas Funds which are not on deposit in the State Treasury.
  - 7.713 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 moneys, property, vouchers, and papers belonging to the University for which he is responsible.
  - 7.714 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
- 7.72 The Auditor on Central Administration matters reports to and is responsible to the Comptroller and through him to the Vice-Chancellor (Fiscal Affairs).

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

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

- 8.1 The President of the Main University serves as the chief administrative officer of the Main University (which includes the Institute of Marine Science and the McDonald Observatory) under the direction of the Chancellor, and has access to the Board of Regents through the Chancellor. Within the policies and regulations of the Board of Regents and under the supervision of the Chancellor, the President has general authority and responsibility for the administration of the Main University.
- 8.11 Specifically, the President is expected, with appropriate participation of the staff, to:
- 8.111 Develop and administer plans and policies for the program, organization, and operations of the Main University.
  - 8.112 Interpret University policy to the staff, and interpret the institution's program and needs to the Chancellor and to the public.
  - 8.113 Develop and administer policies relating to students.
  - 8.114 Recommend appropriate budgets, and supervise expenditures under approved budgets.
  - 8.115 Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.
  - 8.116 Insure efficient management of the business affairs and physical property of the Main University; recommend additions and alterations to the physical plant.
  - 8.117 Serve as ex officio member of all faculties of the Main University, and preside at meetings of the General Faculty and the Faculty Council.
  - 8.118 Appoint all faculty and staff committees.
  - 8.119 Cause to be prepared and submitted to the Chancellor, and through him to the Board of Regents, regulations for the governance of the institution.
  - 8.11(10) Assume initiative in developing long-term plans for the program and physical plant of the Main University.
  - 8.11(11) Assume active leadership in developing private fund support for the Main University in accordance with policies and procedures established by the Chancellor with the advice of the University Development Board.
- 8.12 The President of the Main University reports to and is responsible to the Chancellor.
- 8.2 The chief administrative officer of each of the other component institutions serves under the direction of the Chancellor, and has access to the Board of Regents through the Chancellor. Within the policies and regulations of the Board of Regents and under the supervision of the Chancellor, the chief administrative officer of each unit has general authority and responsibility for the administration of that institution.

- 8. 21 Specifically, the chief administrative officer is expected with appropriate participation of the staff, to:
    - 8. 211 Develop and administer plans and policies for the program, organization, and operations of the institution.
    - 8. 212 Interpret University policy to the staff, and interpret the institution s program and needs to the Chancellor and to the public.
    - 8. 213 Develop and administer policies relating to students and to the proper management of services to patients.
    - 8. 214 Recommend appropriate budgets and supervise expenditures under approved budgets.
    - 8. 215 Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.
    - 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 institution, and as an ex officio member of each college or school faculty (if any) within the institution.
    - 8. 218 Appoint all faculty and staff committees.
    - 8. 219 Cause to be prepared and submitted to the Chancellor, and through him to the Board of Regents, regulations for the governance of the institution.
    - 8. 21(10) Assume initiative in developing long term plans for the program and physical facilities of the institution.
    - 8. 21(11) Assume active leadership in developing private fund support for the institution in accordance with policies and procedures established by the Chancellor with the advice of the University Development Board.
  - 8. 22 The chief administrative officer of each component institution reports to and is responsible to the Chancellor.
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. \*
- 8.318 Preparation of periodic financial reports, and continuing study to improve business practices and procedures.
- 8.319 Assistance 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 Chancellor at periodic intervals upon matters of system policy, the Council on Administrative Policy is established. It is composed of the Chancellor (the Chairman), the chief administrative officer of each component institution, the Vice-Chancellors, and the Comptroller. Meetings are held at the call of the Chancellor, who prepares the agenda.
- 9.2 Business Management Council. --To advise the Vice-Chancellor (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-Chancellor (Fiscal Affairs) (the Chairman), the Business Manager of each component institution, the Comptroller, the Endowment Officer, the Budget Officer, and the Auditor (Main University). Meetings are held at the call of the Vice-Chancellor (Fiscal Affairs), who prepares the agenda.
- 9.3 Council on Medical Affairs. --The Council on Medical Affairs is established to formulate plans and advise the Chancellor 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 Southwestern Medical School, the Director of the M. D. Anderson Hospital and Tumor Institute, the Dean of the Dental Branch, and the Dean of the Postgraduate 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 Chancellor. When premedical, nursing, or graduate programs of the Main University are concerned, the President of the Main University shall participate.

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\* At the Main University government research contracts are processed by the Office of Government Sponsored Research.

## CHAPTER III

### PERSONNEL

#### Sec. 1. Appointments

- 1.1 The Board of Regents, upon the recommendation of the Chancellor, shall elect or appoint, as the case may be, all of the officers, faculty members, and employees of the component institutions 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 Chancellor, or to the executive heads of the component institutions, authority to appoint employees in certain designated classes or categories.
- 1.2 All appointments shall be made on the basis of merit.
- 1.3 The 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 Chancellor 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 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 There shall be full compliance with statutory and rider provisions requiring notification to employees of specific provisions or language.
- 1.8 Each applicant for a regular salaried position is required to have an X-ray of the chest. Employees to be covered by Workmen's Compensation Insurance and employees whose duties will require the handling of food must, in addition, have a complete physical examination indicating fitness for the position for which application is made. The examination and the X-ray may be made at the health service of the component institution at which the applicant will be employed, if such service exists. Reports of physical examinations shall be filed as determined by the institutional head.

## Sec. 2. Classified Personnel Systems.

- 2.1 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 Two, Chapter V, Section 1.



Sec. 3. Employment of Aliens.

3. 1 As may be required by current Appropriation Bill, employees, other than those paid from trust funds, must be citizens of the United States, or have instituted naturalization proceedings, in order to be appointed for a period longer than 90 days unless (1) their appointment is for instructional purposes; (2) they are regular students appointed as student assistants or minor employees; (3) they are appointed as nurses or medical or dental technicians at the Medical Branch, Southwestern Medical School, Dental Branch, or M. D. Anderson Hospital and Tumor Institute, or (4) they are employed as librarians at the Main University.
3. 2 Employment of Aliens on Government Research Projects.
3. 21 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.
3. 22 Where the contract for government research does not otherwise prohibit such employment a foreign student may be employed upon certification by the Director of the International Office at the Main University and by an appropriate administrative officer at the other component institution that the student's visa has been examined and found to be in order and 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 Whenever an appointment is made, either on a full-time or part-time basis, it shall be made solely with regard to the special fitness of the appointee, subject to the Penal Code, 1925, Articles 432, 433, 434, 435, and 437, and 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 nonteaching 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 nonteaching 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 nonteaching 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 year, 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 non-remunerative positions.

#### 5. 4 General Provisions.

5. 41 The provisions of the antinepotism rule apply to all programs administered under the Board of Regents.
5. 42 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 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 Institutional Supplement for the institution concerned.
6. 331 In every such hearing the accused will have the right to appear in person and by counsel of his own selection and to confront and cross-examine witnesses who may appear against him.
6. 332 He shall have the right to testify, but may not be required to do so, and he may introduce in his behalf all evidence, written or oral, which may be relevant or material to his defense.
6. 333 A stenographic record of the proceedings will be taken and filed with the Board, and such record shall be made accessible to the accused.

6.334 The Committee, by a majority of the total membership, will make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure. The Committee, by a majority of its total membership, may make any supplementary suggestions it deems proper concerning the disposal of the case. The original of such findings and the basic recommendation, together with any supplementary suggestions, shall be delivered to the Board and a copy thereof to the accused. If minority findings, recommendations, or suggestions are made, they shall be similarly treated.

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

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

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

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

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

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

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

8. 1 Common practice has fixed the greater duties of a member of the teaching staff so clearly that many institutions do not even list them among their regulations. They are:
- 8. 11 Teaching in the classroom, laboratory, seminar, or ward.
  - 8. 12 Studying, investigating, discovering, and creating.
  - 8. 13 Performing curricular tasks auxiliary to teaching and research, e. g. , serving on faculty committees, attending to administrative and disciplinary tasks, promoting diligence and honest work in the student body.
  - 8. 14 Influencing beneficially students and citizens in various extra-curricular ways.
8. 2 Performance as a teacher, as a scholar, as an administrator, and as an individual is valued greatly by 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 civic-minded as possible. It is also a duty to cooperate with the Board of Regents in carrying out the purposes and policies of the Board which are deliberately considered, usually by both the Board and the several faculties, in accordance with law and designed to attain the best educational results with the resources available. The Regents, the Chancellor, the institutional heads, and other administrative officers are entitled to the cheerful acquiescence of all staffs in carrying out the policies duly adopted. At the same time, administrative officers are expected to listen with an open and appreciative mind to criticisms and suggestions coming to them from members of their staffs.

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

9. 1 It is a specific and important duty of each member of the several teaching staffs to become acquainted with and to conform to all the rules and regulations relating to him and to the proper and orderly discharge of his work that are to be found set forth in both these Rules and Regulations and the institutional supplements; in catalogues, announcements of courses, and other official publications; in printed or other material regularly prepared for the use of the staff; and in minutes of the faculties.
9. 2 It is also the specific duty of each member of the teaching staffs to consider the regulations and the routines in conforming to them and to propose what seem to be desirable changes in these regulations and routines to the appropriate faculty or official.

Sec. 10. Communications, Appeals, and Hearings.

- 10.1 Every member of a teaching staff has the right to propose changes in policies and procedures and to present arguments in support thereof.
- 10.11 Proposals should originate and follow routines as prescribed elsewhere in these Rules and Regulations or in the institutional supplements.
- 10.12 When a proposal has been approved or amended by the appropriate institutional officials, faculties, and head of the component institution, it shall then go to the Chancellor for recommendation to the Board of Regents if such action is required.
- 10.13 When a proposal has been approved or amended or rejected by the appropriate institutional officials, faculties, and the component institutional head, any member or group of members of the staff may present an appeal in opposition to the action of the majority or in opposition to the recommendation of the institutional official or the component institutional head, and this appeal, accompanied by reasons for and against the proposal, shall go through the prescribed administrative channels and shall be presented to the 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 The regular channel of communication with members of the Board is through the institutional head or the Chancellor; 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 Chancellor.
- 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 (nonteaching) employees concerning conditions of employment must be made in keeping with the rules governing such employees.

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

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

Sec. 13. Outside Employment.

13. 1 Even in the case of members of the 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 the faculty or 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 faculty or staff 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 faculty or staff who gives professional opinions must protect the University against the use of such opinions for advertising purposes. That is, when he does work in a private capacity, he must make it clear to those who employ him that his work is unofficial and that the name of the University 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 corporations 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 provisions in the institutional supplements.

Sec. 14. Holidays.

14. 1 Members of the teaching staffs are entitled to all holidays for students listed annually in the official calendar of their respective institutions.
14. 2 Regular salaried classified or other nonteaching personnel are entitled to such holidays as are provided by the Legislature in the then current



appropriation bill and as are approved annually by the Chancellor and the Board of Regents. (See the Classified Personnel rules in the institutional supplements.)

Sec. 15. Vacation.

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

Sec. 16. Leaves of Absence without Pay.

- 16.1 With the interest of the 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 Nonteaching Activities. --  
Each component institution shall develop policies covering budgetary division

of salaries for individuals whose employment is divided between teaching and nonteaching assignments subject to current statutory requirements or limitations. These policies shall be set forth in the institutional supplements.

Sec. 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 administrative channels with the chief administrative officer of the institution.

18.2 In cases of illnesses of classified or other nonteaching personnel the rules and regulations for each of the several component institutions shall apply, subject to controlling provisions of State law.

Sec. 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 Two 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 Two 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 Two 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 Chancellor. 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. (Article 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 Institutional Supplement 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 promise 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 payments 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 Chancellor, and ratified by the Board of Regents.

Sec. 29. Institutional Employees as Students. -- The Institutional Supplement for each of the component teaching institutions shall express the institutional policy as to the amount of course work full-time and part-time employees shall be permitted to carry.

Sec. 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 Chancellor 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 institutional supplements 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 Institutional Supplement 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 Chancellor 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 Two 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 institution.
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 office of their secretaries, the institutional heads, the Chancellor, and the Secretary of the Board of Regents and in the institutional libraries.



## CHAPTER V

### MISCELLANEOUS

- Sec. 1. Students' Associations. --Students' associations previously authorized 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 Chancellor.
  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 1. 3 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 Chancellor, 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 \$25.00 per annum shall make such reports of financial condition as may be required by the dean of student life, or his counterpart.

Sec. 2. The University of Texas Development Board.

- 2.1 Responsibilities of the Board of Regents and Administrative Officials of The University of Texas in Private Fund Development. --Among the most important responsibilities of the Board of Regents are those of establishing policies and procedures by which the developmental needs of The University of Texas can be determined and approved, and of directing vigorous efforts to attract private fund support for meeting these needs. For discharge of these responsibilities, as is true for other responsibilities of the Board of Regents, the Chancellor is to serve as the chief executive agent, with fund development a major obligation, and the head of each component institution is to serve as chief executive officer in this regard for that unit as set forth in the manual of administrative organization for The University of Texas system.
- 2.2 Responsibilities and Duties of The University of Texas Development Board:
  - 2.21 There is hereby established The University of Texas Development Board, which is the agency responsible to the Chancellor, and through him to the Board of Regents, for all private fund development for the entire University system.
  - 2.22 The Development Board shall, after conference with the Chancellor, recommend to the Board of Regents policies which shall govern activities and responsibilities in cultivating and securing private funds for the University, including such activities and responsibilities of employees of the University.
  - 2.23 No major fund development effort or decision not covered by previously adopted regulations of the Board of Regents shall be recommended by the Chancellor to the Board of Regents without prior advice thereupon by the Development Board, which advice shall be transmitted to the Board of Regents.

2. 24 All fund-development agencies and organized fund development enterprises of the University shall be under the jurisdiction of the Development Board and shall operate under policies adopted by it and approved by the Chancellor.
  2. 25 The Development Board shall have particular responsibility for formulating and actively promoting support for both current and long-term programs designed to meet developmental needs of the University. The Chancellor shall lay before the Development Board at periodic intervals descriptions of current needs as determined by the Board of Regents, the University administration and the faculties, taking into account any such needs as the Development Board has recommended for consideration. The Development Board should also be continuously alert to gift possibilities not necessarily related to predetermined projects. The programs of activities formulated by the Development Board shall be submitted to the Chancellor and Board of Regents for information, and periodic reports of progress shall be made. It is expected that the continuing program of the Development Board will include vigorous cultivation and dissemination of information supporting gifts and endowments for the University.
2. 3 Development Board Executive Office.
2. 31 Within the Office of the Chancellor there shall be an officer responsible to the Chancellor and to the Development Board as its executive officer. He shall be appointed by the Chancellor only upon recommendation of the Development Board. He is to be an officer of Central Administration, charged solely with fund development activity, and subject to supervision, evaluation, and termination of employment by the Chancellor. The Chancellor, however, shall secure periodic evaluations of this officer's services from the Development Board and take these into full account in continuing employment and in according recognition for accomplishment. He shall have such title and rank as established by the Board of Regents upon recommendation of the Chancellor and the Development Board.
  2. 32 The Development Board executive officer shall have such staff and such operating funds as shall be determined from time to time by budgets recommended by him and the Board, endorsed by the Chancellor, and adopted by the Board of Regents. Duties of staff members shall be established by the executive officer.
2. 4 Finances. -- Financial support of The University of Texas Development Board and the executive office shall be provided exclusively by appropriation of the Board of Regents. Such appropriation will be made by established budgetary procedures. The Board of Regents may accept gifts designated for use by the Development Board and make such funds available for Development Board expenditure.

## 2.5 General Policies.

- 2.51 The Development Board will seek to enlist the aid of numerous friends of the University in fund development efforts, and may establish such committees and other groups as seem desirable in carrying out its program.
- 2.52 The Development Board is to serve all component institutions of The University of Texas. It may establish advisory and action groups for each component institution with the advice and approval of the head of that component institution.
- 2.53 The Development Board will have jurisdiction over all internal foundations, and no such foundation shall be established or continued in existence except with the approval of the Chancellor. The executive officer of the Development Board shall be responsible for stimulating, guiding, and assisting the internal foundations and shall require suitable annual reports from each. All such activities shall be coordinated through the office of the respective institutional heads.
- 2.54 From time to time, special campaigns for specific objects may be conducted, with or without the assistance of private fund-raising counsel. Such campaign may originate upon recommendation by the Board of Regents, the Chancellor, or institutional head with the Chancellor's concurrence, or The University of Texas Development Board. No such campaign shall be authorized or undertaken, however, until the Development Board has recommended concerning it and those recommendations have been considered by the Board of Regents.
- 2.541 When a special campaign is to be conducted with funds as previously appropriated by the Board of Regents, joint approval by the Development Board and the Chancellor is sufficient authorization. Campaigns which require the expenditure of funds other than those appropriated, regardless of source, shall be authorized only by the Board of Regents.
- 2.542 When the Board of Regents authorizes a special campaign, it shall be under the direction of the Development Board, and any private fund-raising counsel employed shall be administratively responsible to the executive officer of the Development Board.
- 2.55 The Development Board shall be responsible for and conduct all fund-raising activities (as distinguished from membership enrollments) directed at ex-students of the University or for Ex-Students' Association purposes. It may delegate executive management of such activities to the Ex-Students' Association, under mutually agreeable guiding policies.
- 2.56 The Development Board shall recommend, and upon authorization of the Board of Regents, execute such recognitions of donors as appears wise.

## 2.6 Composition and Operation of The University of Texas Development Board.

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

Members other than those by virtue of office held shall serve for six-year terms, so staggered that the terms of two members appointed by the Executive Council of the Ex-Students' Association and two members appointed by the Board of Regents, shall expire on August 31 of each even-numbered year (on each third odd-numbered year, three instead of two Regental appointments shall be made). In selecting members, the Board of Regents and the Executive Council of the Ex-Students' Association shall give due consideration to geographical and component institution factors. Vacancies shall be filled by the original appointing agency.

- 2.62 The Development Board shall designate one of its members as Chairman, and shall provide for such other officers as it deems necessary. It shall adopt bylaws governing its operations and shall file them, and subsequent amendments thereto, with the Secretary of the Board of Regents. It shall cause accurate minutes of its proceedings to be kept, and file copies with the Secretary of the Board of Regents. It shall prepare an annual evaluation report on its activities, incorporating such recommendations as it cares to make, and transmit this report to the Chancellor and to the Board of Regents through the Secretary of the Board.
- 2.63 The Development Board shall conduct its operations to accord with policies and regulations of the Board of Regents, and shall make recommendations concerning modifications and additions to those policies through the Chancellor to the Board of Regents.

Sec. 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 of the Main University 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 framework of the foundation which represents this school or college. The provisions now existing for the designation of special funds to be used for specific activities should continue within the framework of the various foundations. This opportunity to earmark funds obtained by specific groups should help to avoid stifling the interest and initiative of these groups.

- 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 and the institutional 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 component institutions where conditions may warrant and the demand may exist, as, for instance, at the Dental Branch.
- 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.

### 3.2 Authorized Internal Foundations:

<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
Geology Foundation (Main University)	1953
Arts and Sciences Foundation (Main University)	1955
Engineering Foundation (Main University)	1955
Teacher Education Foundation (Main University)	1956

### 3. 3 External Foundations.

3. 31 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. 32 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 coordinate 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 coordination 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.

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

Sec. 7. University Policy in Regard to Debts of Students.

- 7.1 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.
- 7.2 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:
- 7.21 In the event of such conduct, the parents of minors will be notified and requested to intervene.
- 7.22 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.
- 7.23 In the event that the actions prescribed in subsections 7.21 and 7.22 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:
- 7.231 A bar against readmission of the student.
- 7.232 Withholding of the student's grades and official transcription.
- 7.233 Withholding of a degree to which the student otherwise would be entitled.



## CHAPTER VI

### GRADUATE EDUCATION IN THE UNIVERSITY SYSTEM

- Sec. 1. Authority and Function. -- The graduate program of The University of Texas system is under the general supervision and direction of the Chancellor, who may call upon any member of the Central Administration or other office to advise him concerning policy, plans, and operation. At each institution, the Graduate School or the graduate program is a responsibility of the institutional head, who reports concerning it to the Chancellor. The Chancellor may delegate to other members of the administration, central or institutional, authority and responsibility for specific aspects of planning and operation. Institutional heads affected by any delegation will be kept informed. The Graduate School and its constituent faculty and councils are actively responsible for the graduate program--graduate studies, membership in the Graduate Faculty, and other activities in graduate education. The graduate program, however, shall not include the M. D. and D. D. S. degrees at the medical institutions, nor the LL. B. and LL. M. degrees of the School of Law.
- Sec. 2. The Dean of the Graduate School. -- The Dean of the Graduate School shall be appointed upon recommendation of the Chancellor after consultation with the institutional heads. On matters of policy and planning exclusively related to the system-wide program in graduate education, he will advise the Chancellor directly. On matters exclusively related to the Main University Graduate School, he shall report to the President of the Main University. The Dean shall be the responsible administrative officer of the Graduate School, its office, the graduate education functions of its faculty, and its constituent councils and committees.
- 2.1 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 in any way concerned, who shall in turn transmit these recommendations to the Chancellor with their own comments and recommendations.
- 2.2 He shall consult and advise with the President 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 institutions 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 to the President.

Sec. 3. Institutional Graduate School Administrators. --Institutional Graduate School administrators for each component institution 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 institution of the University for annual appointment by the Chancellor, 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 institutional head and by him to the Chancellor.
- 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 Chancellor of the University, heads of the component institutions, the Dean of the Graduate School (with casting vote), the Associate Dean of the Graduate School (casting vote when presiding), 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 component institution of the University shall be entitled to elective representation on the Council whenever the number of faculty members directing graduate work at such unit, in relation to the ratio of representation at the Main University, warrants such representation.
6. 3 Method of Election.
6. 31 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 Component Institutions. --Members of the Graduate Faculty at a component institution 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 component institution 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.

- 6.46 Members of the Council shall take office on the third Monday in September following their election. Members filling vacancies shall take office immediately after their election.
- 6.5 Attendance by Members of Graduate Faculty at Legislative Council Meetings. --Any member of the Graduate Faculty of the Main University or any member of a branch electorate may attend meetings of the Council and, with permission of the Council, may speak.
- 6.6 Organization of Graduate Legislative Council.
- 6.61 Presiding Officers. --The Dean of the Graduate School shall preside and have a casting vote. In his absence, the Associate Dean of the Graduate School shall preside and have a casting vote. In the absence of both, the Council shall elect a chairman pro tempore from among its voting members.
- 6.62 Secretary of the Graduate Legislative Council. --The Council shall elect annually, at the regular meeting in the spring semester, a secretary from among the members of the Graduate Faculty at the Main University. He shall:
- 6.621 Send out all notices and communications; prepare the agenda; keep an attendance record and record of proceedings; receive all communications; and preserve all records of the Council.
- 6.622 Supervise the conduct of primaries and elections.
- 6.623 Classify all legislation as (a) Emergency (b) Minor, or (c) Major. This classification may be revised by the Council.
- 6.624 Report recommendations of the Council to the Graduate Dean.
- 6.625 Refer all matters classified as major to the members of the Graduate Faculty of the Main University and to those approved for graduate instruction at other institutions.
- 6.626 Distribute minutes of meetings to members of the Legislative Council, to all other graduate faculty members who request copies, to all institutional heads, and to the Chancellor and the Board of Regents through the Secretary of the Board.
- 6.627 Present an annual report to the Graduate Faculty and to graduate teachers at other institutions; also copies to the secretaries of the General Faculty at the Main University and of the appropriate faculties of the other institutions.
- 6.63 Meetings. --The Graduate Legislative Council shall hold a regular meeting once each semester at the Main University at such time as it shall determine by its rules of procedure and may be called at other times by the Graduate Dean or upon request of five of its elected voting members. Called meetings may be held at places other than the Main University.
- 6.64 Procedure.
- 6.641 The general authority shall be Robert's Rules of Order.

- 6.642 A quorum shall be a majority of the elected voting membership.
- 6.643 Three elected members may demand a record vote.
- 6.644 The Order of Business shall be determined by the 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 nonmembers 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 appropriate institutional head for transmission with recommendation to the Chancellor and the Board of Regents. Emergency legislation shall be in effect from the date of its enactment and continue in effect unless disapproved by the Chancellor or Board of Regents.
  
- 6.9 Major Legislation.
  - 6.91 The 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 institutions 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 institution 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 appropriate institutional head for transmission with his recommendations to the Chancellor and the Board of Regents.

6. 92 Major legislation may be initiated outside the 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 Chancellor and the Board of Regents by the Graduate Faculty in a component institution of The University of Texas where graduate work is offered or proposed. When an appeal has been voted by the faculty in any component institution, the Secretary of the Graduate Legislative Council shall notify the secretaries of the faculties in all the other component institutions for study and action by those faculties.
- 6.(11) Special Meetings of the Graduate Faculties of Component Institutions. -- Special meetings of the Graduate Faculty of the Main University or of the voting members of the other component institutions of the University may be held whenever the Graduate Dean or the administrative head of such other component institution shall desire, or upon petition of five members of the Graduate Faculty of the Main University, or of five members or of a majority (whichever is the lesser) of the voting members in other component institutions. 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 seven 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 seven 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 seven 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 recommendations 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 and the institutional head.

## CHAPTER VII

### ENACTMENT AND AMENDMENT

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

1. 1 All rules, orders, and regulations heretofore enacted by the Board of Regents which are in conflict with these Rules and Regulations are hereby repealed.
1. 2 Effective September 1 1960, with the establishment of a Chancellorship system by amendment of these rules, all provisions of these rules and other actions of the Board of Regents, contracts, and other agreements referring to or affecting the head of the University system shall extend to the title of Chancellor instead of President.

#### Sec. 2. Format 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 Institutional 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 are organized in two parts. Part One shall, in general, contain all rules and regulations other than those of a fiscal nature. Part Two shall consist of the fiscal rules and regulations of the Board.

#### Sec. 3. Official Copies.

3. 1 The Official Copies of The Rules and Regulations for the Government of The University of Texas and each Institutional Supplement shall be maintained in the Office of the Board of Regents.

- 3.2 Copies of these Rules and Regulations and of the Institutional Supplements shall be in the possession of the members of the Board of Regents, the Chancellor, the institutional heads, and such other persons and offices as the Chancellor shall designate.

Sec. 4. Amendment of Rules and Regulations.

- 4.1 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.
- 4.2 Amendments and additions to Part Two of these rules and regulations shall not require such prior notice or approval at two meetings.
- 4.3 Classification of material under Part One and Part Two of these rules and regulations shall be made by the Chancellor subject to change by the Board.

- Sec. 5. 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.

*Official Copy  
Adopted  
Sept. 1960*

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

THE UNIVERSITY SYSTEM

PART TWO

1960

Adopted by the Board of Regents on January 23, 1960  
(with Amendments to September 24, 1960)

Copy No. 2150

## PART TWO

Part Two consists of rules and regulations which are fiscal in nature. These may be deleted or amended by the Board of Regents without the necessity for prior notice or action.

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## CHAPTER I

### GENERAL

#### Sec. 1. Gifts to the University.

- 1.1 The authority to accept gifts to the University or to any of the component institutions is vested in the Board of Regents.
- 1.2 Recommendations for the acceptance of gifts showing details as to value, form, stipulations regarding use, and provisions for custody and disbursement of funds shall be transmitted by the institutional head to the Chancellor and by him, with recommendations, to the Board of Regents. These provisions, however, do not apply to contracts with public agencies.
- 1.3 The authority to accept gifts to a component institution is delegated to the institutional head when the gift is to a fund, foundation, or enterprise already approved by the Board of Regents or is a continuation of a series which has been previously approved by the Board. Such gifts shall be reported to the Board by the dockets of each component institution.
- 1.4 Each administrative head is empowered to accept cash gifts to The University of Texas of \$100 or less, within the policies of the Board of Regents and Legislature governing the acceptability of gifts, and to deposit such gifts to the appropriate accounts. A semiannual report of such gifts shall be filed in the Office of the Board of Regents within thirty (30) days after August 31 and February 28 of each year.
- 1.5 Except as provided in the preceding sections, no member of any staff has the power to accept gifts of money to the University or to any of its component institutions. Gifts to the component institutions of books or other objects of very small value and very obvious propriety, without conditions attached, may be accepted by individual members of the staffs provided these gifts are reported promptly to the institutional head. Such gifts need not be reported to the Board.



## CHAPTER II

### ACCOUNTING, AUDITING, REPORTING, AND BUDGETARY CONTROL

#### Sec. 1. Types of Funds.

1. 1 General Funds. --General Funds are those unrestricted, operating funds which are available for any purpose. They are expended in accordance with the budgets and appropriations approved by the Board of Regents. General Budget Funds balances shall not be reappropriated from one fiscal year to another unless specific approval is given the institutional head and the business officer by the Chancellor and the Board of Regents.
1. 2 Special Activities Funds. --Special Activities Funds are general funds restricted by the University; the income and expenditures are ordinarily related to a particular department. With few exceptions, expenditures are limited to the income derived from the project. They are subject to the same restrictions as General Budget Funds although balances are automatically reappropriated at the end of each fiscal year.
1. 3 Current Restricted Funds. --Current Restricted Funds are those received from individuals, firms, agencies, corporations, etc., or income derived from private endowments, to be used only for a particular purpose or project, specified by the donor, such as research, conferences, scholarships, fellowships, etc. The period of use is usually designated in the agreement approved by the Board of Regents. Balances at the end of a fiscal year shall be carried forward to the succeeding year unless otherwise specified.
1. 4 Agency Funds. --Agency Funds are funds handled through the institutional business office as the agent of the owner, after approval by the institutional head, the Chancellor, and the Board of Regents through the Institutional Docket. Balances shall be carried forward from year to year unless otherwise designated. Agency Funds shall be expended in accordance with the limitations of the agency agreement and the applicable rules and regulations of the Board of Regents.

#### Sec. 2. Accounting.

2. 1 The financial accounts of the University shall be kept in accordance with the recommendations of the National Committee on the Preparation of a Manual on College and University Business Administration, as set

- 3.3 Although the University Comptroller is responsible for the internal postauditing of business transactions affecting the component institutions, this work shall be done under the supervision of the business officers of the component institutions and the Branch College Auditor.
- 3.4 The business records of accounts and other records shall be verified and authenticated within the budgets, regental actions, and statutory requirements.
- 3.5 The Branch College Auditor, under the supervision of the University Comptroller, shall be initially responsible for the postaudit of business activities at the component institutions, except the Main University. He shall conduct the audits in accordance with accepted auditing standards, including necessary tests of the records. He shall make a written report of each audit, calling attention to any transactions which may not be in accord with legal requirements, institutional accounting principles, and institutional policies and regulations.
- 3.6 The State Auditor, under State law, is responsible for the external audit of the University's books.

#### Sec. 4. Reporting.

- 4.1 All financial reports shall be prepared in accordance with the provisions of the statutes, official orders of Texas Commission on Higher Education, and the directives of the Board of Regents and in conformity with the manual, "College and University Business Administration," referred to above. The forms shall be prepared by the institutional business officer and approved by the University Comptroller.
- 4.2 Two reports, both of which shall be prepared under the direction of the institutional business officer and the University Comptroller, shall be prepared annually by the University:
  - 4.21 Annual Financial Report. -- On or before December 29, printed financial reports, set up in accordance with the forms recommended in Volume I, "College and University Business Administration" (1952) shall be filed with the Texas Commission on Higher Education. The certificate of audit of the State Auditor is to be included if his report has been completed.
  - 4.22 Salary Payment Report. -- On or before December 31 each year, an itemized schedule shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered, and a summary of all expenditures by departments. Two copies of this report shall be prepared, one copy for the Office of the Secretary of the Board of Regents and one copy for the Office of the Comptroller.

- 6.23 Approval of the finished budget by the Chancellor and the Board of Regents.
- 6.3 The estimates of income shall be included in the biennial budget requests prepared by the institutional business officer and the institutional head.

## CHAPTER III

### RECEIPT, CUSTODY, AND DISBURSEMENT OF MONEYS

#### Sec. 1. Receipts, Cash Registers, and Admission Tickets.

- 1.1 No department, division, or individual staff member is authorized to receive money in the name of the University without prior approval of the institutional business officer and institutional head.
- 1.2 An official receipt in the form prescribed by the institutional business officer shall be issued for all moneys received.
  - 1.21 Where the volume of sales justifies their use, cash registers shall be used with recording tapes listing the amount of each sale. When cash registers are not used, cash sales tickets or receipts shall include, if practical, the name of the purchaser, itemization, and price of the articles sold.
  - 1.22 Admission tickets, including complimentary tickets, shall have the price of admission indicated thereon, and all such tickets shall be prenumbered, except for certain events where the section, row, and seat number are shown. Admission tickets and coupon books shall be purchased for delivery to the institutional business office and issued to the department concerned. Unused tickets or books shall be returned along with a prescribed ticket report to the business office within 30 days from the date of the event, and all receipts from such sales shall be deposited in the business office as outlined later.
  - 1.23 A list showing the names of all persons receiving complimentary tickets shall be furnished the business office as a part of the prescribed ticket report.

#### Sec. 2. Deposits with Institutional Business Office.

- 2.1 Money received by all departments from all sources shall be deposited in the institutional business office using an official form. The deposits shall be daily if the receipts are \$50 or more, and weekly even if the accumulation is less than \$50. When cash is included, the deposit shall be made in person by a departmental representative to whom an official receipt is issued.

specifying persons authorized to sign checks drawn on such funds. Depository banks shall secure revolving fund deposits as provided by law.

Sec. 4. Local Institutional Funds.

- 4.1 All local income, not required to be deposited in the State Treasury, must by law be deposited in local depository banks for safekeeping. Requests for new depository bank accounts and for any authorized signatures to be accepted by the bank must have the approval of the University Comptroller and the Chancellor who shall notify the bank and others concerned. Depository agreements with the local banks shall be negotiated by the University Comptroller with the assistance of the institutional business office and the institutional head and shall be submitted to the Chancellor and Board of Regents for approval.
- 4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks within five days from the date of collection. Such funds are usually carried as demand deposits; however, they may be carried as time deposits at a negotiated interest rate.
- 4.3 The Board of Regents and the institutional heads may not, by law, borrow money from any person, firm, or corporation to be repaid from local funds except as specifically authorized by the Legislature.

Sec. 5. Charge Sales. -- The University is not allowed, by law, to sell property or service on credit.

Sec. 6. Sales to Staff Members. -- Sales of University property may be made to staff members only after authorization by the Board of Regents through docket approval.

Sec. 7. Vouchers for Expenditures.

- 7.1 Main University Vouchers for disbursement of funds shall be prepared in the departmental offices at the Main University. They shall be signed by the head of the department, or someone recommended by him in writing and appointed by the President of the Main University, and such vouchers shall be approved by an authorized person in the Auditor's Office.
- 7.2 At the other component institutions, vouchers shall be prepared, where possible, in the business offices, and all vouchers shall be approved by the Business Manager or some person to whom he may delegate such authority.

8.3 When purchases are not made through the Board of Control, all copies excepting Nos. 2 and 4 are submitted and Copy No. 1 (or the attached invoice) must be notarized or a certification made as indicated in the preceding paragraph

Sec. 9. Vouchers Payable from Local Funds (All funds not on deposit in State Treasury).

9.1 When materials, supplies, etc., are purchased through the Board of Control, Copy No. 3 may become the original and, if so, Copy No. 1 need not be submitted unless the required notarization or certification appears thereon. Notarization or certification is required as stipulated in the preceding section entitled "Vouchers Payable from State Funds."

9.2 When materials are not purchased through the Board of Control, only Copies Nos. 3 and 5 need be submitted, with Copy No. 3 as the original. Notarization or certification is required.

Sec. 10. Outstanding Checks.

10.1 Outstanding checks shall be carried on the official accounting records for the two fiscal years following the year in which they are issued. (Example: if issued in 1953-54, they would be carried through August 31, 1956.) Those still outstanding at the end of the second fiscal year after issue shall be cancelled and written off the official accounting records.

10.2 Each business office is expected to make diligent effort to minimize the number of such outstanding checks, particularly those in excess of \$10.

Sec. 11. Institutional Membership Dues. -- University funds shall be used to pay membership fees only in educational, scientific, or other associations of which the University is an institutional member, with initial memberships approved by the institutional heads and the Chancellor.

Sec. 12. Payrolls.

12.1 There are three general types of payrolls, those for (1) regular salaried employees; (2) weekly salaried employees; and (3) hourly salaried employees.

12.2 At the Main University, payrolls for all regular salaried employees, except those for Auxiliary Enterprises, shall be prepared in the Payroll Division of the Auditor's Office and approved by the Auditor or Assistant Auditor.

12.21 Vouchers and payrolls for weekly and hourly employees, and regular salaried employees in Auxiliary Enterprises, shall be prepared in triplicate on proper forms by the department concerned. They shall be approved by the head of the department, or someone authorized to sign for him, and shall include the name

component institution for approval. At the Main University, request for such absence, including travel on official business without expense to the University, shall be transmitted, with reasons therefor, through the departmental chairman or administrative superior to the appropriate dean or equivalent administrative officer for approval; but if reimbursement for travel is involved, the approval of the President is required.

- 13.22 Request for permission to be absent for a period in excess of one week but not in excess of two weeks, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor of the University for approval prior to such absence.
- 13.23 Request for permission to be absent for a period in excess of two weeks (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor of the University and to the Board of Regents or the Executive Committee of the Board for approval prior to such absence.
- 13.24 Request for permission to be absent by the administrative officers and staff of Central Administration shall be approved by the Chancellor.
- 13.25 Any travel which contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred outside the continental limits of the United States must have the written approval of the Chancellor of the University and the Governor prior to the travel, in addition to the authorizations required in the appropriate preceding subdivisions.
- 13.26 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subdivisions, the Chancellor of the University may exercise such authority.
- 13.27 The chief administrative officers of the component institutions shall keep records of all approved absences and shall submit detailed summaries periodically to the Chancellor for distribution to the Board of Regents.
- 13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the executive head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds
- 13.3 Approval of Travel Expense Reimbursements.
- 13.31 Travel expenses shall be reimbursed only from funds appropriated or authorized for travel. Heads of component institutions shall plan the travel of all employees under their authority to achieve maximum economy and efficiency.

- for in case of his return to designated headquarters after 7:00 A. M.) . . . . . \$1.00
13. 3412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P. M. . . . . \$1.00
13. 3413 Dinner allowance if the employee is away from his designated headquarters after 7:00 P. M. . . . . \$2.00
13. 342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve overnight stay will be reimbursed for meals and lodging in an amount not in excess of \$9.00 at the rate of \$2.25 for each six (6) hour period involved or fraction thereof.
13. 35 Per Diem Allowances - Travel Status for a Continuous Period of Less Than Six (6) Hours. - No partial per diem or actual expenses (except transportation) will be paid an employee who is away from designated headquarters for a period of less than six hours.
13. 36 Day Defined for per Diem Purposes.
13. 361 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.
13. 362 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A. M. to 6:00 A. M., 6:01 A. M. to 12:00 Noon, 12:01 P. M. to 6:00 P. M., and 6:01 P. M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day.
13. 363 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins and the final quarter to be that in which travel ends.
13. 364 Out-of-State travel status commences at the beginning of the next quarter after the employee in travel status crosses the state line and continues through the quarter in which the employee returns to the state line. Payments for both in-state and out-of-state per diem allowance will not be made for the same period of a calendar day.
13. 37 Transportation Allowance.
13. 371 Public Conveyance Including Taxis. - An employee traveling by public conveyance is entitled to a transportation allowance equal to the actual cost of transportation, excluding Federal tax. Receipts for such public transportation, excluding receipts for city bus, taxi, or limousine fares in amounts of \$2.50 or less, shall be obtained and attached to the employee's expense account when submitted. A detailed list of all claims for public transportation including city bus, taxi, and limousine fares in amounts of \$2.50 or less shall be shown on Travel Expense Account under "Record of Transportation Claimed for Each Trip."



- 13.39 Exception to per Diem Allowance. -- Subject to the advance written approval of the Chancellor of the University, the executive head of each component institution may designate one assistant who shall be reimbursed for actual expenses of meals, lodging, and incidental expenses not to exceed Twenty-five Dollars (\$25) per day when traveling on official business either in or out of the State. This authorization, however, shall be valid only for periods not to exceed one week in each instance. The executive head of the component institution authorizing such travel allowance shall file with the Comptroller of Public Accounts a written statement as to the purpose of such travel expense incurred by the employee each and every time such designation is made. Travel authorized under this exception to the per diem allowance must be specifically indicated in the required reports.
- 13.3(10) Special Exceptions to Foregoing General Travel Regulations. -- The provisions of the foregoing general travel regulations apply to all employees and all funds but employees may elect to take advantage of the specific exceptions authorized below:
- 13.3(10)1 Contracts. -- Travel allowances under research or other contracts, which are 100 per cent reimbursable, will follow the terms of the contract, and in the absence of specifications the travel rules and regulations covering payments from Trust Funds will apply.
- 13.3(10)2 Trust Funds. -- Travel allowances paid from Trust Funds, unless otherwise specified under the grant or gift, shall be on the basis of actual expenses incurred in lieu of per diem not to exceed a maximum of \$15.00 a calendar day. Expense incurred under this provision must be itemized so as to show the amount expended each day for meals and lodging. All public transportation expenses in excess of \$2.50 shall be supported by receipts.
- 13.3(10)3 Intercollegiate Athletics. -- Actual expenses will be paid at no per diem limit, provided such expenditures in the amount of \$2.00 or more are supported by signed receipts.

Sec. 14. Freight and Express, Advertising, Postage and Box Rent, Telephone, Telegraph, and Subscription Vouchers.

- 14.1 Vouchers for freight and express charges are, if practicable, made payable to the local agent but in the name of the transportation company. A careful check shall be made for damages or shortages and, if any, notation is made on the receipt of the transportation company before the shipments are accepted. The vendor shall be notified in writing when damages or shortages occur and a copy of the notification shall be attached to the voucher when deductions are made on the invoice. In general, charges for freight and express are made against the same accounts as those charged for the purchase of the related materials.

shall be notified by the appropriate Business Manager and shall approve all loss claims and settlements. Any settlement over \$1,000 and under \$10,000 shall be approved by the Chancellor as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents.

Sec. 17. Receipting for Payments. -- All statutory or rider provision requirements as to receipts for warrants in payment of salaries, wages or reimbursement of official travel expenses shall be complied with by the component institutions.

## CHAPTER IV

### PURCHASING

- Sec. 1. Authority to Obligate Funds. -- The official purchasing agents of the component institutions shall have sole authority to obligate funds of their respective institutions for purchases unless otherwise provided in these regulations or otherwise specifically approved by the institutional head and the Chancellor or by the Board of Regents. The University can assume no liability for payment of obligations except those incurred in accordance with authority thus granted.
- Sec. 2. Purchasing Ethics.
- 2.1 All qualified, reputable bidders shall be given equal opportunity to submit bids on a uniform basis when competition is possible.
  - 2.2 No bidder shall receive special consideration or be allowed to revise his bid after the time set for opening bids.
  - 2.3 Purchasing agents and their staffs and others authorized by or under these regulations to make purchases shall not accept gratuities or become obligated to individuals or firms seeking business.
  - 2.4 Any violations of these purchasing ethics shall be reported promptly to the Chancellor and to the Board of Regents.
- Sec. 3. Purchases of Supplies and Equipment.
- 3.1 Unless otherwise provided in these Rules and Regulations or specifically approved by the Board of Regents, the State Purchasing Act of 1957 shall govern the purchasing policies of the University. This Act gives the authority to the University to purchase, without approval of the Board of Control:
    - (a) Supplies, materials, services, and equipment for resale.
    - (b) For Auxiliary Enterprises.
    - (c) For Organized Activities relating to instructional departments.
    - (d) From Gifts and Grants.

purchase. Requisitions shall show an actual or estimated cost and shall be numbered consecutively. Separate requisitions shall be made for purchases on the open market for each class of items, such as hardware, electrical supplies, chemical supplies, etc. The department shall be furnished a copy of each purchase order issued against its funds by the purchasing agents.

- 5.3 Requisitions shall not be required for perishable items, automobile repairs which include both material and labor, and service charges which include only labor. However, vouchers payable from State funds for perishable items, or automobile repairs including material must be approved by the State Board of Control.

Sec. 6. Requisitions for Space Leases.

- 6.1 Space leases involving buildings must, by law, be approved by the State Board of Control and may not extend beyond the current biennium.
- 6.2 Proposals for space leases require the approval of the Chancellor and the Board of Regents, and lease contracts drawn in accordance with such approval shall be signed by the University Comptroller.
- 6.3 A requisition shall be submitted to the purchasing agent and the lease completed prior to occupancy of any space for office, storage, or other purposes. The requisition must show type of space and purpose of its use, approximate number of square feet, location, whether janitor service and/or utilities will be furnished by the lessor, period of the lease, and any other requirements.

Sec. 7. Rental of Machines and Equipment. -- Requisitions for rental of all machines and equipment are required, by law, to be approved by the State Board of Control prior to the beginning of the rental period. They are submitted through the purchasing agents and payment of the rentals shall be made only after approval of the requisitions by the Board of Control. Also see Section 11 of this Chapter.

Sec. 8. Purchase of Air-Conditioning Equipment. -- It is the policy of the Board of Regents that expenditures for purchase of any new or additional air-conditioning equipment must be approved in advance by the Board or the Chancellor on recommendation of the executive head of the component institution. Because the installation or replacement of air-conditioning equipment frequently involves special electrical installations, departments shall secure the approval, in writing, of the Director of Physical Plant and/or the Business Officer before initiating a request for such equipment. When departmental funds are the source of the original purchase, installation costs, as well as maintenance and repair costs shall be paid from departmental budgets.

## CHAPTER V

### PERSONNEL

- Sec. 1. Classified Personnel. -- The Policy of the Board of Regents on the Development and Coordination of the Classified Personnel Programs. This policy covers:
1. 1 The development and operation of the Institutional Personnel Program as defined in the duties of the Institutional Personnel Officer. This extends to:
    1. 11 The administration of the Classified Personnel Program in his institution. The Institutional Personnel Officer shall:
      1. 111 Know the objectives and all of the details of the program.
      1. 112 Assume responsibility for recommending all changes in the written program to his chief executive officer.
      1. 113 Interpret the personnel program to his institution--administration, supervisors, and employees.
    1. 12 The classification plan. The Institutional Personnel Officer shall:
      1. 121 Recommend all changes in any existing job classification or the creation of any new job classification.
      1. 122 Write all class specifications.
      1. 123 Allocate all jobs to the proper job classification.
      1. 124 Assure that no person is appointed in a position in the classified service under a title not included in the Classification Plan.
    1. 13 The pay plan. The Institutional Personnel Officer shall:
      1. 131 Recommend all changes in approved salary ranges together with the ranges for all new job classifications.
      1. 132 Make salary studies to determine correctness of existing salary ranges and to substantiate recommendations for new ranges or changes in existing ranges.
      1. 133 Assure that no appointment and/or change of salary is made which is:
        1. 1331 Below the minimum salary for the class range (except for a "Trainee").
        1. 1332 Above the maximum salary for the class range.
        1. 1333 Not on a regular step (or fraction thereof if part-time).
    1. 14 The policies and rules. The Institutional Personnel Officer shall:
      1. 141 Provide a uniform interpretation of the institution's personnel policy

- 1.214 Job Code. -- A uniform job code entitled the Personnel Classification Code shall be used to designate job classes. This code may be used on IBM cards to compile statistical information on classified employees.
- 1.22 The Pay Plan
- 1.221 A uniform system of salary steps providing for an increase of 5 per cent. to the nearest dollar, above each preceding step shall be used for all pay plans. All salaries shall be on salary steps, or a fractional part thereof.
- 1.222 A uniform system for setting forth the salary ranges for each job classification shall be used in the pay plans for each institution.
- 1.223 Salary ranges for each job classification shall be dependent upon the competitive labor market situation for each institution, as determined by pay surveys.
- 1.23 The policies and rules
- 1.231 Each institution shall operate its Classified Personnel Program under a policy statement covering the appointment, compensation, and working conditions of classified employees
- 1.232 Uniform policies shall be followed in providing vacation, sick leave, etc., within the limitations imposed by local operating conditions.
- 1.24 Approval of additions to and changes in the Classified Personnel Program.
- 1.241 Formal approval of the Classification Plan, Pay Plan, and Policies and Rules developed by each institution was obtained from the Board of Regents at the time each program was formally adopted.
- 1.242 Changes in the Classification Plan, Pay Plan, and Policies and Rules at each institution must be made upon the recommendation of the institutional personnel office, the chief executive officer of the institution, and have the approval of the Chancellor and the Board of Regents. Such changes must have the approval of the Chancellor prior to inclusion in the Regents' Docket for the institution concerned.
- 1.25 Institutional Personnel Officer.
- 1.251 The chief executive officer of each component institution shall designate one qualified official who shall be responsible under the chief executive officer of that institution for the development and operation of the Classified Personnel Program.
- 1.252 Functional direction and help on technical personnel matters shall be provided each classified personnel officer by the Office of the Chancellor of The University of Texas.
- 1.26 System Personnel Adviser. -- The System Personnel Adviser serves as a staff officer advising the Chancellor through the Vice-Chancellor (Fiscal Affairs) on the Classified Personnel programs for each of the component institutions of the system.

periods, the employee is absent without loss of efficiency rating or vacation time, or salary, and is restored to the position and status he previously held when relieved from military duty.

2. 32 The institutional heads may prescribe forms and procedures for such requests.

2. 4 Overtime.

2. 41 Classified Personnel.

2. 411 The schedule of activities shall be so organized that employees are not required to work in excess of established work periods except when operating necessities demand it. Equivalent compensatory time off for required overtime of at least one hour or more above established work periods is given employees whose salaries are below the minimum for a full-time instructor at all institutions except the M. D. Anderson Hospital and Tumor Institute and the Southwestern Medical School where definite salary limits are set.

2. 412 Overtime equivalent not to exceed a regular work week may be accumulated and compensatory time taken at a mutually convenient time. Under exceptional circumstances payment may be made to eligible employees on a straight time basis from the budget of the employing department, upon approval of the appropriate administrative officials.

2. 42 Faculty.

2. 421 Full-time faculty members of the rank of Instructor or above are permitted to work a maximum of 10 hours per week additional time in government and other sponsored projects upon recommendation of the chairman and dean of their respective departments, schools, or colleges, and with the approval of the project director and the head of the component institution and to receive extra compensation for such work at a pro rata of their regular full-time teaching salary rate; provided, however, that such additional work does not interfere with the regular full-time duties of the individual.

2. 422 Part-time faculty members of the rank of Instructor or above may be similarly approved for additional work in government and other sponsored projects subject to a maximum combined work load of 50 hours per week, compensation in the sponsored project to be at a pro rata of the regular full-time teaching salary rate.

2. 423 With rare exceptions, full-time employees on a twelve months' salary basis shall not be permitted extra employment on government and other sponsored projects. In the event that such employment is approved, it is governed by the limitations stated above

Employment of Aliens - Chapter III, Sec. 3, page 20.

Indebtedness to the University or the State - Chapter III, Sec. 27, page 31.

Appointment of Relative (Nepotism Rule) - Chapter III, Sec. 5, page 21.

Holidays - Chapter III, Sec. 14, page 27.

Vacation - Chapter III, Sec. 15, page 28.

Sick Leave - Chapter III, Sec. 18, page 29.

Leave for Jury Duty - Chapter III, Sec. 19, page 29.

Leaves of Absence Without Pay - Chapter III, Sec. 16, page 28.

Absence from Usual and Regular Duties - Chapter III, Sec. 20, page 29.

Office Hours - Chapter III, Sec. 12, page 27.

Outside Employment - Chapter III, Sec. 13, page 27.

Acceptance of Money from Students - Chapter III, Sec. 25, page 30.

Textbooks and Other Materials Prescribed for the Use of Students - Chapter III, Sec. 23, page 30.

Institutional Employees as Students - Chapter III, Sec. 29, page 32.

Power to Authorize Expenditures out of University Funds - Chapter III, Sec. 26, page 31.

Division of Salaries for Staff Engaged in Teaching and Non-teaching Activities - Chapter III, Sec. 17, page 28.

Compensation for Correspondence and Extension Teaching of Full-time Staff Members - Chapter III, Sec. 22, page 29.

Classified Personnel Systems - Chapter III, Sec. 2, page 19.

Code of Ethics - Chapter III, Sec. 4, page 20.

Tenure, Promotion, and Termination of Employment - Chapter III, Sec. 6, page 23.

Modified Service - Chapter III, Sec. 30, page 32.



## CHAPTER VI

### STAFF BENEFITS

(Staff benefits may be subject to change by State and Federal laws.  
Application in specific instances should be verified.)

#### Sec. 1. Teacher Retirement System.

1. 1 There are two types of members in the Teacher Retirement System:
  1. 11 Teacher members - employees occupying positions as teachers, clerks, administrators, supervisors, and related occupations in educational institutions; and
  1. 12 Auxiliary employees - all other employees of educational institutions otherwise eligible, such as building attendants, carpenters, etc.
1. 2 All employees of the University employed on a regular, full-time salary are required by law to participate in the Teacher Retirement System, which became effective for teacher members September 1, 1937, and for auxiliary members September 1, 1949, except persons eligible at those times who executed waivers within the period allowed by law and have not revoked such waiver if later permitted, and members of the Employees Retirement System about which information is given later.
1. 3 Annual membership dues in the Teacher Retirement System are \$3, which amount is deducted from the first salary payment in a fiscal year. Members contribute 6 per cent of their salary up to and including \$8,400 per year, with the maximum contribution of \$504 per year, which amount is deducted from the monthly salary payment. The contributions are sent monthly by the business offices to the Teacher Retirement System. Each year members receive a statement from the Teacher Retirement System, through the business offices, of their total contributions, plus accumulated interest through August 31 of the preceding year. Within the provisions of the law, the State also contributes to the member's account.
1. 4 The annuity payable at retirement is based on the salaries earned by the member. Annuity payments for services rendered prior to September 1, 1955, are based on the average annual salary of the member

1. 9 Information pertaining to options under which retirement benefits may be drawn and to reciprocal service between the Teacher and Employees Retirement Systems, as well as other information, may be secured from the local institutional business office, the Central Administration Office of Workmen's Compensation Insurance and Other Staff Benefits, or the Teacher Retirement System in Austin.

Sec. 2. Employees Retirement System.

2. 1 There are relatively few employees of the University who are members of the Employees Retirement System since they are no longer eligible for initial membership in this system. Only those who were eligible between September 1, 1947, and August 31, 1949, and who did not waive membership as of September 1, 1947, are now members. Beginning September 1, 1949, new employees who would previously have been eligible for this plan became eligible for membership in the Teacher Retirement System as auxiliary employees.
2. 2 Annual membership dues in this system are \$2, which sum is deducted from the first monthly salary payment in a fiscal year. Contributions of employees are 4-1/2 per cent of the total salary earned, which is deducted from monthly salary payments. The University contributes an amount equal to that of employees, payable from the same source as the salary. All contributions are deposited monthly with the Employees Retirement System and by law are deposited by that agency with the State Treasurer.
2. 3 Members' deposits are handled in the same way as in the Teacher Retirement System.
2. 4 Provisions for membership and retirement requirements and benefits are quite similar to those for the Teacher Retirement System; however, "prior service" in the Employees Retirement System is all creditable service rendered prior to September 1, 1947, and "membership service" is that which has been earned since that date.
2. 5 Further details, including information pertaining to reciprocal service with Teacher Retirement System, may be secured from the local institutional business office, the Central Administration Office of Workmen's Compensation Insurance and Other Staff Benefits, or the Employees Retirement System in Austin.

Sec. 3. Group Life Insurance.

3. 1 The University carries a master group life insurance policy, covering all institutions, with the Aetna Life Insurance Company for a "One Year Term Plan." Premiums are payable annually, in advance, increase for each person with each year of age, and are payable entirely

under the provisions of the Teacher Retirement System or the Employees Retirement System or unless he converts the group policy into one for regular individual life insurance. This conversion may be made, without a medical examination within 31 days of termination of employment, to any regular individual life insurance policy, except term insurance, customarily issued by the company.

Sec. 4. Group Hospitalization and Medical Benefit Plans.

- 4.1 Group hospitalization and medical benefit plans may be instituted or continued at each of the component institutions subject to approval of the institutional head, the University Comptroller, the Chancellor, and ratification through the Regents' docket.

Sec. 5. Workmen's Compensation Insurance.

- 5.1 The Workmen's Compensation Insurance Program is on a university-wide, self-insuring basis, financed by setting aside not more than 2 per cent of the annual payroll of covered employees, and provides certain benefits for injuries sustained on the job. These benefits include payments for reasonable medical aid, hospitalization, etc.; total or partial incapacity; specific losses; and death.
- 5.2 The Director of Workmen's Compensation Insurance and Other Staff Benefits, in cooperation with other University officials, investigates accidents and injuries, and endeavors to develop, publish, and enforce safety rules and regulations. His office keeps a complete record of all injuries on the job and is responsible for reporting them to the Industrial Accident Board.
- 5.3 All employees whose names appear on the payrolls are eligible except:
- 5.31 Administrative staff, including officers of the administration;
  - 5.32 Teaching staff, research staff, clerical and office employees and supervisory staffs unless hazardous work is required, such as handling or working in close proximity with dangerous chemicals, materials, machinery, or equipment; working in a dangerous area; performing manual labor; traveling regularly; or being exposed to hazards of occupational disease; and
  - 5.33 Persons paid on a piece-work basis or any basis other than by the hour, day, week, month, or year.
- 5.4 Eligible employees who do not wish coverage may waive all rights to the benefits at the time of appointment. However, the waiver may be revoked at any time during continuous employment and the employee covered by insurance 30 days after the application form is signed, upon taking the necessary physical examination and being certified as physically fit.

- 5.(10) The supervisor is also responsible for keeping in close touch with injured employees and their attending physicians and investigating medical attention to see that unnecessary aid and visits are avoided. He approves the statement from the physician as to services rendered although not actual charges for treatment.
- 5.(11) Compensation paid is in lieu of salary and wages, and the employee's name is therefore dropped from the payroll when he is unable to work after injury, and is not returned to the payroll until he is back on the job after certification by the attending physician.
- 5.(12) The compensation for a covered employee injured in the course of his work is equal to 60 per cent of the average weekly earnings for the 12 months immediately preceding injury, though not more than \$35 nor less than \$9 per week. Compensation to an employee on less than a full work day basis is not more than 60 per cent of his average weekly earning, with the same maximum of \$35. Compensation is not paid for incapacity of less than one calendar week unless incapacity continues for 28 days at which time the compensation is paid for the first seven days. Benefits may be paid for no longer than 401 weeks from date of injury for total incapacity and no longer than 300 weeks for partial incapacity for work. For specific injuries, the Director has information available on request concerning benefits for specific injuries such as the loss of a hand or an eye. In case of death, benefits are computed on the basis of 360 weeks from injury.
- 5.(13) Payment for physical examinations, medical aid, hospitalization and compensation is through the Workmen's Compensation Insurance and Other Staff Benefits Office.
- 5.(14) The Workmen's Compensation Insurance and Other Staff Benefits Office shall issue an annual report through proper channels to the Chancellor and to the Secretary of the Board of Regents for the information of the members of the Board which shall include at least the following information: The names of all employees receiving workmen's compensation benefits during the preceding year, and for each such employee the number of separate incidents involving loss of time, the total working days lost, and the total compensation received; a list of physicians to whom payments were made and the totals paid to each.

## Sec. 6. Social Security (Old-Age and Survivors Insurance).

- 6.1 As an employer, the University complies with the relevant provisions of the Social Security Act. All University employees are required to participate in the Federal Social Security Program as a condition of employment.

## CHAPTER VII

### PHYSICAL PROPERTIES

- Sec. 1. Except as otherwise specifically authorized, University property shall be used only for official business. Only Library books and other items of similar nature of well-established use may be used for the personal benefit or pleasure of employees. A Property Manager is designated at each institution.
- Sec. 2. Use of Physical Facilities of the University by Outside Groups; The University of Texas as a Joint Sponsor. -- Use of University physical facilities, especially auditoriums, gymnasiums, and large rooms, by outside groups shall be subject to the following rules in which the "University" shall mean any component institution:
2. 1 The University of Texas will not permit the unrestricted use by non-University groups of any of its facilities.
  2. 2 The University will not enter into joint sponsorship of any project or program that is to result in private gain for the cooperating group or groups.
  2. 3 The University, established as a public institution without regard to political affiliation or religious faith, cannot be a joint sponsor with any noncampus organization for political or sectarian gatherings. However, the appearance by or on behalf of a candidate for public office may be authorized under conditions prescribed by the Board of Regents.
  2. 4 Whenever non-University groups share in the use of University buildings, it must be upon the invitation of The University of Texas and under its joint sponsorship, and with the further understanding that all the conditions governing such sponsorship are to be set by the University.
  2. 5 The University when entering into joint sponsorship of any program or activity assumes full responsibility for all details and reserves the right to approve all copy for advertising, as well as news releases.
  2. 6 The University will not enter into joint sponsorship of any program or activity in which the educational implications are not self-evident and which does not directly supplement the educational purposes of the University.

- 4.4 University-owned vehicles are subject to the compulsory inspection required by law.
- 4.5 It shall be the obligation of the Business Manager of each of the component institutions to see that all employees who are required to drive University-owned vehicles are fully informed of their personal responsibility and liability for their negligent operation.

Sec. 5. Insurance on University Property.

- 5.1 The following types of insurance coverage, where practicable, shall be maintained on a system-wide basis:
  - Fire and Extended Coverage Insurance
  - Boiler and Machinery Insurance
  - Blanket Position (Fidelity) Bond
  - Money and Securities Insurance
- 5.2 The terms of the policies covering the risks indicated above are negotiated by the University Comptroller in accordance with policies approved by the Office of the Chancellor and the Board of Regents. Unless otherwise authorized by the Board, insurance policies shall be purchased on a competitive bid basis.
- 5.3 When it is necessary or advisable to cover risks on a basis that is not system-wide, insurance policies covering such risks shall be approved by the University Comptroller on an individual basis upon recommendation by the Business Manager of the component institution affected.
- 5.4 At the time a loss occurs applicable to either system-wide or individual insurance policies, the University Comptroller shall be notified by the appropriate Business Manager and shall approve all loss claims and settlements. Any settlement over \$1,000 and under \$10,000 shall be approved by the Chancellor as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents.

Sec. 6. Keys to Buildings, Offices, Etc.

- 6.1 Keys to buildings, offices, and other facilities shall be issued to the employee upon authorization by his chairman or administrative official. The Director of Physical Plant, or some other authorized person, shall have immediate responsibility for handling keys and he shall issue instructions and outline procedures as approved by the business offices and the institutional heads.
- 6.2 A deposit is usually required for keys which sum is in turn deposited in the business office or auditor's office. Department heads shall cooperate

10. 4 Sale of property estimated to bring \$500. 00 or more shall be made on a basis of competitive bids.

10. 5 Sales in amount of \$1, 000. 00 or more shall be approved in advance by the Board of Regents.

Sec. 11. Transfer of Property. -- Property may be transferred from one State agency to another when it becomes surplus. Such transfers from one component institution to another, or from a component institution to another State agency, shall have the advance approval of the institutional business managers concerned and shall be reported to the executive heads. The purchasing agents shall advise departments and administrative offices as to the procedure to be followed in disposing of or acquiring property by this means.

Sec. 12. Certain Special Provisions in Current Appropriation Bill. -- The rules and regulations of the Board of Regents are subject to and shall comply with the provisions appearing in the current Appropriation Bill, including the following:

12. 1 Prohibition against Additional Museums. -- "None of the moneys appropriated in this Article, except bequests and gifts, may be used for establishing additional museums or for the maintenance and operation of museums unless the language of this Act or of other acts and resolutions of the Legislature specifically authorizes such use of appropriated funds."

12. 2 TV Stations Prohibited. -- "None of the moneys appropriated in this Article may be expended for the acquisition, construction, or operation of television transmitter station; provided, however, this prohibition shall not be construed so as to prevent the medical schools, dental school, general academic teaching institutions or other agencies of Higher Education named in this Article from using closed-circuit television for purely instructional purposes."

12. 3 Parking Lots. -- "It is the intent of this Legislature that no educational and general funds whether from General Revenue Fund or from local sources as appropriated by this Act shall be used for the purpose of constructing, maintaining, or operating parking lots. It is the further intent that such facilities shall be constructed, maintained, and operated from fees charged to those using such facilities."

12. 4 Presidents' Homes. -- "No funds appropriated by this Act may be used for the purpose of constructing a home for a president of any of the general academic teaching institutions named herein, without obtaining the approval of the Governor after the advice and consent of the Legislative Budget Board prior to obligating any funds for this purpose."

12. 5 Use of Alcoholic Beverages. -- "None of the moneys appropriated under this Act shall be used for the payment of salaries to any employee who

## CHAPTER VIII

### PLANT IMPROVEMENTS

#### Sec. 1. New Construction.

1. 1 New construction in an amount exceeding \$5,000 per project shall be approved by the Board of Regents upon recommendation of its Buildings and Grounds Committee, the Chancellor, the Comptroller, and the institutional head. It is the policy of the Board to employ a consulting architect for major new buildings and campus development plans at all component institutions, and to employ an associate architect for each major new building.
1. 2 The institutional building committees shall study the physical plant needs of their respective institutions and make recommendations through administrative channels as to the priority of buildings, location of buildings, suggestions as to size, style, mechanical equipment, etc. The University Comptroller shall be ex officio a member of all institutional building committees.
1. 3 After the Board of Regents approves the construction of a new building and authorizes the preparation of preliminary plans, the procedures shall be as follows:
  1. 31 The institutional head shall appoint a representative of the department or division concerned to serve as a member of the institutional building committee in planning the building.
  1. 32 The institutional building committee shall prepare an outline of the needs of the building, with the Consulting Architect or his representative meeting with the group to discuss plans when necessary.
  1. 33 The Consulting Architect shall prepare preliminary studies, including plans, elevation, exterior design, outline specifications, cost estimates, etc.
  1. 34 Preliminary plans and estimates of costs recommended by the institutional building committee, the department or division concerned, the institutional head, the Comptroller and the Chancellor shall be approved by the Board of Regents. With the advice of the Consulting Architect and the Comptroller, the Board of Regents shall select an associate architect to prepare final plans and specifications.



made under the supervision of the Director of Physical Plant and/or the institutional business officer at the component institutions, with the approval of the institutional head, provided that necessary funds have been approved through proper procedure.

Sec. 3. Major Repairs and Remodeling.

- 3.1 Any repair or remodeling project of the Physical Plant involving an estimated expenditure of \$20,000 or more shall be deemed a major repair and remodeling project.
- 3.2 Unless otherwise approved by the Board of Regents, the procedures and regulations pertaining to new construction shall apply to major repair and remodeling projects.

Sec. 4. Institutional Building Committees. --At each of the component institutions there shall be a building committee.

- 4.1 At institutions regularly offering instruction, this committee shall be appointed from the institutional faculty by the institutional head as other faculty committees are appointed.
- 4.2 At other institutions, this committee shall be appointed by the institutional head as other institution-wide committees are appointed.
- 4.3 The composition of the several building committees shall be set forth in the Institutional Supplement of each component institution.
- 4.4 The Vice-Chancellor (Developmental Services) and the University Comptroller shall be ex officio members of all institutional building committees.
- 4.5 Duties of institutional building committees shall be as follows:
  - 4.51 To hold necessary hearings and to make proper investigations regarding the building needs of the particular component institutions and to report conclusions to the institutional head.
  - 4.52 To recommend to the institutional head the priority of need and location of specific buildings, with reasons for such recommendations.
  - 4.53 When approval by the Board of Regents is given for the construction of a particular building, to make suggestions to and through the institutional head to the University Comptroller and the Consulting Architect of the University as to style, size, function, location, mechanical equipment, and general nature of the building, so as to facilitate the preparation of tentative plans and preliminary sketches.
  - 4.54 To work with the University Comptroller and the Consulting Architect and the associate architect until final plans and specifications for the construction of the building are prepared for

## CHAPTER IX

## MATTERS RELATING TO THE ENDOWMENT OFFICE

Sec. .1. Certain Specific Authorizations to the Endowment Officer.

## 1. 1 Permanent University Fund.

1. 11 Authority to Effect Purchases and Sales of Securities for the Permanent University Fund. -- Under the Revised Investment Program for the Permanent University Fund of The University of Texas, adopted by the Board of Regents on January 12, 1957, and as subsequently amended, the Endowment Officer of The University of Texas is empowered to effect purchases and sales of securities for the Permanent University Fund within the approved investment policies. Such transactions are subject to prior approval as to timing and specific securities to be purchased by the Staff Investment Committee, comprised of the Vice-Chancellor (Fiscal Affairs), the Endowment Officer, the Assistant to the Endowment Officer, and the Senior Security Analyst. (The investment policy for the Permanent University Fund follows as Section 2, page 50, in summarized form. The policy in full detail is on file in the offices of the Secretary of the Board of Regents and in the Endowment Office.)

1. 12 Authority to Endorse Securities Held by the Permanent University Fund. -- The Endowment Officer (or the Assistant to the Endowment Officer) and the Treasurer of the State of Texas (or the Acting Treasurer of the State of Texas) are jointly authorized and empowered to sell, assign, and transfer any and all of the bonds, stocks, notes, and other evidences of indebtedness and ownership of any description whatsoever owned by the Permanent University Fund of The University of Texas and registered in the name of "The University of Texas," "The University of Texas for Permanent University Fund, A State Endowment Fund, Austin, Texas," "Permanent University Fund of The University of Texas," or in any other registration required for securities purchased for the account of the Permanent University Fund.

## 1. 2 Trust and Special Endowment Funds.

1. 21 Authority to Effect Purchases and Sales of Securities for the Trust and Special Endowment Funds. -- Under the general investment policy for the various trust and special endowment funds

percentages to be based on book value, that is, cost or amortized cost, of all securities purchased:

Government Bonds (United States, State of Texas, and Texas Municipal) . . . . .	50 per cent
Corporate bonds (including rail equipment trust certificates) and Preferred Stocks . . . . .	10 per cent
Common Stocks . . . . .	40 per cent

Only new money coming into the Permanent University Fund and proceeds received from bond maturities will be committed to non-government securities until the above distribution is achieved.

- 2.2 To be eligible for purchase, corporate bonds and stocks must meet both the requirements of the Constitutional Amendment and the financial ratio, rating, and price standards as adopted in the policy by the Board of Regents.
  - 2.21 Any corporate bond meeting the Constitutional Amendment requirements and the policy standards may be purchased either on original offering or in the secondary market without prior approval of the Land and Investment Committee.
  - 2.22 Corporate stocks to be eligible for purchase must be issued by corporations which have been formally approved by the Land and Investment Committee and the Board of Regents and may be purchased without prior approval of the Land and Investment Committee as to specific stocks.
- 2.3 Corporate securities are to be purchased on the dollar cost averaging principle, without any attempt to appraise the short-term market trend, the averaging to be based on industry groupings rather than on individual corporations.
- 2.4 All purchases of securities are to be subject to prior approval as to timing of the purchases and the specific securities to be purchased by the Staff Investment Committee, comprised of the Vice-Chancellor (Fiscal Affairs), the Endowment Officer, the Assistant to the Endowment Officer, and the Senior Security Analyst.
- 2.5 All sales of securities are to be authorized in advance by the Land and Investment Committee and the Board of Regents, with timing of the specific sales subject to the approval of the Staff Investment Committee.
- 2.6 All purchases and sales of securities are to be reported at the next subsequent meeting of the Land and Investment Committee and the Board of Regents for ratification and approval. (For full details of the Constitutional Amendment requirements and policy standards, copies of the revised investment program for the Permanent University Fund may be obtained from the Endowment Office. A full copy is on file in the Office of the Secretary of the Board of Regents.)

the fund. (For full details of the investment policy for trust and special endowment funds, copies of the policy may be obtained from the Endowment Office. A full copy is on file in the Office of the Secretary of the Board of Regents.)

Sec. 4. Investment Policy for Funds Grouped for Investment.

- 4.1 A common trust fund, known as "Funds Grouped for Investment," was established by the Board of Regents on February 27, 1948, and amended on July 9, 1948, and is currently in operation for trust and special endowment funds under the control of the Board of Regents as trustee where the size of the fund suggests commingling in order to obtain proper investment diversification and a better rate of return on the endowment.
- 4.2 The general provisions of the policy for the "Funds Grouped for Investment" are summarized below:
- 4.21 No fund is to be admitted unless it is under the sole control of the Board of Regents and/or some administrative official of the University in his official capacity, and full discretion as to investments rest therein. No administrative official is to have any direction over the management of the common trust fund other than to request admittance or withdrawal of any fund under his direction except as he is authorized and empowered to manage the fund under the investment policy adopted by the Board of Regents. No fund is to be admitted which contains a specific provision against commingling or which contains restrictions prohibiting purchase of securities approved for purchase by the Board of Regents as trustee under the adopted investment policy for trust and special endowment funds.
- 4.22 Investments for the "Funds Grouped for Investment" are to be limited to such investments as are eligible under the investment policy for trust and special endowment funds as adopted and amended by the Board of Regents.
- 4.23 The Endowment Officer is empowered and authorized to manage the common trust fund within the adopted policy and in turn is authorized to carry out the operational details involved in the purchases and sales of securities for the fund through the Securities Division of the Endowment Office. (For full details of the investment policy adopted for "Funds Grouped for Investment," copies may be obtained from the Endowment Office. A full copy is on file in the Office of the Secretary of the Board of Regents.)

## CHAPTER X

### AUXILIARY ENTERPRISES

- Sec. 1. Auxiliary Enterprises are those operated primarily for service to students and staff which are expected to be self-supporting. Examples are residence halls, dining halls, student hospitals, student unions, and bookstores.
- Sec. 2. Annual budgets for these activities shall be prepared and submitted through regular administrative channels, and expenditures shall be within budgets approved by administrative officials and the Board of Regents. Income of Auxiliary Enterprises is not deposited with the State Treasurer, however, and any balances or deficits at the end of a fiscal year may be reappropriated for the succeeding year.
- Sec. 3. With the exception of intercollegiate athletic departments, to which the general and special provisions of the Appropriation Bill do not apply, the same regulations and applicable laws shall govern as apply to the budgeting and expenditure of general funds unless otherwise specifically authorized. The Board of Regents, upon recommendation of appropriate administrative officials, approves the regulations for the management and operation of athletic departments.
- Sec. 4. Rentals and related policies and rates for dormitories and housing facilities shall be approved in advance by the institutional head, the Chancellor, and the Board of Regents
- Sec. 5. Rules and regulations for the administration of dormitories, other housing facilities, dining halls, and other eating facilities, shall be promulgated by administrative officials and the institutional head at the institution concerned.
- Sec. 6. The money values of meals, lodging, and other services which employees are authorized to receive in lieu of additional wages or salary, are recommended to the institutional head by the Business Manager and approved by the Chancellor and the Board of Regents.
- Sec. 7. Statutory Provisions Currently in Effect. --Auxiliary Budgets shall comply with statutory provisions and rider provisions of current Appropriation Bill.

## CHAPTER XI

### RESEARCH AND TRAINING CONTRACTS, ETC.

- Sec. 1. Research and Training contracts, grants, or agreements with outside agencies shall be recommended by the institutional head, and the University Comptroller, and approved by the Chancellor or his designated representative before final ratification by the Board of Regents. Funds shall not be encumbered or expended under any such contract or grant without the approval of the Chancellor or his designated representative.
- Sec. 2. Application for research, development and training contracts and grants, whether with government agencies, or industry, or foundations or other private granting agencies, shall be initiated by the faculty member who will direct the work. However, all such applications must be approved by designated administrative officials.
- Sec. 3. Under State law, a copy of all contracts between the University and the Federal Government shall be filed with the Secretary of State except those contracts classified in the interest of national security, in which case only a statement of the research project shall be filed. These copies and statements shall be filed with the Secretary of State through the Office of the Secretary of the Board of Regents.
- Sec. 4. If the work is to be financed by government agencies, the negotiations shall be handled with the advice and assistance of the Office of Government Sponsored Research at the Main University and by the equivalent office at the other component institutions.
- Sec. 5. Information as to overhead rates applicable to the type of contract to be entered into should be secured from the Office of the Comptroller or the Office of Government Sponsored Research if with government agencies and otherwise from the business officers.
- Sec. 6. Before final approval of any sponsored research or training contract or grant, the University Comptroller, or such person as he may delegate, shall examine and recommend approval of the proposed overhead rate therein contained. Proposals as to overhead rates on cost-reimbursement contracts with the Army, Navy, and Air Force shall be worked out in preliminary form by the Business Manager concerned and shall be reviewed and approved by the University Comptroller before being submitted.